

**CITY OF BEVERLY HILLS  
RENT STABILIZATION COMMISSION  
APPLICATION**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

I am interested in being considered for an appointment on the Rent Stabilization Commission.

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? \_\_\_\_\_

Are you a (Please check one):            Tenant [ ]    Housing Provider (landlord) [ ]

At Large Member who is not a Tenant, is not a Manager of an apartment building, and is not a Housing Provider who has a financial interest of 5% or more in a multi-family residential rental property (apartment building) either within or outside of the City [ ]

Occupation: \_\_\_\_\_ Do you work in Beverly Hills? \_\_\_\_\_

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 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. Please describe any technical expertise (real estate experience, landlord/tenant law, apartment building management, property management), or other background information (education, business, or personal) that may be useful to you as a Rent Stabilization Commissioner.

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3. Have you attended any of the Rent Stabilization facilitated sessions or City Council meetings within the last twelve months? Please indicate if you were in attendance, and please comment on your reactions.

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4. How would you rate your ability to read and interpret rules and regulations regarding rent stabilization?

Proficient [ ]      Intermediate [ ]      Novice [ ]      Willing to Learn [ ]

5. Have you ever been evicted from a residential real property? Yes [ ] No [ ]

6. Have you ever been evicted for *just cause*? Yes [ ] No [ ]

7. Describe your experience in dealing with residential rental property? (include any and all experience including as a tenant, landlord, manager of property or any other experience).

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8. Rent Stabilization Commission meetings will be held in the evening. How much time would you be able to devote to the Rent Stabilization Commission? How often are you out of town? What other commitments may cause conflicts with your attendance at Commission meetings? (Average time anticipated is 10-15 hours per month.)

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9. What do you see as the community rent stabilization issues currently facing Beverly Hills?

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10. How do you view the balance between the rights of property owners and tenants (both commercial and multi-family residential) and the balance between a tenant's right to occupy a unit and a housing provider's right to operate their business of one or more multi-family residential properties in the City of Beverly Hills?

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11. How would you describe the appropriate relationship among the Commissioners and between the Commission and applicants? Would you find it difficult to vote against a friend? If yes, are you willing to advise staff and refrain from reviewing and voting on a particular application?

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12. Why do you want to be a member of the Rent Stabilization 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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13. Are you a licensed attorney practicing landlord tenant law? Yes [ ] No [ ]  
If yes, please describe your area of practice

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14. I have interests in the following multi-family residential real property both within and outside of Beverly Hills , including but not limited to, ownership, trusteeship, sale, or management, including investment in or in association with partnerships, corporations, companies, joint ventures, and syndicates engaged in the ownership, rental, sale or management of multi-family residential real property during the three years immediately preceding the date of the submission of this application (Please list, if known):

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I declare under penalty of perjury that the foregoing is true and correct.

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 Development. Please DO NOT contact the City Councilmembers or the members of the Rent Stabilization Commission regarding the Rent Stabilization Commission vacancies.**

## **Serving on the Beverly Hills Rent Stabilization Commission**

The Rent Stabilization Commission will be 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 Community Development Department provides primary staff support to the Rent Stabilization Commission, Architectural Commission, the Design Review Commission, Cultural Heritage Commission, Traffic and Parking Commission, and the Planning Commission. As with the other City Departments, Community Development staff also provides support to other Commissions and to the City Council.

There are six (6) Rent Stabilization Commission positions serving staggered, four-year terms. Two commissioners shall be landlords; two commissioners shall be tenants, and two Commissioners shall be At Large Members who are not Tenants, are not Managers of an apartment building, and are not Housing Providers who have a financial interest of 5% or more in a multi-family residential rental property (apartment building) either within or outside of the City. There are also three (3) alternates, one for each category.

One landlord member, one tenant member, and one at large member of the initially appointed commissioners and all the alternates shall be appointed for an initial term of four years. The other three Commissioners shall be appointed for an initial term of two years. Each Commissioner and alternate shall thereafter have the opportunity for reappointment to an additional four-year term. An appointment to fill a vacancy on the Commission shall be for a period of the unexpired term.

When there is an anticipated vacancy, the City Council announces and advertises the upcoming vacancy and invites interested persons to submit application forms. A subcommittee of City Council and Rent Stabilization Commission members will interview all interested candidates and will make recommendations to the full City Council. The City Council makes its final selection and appointment at a formal public meeting. The City Clerk swears in the new Rent Stabilization 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 Rent Stabilization Commission has authority, either as a decision-making body or advisory to the City Council. The Commission is responsible for making recommendations to the City Council regarding amendments to Chapter 5 and 6 of Title 4 of the Beverly Hills Municipal Code.

The Commission acts as an advisory to the City Council to provide recommendations for amendments to the Rent Stabilization Ordinance.

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

The Rent Stabilization Commission meets the 2<sup>nd</sup> Thursday of each month with additional meetings as necessary. Meetings are open to the public and are held in Room 280A, which is adjacent to the City Council Chamber on the second floor of Beverly Hills City Hall. Meetings begin at 6:30 p.m. and typically end by 9:00 p.m.; however, depending on the number of projects and their related scopes of work, a meeting may run into the mid-evening hours. The meetings are conducted by the Chair, or in his/her absence, the Vice Chair. From time to time, Commissioners may serve on Ad Hoc committees or subcommittees of three members appointed by the Chair to study particular issues and make recommendations to the full Commission. The Chair and Vice-Chair positions are rotated on an annual basis. On those occasions where a Commission decision is appealed to the City Council, the Chair or Vice Chair represents the Commission at the hearing by the City Council.

Approximately one week before each meeting, Commissioners receive an agenda and binder of staff reports as requested by the Commissioners or brought forward by staff. Depending on the length and complexity of the agenda, Commissioners can expect to spend between four to ten hours reading the reports in advance of the meeting. In general, Commissioners can expect to spend 10-15 hours per month on meetings and related activities.

To constitute a quorum of the Commission, the following six commissioners must be present: two commissioners who are landlord members or the landlord alternate; two who are tenant members or the tenant alternate and two who are at large members or the at large alternate. The Commission must conduct its meetings and formulate its decisions in accordance with its Rules of Procedure and with State law ("Brown Act") which requires all meetings to be open to the public. All meetings of the Rent Stabilization Commission 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 to the public to inspect. Interested persons may contact the City Clerk's office to inspect a sample report. A Commissioner may not deliberate or participate in any case in which that 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 important for Commissioners to maintain an impartial distance from those interested in applications 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: the ability to read and understand landlord tenant laws and rent stabilization ordinance provisions; the ability to view the rent stabilization ordinance provisions in both the light of the tenant and the landlord, and lots of diplomacy and 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 warrants an additional time commitment, especially during service as Chair 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
- Rent Stabilization Ordinance

Community Development staff provides each new Commissioner with a thorough briefing and copies of the above materials.