



**CITY OF BEVERLY HILLS**  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
4<sup>th</sup> Floor Conference Room A  
**Sunshine Task Force Committee**

**SPECIAL MEETING HIGHLIGHTS**

**October 28, 2019**

Meeting called to order at 5:00 p.m.

Date / Time: October 28, 2019 / 5:00 pm

In Attendance: Mayor John Mirisch, Councilmember Lili Bosse, Charles Aronberg, Kathy Checchi, Mark Elliot, Fred A. Fenster, Marilyn Gallup, David Gingold, Steve Mayer, Michael Newmann, Elliot Ponchick, Edward Sigall, Debbie Weiss, Thomas White

City Staff: City Attorney Larry Wiener, Assistant City Manager Nancy Hunt-Coffey, Director of Community Development Susan Healy Keene, Director of Public Works Shana Epstein, Chief Information Officer David Schirmer, City Clerk Huma Ahmed, Assistant Director of Public Works Gil Borboa, Principal Performance Auditor Shawnee Pickney, Assistant City Clerk Lourdes Sy-Rodriguez

**1) Public Comment**

Members of the public will be given an opportunity to directly address the Committee on items not listed on the agenda.

1. Debbie Weiss re: legislative advocacy. It was shared with the group, that she is now also a registered legislative advocate.
2. David Gingold re: his claim
3. Michael Newmann re: demolition of multi-family buildings
  - Mayor Mirisch announced that an item on demolition moratorium for rent-stabilized buildings will be placed on a future Council meeting agenda
4. Marilyn Gallup re: suggestion to Mr. Gingold to bring his claim up with the Ombudsman (which has been replaced by the City Auditor's office)

**2) Legislative Advocates**

- Follow up items:
  - Changes to the legislative advocate form
  - Clarification of revisions to the ordinance
- Accessibility of the legislative advocate registrations (Mark Elliot)
- Violation hearings, penalty process & FAQ (Debbie Weiss)
- Assistant City Manager Nancy Hunt-Coffey clarified that the ordinance needs to be revised and approved by the City Council first before the form can be changed.
- It was agreed that both the applicant and the lobbyist are responsible for calling the meeting of the neighbors before the application is submitted. City Attorney Larry Wiener will bring this matter before the City Council for approval.
- It was also suggested and agreed upon by the Committee that instead of 10 days, lobbyists should register 5 days before they begin lobbying. Mayor Mirisch reiterated that lobbyists should disclose that they are lobbyists at the beginning of the meetings they're attending.

- Mr. Mark Elliot requested that the email notification that the City sends out when a lobbyist form has been filed contain summary information of who the lobbyist is, the client and project on the body of the email to eliminate the need to open the pdf attachment in order to know the information.
- Mayor Mirisch recommended that all legislative advocate hearings should be livestreamed and archived for greater public access. He also recommended that City Attorney Wiener contact City Prosecutor Bill Litvak re. the legislative advocated process.
- Ms. Debbie Weiss reported that Jason Somers has not corrected the lobbyist form that he filed which was in violation. She also stated that some lobbyists are listing architects as the owner on the form and some are using LLCs as the owner.

### 3) Notification/Outreach

- Follow up items:
  - a. Wording and appearance of notices
  - b. Certified mailings to neighbors near projects
  - c. Public noticing regarding Airbnb
- Notifications regarding current discretionary/pipeline projects
- Report on water quality (Thomas White)
- Director of Community Development Susan Healy Keene clarified that notices are sent in an official City envelope and showed a sample of it.
- Some of the suggestions given on how to send City notices: put “urgent” or “contains information regarding construction in your area” or specific information on the envelope. It was also suggested to send notices by certified mail. Mr. Thomas White suggested that the envelope be properly addressed with the actual name of the resident instead of just “Occupant” so the resident doesn’t think it’s junk mail and discard it. He also recommended getting a proof of delivery to ensure that the residents received the notice. Ms. Kathy Checchi suggested sending notices by registered mail with return ticket showing the resident’s signature. Mayor Mirisch recommended that staff to make a good faith effort to reach residents by calling them and sending the notice by registered mail without need for a signature.
- Mr. Mark Elliot stated that he wants to hear more about the Airbnbs in the City and the City’s enforcement activities. Mayor Mirisch suggested “googling” Airbnb addresses in the City and doing “sting operations.” Mr. Steve Mayer requested that information be available on the City’s website and social media about enforcement operations being conducted by the City.
- Director of Public Works Shana Epstein provided a report on water quality and what the City is doing. Mr. Thomas White stated that he read a report about water contamination that had different statistics from the Public Works water quality report. Ms. Epstein invited Mr. White to a meeting to discuss the report in detail.

