



**CITY OF BEVERLY HILLS**  
**PUBLIC WORKS SERVICES DEPARTMENT**  
**MEMORANDUM**

**TO:** PUBLIC WORKS COMMISSION

**FROM:** Michelle Tse, Senior Management Analyst *mst*

**DATE:** February 12, 2015

**SUBJECT:** Commission Structure Review

**ATTACHMENT:** 1. Commission Structure Review Update – January 13, 2015 Study Session  
2. Ordinance amending Commissions

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A representative from the City Attorney's office will provide an update on the changes related to the Commission structure. Attached is a copy of the January 13, 2015 City Council Study Session Report which provides a summary of the changes. The City Council agreed to keep the Commission term at six years and update the Commission attendance policy. A copy of the ordinance reflecting the commission structure changes is attached.



## STAFF REPORT

**Meeting Date:** January 13, 2015  
**To:** Honorable Mayor & City Council  
**From:** Mahdi Aluzri, Assistant City Manager  
Michelle Tse, Senior Management Analyst *MST*  
**Subject:** Commission Structure Review Update  
**Attachments:**  
1. Commission Structure Framework  
2. Proposed 6-Year Commissioner Term Schedule  
3. Proposed 8-Year Commissioner Term Schedule

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### INTRODUCTION

During the November 18, 2014 Study Session, the City Council discussed the recommendations provided by the Ad Hoc and requested the Committee members Vice Mayor Gold and Councilmember Krasne to consider a 6-year Commission term schedule instead of the originally proposed 8-year term, and to re-evaluate the Commissioner meetings attendance policy currently in place. All other recommendations made by the Ad Hoc were approved by the City Council. For reference, a copy of the approved Commission structure recommendations thus far is attached for reference as Attachment 1.

Based on the discussion resulting from the November 18 Study Session, the Commission Structure Ad Hoc Committee met on December 3, 2014 to further evaluate the two outstanding items. This report transmits responses to questions raised by City Council during the November 18<sup>th</sup> meeting on the 6-year versus 8-year term schedule, as well as Ad Hoc's recommendation on the Commissioner attendance policy.

### DISCUSSION

The Ad Hoc Committee discussed the two outstanding items and agreed on the following:

#### **Six-Year Commissioner Term Schedule versus Eight-Year Term Schedule**

Commissioners currently serve a six-year term. Attachment 2 reflects the Commissioner 6-year term schedule based on previously City Council approved concepts such as staggering appointments to avoid multiple Commissioners ending their term on the same date, and instituting an appointment schedule that takes place bi-annually (January 1 or July 1). In some instances, Commissioner terms were extended for an additional six months as needed, to further reduce multiple appointments ending on the same date. For comparison purposes, the same City Council approved concepts were applied to a Commissioner 8-year term schedule and is included as Attachment 3 for reference.

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Based on this analysis, the Ad Hoc noted the following the Pros and Cons on the 6-year and 8-year term:

Element	6-Year Term	8-Year Term
Pros	<p>Allows for more community members to participate given the shorter term.</p> <p>Shorter time commitment by the Commissioner thereby avoiding potential "burnout"</p>	<p>Longer term allows one to better grasp the knowledge of serving as a Commissioner</p> <p>Stability in the Commission make up which encourages commitment while allowing for at the same allowing the opportunity to leave at the end of the first four year term</p>
Cons	<p>Shorter term does not allow one to fully grasp the knowledge of serving as a Commissioner</p> <p>The first two year term does not allow time for a comprehensive understanding of the Commission responsibilities before the reappointment decision is considered</p>	<p>Lessens the opportunity window for community members to participate given the longer term</p> <p>Longer term commitment by the Commissioner requiring extended time commitment</p>

**Commissioner Attendance Policy**

Sections 2-2-106(B) and 2-2-106(C) of the City's Municipal Code currently states the following as it relates to Commissioner attendance:

B. If a commission or committee regularly meets once per month, membership shall terminate automatically if a member is absent from four (4) regular meetings within a twelve (12) month period unless the city council determines, in its sole discretion, that the absences were due to health reasons or for other unusual hardship that justifies the absence. Additionally, the city council may consider removing any member who is absent from three (3) meetings within a twelve (12) month period.

C. If a commission or committee regularly meets at least twice per month, membership shall terminate automatically if a member is absent from eight (8) regular meetings within a twelve (12) month period unless the city council determines, in its sole discretion, that the absences were due to health reasons or for other unusual hardship that justifies the absence. Additionally, the city council may consider removing any member who is absent from six (6) meetings within a twelve (12) month period.

The Ad Hoc Committee is recommending that when a commissioner misses three regularly scheduled commission meetings per year, the Mayor and Vice Mayor would meet with the commissioner and make a recommendation on any follow up action as appropriate and subsequently the City Council have the discretion to make a decision on that action. The Council can also appoint an interim or new Commissioner to fill the need if an existing Commissioner is not available to attend commission meetings on regular

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basis. The Ad Hoc Committee will make recommendations to the City Council on whether an interim or new Commissioner should be appointed in each instance. Furthermore, the City Council retains the discretion on extending a Commissioner's term and can choose not to do that if there were an unusual number of absences.

**FISCAL IMPACT**

There is minimal fiscal impact resulting from the commission structure changes. The City Attorney's office will be providing the training in various subject areas during the Commissioner training sessions to be held twice a year.

**RECOMMENDATION**

Staff is seeking City Council direction regarding the commission structure.

