Beverly Hills City Council Liaison / City Council Policy Manual Ad Hoc Committee will conduct a Special Meeting, at the following time and place, and will address the agenda listed below:

CITY OF BEVERLY HILLS
455 N. Rexford Drive
Beverly Hills, CA 90210

TELEPHONIC VIDEO CONFERENCE MEETING

Beverly Hills Liaison Meeting
https://www.gotomeet.me/BHLiaison
No password needed
You can also dial in by phone:
United States (Toll Free): 1-866-899-4679 or United States: +1 646-749-3117
Access Code: 660-810-077

Monday, January 25, 2021
11:30 AM

Pursuant to Executive Order N-25-20, members of the Beverly Hills City Council and staff may participate in this meeting via a teleconference. In the interest of maintaining appropriate social distancing, members of the public can view this meeting through live webcast at www.beverlyhills.org/live and on BH Channel 10 or Channel 35 on Spectrum Cable, and can participate in the teleconference/video conference by using the link above. Written comments may be emailed to mayorandcitycouncil@beverlyhills.org

AGENDA

1. Public Comment
   a. Members of the public will be given the opportunity to directly address the Committee on any item listed on the agenda.

2. Review Proposed Changes to the City Council Policy & Operations Manual

3. Adjournment

Huma Ahmed
City Clerk

Posted: January 21, 2021

A DETAILED LIAISON AGENDA PACKET IS AVAILABLE FOR REVIEW AT www.beverlyhills.org

Pursuant to the Americans with Disabilities Act, the City of Beverly Hills will make reasonable efforts to accommodate persons with disabilities. If you require special assistance, please call (310) 285-1014 (voice) or (310) 285-6881 (TTY). Providing at least forty-eight (48) hours advance notice will help to ensure availability of services.
STAFF REPORT

Meeting Date: January 25, 2021
To: City Council Policy & Operations Manual Ad Hoc Committee
From: Cynthia Owens, Policy and Management Analyst
Subject: City Council Policy and Operations Manual
2. City Council Policy and Operations Manual – Clean

INTRODUCTION
This item presents the updated City Council Policy and Operations Manual for the City Council to review (Attachments 1 and 2). Staff is requesting the City Council Policy & Operations Manual Ad Hoc Committee review the current changes made and provide direction to staff.

FISCAL IMPACT
There is no apparent fiscal impact to the City.

DISCUSSION
At the February 28, 2019 Planning Commission meeting, there were seemingly several members of the public who left the meeting before they had a chance to testify regarding the 100 N. Crescent project. Apparently, the presentation of the staff report and the applicant’s presentation took approximately 1 ½ hours and the members of the public were unable or unwilling to wait to testify. In order to encourage more public participation, Mayor John Mirisch suggested members of the public be allowed to testify after the staff report, but before the applicant’s presentation.

On May 7, 2019, the City Council directed the order of testimony for quasi-judicial hearings heard by the City Council and Commissions be amended to allow for public testimony before the Applicant’s presentation and that such revised procedures be included in the City Council Policy and Operations Manual as well as the Commission rules of procedure.

On December 17, 2019, City staff provided information to the City Council on the proposed changes to the City Council Policy and Operations Manual (Attachment 3). The item was continued to January 9, 2020 to allow time for the public to review the materials presented. During the meeting, the City Council suggested some minor edits to the document. Those edits have been incorporated into the current document.
On January 9, 2020, a Resolution to adopt the City Council Policy and Operations Manual was on the City Council formal session approval; however, staff received a lengthy document from the public with questions and comments on January 8. Staff requested to pull the item from formal session in order to provide time to review the comments.

This item was slated to return to City Council in March 2020; however, due to the impacts of COVID-19, this item was delayed. Since then, it has been recommended the City Council Policy & Operations manual be reviewed by an Ad Hoc of the City Council prior to returning to a Study Session of the City Council.

Summary of Proposed Changes to the City Council Policy and Operations Manual

At the City Council Study Session on May 7, 2019, staff presented a revised procedure for conducting quasi-judicial hearings. The City Council directed staff to incorporate this into the City Council Policy and Operations manual and directed all Commissions, which conduct quasi-judicial procedures, to comply with the following procedures:

1. Chair (the Mayor) opens public hearing
2. Councilmembers report any ex-parte communications
3. Staff presentation
4. Testimony from members of the public who wish to leave
5. Applicant team (including Applicant’s hired Legislative Advocate)
6. Testimony from members of the public who stayed to listen to the Applicant’s presentation
7. Legislative Advocates (pro and con)
8. Applicant rebuttal or response
9. Public rebuttal or response
10. Chair/Mayor asks Applicant if they would like to rebut or respond to any new issues or evidence brought up by the public. If applicant does not wish to speak further on any new issues or evidence, then proceed to #12 (Council questions).
11. If Applicant speaks again, Chair/Mayor asks the public if they would like to rebut.
12. Council Questions
13. Hearing is closed
14. Council Comments and Deliberations
15. Motions

The Council wishes for all Commissions to adopt this same as procedure for quasi-judicial hearings.

This information has been added to the Manual (see page 24 of Attachment 4).

Additional updates to the Manual include:

- Included a revision to the number of positions appointed by the City Council from three to four
- Added a statement regarding the City Council providing advise and consent for the hiring of Department Heads
- Included, under Roles and Responsibilities of City Council, information on the Disaster Council
- Revised the elected official list to include anyone elected since 2009
- Updated the assessed valuation information for the last several years
- Added the City Auditor and the City Auditor’s Office to the Manual
- Removed references to the Administrative Services Department
- Added the Finance and Human Resources Departments in lieu of the Administrative Services Department
Meeting Date: January 25, 2021

- Updated the list of City Commissions and their descriptions
- Updated the descriptions of the City’s various departments
- Revised the City’s Organization Chart
- Updated the Revolving Door Prohibition to be in line with the current Municipal Code
- Revised the Personnel Benefits section for City Councilmembers
- Modified the section on City Responses to Local, State, and Federal Legislative Action

