

**CITY OF BEVERLY HILLS  
TRAFFIC AND PARKING COMMISSION  
APPLICATION**

TO: HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment on the Traffic and Parking Commission.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Residence Address **(required)**: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (optional): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How long have you resided in Beverly Hills? \_\_\_\_\_ (Applicant must be a resident of the City for a minimum of two years prior to filing an application)

Occupation: \_\_\_\_\_

Do you work in Beverly Hills? \_\_\_\_\_

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which commission(s)? \_\_\_\_\_

Have you ever applied to the Team Beverly Hills Program? \_\_\_\_\_

Are you a member or alumnus of the Team Beverly Hills Program? \_\_\_\_\_

Have you applied previously for a commission appointment? If so, which commission(s)? \_\_\_\_\_

1. Please list all community activities you are presently involved in, and have participated in the past (including years of service. Please highlight activities related to traffic and/or parking issues either locally or elsewhere:)

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2. Please describe any technical expertise (engineering, planning, knowledge of regional transportation issues or regulations or other background information [education, business or personal]) that you feel might be useful to you as a Traffic and Parking Commissioner:

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3. Have you attended one or more full Traffic and Parking Commission meeting(s) within the last 12 months? Why did you attend these particular meetings? Please comment on your reactions:

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4. TPC meetings are held in the morning, with occasional evening or weekend special meetings. How much time do you envision giving to the Traffic and Parking Commission? How often are you out of town? What other commitments might cause conflicts in your scheduling of Commission meetings or other related activities?

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5. What do you see as the major **traffic** issues currently facing Beverly Hills?

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6. What do you see as the major **parking** issues currently facing Beverly Hills?

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7. Why do you wish to be a member of the Traffic and Parking Commission?  
(Specifically, why have you chosen this form of community service over the many other avenues of community service available in our community?)

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Additional Comments:

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Completed applications should be returned to the City Clerk’s Office, Room 290, 455 North Rexford Drive, Beverly Hills, CA 90210. If you have any questions, please contact the City Clerk at 310.285.2400.

**IMPORTANT NOTICE**

**In order that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Director of Community Development. Please DO NOT contact the City Councilmembers or the members of the Traffic and Parking Commission regarding the Traffic and Parking Commission vacancies.**

## **Serving on the Beverly Hills Traffic and Parking Commission**

The Traffic and Parking Commission is one of twelve (12) Commissions appointed by the City Council to carry out a variety of delegated functions. The Community Development Department provides primary staff support to the Traffic and Parking Commission with other departments providing support on an as-needed basis. The Community Development Department also, as with other departments, provides support to other Commissions and to the City Council.

There are five Traffic and Parking Commission positions serving an initial two-year term, with a single, four-year reappointment possible. Commissioners may serve until their replacements are appointed. An application form for appointment to the Traffic and Parking Commission may be obtained in the City Clerk's office in Room 290 of City Hall or by calling 310.285.2400. It is recommended that those seeking appointment attend Traffic and Parking Commission meetings to familiarize themselves with current issues and how the meetings are conducted.

When there is a vacancy, the City Council announces the upcoming vacancy and invites interested persons to submit application forms. The City Council and the Traffic and Parking Commission Liaison Committee then schedule candidates for an informal interview. The subcommittee recommendation is made to the City Council, and the City Council appoints the successful candidate at a formal public meeting. The City Clerk swears in new Traffic and Parking Commissioners sometime before their first meeting, generally immediately prior to their first meeting.

### **Legal Authorities and Responsibilities**

The Beverly Hills Municipal Code sets out the areas over which the Traffic and Parking Commission has authority as advisory to the City Council. The Commission is responsible for recommending traffic and parking policies to the City Council in order to improve general traffic and parking conditions in the City. The Commission also performs other duties related to traffic and parking as may be referred to it by the City Council such as review of valet operations, taxi regulations, regional transportation needs, preferential parking permits, overnight parking permits, and other parking related programs.

## **Operation, Staffing and Time Commitment**

The Traffic and Parking Commission meets the first Thursday of each month, with additional meetings as necessary. The Traffic and Parking Commission provides guidance to staff regarding formal recommendations for City Council consideration. Meetings are usually held in Room 280A, which is adjacent to the City Council Chamber on the second floor of Beverly Hills City Hall. Meetings begin at 9:00 a.m. and typically end between 11:30 a.m. and 12:00 noon. The meetings are conducted by the Chair, or in his/her absence, the Vice-Chair. Occasionally, Commissioners may serve on two-person Ad Hoc committees or subcommittees appointed by the Chair to study particular issues and make recommendations to the full Commission. The Chair and Vice-Chair positions are rotated annually. It may also be necessary for Commission members to attend City Council meetings to represent a topic or Commission recommendation.

Approximately one week prior to each meeting, Commissioners receive an agenda packet of staff reports. Depending on the length and complexity of the agenda, Commissioners can expect to spend between three to eight hours reading agenda packets and visiting referenced sites in advance of the meeting.

The presence of at least three Commissioners constitutes a quorum and is required to conduct a meeting and make formal recommendations. The Commission must conduct its meetings and formulate its decisions in accordance with its own Rules of Procedure, and with State law (the "Brown Act"), which requires all meetings to be open to the public. All meetings are video recorded and available for viewing on the City's website. Minutes of the meetings are taken by a staff recording secretary.

State law requires compliance with conflict of interest requirements, which involve filing a financial disclosure form with the City Clerk, which is available for public inspection. Interested persons may contact the City Clerk's office to inspect a sample report. Commissioners may not deliberate or participate in any case in which the Commissioner has a financial interest. The City Attorney's Office, which also provides staff support to the Commission, can provide guidance to individual Commissioners who may have questions on a case-by-case basis. Commissioners will find that interested parties to an application (both pro and con) will attempt to engage them in conversation about a pending case. It is important for Commissioners to

maintain an impartial distance from those interested in issues coming before the Commission and must maintain this impartiality, sometimes in the context of impassioned pleas from their fellow residents, business colleagues, friends and acquaintances.

To be successful, it is helpful for Commissioners to have the ability to read maps and visualize vehicle travel patterns, to retain and apply complex State and local Municipal Code regulations to specific defined circumstances and the ability to explain the sound general principles supporting recommendations. Also helpful are a good working knowledge of the City (physical, economic and demographic), the ability to make tough and possibly unpopular recommendations based on the merits of the alternatives available, an interest in regional traffic and parking issues; and lots of patience!

Service on any City Commission is a responsibility, which may involve a significant time commitment, and should not be undertaken lightly. Aside from attending regularly scheduled meetings, preparation for meetings and special meetings sometimes warrant an additional time commitment, especially when service as Chair and/or Vice Chair. Commissioners may also be requested to attend certain City Council meetings, community meetings and/or other City functions, such as Team Beverly Hills.

### **Resources**

- Beverly Hills Municipal Code
- City Commissioners' Handbook

Community Development staff provides each new Commissioner with a thorough briefing.