Jeff Kolin *MA Jr*  
Approved By

# **Attachment 1**

## Commission Structure Framework

### A. Items Relating to Commission Charge:

- **Charitable Solicitations Commission:** Expand charge to evaluate the fiscal health of non-profit organizations and recommend eligible organizations for Community Assistance Grant funding
- **Human Relations Commission:** Expand charge to address tenant-landlord relations
- **Architectural Review Commission:** Focus their charge on the review of conceptual design while maintaining the required review criteria
- **Design Review Commission:** Focus their charge on the review of conceptual design while maintaining the required review criteria
- **Groundwater Technical Committee:** Reduce from five members to two members by attrition; shall serve in an advisory role to Public Works Commission on related matters; Committee members to no longer receive stipend

### B. Items Relating to Commissioner Selection and Removal:

- **Application Process:**
  - Based on proposed bi-annual January and July Commissioner schedule, proposed recruitment schedule will be as follows:
    - For January appointments – interviews and appointments confirmed by July of previous year to allow appointees to attend meetings six months prior to serving
    - For July appointments – interviews and appointments confirmed by January of same year to allow appointees to attend meetings six months prior to serving
  - Training to occur 6 months prior to Commissioner taking on term.
  - Training is mandatory. Part of the training component should include Commission-specific items/topics to familiarize new members with topics related to the Commission he/she will be serving.
  - Applicants may apply to only one (1) Commission per application cycle.
  - An existing Commissioner may not apply to join another Commission during their term, unless applying for the Planning Commission.
- **Commissioner Selection Process:**
  - City staff will not be involved with the selection process of new commissioners, other than to provide administrative support.
  - Spouses concurrently serving on the same commission shall not be allowed.
  - Spouses consecutively serving on the same commission shall not be allowed.
  - Discourage spouses serving concurrently on different Commissions; Council discretion on this matter

- **Commissioner Voluntary Resignations:**
  - If a Commissioner resigns based on a non-emergency need, he/she must wait one year before re-applying to serve on a Commission.
  - If a Commission resigns based on urgency, then Council liaisons may recommend a former Commissioner or a new applicant to fill vacancy. The appointment is subject to Council approval.
  
- **Re-appointments:**
  - A Commissioner shall complete his/her term before applying to serve on a different Commission.
  - A Commissioner does not have to wait one year from completion of his/her current term to apply to the Planning Commission.
  
- **Commissioner Removal:**
  - At Council's discretion
  
- C. **Items Relating to Commissioner Training:**
  - Develop internal resource/guide on how to run Commission meetings (ex: former Commissioner may be a resource)
  - Commission training as a collective group or to coincide with the commission rotation.
  
- D. **Items Relating to Commission Size:**
  - Keep a 5-member Commission
  - Reduce Health & Safety Commission to 5 members by attrition
  
- E. **Items Relating to Chair Rotation and Terms:**

**Chair Rotation:**

  - Chair rotation based on seniority (i.e. based on date of appointment).

**Chair Terms:**

  - Consistent term rotation for all Chairs (bi-annual schedule)
  - Expiration date of Commissioners scheduled to be either January or July (bi-annual)
    - Transition schedule if switch to a January/July schedule:
      - Appointments that expire between months July through December of current year will be extended to January 1 of following year.
      - Appointments that expire between January through June of current year will end on June 30 of same year.
  - Based on proposal, rotation of Chair to occur in January and July (twice a year). If a Commissioner terms out, cannot serve as Chair for that year.
  - Cannot serve as Chair or Vice Chair during first year of first term. However, can serve as Vice Chair during first year of second term.
  - Commissioner may decline to serve as Chair, but will be moved to "end of the list"
  
- F. **Items Relating to Commission Terms:**
  - Expected to complete entire duration of their term

- If relocate outside of City for non-emergency reasons, Commissioner can serve maximum of 3 months; Council discretion on this item. Council to select interim Commissioner from former Commissioner pool until position can be filled permanently.
- Commissioner term to remain at six years. First term will be 2 years; second term will be 4 years. Evaluation will be completed by the Council liaisons and requires City Council concurrence for Commissioner to continue term.
- If there are 2two or more Commissioners whose terms have same end date, then stagger the end dates by extending terms by 6 months intervals, based on seniority
- Transition schedule if switch to a January/July schedule:
  - Appointments to expire between months July through December of current year will be extended to January of following year.
  - Appointments that expire between January through June of current year will be extended to July of same year.

**G. Items Relating to Agenda Preparation, Materials and Transparency:**

- Standard meeting agenda with public comment in the beginning and promote consistency
- Standard posting requirements for all Commissions
- Report format and attachments should be sufficient to inform public (e.g. to include pros/cons, options, staff recommendations)

**H. Other Discussion Items:**

- ***Groundwater Technical Committee:***
  - Reduce Committee members from five to two members by attrition.
  - Committee members may include both residents and non-residents. Residents are preferred but not required.
  - Groundwater members shall serve an advisory role to Public Works Commission on related matters.
  - Amend ordinance so that Committee members no longer receive stipend.