RECOMMENDATION

Staff recommends the City Council Policy & Operations Manual Ad Hoc Committee provide input on the City Council Policy and Operations Manual.
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Revised July 2020
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 these 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, 34,627 in 2019 (source: California Department of Finance, Demographic Research Unit 2010 Census Benchmark). 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 Meccamecca 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
1953-1957 Leonard K. Firestone, Industrialist
1957 1964 Hugh W. Darling – Mayor 1960-61, Attorney
1957-1958 Mendel B. Silberberg, Attorney
1958-1961 Lon A. Brooks, Attorney
1960-1962 Robert M. Dulin, Attorney/Judge
1961-1962 Lawrence G. McNeil, Businessman
1962-1964 Eugene W. Gunther – mayor 1963-64, Businessman
1982-1986 Annabelle Heiferman – mayor 1984-85, Civic Leader
1988-1992 Bernard Hecht, Business Executive
2005-2009 Frank Fenton – mayor 2009, (2 weeks), Business Executive
2007-2011 Nancy Krasne – mayor 2009-10, Civic Leader
2009— John Mirisch — Mayor 2013-14, 2016-17, and 2019-20, Entertainment Executive
2011- Lili Bosse, - Mayor 2014-15 and 2017-18, Civic Leader
2011- Julian Gold, M.D. – Mayor 2015-16 and 2018-19, Physician
2013-
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.
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: 4516"
- Elevation: 125' to 1500' above sea level
- Number of Full-Time Employees: 761-825
- Number of Part-Time Employees: Approximately 300
- Population: 34,290 (2019 – Source: California State Department of Finance, Demographic Research Unit 2010 – Census Benchmark)
- Active Registered Voters: 21,368 (03/544 (09/2019)
- Assessed Valuation (Total Secured):

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>New Assessed Property Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$34,312,118,090</td>
</tr>
<tr>
<td>2018</td>
<td>$31,948,504,166</td>
</tr>
<tr>
<td>2017</td>
<td>$29,274,947,299</td>
</tr>
<tr>
<td>2016</td>
<td>$27,783,427,957</td>
</tr>
<tr>
<td>2015</td>
<td>$25,469,417,853</td>
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<tr>
<td>2014</td>
<td>$24,205,326,665</td>
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<td>2013</td>
<td>$22,706,392,375</td>
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<td>2012</td>
<td>$21,327,093,846</td>
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<td>2011</td>
<td>$21,075,453,429</td>
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<td>2010</td>
<td>$21,075,000,00634,556,745</td>
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<td>2009</td>
<td>$21,635,000,0020,381,502,028</td>
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<td>2008</td>
<td>$20,382,000,0018,233,831,728</td>
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<td>2007</td>
<td>$18,234,000,000</td>
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<td>2007</td>
<td>$16,691,039,354</td>
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<td>2006</td>
<td>$15,355,303,287391,389,687</td>
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<tr>
<td>2005</td>
<td>$14,090,381,095116,716,695</td>
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<tr>
<td>2004</td>
<td>$13,460,633196,830,790</td>
</tr>
<tr>
<td>2003</td>
<td>$12,417,968454,396,390</td>
</tr>
<tr>
<td>2002</td>
<td>$11,840,284,956876,721,356</td>
</tr>
</tbody>
</table>
- School District: Beverly Hills Unified School District, 255 South Lasky Dr.
  - Beverly Hills High School, 241 Moreno Dr.
  - Beverly Vista Middle School, 200 South Elm Dr.
  - El Rodeo School, 605 Whittier Dr.
  - Hawthorne School, 624 North Rexford Dr.
  - Horace Mann School, 8701 Charleville Blvd.

- 2001
  $10,940,039,077,766,677
- 2000
  $10,139,288,176,435,000
City Buildings and Facilities

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY HALL</td>
<td>455 N. Rexford Dr.</td>
</tr>
<tr>
<td>FIRE DEPARTMENT HEADQUARTERS</td>
<td>445 N. Rexford Dr.</td>
</tr>
<tr>
<td>POLICE DEPARTMENT</td>
<td>464 N. Rexford Dr.</td>
</tr>
</tbody>
</table>

**FIELD OFFICES**

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Maintenance</td>
<td>345 N. Foothill Rd.</td>
</tr>
<tr>
<td>Refuse Division</td>
<td>345 N. Foothill Rd.</td>
</tr>
<tr>
<td>Service Center, Superintendent's Office</td>
<td>345 N. Foothill Rd.</td>
</tr>
<tr>
<td>Offices Street Division Yard, Supervisor's Office</td>
<td>345 N. Foothill Rd.</td>
</tr>
<tr>
<td>Electrical and Parking Meter Shop</td>
<td>345 N. Foothill Rd.</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>9355 W. 3rd St.</td>
</tr>
<tr>
<td>Water Services</td>
<td>345 N. Foothill Rd.</td>
</tr>
</tbody>
</table>

**FIRE DEPARTMENT**

<table>
<thead>
<tr>
<th>Station</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters Station</td>
<td>445 N. Rexford Dr.</td>
</tr>
<tr>
<td>Station No. 2</td>
<td>1100 Coldwater CanonCanyon Dr.</td>
</tr>
<tr>
<td>Station No. 3</td>
<td>180 S. Doheny Dr.</td>
</tr>
</tbody>
</table>

**LIBRARY & COMMUNITY SERVICES**

<table>
<thead>
<tr>
<th>Library</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Hills Public Library</td>
<td>444 N. Rexford Dr.</td>
</tr>
<tr>
<td>Roxbury Senior Adult Library Book Nook</td>
<td>471 S. Roxbury Dr.</td>
</tr>
</tbody>
</table>

**PARKS AND RECREATION FACILITIES**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Cienega Park</td>
<td>8400 Gregory Way</td>
</tr>
<tr>
<td>La Cienega Tennis Center</td>
<td>325 S. La Cienega Blvd.</td>
</tr>
<tr>
<td>Roxbury Park</td>
<td>471 S. Roxbury Dr.</td>
</tr>
<tr>
<td>Roxbury Park Clubhouse</td>
<td>401 S. Roxbury Dr.</td>
</tr>
<tr>
<td>Greystone Mansion</td>
<td>905 Loma Vista Dr.</td>
</tr>
</tbody>
</table>

**PARKS**

<table>
<thead>
<tr>
<th>Park</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coldwater CanonCanyon Park</td>
<td>1100 Coldwater CanonNorth Beverly Dr.</td>
</tr>
<tr>
<td>Greystone Park</td>
<td>905 Loma Vista</td>
</tr>
<tr>
<td>Will Rogers Park</td>
<td>9650 Sunset Blvd.</td>
</tr>
<tr>
<td>Beverly Gardens Park</td>
<td>Linear park along Santa Monica Blvd. from Doheny to Whittier drives</td>
</tr>
<tr>
<td>Beverly Hills Community Dog Park</td>
<td>344 N. Foothill Rd.</td>
</tr>
</tbody>
</table>

**MINI-PARKS**

<table>
<thead>
<tr>
<th>Mini-Park</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maltz Park</td>
<td>9800 Sunset Blvd.</td>
</tr>
<tr>
<td>Oakhurst Mini Park</td>
<td>120 S. Oakhurst Dr.</td>
</tr>
<tr>
<td>Reeves Mini Park</td>
<td>125 S. Reeves Dr.</td>
</tr>
<tr>
<td>Rexford Mini Park</td>
<td>362 N. Rexford Dr.</td>
</tr>
<tr>
<td>Arnaz Mini Park</td>
<td>151 N. Arnaz Dr.</td>
</tr>
<tr>
<td>Hamel Mini Park</td>
<td>214 S. Hamel Dr.</td>
</tr>
<tr>
<td>Crescent Mini Park</td>
<td>Crescent Dr. (north of Wilshire)</td>
</tr>
</tbody>
</table>

