City Clerk's Office

July 23, 2020

Dear Recreation and Parks Commission Applicant:

Thank you for your interest in the very important position of Recreation & Parks Commissioner with the City of Beverly Hills. The position is appointed by the City Council from among residents who apply for openings. **The filing deadline is Friday, September 4, 2020 at 5:00 p.m.**

Attached is an application that we would like to have you fill out and return to the City Clerk's Office at City Hall. The application and associated materials are intended to give applicants a full explanation of the requirements and duties of a Recreation & Parks Commissioner, and to give the City Council a thorough understanding of your qualifications and interests in the position. All applicants are strongly encouraged to attend Commission meetings for the Commission they are applying to prior to the interview process.

After the September 4, 2020 filing deadline, you will be contacted for an interview with the City Council Liaison Members and the Recreation & Parks Commission Chair and Vice Chair. The City Council initiated this process to give applicants an opportunity to share their qualifications and motivations for applying. Due to the anticipated number of applications, we cannot schedule every candidate to meet with all five City Councilmembers, but we hope that the initial interview will give each candidate an opportunity to learn more about the position and to express their interest. All five City Councilmembers will receive a complete copy of each candidate's application. Concluding the interview and review process, the City Council will appoint the new Commissioners as soon as possible thereafter.

Please note that the application package includes an informational copy of the FPPC Form 700, "Statement of Economic Interests," which State law requires of each City official, including Recreation & Parks Commissioners. This document would need to be filed in the City Clerk's Office within 30 days of a new commissioner taking office, and again each year in April. It is **not** required at the time of filing the application.
While the application process requires a significant investment of time, we think it is vital to making good appointments. We hope that you will find the process stimulating and enjoyable.

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 Services. Please DO NOT contact the City Councilmembers or the members of the Recreation & Parks Commission regarding the Recreation & Parks Commission vacancy.

Sincerely,

[Signature]

HUMA AHMED
City Clerk

Enclosures
TO: MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Recreation and Parks Commission.

Name:____________________________________ Email Address: ______________________

Residence Address (required):________________________ Zip Code:____________

Mailing Address (optional):________________________ Zip Code:____________

Home Phone:____________ Work Phone:____________ Fax:____________

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

Occupation: _________________________________________________________________

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 community activities/organizations with which you are currently involved and past activities/organizations in which you have participated:

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2. Describe any technical experience (landscape design; arboriculture; leisure services; social work) or other background experiences which would prove useful to you as a Recreation and Parks Commissioner (educational, business or personal):

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3. Why do you wish to be a member of the Recreation and Parks Commission? (Specifically, why have you chosen this form of community service over the many other avenues of service available in the Beverly Hills community?)

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4. Have you attended one or more Recreation and Parks Commission meetings within the past 12 months? Please comment on your reactions. What key topics were of interest to you and why?

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5. How much time do you envision giving to the Recreation and Parks Commission? What other commitments might cause conflicts in your scheduling of Commission meetings or other related activities? Meetings are currently held the 4th Tuesday of every month (except July) at 2:00 p.m.

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6. What do you see as the major Recreation (Leisure/Cultural Services) and/or Park planning issues currently facing Beverly Hills?

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7. How would you describe the appropriate relationship amongst the Commissioners and between the Commission and community service organizations using recreation/park facilities? Would you find it difficult to vote in opposition to someone you know?

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Completed applications may 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 Services. Please DO NOT contact the City Councilmembers or members of the Recreation & Parks Commission regarding the Recreation & Parks Commission vacancy.
SERVING ON THE RECREATION & PARKS COMMISSION

The Recreation & Parks Commission is one of twelve (12) City Commissions appointed by the City Council. Commissions are established by the Municipal Code to perform a variety of statutory or advisory functions. The eleven City Commissions include:

- Architectural Commission
- Charitable Solicitations Commission
- Cultural Heritage Commission
- Design Review Commission
- Fine Art Commission
- Health and Safety Commission
- Human Relations Commission
- Planning Commission
- Public Works Commission
- Recreation & Parks Commission
- Rent Stabilization Commission
- Traffic & Parking Commission

Statutory functions are those that involve Code-specified "decision authority." Much of the work done by the Planning Commission and the Architectural Commission is statutory because the Commissions are vested with authority to make decisions following properly noticed public hearings.

Most of the work done by other City Commission is advisory. The Commissions have been established to provide advice to both the City Council and City staff. City Commissioners provide an educated viewpoint from the perspective of the resident. The advice that they provide is highly respected and very influential. City Commissions are not responsible for the work of a given staff department, nor are they "oversight bodies." The Commissions do not exercise any budgetary control.