# **Attachment 2**

Proposed Commissioner Term Schedule (6 Years)

Name	Commission	Chair Rotation Mo. Under Current Structure	Chair Rotation Month Under Proposed Jan/July Structure	Current 6-year Term Schedule (2-4 Term)		Proposed 6-year Term with January/July Appointment Schedule		
				First APPTD	Term Exp	No. Yrs in Current Term	First Term (2 Years) Completion Date	Second Term (4 Years) Completion Date
Lisa Kay Schwartz (#2) (Vice Chair)	Health & Safety			11/20/2012	11/19/2014	2	12/31/2014	12/31/2018
Daniel Nazarian (#1)	Health & Safety			11/20/2013	11/19/2015	2	12/31/2015	12/31/2020
Myra Demeter (#2)	Health & Safety			11/20/2013	11/19/2015	2	12/31/2015	6/30/2020
Gary B. Ross (#3)	Health & Safety			11/20/2013	11/19/2015	2	12/31/2015	12/31/2019
Rochelle Ginsburg (Chair) - Recruitment ongoing	Human Relations	September	January	11/20/2008	11/19/2014	6	N/A	12/31/2014
Ori Blumenfeld (#1) (Vice Chair)	Human Relations			5/15/2014	5/14/2016	2	6/30/2016	12/31/2021
Karen Popovich Lewyn (#2)	Human Relations			5/15/2014	5/14/2016	2	6/30/2016	6/30/2021
Jerald Friedman (#3)	Human Relations			5/15/2014	5/14/2016	2	6/30/2016	12/31/2020
Sonia Berman (#4)	Human Relations			5/15/2014	5/14/2016	2	6/30/2016	6/30/2020
Howard S. Fisher (Chair)	Planning	March	July	12/20/2011	12/19/2017	6	N/A	12/31/2017
Alan Robert Block (Vice Chair)	Planning			1/10/2013	1/9/2015	2	6/30/2015	6/30/2019
Farshid Joe Shooshani	Planning			3/1/2014	2/28/2016	2	6/30/2016	6/30/2020
Craig Corman	Planning			3/1/2009	2/28/2015	6	N/A	6/30/2015
Brian Rosenstein	Planning			12/18/2010	12/17/2016	6	N/A	12/31/2016
Ron Shalowitz (Chair)	Public Works	August	January	6/2/2011	6/1/2017	6	N/A	6/30/2017
Sandra Aronberg (#1) (Vice Chair)	Public Works			11/13/2013	11/12/2015	2	12/31/2015	12/31/2020
Jeff Wolfe (#2)	Public Works			11/13/2013	11/12/2015	2	12/31/2015	12/31/2019
Jerrold S. Felsenthal	Public Works			2/27/2014	2/26/2016	2	6/30/2016	6/30/2020
Barry D. Pressman	Public Works			4/14/2011	4/13/2017	6	N/A	12/31/2017
Howard Rosoff (#1) (Chair)	Recreation & Parks	January	January	5/26/2011	5/25/2017	6	N/A	6/30/2018
Simone Friedman (#2) (Vice Chair)	Recreation & Parks			5/26/2011	5/25/2017	6	N/A	12/31/2017
Frances Bliak	Recreation & Parks			6/11/2013	6/10/2015	2	6/30/2015	6/30/2019
Susan Gersh (#1)	Recreation & Parks			11/23/2010	11/22/2016	6	N/A	6/30/2017
Robert S. Anderson (#2)	Recreation & Parks			11/23/2010	11/22/2016	6	N/A	12/31/2016
Andy Licht (Chair)	Traffic & Parking	December	January	3/4/2010	3/3/2016	6	N/A	6/30/2016
Lester Friedman (Vice Chair)	Traffic & Parking			2/3/2011	2/2/2017	6	N/A	6/30/2017
Jacob Manaster	Traffic & Parking			5/1/2014	4/30/2016	2	6/30/2016	6/30/2020
Alan Grushcow	Traffic & Parking			9/9/2009	9/8/2015	6	N/A	12/31/2015
David Stiede	Traffic & Parking			1/7/2015	1/6/2017	2	6/30/2017	6/30/2021

Notes: This schedule is based on information available as of Jan 2015; schedule may be subject to change. Multiple appointments ending on same date are staggered by 6 month intervals based on seniority (#) denotes seniority level

Groundwater Management Technical Committee is an advisory group and not a Commission; therefore Commission term policy would not apply

Proposed Commissioner Term Schedule (6 Years)