**GARDENS**

<table>
<thead>
<tr>
<th>Garden</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly CanonCañon Gardens</td>
<td>241 N. CanonCañon Dr.</td>
</tr>
</tbody>
</table>

Revised July 2020
### Parking Structures and Sites

1. **Crescent Drive (self park)**
   
   450 N. Crescent Dr.

2. **Crescent South (self park)**
   
   221 N. Crescent Dr.

3. **Crescent North (self park)**
   
   333 N. Crescent Dr.

4. **Brighton Structure (self park)**
   
   9510 Brighton Way

5. **Beverly South Structure (self park)**
   
   216 S. Beverly Dr.

6. **Rexford Structure (self park)**
   
   450 N. Rexford Dr.

7. **Beverly - CanonCañon**
   
   439 N. CanonCañon Dr.
   
   438 N. Beverly Dr.

8. **Beverly-CanonCañon Gardens Structure**
   
   242 N. Beverly Dr.
   
   241 N. CanonCañon Dr.

9. **La Cienega Structure (self park)**
   
   321 S. La Cienega Blvd.

10. **Bedford Structure (self park)**
    
    461 N. Bedford Dr.

11. **Camden Structure (self park)**
    
    440 N. Camden Dr.

12. **Beverly North Structure Lot**
    
    345 N. Beverly Dr.

13. **“SM-1” Structure (metered)**
    
    485 N. Beverly Dr.

14. **“SM-2” Structure (metered)**
    
    485 N. Rodeo Dr.

15. **“SM-3” Structure (metered)**
    
    485 N. Camden Dr.

16. **“SM-4” Structure (metered)**
    
    485 N. Bedford Dr.

17. **“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 provides advise and consent for the hiring of Department Heads. The City Council is responsible for appointing three four 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 City and City 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 the City Council including preparation of City Council meeting agendas under direction ofin coordination with the City Manager. The Beverly Hills City Clerk is a City Council appointed position. The City Clerk’s duties are to maintain official city records, conduct city elections, administer the election process, 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 administrator the City’s commission appointment/reappointment process, act as the filing officer for all reports under the State’s Political Reform Act, accept claims and legal process against the City, and response to public records request. The City Clerk’s office is often the first point of contact for the public.

City Auditor
The City Auditor examines and evaluates City activities to assist the City Council to effectively discharge their duties. The Office of the City Auditor is an independent office that reports to and is accountable to the City Council. The City Auditor is authorized to conduct financial and performance audits of all departments, offices, boards, commissions, activities, and programs of the City. The City Auditor provides independent, objective, professional analysis and reporting to the City Council. Specifically, the City
Auditor identifies and proposes audit topics; conducts audit planning and fieldwork; and reports the results of performance audits completed under Government Auditing Standards and in accordance with the laws of the City of Beverly Hills.
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. As of March 2017, the City no longer holds independent stand alone elections. The City of Beverly Hills now consolidates municipal elections with the Los Angeles County Registrar-Recorder/County Clerk’s office. Since Los Angeles County is now administering the election, the City plans to revise the installation dates to take place on the first Tuesday of April.

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. Also seated near the dais are the City Clerk and the City Auditor.

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 City Council execution. The mayor is the spokesperson for the City 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 §BHMC 2-3.051-4)

**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, City Attorney, and City Auditor
   b. Evaluate performance of City Manager, City Clerk, City Attorney, and City Auditor
   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 that are leased to the City for the general benefit of its citizens. In regards to board appointment, State law provides that the Mayor of the City, with the approval of the rest of the City Council, shall appoint five electors as the governing body. Alternatively, the City Council can declare itself as the governing body of The Parking Authority. If the Council is the governing body, the Council can at any time, by resolution, determine that it is no longer the governing body of The Parking Authority, in which event the Mayor, with the approval of the rest of the Council, shall appoint five electors.

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.

Library Board of Trustees

City Ordinance No. 07-0-2537 established the City Council as the Board of Trustees for the Beverly Hills Public Library. The designation is a legal requirement of the State Education Code. Under this arrangement, the City Council is convened as the Beverly Hills Library Board of Trustees at least once per year to review the state of the library for the year ending the preceding June 30th.

Disaster Council

By State Law each City must establish a Disaster Council. The Council readopted the Emergency Service Ordinance (No. 07-0-2521 eff. 8-10-2007) in July 2007, which revised the original ordinance adopted in 1988. The ordinance establishes the City Council as the Disaster Council and establishes the duties of the City Council which includes:

- Developing and recommending for adoption:
• Emergency and mutual aid plans,
• Agreements,
• Ordinances and resolutions, as well as
• Rules and regulations as necessary.

- The ability to register or designate or delegate the act of registering disaster service workers and to direct the activities of the disaster service workers within the City through the adoption of the emergency plan.

The emergency plan delegates to City staff the authority to direct the activities of disaster service workers during a local emergency, state of emergency, or state of war emergency. The Disaster Council will meet upon the call of the Mayor or, in such person's absence from the City or inability to call such meeting, upon the call of the Vice Mayor. The Disaster Council will also have such other powers, duties, and responsibilities pursuant to the provisions of article 10 of the California emergency services act.

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's expense. Such conferences and meetings include economic development missions with the Beverly Hills 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 the Beverly Hills 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
• Arts & Culture Liaison
• Audit and Finance Committee
• Charitable Solicitations Commission
• Community Charitable Foundation
• Design Review 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.


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.

Joint Powers Agreement with Beverly Hills School District - Expands City programming and community recreational use by allowing use of school facilities, including fields, swim/gym, and classrooms.
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 desktop computer, laptop computer, and/or tablet along with standard business software. When individual councilmembers have completed their term of office, IT staff will retrieve City computers, tablets, 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: study and 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 Council Chamber of the City Hall typically 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 not conducted 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.

**Formal Meetings** - The Council holds formal meetings in the City Council Chamber of the City Hall typically 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, in general, is held at the same hour on the next succeeding Tuesday.

**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. study session or 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.

**Liaison Meetings** - The Mayor assigns City Councilmembers on an annual basis to serve as Liaisons to Commissions or other City Committees. The City Councilmembers assigned to the Liaison Committees and Commissions provide recommendations to staff and Commissions on projects and/or provide direction on assignments prior to the item appearing on a City Council Agenda.

