

**CITY OF BEVERLY HILLS
CITY COUNCIL
POLICY AND OPERATIONS MANUAL**

Revised March 2009

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CHAPTER 1 - Purpose of Manual

The Beverly Hills City Council Policy and Operations Manual is a compendium of City Council approved policies and practices, and historical, legal and general information to assist the City councilmembers. City Council affairs are enhanced by the agreement to practices, roles and responsibilities between the City Council and staff and this document conveys the mutual understandings. Procedures and guidelines are established so that expectations and practices can be clearly articulated to guide City councilmembers and staff in their actions. It is intended and expected that the manual will be updated as often as there are changes or additions by the City Council. Therefore, it will be a “living” document with ongoing updates and modifications.

In the course of serving as a public official, there are myriad of issues. This protocol manual attempts to centralize information on common issues related to local government. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the City Attorney.



CHAPTER 2 - Background Information

History of Beverly Hills

Beverly Hills was wealthy and famous long before it was discovered by the movie industry. It was blessed with a precious commodity in Southern California: water. The source of this fertility was the springs that bubbled up at the nexus of Beverly Drive and Sunset Boulevard. Native American inhabitants the Tongva considered it a sacred site and named it the Gathering of the Waters, or, in Spanish, *El Rodeo de las Aguas*.

Before the 1769 arrival of Spaniards who called them the *Gabrielinos*, the Tongva led a peaceful village life. These armed explorers spelled doom for the Tongva, as smallpox and mistreatment by European settlers destroyed the local population. The Spanish soon transformed California and the *rancho* became a way of life.

One of those *ranchos* belonged to Maria Rita Valdez de Villa, a widow and matriarch of a large family, whose adobe ranch house stood at the intersection of Sunset Boulevard and Alpine Drive. An 1836 census recorded a population of 29 people on the *rancho*, including the cowboys she employed to raise cattle and horses.

California became a state in 1850, and Villa's title to the property was confirmed in 1852. But she grew tired of raids and sold the *rancho* to Major Henry Hancock and Benjamin Davis Wilson in 1854. The family relocated to the *pueblo* of Los Angeles.

Wilson served as the first Mayor of Los Angeles, and Hancock became the first County Surveyor and later a State Assemblyman. Villa's land became a cattle and sheep ranch. Hancock sold his interest to William Workman, who planted wheat. But the waters of *El Rodeo de las Aguas* deserted its new owners as a drought decimated the crops in 1863.

A brief oil boom brought a flourish of interest in the land in 1865 when Wilson bought the mineral rights to *Rodeo de las Aguas*. But the wildcatting ended when the land proved as dry underneath as on top. In 1868, Dr. Edward Preuss, a wool dealer, bought more than 3,600 acres of the ranch. After raising sheep and farming for some time, he formed the De Las Aguas Land Association. Most of the ranch was divided into 75-acre lots, with the "Town of Santa Maria" at the center. But another drought came, and the land reverted to sheep ranching until Charles Denker and Henry Hammel purchased it in 1881.

Hammel and Denker planted lima beans, but their dream was to establish a North African-themed subdivision. A station and town named Morocco Junction were shown on an 1888 map, but existed only on paper. The land boom collapsed, along with their plans.

In 1900, Burton Green purchased "Morocco" for the Amalgamated Oil Company. After drilling many unproductive wells, they reorganized as the Rodeo Land and Water Company in 1906. Green renamed the land Beverly Hills after Beverly Farms, Massachusetts. The property was to be developed as a subdivision of large lots on curving tree-lined streets, complemented by the three-block Santa Monica Park.

In 1912, the Beverly Hills Hotel was built at the site of the Gathering of the Waters. Served by a small railroad, it became the center of community life. Still, settlement was slow. In 1914, land in the canyons was added to bring the population up to the 500 required for incorporation. Beverly Hills became a city on January 28, 1914.

The new City of Beverly Hills became synonymous with glamour as early as 1919, when actors Douglas Fairbanks and Mary Pickford took up residence in "Pickfair." A large migration of motion picture industry people attracted to the elegant lifestyle soon followed, including Gloria Swanson, Will Rogers, Charlie Chaplin, and John Barrymore.

Life in Beverly Hills accelerated in 1920 with the construction of a wooden racetrack that drew huge crowds. But in 1923, the very existence of Beverly Hills was threatened by annexation to the City of Los Angeles. However, Rogers, Pickford and others mobilized against the plan, and vote failed. In 1925, the citizens voted to issue a bond to join with other cities to purchase a campus site for UCLA. It was also at this time that Rogers became the first and only honorary Mayor of Beverly Hills.

The City continued to grow. Police and fire departments were established, and the spectacular Regent Beverly Wilshire hotel and the Doheny family's Greystone Mansion were completed in the late 1920s. Human-scale public improvements helped soften the effects of growth. The first public library was established in 1929, and the distinctive City Hall was built in 1931. An equally spectacular post office was built in 1933. Santa Monica Park was extended and renamed Beverly Gardens, and its famous Electric Fountain was installed. A sculpture atop the fountain shows a Tongva in prayer.

Post-World War II, Beverly Hills continued to develop as one of the most glamorous places in the world to live, work and play. The Golden Triangle, with Rodeo Drive at its center, was built and marketed to the world as a shopping and dining destination. However, the growth of the commerce in the city did not lessen the beauty and desirability of the residential area. By the end of the 1950s, few vacant lots remained.

Many other glamorous hotels began attracting visitors from all over the world. The City's iconic image was enhanced with television shows and movies, among them "The Jack Benny Show," "The Beverly Hillbillies," "Beverly Hills Cop," and "Beverly Hills 90210." In 1992, a new civic center was completed, linking historic City Hall and a new public library, fire department and police department.

The City of Beverly Hills has grown from a population of 550 to 33,784 in 2002. More than 200,000 people work in the City each day, and numerous major businesses have been headquartered there. And yet it remains a small town at heart, proud of its municipal services, fine schools, and active churches and synagogues.

The tree-lined streets and eclectic mansions have become the hallmark of the City, along with the famed Rodeo Drive and an array of hotels. It is no wonder that Beverly Hills is a Mecca for the rich and famous, and a beacon to travelers from around the globe as well as nearby communities. The City of Beverly Hills is proud of its past, and looks forward to preserving and enhancing the unique qualities that give the City its world-class profile.

Former Trustees and City Councilmembers

1914-1916 William T. Gould – President 1914-16
1914-1915 T.J. Moffet, Rancher
1914-1922 W.B. Hunnewell, Businessman
1914-1922 Pierce E. Benedict – President 1916-22, Attorney/Rancher
1914-1916 Charles B. Anderson
1915-1916 Force Parker, Attorney
1916-1916 A.C. Pillsbury, Civil Engineer
1916-1923 George H. Hedley
1916-1920 J.H. Hill
1916-1919 Henry J. Stevens
1919-1919 Frank N. Aull
*1919-1929 S.M. Spalding – President 1922-27, Mayor to 1929, Businessman
1920-1921 Sidney C. Rowe
1921-1927 Norman A. Pabst, Real Estate
1922-1923 Hector D. MacKinnon, Banker
1922-1926 Orman E. McCartney
1923-1924 W.E. Woods
*1923-1941 Edward E. Spence – Mayor 1933-41, Civil Engineer/Business Executive
1924-1928 Gilbert Woodill, Businessman
*1926-1933 Paul E. Schwab – Mayor 1929-33, Attorney
*1927-1932 W.E. Record, Businessman

**Also served as Councilmembers after 1928, when the City Council form of government was adopted*

1928-1943 Fred L. Cook, Real Estate
1929-1930 W.D. Longyear, Banker
1930-1934 F.M. Shelton, Businessman
1932-1944 J.L. Kennedy – Mayor 1941-42, Real Estate
1933-1948 E.P. Dentzel – Mayor 1945-48, Builder
1934-1937 Frank H. Burnaby, Businessman
1937-1945 Arthur L. Erb – Mayor 1942-45, Attorney
1941-1943 Arthur J. Pratt, Businessman
1943-1948 Paul W. Barton, Real Estate
1943-1948 Edward Alton, Attorney
1944-1946 Otho D. Reade, Businessman
1945-1948 John G. Deaton, Businessman
1946-1948 El Roy L. Payne, Businessman
1948-1952 Otto A. Gerth – Mayor 1948-50, Attorney
1948-1952 Dean Olson – Mayor 1951-52, Businessman
1948-1952 Sidney H. Cotterell, Businessman
1948-1953 F. Britton McConnell – Mayor 1950-51, Attorney
1948-1958 F.E. Fischer – Mayor 1953-54, 1957-58, Attorney/Businessman
1952-1957 David Tannenbaum – Mayor 1952-53, 1956-57, Attorney
1952-1960 General Harold L. George – Mayor 1954-55, 1959-60, Retired Air Force
1952-1960 George W. Davis – Mayor 1955-56, 1958-59, Banker
1953-1957 Leonard K. Firestone, Industrialist
1957-1964 Hugh W. Darling – Mayor 1960-61, Attorney
1957-1958 Mendel B. Silberberg, Attorney
1958-1962 Jack Freeman – Mayor 1961-62, Businessman

1958-1961 Lon A. Brooks, Attorney
 1960-1962 Robert M. Dulin, Attorney/Judge
 1960-1968 General Leroy H. Watson – Mayor 1962-63, Retired Army
 1961-1962 Lawrence G. McNeil, Businessman
 1962-1964 Eugene W. Gunther – Mayor 1963-64, Businessman
 1962-1966 Leonard Horwin – Mayor 1964-65, Attorney
 1962-1970 Frank Clapp – Mayor 1965-66, 1969-70, Publisher
 1964-1976 Jacob M. Stuchen – Mayor 1966-67, 1970-71, Attorney/Business Executive
 1964-1972 A. Fredric Leopold – Mayor 1967-68, 1971-72, Attorney
 1966-1978 George Slaff – Mayor 1968-69, 1975-76, Attorney
 1968-1980 Richard A. Stone – Mayor 1972-73, 1977-78, Attorney
 1970-1974 Phyllis Seaton – Mayor 1973-74, Civic Leader
 1972-1984 Charles Aronberg, M.D. – Mayor 1974-75, 1979-80, Physician
 1974-1982 & 1984-1988 Donna Ellman – Mayor 1976-77, 1981-82, Civic Leader
 1976-1980 Joseph N. Tilem – Mayor 1978-79, Attorney
 1978-1986 Edward I. Brown – Mayor 1980-81, 1985-86, Business Executive
 1980-1988 Benjamin H. Stansbury, Jr. – Mayor 1982-83, 1987-88, Business Executive
 1980-1984 Benjamin Norton – Mayor 1983-84, Business Executive
 1982-1986 Annabelle Heiferman – Mayor 1984-85, Civic Leader
 1984-1988 Charlotte Spadaro – Mayor 1986-87, Attorney
 1986-1994 Robert K. Tanenbaum – Mayor 1988-89, 1992-93, Attorney/Author
 1986-1994 Maxwell Hillary Salter – Mayor 1989-90, 1993-94, Business Executive
 1988-1997 Allan Alexander – Mayor 1990-91, 1995-96 Attorney
 1988-2001 Vicki Reynolds – Mayor 1991-92, 1994-95, 2000-01, Civic Leader
 1988-1992 Bernard Hecht, Business Executive
 1992-2005 Thomas S. Levyn – Mayor 1996-97, 1999-2000, 2003-04, Attorney
 1994-2003 MeraLee Goldman – Mayor 1997-98, 2002-03, Planner/Civic Leader
 1994-2003 Les Bronte – Mayor 1998-99, Business Executive
 1997-2005 Mark Egerman – Mayor 2001-02, 2004-05, Attorney
 2001-2009 Linda J. Briskman – Mayor 2005-06, Civic Leader, Business Executive
 2003-2007 Stephen P. Webb – Mayor 2006-07, Attorney
 2003- Jimmy Delshad, Mayor 2007-08, Business Executive
 2005- Barry Brucker, Mayor 2008-09, Business Executive
 2005-2009 Frank Fenton, Mayor, 2009, Business Executive
 2007- Nancy Krasne, Mayor 2009-10, Civic Leader
 2009- William Warren Brien, Physician
 2009- John Mirisch, Entertainment Executive

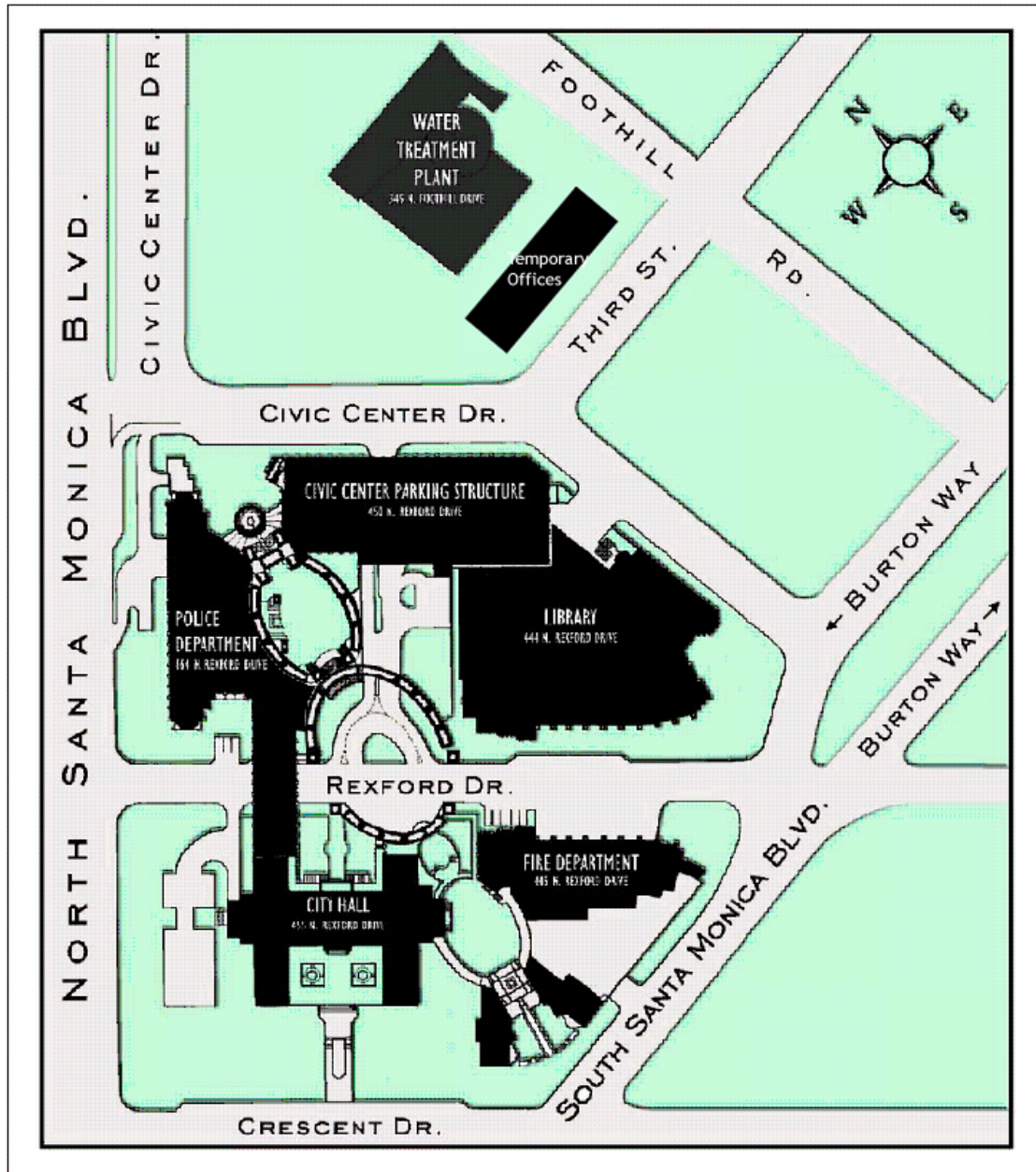
Beverly Hills City Seal



The Lion of Leon and the Castle of Castile represent the Spanish rule over what is now the State of California from 1542 to 1821. The Eagle holding the Serpent represents the period of Mexican sovereignty over what is now the State of California, 1822 to 1846. The Bear Flag represents the California Republic of 1846 and the State of California as one of the United States of America. The Shield of Stars and Stripes represents the status of the City of Beverly Hills as a City of the United States of America. The City Hall represents the seat of local government in the City of Beverly Hills. The five-pointed Star represents the City Council of five members, the governing body of the City of Beverly Hills.