Name	Commission	Chair Rotation Mo. Under Current Structure	Chair Rotation Month Under Proposed Jan/July Structure	Current 6-year Term Schedule (2-4 Term)		No. Yrs in Current Term	Proposed 6-year Term with January/July Appointment Schedule	
				First APPTD	Term EXP		First Term (2 Years) Completion Date	Second Term (4 Years) Completion Date
Barry I. Bernstein (Chair)	Architectural	March	July	9/16/2009	9/15/2015	6	N/A	12/31/2015
Andrea Gardner Apatow (Vice Chair)	Architectural			1/19/2011	1/18/2017	6	N/A	6/30/2017
Gidas Peteris	Architectural			10/17/2012	10/16/2014	2	12/31/2014	12/31/2018
Michelle Kaye	Architectural			11/21/2013	11/20/2015	2	12/31/2015	12/31/2019
James Blakeley III	Architectural			2/17/2010	2/16/2016	6	N/A	6/30/2016
Murray D. Fischer (Chair)	Charitable Solicitations	December	January	6/20/2012	6/19/2018	6	N/A	6/30/2018
Karen Kay Platt (Vice Chair)	Charitable Solicitations			2/7/2013	2/6/2015	2	6/30/2015	12/31/2019
Richard E. Schreiber	Charitable Solicitations			2/7/2013	2/6/2015	2	6/30/2015	6/30/2019
Pam Kraushaar #1	Charitable Solicitations			1/1/2015	12/31/2016	2	12/31/2016	6/30/2021
Joe Safier #2	Charitable Solicitations			1/1/2015	12/31/2016	2	12/31/2016	12/31/2020
Maralee Beck (#4) (Chair)	Cultural Heritage	July	July	3/7/2012	3/6/2018	6	N/A	12/31/2018
Lisa Greer (#5) (Vice Chair)	Cultural Heritage			3/7/2012	3/6/2018	6	N/A	6/30/2018
Rebecca Pynoos (#3)	Cultural Heritage			3/7/2012	3/6/2016	4	N/A	6/30/2019
Noah Furie (#1)	Cultural Heritage			3/7/2012	3/6/2016	4	N/A	6/30/2020
Richard Waldow (#2)	Cultural Heritage			3/7/2012	3/6/2016	4	N/A	12/31/2019
John Wyka (Chair)	Design Review	March	July	5/15/2011	5/14/2017	6	N/A	6/30/2017
Arlene Pepp (Vice Chair)	Design Review			11/4/2010	11/3/2016	6	N/A	12/31/2016
Efi Hubschman	Design Review			1/4/2013	1/3/2015	2	6/30/2015	6/30/2019
Mahnaz Shariff Ardani	Design Review			1/1/2015	12/31/2016	2	12/31/2016	12/31/2020
Ilene Nathan	Design Review			1/6/2011	1/5/2017	6	N/A	6/30/2017
Sandra Pressman (Chair)	Fine Art	February	July	12/18/2008	6/16/2015	6	N/A	6/30/2015
Brenda Potter (Vice Chair)	Fine Art			1/15/2009	2/18/2016	6	N/A	6/30/2016
Alan Kaye	Fine Art			9/25/2013	9/24/2015	2	12/31/2015	12/31/2019
Carolyn Hiller	Fine Art			2/20/2014	2/19/2016	2	6/30/2016	6/30/2020
Michael Smooke	Fine Art			1/15/2015	12/31/2016	2	6/30/2017	6/30/2021
Josephine Axt-Mullins (Not a Commission)	Groundwater Mgmt	N/A	N/A	5/18/2010	5/17/2016	6	N/A	N/A
Herbert Reston (Not a Commission)	Groundwater Mgmt			3/1/2006	2/29/2012	6	N/A	N/A
Arnold Epstein (Not a Commission)	Groundwater Mgmt			9/1/2008	8/31/2014	6	N/A	N/A
Marvin Katz (Not a Commission)	Groundwater Mgmt			9/1/2008	8/31/2014	6	N/A	N/A
Anthony Maggio (Not a Commission)	Groundwater Mgmt			5/18/2010	5/17/2016	6	N/A	N/A
Myra B. Lurie (#1) (Chair)	Health & Safety	July	July	11/20/2012	11/19/2014	2	12/31/2014	6/30/2019

# **Attachment 3**

Proposed Commissioner Term Schedule (8 Years)

Name	Commission	Chair Rotation Under Current Structure	Chair Rotation Under Proposed Jan/July Structure	Mo. Under Current Structure	Mo. Under Proposed Jan/July Structure	Current 6-year Term Schedule (2-4 Term)			Proposed 8-year Term with January/July Appointment Schedule		
						First APPTD	Term EXP	No. Yrs in Current Term	First Term (4 Years) Completion Date	Second Term (4 Years) Completion Date	Completion Date
Barry I. Bernstein (Chair)	Architectural	March	July			9/16/2009*	9/15/2015	6	N/A	N/A	12/31/2015
Andrea Gardner Apatow (Vice Chair)	Architectural					1/19/2011*	1/18/2017	6	N/A	N/A	6/30/2017
Gidas Peteris	Architectural					10/17/2012*	10/16/2014	2	12/31/2016	12/31/2018	12/31/2018
Michelle Kaye	Architectural					11/21/2013	11/20/2015	2	12/31/2017	12/31/2021	12/31/2021
James Blakeley III	Architectural					2/17/2010*	2/16/2016	6	N/A	N/A	6/30/2016
Murray D. Fischer (Chair)	Charitable Solicitations	December	January			6/20/2012*	6/19/2018	6	N/A	N/A	6/30/2018
Karen Kay Platt (Vice Chair)	Charitable Solicitations					2/7/2013	2/6/2015	2	6/30/2017	12/31/2021	12/31/2021
Richard E. Schreiber	Charitable Solicitations					2/7/2013	2/6/2015	2	6/30/2017	6/30/2021	6/30/2021
Pam Kraushaar #1	Charitable Solicitations					1/1/2015	12/31/2016	2	12/31/2018	6/30/2023	6/30/2023
Joe Safier #2	Charitable Solicitations					1/1/2015	12/31/2016	2	12/31/2018	12/31/2022	12/31/2022
Maralee Beck (#4) (Chair)	Cultural Heritage	July	July			3/7/2012*	3/6/2018	6	N/A	N/A	12/31/2018
Lisa Greer (#5) (Vice Chair)	Cultural Heritage					3/7/2012*	3/6/2018	6	N/A	N/A	6/30/2018
Rebecca Pynoos (#3)	Cultural Heritage					3/7/2012*	3/6/2016	4	6/30/2016	6/30/2019	6/30/2019
Noah Furie (#1)	Cultural Heritage					3/7/2012*	3/6/2016	4	6/30/2016	6/30/2020	6/30/2020
Richard Waidow (#2)	Cultural Heritage					3/7/2012*	3/6/2016	4	6/30/2016	12/31/2019	12/31/2019
John Wyka (Chair)	Design Review	March	July			5/15/2011*	5/14/2017	6	N/A	N/A	6/30/2017
Arline Pepp (Vice Chair)	Design Review					11/4/2010*	11/3/2016	6	N/A	N/A	12/31/2016
Efi Hubschman	Design Review					1/4/2013	1/3/2015	2	6/30/2017	6/30/2021	6/30/2021
Mahnaz Sharifi Ardani	Design Review					1/1/2015	12/31/2016	2	12/31/2018	12/31/2022	12/31/2022
Ilene Nathan	Design Review					1/6/2011*	1/5/2017	6	N/A	N/A	6/30/2017
Sandra Pressman (Chair)	Fine Art	February	July			12/18/2008*	6/16/2015	6	N/A	N/A	6/30/2015
Brenda Potter (Vice Chair)	Fine Art					1/15/2009*	2/18/2016	6	N/A	N/A	6/30/2016
Alan Kaye	Fine Art					9/25/2013	9/24/2015	2	12/31/2017	12/31/2021	12/31/2021
Carolyn Hiller	Fine Art					2/20/2014	2/19/2016	2	6/30/2018	6/30/2022	6/30/2022
Michael Smooke	Fine Art					1/15/2015	12/31/2016	2	12/31/2018	12/31/2022	12/31/2022
Josephine Axt-Mullins (Not a Commission)	Groundwater Mgmt	N/A	N/A			5/18/2010	5/17/2016	6	N/A	N/A	N/A
Herbert Reston (Not a Commission)	Groundwater Mgmt					3/1/2006	2/29/2012	6	N/A	N/A	N/A
Arnold Epstein (Not a Commission)	Groundwater Mgmt					9/1/2008	8/31/2014	6	N/A	N/A	N/A
Marvin Katz (Not a Commission)	Groundwater Mgmt					9/1/2008	8/31/2014	6	N/A	N/A	N/A
Anthony Maggio (Not a Commission)	Groundwater Mgmt					5/18/2010	5/17/2016	6	N/A	N/A	N/A