**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.

**Quasi-Judicial Hearings**

The order for quasi-judicial hearings before the City Council is as follows:

1. Chair (the Mayor) opens public hearing
2. Councilmembers report any ex-parte communications
3. Staff presentation
4. Testimony from members of the public who wish to leave
5. Applicant team (including Applicant’s hired Legislative Advocate)
6. Testimony from members of the public who stayed to listen to the Applicant’s presentation.
7. Legislative Advocates (pro and con)
8. Applicant rebuttal or response
9. Public rebuttal or response
10. Chair/Mayor asks applicant if it would like to rebut or respond to any new issues or evidence brought up by the public. If applicant does not wish to speak further on any new issues or evidence, then proceed to #12 (Council questions).
11. If applicant speaks again, Chair/Mayor asks the public if they would like to rebut.¹
12. Council Questions
13. Hearing is closed
14. Council Comments and Deliberations
15. Motions

¹ After the public speaks, Chair should repeat steps 10 and 11 until applicant or the public indicates that they have had an opportunity to speak on all issues or evidence raised at the hearing. This process of rebuttal will repeat itself until one party or another has nothing to rebut.

The Council wishes for all Commissions to adopt this same as procedure for quasi-judicial hearings.

**Public Comment at Council Meetings**

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

¹ After the public speaks, Chair should repeat steps 10 and 11 until applicant or the public indicates that they have had an opportunity to speak on all issues or evidence raised at the hearing. This process of rebuttal will repeat itself until one party or another has nothing to rebut.
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. Members of the public may also send text messages on any City-related topic to 310-596-4265. City staff will acknowledge receipt of the text message within one business day; however, resolution of issues may take longer.

Organization of Formal City Council Meetings

(Beverly Hills Municipal Code 2-1-3)

A. Roll call
B. Presentations
C. Oral communications from the audience communications
   i. Audience Comments
   ii. Report from City Attorney on Closed Session Items
   iii. Report from the City Auditor
   iv. Report from the City Manager
   v. City Councilmember and Committee Reports
D. Parking Authority Consent Calendar
E. City Council consent calendar
F. Public hearings
EG. Continued and new business
F. Consent calendar
GH. Commission synopses and minutes
HI. Other business and
IJ. 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 Chapter 11 - Other City Council Policy chapter Policies 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 twelve 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 they can fulfill their responsibilities as legislated in the City’s Municipal Code. Staff does not report to commissions and 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 has concluded. 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

- Five 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, Advises the City on 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.

Arts & Culture Commission

- Five members.
- Staff support provided by the Community Services Department.
- Advisory to the City Council on matters pertaining to the enrichment of the community through fine arts, visual arts, performing arts, digital and media arts, arts education, and community cultural activities, education and events.
• Promotes arts and culture activities of and in the City to broaden the opportunities for residents and visitors participation in the arts.
• Serve as an advocate for cultural activities, community cultural programs and events within the City.
• Foster public and private partnerships for providing arts and cultural programming, including enhancing and expanding community cultural events by involving artists, art galleries, fine and visual arts, performing arts, digital and media arts, literary arts and creative arts organizations, the creative community, residents and the business community.
• Promote access to the highest quality arts and cultural opportunities possible.
• Encourage the integration of cultural programs and community cultural events into fabric of the City to improve the quality of life for City residents and welcome visitors to the world-class Beverly Hills experience.
• Encourage and support arts education programs in the community and schools including docent programs or similar.

Charitable Solicitations Commission

• Five members.
• Staff support provided by the Police Department.
• Ensures the compliance of charitable organizations soliciting donations or funds from Beverly Hills residents.
• Protects our community from fraudulent, fictitious or otherwise unscrupulous solicitations through monitoring and obtaining BHMC compliance.
• Regulates the issuance of solicitation permits, reviews financial statements provided by the charities, and maintains a dedicated website for the public to obtain information regarding permitted solicitations.

Cultural Heritage Commission

• Five members.
• Staff support provided by the Community Development Department.
• Makes recommendations to the City Council on designation of historic properties and applications to the Mills Act program as well as other preservation issues.
• Maintains a citywide survey of historic resources.
• Compiles a list of all designated landmarks, historic districts, and contributing properties within the City.

• Compiles a list of local master architects.
• Coordinates with other agencies in pursuit of the City’s historic preservation goals.

• Develops a program to celebrate historic resources, and recognize outstanding maintenance, rehabilitation, and preservation of landmarks, historic districts, and contributing properties within the City.
Design Review Commission

- Five 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

- Five 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

- Seven members.
- Staff support provided by the Policy and Management Department.
- Responsible for maintaining and improving the overall health and safety of the community, in accordance with its purposes and responsibilities. The Commission shall have the following purposes and responsibilities:
  - 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.
  - Support Public Awareness: Promote and broaden community awareness of health and safety issues, including issues of public health and welfare, healthy lifestyles, mitigation of safety risks and hazards, the importance of disaster preparedness (hereafter “health and safety issues”) and encourage citizen participation in efforts aimed at promoting health and safety issues.
  - Inform The Public: Educate and inform members of the community regarding health and safety issues and risk avoidance through various means, including, but not limiting to, public discussion, website publications and postings, community outreach, sharing of information and by assisting at and supporting City sponsored activities and programs which promote health and safety issues.
  - Provide A Public Forum: Provide the community with a public forum within which members of the general public can discuss and/or comment on health and safety issues.
• Provide Recommendations: Recommend strategies aimed at improving the health and safety of the City, including as directed by the City Council, or as requested by members of the general public, and/or which relate to health and safety issues.

• Support Efforts Aimed At Disaster Preparedness, Prevention, Mitigation, Response And Recovery: Support the work of all City Departments, the business sector and the efforts of residents/departments before, during and after a medical, natural or man-manmade disaster, and strengthen ties with the community's disaster related stakeholders.

• Recognize Achievement: Honor individuals, businesses or groups that have demonstrated leadership in the field of health and safety, have promoted health and safety issues and/or have otherwise made a contribution to the missions of the Health and Safety Commission.

• Assist in communicating the City’s health, safety and disaster preparedness messages to the community.

**Human Relations Commission**

- Five 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**

- Five 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, The Commission is the final authority over a variety of discretionary development applications (These applications include: Subdivision applications, Conditional Use Permits, and Development Plan Review Permits, etc.), as well as 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 a review panel for State and federally mandated programs.

**Public Works Commission**

- Five 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 public works capital improvement program budgetary budget items relating to public works.

• Conducts public outreach concerning public works for such programs and other programs such as water conservation, refuse recycling, and graffiti removal, and other such programs.

### Recreation and Parks Commission

• Five 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 Mansion and mansion Gardens.

• 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 Improvement Program projects for Recreation & Parks improvements and recreation and parks program projects.

• Recommends Provides counsel on proposed user fees for use of recreation and parks City facilities and programs.

### Solicitations Advisory Rent Stabilization Commission

• Five members.

• Staff support provided by the Police Department.

• Reviews applications for charitable solicitations conducted within the City limits.

• Six members.

• Staff support is provided by the Community Development Department.