Civic Center Map

BEVERLY HILLS CIVIC CENTER LOCATION MAP



City Facts and Figures

- Incorporated: January 28, 1914
- Classification: General Law City
- Form of Government: Council-City Manager
- Location: Eight miles from downtown Los Angeles and six miles from the Pacific Ocean, entirely surrounded by the City/County of Los Angeles.
- Area: 5.7047 square miles
- Climate:
 - Average temperature: Max. 72° F, Min. 52° F
 - Annual average rainfall: 15"
- Elevation: 125' to 1500' above sea level
- Number of Full-Time Employees: 761
- Population: 34,979 (2006)
- Active Registered Voters: 21,368 (03/09)
- Assessed Valuation (Total Secured):
- | Fiscal Year | New Assessed Property Value |
|-------------|-----------------------------|
| ○ 2006 | \$15,355,303,287 |
| ○ 2005 | \$14,080,381,095 |
| ○ 2004 | \$13,160,633,790 |
| ○ 2003 | \$12,417,968,390 |
| ○ 2002 | \$11,840,284,956 |
| ○ 2001 | \$10,940,039,077 |
| ○ 2000 | \$10,139,388,000 |
- School District: Beverly Hills Unified School District, 255 South Lasky Dr.
 - Beverly Hills High School. 241 Moreno Dr.
 - Beverly Vista School, 200 South Elm Dr.
 - El Rodeo School, 605 Whittier Dr.
 - Hawthorne School, 624 North Rexford Dr.
 - Horace Mann School, 8701 Charleville Blvd.

City Buildings and Facilities

CITY HALL	455 N. Rexford Dr.
FIRE DEPARTMENT HEADQUARTERS	445 N. Rexford Dr.
POLICE DEPARTMENT	464 N. Rexford Dr.
FIELD OFFICES	
Building Maintenance	345 N. Foothill Rd.
Refuse Division	345 N. Foothill Rd.
Service Center, Superintendent's Office	345 N. Foothill Rd.
Offices Street Division Yard, Supervisor's Office	345 N. Foothill Rd.
Electrical and Parking Meter Shop	345 N. Foothill Rd.
Vehicle Maintenance	9355 W. 3 rd St.
Water Services	345 N. Foothill Rd.
FIRE DEPARTMENT	
Headquarters Station	445 N. Rexford Dr.
Station No. 2	1100 Coldwater Canon Dr.
Station No. 3	180 S. Doheny Dr.
LIBRARY & COMMUNITY SERVICES	
Beverly Hills Public Library	444 N. Rexford Dr.
Roxbury Senior Adult Library	444 N. Rexford Dr.
	471 S. Roxbury Dr.
RECREATION FACILITIES	
La Cienega Park	8400 Gregory Way
La Cienega Tennis Center	325 S. La Cienega Blvd.
Roxbury Park	471 S. Roxbury Dr.
Roxbury Park Clubhouse	401 S. Roxbury Dr.
PARKS	
Coldwater Canon Park	1100 Coldwater Canon Dr.
Greystone Park	905 Loma Vista
Will Rogers Park	9650 Sunset Blvd.
Beverly Gardens Park	Linear park along Santa Monica Blvd. from Doheny to Whittier drives
MINI-PARKS	
Maltz Park	9800 Sunset Blvd.
Oakhurst Mini Park	120 S. Oakhurst Dr.
Reeves Mini Park	125 S. Reeves Dr.
Rexford Mini Park	362 N. Rexford Dr.
Arnaz Mini Park	151 N. Arnaz Dr.
Hamel Mini Park	214 S. Hamel Dr.
Crescent Mini Park	Crescent Dr. (north of Wilshire)
GARDENS	
Beverly Canon Gardens	241 N. Canon Dr.

Parking Structures and Sites

- | | |
|--|--|
| 1. Crescent South (self park) | 221 N. Crescent Dr. |
| 2. Crescent North (self park) | 333 N. Crescent Dr. |
| 3. Brighton Structure (self park) | 9510 Brighton Way |
| 4. Beverly South Structure (self park) | 216 S. Beverly Dr. |
| 5. Rexford Structure (self park) | 450 N. Rexford Dr. |
| 6. Beverly - Canon | 439 N. Canon Dr.
438 N. Beverly Dr. |
| 7. Beverly-Canon Gardens Structure | 242 N. Beverly Dr.
241 N. Canon Dr. |
| 8. La Cienega Structure (self park) | 321 S. La Cienega Blvd. |
| 9. Bedford Structure (self park) | 461 N. Bedford Dr. |
| 10. Camden Structure (self park) | 440 N. Camden Dr. |
| 11. Beverly North Structure Lot | 345 N. Beverly Dr. |
| 12. "SM-1" Structure (metered) | 485 N. Beverly Dr. |
| 13. "SM-2" Structure (metered) | 485 N. Rodeo Dr. |
| 14. "SM-3" Structure (metered) | 485 N. Camden Dr. |
| 15. "SM-4" Structure (metered) | 485 N. Bedford Dr. |
| 16. "SM-5" Structure (metered) | 485 N. Roxbury Dr. |



CHAPTER 3 - City Government

Council/Manager Form of Government

The City of Beverly Hills has a Council/City Manager form of government. As described in the California Government Code Sections 34851-34859, certain responsibilities are vested in the City Council and City Manager. Basically, this form of government prescribes that a City Council's role is that of a legislative policy-making body which determines not only the local laws that regulate community life but also what public policy is, and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

The City Council is responsible for appointing three positions within the City organization:

City Manager

The City Manager's duty is to direct the daily operations of city government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council and directs and coordinates the various departments. The City Manager is responsible for appointing all department directors and authorizing all other personnel positions. The City Council authorizes positions through the budget process; based upon that authorization, the City Manager makes appointments.

City Attorney

The City Attorney represents the City and the City Council in litigation against the City and provides advice and counsel on all legal matters before the Council. Since 1987, the City has retained a law firm for legal services which in turn designates an individual of the firm, with City Council approval, to serve in the position of City Attorney. The City utilizes the services of Richards, Watson & Gershon in this capacity.

City Clerk

The City Clerk provides staff and administrative support to City Council including preparation of City Council meeting agendas under direction of the City Manager. The City Clerk's duties are to maintain official city records, conduct city elections, to ensure compliance with the Brown Act and noticing requirements, to file campaign and economic interest statements, and to provide information and service to the public as well as public access of records for review by the community.



CHAPTER 4 - Roles and Responsibilities of City Council

Mayor/Vice Mayor Selection and Rotation

The Mayor and Vice Mayor are elected among and by the presiding City Council. Past practice has provided for the transition of the positions to take place annually during the month of March.

Since 1981, the election of the Mayor and Vice Mayor is as follows: The Vice Mayor position is rotated each year. The Vice Mayor becomes the Mayor (except in the cases where the Vice Mayor does not run or is not re-elected).

The position of Mayor follows a sequence based on (a) election date and (b) order of finish within each election. For instance, the third-place vote recipient in the 1998 election would become Mayor before the top vote recipient in the 2000 election. There have been no exceptions made for seniority or for first time Vice Mayors.

Listing Names of Councilmembers

The order of presenting City Councilmember names follows seniority in the order that councilmembers rotate into the position of Mayor. The first name listed is the Mayor, followed by the Vice Mayor. Thereafter, Councilmember names are by seniority based on their election as noted in the preceding section.

Seating on the Dais

Seating on the dais is within the discretion of the Mayor. Notwithstanding, historically, seating on the dais is based on seniority following the rotation established for the position of Mayor. Protocol dictates that the Vice Mayor sits to the right of the Mayor. To the left of the Mayor, sits the Councilmember with the most seniority that would follow the existing Vice Mayor in the position of Vice Mayor. To the left of this Councilmember, next to the City Attorney, sits the Councilmember with the least seniority. The last remaining seat, beside the Vice Mayor and next to the City Manager, is the Councilmember that follows in seniority behind the Councilmember sitting to the left of the Mayor.

Role of the Mayor

Presiding Officer

The Mayor serves as the presiding officer and acts as Chair at all meetings of the City Council. In this role, the Mayor is responsible for maintaining the order and decorum of meetings. The presiding officer shall also maintain control of communications between Councilmembers and between the City Council and the public. The Mayor may participate in all discussions of the Council in the same manner as any other member. The Mayor does not possess any power of veto. The Mayor may make or second, unless otherwise delegated by the City Council, any motion. The Mayor acts as signatory to all documents requiring Council execution. The Mayor is the spokesperson for the Council.

Ceremonial Representative

Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations. In the Mayor's absence, the Vice Mayor assumes this responsibility.

Should both the Mayor and Vice Mayor be absent, the Mayor will appoint another Councilmember to assume this responsibility.

Role of the Vice Mayor

In the absence of the Mayor, the Vice Mayor will be the acting mayor and shall assume all functions and duties of the Mayor at the public meetings. (1962 Code § 2-3.05)

Role of Councilmembers

City Councilmembers are collectively responsible for establishing policy, adopting the annual budget, and providing vision and goals to the City Manager. Councilmembers shall request the floor from the presiding officer before speaking. The following briefly outlines a generic list of various duties of City Councilmembers.

1. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities for public services
 - c. Approve/amend the operating and capital budgets
 - d. Approve contracts and purchase orders*
 - e. Adopt resolutions
2. Enact Local Laws
 - a. Adopt ordinances
3. Supervise Appointed Officials
 - a. Appoint City Manager, City Clerk and City Attorney
 - b. Evaluate performance of City Manager, City Clerk and City Attorney
 - c. Establish advisory boards and commissions
 - d. Make appointments to advisory bodies
 - e. Provide direction to advisory bodies
4. Provide Public Leadership
 - a. Relate wishes of constituents to promote representative governance
 - b. Mediate conflicting interests while building a consensus
 - c. Call special elections as necessary
 - d. Communicate the City's vision and goals to constituents
 - e. Represent the City's interest at regional, county, state, and federal levels
5. Decision-Making
 - a. Study problems
 - b. Review alternatives
 - c. Determine best course of public policy

**Per ordinance 06-O-2504, adopted on September 19, 2006, effective on October 20, 2006, the City Manager has a limit of \$50,000 for normal purchase orders and up to \$100,000 for urgent need purchase orders. The Chief Financial Officer's limit was also revised and is \$50,000 as well. The authority of Department Heads (all called Contracting Agents in the Ordinance) to approve purchases was revised to \$7,500. All Purchase Orders over \$10,000 are reported to the City Council on a quarterly basis.*

Parking Authority

The Parking Authority of the City of Beverly Hills (Parking Authority) is an agency established under the State of California Parking Law of 1949 to provide public parking facilities on a citywide basis. The Parking Authority provides for the acquisition and construction of parking facilities. Councilmembers serve as Board members of the Parking Authority.

Public Financing Authority

The City of Beverly Hills Public Financing Authority (Public Financing Authority) is a joint powers authority, organized pursuant to a Joint Exercise of Powers Agreement, dated November 10, 1992 between the City and the Parking Authority. The Joint Powers Agreement was entered into pursuant to the provisions of Article 1 of Chapter 5 of the California Government Code (the Act). The Public Financing Authority was created for the purpose of providing financing for public capital improvements for the City through the acquisition by the Public Financing Authority of such public capital improvements and/or the purchase by the Public Financing Authority of local obligations within the meaning of the Act. Under the Act, the Public Financing Authority has the power to issue bonds to pay the costs of public capital improvements.

Media Relations

The City Council maintains open lines of communication with the media providing any City Councilmember an ability to speak with the media on issues. It is recommended that Councilmembers advise the City Manager when media contact occurs. Media training is available.

Participation in Conferences and Meetings Requiring Travel

It is the City Council's practice to attend professional conferences and meetings related to City business at City expense. Such conferences and meetings include economic development missions with the Chamber of Commerce, U.S. Conference of Mayors, National League of Cities and League of California Cities. The Mayor is the designated representative of the City for Chamber of Commerce economic development missions and the U.S. Conference of Mayors. Any City Councilmember may elect to attend another conference or meeting. Consistent with State Law, on March 7, 2006, the City Council adopted a policy regarding reimbursement of expenses. Resolution No. 06-R-12053 is incorporated into the Council Policy chapter of this manual.

Committees, Sub-Committees and Ad Hoc Committees

Committees

The Mayor selects Councilmembers on an annual basis to serve as liaisons to commissions or staff to provide input and feedback on projects, commission agendas, and a variety of topics. The City Council liaisons may be reflective of the City Council's sentiment, but they do not represent the final decision of the City Council.

Some examples of Committees are:

- Architectural Commission Liaison

- Design Review Commission Liaison
- Farmers' Market
- Fine Art Commission/Art & Culture Liaison
- Human Relations Commission Liaison
- Litigation Committee
- Planning Commission Liaison
- Public Works Commission Liaison
- Recreation & Parks Commission Liaison
- Solicitations Advisory Commission Liaison
- Traffic & Parking Commission Liaison

Establishment of Ad Hoc Committees

The Mayor may establish an Ad Hoc Committee of the City Council for review of a specific area or specific issue.

Overview of City Documents

For City Council meetings and public dialogue in general, it is important for City Councilmembers to be familiar with several documents. For information on receiving or reviewing any of the following, contact the City Manager.