Proposed Commissioner Term Schedule (8 Years)

Name	Commission	Chair Rotation		No. Yrs in Current Term	Term EXP	First APPTD	Term	First Term Completion Date	Second Term Completion Date	Proposed 8-year Term with January/July Appointment Schedule
		Mo. Under Current Structure	Mo. Under Proposed Jan/July Structure							
Myra B. Lurie (#1) (Chair)	Health & Safety	July	July	2	11/19/2014	2	12/31/2016	6/30/2019		
Lisa Kay Schwartz (#2) (Vice Chair)	Health & Safety			2	11/19/2014	2	12/31/2016	12/31/2018		
Daniel Nazarian (#1)	Health & Safety			2	11/19/2015	2	12/31/2017	12/31/2022		
Myra Demeter (#2)	Health & Safety			2	11/19/2015	2	12/31/2017	6/30/2022		
Gary B. Ross (#3)	Health & Safety			2	11/19/2015	2	12/31/2017	12/31/2021		
Rochelle Ginsburg (Chair) - Recruitment on Human Relations	Human Relations	September	January	6	11/19/2014	6	N/A	12/31/2014		
Ori Blumenfeld (#1) (Vice Chair)	Human Relations			2	5/14/2016	2	6/30/2018	12/31/2023		
Karen Popovich Levyn (#2)	Human Relations			2	5/14/2016	2	6/30/2018	6/30/2023		
Jerald Friedman (#3)	Human Relations			2	5/14/2016	2	6/30/2018	12/31/2022		
Sonia Berman (#4)	Human Relations			2	5/14/2016	2	6/30/2018	6/30/2022		
Howard S. Fisher (Chair)	Planning	March	July	6	12/19/2017	6	N/A	12/31/2017		
Alan Robert Block (Vice Chair)	Planning			2	1/9/2015	2	6/30/2017	6/30/2021		
Fatshid Joe Shooshani	Planning			2	2/28/2016	2	6/30/2018	6/30/2022		
Craig Corman	Planning			6	2/28/2015	6	N/A	6/30/2015		
Brian Rosenstein	Planning			6	12/17/2016	6	N/A	12/31/2016		
Ron Shalowitz (Chair)	Public Works	August	January	6	6/1/2017	6	N/A	6/30/2017		
Sandra Aronberg (#1) (Vice Chair)	Public Works			2	11/12/2015	2	12/31/2017	12/31/2022		
Jeff Wolfe (#2)	Public Works			2	11/12/2015	2	12/31/2017	12/31/2021		
Jerrold S. Felsenthal	Public Works			2	2/26/2016	2	6/30/2018	6/30/2022		
Barry D. Pressman	Public Works			6	4/13/2017	6	N/A	12/31/2017		
Howard Rosoff (#1) (Chair)	Recreation & Parks	January	January	6	5/25/2017	6	N/A	6/30/2018		
Simone Friedman (#2) (Vice Chair)	Recreation & Parks			6	5/25/2017	6	N/A	12/31/2017		
Frances Bilak	Recreation & Parks			2	6/10/2015	2	6/30/2017	6/30/2021		
Susan Gersh (#1)	Recreation & Parks			6	11/22/2016	6	N/A	6/30/2017		
Robert S. Anderson (#2)	Recreation & Parks			6	11/22/2016	6	N/A	12/31/2016		
Andy Licht (Chair)	Traffic & Parking	December	January	6	3/3/2016	6	N/A	6/30/2016		
Lester Friedman (Vice Chair)	Traffic & Parking			6	2/2/2017	6	N/A	6/30/2017		
Jacob Manaster	Traffic & Parking			2	4/30/2016	2	6/30/2018	6/30/2022		
Alan Grushcow	Traffic & Parking			6	9/8/2015	6	N/A	12/31/2015		
David Siedel	Traffic & Parking			2	1/7/2015	2	6/30/2017	6/30/2021		

Notes: This schedule is based on information made available as of Jan 2015; schedule may be subject to change. Multiple appointments ending on same date are staggered by 6 month inter  
 \* Terms on or before Jan. 1, 2013 will stay at the 6-year term; appointments on or after Jan. 1, 2013 reflect 8-year term.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF BEVERLY HILLS AMENDING THE BEVERLY HILLS MUNICIPAL CODE REGARDING COMMISSIONS**

THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The city council hereby amends and restates Sections 2-2-105, 2-2-106 and 2-2-107 of Article 1 (“General Provisions”) of Chapter 2 (“COMMISSIONS AND COMMITTEES”) of Title 2 (“ADMINISTRATION, PERSONNEL, AND PROCEDURES”) of the Beverly Hills Municipal Code to read as follows:

2-2-105: TERM OF OFFICE:

A. Appointments to a commission shall be for an initial term of two (2) years. At the discretion of the city council, commissioners may be reappointed to a second term. Appointments to a second term may be for up to four (4) years. The city council may appoint any commission member or members to terms shorter or longer than those set forth in this subsection if the city council determines that a shorter or longer term or terms is in the best interest of the commission or is appropriate to stagger the terms of appointees so that the terms of all or a majority of members do not expire concurrently or inappropriately close in time.

B. Appointees who have served two (2) successive terms shall not be eligible for reappointment to the same commission.

C. A member may serve beyond expiration of that member’s term until such time as a successor is appointed.

D. A Commissioner must wait one year after the end of the Commissioner’s term before applying to another Commission other than the Planning Commission.

E. Committee members shall be appointed at the time of creation of the committee. Where the committee continues in existence for three (3) years or more, original appointments shall expire on the third anniversary of the committee where the committee consists of three (3) members, and shall expire on the fourth anniversary of the committee where the committee consists of four (4) or more members. Any committee which continues in existence beyond a period of three (3) years shall be governed by the appointment provisions of subsections A, B and C of this section.

2-2-106: TERMINATION OF MEMBERSHIP:

Membership on a commission or committee shall terminate under the following conditions, unless otherwise specifically provided in this code:

A. Membership shall terminate automatically upon resignation or death of a member.

B. If a commission or committee regularly meets once per month, ~~membership shall terminate automatically if and~~ a member is absent from ~~four~~three (43) regular meetings within a twelve (12) month period ~~unless the city council determines, such commissioner shall meet with an ad hoc committee appointed by the Mayor to discuss the reasons for such absence. If the ad hoc committee believes that the absences are likely to continue, the ad hoc committee will request that the matter be placed on a City Council agenda. The City Council, in its sole discretion, may consider the following actions: (i) if the Council finds that the absences were due to health reasons or for other unusual hardship that justifies the absence. Additionally, the city council may consider removing any member who is absent from three (3) meetings within a twelve (12) month period, the Council may excuse the absences and if necessary, appoint a temporary commissioner to fill the role until such time as the commissioner is able to serve; or (ii) remove such commissioner and if necessary, appoint a temporary commissioner until such time as a new commissioner is appointed.~~

C. If a commission or committee regularly meets at least twice per month, ~~membership shall terminate automatically if and~~ a member is absent from ~~eight~~four (84) regular meetings within a twelve (12) month period ~~unless the city council determines, such commissioner shall meet with an ad hoc committee appointed by the Mayor to discuss the reasons for such absence. If the ad hoc committee believes that the absences are likely to continue, the ad hoc committee will request that the matter be placed on a City Council agenda. The City Council, in its sole discretion, may consider the following actions: (i) if the Council finds that the absences were due to health reasons or for other unusual hardship that justifies the absence. Additionally, the city council may consider removing any member who is absent from six (6) meetings within a twelve (12) month period, will not likely continue, the Council may allow the commissioner to continue serving; or (ii) remove such commissioner and if necessary, appoint a temporary commissioner until such time as a new commissioner is appointed. Notwithstanding the foregoing, a commissioner's term shall automatically terminate in the event a commissioner is absent from six (6) regular meetings in a twelve (12) month period, or nine (9) regular meetings within a twenty-four (24) month period.~~

D. Membership shall terminate automatically if a member ceases to reside in the city, unless residence is not required for membership or unless a member has temporarily ceased to reside in the city because of unusual circumstance or hardship, has not purchased a home outside the city in which the member is residing, intends to move back into the city, and has not previously ceased to reside in the city at any time while serving on the commission. For the purposes of this subsection "temporarily" means a period not exceeding six (6) months starting from the date a member ceased residence in the city.

E. Membership shall terminate automatically if a member's office would be vacated under the provisions for disqualification from office set forth in section 1770 of the California Government Code. Provided, however, that the provisions of this section governing absences shall supersede the provisions of section 1770 regarding absences.

~~In addition, the~~ F. The city council may remove any member from a commission or committee for any reason. Such removal may be accomplished by resolution or minute order of the city council.

G. In the event of a commissioner vacancy due to resignation or termination, the City Council liaisons to the affected Commission shall recommend a former commissioner until such time as a new commissioner is appointed to fill such vacancy, subject to City Council approval.

2-2-107: OPERATIONAL PROCEDURES:

Unless otherwise provided in the ordinance or resolution creating a commission or committee the following provisions shall apply in the conduct of business of such commission or committee:

A. Each commission or committee shall adopt rules of conduct and procedure which shall be consistent with the provisions of this chapter.

B. Each commission shall have regularly scheduled meetings at least once each month, and may call special meetings as provided in section 54956 of the state Government Code.

C. Committees are not required to have regularly scheduled meetings, and meetings may be called by the chairperson or by a majority of the membership.

D. A majority of the designated membership shall constitute a quorum, and any action shall require a majority of the quorum for either affirmative or negative action.