• The Commission makes recommendations to the City Council concerning matters related to the City’s Rent Stabilization Ordinance and performs any other functions that may be designated by resolution or motion of the City Council.

### Traffic and Parking Commission

• Five members.

• Staff support provided by the Director of Public Works & Transportation Community Development Department.

• Act as advisory to the City Council in all matters which relate to parking and traffic.

• Advises the Transportation/Engineering Official and the Police Chief as to ways and means to improve general traffic conditions in the City.

• In coordination Prepares and coordinates with the Planning Commission, and recommends to the Council for adoption, a comprehensive long-range plan relating to transportation, traffic, and off-street and on-street parking in the City.

• Performs such other duties relating to traffic and parking matters as may be referred to it by the Council, other Commissions, and the Transportation/Engineering Official.
• 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 the City 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 – two month application period begins.
• Publish notice in local papers.
• Post on cable TV.
• Mail notice to Team Beverly Hills current members and alumni.
• Commissioners encouraged to recruit applicants
• Use of the City’s social media platforms.

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:
  o Minimum of three applicants for one vacancy.
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 the Commission on which vacancy exists.
- Confirm interview dates/times:
  - City Clerk provides interview schedule and copies of applications to full the City Council as well as the Commission Chair 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 the City 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 a half months (application review/interview period)
- Close application filing period IF:
  - Minimum of three applicants for one vacancy.
  - Minimum of five applicants for two 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 and 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, or Earlier (Appointment Period):

- Commission appointment is placed on the City Council formal Meeting 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, City 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 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 Study Session Agenda
• If any City council member wishes further discussion of the recommendation, attendance or voting recusal record, the issue will be agendized for public discussion.
• If no City council member seeks further consideration within 30 days of notice, the reappointment will automatically be 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 council member 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 the City 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, City 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) and a Commissioner misses three (3) regular meetings within a twelve (12) month period. Additionally, then the Commissioner shall meet with an ad hoc committee appointed by the Mayor to discuss the reasons of the absences. If the ad hoc committee believes such absences will
continue, then the item will be placed on a City Council agenda for consideration. At its sole discretion, the City Council may consider removing any member who is absent from three (3):
  o Excuse the absences and appoint a temporary Commissioner if the absences are due to illness.
  o Remove the Commissioner and appoint a temporary Commissioner until such time a new Commissioner can be appointed.

- If the Commission meeting occurs at least twice a month, and a Commissioner misses four (4) regular meetings within a twelve (12) month period, then the same protocol mentioned above will apply for possibly replacing the Commissioner.
- 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 residency 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.
- In the event of a Commissioner vacancy due to resignation or termination, the City Council liaisons to the affected commission shall recommend a former Commissioner until such time as a new Commissioner is appointed to fill such vacancy, subject to City Council approval.
- When starting to recruit for a vacancy, the City Clerk is to notify the Public Affairs Executive Director, Information Manager and liaison department head 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. The City Manager coordinates with Council appointed positions such as the City Attorney, City Clerk and City Auditor.

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 ensure 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 several other functions— including: communications, economic development, legislative advocacy, management of the City’s real estate portfolio, 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 City; Economic Sustainability Plan; Economic Impact Reports of the Business Triangle; Special Events; 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.

**Legislative Advocacy**

At the direction of the City Manager and City Council, staff in the Policy & Management Department administer the City’s legislative advocacy efforts at the local, regional, state, and federal level. Staff also coordinates and conducts meetings with elected officials or their key staff at the county, state, and federal level to advocate for the City’s legislative position on a variety of issues which may include attendance by the Mayor or other City Councilmembers.

Each year, the City establishes a Legislative Platform (“Platform”) which embodies key legislative themes and priorities for the upcoming year. The Platform provides direction for the City’s legislative advocates and City staff as they work to secure clear and strategic initiatives locally as well as in Sacramento, California and Washington, D.C. City staff work cohesively with the City’s state and federal lobbyist to identify legislation introduced in Sacramento and Washington, D.C., which will have an impact on the City. Staff will advocate on behalf of the City Council for issues of importance to the City in person, over the telephone, or in writing. Staff will provide support to the Mayor and City Councilmembers should they prefer to perform the legislative outreach and advocacy on behalf of the City.

**Real Estate Management**

The City owns an extensive portfolio of properties leased to commercial tenants for investment purposes and public benefit. Many properties are located in the Business Triangle and the vicinity of the 3rd Street and Foothill Road intersection. The wide range of spaces includes several restaurants, multiple office buildings, ground-floor retail locations, several telecommunications sites, ground leases, a small newsstand, a small concession shop, and more.

The Office of the City Manager leads all negotiations for lease and acquisition of real property and manages property management and lease administration activities between the Public Works Department and the Finance Department.

**Office of Emergency Management, Resilience, and Recovery**

A “Resilient Beverly Hills” is about planning and preparing to build the City’s capacity to handle today’s challenges and tomorrow’s emergencies and disasters. This office is
responsible for strengthening, in conjunction and collaboration with all City Departments and stakeholders, the City's ability to prepare for, mitigate against, respond to and recovery from any disaster or emergency. This office coordinates a multiple of City Health and Safety related matters and serves as the liaison to the Health and Safety Commission. This office also serves as the ADA and Title VI Coordinator and completes a multiple of other special projects that strengthen the capacity of individuals, the Community, businesses, and systems to survive, adapt, and grow day to day as well as no matter what kinds of chronic stresses and acute shocks are experience.

Filming  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. and Special Events is also found in this office which is responsible for the coordination, logistics, and issuance of filming, special events, and still photography permits for the City at large and City parks (except Greystone Estate) as well as coordination, management and logistical support to many other events. Filming and Special Events are also responsible for maintaining the Citywide calendar, scheduling for street pole banner displays throughout the City and managing logistical details for City sponsored events in order to provide an exceptional experience to the Community and visitors alike.

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 reports 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 process; 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. City Auditor

The Office of Management & Budget also monitors the budget throughout the year and provides quarterly the City Auditor is an independent office that reports to and is accountable 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. Under Beverly Hills Municipal Code Title 2 - Administration, Personnel, and Procedures, Chapter 3, Article 13 Office of the City Auditor, the City Auditor shall have authority to conduct 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 audits of all departments, offices, boards, commissions, 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, and programs of the City in order to determine both independently and objectively whether:
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.

1. Programs and activities have been appropriately authorized and are being conducted and funds expended in compliance with applicable laws;

2. The department and/or staff are acquiring, managing, protecting and using resources, including public funds, personnel, property, equipment, and space economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by this Code, State law or applicable Federal law or regulation;

3. The City, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;

4. The desired result or benefits are being achieved;

5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;

6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and

7. There exist indications of fraud, abuse or illegal acts which require further investigation. (Ord. 17-0-2736, eff. 10-6-2017)

The City Auditor will conduct performance audits of City departments, offices, and agencies in accordance with government auditing standards. The audits may assess internal controls over financial reporting and evaluate how well the City complies with all applicable laws, rules and regulations; achieves stated goals and objectives; reports financial and performance information (reliability); efficiently and effectively uses resources; and safeguards and protects assets.