- **Beverly Hills Municipal Code-** The Municipal Code contains local laws and regulations adopted by ordinances.
- **Memoranda of Understanding** - These documents are the contracts between employee bargaining groups and the City relative to working terms and conditions.
- **California State Code** - The state laws contain many requirements for the operation of city government and administration of meetings of city councils throughout the state. The City of Beverly Hills is a general law city which means it operates under the general laws enacted by the legislature.
- **Comprehensive Annual Financial Report (CAFR)** - The annual financial report includes the year-end financial statements of the City.
- **General Plan** - A state-mandated comprehensive plan addressing the City's long-range planning needs relative to land use, transportation, economic development, and other planning elements.
- **Annual Operating and Capital Improvement Program Budgets** - The documents approved annually by the City Council allocating resources to operations and capital improvements.
- **Disaster Preparedness Plan** - The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency.

Staff Resources and Equipment

- **Staff Resources** - The City Manager is the liaison between the Council and City staff and determines the protocol for the relationship between Councilmembers and staff. At

this time, general requests for information may be made directly to department heads who will advise the City Manager. The information requested will be copied to all members of Council so that each member may be equally informed. City councilmembers shall not contact lower-level staff directly.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of police department affairs (i.e., access to restricted or confidential information related to crimes) may not be available to members of the City Council.

- **Mail and Deliveries** - Individual mailboxes are maintained for each Councilmember by the City Manager's staff. In addition, City staff will personally deliver materials that are time-sensitive to a member's home or office, if appropriate. The City Manager or his or her designee will open all mail. In the event mail is marked or deemed personal and/or confidential, the City Manager will discuss the item with the Councilmember for the appropriate disposition.
- **Meeting Rooms** - Use of conference rooms may be scheduled with the Office of the City Manager.
- **Office Equipment** - To enhance Councilmembers' service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business. For those members of Council who do not have or do not wish to use personally owned computers for City business, the City will provide a computer and standard business software. When individual Councilmembers have completed their term of office, IT staff will retrieve City computers and software.

City Council Meetings

The City Council is required to establish a time and place for holding regular meetings. The City holds two types of meetings: formal and study session meetings.

- **Formal Meetings** - The Council holds formal meetings in the Council Chamber of the City Hall on the first and third Tuesday of each month at seven o'clock (7:00) P.M. and on such other days and times as necessary. A special meeting may be ordered in accordance with the provisions of the Government Code. When the day for any formal meeting of the council falls on a legal holiday, the meeting is not held on such holiday but is held at the same hour on the next succeeding Tuesday.
- **Study Session Meetings** - The Council holds study session meetings in the council chamber of the City Hall on the first and third Tuesday of each month at 2:30 p.m. and on such other days and times as necessary. A special study session meeting may be ordered in accordance with the provisions of the Government Code. When the day for any study session meeting of the Council falls on a legal holiday, the meeting is held on such holiday but is held at the same hour on the next succeeding Tuesday. At the study session meetings the Council shall not take any formal or binding action upon any resolution, ordinance, or other action required by law to be taken by the council. Such action occurs at the formal meetings.
- **Special Meetings** - If there is a need to conduct City business and it cannot wait until the time established for the regular formal council meeting, the City Council can hold a

special meeting. A special meeting is a meeting that is held at a time or place other than the time and place established for regular meetings (i.e. formal or study session meetings described above).

- **Adjourned Meetings** - If the City Council has not concluded the business items in its agenda at a regular meeting (i.e. formal or informal meeting) or at a special meeting, the City Council can adjourn that meeting to another time.
- **Closed Session Meetings** - The City Council may convene a “closed session” during a meeting in order to privately meet with Staff and the City Attorney on specifically enumerated topics such as personnel evaluations, threats to public safety, labor negotiations, pending litigation and real estate negotiations.
- **Emergency Meetings** - The City Council can call an “emergency” meeting when prompt action is needed to address certain dire emergencies, such as a terrorist act or crippling disaster.
- **Teleconferencing** - Teleconferencing may be used as a method for conducting meetings whereby members of the City Council may be counted towards a quorum and participate fully in the meeting from remote locations. There are, however, certain requirements that must be followed in order to comply with state law regarding open and public meetings.

Communications with Applicants

From time to time the City Council will be called upon to exercise its quasi-judicial function. In other words, the City Council will sit as a “judge” in determining whether a particular land use entitlement, such as a variance, subdivision map or a conditional use permit, is appropriate for a particular piece of property. Generally, the Council will hear and determine appeals of quasi-judicial decisions of the Planning Commission.

Applicants or other interested persons in such decisions may want to meet with individual members of the City Council. In those instances, individual meetings with an applicant and/or other interested person are inappropriate as the Council is limited to only considering evidence presented as part of the public hearing. In other matters, which may be legislative in character, meetings with applicants and other interested parties shall take place in City Hall with a member of City staff present.

If a Councilmember does receive relevant information about a quasi-judicial matter outside of the public hearing, the Councilmember is required to publicly announce the information learned at the formal hearing and before testimony begins. This allows the affected parties to react to the information you have heard, give you relevant background and, sometimes, correct erroneous information.

Public Comment at Council Meetings

(Beverly Hills Municipal Code Section 2-1-8 and 2-1-9)

Any person desiring to address the council during a formal meeting shall first secure the permission of the presiding officer.

Each person desiring to address the council shall furnish their name and address to the City Clerk. When called upon by the presiding officer, the person shall come to the microphone, state their name in an audible tone of voice for the record, and shall limit their remarks as directed by the presiding officer with the consent of the council. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than a Councilmember and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer. Whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in the event additional matters are to be presented at the time by any other member of such group, to limit the number of persons so addressing the council in order to avoid unnecessary repetition before the Council.

Members of the public are invited to place telephone calls to comment on issues not on the evening's agenda. The Council will take up to three telephone calls per meeting. The telephone number is (310) 285-1020. Comments on the evening's agenda must be made in person as the item comes before the City Council.

Organization of Formal City Council Meetings

(Beverly Hills Municipal Code 2-1-3)

- A. Roll call
- B. Presentations
- C. Oral communication from the audience
- D. Public hearings
- E. Continued and new business
- F. Consent calendar
- G. Commission synopses and minutes
- H. Other business and
- I. Adjournment

Agendizing Topics for Discussion

On December 19, 2006, the City Council adopted a policy concerning placing items on City Council meeting agenda. This policy has been incorporated into the Council Policy chapter of this manual.

The City Clerk shall prepare the agenda of all such matters according to the order of business and cause a complete copy of such agenda, with related material, to be delivered to each City Councilmember, the City Manager and the City Attorney on the Friday preceding the day of a regular meeting. The agenda shall be available for public inspection in the City Library and in the City Clerk's Office at least seventy two (72) hours prior to the meeting.



CHAPTER 5 - Commissions

Description of Commissions

The City Council has established ten commissions to advise them on issues before the City. The commissions also serve as a resource to the community, as many matters may be handled or reviewed by commissions before progressing to the City Council for a decision or appeal. Only the existence of a Planning Commission and Board of Zoning Adjustments is legislated by State law; the other commissions exist as a result of formal City Council action.

Staff Responsibilities

City staff provides administrative support and information to commissions in order that commissions can fulfill their responsibilities as legislated in the Municipal Code. Staff does not report to commissions and commissions do not oversee departmental operations.

It is the City's practice for staff to prepare a "synopsis" of each commission meeting immediately after a commission meeting. The synopsis provides a snap-shot of the commission's business for the City Council. It is included in the City Council's Informal Meeting packet at the earliest available opportunity.

Current Commissions

Architectural Commission

- 7 members.
- Staff support provided by the Community Development Department.
- Approves the aesthetics of development in all privately-owned commercial and multi-family residential areas of the City.
- Advisory to the City in the preservation of historical and cultural landmarks, encroachments in commercial-adjacent public rights-of-way, and on City building projects.
- Reviews landscape design, paint and other finishes, signs, and exterior building form; makes certain findings about the circumstances and merits of the design proposals prior to issuance of associated building permits.
- Reviews specific departures from the sign code through a special procedure called a "Sign Accommodation" conducted in a public hearing.
- Presents Architectural Design Awards for outstanding completed commercial projects.

Design Review Commission

- 5 members.
- Staff support provided by the Community Development Department.
- Reviews proposed single-family residential development and its impact on the streetscape to maintain the character, image, beauty, and reputation of the city's residential neighborhoods.

Fine Art Commission

- 7 members.
- Staff support provided by the Community Services Department.
- Responsible for enhancing the beauty of the City through the installation of public art
- Approves the installation of public art under the terms and conditions of the Public Art Ordinance and recommends the expenditure of monies in the Fine Art Fund for the acquisition of public art.
- Initiates and promotes the purchase, donation or loan of fine art.
- Advises on the artistic merit and value of paintings, sculpture and other articles of art offered to the City as donations, purchase or disposition for appropriate positioning and display.
- Formulates rules and regulations governing the criteria for determination of fine art.

Health and Safety Commission

- 7 members.
- Staff support provided by the Policy and Management Department.
- Responsible for maintaining and improving the overall health and safety of the community.
- Broadens the community's opportunities for citizen participation on issues of public health, welfare and safety.
- Aids in the development of strategies relating to disaster preparedness, disaster hazard mitigation, disaster management and health and safety risk reduction.
- Supports the work of all City Departments, the business sector and the efforts of residents before, during and after a medical, natural or man-made disaster.
- Assist in communicating the City's health, safety and disaster preparedness messages to the community.

Human Relations Commission

- 7 members.
- Staff support provided by the Community Services Department.
- Advises, recommends, assists and encourages activities and programs to be undertaken to promote positive human relations in all aspects of community life
- Actively promotes a just and equitable multi-cultural society.
- Endeavors to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor.

Planning Commission

- 5 members.
- The only commission legislated by State law which establishes the areas over which the Planning Commission has authority, either as a decision-making body or advisory to the City Council.

- Staff support provided by the Community Development Department.
- Recommends broad development policies to the City Council.
- Reviews capital projects for their conformance to the General Plan.
- Acts as an advisory body to the City Council on applications for changes to zoning regulations and the General Plan and, absent an appeal to the City Council, is the final authority over a variety of discretionary development applications (Subdivision applications, Conditional Use Permits, Development Plan Review Permits, etc.), variances from the zoning regulations (sitting as the Board of Zoning Appeals) and for the environmental assessment of such applications, as prescribed by law.
- Acts as review panel for State and federally mandated programs.

Public Works Commission

- 5 members.
- Staff support provided by the Public Works & Transportation Department.
- Advises and makes recommendations on matters which relate to public works facilities, infrastructure and programs.
- Advises on the planning, evaluation and delivery of public works systems and programs including water, wastewater, storm drain, streets, alleys, street lighting, refuse management and other infrastructure systems .
- Recommends utility rate structure changes.
- Recommends capital improvement program budgetary items relating to public works
- Conducts public outreach concerning public works programs and other programs such as water conservation, refuse recycling, graffiti removal, and other such programs.

Recreation and Parks Commission

- 5 members.
- Staff support provided by Community Services Department.
- Advises and makes recommendations on the planning, evaluation and delivery of recreation and parks programs and facilities including the Greystone Estate grounds and mansion.
- Formulates general policies on use and delivery of recreation and park services
- Evaluates the effectiveness of programs in relation to City Council policy objectives
- Conducts public outreach within the community concerning recreation and parks programs.
- Advises the City Council in regard to capital improvements and recreation and parks program projects.
- Recommends proposed user fees for use of recreation and parks facilities and programs.

Solicitations Advisory Commission

- 5 members.
- Staff support provided by the Police Department.
- Reviews applications for charitable solicitations conducted within the City limits.

Traffic and Parking Commission

- 7 members.
- Staff support provided by the Director of Public Works & Transportation.
- Advises the Transportation/Engineering Official and the Police Chief as to ways and means to improve general traffic conditions in the City.

- In coordination with the Planning Commission, recommends a comprehensive long-range plan relating to transportation, traffic, and off-street and on-street parking in the City.
- Performs the functions and duties relative to traffic, parking and public transportation vehicles as designated by the Municipal Code.
- Advises on issues of traffic engineering associated with street and signalization systems.

Appointment of City Commissioners

Purpose - The process for appointing City commissioners is an unbiased process that results in the most qualified applicants being appointed to fill commission vacancies. The qualifications and terms of service for each commission are set forth in the Beverly Hills Municipal Code. This policy reflects the City Council's position on the process for recruiting, selecting and appointing commissioners.

Scope - Council shall create such commissions as required by state law or as deemed appropriate for the performance of specific City functions. Commissions shall be created by ordinance. (1962 Code § 2-13; amd. Ord. 92-O-2156, eff. 12-11-1992) Every commission shall continue indefinitely until abolished by council.

Definitions - For the purpose of this policy:

Scheduled Vacancies: A vacancy on a commission that has occurred due to the expiration of a commissioner's term.

Unscheduled Vacancies: A vacancy on a commission that has occurred for any reason other than by expiration of a commissioner's term as set forth in section 1770 of the California Government Code.

Commission: An agency charged with the consideration of an indefinitely recurrent sequence of transactions and whose members serve for a specified term and hold meetings on a regular publicized schedule.

Scheduled Vacancies - The procedure for filling scheduled vacancies is as follows:

Six Months in Advance (Noticing/Application Period):

- Announce vacancy – 2 month application period begins.
- Publish notice in local papers.
- Post on cable TV.
- Mail notice to Team Beverly Hills current & alumni members.
- Commissioners are strongly encouraged to recruit applicants from Team Beverly Hills members and the community-at-large.

To preserve the integrity of the application and interview process, applicants must direct all inquiries to the City Clerk, City Manager or the Department Director. Applicants are prohibited from making contact with the Councilmembers, or members of the Commission on which the vacancy exists, to lobby for appointment.

Four Months in Advance (Application Review/Interview Period):

- Close application filing period IF:

- Minimum of 3 applicants for 1 vacancy.
- Minimum of 5 applicants for 2 vacancies.

NOTE: At the discretion of the City Council, the application filing period may be extended when the minimum number of applications has been reached (following the same procedures set forth when the minimum number of applications is not reached).

- Extend application filing period for 30 days if minimum number of applicants is not reached:
 - Publish notice in local papers.
 - Post on cable TV.
 - Mail notice to Team Beverly Hills current & alumni members.
 - Encourage commissioners to assist in recruitment.
- Establish Interview Panel:
 - Two City Councilmembers are chosen using the Commission Liaison list or a rotation of Councilmembers to be determined.
 - Chair & Vice Chair of commission on which vacancy exists.
- Confirm Interview Dates/Times
 - City Clerk provides interview schedule and copies of applications to full City Council and Commission Chair and Vice Chair.
 - Notice of interviews is to be posted.
 - Interview questions discussed by panel in advance to ensure all applicants are asked the same core set of questions.
 - Interviews conducted by panel.
 - At conclusion of interviews, a City staff member will record the recommendation from the interview panel, and prepare the written report to be forwarded to the City Manager.
 - City Manager transmits interview panel written report to City Council.
 - A copy of the application of the interviewee(s) selected for the vacancy sent under separate cover in conjunction with the written report to City Council.
 - City councilmembers NOT on the interview panel have 30 days to interview any/all candidates following receipt of the written recommendations.

