Dear Arts and Culture Commission Applicant:

Thank you for your interest in the very important position of Arts and Culture 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, June 12, 2020 at 5:00 p.m.

Attached is an application, which we would like to have you complete and return to the City Clerk's Office at City Hall. The application and associated material is intended to give applicants a full explanation of the duties of an Arts and Culture 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 June 12, 2020 filing deadline, you will be contacted for an interview with the two City Councilmembers/Liaisons to the Arts and Culture Commission and the Arts and Culture Commission Chair and Vice Chair. The City Council initiated this process to give every applicant 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. Following the interview and review process, the City Council will appoint the new Commissioner 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 Arts and Culture Commissioners. This document would need to be filed with this 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 Arts and Culture Commission regarding the Arts and Culture Commission vacancy.

Sincerely,

HUMA AHMED
City Clerk

Attachments
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 to the Arts and Culture Commission.

*Note: The Arts and Culture Commission serves in an advisory capacity to the City Council on matters pertaining to the enrichment of the community through fine art, visual arts, performing arts, digital and media arts, arts education, and community cultural activities, education and events.*

Name: ___________________________  E-mail 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: ________________________________________________________________

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. List all community activities you are presently involved in, including years of service:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Describe your experience in the area of visual, performing and cultural arts, particularly community cultural events, or other pertinent background (educational, business, or professional) that might be useful to you as a member of the Arts and Culture Commission (your role and capacity):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Applicants should be familiar with the City of Beverly Hills Fine Art Ordinance. What challenges do you see facing public art (in terms of placement, audience, or social value)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. To get a sense of what the Arts and Culture Commission requires of its members, applicants are strongly encouraged to attend one or more meetings. Have you attended any in the last year? If so, please give your reactions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. Do you foresee any conflict of interest in serving on the Commission?


6. Selecting artwork to acquire or to have commissioned is the most important part of the public art process. What procedure is likely to produce the best result?


7. In 2019, the City launched the arts and culture expansion initiative. The Arts and Culture Commission has developed a work plan to launch expansion efforts. How do you see arts and culture expanding in Beverly Hills? Are there gaps or opportunities you see?


8. The Commission meets on the second Tuesday of each month at 10:00 a.m., and each meeting typically lasts two hours. In addition, Commissioners are expected to serve on one or more subcommittees and to attend various events and tours. Do you have any commitments that would tend to keep you from participating fully in the activities of the Commission? If so, how would you balance the two?
9. Why do you wish to be an Arts and Culture Commissioner?

________________________________________________________________________

________________________________________________________________________

10. The Arts and Culture Commission is advisory to the City Council, and the City's Community Services Department works in partnership with the Commission to administer the Arts and Culture program. Are you familiar with the Community Services Department and the scope and breadth of the programs and services provided, and the parks and recreation facilities managed by the Department? Please describe.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date______________________________ Signature_____________________________

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 the members of the Arts and Culture Commission regarding the Arts and Culture Commission vacancies.
Serving on the Beverly Hills Arts and Culture Commission

The Arts and Culture Commission is one of twelve (12) commissions appointed by the City Council of Beverly Hills to carry out a variety of delegated functions. The City Manager, department heads and other City staff who work for the City Council provide support for the commissions. The Community Services Department provides staff support for the Arts and Culture Commission.

There are five positions on the Arts and Culture Commission. The Commissioners serve a staggered first term of two years, and may be reappointed to a second term of four years. The Commissioners generally serve until their replacements are appointed. An application form for appointment to the Commission may be obtained in the City Clerk’s office in Room 290 of City Hall or by telephoning 310.285.2400. It is recommended that those seeking appointment attend one or more Arts and Culture Commission meetings to see how they are conducted and to familiarize themselves with the issues currently under discussion.

When a vacancy is anticipated, the City Council announces it and invites interested persons to submit application forms. A subcommittee of City Council and Arts and Culture Commissioners will interview all interested candidates and will recommend one or more candidates to the full City Council. Sometimes additional interviews are held by individual Councilmembers. The City Council makes its final selection and appointment at a formal public meeting. The City Clerk swears in each new Arts and Culture Commissioner at the Commissioner's first meeting.

Legal Authorities and Responsibilities

The Beverly Hills Municipal Code sets out the areas over which the Arts and Culture Commission has authority, either as a decision-making body or as advisory to the City Council.

The mission of the Arts and Culture Commission is to promote and nurture the arts and cultural life of the City of Beverly Hills.

The Arts and Culture Commission shall have the following powers and duties:

A. Act in an advisory capacity to the City Council on matters pertaining to the enrichment of the community through fine arts, visual arts, performing arts, digital and media arts, arts education, and community cultural activities, education and events;

B. Serve as an advocate for cultural activities, community cultural programs and events within the City;
C. Promote arts and culture activities of and in the City to broaden the opportunities for residents and visitors' participation in the arts;

D. Implement the City's Fine Art Program, as specified in Section 3-1-301 through 3-1-814 of this Code, including, but not limited to, the purchase of fine art for the public, consideration of donations and loans of public art, hosting art exhibits or art events, and performance of such other duties relating to procurement, display and maintenance of fine art as designated by the City Council.