**Community Development Department**
The mission of the Community Development Department is to guide the planning, building, mobility and preservation of the community. The Department implements the long-range vision of development, safety and preservation of the City. Department staff work closely with the public to ensure 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, Historic Preservation, 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, View Restoration, Planned Development, Historic Incentives, Open Air Dining 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
Development Services
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, and use. The Division has a staff of 34 FTEs that are assigned to provide premier customer service for development-related services including plan review, permit issuance, building inspection and record request processing. The focus is on delivering fast and convenient service by coordinating the building, zoning, public works, and fire prevention plan reviews and approvals.

Permit staff are available to answer questions, address concerns, and offer front-end assistance in guiding applicants through the development process. Plan review assists commercial and residential customers in verifying the compliance of building design with federal, state and local laws. Nationally certified Building Inspection staff conducts site inspections on private and City-owned properties to confirm safe and code compliant installations. Development Services also includes records management which is tasked with active project document management, document imaging, and/or "archiving", and providing public information on all development and property-related records (i.e. zoning, plans, reports, permits, covenants, and other related documents). It also facilitates public access to the department’s services and information using online web technology, telephone or the internet.

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.

**Community Preservation**

The mission of the Community Preservation is to improve the quality of life in neighborhoods through constituent outreach, education, responsiveness to community concerns, and the fair enforcement of municipal codes. The Division has a staff of 30 FTEs assigned to three primary functions: Plan Review and Permitting, Building Inspection, respond to compliance issues related to property maintenance, nuisances, building and Community Preservation. In Plan Review zoning violations, business tax registration, and Permitting, animal control.

The Division also provides weekend and night time coverage as well as proactive enforcement in both commercial and residential areas of the City. It works closely with Rent Stabilization program to follow-up on complaints of illegal rent increases, evictions and habitability standards issues.

The Community Preservation Division also facilitates a community mediation program at no cost to Beverly Hills residents.

**Transportation Planning and Traffic Engineering**

The Transportation Planning and Traffic Engineering division has a staff reviews building plans of 7 FTEs that are assigned to provide:

- Traffic & Parking Commission support;
- Regional and sub-regional transportation planning;
- Technical engineering analysis and surveying;
- Community transit services for conformance with adopted codes and issues permits senior and disabled persons;
- Analysis of development projects for construction. In addition to impacts on the City’s roadway system; and
- Recommendations for associated mitigation measures.
Transportation Planning coordinates short- and long-term planning of regional transportation initiatives with Westside Council of Governments member Cities and the Los Angeles Metropolitan Transportation Authority; conducts public process for permit fees, the Division collects parking, valet and traffic calming requests; manages the City’s transit programs, including the Senior Shuttle Dial-A-Ride, Trolley and Taxi Coupon programs; and applies for supplemental grant funding as available.

Traffic Engineering recommends and approves traffic control and street sign requests; analyzes traffic circulation; conducts speed studies for compliance with the California vehicle code; conducts traffic and pedestrian counts; maintains records of accidents; recommends street and alley improvements, including marking/ striping and street/driveway modifications; implements new traffic technology and manages traffic signal synchronization and timing system; coordinates regional bus stops and Congestion Management Program.

Rent Stabilization
The Rent Stabilization Division is responsible for administering the City’s Rent Stabilization Ordinance to ensure the rent control guidelines are properly followed and to educate renters and housing providers about their rights and responsibilities. The Division has a staff of 4 FTEs and 3 part-time employees that are tasked with providing administrative support to the Rent Stabilization Commission and implementing the ordinance which includes: carrying out the rental unit registration process; certifying allowable rent increases; processing all appeals and hearings for rent adjustments applications; and maintaining all records and information related to the city’s rent registry.

The Division works closely with other fees related to construction projects including School Development fees, Recreation and Parks fees, Fine Art fees and Contractors Business tax City departments and programs including Community Preservation to follow-up on complaints of illegal rent increases, evictions and habitability standards issues. The Division staff is available to answer questions, address concerns, and offer one-on-one assistance to renters and housing providers on all ordinance provisions. Staff also administers consultant service agreements for Mediation services, hearing officer services, and the rental unit registration system software.

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 Community Services Department is comprised of four distinct divisions: Administrative Support; Recreation and Parks; Library Services; and Human Services, supported by strong administrative staff who provide a breadth of services in support of ongoing operations. The Community Services Department serves this community in a number of key ways, helping to ensure a great quality of life for the residents of Beverly Hills, and helping to provide a welcoming environment for all of our visitors to enjoy.

Administrative Support Division
This Division is responsible for the coordination and facilitation of the Community Services Department (Recreation and Parks, Library and Human Services) budget process, accounting functions, financial reporting, and purchasing services. The Division assists with monitoring the budget throughout the year, provides reports as appropriate, and assists with planning and review of Capital Improvement projects related to the Department.

The Registration Services Office is responsible for the coordination and monitoring of in-person and online registration and reservations for the Department’s classes, camps, special events, tennis courts, etc. This office is also responsible for developing the Department’s quarterly brochure, undertaking graphic services for programs and events, supervising employees engaged in performing tasks related to registration service, responding to customer needs, and training employees to effectively perform the duties of revenue collection, daily deposits, etc.

The mission of the Beverly Hills Recreation and Parks Division is to provide safe, aesthetically pleasing environments and recreation and human service Comprised of four key sections, (1) Recreation and Parks programs; (2) classes and park and recreation facility management; (3) community special events and cultural arts and publicity and marketing in support of the full Department, and (4) administrative support for two City Council-appointed Commissions, the Recreation and Parks Commission and the Arts and Culture Commission, this area of the department is focused on the health and well-being of the community we serve.

Recreation and Parks Programs, Classes and Parks/Recreation Facility Management Section
The Recreation and Parks section of the Department includes the operation of two community centers; oversight of park reservations for parties, events, and sports uses; coordination of community programs at school sites; and provides fun, activities, classes and community events for all ages. Many programs and events are provided by this section, including summer camps, specialty classes, educational programs, and health and fitness activities for the community of today and tomorrow. Division Section 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, programs; activities; and events for the community, meeting a broad variety of needs and interests. Areas of focus include childcare programs; preschool and early childhood programs; tennis operations; senior adult activities; aquatics; youth and adult sports; and classes.
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 Responsibilities also include working collaboratively with the Public Works Department to plan, improve, repair, and restore the City's parks and recreation facilities. The use of volunteers and high quality, well-trained staff and contract vendors help us provide the services this community desires.