Two Months in Advance (Appointment Period):

- Commission appointment is placed on Council formal agenda.
- Commission Chair and Vice Chair invited to attend the City Council meeting.
- Nomination and vote takes place.
- City Clerk prepares resolution for adoption at the first meeting following the vote appointing member to the commission.
- City Clerk prepares certificate of appointment and schedules newly-appointed commissioner to attend the next, or a future, Council meeting to receive certificate.
- Candidates may call the City Clerk's Office on the packet Friday when an appointment is scheduled for the following Tuesday Informal Meeting.
- Candidates will be sent letters the next day following City Council recommendation.
- All applicants are strongly encouraged to attend commission meetings prior to the interviews.
- Newly-appointed commissioner attends commission meetings to observe prior to effective date of term.

Unscheduled Vacancies

The procedure for filling unscheduled vacancies is as follows: (Same procedure as above except noticing/application procedure is reduced.)

Four Months in Advance (Noticing/Application Period):

- Announce vacancy – 6 week application period begins.
- Publish notice in local papers.
- Post on cable TV.
- Mail notice to Team Beverly Hills current & alumni members.
- Commissioners are strongly encouraged to recruit applicants from Team Beverly Hills members and the community-at-large.

To preserve the integrity of the application and interview process, applicants must direct all inquiries to the City Clerk, City Manager, or the Department Director. Applicants are prohibited from making contact with the Councilmembers, or members of the commission on which the vacancy exists, to lobby for appointment.

Two and ½ Months in Advance (Application Review/Interview Period)

- Close application filing period IF:
- Minimum of 3 applicants for 1 vacancy.
- Minimum of 5 applicants for 2 vacancies.

NOTE: At the discretion of the City Council, the application filing period may be extended when the minimum number of applications has been reached (following the same procedures set forth when the minimum number of applications is not reached).

Extend application filing period for 30 days if minimum number of applicants is not reached:

- Publish notice in local papers.
- Post on cable TV.
- Mail notice to Team Beverly Hills current & alumni members.
- Encourage commissioners to assist in recruitment.

Establish Interview Panel:

- Two City Councilmembers are chosen using the Commission Liaison list or a rotation of Councilmembers to be determined.
- Chair & Vice Chair of commission on which vacancy exists.
- Confirm Interview Dates/Times
- City Clerk provides interview schedule and copies of applications to full City Council and Commission Chair and Vice Chair.
- Notice of interviews is posted.
- Interview questions discussed by panel in advance to ensure all applicants are asked the same core set of questions.
- Interviews conducted by panel.
- At conclusion of interviews, a City staff member will record the recommendation from the interview panel, and prepare the written report to be forwarded to City Manager.
- City Manager transmits interview panel written report to City Council.
- A copy of the applications of the interviewee(s) selected sent under separate cover in conjunction with the written report to City Council.
- City councilmembers NOT on the interview panel have ONE WEEK to interview any/all candidates following receipt of the written recommendations.

One Month in Advance (Appointment Period):

- Commission appointment is placed on Council formal agenda
- Commission Chair and Vice Chair invited to attend the City Council meeting.
- Nomination and vote takes place.
- City Clerk prepares resolution for adoption at the first meeting following the vote appointing member to the commission.
- City Clerk prepares certificate of appointment and schedules newly-appointed commissioner to attend the next, or a future, Council meeting to receive certificate.
- Candidates may call the City Clerk's Office on the packet Friday when an appointment is scheduled for the following Tuesday Informal Meeting.
- Candidates will be sent letters the next day following City Council recommendation.
- All applicants are strongly encouraged to attend commission meetings prior to the interviews.
- Newly-appointed commissioner attends commission meetings to observe prior to effective date of term.
- Any person appointed to a commission shall serve without compensation for service on such commission.

ELIGIBILITY REQUIREMENTS

Residency requirement: Applicant must be a resident of the City for a minimum of two years prior to filing an application. Note: residency requirement does not apply to certain Architectural and Human Relations Commission positions. Applicant's residence must be such that it would entitle them to register to vote in Beverly Hills Municipal elections. Applicants are not required to be registered voters.

COMMISSION TERMS

The following terms apply to each commissioner appointed:

Initial term of two years. At the discretion of the City Council, commissioners may be reappointed to a second term. Appointments to a second term shall be for four (4) years. The City Council may appoint any commission member or members to terms shorter or longer than those set forth in this subsection if the City Council determines that a shorter or longer term or terms are appropriate to stagger the terms of appointees so that the terms of all or a majority of members do not expire concurrently or inappropriately close in time.

The process for a reappointment to additional four year term is as follows:

- City Clerk requests confirmation letter from commissioners eligible for reappointment six months in advance.
- Liaison department provides City Clerk with attendance and voting recusal record of commissioner seeking reappointment.
- City Clerk notifies City Council liaisons and the Department Head of those commissioners requesting reappointment and provides attendance and voting recusal records.
- Department Head coordinates the interview for the re-appointee with the City Council Liaisons.
- City Council Liaisons send recommendation to Department Head and City Clerk.
- Reappointment placed on Informal City Council Agenda

- If any City Councilmember wishes further discussion of the recommendation, attendance or voting recusal record, the issue will be agendaized for public discussion.
- If no City Councilmember seeks further consideration within 30 days of notice, the reappointment will be automatically placed on the City Council agenda for adoption.

CRITERIA FOR INTERVIEW PANEL AND FINAL VOTE

The following is the policy for the official City Council vote on the recommendation of candidates for commission positions:

- Councilmembers are not obligated to support the liaison committee recommendation.
- No requirement for Councilmember recusal from final vote.
- If there are two appointments to same commission or the same effective date, seniority shall be selected by lot. The City Clerk shall preside over this selection by lot.
- Commission appointment is placed on Council formal agenda
- Councilmembers vote on ballots provided by the City Clerk, including the names of all applicants who have been interviewed.
- City Manager announces results.
- Ballots are public records and available for inspection.

RESOLUTION & CERTIFICATE OF APPOINTMENT

The City Clerk prepares the resolution for adoption at the first meeting following the vote appointing the member to a commission. The City Clerk also prepares a Certificate of Appointment and schedules the newly appointed commissioner to attend the next, or a future, Council meeting to receive the certificate.

NEWLY APPOINTED COMMISSIONERS

Each candidate will be invited to a subsequent meeting to receive their Certificate of Appointment. A Form 700 (Statement of Economic Interests) is due for filing within 30 days of assuming office. A listing of all commissioners will be updated and distributed.

TERMINATION OF COMMISSION MEMBERSHIP

- Membership shall terminate automatically upon resignation or death of a member.
- If a commission regularly meets once per month, membership shall terminate automatically if a member is absent from four (4) meetings within a twelve (12) month period. Additionally, the City Council may consider removing any member who is absent from three (3) meetings within a twelve (12) month period.
- If a commission regularly meets at least twice per month, membership shall terminate automatically if a member is absent from eight (8) meetings within a twelve (12) month period. Additionally, the City Council may consider removing any member who is absent from six (6) meetings within a twelve (12) month period.
- Membership shall terminate automatically if a member ceases to reside in the City, unless residence is not required for membership.
- Membership shall terminate automatically if a member's office would be vacated under the provisions for disqualification from office set forth in section 1770 of the California Government Code provided, however, that the provisions of this section governing absences shall supersede the provisions of section 1770 regarding absences.

- In addition, the City Council may remove any member from a commission for any reason. Such removal may be accomplished by resolution or minute order of the City Council.
- When starting to recruit for a vacancy, the City Clerk is to notify the Public Affairs Executive Director and liaison department head of a retiring commissioner.
- A Form 700 (Statement of Economic Interests) is due for filing within 30 days of a commissioner leaving office.



CHAPTER 6 - City Organization

City Manager

The City Manager is the chief executive officer of the City. He is appointed by the City Council to enforce city laws, to direct the daily operations of the city in accordance with City Council policies, and to prepare and administer the municipal budget. The City Manager acts as the City Council's technical advisor and consultant in all matters of administrative government and is responsible for the appointment of all administrative staff to support the City Council and provide municipal services.

The City Manager sets the leadership pattern for all subordinates and establishes the criteria by which performance is judged. The City Manager's overall manner and style of administration are factors that are an integral part of the successful operation of the municipal organization as he is responsible for directing and supervising City departments.

Policy and Management

The Office of the City Manager is the Policy and Management Department which is generally responsible for:

- Implementing all laws and acts of the City Council subject to enforcement by the City Manager, or by officers subject to his direction and supervision,
- Preparing the annual budget and capital improvement program, and administering the City's resources after the City Council's adoption of the budget,
- Providing the City Council with information and data for decisions and policy direction,
- Recommending to the City Council policies that may be necessary to insure the health, safety and welfare of the Community
- Maintaining the viability of local government and the consistent delivery of services over the long term (beyond the terms of individual elected officials),
- Professional, non-partisan advice and counsel,
- Management expertise to complement the political leadership of elected officials and help them do their job better, and
- Providing a community-wide perspective.

In addition to the aforementioned responsibilities, the Policy and Management Department has three functions—communications, economic development and emergency management:

Office of Communications

Responsibilities include the development and implementation of comprehensive public information programs, materials and outreach plans related to City projects and issues for the purpose of effective and accurate communication with the community, the media and City staff. The office provides internal support to City departments regarding strategic communications planning and message delivery, oversees management of the City's website content and design and is responsible for building and maintaining a strong proactive and responsive relationship with the media.

Economic Development and Marketing

Responsibilities include developing, implementing and supporting programs that seek to maintain the economic vitality of the City and which promote the City's world-wide brand. In particular, the Division coordinates a range of economic development activities among several partners within the City including business outreach, retention and attraction programs; and, visitor marketing and promotional efforts aimed at continuing to enhance the City's reputation as a vital and exciting destination for business and pleasure. The Division also coordinates projects to enhance the value of City-owned assets. Current major objectives include completion of the Urban Design Program, which includes infrastructure improvements to enhance the pedestrian character of the Business Triangle; and coordination and support for signature events that provide both a media and visitor draw to the City. In addition, the Division has focused efforts on business outreach at the corporate level to enhance the City's retail base.

Office of Emergency Management

Established under Policy and Management in 1996, this office is responsible for ensuring, in conjunction and collaboration with all City departments, the preparedness, mitigation, response and recovery of the City before, during and after an emergency or disaster. Areas of responsibility include providing disaster preparedness training programs and materials for City employees and the community; interfacing and planning with community groups, Beverly Hills Unified School District, local, state and federal agencies; and oversight of the City's Disaster Plan.

City Attorney's Office

The City Attorney is the chief legal advisor for the City and the City Council. The City Attorney is appointed by the City Council and is responsible directly to that body. The City Attorney's office represents and advises the City Council, City commissions, and City officers on a wide range of legal issues pertaining to their offices. The City Attorney's office renders legal opinions as necessary, prepares and reviews memorandums, contracts, deeds, leases, permits and other legal documents necessary to transact the City's daily business. Since the City Council also performs in a legislative capacity, the City Attorney prepares all proposed ordinances. The City Attorney also prepares resolutions for the City Council and commissions as required to evidence their decisions. Finally, the City Attorney's office represents and appears for the City in lawsuits in which the City is a party.

In addition to the City Attorney, the City also has a City Prosecutor who handles and if necessary prosecutes matters involving alleged violations of the Municipal Code.

City Clerk's Office

This office supervises and conducts all municipal elections; maintains the official minutes of all proceedings, records, ordinances, resolutions, contracts and other official City documents and public records; provides for the required public notices for meetings and public hearings; administers the City's Public Records Program; maintains and distributes the Beverly Hills Municipal Code; and administers the City's commission appointment and reappointment process.

The City Clerk serves as the Filing Officer for all reports under the State's Political Reform Act; accepts claims and legal process against the City; performs bid openings; and responds to requests for public records.

The City Clerk's Office also provides support to the Mayor and City Council, and provides service to the City Departments.

Administrative Services Department

The Department consists of Management & Budget, Finance Administration, Human Resources, Property Management and Risk Management. The mission of the Department is to provide efficient and professional services of the highest quality to all City departments, employees and members of the general public.

Management & Budget

Working with all City departments, the Management & Budget staff coordinates the annual budget process, based upon programs and services provided, revenue and expenditure estimates and projections, and proposed work plans. The Office of Management & Budget also monitors the budget throughout the year and provides quarterly reports to the City Manager, City Council, and the public.

Management & Budget is also responsible for reviewing, evaluating and making recommendations related to citywide policy issues and processes that may have a financial impact on the City.

Finance Administration

Responsible for oversight of the General Accounting, Customer Service, Cashiering, Purchasing, and Revenue Administration functions, and manages the City's investments.

General Accounting

Responsible for the accurate, fair presentation, and full disclosure of the City's financial transactions in conformance with generally accepted accounting principles. The Division is also responsible for the issuance of City checks, the maintenance of City payroll records, payment of all state and federal taxes, and safeguarding of the City's financial assets.

Customer Service

Responsible for the Accounts Receivable and Cashiering functions of the City. The Accounts Receivable functions include all phases of customer billing, including file maintenance, transaction recordation, account billing, late and penalty notices, account collection and payment processing for the following accounts receivable systems:

- Utilities, which include water, wastewater, solid waste and storm water.
- Monthly parking programs at City owned parking facilities.
- Preferential parking permits.
- Ambulance.
- False alarm annual alarm permits renewal.
- Annual renewal of business permits.
- Miscellaneous City programs including special events.

Cashiering

Responsible for the daily receipt and deposit of funds from various City departments, such as parking meter collections, Park and Recreation programs, etc. Additionally, the function receives counter payments for all of the accounts receivable, parking citation payments, business tax payments and senior bus and taxi programs. The Division also responds to customer requests

for information about their accounts, business tax questions and a multitude of other information items, both over the counter and through telephone contacts.

Purchasing

The central control point of the City's decentralized purchasing system. Unlike a traditional centralized purchasing system with several layers of buyers and assistants, much of the City's purchasing function is accomplished at the user level. The Purchasing function acts as the control mechanism, making certain that the City's policies, procedures and codes have been adhered to.

Revenue Administration

Responsible for the administration and collection of the City's major revenues including the direct administration and collection of the City's business and transient occupancy taxes and administration of contracts with the City's code enforcement prosecutor and the City's tax review and audit service providers.

Human Resources

This function has responsibility for recruitment, testing, hiring, salary and personnel administration, labor relations, staff training, organizational development, employee enrichment and recognition programs, and payroll and benefits administration.

Labor relations encompass both negotiations and contract administration with all employee groups; and handles grievances and arbitration hearings. This function also addresses unfair labor practice charges, employee discrimination matters, negotiated changes to pensions, disability issues and wrongful termination.

Employee training and organizational development efforts include coaching, team building, education, succession planning, mentoring and leadership programs designed to facilitate and improve communication, performance, and organizational changes to create a positive corporate culture.

Employee enrichment activities include educational, social and community awareness and outreach projects, while employee recognition programs help promote morale and serve to spotlight individuals who make positive contributions to the organization.

Payroll and employee benefits management falls under Human Resources. Payroll provides service and control for the timely and accurate compensation of employees. Employee benefits administer medical, dental, vision, life, disability insurance and retirement benefits offered to employees.

