



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: June 17, 2008
To: Honorable Mayor & City Council
From: Cheryl Friedling, Deputy City Manager of Public Affairs
Subject: Honorary Titles and Designation of Honorary Ambassadors for
the City's Sister City organization
Attachments: 1. City Council Policy - Designation of Honorary Titles

INTRODUCTION

The purpose of this report is to provide the City Council with a policy regarding honorary titles for community members who provide volunteer services to the City. If the City Council concurs with the policy, the new policy can be formally approved at the evening City Council meeting.

Concurrently, approval is sought for a City Council policy for the designation of Bruce A. Cole and Howard Szabo as Honorary Ambassadors for the City's Sister City organization.

DISCUSSION

The City Council's Policy and Operations Manual outlines approved policies and practices governing municipal operations. Established policies govern the appointment of commissioners, the use of city stationery and City shield/seal, and business meeting protocol, among others.

Currently no policies exist regarding the designation of community members with honorary titles. The attached policy titled 'Designation of Honorary Titles' provides the protocol terms for these community members. Formal approval of the policy will occur at the City Council's evening session.

Concurrently, the City has designated Bruce A. Cole and Howard Szabo to serve as Co-Chairmen of Beverly Hills Global Partners, the official entity that represents the City as it relates to Sister City duties. It is proposed that Mr. Cole and Mr. Szabo also be designated as Honorary Ambassadors of the City of Beverly Hills in this capacity.

FISCAL IMPACT

None.

RECOMMENDATION

That the City Council discuss the attached policy and provide direction to staff and award Mr. Cole and Mr. Szabo with the honorary title of Ambassador (concurrent with their title as Co-Chair of Beverly Hills Global Partners). The policy is on the City Council's evening meeting for formal approval.

Cheryl Friedling
Approved By





City of Beverly Hills

City Council Policy

Designation of Honorary Titles

I. Purpose:

This policy prescribes the protocol for designating "Honorary" titles on members of the community who provide volunteer services to the City, domestically or internationally.

Policy:

- A. Any resident of the City of Beverly Hills who provides volunteer services to the City where such volunteer services are related to City activities may be eligible to receive an honorary title. The honorary title must relate to the volunteer services that the resident is engaged in and such volunteer services must be related to City activities, events or programs.
- B. The City Council, upon a majority vote, may designate upon such resident an "honorary" title as long as the criteria set forth in paragraph A is satisfied ("Recipient"). The honorary title may be revoked for any reason at any time by a majority of the City Council.
- C. The honorary title is only active for the time in which the Recipient is actively engaged in volunteer services as described above. If the Recipient is no longer engaged in such volunteer services, as is determined by the City in its sole discretion, the honorary title automatically becomes null and void and no action is required by the City Council to render the title void. If the Recipient's honorary title becomes void or is otherwise revoked by the City Council, the Recipient may no longer use the honorary title, including the use of the title in business cards, stationery and other identifying material, or for any other use.
- D. An honorary title shall be used for identification purposes and for such other legitimate purposes related to the City volunteer activities that the Recipient conducts.
- E. The Recipient has no authority to enter into any contracts with third parties or bind the City in any way, including establishing City policy whether or not such policy is related to the Recipients volunteer activities.
- F. The Recipient is not eligible for, nor shall the Recipient receive, any compensation or reimbursement of expenses.

- G. The Recipient is not eligible for, nor shall the Recipient receive, any benefits offered to City employees, elected officials, appointed commissioners or other public officials, including but not limited to medical benefits, identification cards, parking permits, etc.
- H. While engaging in activities related to the Recipients volunteer services, the Recipient shall not actively solicit or accept, directly or indirectly, an invitation from any person to meet or attend social activities for a purpose that is not directly related to City activities, events or programs. Nor shall the Recipient, while engaging in activities related to the Recipients volunteer services, use business meetings as an opportunity to promote his/her personal business or private interests.
- I. The Recipient shall not shall disclose or use information not available to members of the general public – and gained by reason of his/her honorary title – for the Recipient's personal gain or benefit, or for the personal gain/benefit of any other person or business entity.
- J. Official City business cards are provided solely to members of the City Council, City Treasurer, and public officials (including appointed Commissioners and City staff). The Recipient may develop business cards or private stationery as long as the business cards, letterhead and/or stationery (which reflects their honorary title) does not include the Beverly Hills shield or seal, so as not to imply that the Recipient is employed or serve as a public official of the City.
- K. Any letterhead, stationery or business cards developed for use by the Recipient must be approved in advance of printing by the City's Communications Department.
- L. A Recipient shall be provided a copy of this Policy and shall agree in writing to abide by the terms of the Policy. This Policy shall apply to all persons who have received an honorary title beginning January 1, 2008.