Joint Powers Agreement with the Beverly Hills Unified School District
The Department's Recreation and Parks area, manages the Joint Powers Agreement with the Beverly Hills Unified School District, and as a result, provides community activities, preschool and early childhood at schools and community access to school recreational facilities, including fields, swim/gym, and classrooms. The Department manages programs, staff, and contracts which deliver many afterschool programs, tennis operations at three locations, senior adult camps, and classes using school facilities, like the swim/gym for our aquatics and basketball programs, the fields for youth sports 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, and more.

Community Special Events and Cultural Arts Section
The longstanding Beverly Hills Fall and Spring Art Shows, Woofstock along with a comprehensive breadth of music events both in addition to inside and outside venues, like Concerts on Cañon, Music in the Mansion, and the annual holiday event in December each year, are just a few offerings this area of the Department provides. This section also manages the famous Greystone Park and Mansion including Mansion and Gardens, which includes managing major restoration projects, working with the Friends of Greystone, and coordinating rentals for weddings, receptions and filming. This section also staffs the Arts and Culture Commission and coordinates the logistics of purchasing and placing pieces of fine art work around the City, as well as oversees cultural arts programs.

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.

The City’s Farmers’ Market is offered through the Community Special Events and Cultural Arts Section. The 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 Commissioners around the state, each participating grower must be certified as the actual producer of the products available at the Farmers’ 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.

Publicity and Marketing
This section provides assistance and oversight of the entire Community Services Department’s publicity needs, social media outreach, website updates, and other related media and/or marketing services and needs.

Administrative Support Services
This section 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, Arts and Culture Commission, and Human Relations Commission.

Library Services Division
The Library facilitates learning for patrons of all ages, encourages children to develop an ongoing interest in reading, and serves as a literary and cultural center for the community. The Library provides a broad range of materials and services to meet the educational and recreational needs of its patrons.

Public Services
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.).

Adult Services assist library users with their informational needs through roaming reference and telephone reference. More detailed searches are handled through the main reference desk, the Ask-A-Librarian email service, and through local history collection research.

Children’s and Teen Services assist children, teens, and caregivers with their information needs, and provide programs and services which are age-appropriate, such as the annual Summer Reading Club, and weekly story times.
Literacy Services help adult learners (ages 18 and over) improve their reading, writing, and comprehension skills. The Literacy program offers one free weekly class and matches adult learners with volunteer tutors through the one-on-one tutoring program.

Outreach Services help spread word of the Library’s services and resources through the community. The Library works closely with the Beverly Hills Unified School District, and other educational groups to arrange class visits and presentations to parents and families. The Library also participates in City and community events, such as the Beverly Hills Farmers’ Market, National Night Out, and Woofstock.

Access Services

Circulation and Passport Services is responsible for patron registration; the check-in and check-out of library materials; reserved books; the collection of fines and fees; shelving and shelf maintenance; passport processing; cleaning toys and maintaining the Family Place Room; and Homebound Services (library materials delivery to resident shut-ins).

Support Services is responsible for collection development, which includes selecting, ordering, cataloging, classifying, processing, and repairing library materials. Support services is also responsible for interlibrary loans, and maintaining the online public access catalog.

Technology Services is responsible for maintaining the library website and social media accounts; assisting patrons with the use of online resources and computers; managing access to public computers; maintaining access to all online subscription databases and other electronic services; and creating promotional materials.

Branch Services is responsible for collection development and management, programming, and staffing at the Roxbury Book Nook.

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 Division

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. Additionally, the Division administers the Community Assistance Grant Funding (CAGF) to provide services to the City’s most vulnerable populations. Services include the Changing Lives and Sharing Places (CLASP) Homeless Outreach Team, a Beverly Hills Senior Care Management Program, homeless shelter beds, and mental and physical health services.

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The Division also oversees the Citywide Park Ranger program and the Ambassador program. The Park Rangers are responsible for patrolling City parks, community centers and City facilities including the Library and City Hall. The Ambassador Team provides outreach and safety services 24 hours per day, seven days a week in the business triangle, South Beverly Drive and at BHUSD schools.

The Human Services Division also supports the City’s Human Relations Commission, which was 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. The Commission promotes its charge through several initiatives including civility and kindness campaigns and the Tenant Landlord Forum.

**Finance Department**

The Department consists of Finance Administration, Office of Management, Budget and Revenue, General Accounting, and Purchasing. In order to ensure a financially secure and effective City government, the mission of the Finance Department is to provide sound fiscal analysis, support services, and reporting in an accurate, timely, cost effective, and professional manner to City officials, departments, residents, and businesses.

**Finance Administration**

Finance Administration is responsible for oversight of the Budget and Revenue administration, General Accounting, and Purchasing divisions, and manages the City’s investments. This division is also responsible for major projects such as long-term forecasting, labor negotiations costing, bond issuances and refundings, developing and updating Finance-related administrative regulations and other projects that arise.

**Office of Management, Budget, and Revenue**

The Office of Management, Budget, and Revenue works with all departments to coordinate and prepare an annual program-based budget, administer major revenues, and review, evaluate, and make recommendations related to City-wide policy issues that may have a financial impact on the City. The budget details the services provided, revenue and expenditure estimates, and projections. Revenue administration is responsible for the administration, collection, and projection of the City’s major revenues and includes: the collection and direct oversight of the City’s business and transient occupancy taxes; oversight of property and sales taxes; receipt of payments for utilities and other miscellaneous billing including customer service activities; and operating a telephone customer service center for the City’s utility customers and the administration of contracts with the City’s code enforcement prosecutor and the City’s tax review and audit service providers.

**General Accounting**

The General Accounting Division is responsible for the accurate, fair presentation, and full disclosure of the City’s financial transactions in conformance with Generally Accepted Accounting Principles (GAAP). The Division is also responsible for the issuance of City
checks to vendors and employees, the maintenance of City payroll records, payment of all state and federal taxes, and safeguarding of the City's financial assets.

**Purchasing**
The Purchasing Division is 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.

**Library**
The library fosters lifelong 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.

The Purchasing function coordinates purchasing related activities with other City departments and outside entities and acts as the control mechanism, making certain that the City’s policies, procedures, and codes are upheld.

**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 storytelling 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 Environment.

**Administration Division**
Provides overall planning, control, leadership, and management of all Fire Department activities and staff support for all divisions. This includes programs. The Fire Administration’s functions include strategic planning,
departmental communications, data systems and records management systems, departmental safety committee, disaster services planning, budget preparation and administration, training, media relations, grant management, department accreditation, special projects, and general administration.

**Fire Prevention Bureau**

**Community Risk Reduction**

The Community Risk Reduction Division includes Public Education/Special Events, Plan Check, Code Enforcement, Fire Inspection, and Fire Investigation. The Public Education/Special Events office issues temporary permits and establishes conditions to ensure public safety at large public and City-sponsored gatherings. The Plan Check function ensures all new construction is in compliance with health/safety and fire codes. The Code Enforcement unit is 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. The Fire Investigation unit determines fire cause and origin and investigates criminal actions that may have contributed to a fire.