Property Management

This function acts as the liaison with tenants in City owned and leased facilities. Staff negotiates and administers leases, manages, and inspects all City owned and leased facilities. Staff works with Public Works Parking Operations and General Services for the maintenance and repair of the leased facilities. Property Management is responsible for the management of tenant construction and leased space alterations. Staff coordinates appraisal projects for the department. Property Management works with Economic Development for the marketing and leasing of new city owned developments.

Risk Management

Risk Management is responsible for developing employee safety programs, provides Liability Claims Administration, and Workers' Compensation Administration.

The Employee Safety Program develops and oversees the City's efforts to improve safety and reduce accidents for both employees and members of the public.

The Liability Claims Administration provides funding for the cost of the City's self-insurance program for third party damage claims.

Workers' Compensation Administration covers the cost to administer workers' compensation coverage to employees. In addition, it includes the fund to maintain the City's third party administrator for claims, the costs for medical expenses and indemnity payment for the injured worker, and the regulatory fees required by the State of California.

Community Development Department

The Community Development Department implements the long-range vision of development, safety and preservation of the City. Department staff work closely with the public to insure that buildings are constructed safely and that community aesthetics and our environment are maintained and enhanced achieving a harmonious and prosperous community. The department strives to provide customers with personal attention, accurate information, and timely solutions in a manner that instills public trust and confidence while exceeding service expectations. Through proactive enforcement of preservation and development codes, we strive to maintain the highest quality of life for residents, the business community and visitors, keeping Beverly Hills a world-class community.

Planning Division

Advises the City Manager, City Council and its commissions, residents, the business community and the general public on current land use and development issues. It also provides logistical support for assessing future demands for services related to land use in Beverly Hills and the surrounding region, including the West Side, greater Los Angeles and Southern California. The Division has staff of 18 FTEs that are assigned to Current Planning, Advance Planning, and Environmental Services. The Planning Division supports the Planning, Architectural, and Design Review Commissions, three separate decision-making (discretionary) boards mandated by the City Council to oversee current and future private land use and development in the City. Staff also administers Community Development Block Grants and other limited Federal assisted programs for which residents are eligible.

The Division maintains the General Plan and Zoning Code and maps that provide the policy and regulatory bases for land use and development as mandated by State and local laws. The department oversees all applications for discretionary permits needed to meet those requirements, including:

- Subdivision (Tentative) Maps;
- Zone Change/General Plan Amendments;
- Conditional Use Permits;
- Development Plan Reviews;
- Variances;
- R-1 Development Permits (for Hillside Trousdale, and Central single-family residential areas);
- R-4 Development Permits (for multi-family residential areas);
- Architectural Review (for commercial and multi-family residential areas);
- In-Lieu Parking Agreements (for the Business Triangle); and,
- Other minor accommodations to the Zoning Code.

Building and Safety Division

Safeguards life, health and property in the built environment through the administration and enforcement of building and zoning codes for building design, construction, maintenance and use. It also preserves the environment and improves the quality of life through the enforcement

of energy conservation, disabled access, noise control, asbestos abatement, property maintenance, rent control and animal control regulations.

In response to a declared emergency or a disaster, the division shifts into a disaster response mode which primarily deals with building damage assessments and support of rescue efforts. During the recovery mode, the Division takes the leadership in the reconstruction efforts of the community.

The Division has a staff of 30 FTEs assigned to three primary functions: Plan Review and Permitting, Building Inspection, and Community Preservation. In Plan Review and Permitting, staff reviews building plans for conformance with adopted codes and issues permits for construction. In addition to permit fees, the Division collects all other fees related to construction projects including School Development fees, Recreation and Parks fees, Fine Art fees and Contractors Business tax.

The Building Inspection staff provides inspections for all construction projects on private and City owned properties. In addition, Building Inspection staff is now qualified, and contracts with the Beverly Hills Unified School District, to provide Division of State Architect (DSA) inspections for their ongoing modernization projects.

Community Preservation (Code Enforcement) staff proactively enforces operational conditions of business activities, surveys the City for property maintenance violations and responds to citizen complaints. The program also includes enforcement of housing and nuisance abatement codes, project conditions enforcement, enforcement of rent stabilization laws, mediation*, administration of the animal control contracts with the County of Los Angeles, and assistance with investigation of delinquent business taxes.

*Mediation services are provided by the Los Angeles County Bar Association Dispute Resolution Services.

Community Services Department

Recreation and Parks

The mission of the Beverly Hills Recreation and Parks Division is to provide safe, aesthetically pleasing environments and recreation and human service activities for the community of today and tomorrow. Division goals include the provision of innovative and creative recreational services to the community while providing maintenance and development of the community's parks and park related areas.

Administrative Services provides general support services for 50 full-time and more than 125 part-time employees, and is responsible for the coordination of personnel matters, payroll and accounting/purchasing functions. Administrative staff serves as a liaison to the Recreation and Parks Commission.

Leisure Services consists of extended childcare programs, City-wide playground activities, preschool and early childhood programs, tennis operations at three locations, senior adult activities, aquatics, elementary intramurals, adult sports, and youth and adult classes. Division responsibilities also include the City-wide Park Ranger program and the management of Roxbury and La Cienega Parks, in addition to Greystone Park and Mansion including weddings, receptions and filming.

Park Operations provides landscape maintenance for all parks and public facilities (Civic Center, water reservoirs, street medians, public parking lots, fire stations and Business Triangle). Beverly Gardens, Coldwater, Greystone, La Cienega, Roxbury, Will Rogers and several neighborhood parks are maintained by this division.

Urban Forest Division is responsible for the care and maintenance of 27,000 trees located within the parkways, parks, medians, water reservoirs and parking structures of the City. The Division administers a contract for trimming, removal, replacement and insect control of all City trees. Conducting right-of-way clearance programs to clear trees and shrubs overhanging into the public domain is another responsibility, in addition to the creation and implementation of several Street Tree Master Plans approved by City Council.

Art and Cultural Events provides a wide range of special events including Garden & Design Showcase, Affaire in the Gardens Art Show, Winter Wonderland and more. Cultural offerings include musical and theatrical programs such as the summer Plaza Sweets concert series, Music in the Mansion, Teas on the Terrace, Beverly Hills Forum series and The Manor. Staff serves as a liaison to the Fine Art Commission.

Farmers' Market is a weekly, outdoor market for farmers to sell their fresh products directly to the community. Working in cooperation with the County Agricultural Commission, each participating grower must be certified as the actual producer of the products available at the Market. Select food vendors also participate. A variety of activities and special events are conducted regularly at the Market which provides an ideal venue for the community to gather on a weekly basis.

Administrative Support

The mission of the Administrative Support Division is to provide administrative oversight to the entire Community Services Department (Recreation & Parks, Library Services, and Human Services Divisions). Administrative Support is responsible for the coordination and facilitation of the budget process, accounting and purchasing functions, and financial reporting for all the divisions within Community Services. The Division is also responsible for the coordination (with applicable Departments throughout the City) and facilitation of Team Beverly Hills, the City's "resident-educational" program. The Division also assists with special projects and assignments as may be assigned by the Community Services Director (i.e., Library Coffee Shop project, Greystone Marketing Study, etc.).

Filming & Event Permits Office is also included in the Administrative Support Division. The office is responsible for the coordination of filming, still photography, and event permits for the City-at-large and City parks (except Greystone Estate). The Permit Office functions as a one-stop location by facilitating all logistical details including personnel, parking requirements, and notification of all affected parties.

Human Services

The Human Services Division's mission is to provide access to exceptional education and social services for the City's active and frail elderly, disabled, low-income and other at risk residents to improve their quality of life and personal growth. The Division's scope also includes working with regional public and private agencies to assist homeless individuals in the community. Responsibilities include conducting needs assessments, identifying service providers and developing programs to meet the community's human service needs.

The Human Services Division also supports the City's Human Relations Commission, established to advise, recommend, assist and encourage activities and programs to be

undertaken to promote positive human relations in all aspects of community life in Beverly Hills. The commission also actively promotes a just and equitable multicultural society and endeavors to reduce conflict and tension, as well as discrimination, prejudice, and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor.

Library

The library fosters life-long learning by providing programs, services and resources for all ages and also serves as a meeting place for educational, recreational and cultural endeavors. The Library offers these services at the main library in the Civic Center complex and at the Roxbury Senior Library, which is staffed entirely by volunteers.

Public Services consists of Children's Services, Reference Services, Fine Arts Services and Outreach Services. **Children's Services** provides programming for toddlers, pre-schoolers and school-age children, such as story times, reading programs and a Summer Reading Program, homework assistance (through 8th grade), class visits and library instruction, readers' advisory and reference services. **Outreach Services** provides Literacy Services consisting of instruction in reading and writing to adults in the community and the workplace, referral services to adult learners, and family education to adult learners with children under five. Services to homebound residents, the visually impaired, and the Roxbury Senior Adult Library are also provided. **Fine Arts Services** provides reference services for the subject areas of art, music, film, television, dance and theater. **Reference Services** librarians provide readers' advisory, homework assistance (high school and college), reference services and programming for the adult library users.

Support Services consists of Support Services, Circulation Services Shelving Services, Interlibrary Loan Services and Automation Services. The Support Services department is responsible for ordering, cataloging, classifying, processing and repairing all library materials and supplies, and is also responsible for the Roxbury Senior Library, interlibrary loans, and maintaining the public access computer catalog. **Circulation Services** manages the patron database and loaning of all library materials. This includes patron registration, the check-in and check-out of materials, managing the reserved books list, and the collection of fines and fees. Shelving Services performs, shelving and shelf maintenance and the movement of materials into and out of the building. The Closed Periodical section provides for the maintenance of periodical back files and indexes and digitization of Beverly Hills newspapers. Automation services maintains the library website and online public access catalog. **Collection Services** manages the resources of the library's collection by overseeing the selection of new materials and maintenance of the existing collection.

Fire Department

The mission statement of the Beverly Hills Fire Department is: Dedicated to providing service with excellence for the preservation of Life, Property, and the Environment

Administration Division

Provides overall planning, control and management of all Fire Department activities and staff support for all divisions. This includes strategic planning, departmental communications, data systems and records management systems, departmental safety committee, disaster services planning, budget preparation and administration, training, media relations, special projects and general administration.

Fire Prevention Bureau

Responsible for the enforcement of all local, state, and federal codes related to the safe occupancy of buildings and/or premises. It also extends to the safeguarding of life and property from the hazards of fire and explosion arising from the storage, handling, and use of hazardous substances, materials and devices as well as hazardous conditions due to the use or occupancy of buildings and/or premises.

Fire Suppression

The Fire Suppression division is responsible for the rapid and timely delivery of emergency services to any incidents which threaten, or have the potential to threaten, life or property. Three strategically located fire stations house engine and truck companies that provide fire suppression and rescue services. The companies are cross-trained in a variety of operations and are equipped to respond to any type of emergencies. The Suppression division performs all duties related to emergency response (fire, rescue, medical and hazard abatement), non-emergency service calls, fire prevention and public education programs, in-service training for all personnel, comprehensive fire preplanning for high risk and special hazard properties, and maintains fire facilities, apparatus and equipment.

Emergency Medical Services (EMS) Division

Responsible for the rapid delivery of advanced medical care that exceeds the recognized community standard. The delivery of this care is to be done, equally, professionally, compassionately and efficiently. The EMS Division is also responsible for the monitoring of its performance in order to assure quality and improvement. Emergency medical services are provided 24 hours a day by highly trained firefighter paramedics. Each firefighter is trained in advanced first aid and cardiopulmonary resuscitation (CPR). Firefighter Paramedics provide advanced medical treatments including intravenous administration of medications, cardiac defibrillation and monitoring, and respiratory therapies.

CPR program

Responsible for training and educating the citizens, businesses, employees and visitors of the community in skills that will protect them and their families. First Aid and CPR Training integrate essential life-saving skills for rescue breathing, choking, CPR and other emergency treatments. The CPR program has been in existence for thirty years with over 83,000 graduates. All classes use American Heart Association guidelines. In addition to CPR, the program offers American Red Cross First Aid.

Community Emergency Response Team (CERT)

An opportunity for residents to learn basic skills to save lives and protect property in the aftermath of a major disaster when emergency services are not immediately available.

Information Technology Department

The Department of Information Technology consists of four main divisions: Information Technology, Cable Television, Reprographic Services and Graphic Services. Our vision asserts that the City of Beverly Hills will be recognized among municipalities as a premier provider of technology infrastructure, services and support used to facilitate the advancement and the well-being of the residents, businesses, and visitors of Beverly Hills, and the global community through the creation and dissemination of knowledge.

The City of Beverly Hills will also be known for its innovative use of technology for providing municipal services and organizational effectiveness as envisioned by the City Council, City Manager, and the various Departments.

Information Technology provides information services that improve the quality of the City's organizational processes and enhance information dissemination to the community. Information Technology combines state-of-the-art technology with business process, best practice and customer service excellence, resulting in unparalleled information delivery. Information Technology collaborates with City departments to provide on-line tools for quality customer service and effective performance measurement. Information Technology also provides strategic vision and focused integration of information systems.

Cable Television monitors compliance with the City's cable television franchise. It also tracks and mediates cable television subscriber complaints. Cable TV includes administration, scheduling and playback of the City's cable TV channels and City website video-on-demand programs. Cable TV provides technical coordination with the cable operator for Public Education Government (PEG) channels and provides live and replayed coverage of City Council and Commission meetings. In addition, it is responsible for video production and airing of additional public information and education campaigns to increase citizen involvement and awareness of City programs and services.

Reprographic Services supports the City's document management processes for print, copy and scan functions. Reprographics is responsible for the production and distribution of printed and electronic materials produced by the City including brochures, invitations, publicity materials, notices, billings, etc. Additionally, reprographics provides centralized metered postage services for all City mailings.

Graphic Services is responsible for graphic arts project management. Graphics also supports City publicity and information campaigns by providing art design services for brochures, invitations, signs, flyers, posters and banners.

The Department's core competencies support all technology applications in the City including:

- Computer hardware and software
- Network communications (LAN, WAN, fiber, telecom, radio and Wi-Fi)
- Multimedia production
- Digital storage and database management
- Business intelligence reporting and measurement
- Customer relationship management and user support
- Security and infrastructure management
- Back-office business operations and data center management
- Business requirements analysis
- Technology integration and consolidation
- Project management
- Designing system architectures and managing implementation
- Software development (Online Business Center, epacket)
- Contract administration and negotiation
- Managing computer hardware and software licensing and maintenance
- Administration of contractual services

Police Department

The Police Department is responsible for maintaining social order and community peace within prescribed ethical and constitutional restrictions. This obligation involves the prevention and repression of crime, the regulation of non-criminal matters such as traffic and

municipal code violations, and miscellaneous police-related services. The Police Department consists of three major divisions: Field Services, Investigative Services, and Administrative Services.

