



CITY OF BEVERLY HILLS

PUBLIC WORKS SERVICES DEPARTMENT

MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Trish Rhay, Assistant Director of Public Works Services, Infrastructure & Field Operations
Caitlin Sims, Senior Management Analyst

DATE: January 14, 2016

SUBJECT: DISCUSSION ON PENALTY SURCHARGE APPEALS PROCESS

ATTACHMENT: 1. Resolution 15-R-13046

At its June 30, 2015, meeting, the City Council adopted Resolution 15-R-13046 – a Resolution of the City Council of the City of Beverly Hills Establishing an Appeal Procedure for Penalty Surcharges for Water Usage Contrary to the Provisions of the Stage D Water Conservation Measures. This Resolution provided that “Level 2” penalty surcharge reviews shall be completed by an appeals officer that is one member of the Public Works Commission, who may serve on a rotating basis, as determined by the Commission.

For the Commission’s consideration, staff recommends that the process be revised such that the Appeals Officer is not a Public Works Commissioner and that the Appeals Officer may be designated by the Public Works Commission. Due to the increasing volume of Level 2 appeals and its complexities, this will ensure the appeals are reviewed and processed in a timely manner. If the Commission approves the staff’s recommendation, this item will be agendaized at a future City Council meeting for consideration.