~~E. A chairperson and a vice chairperson shall be elected by the members from the membership. A member shall not serve as chairperson in excess of two (2) years. (The foregoing sentence shall no longer be effective and shall be repealed in its entirety on October 1, 2014, and replaced with the following sentence: A member shall not serve as chairperson in excess of 2 years; provided, however, that a member shall not serve as chair for 2 consecutive years.)~~serve for one year. A rotation progression of the chair and the vice-chair position among Commissioners shall be established by the City Clerk based upon seniority of appointment to the Commission. If a Commissioner declines to serve as chairperson, such Commissioner shall wait until the other Commissioners currently serving at such time are eligible for chairperson before assuming the chair, regardless of seniority of appointment. A Commissioner shall not serve as chairperson or vice chairperson during his or her first year as a Commissioner. A Commissioner shall not serve as chairperson if such Commissioner's term will end before such Commissioner is able to serve one complete year as chairperson.

F. An official record of all considerations and decisions shall be made and filed with the city clerk; and a report shall be made to council.

G. The city manager shall designate such staff as necessary to provide administrative support, unless otherwise designated by council.

Section 2. The city council hereby amends and restates Section 2-2-602 of Article 6 ("Charitable Solicitation Commission") of Chapter 2 ("COMMISSIONS AND COMMITTEES") of Title 2 ("ADMINISTRATION, PERSONNEL, AND PROCEDURES") of the Beverly Hills Municipal Code to read as follows:

Article 6. Charitable Solicitations Commission

2-2-602: JURISDICTION AND FUNCTIONS:

The charitable solicitations commission shall perform the following functions:

- A. Review applications for solicitation permits for charitable or religious solicitation purposes, and make recommendations thereon as provided in title 4, chapter 3, article 8 of this code.
- B. ~~To perform~~ Evaluate the fiscal health of non-profit organizations and recommend eligible organizations for Community Assistance Grant Funds, as well as funding allocations to organizations based on service needs in the City.
- C. Perform such other functions and duties as designated by city council.

Section 3. The city council hereby amends and restates Sections 2-2-1402, 2-2-1403 and 2-2-1404 of Article 14 (“Human Relations Commission”) of Chapter 2 (“COMMISSIONS AND COMMITTEES”) of Title 2 (“ADMINISTRATION, PERSONNEL, AND PROCEDURES”) of the Beverly Hills Municipal Code to read as follows:

Article 14. Human Relations Commission

2-2-1402: MISSION STATEMENT AND RESPONSIBILITIES:

The human relations commission shall advise, recommend, assist and encourage activities and programs to be undertaken to promote positive human relations in all aspects of community life in Beverly Hills. The commission shall actively promote a just and equitable multicultural society; and will endeavor to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor.

The purposes and responsibilities of the commission shall include:

- A. Promoting the concepts of diversity, tolerance, and acceptance in the community;
- B. Conducting such studies and to hear such issues in any field of human relations in the community as will aid in effectuating the commission’s general purpose;
- C. Inquiring into incidents of tension or conflict among or between various racial, religious or nationality groups, and encouraging action by means of conciliation, conference, and/or persuasion to alleviate such tensions and conflict;
- D. Conducting and/or recommending such educational programs as will increase good will throughout the community;
- E. Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution;
- F. Facilitating better communication and interpersonal relations within the city and between the city and members of the community and hearing and receiving oral and written communications,

in an appropriate time and manner, from members of the public concerning any topic that relates to the relationships between members of the community or between the city or its staff and members of the community;

G. Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of city employees with the public. The commission shall serve as one alternative to directing complaints to the city department involved in the complaint.

1. The commission or its staff may communicate with complainants and city departments with regard to complaints received by the commission and may also arrange and facilitate communications directly between city departments and complainants;

2. The commission or its staff may inquire about the status of a complaint received by the commission and the progress of the review of a complaint.

H. Landlord-Tenant Issues:

1. The commission shall hear landlord-tenant disputes in order to provide a public forum where tenants and landlords can address issues and resolve differences prior to pursuing mediation, requesting a formal hearing with the City, if applicable, or filing a civil suit.

2. The commission shall educate tenants in the City regarding tenant rights.

2-2-1403: MEMBERSHIP:

The human relations commission shall consist of five (5) members who shall be residents of the city, except that one member may be a nonresident who is active in religious, educational, or social service agencies serving the Beverly Hills community.

The commission shall request that the Beverly Hills unified school district and the police chief appoint a representative to attend meetings when the commission deems it appropriate.

2-2-1404: ~~CHAIR OF THE COMMISSION:~~ [Reserved]

~~The first chair of the commission shall be appointed by majority vote of the city council. Annually thereafter members of the human relations commission shall select its chair who may serve no more than two (2) consecutive one year terms.~~

Section 4. The city council hereby amends and restates Sections 2-2-1603 and 2-2-1604 of Article 16 (“Health and Safety Commission”) of Chapter 2 (“COMMISSIONS AND COMMITTEES”) of Title 2 (“ADMINISTRATION, PERSONNEL, AND PROCEDURES”) of the Beverly Hills Municipal Code to read as follows:

Article 16. Health And Safety Commission

2-2-1603: MEMBERSHIP: ~~A.~~ The health and safety commission shall consist of ~~seven~~five (75) members who shall be residents of the city.