Field Services Division

Patrol Bureau officers patrol the City's streets and alleys to prevent crime, apprehend criminals and answer calls for service. The Bicycle Unit and the Reserve Unit are also part of the Patrol Bureau.

Traffic Bureau consists of the Traffic Enforcement Section and Traffic Control Section. Traffic law enforcement is conducted by motorcycle officers and accident investigators who conduct after-collision investigations. Civilian Traffic Control Officers assist motorcycle officers at schools, accident scenes and other incidents, as needed.

Emergency Services Bureau consists of the Special Tactics Unit (STU), the Crime Suppression Unit (CSU), the K-9 Unit, and Emergency Management Unit. STU officers provide dignitary protection, serve high risk warrants, conduct weapons of mass destruction training, and address tactical matters, when needed. CSU officers patrol the streets, primarily in plainclothes and assist detectives with surveillances. K-9 Officers assist patrol personnel to apprehend criminals and detect the presence of narcotics and explosives. The Emergency Management Unit updates the Department's disaster plan, trains Department employees concerning their response to major emergencies and maintains the Department's emergency operations equipment.

Investigative Services Division

Detective Bureau investigates felonies, misdemeanors and non-criminal matters; apprehends suspects, interviews witnesses, prosecutes offenders, affects the recovery of stolen property; and is responsible for the service of warrants held by this Department.

Crime Prevention Bureau maintains a high level of interaction and communication with the community. Officers assigned to the Crime Prevention Detail attend community events and conduct Neighborhood Watch programs to alert citizens regarding methods of preventing crime, protecting themselves and their property, and to explain police operations. School Resource Officers, assigned full-time at each of the public schools, conduct drug awareness programs and provide students with a safe learning environment.

Administrative Services Division

Communications Bureau provides a dependable 24 hour radio, telephone communication and other automated information systems which link the Department to national, state and local criminal justice agencies.

Records Bureau processes, stores, and disseminates information pursuant to prevailing statutes.

Identification Bureau conducts crime scene investigations and technical services, such as fingerprinting, photography and handwriting analysis. Pursuant to state law, the Bureau secures, controls and disposes of property acquired by the Department.

Jail Bureau provides for the lawful custody of persons in a secure and humane environment.

Personnel and Training Bureau is responsible for the induction, training and placement of Department employees, and for the handling of those personnel services necessary to regulate and to guide an employee through his service with the Department.

Public Works and Transportation Department

The Public Works & Transportation Department plans, constructs and maintains the infrastructure of the City of Beverly Hills, including buildings, streets and utilities and administers activities in the public right-of-way via its permit counter. The department is divided into six major divisions: Project Administration, Transportation, Infrastructure Maintenance, Environmental Utilities, Civil Engineering and Parking Operations/Meter Collections.

Project Administration

The Project Administration Division is responsible for the accomplishment of projects in the City's Capital Improvement Program (CIP) in the most effective, prudent and economical manner. The division manages the various components of project planning and implementation in order to develop and redevelop the City's plant and property, including facilitation of program and design development, management of professional design consultants, production of construction and contract documents, and administration of construction contracts.

Transportation

The Transportation Division manages the on-street residential parking permit program and the parking enforcement function, including adjudication of citations. In addition, this division is responsible for management of the City's transit services, oversight of the City's valet and taxi operations and monitoring and reporting on regional transportation and air quality issues. Division staff members also provide support to the Traffic and Parking Commission.

Infrastructure Maintenance

The Infrastructure Maintenance Division is responsible for maintaining all City-owned building facilities, vehicles, streets, traffic signals and street lights. These responsibilities include heating, ventilation and air conditioning (commonly referred to as HVAC), plumbing, security and fire protection systems, light construction activities, painting, janitorial, elevators and meeting set-up for City-owned building facilities.

This division is also responsible for the maintenance and repair of all City-owned vehicles and equipment. This includes fuel dispensing, vehicle licensing, vehicle and equipment specification and replacement and maintaining a central storeroom to support the maintenance operations.

Division staff members also manage all improvements in the public right-of-way such as streets, traffic signals and streetlights. This effort includes pothole repair, replacement of damaged concrete sidewalks and replacement of bulbs or damaged elements of traffic signals and street lights.

Environmental Utilities

The Environmental Utilities Division is responsible for the water, storm water and wastewater systems and for the solid waste and environmental sustainability functions of the City. The City treats and supplies potable water to all Beverly Hills residents and businesses and to approximately 6,100 customers in the City of West Hollywood. Approximately 90% of

the supplied water is purchased from the Metropolitan Water District, and 10% is produced locally through the extraction from wells and treatment at a water treatment facility.

This division maintains approximately 86 miles of wastewater (sewer) lines ranging in size from six to thirty-three inches in diameter. Rain water is carried out of the City via 1,250 catch basins and the approximately 84 miles of storm drain lines in the City that this division also maintains.

The division administers the collection and disposal of all residential and commercial refuse and hazardous waste with either in-house capabilities or through contract services.

Environmental sustainability represents activities and policies that will reduce environmental stresses and serve to sustain vital resources for future generations. This division spearheads the department's efforts in encouraging the residents and businesses of the City to partner in the City's efforts at responsible environmental management.

Civil Engineering

The Civil Engineering Division, like the Project Administration Division, is responsible for the accomplishment of projects in the City's CIP in the most effective, prudent and economical manner. This division's efforts are concentrated on public right-of-way and utility projects, while the Project Administration Division oversees building and facility related projects.

In addition, the Civil Engineering Division manages activities in the public right-of way through issuance of heavy hauling, public right-of-way use, excavation and utility permits. Also, all final tract and parcel maps in the City of Beverly Hills are processed by this division.

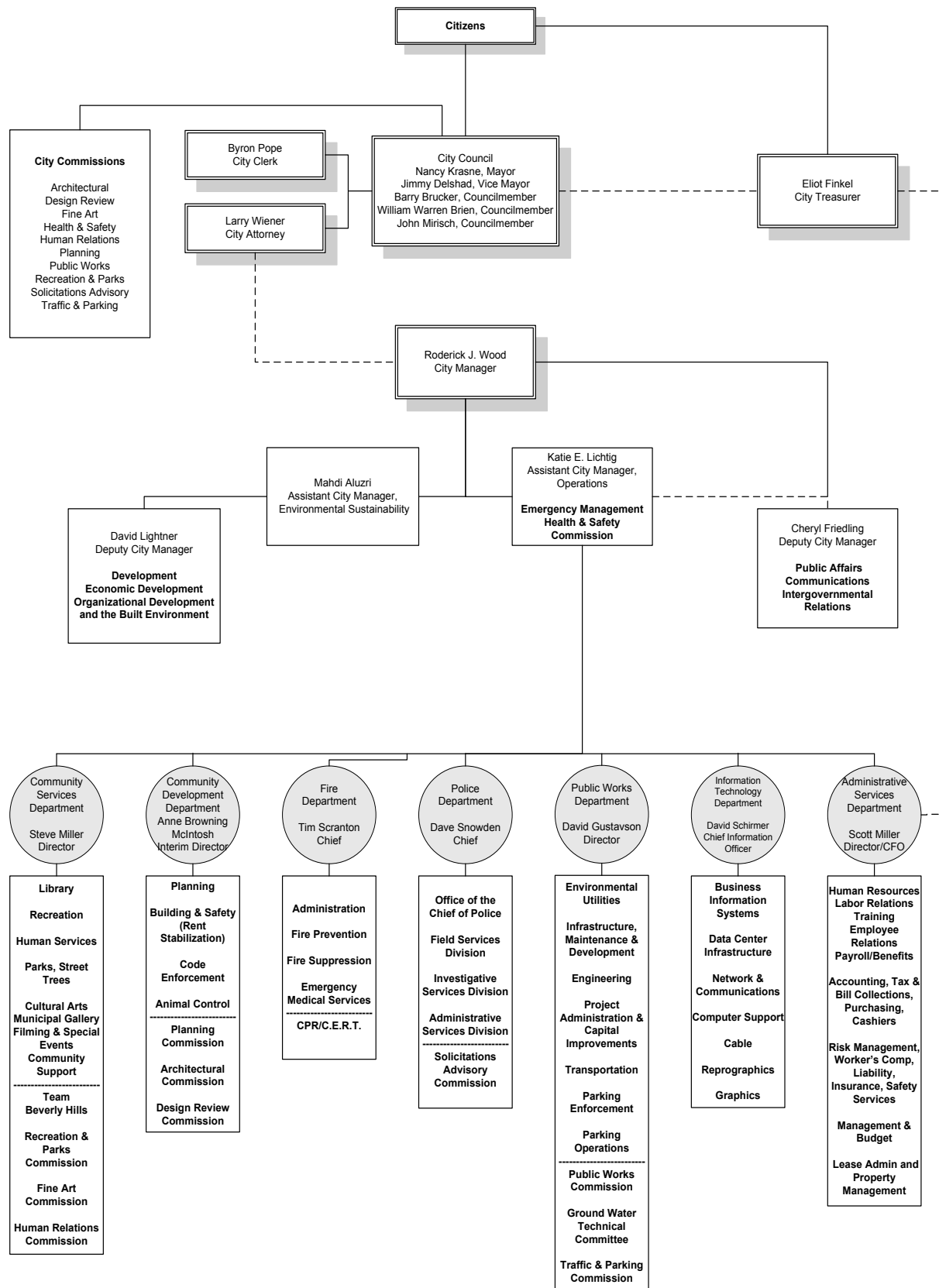
Parking Operations/Meter Collections

The Parking Operations/Meter Collections Division is responsible for the management of all on-street and off-street parking spaces in the City. This includes City-owned parking facilities, metered lots and surface lots.

The division responsibilities include maintenance and repair of 3,200 single-space parking meters and collection, counting and revenue processing from this source. Under a contract with the City of West Hollywood, this division also collects and processes revenues from the single-space and multi-space parking meters in that City.

Staff members from this division are in charge of the management and operation of the sixteen City-owned parking facilities and the Dayton Way on-street valet operation. Services include monthly parking, attendant assisted parking, daily parking vouchers, various private and public special events, and daily parking for the general public.

Organizational Chart



CHAPTER 7 - Emergency Operations

Emergency Operations Center (EOC)

In the case of an emergency or disaster (e.g., earthquake, large fire), City staff will open the Emergency Operations Center (EOC) to manage, facilitate and coordinate the City's response and recovery to the emergency.

The highest ranking staff member responsible for oversight of the emergency response will maintain contact with the City Councilmembers to keep the City Council informed of the situation. The City Manager and his/her staff are responsible for all response efforts. The role of the City Council, is outlined below.

City Council Roles and Responsibilities

General Duties:

- Proclaim and/or ratify a local emergency.
- Establish executive-level policies and pass important resolutions for the management of the emergency.
- Ensure that the Director of Emergency Services (City Manager or his designee) has clear policy direction.
- Obtain briefings from the Director of Emergency Services and provide information to the public and media.
- Support a multi agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.



CHAPTER 8 - Legal Matters and Ethics

The following is an introductory overview of information. For a more detailed discussion on these issues, please see the City Council Orientation Manual prepared by the City Attorney's office.

Ralph M. Brown Act and Closed Sessions

The Ralph M. Brown Act, commonly referred to as the “Brown Act,” is California’s “sunshine” law for local government. It is codified in the California Government Code beginning at Section 54950.

The Brown Act mandates that local government business be conducted at open and public meetings, except in certain limited situations (i.e. closed sessions). The central provision of the Brown Act requires all “meetings” of a “legislative body” to be open and public. The Brown Act broadly defines the term “meeting” to include any congregation of a majority of the members of a particular legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. The City Council is a “legislative body” as are other commissions of the City (i.e. Planning Commission, Fine Art Commission, etc.). Under the Brown Act, a majority of the members of the legislative body are prohibited from discussing, deliberating about or developing a collective concurrence regarding any item that is within the legislative body’s jurisdiction except as part of a duly noticed public meeting and expressly precludes the use of technological devices to effectively do the same even when Councilmembers are gathered together in the same place. The purpose of these provisions is to ensure that local governing bodies deliberate in public.

The Brown Act also requires that the public be given notice of the time and place meetings are to be held. As a general rule, a legislative body may not act on or discuss any item that does not appear on the agenda posted for the meeting. There are, however, certain exceptions to this rule. In addition, the Brown Act protects the public’s right to attend and participate in meetings. The Brown Act requires that agenda allow for two types of public comment periods. The first is a general audience comment period where the public can comment on any item of interest that is within the subject matter jurisdiction of the legislative body. The second type of public comment period is the specific comment period pertaining to items on the agenda. The Brown Act requires a legislative body to allow members of the public to comment on agenda items either before or during the body’s consideration of that item.

The Brown Act allows a legislative body to convene a “closed session” during a meeting in order to meet privately with its advisors on specifically enumerated topics. Examples of business that may be discussed in closed session include personnel evaluations, threats to public safety, labor negotiations, pending litigation and real estate negotiations. The Brown Act requires that closed session business be described on the public agenda

Closed sessions may be started in a location different from the usual meeting place as long as the location is noted on the agenda and the public can be present when the meeting first begins. Moreover, public comment on closed session items must be allowed before convening the closed session. After a closed session, the legislative body must reconvene the public meeting and publicly report certain types of actions if they were taken, and the vote on those actions.

There are limited exceptions for specified litigation decisions, and to protect the victims of sexual misconduct or child abuse.

The Brown Act can be confusing, and compliance with it can be difficult, due to the statute's many rules and ambiguities. There are both civil remedies and criminal misdemeanor penalties for Brown Act violations. Accordingly, the City Attorney's Office provides an orientation and handbook for new council members and commissioners on the Brown Act.

Confidentiality of Closed Sessions

In 2003, the Legislature passed Assembly Bill 1945 ("AB 1945") to address a long-standing problem associated with confidential communications in closed session – how to maintain the confidentiality of the discussions. Although a California Attorney General Opinion stated that it was "improper" for officials to disclose information discussed in closed session, 76 Ops. Cal. Atty. Gen. 289, 290-91 (1993), there was previously no enforcement mechanism to prevent such disclosures.

AB 1945 added a new statute to the Brown Act, Government Code Section 54963. Under this new section, no person may disclose confidential information that has been acquired by being present in a closed session, unless authorized by the body holding the closed session. In the event someone violates this provision, the statute gives the legislative body three options to address the violation: (1) The body may ask a court to issue an injunction preventing the further disclosure of confidential information; (2) If the person disclosing the information is an employee, the public entity may take disciplinary action against that employee; or (3) If the person disclosing the information is a member of the legislative body, the public entity may refer that person to the grand jury.

Accordingly, it is inappropriate for any one Council Member to disclose attorney/client privileged documents, information obtained from attorney/client privileged documents, or information derived from closed session discussions. The City is the holder of the attorney/client privilege and the holder of the right to keep confidential information discussed in closed sessions. Disclosure of closed session discussions should only occur when required by law or upon a majority vote of the City Council upon advice of the legal counsel or negotiator handling the matter. At the end of each closed session, the City Council will return to the City Manager or the City Attorney all copies of confidential memoranda distributed for discussion during the closed session.

