April 16, 2020

Dear Traffic & Parking Commission Applicant:

Thank you for your interest in the very important position of Traffic & Parking 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 fill out and return to the City Clerk's Office at City Hall. The application and associated material are intended to give applicants a full explanation of the duties of a Traffic & Parking 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 Traffic & Parking Commission and the Traffic & Parking 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 "Statement of Economic Interests" which State law requires of each City official, including Traffic & Parking 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 Development. Please DO NOT contact the City Council Members or the members of the Traffic & Parking Commission regarding the Traffic & Parking Commission vacancy.

Sincerely,

HUMA AHMED
City Clerk

Enclosures
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:)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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?)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

TPC Application 2020
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 Council members 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
Serving on the TPC

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.