As with most cities in California, the City of Beverly Hills uses the Council-Manager form of government. This is a "corporate" model, whereby the elected City Council (Board of Directors) employs a City Manager to hire and supervise the fulltime workforce. The workforce is divided into departments, each with a Department Head who works directly for the City Manager. The City Council sets policy for the City, and the City Manager is responsible for implementing that policy. The City Manager helps recommend policy (as do City Commissions), and the City Council audits the effectiveness of the City Manager in carrying out the adopted policy. City Commissions are not asked to audit staff performance, but they are frequently asked to evaluate the effectiveness of the programs that seek to implement City Council policy. Personnel performance issues are left to the City Manager.

The Recreation & Parks Commission is an advisory Commission providing advice to the City Council, City Manager and Director of Community Services concerning our parks, street trees, and leisure services. The Director of Community Services oversees Recreation & Parks, Art & Cultural Events, Human Services, and the Library Divisions. Working as a body, the Commission is invited to provide input on any subject that encompasses the City's open space or leisure and cultural activities.

The Recreation & Parks Commission is a five-member body which works closely with the Director of Community Services and the Assistant Director of Community Services-Recreation
& Parks. The Director is also responsible for providing staff support for the Commission's meetings. In accordance with City Council policy, Recreation & Parks Commissioners will be appointed to an initial two-year term of office. Upon successful completion of two years, incumbent Commissioners will be eligible for a four-year reappointment (for a total of six years on the Recreation & Parks Commission).

The Commission meets on the fourth Tuesday of each month, with additional meetings (including subcommittee meetings) as desired. One member of the Commission serves as a Chair for a one-year term, on a rotating basis. The Chairperson conducts meetings based on an agenda prepared by the Director of Community Services and/or Assistant Director of Community Services-Recreation & Parks, with input from the members. All recommendations of the Commission are transmitted to the City Council through meeting minutes and/or written Reports.

The role of Vice Chair is also filled annually to provide backup for the Chairperson in the event of his/her absence. The Chair and Vice Chair meet with a two-member City Council liaison committee approximately every two months to discuss the Commission's major projects, future plans and priorities.

Prior to each Recreation & Parks Commission meeting, Commissioners receive their agenda and a packet of staff reports. Depending on the length and complexity of the agenda, Commissioners should expect to spend from three to six hours reading staff reports and visiting project sites in advance of each scheduled meeting.

Meetings are conducted in accordance with the Commission's own adopted rules and with State "open meeting" laws (ie, the Brown Act). Three members of the Commission constitute a quorum, and any meeting of a quorum must conform to the Brown Act, which specifies that:

- all meetings must be open to the public.
- agendas must be posted 72 hours in advance (except for certain emergency circumstances).
- no matter may be discussed unless it is on the posted agenda.
- a quorum of the body may not discuss Commission business outside a normal meeting, nor may decisions be made (or even pursued).
- formal minutes must be maintained for each meeting.

State law also requires conformance with conflict of interest requirements. Each Commissioner is required to file a financial disclosure form (FPPC Form 700) upon appointment and annually thereafter. The form is obtained from the City Clerk and, upon completion, filed in the City Clerk's Office. It is available for public inspection. The City Clerk can provide sample copies of such reports, and the City Attorney may be consulted for guidance in meeting the letter and spirit of this State law.

Candidates for the Recreation & Parks Commission should have a good working knowledge of the City of Beverly Hills, including history, traditions, physical layout, demographics of the population, etc. The work requires the ability to analyze complex matters, to communicate effectively with the public and staff, to work cooperatively as a team member, and to reach fair and impartial decisions. While a candidate may have expertise in one aspect of the Recreation & Parks field (ie, youth sports, cultural arts, parks, etc.), they should have equal interest in pursuing a well-rounded program of community services.
Commissioners should also be able and willing to reach difficult and sometimes unpopular recommendations. Commissioners serve the City best when they are able to maintain an impartial position until all parties have been properly heard as part of a formal meeting. Recommendations should be based on the merits of the specific case.

Among the issues the Commission reviews and advises upon are the following:

- Leisure service programs administered by the Recreation & Parks Department
- Capital improvement projects affecting park and other open space facilities
- Private groups' use of parks and park facilities
- Park rules and regulations
- Programs involving child care, youth/teen activities, after-school enrichment, senior adults, cultural arts, sports activities, people with disabilities, community events, fee-based classes, etc.
- Conservation efforts to restore historical sites

Applications for the Recreation & Parks Commission may be obtained from the City Clerk's Office. It is recommended that interested candidates try to attend one or more meetings of the Commission to familiarize themselves with current issues. All applicants will be interviewed by a subcommittee of both the City Council and Recreation & Parks Commission (two members of each). Following these interviews, the subcommittee will recommend the names of one or more top candidates to the full City Council. City Council members may then conduct further interviews before they make a final selection at a formal City Council meeting.

Candidates who have additional questions should feel free to contact the Director of Community Services or the City Clerk. Staff members will do their best to answer your questions and provide any additional background information that is needed.

The City Council and staff are very appreciative of the interest of all applicants.