Censure of Councilmembers

A Councilmember who engages in any inappropriate conduct may be censured by the City Council in accordance with procedures outlined by the City Attorney's office. If the Mayor is the subject of a potential censure, the Vice Mayor shall assume the role of presiding officer during any discussion of and action on the censure.

Conflict of Interests

The Political Reform Act of 1974 ("PRA") is the principal law in California governing conflicts of interest for public officials. The Fair Political Practices Commission ("FPPC") has interpreted the PRA in regulations found in California Code of Regulations Section 18110 *et seq.*

The PRA prohibits public officials (including council members) from making, participating in the making, or in any way attempting to use their official position to influence a decision in which

they know or have reason to know they have a financial interest. The FPPC has promulgated an eight-step test for determining when disqualification is required.

A public official has a conflict of interest and must abstain if a decision will have a reasonably foreseeable material financial effect on certain economic interests, unless that effect is indistinguishable from the effect on the public generally. Those financial interests are:

- Any business entity in which the public official has a direct or indirect investment worth Two Thousand Dollars (\$2,000) or more.
- Any real property in which the public official has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more.
- Any source of income, except gifts or loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by the public official within 12 months prior to the time when the decision is made.
- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating three hundred ninety dollars (\$390) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. . . .” [The dollar amount in this paragraph is adjusted biannually using the California Consumer Price Index.][See also the City Attorney’s Orientation Manual for a discussion of prohibited gifts. Generally, Councilmembers may not accept gifts from any one source aggregating more than \$390 in any one year.]

FPPC Regulations provide guidance for most of the terms used in the PRA as well as standards for determining if each element of the PRA’s prohibitions has been satisfied. Some address standards for determining if a decision has a material financial effect on a business entity or on various types of interests in real property.

Determining the application of conflict of interest laws in particular circumstances requires complicated analysis. Accordingly, the City Attorney’s Office provides an orientation and handbook for new council members and commissioners on the conflict of interest laws. Also, the City Attorney encourages each Councilmember to contact the City Attorney with any questions regarding the application of these laws.

Restrictions After Leaving Office

In 2006, the Beverly Hills City Council amended the municipal code to restrict former councilmembers and planning commissioners from influencing for compensation the sitting City Council or Planning Commission on administrative or legislative matters. The following is excerpted from the municipal code:

Revolving Door Prohibition:

No former city official, for a period of two (2) years after leaving city office or employment and no elected official or planning commissioner for a period of one year after leaving city office, shall represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the city, the city council or any member thereof, or any commission, committee, subcommittee of the city or member thereof, or any other officer or employee of the city, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

For any elected official or planning commissioner who is in office as of April 1, 2009, such elected official or planning commissioner shall not, for a period of thirty (30) months after leaving city office, represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the city, the city council or any member thereof, or any commission, committee, subcommittee of the city or member thereof, or any other officer or employee of the city, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

Representation by Former Elected Official: No former elected official shall represent, for compensation, any person or entity, by making any communication to the city, if the communication is related to a land use matter which was voted upon by the elected official during his or her term of office.

Acceptance Of Gifts From Applicant: Elected officials, city officials and planning commissioners who participate in a decision to approve a land use matter, shall be prohibited for a period of thirty (30) months from the date of the decision from receiving from the applicant anything of value that exceeds five hundred dollars (\$500.00), including, without limitation, any gift, payment of money, or other compensation that exceeds five hundred dollars (\$500.00). This prohibition shall continue in effect after the elected official, city official or planning commissioner leaves office during the thirty (30) month period. For the purposes of this prohibition, the "applicant" shall include partners, majority shareholders, and officers of the applicant, as well as any other person who provides anything of value to the elected official, city official or planning commissioner on behalf of the applicant. If the applicant is making an application as an agent of a principal, then for the purposes of this subsection the applicant shall be considered the principal, not the agent.

No former elected official, within two (2) years after his or her office holding has ceased, shall accept any position of employment or management for compensation, or act as a director or officer for compensation of any organization or entity which: a) receives more than fifty percent (50%) of its funding from the City, as determined by the city; or b) has fifty percent (50%) or more of its board members, officers or directors appointed by the city council.

Exceptions to Revolving Door Prohibition:

The prohibitions in this article shall not apply to the following:

Appearances or communications by former city officials, elected officials or planning commissioners representing their personal interests, such as, but not limited to, an appearance before a city commission or committee concerning development of their home.

Appearances or communications by former city officials, elected officials or planning commissioners at the request of, or on behalf of any government entity or public agency, including the city of Beverly Hills.

Appearances or communications by former city officials, elected officials or planning commissioners who are engaged in such activity without compensation.

Any former city official, elected official or planning commissioners whose only activity is submitting a bid on a competitively bid contract, who submits a written or oral response to a request for more information, or who participates in an oral interview process. This exemption shall not apply to any person who attempts to influence the actions of any city official or elected official with regard to any such contract outside an interview or public meeting.

Statement of Economic Interest

The Political Reform Act also requires all members of the City Council and other specified public officials to annually disclose assets and income which may be materially affected by their official actions. This disclosure is commonly known as the Statement of Economic Interests (Form 700). The City Clerk's office will provide the form and instructions for its completion. These statements are public documents. Any member of the public who wishes to inspect and copy them will be permitted to do so. Schedules in this disclosure include:

- Investments-Stocks, Bonds and Other Interests
- Investments, Income, and Assets of Business Entities/Trusts
- Interests in Real Property
- Income, Loans and Business Positions
- Income-Gifts
- Income-Travel Payments, Advances, and Reimbursements

Mass Mailings or Newsletters

The Political Reform Act also provides that no "mass mailing" shall be sent at public expense. Except for certain mailings specifically exempted by the Act, the mass mailing rule prohibits public agencies from paying for the distribution of newsletters or other mass mailings which "feature" or otherwise single out an elected officer affiliated with the agency. While this seems to be a very broad prohibition, the implementing regulations make it clear that the Political Reform Act prohibits only those mass mailings of more than 200 items in a calendar month, at public expense, that "feature" elected officers affiliated with the agency which paid for the mailing. Briefly summarized, a mass mailing "features" an elected official when it uses his or her photograph or signature, or uses design, type style or color to emphasize the elected official's name.



CHAPTER 9 - Benefits and Privileges

Compensation

Per the Municipal Code, City councilmembers receive \$654.84 per month. An increase to \$785.81 will be effective March 2007. Paychecks can be direct deposited into a bank; forms are available from Administrative Services Department.

Submission of Timecards

City Councilmembers and staff are paid bi-weekly with timecards due the week prior to the issuance of paychecks. The Office Manager in the City Manager's Office is responsible for completing and submitting to Payroll the timecard for each City Councilmember. While timecards require the signature of the respective employee, it is the practice of the City to submit the City Councilmember's timecards without each City Councilmember's signature.

Personnel Benefits

City Councilmembers receive medical, dental, vision, disability and life insurance (under life insurance they are covered for \$100,000.00). City Councilmember's dependents also receive medical, dental and vision coverage. City Councilmembers are enrolled in PERS and the City pays the Councilmember's contribution which is currently 8%.

If a City Councilmember serves one term (four years) they are not eligible for retirement from PERS (to be eligible for retirement, an individual must be 50 years old and have five years of service). The City Councilmember will be covered by COBRA for medical, dental and vision, and if they elect coverage for these insurances, they will have to pay the monthly premiums.

If a Councilmember is eligible for retirement, they may purchase at their sole cost and expense, medical insurance coverage through PERS as allowed by the Government Code and the Public Employees Retirement System. The City Councilmember and his/her dependents will also be eligible to continue their dental and vision. If any of these coverages are chosen, the City Councilmember will have to pay the monthly premiums.

Key Card and Access to City Hall

Each member of the City Council is provided with a keycard for access into City Hall. The Administrative Services Department provides the form to obtain a keycard and will activate the keycard. The keycard provides access to the

- "north parking lot" where City Councilmembers park their vehicles
- perimeter doors of City Hall
- City Council Chambers
- elevator to the 4th floor during non-business hours
- 4th floor office area

Parking

Parking at City Hall

The City Councilmembers and executive staff as designated by the City Manager park in the “north parking lot” adjacent to City Hall. While the parking spaces are not designated or reserved, the four spaces to the immediate east and west of the City Hall entrance on the north and south sides of the parking lot (eight spaces in total) are set aside for the City Council or visitors.

Class I Parking Permits

Per the Municipal Code, each City Councilmember is provided with two Class I permits. Class I permits exempt your vehicle, while conducting City business, from posted parking regulations including permit parking zones, parking meters and City parking facilities at no charge.

CHAPTER 10 - Budget and Financial Management

The City of Beverly Hills operates on a fiscal year beginning July 1 and ending June 30.

The City reports the following major governmental funds:

General Fund

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Infrastructure Capital Projects Fund

The Infrastructure Capital Projects Fund accounts for the construction expenditures of certain public capital improvement projects, including, but not limited to, replacement of the City's street lighting system, street improvements and other infrastructure projects.

Proprietary Funds

The City reports the following major proprietary funds:

- The Water Enterprise Fund accounts for all financial aspects of the City's water operations. The City currently obtains its water from the Metropolitan Water District of Southern California and distributes it throughout the City and portions of the City of West Hollywood. The City has completed construction of a water treatment facility through a lease-purchase-operate-finance arrangement to treat local well water that is anticipated to meet approximately 20% of its water needs. The acquisition and construction of water system facilities have primarily been financed through the issuance of general obligation and revenue bonds supported by water service charges established by City Council action.
- The Parking Facilities Enterprise Fund accounts for the City's self-supporting parking operations. The acquisition and construction of parking facilities have primarily been financed through the issuance of revenue bonds supported by parking fees charged to the public and lease payments from retail facilities located in the parking structures.
- The Solid Waste Enterprise Fund accounts for the collection and disposal of solid waste generated by commercial and residential users in the City. Solid waste operations are primarily financed through user charges established by City Council action.
- The Wastewater Enterprise Fund accounts for the collection and disposal of wastewater generated within the City. The acquisition and construction of wastewater facilities and capacity rights in the City of Los Angeles Hyperion Treatment Plant have primarily been financed through the issuance of revenue bonds supported by user charges established by City Council action.
- The Stormwater Enterprise Fund accounts for the certain standards for street sweeping, storm drain maintenance and other environmental quality programs mandated under the Federal "Clean Up the Bay" program. Stormwater operations are financed through user charges established by City Council action.

Internal Services Fund

Internal service funds account for a variety of services provided to other departments or agencies of the City on a cost reimbursement basis. These services include information technology, capital assets (governmental capital assets excluding infrastructure assets and the City's fine art collection) and related maintenance and financing, reprographics, cable television, liability insurance, workers' compensation insurance, unemployment insurance and employee benefits. Rentals to user departments and divisions for internal service capital assets are based on 1) capital replacement, 2) repairs and maintenance costs and 3) fuel usage. The capital replacement charge, based on the estimated net replacement cost of the asset allocated over the asset's estimated useful life, is used by the City to reduce budgetary swings in user departments for periodic capital replacement.

Chapter 11 - Other City Council Policies

Placing Items on the Agenda

The Council holds formal meetings in the Council Chamber of the City Hall on the first and third Tuesday of each month at 7 p.m. and on such other days as necessary.

The Council holds Informal meetings in the Council Chamber of the City Hall on the first and third Tuesday of each month at 2:30 p.m. and on such other days as necessary. At the informal meetings the Council shall not take any formal binding action upon any resolutions, ordinance, or other action required by law to be taken by the council. Such action occurs at the formal meetings.

Policy:

- Any City Councilmember may request an item be placed on a future Informal Meeting Agenda. Any City Councilmember may request an item be placed on a future Formal Meeting Agenda with the consent of the Mayor
- The City Councilmember shall present the item to the City Council.
- Introduction of an item may take place during an appropriate place on the agenda.
- City Staff will develop a standard transmittal form to be used to hold a place for the City Councilmember's item in the designated City Council meeting agenda packet.

Technology Resource Policy

Technological resources are made available to elected officials to conduct City business and are subject to administrative regulation. As such, this policy reflects the City Council's position relative to the use of City owned technological resources for personal use.

Policy:

- City Councilmembers and the City Treasurer will be granted access to a single computer resource. This computer will be maintained by City staff at its designated location, or in the case of laptops, when returned to the City for routine maintenance/updates, to ensure proper operation of this technology resource in the standard performance of elected official's members' duties.
- The technology resources provided to Councilmembers and City Treasurer are to be used for City business only. Use of City-owned technology resource for personal gain, commercial purposes, non-City fundraising, political campaigns, electioneering, gambling or illegal activity is strictly prohibited. All use of technology resources is subject to the provisions and governances of the Public Records Act and Brown Act.

- The Director of Information Technology shall serve as the coordinator overseeing computer and information resources.

Business Meeting Protocol Policy

It is the policy of the City Council of the City of Beverly Hills to hold its elected officials to the highest standards of ethical conduct. The City Council believes that it has a responsibility to make every reasonable effort to assure the citizens of Beverly Hills that their elected officials will always place the public's interest above their own. This policy reflects the City Council's position on proper protocol for elected City officials when representing the City at business meetings and/or events.

Definition:

Business meetings and/or events: Any event where an elected official is representing the City, including but not limited to, City business between one or more City elected officials and one or more representatives of an organization that is located in Beverly Hills, may be interested in locating in Beverly Hills, may be interested in doing business with the City of Beverly Hills, or is and/or represents a governmental official or group.

Scope:

This policy prescribes the protocol for all elected City officials when representing the City at business meetings and/or events.

Policy:

- While conducting City business, elected officials may 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 business.
- An elected official may not use city events and/or business meetings as an opportunity to promote his/her personal business or private interests.
- No elected official shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

Use of City Stationery and City Shield/Seal

Written communication from City officials on City stationery is public record and subject to associated laws. As such, this policy reflects the City Council's position relative to the use of City stationery and the City shield/seal for personal correspondence.

Scope:

State law (2 Cal. Code of Regs. §18901) dictates the parameters by which an elected official's name may be included in mass mailings from the City to the public at public expense. This policy, in contrast, specifically addresses an elected official's personal communication to the

public using City letterhead, envelopes, and shield or seal when the cost of printing and sending the communication including the cost of the stationery is paid by the elected official.

This policy applies to individual mailings and mass mailings of personal correspondence.

Definitions:

For the purpose of this policy,

- Elected Official: A member of the City Council or the City Treasurer.
- City Stationery: Refers to City letterhead and City envelopes. City letterhead is defined as City paper with the imprinted name and/or address of the City or elected official. City envelopes are envelopes imprinted with the City's return address.
- City Shield: Beverly Hills shield design that is trademarked by the City of Beverly Hills.
- City Seal: Historic City seal that is regularly used to officially identify the City of Beverly Hills to the public.
- Personal Correspondence: Letters and other written forms of communication that reflect the personal opinion(s) of the writer and are not being sent as official City correspondence for City business.

