



AGENDA REPORT

Meeting Date: June 17, 2008
Item Number: F-3
To: Honorable Mayor and Members of the City Council
From: Cheryl Friedling, Deputy City Manager of Public Affairs
Subject: A RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE CITY COUNCIL POLICY AND OPERATIONS MANUAL
Attachments: 1. Resolution

RECOMMENDATION

It is recommended that the Resolution be adopted.

INTRODUCTION

As discussed at the study session, Staff is recommending adoption of a policy regarding honorary titles for community members who provide volunteer services to the City.

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 as well as the procedure for the City Council to approve such honorary titles. The policy requires that the person receiving the honorary title review and agrees to the terms of the policy.

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FISCAL IMPACT

None.

Cheryl Friedling
Approved By



RESOLUTION NO. 08-R-

RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE CITY COUNCIL POLICY AND OPERATIONS MANUAL

The City Council of the City of Beverly Hills does resolve as follows:

Section 1. On March 1, 2005, the City Council adopted Resolution No. 05-R-11816 and adopted a City Council Policy and Operations Manual (“Manual”). The Manual includes all the City Council’s policies and procedures into one document and is used by new and existing City Council members for guidance on matters and activities related to its operations. The Manual has been updated by Resolution as new policies are developed and if existing policies are amended.

Section 2. Attached to this Resolution as Exhibit A is the policy on the Designation of Honorary Titles to be added to the Manual.

Section 3. The City Council hereby adopts the policy attached as Exhibit A and directs that the policy be included and become part of the City Council Policy and Operations Manual.

Section 4. The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and his certification to be entered in the Book of Resolutions of the Council of the City.

Adopted:

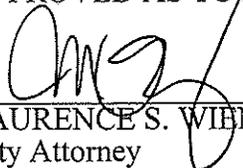
BARRY BRUCKER
Mayor of the City of
Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

(SEAL)

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

RODERICK J. WOOD
City Manager

EXHIBIT A



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.

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City Council Policy
Designation of Honorary Titles**

- 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.