E. Foster public and private partnerships for providing arts and cultural programming, including enhancing and expanding community cultural events by involving artists, art galleries, fine and visual arts, performing arts, digital and media arts, literary arts and creative arts organizations, the creative community, residents and the business community;

F. Promote access to the highest quality arts and cultural opportunities possible.

G. Encourage the integration of cultural programs and community cultural events into the fabric of the City to improve the quality of life for City residents and welcome visitors to the world-class Beverly Hills experience;

H. Encourage and support arts education programs in the community and schools including docent programs or similar;

The Fine Art Ordinance, as listed in the City of Beverly Hills Municipal Code, states:

A. Any person constructing, reconstructing or constructing an addition to a commercial, industrial or mixed use building within the city shall provide fine art as follows:

1. Install fine art that has a value that equals or exceeds one percent (1%) of the total construction cost of the building when the total construction cost is between five hundred thousand dollars ($500,000.00) and one million dollars ($1,000,000.00).

2. Install fine art that has a value that equals or exceeds one and one-half percent (1.5%) of the total construction cost of the building when the total construction cost exceeds one million dollars ($1,000,000.00).

B. In lieu of providing the fine art required by subsection A of this section, payment may be made to the city in an amount of ninety percent (90%) of the value required by subsection A of this section.

If an applicant chooses to install art, then an application must be filed with the Arts and Culture Commission for approval of the fine art proposed. The application form must contain the following information: preliminary sketches, photographs, a model or other documentation of the proposed fine art; a curriculum vitae of the artist; an appraisal by an independent appraiser or other evidence of the value of the proposed fine art; site
plans and elevations; an estimate of the construction cost of the proposed structure; sketches, photographs or other documentation showing the relationship of the proposed fine art to the proposed structure; and such other information as the Commissioners may require. The Arts and Culture Commission will approve the application if the fine art has the minimum value required, is located in a public place, has been created by an established artist, has intrinsic quality and enduring value, and is compatible with and enhances the aesthetic quality of the building site.

Operation, Staffing and Time Commitment

The Arts and Culture Commission meets the second Tuesday of each month with additional special meetings as necessary. Each meeting follows a published agenda. The Commission provides guidance to staff regarding formal recommendations for consideration by the City Council. The meetings are held in Room 280-A of the Beverly Hills City Hall and generally begin at 10:00 a.m. and end between 11:30 am and 12:00 p.m., depending on the number of matters on the agenda. The meetings are facilitated by the Chair or, in his/her absence, the Vice Chair. Commissioners may serve on subcommittees appointed by the Chair to study particular issues and make recommendations to the full Commission.

There are rare occasions when a decision by the Arts and Culture Commission is appealed to the City Council. In those instances, the Chair, Vice-Chair or another designated Commissioner represents the Commission at the hearing by the City Council.

By no later than the Friday before each meeting, the Commissioners receive an agenda and supplementary materials regarding items to be reviewed at the meeting. Depending on the length and complexity of the agenda, Commissioners can expect to spend between two and four hours reviewing the materials in advance of the meeting. In general, Commissioners can expect to spend 10 to 15 hours per month on meetings and related activities.

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 set of operating rules and with State law (the Brown Act), which requires all meetings to be open to the public. Minutes of the meetings are taken by a staff recording secretary.

Commissioners must comply with State law regarding conflicts of interest. They may not deliberate or participate in any cases in which they have an interest. State law requires that each Commissioner file a financial disclosure form with the City Clerk. The form will be available for public inspection. Interested persons may contact the City Clerk’s office to inspect a sample. The City Attorney’s office, which provides staff support to the Commission, can advise Commissioners who have questions on a case-by-case basis. Commissioners will find that parties to an application, both pro and con, will attempt to
engage them in conversation about it. It is important for the Commissioners to maintain an impartial distance and to maintain this impartiality, sometimes in the context of impassioned pleas from fellow residents, business colleagues, friends and acquaintances.

Helpful skills for Commissioners to have include: a general knowledge of arts and culture and familiarity with the current Beverly Hills arts and culture scene, including fine arts, visual arts, performing arts, digital and media arts, arts education, and also community cultural activities, education and events; have the ability to visualize artworks and prospective art sites, from plans, renderings, and other two-dimensional representations; the ability to apply the provisions of the Fine Art Ordinance to particular cases and explain the reasons for their recommendations; and the ability to identify gaps in arts and culture offerings in the City, and assist with forging new partnerships, spreading the news about expansion efforts, and being a champions for arts and culture in Beverly Hills.