Policy

- Elected officials may use City stationery for City business to communicate official City policies or actions, including letters to other local, state and federal officials regarding legislative and policy matters in either their capacity as an individual Councilmember or on behalf of the City Council as a whole as authorized by the City Council.
- The City stationery may also be used to respond to inquiries or communicate individual opinions. When a correspondence is not authorized by the Council or is used to express an individual opinion, the elected official should be clear about whose view is being presented and shall include a statement in the following form: "This letter expresses only my individual views and does not reflect the views of the City Council of the City of Beverly Hills."
- Elected officials must avoid any action that could be construed as, or create the appearance of, using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business.
- All City stationery used by elected officials for personal correspondence must clearly and plainly state that the mailing is paid at private expense and no public funds were expended for the mailing. The statement should be reviewed and approved by the City Attorney prior to including it on all such envelopes and/or letterhead. The elected officials will be responsible for paying postage for all their personal correspondences.
- Use of the Beverly Hills shield design in correspondence is subject to direction from the City Attorney as the shield is a licensed trademark and a license agreement may be required.

City Recognition and Gifts Policy

To set forth the guidelines for giving City recognition and gifts to visitors and dignitaries and the issuance of proclamations. This administrative regulation does not apply to department specific trinkets and promotional materials.

Responsibilities:

- Staff in the City Manager's Office is responsible for administering this policy on City gifts.
- Staff in the city manager's office purchases gifts, maintains the inventory of gifts, and designates the appropriateness of the choice of gift(s) for visitors and dignitaries, and also prepares proclamations.
- The City Council or designee(s) may participate in the selection of City gifts.
- Following the policies stated herein, the City Council and other City officials including staff distribute gifts.

Scope:

- The City will maintain a variety of gifts for visitors and dignitaries as selected and directed by the City Council.
- Key to the City – Awarding the Key to the City is the highest honor which the Mayor and City Council can bestow upon an individual and/or an organization. Keys are typically presented to honor outstanding service by citizens and dignitaries or elected officials visiting the community as a token of friendship, esteem and recognition for their distinguished service to mankind.
- Special recognition plaques, proclamations, certificates, medallions and other City gifts – City councilmembers, while attending local or out-of-town conferences or meetings as a City representative may distribute proclamations, plaques, certificates and medallions with approval or direction from the Mayor or, in his/her absence, the Vice Mayor. The City Manager, Deputy City Managers, City Council Deputy or other designee may also distribute these City recognition items if so directed. Proclamations are issued to recognize outstanding community achievements and to be authorized and signed by the Mayor.
- Pins, Bookmarks, etc. - Small gifts such as lapel pins and bookmarks are appropriate for moderate size groups of visiting officials and student groups to whom the City wants to express its appreciation or provide a memory of the City. They may also be distributed by the City Council or Commissions and staff (with Department Head approval) when at conferences or meetings.
- This policy does not apply to the street plaques and recognitions associated with the Rodeo Drive Walk of Style.

Policies:

- **Key to the City** – The policy of the City Council is to consider the awarding of keys to high-ranking elected officials and appointed officials such as the President of the United States, Cabinet level officers, Ambassadors representing foreign governments, Visiting Foreign Officials and Dignitaries who have provided outstanding leadership and have contributed to the benefit of our society. The Mayor may determine if a Key to the City is given to a visitor. If unable to personally bestow the honor, the Mayor may determine who, on his or her behalf, may provide the Key to the visitor. When a key to the City is bestowed to an individual, the full City Council will be advised.
- **Special recognition plaques, proclamations, certificates, medallions and other City gifts** – These items are available for presentation to visiting dignitaries and are also used to commend individuals and businesses for outstanding community achievement. Requests for recognition can be made by City councilmembers, community members, civic organizations or staff. Proclamations and certificates are drafted by staff and submitted to the Mayor for signature. The Mayor determines whether or not to approve requests or, in his/her absence, the Vice Mayor may approve requests. If unable to personally bestow the honor, the Mayor or Vice Mayor may determine who, on his or her behalf, may provide the commendation.
- **Street and sidewalk recognition** – It is the City's policy not to formally rename streets in recognition of an individual or business. On a case-by-case basis, the City Council may consider informal recognition of outstanding individuals and businesses with street and sidewalk plaques and signage.
- **Naming opportunities** – The City may consider recognizing outstanding individuals and businesses by naming programs or facilities in their honor.
 - Naming may also be considered in recognition of substantial monetary donation(s) to the City per other policies and guidelines not addressed herein.
 - The City Council may request that an individual or business recommending a naming opportunity (e.g. a "sponsor") cover the cost (in full or in part) for the work and maintenance associated with the recognition.
- **Other types of recognition** – The City may recognize outstanding individuals and businesses through other means or actions. Such actions will be considered by the City Council on a case-by-case basis.
 - The City Council may proclaim a day in the honor of the individual or business.
 - The City may consider dedicating an object (facility, tree, etc.) in honor or memory of an outstanding individual or business. Such dedications will be considered on a case-by-case basis and in conjunction with specific guidelines and policies not stated herein that pertain to the specific object for dedication.
- **Gifts** – It is the policy of the City that gifts awarded by the City to individuals and businesses symbolize, represent and/or recognize the City of Beverly Hills by, for example, being purchased from a Beverly Hills merchant, being of high quality, including the City shield, etc.

- **Pins, Bookmarks, etc.** – Small gifts may be given at the discretion of City officials and staff upon consulting with the Mayor, City Manager or his/her designee. The City Manager or his/her designee will advise as to the appropriateness of the selected small gift(s) for the identified audience.
- The recognition of individuals or businesses with recognitions noted in “A” or “B” above shall be recorded for historical reference. The City Manager or his designee shall be responsible for maintaining the log.
- The process for recognizing outstanding individuals and businesses with special gifts, plaques, proclamations, certificates and naming is as follows:
 - A City Councilmember, community member or staff may recommend recognition of an individual or business. Recognition is for outstanding service to the Community
 - Community members shall submit their request(s) in writing to the City Manager or his designee who will forward the request to the Mayor and City Council for consideration.
 - Individual City councilmembers shall direct their request(s) directly to the Mayor or to the City Manager or his designee.
 - With the concurrence of the Mayor, staff will prepare the appropriate recognition. Staff will forward the recognition and necessary supporting materials to the Mayor and City Council for award of the recognition.

Historical Background Information:

Key to the City – The idea of presenting a key to the City of Beverly Hills was conceived in 1952, and the first key was presented by the Mayor and City Council to Mr. Samuel Goldwyn in recognition of his 40th year in the motion picture industry.

The handle of the key to the City of Beverly Hills contains the imprint of the City seal, which was officially adopted by the City in 1953. The City seal is symbolic of the four sovereignties which have ruled the territory now known as Beverly Hills – Spain, Mexico, the California Republic and the United States of America. The five-pointed star is symbolic of the five City councilmembers and the City Hall represents the seat of local government.

Responding to Letters and Emails Policy

To establish City policy for responding to letters and emails and to advise the City officials and staff of procedures and expectations for responding to letters and emails from the public.

Policy:

City staff is responsible for responding to all incoming letters and emails that transmit questions, concerns, complaints, requests for service, etc. within 72 hours of receipt. Requests for detailed, time-consuming and complicated research, policy development or information by a City official or member of the public pertaining to a personal project must be directed by a majority of the City Council. Requests for information under the Public Records Act are the responsibility of the City Clerk's office for processing in coordination with the City Attorney's office and per related Administrative Regulations. Laws and procedures for responding to Public Records Act requests take precedence over the policies and procedures herein.

- Letters and emails are sent a response within 72 business hours.
- Informational correspondence received by the City is sent a standard letter acknowledging receipt of the letter.
- Correspondence on topics that pertain to City business but require simple research are sent a letter acknowledging receipt of the letter and stating a detailed response is forthcoming.
- Correspondence on routine matters receives an appropriate response in the initial response.
- Letters and emails received by the City are to have a response in-kind by either letter or email.
- Letters and emails receive a response from staff with the following exceptions:
 - Responses to solicitations are at the discretion of the staff person.
 - Junk mail (spam).
 - Letters and emails to the City Council on specific topics or of a specific type that an individual councilmember has, in advance, stated he/she wants to always respond to (e.g., all letters from students).
 - Information requests per the Public Records Act. Such requests for information shall be forwarded to the City Clerk's Office for processing.
 - Personal letters addressed to a City councilmember.
 - Letters and emails to the City expressing support or opposition or comments on a specific topic (primarily related to agenda items before the City Council). Such letters and emails should be printed and included in the report, packet or information forwarded to the City Council pertaining to the specific topic.

- At the discretion of the Deputy City Manager or Department Head, the correspondence is not deemed appropriate for a response. In such cases, the Deputy City Manager or Department Head shall send a note with the letter to the file.
- Letters or emails addressed to an individual councilmember will be distributed to the individual City councilmember(s).

Responsibilities:

The City Council Deputy, upon receipt of letters and emails addressed to Mayor and/or City Council:

- opens incoming mail or email (if received in a City email account) addressed to the City Council. Mail pertaining to City business will be read and distributed. Mail deemed to be personal will be forwarded to the appropriate City councilmember.
- Inputs data into the “tickler system” to document receipt of the correspondence and remind staff to respond.
- Date-stamps all incoming mail that pertain to City business.

As appropriate, date-stamps will be on the actual correspondence, envelope or copy of the original correspondence.

If the letter is addressed to the Mayor and City Council, the City Council Deputy will provide copies of the incoming correspondence to the Mayor and City Council and the City Manager with the exception of letters pertaining to specific, routine operational matters such as complaints about parking citations.

- Distributes incoming correspondence to the appropriate Deputy City Manager for drafting a response for the Mayor’s signature.

If the letter is addressed to one or more individual councilmembers, the City Council Deputy will fax the letter to the councilmember(s) and ask if they intend to respond individually or would like staff to draft a response.

If staff is directed to respond, the City Council Deputy will forward the incoming correspondence to the appropriate Deputy City Manager for a response.

- Distributes original letter and response (if prepared by staff) to letters and emails to the City Council.
- Maintains files of all incoming and outgoing correspondence.
- May respond to informational letters as referenced in Section II, A., 1 or can forward such informational letters to the appropriate Deputy City Manager for a response.

Deputy City Manager, Department Head or his/her designee: Upon receipt of a letter or email,

- Responds to incoming letters and emails.

- Copies the City Council and City Manager on the response if the original letter was addressed to the City Council and responded to by staff.
- Sends copy of response to City Manager and City Council Deputy (for distribution to the City Council) if the original letter was addressed to the City Council. Copy of the original letter received to be attached to the response letter.
- Maintains a copy of all correspondence received directly by the Department.
- Date-stamps all correspondence received directly by the Department.

Procedures:

- Letters and emails received by the City Council Deputy addressed to the Mayor and City Council are forwarded to the appropriate Deputy or Assistant City Manager for response.
- Letters and emails received by the City Council Deputy addressed to one or more individual City councilmembers are faxed to the councilmember(s) to ascertain if they will respond or staff should respond on their behalf. Councilmembers have 48 business hours to respond. After 48 hours, the City councilmember(s) will receive a call from the City Council Deputy to find out their response intentions.
- If the City councilmember(s) respond on his/her own, nothing more is done by staff.
- If no response is received from the City councilmember(s) or the councilmember(s) decides staff should respond, the City Council deputy will forward the correspondence to the appropriate deputy city manager. The deputy city manager shall personally respond or forward the correspondence to the appropriate department head for response.
- Responses to letters and emails shall contain words conveying that the letter is in response to the correspondence sent to the City Council and shall acknowledge that their letter has been distributed to the City Council. The response should also advise that while staff is responding, additional concerns may still be communicated to the City councilmember or at an upcoming City Council meeting.
- The response shall include a "cc" to the City Council and City Manager. A copy of the response shall be distributed to both the City Council Deputy (for distribution to the City Council and filing) and the City Manager.
- Letters and emails received in Departments shall be responded to by appropriate staff at the direction of the respective Department Head. Copies of all correspondence are to be maintained within the Department.

City Responses to State and Federal Legislative Actions

To set forth the policy and guidelines for the City Council and staff to communicate the City's position on legislative matters affecting the City and being addressed by State and Federal officials and neighboring jurisdictions.

Definition:

For the purpose of this Administrative Regulation, legislative matters include: Federal, State and Local neighboring jurisdictions, ballot measures, initiatives and referendums for an election, political topics, and legislation being considered by a political body or organization, and social action measures.

Responsibilities:

The City Council is responsible for determining the City's position on legislative matters being addressed at the State and Federal levels and on matters being addressed by neighboring jurisdictions that impact the City of Beverly Hills.

At the direction of the City Council, the City Manager or his designee responds to legislative matters that affect the City and/or prepare responses for the City Council's review and the Mayor's signature.

Scope:

The United States government, State of California and neighboring cities to Beverly Hills may, from time to time, discuss, propose and legislate on matters that positively or negatively impact local jurisdictions. To proactively respond to such actions, the Beverly Hills City Council has a defined protocol for taking positions and developing responses.

Policies:

- It is the policy of the City Council that positions on legislative matters may be taken when the topic, issue or initiative directly affects the health, welfare, safety and finances of the City and its residents, visitors and employees. It is not the policy of the City to take positions on issues or legislation that is not within the authority and duty of the City as a California Municipal Corporation.
- On topics that affect and specifically reduce the City's control over local autonomy (specifically including but not limited to, zoning and local revenue sources), the City Council authorizes the City Manager to correspond with the external legislative bodies. Copies of correspondence will be shared with the City Council.
- Annually, City staff will present to the City Council topics and initiatives to be addressed by the League of California Cities during the legislative session (as identified by the League of California Cities work plan). The City Council will advise staff of its position on each subject, if any, in order that staff can communicate with the League of California Cities and other legislative bodies on those topics and initiatives, as necessary, throughout the year.
- On all other topics, staff, Commissions and other parties or individuals must obtain City Council authorization to develop and transmit a City position on a legislative matter. City

Council authorization must be obtained from a majority of the City Council through action at a City Council meeting.

- City Council action will be based on a presentation of the pros and cons of the topic and where appropriate, from representatives of both positions.
- Where practical, staff's correspondence conveying the City's position will be provided to the City Council at a City Council meeting for their approval, prior to being transmitted.
- Correspondence on legislative matters will be drafted for the Mayor's signature on behalf of the City Council unless otherwise specified by the City Council.
- Copies of correspondence conveying the City's position on legislative matters will be copied to the City Council.

In urgency situations where the City must convey a position on a legislative matter and the topic cannot be addressed through the policies stated herein, the Mayor may direct the City Manager to communicate a City position. In such situations, the City Manager will advise the City Council. The Mayor and City Manager will also report the action and position taken on the legislative matter to the City Council for review, discussion and ratification at the next City Council meeting.

Designation of Honorary Titles

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

- 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.
- The City Council, upon a majority vote, may designate upon such resident an "honorary" titles 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.
- 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.

- 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.
- 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.
- The recipient is not eligible for, nor shall the recipient receive, any compensation or reimbursement of expenses.
- 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.
- 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 the 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.
- The recipient shall not 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.
- 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.
- 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.
- 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.