

**CITY OF BEVERLY HILLS  
PUBLIC WORKS COMMISSION  
APPLICATION**

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 Public Works Commission.

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

Home Address: \_\_\_\_\_ 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)?: \_\_\_\_\_

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

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

Have you served on a prior commission? If so, which commission(s)?

Have you applied previously for a commission appointment? If so, which commission(s)?  
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1. Please list community activities you are presently involved in and activities in which you have participated in the past (including years of service).

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2. Why do you wish to be a member of the Public Works 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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3. Please describe any technical expertise (e.g. utilities, engineering, construction, water, solid waste) or other background information that might be useful to you as a Public Works Commissioner (e.g. education, business or personal).

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4. Have you attended one or more full Public Works Commission meetings within the last 12 months? If so, please comment on your experience.

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5. How much time do you envision is required for Public Works Commission meetings and activities? What other commitments might cause conflicts in your scheduling of Commission meetings/activities or conferences?

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6. What do you see as the major public works issue(s) currently facing the City of Beverly Hills?

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7. What is your view of the balance between public necessity/community benefit versus rights of the individual property owner/customer?

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8. How would you describe the appropriate relationship between Commissioners and the business owners, property owners and Utility customers? Would you find it difficult to vote against a friend?

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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 Public Works Services. Please DO NOT contact the City Councilmembers or the members of the Public Works Commission regarding the Public Works Commission vacancies.**

## **Serving on the Beverly Hills Public Works Commission**

The Public Works Commission is one of twelve (12) Commissions appointed by the City Council to carry out a variety of delegated functions. The City Manager, department heads and other City staff who work for the City Council provide staff support to the Commissions. The Public Works Services Department provides primary staff support to the Public Works Commission although depending on the issues, other departments provide support as well. The Public Works Services Department also, as with other departments, provides support to other Commissions and to the City Council.

The Public Works Commission is a five-member body which works closely with the Director of Public Works. In accordance with a new City Council policy, the new Public Works Commissioner 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 Public Works Commission). Commissioners generally serve until their replacements are appointed.

An application form for appointment to the Public Works 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 a few Public Works Commission meetings to familiarize themselves with some of the current issues and to see how the meetings are conducted. When there is an anticipated vacancy, the City Council announces the upcoming vacancy and invites interested persons to submit application forms. All applicants will be interviewed by a subcommittee of both the City Council and Public Works Commission (two members of each). Following these interviews, the subcommittee will recommend the names of top candidates to the full City Council. City Councilmembers may then conduct further interviews before they make a final selection at a formal City Council meeting. The City Clerk swears in new Public Works 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 Public Works Commission has authority to act as an advisory to the City Council. The Commission is responsible for recommending policies on matters which relate to public works facilities, infrastructure and programs. The Commission is also responsible to advise and make recommendations to the Director of Public Works or other staff on the planning, evaluation and delivery of public works systems and programs, such as water, wastewater, storm drain, street lighting, refuse management and other infrastructure systems. The Public Works Commission also acts in an advisory capacity concerning public outreach programs relating to the above systems including, but not limited to, water conservation, refuse recycling, graffiti removal, and other such programs. Other duties performed by the Public Works Commission include the provision of recommendations on proposed utility rate structure changes, advising the City Council and staff regarding Capital Improvement Program budgetary items relating to Public Works improvements, assistance in communicating with the community concerning public works programs, and other duties relating to public works matters as may be referred to by the City Council, the Director of Public Works, or their representatives.

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

The Public Works Commission meets the second Thursday of each month with additional meetings on other days at such times as may be designated for special, adjourned, subcommittee, or joint meetings. Meetings follow an agenda. During meetings the Commission provides guidance to staff regarding formal recommendations for City Council consideration and receives information pertinent to Public Works. Meetings are held in Room 280-A of the City Council Chambers at Beverly Hills City Hall and generally begin at 8:00 a.m. and end before or by noon. The meetings are conducted by the Chair, or in his/her absence, the Vice-Chair. The Chair and Vice-Chair positions are rotated annually among Commissioners. From time to time, the Chair may appoint two Commissioners to serve on ad-hoc committees. These committees study particular issues and make recommendations to the full Commission. The Chair or Vice-Chair represent the Commission on occasions where a Commission recommendation is appealed to the City Council,

By the Friday before each meeting, the Commissioners receive an agenda packet which includes staff reports and supporting documentation. Depending on the length and complexity of the agenda, Commissioners can expect to spend between three to eight hours reviewing the material 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 set of operating rules, and with State law ("Brown Act") which requires all meetings to be open to the public. Commission meetings are televised and replayed on Beverly Hills TV. Minutes of the meetings are taken by a staff recording secretary and provided in summary at the next monthly meeting

State law requires compliance with conflict of interest requirements which involve filing a financial disclosure form with the City Clerk which is available to the public to inspect. 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 an 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 nevertheless 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.

Helpful skills for Commissioners to have include but are not limited to the following: technical expertise relating to utilities, engineering, construction, water, and solid waste; ability to retain and apply complex state and local Municipal Code regulations to specific defined circumstances; ability to explain the sound general principles supporting recommendations; a good working knowledge of the City (physical, economic and demographic); ability to make tough and possibly unpopular recommendations based on the merits of the alternatives; and an interest in public works issues.