### 4) Development Process/Projects

- Follow up items:
  - Meeting applicants, residents and staff when a project comes forward
- Loma Vista Inspection (Debbie Weiss)
- Construction in residential areas during Yom Kippur holiday (Steve Mayer)
- Resident participation in stop work order meetings (Steve Mayer)
- Director of Community Development Susan Healy Keene passed a sign-in sheet for those interested to get a copy of the current projects list by email. Another option to get the list is by going to the City’s website and signing up to get notices.
- Mr. Mark Elliot inquired on how to get information on certificates of ineligibility.

- It was agreed to have a neighborhood meeting before the project is submitted to the Community Development Department.
- Ms. Debbie Weiss asked for a system to be put in place so that all projects are listed on the projects list and nothing is left out.
- Mr. Thomas White requested that the information on the Inspector assigned to the project be added to the projects list.
- Mr. Steve Mayer requested that there be no construction in residential areas during Yom Kippur. This will be added to the list of holidays and will be brought to City Council for approval.

## 5) **Transparency**

- Follow up items:
    - Staff meetings with applicants regarding projects
    - Closed captioning and transcripts of public meetings
  - Email retention schedule (**Debbie Weiss**)
  - Tracking system for STF initiatives (**Steve Mayer**)
  - Comments on 9/12/19 highlights (**Thomas White**)
  - Updates to City Council Policy Manual and Commissioner Handbook (**Thomas White**)
- Mr. Thomas White reiterated the request from Councilmember Bosse several meetings ago to put staff's calendar on the City's website. Councilmember Bosse recommended for the list to include all types of communications (phone, email, face-to-face) between staff and applicants. Mr. Michael Newmann posed the question of who will be overseeing the calendar. Mayor Mirisch recommended for this matter to be brought to City Council.
  - Chief Information Officer David Schirmer reported that his department is working with the vendor on the closed captioning and transcripts of public meetings.
  - All Committee members supported Ms. Debbie Weiss' suggestion to extend the retention period of records, including emails, from two years to five years.
  - Mr. Steve Mayer showed a sample of a Sunshine Task Force Status of Approved Initiatives table (handout) that he created and suggested that staff create a tracking system/table similar to this.
  - Mr. White suggested for every meeting to start with the approval of the minutes. He also recommended for the minutes to be posted seven days after the meeting and to be emailed to all members. He stated that he has corrections to the minutes of the 9/12/19 meeting for Item #3 and suggested that follow up items be automatically placed on the next agenda. He also asked that the titles of items he submits for the agenda be included as is and not changed. Assistant City Manager Nancy Hunt Coffey explained that staff is trying to streamline the titles and group similar items together for a smooth flow of discussion.
  - Mr. White asked when the revised versions of the City Council Policy Manual and Commissioner Handbook that were last revised in 2009 and 2016, respectively, will be published. Ms. Hunt-Coffey explained that a lot of changes are needed and will advise Mr. White at the next meeting when the revisions will be finished.

## 6) **New Items**

None

Future Items for Discussion:

- Mr. Mark Elliot requested improvements to the Comcate interface.
- Mr. Elliot requested more frequent Library Board of Trustees meeting and report, and an ability for the public to provide feedback/input.

## 7) **Next meeting: November 25, 2019**

Recommended agenda items due to City Clerk's Office by November 20, 2019

8) **Adjournment**

Date / Time: October 28, 2019 / 6:46 pm