~~B. The provisions of article 1 of this chapter, which sets forth the general regulations applicable to commissions, shall govern the appointment, term, and removal of health and safety commission members except as otherwise provided in this section. Upon expiration of the initial two (2) year term of the first seven (7) commissioners, the city council may reappoint those seven (7) commissioners for terms ranging from two (2) to six (6) years in order to establish staggered terms for future commissioners.~~

~~2-2-1604: CHAIR OF THE COMMISSION:~~[Reserved]

~~The first chair of the commission shall be appointed by majority vote of the city council for a term of one year. Annually thereafter members of the health and safety commission shall select its chair who may serve no more than two (2) consecutive one year terms.~~

Section 5. The city council hereby amends and restates Sections 10-3-3002 and 10-3-3003 of Article 30 (“Architectural Commission, Architectural Review, And Procedure”) of Chapter 3 (“ZONING”) of Title 10 (“PLANNING AND ZONING”) of the Beverly Hills Municipal Code to read as follows:

Article 30. Architectural Commission, Architectural Review, And Procedure

10-3-3002: ARCHITECTURAL COMMISSION:

An architectural commission is hereby established which shall consist of five (5) members who shall be appointed by residents of the council. ~~At least one of the members shall be appointed from each City. At least one member shall be a licensed architect in the State of California. At least one member shall have experience in any of the following disciplines: building construction, architecture, landscape architecture, and/or visual and graphic design, and at least three (3) members shall be laypersons.~~ In the event no person is eligible for appointment ~~in the~~ from a designated field who is a resident of the city, the council may waive the residency requirement.

~~10-3-3002.1: ELIGIBILITY: All; provided, however, there shall be no more than two nonresident members of the architectural commission shall be residents of the city except as expressly waived by the provisions of section 10-3-3002 of this chapter.~~

10-3-3003: ~~APPOINTMENT AND TERM OF OFFICE:~~DUTIES

~~The members~~Unless otherwise specified herein, the duties of the architectural commission shall be appointed by the council. Appointments shall be made so as to stagger the terms of the appointees so that two (2) terms become vacant on each of three (3) successive years and one term on the fourth year. The term of office of each member appointed to a full term shall be for four (4) years. as follows:

1. Exercise the authority set forth in this article and as otherwise provided in this code;

2. In carrying out its duties pursuant to this Code;

(A) Review and authorize the overall conceptual design of a proposed structure, landscaping, and signs, recognizing that minor design details will change when construction drawings are prepared and during field construction;

(B) Focus greater attention to overall design themes and less to ornamental design features, hardware, balcony railings, and other secondary features; and

(C) Balance the desire for efficient application processing with the desire to ensure high quality architectural and landscape designs;

3. Develop educational material that aide project applicants in achieving high quality design standards and provide guidance to applicants;

4. Recommend and amend policies as it may deem necessary to implement the purposes of this article;

5. Participate in, promote, and conduct informational and educational programs pertaining to urban design in commercial and multi-family zones;

6. Develop a program to celebrate exemplary commercial and multi-family architecture, and landscape designs;

7. Perform any other functions that may be designated by resolution or motion of the City Council.

Section 6. The city council hereby amends and restates Sections 10-3-4402, 10-3-4403 and 10-3-4404 of Article 44 (“R-1 Design Review”) of Chapter 3 (“ZONING”) of Title 10 (“PLANNING AND ZONING”) of the Beverly Hills Municipal Code to read as follows:

#### Article 44. R-1 Design Review

##### 10-3-4402: DESIGN REVIEW COMMISSION:

A design review commission is hereby established which shall consist of five (5) members who shall be ~~appointed by residents of the council city.~~ At least one of the members shall be a licensed residential architect. If one qualified residential architect cannot be found, the council may appoint a landscape architect to fill the professional position on the design review commission. In the event no person who is a resident of the city is eligible for appointment in the designated field, the council may waive the residency requirement.

##### 10-3-4403: ELIGIBILITY:

~~All members of the design review commission shall be residents of the city except as expressly waived by the provisions of section 10-3-4402 of this article.~~ 10-3-4404: APPOINTMENT AND TERM OF OFFICE:

The members of the design review commission shall be appointed by the council as provided in section 2-2-105 of this code.

10-3-4404: DUTIES

Unless otherwise specified herein, the duties of the Design Review Commission shall be as follows:

- 1) Exercise the authority set forth in this article and as otherwise provided in this code;
- 2) In carrying out its duties pursuant to this Code:
  - (A) Review and authorize the overall conceptual design of proposed single family residences in the Central Area of the City, recognizing that some minor design details will change when construction drawings are prepared and during field construction;
  - (B) Balance the desire for efficient application processing with the desire to ensure high quality architectural and landscape designs;
  - (C) Assist applicants in achieving their design objectives, recognize individual homeowner interests and allow for a diversity of designs, while ensuring overall compatibility to the neighborhood; and
  - (D) Focus greater attention to overall design themes and less to ornamental design features, hardware, balcony railings, and other secondary features;
- 3) Develop educational material that aide project applicants in achieving high quality design standards and provide guidance to applicants and homeowners;
- 4) Recommend and amend policies as it may deem necessary to implement the purposes of this article;
- 5) Participate in, promote, and conduct public informational and educational programs pertaining to single family urban design;
- 6) Develop a program to celebrate exemplary single family residences; and
- 7) Perform any other functions that may be designated by resolution or motion of the City Council.

Section 7. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, the remainder of this Ordinance shall remain in full force and effect.

Section 8. Publication. The City Clerk shall cause this Ordinance to be published at least once in a newspaper of general circulation published and circulated in the city within fifteen (15) days after its passage in accordance with Section 36933 of the Government Code, shall certify to the adoption of this Ordinance and shall cause this Ordinance and the city Clerk's certification, together with proof of publication, to be entered in the Book of Ordinances of the Council of this city.

Section 9. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage.

Adopted:  
Effective:

\_\_\_\_\_  
LILI BOSSE  
Mayor

ATTEST:

\_\_\_\_\_  
BYRON POPE  
City Clerk

(SEAL)

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
LAURENCE S. WIENER  
City Attorney

\_\_\_\_\_  
~~JEFFREY KOLIN~~ MAHDI ALUZRI  
Interim City Manager

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