**Fire Suppression**

The Emergency Response Services includes Fire Suppression division is responsible for, Urban Search and Rescue (USAR), and the Suppression/Certification and Training programs. Emergency response services are the foundation of the Fire Department's overall mission. Emergency response is the rapid and timely delivery of competent emergency services to any incidents which threaten, incident that threatens or have has the potential to threaten, life or property. Three strategically located fire stations house engine and truck companies that provide, and the environment. Emergency Response Services encompasses fire suppression and physical 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, Urban Search and Rescue (USAR), all duties related to emergency response (fire, rescue, medical and risk hazard abatement), mitigation, and non-emergency calls for service. Personnel in this division also provide the staffing for emergency medical services, company-level fire prevention and public education programs, in-service training for all personnel, inspections, and 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.

Emergency Medical Services (EMS) includes calls for service, program management, and certification and training of response personnel. Emergency Medical Services has become an increasingly important function of the Fire Department, including the Mobile Stroke Unit (MSU) and the Nurse Practitioner Program (NPP). The rapid response of highly-trained paramedics and emergency medical technicians is vital to the survival and recovery of patients suffering from medical emergencies or traumatic injuries. Fire Department responses to medical emergencies are increasing steadily due to increased population density, community demographics, influx of the daytime business population, and visitors. The Emergency Medical Service division is tasked with the rapid delivery of medical aid of all types including basic and advanced cardiac life support. Firefighter Paramedics and Emergency Medical Technicians provide response and care in a manner exceeding recognized standards. The delivery of medical care is provided to all residents and visitors with efficiency, professionalism, and compassion.

**Fire Community Programs**
Fire Community Outreach Programs includes the Community Emergency Response Team (CERT), Employee Emergency Response Team (EERT), Public Access Defibrillator (PAD), and Stop-the-Bleed subprograms. Fire Community Programs are designed to encourage citizens, the business community, and members of the Beverly Hills Unified School District to learn basic emergency skills that will enable them to save lives and protect property. CERT, BERT (Business Emergency Response Team), and Disaster Assistance Response Team (DART) for schools and businesses, help to reduce the City’s response burden in any disaster or large-scale, life-threatening event.

**Human Resources Department**

The Human Resources Department consists of Personnel Administration; Employee and Labor Relations; Employee Recognition; Employee Training and Organizational Development; and Recruitment and Selection. Risk Management is a division of Human Resources which manages multiple programs including employee benefits, leaves, general liability claims administration and tort administration, employee injury and illness prevention, and the City’s workers’ compensation program.

The mission of Human Resources is to be a collaborative and strategic partner, using fair and equitable practices to attract, hire, develop, support, and retain a highly-qualified workforce, and to mitigate liability through effective loss prevention programs.

**Personnel Administration**
Personnel Administration is responsible for overseeing the day-to-day administration of personnel functions, including processing of personnel action forms and administering the pay and benefits for City employees.

**Employee and Labor Relations**
Employee and Labor Relations includes both negotiations and contract administration with all nine (9) employee associations, as well as assisting with employee and labor relations issues.

Employee Recognition
Employee recognition encompasses programs designed to recognize employees for a variety of achievements including their tenure with the City, exemplary performance, and innovation. Programs also include community awareness and outreach projects.

Employee Training and Development
The programs within Employee Training and Development have been designed to facilitate and improve communication, performance, and organizational changes to create a positive culture. These include various areas such as coaching, team building, communication, education, succession planning, mentoring, and leadership programs.

Recruitment and Selection
Recruitment and Selection is responsible for the recruitment, testing, and hiring of City employees, including salary administration.

Risk Management
Risk Management is responsible for the administration of various programs and services, including employee benefits (medical, dental, vision, long-term disability, retirement, etc.); leave programs (Family Medical Leave Act [FMLA], California Family Rights Act [CFRA], reasonable accommodations within the Americans with Disabilities Act [ADA], catastrophic leave, etc.); general liability claims administration and tort litigation management; loss control; employee injury and illness prevention; ergonomic assessments; workers' compensation program; and reviewing insurance requirements for City contracts.

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 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 and services. Our mission is to make information available anytime and anywhere.

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 continues to be a leader among municipal information technology service providers. In partnership with City departments, the Information Technology Department provides strategic vision for effective information systems. Accomplishment of this mission facilitates knowledge sharing and results in satisfied customers.

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, City Smart, City website, etc.)
- Contract negotiation and administration

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Graphic/Reprographic Services
Graphic Services is responsible for development and production of graphic arts for citywide publications. Graphics also supports City publicity and information campaigns by providing art design services for brochures, invitations, signs, flyers, posters, and banners. 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.

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 (Water, Wastewater, Stormwater, Solid Waste, and Sustainability), Engineering (Streets, Trees, Inspection, and Civil Engineering and Parking), Facility Operations/Meter Collections, and Operational Support.

### 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 Facility Operations**

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 Facility Operations Division is responsible for maintaining all City-owned building facilities, vehicles, streets, traffic signals, parks, and off-street lights; and on-street parking, and parks maintenance. 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, emergency generators, and 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.

Members of this division are responsible for ongoing maintenance and upkeep of the City’s parks and open spaces. Staff perform landscape maintenance, irrigation, athletic field maintenance, and park equipment maintenance.

**Parking Bureau**

The Parking Bureau 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 Bureau’s responsibilities include maintenance and repair of 2,700 single-space parking meters and 20 multi-space parking meters as well as the collection, counting and revenue processing from this source. Staff members from this division are in charge of the management and operation of the City-owned parking facilities. Services include monthly parking, attendant assisted parking, daily parking vouchers, various private and public special events, and daily parking for the general public.

**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, along with the ongoing maintenance of City trees, streets, traffic signals and street lighting. 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.

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.

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.

Division staff members also manage the maintenance and replenishment of the City’s tree canopy.
**Operational Support**

The Operational Support Division provides support to the operations divisions within the department. This division includes the Administration Bureau, Customer Service Bureau, Personnel and Training Bureau, and Central Stores Bureau.

Staff from this division provide administrative support to the department and Public Works Commission. This division also includes the customer service, procurement, inventory, asset management, and emergency preparedness functions.
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, Councilmembers have a significant role in the City’s emergency response and recovery structure as well as a vital role in disaster preparedness and mitigation. During and after a disaster, Council actions ensure the continuation of government, influence the community (both residential and business) and directly impact the City’s ability to protect lives, property, and the environment. The City Council’s primary role during a disaster is one of policymaker, communicator, liaison, and spokesperson to the community, outside government agencies, and non-governmental agencies.

Councilmembers should refer to the City’s Emergency Operations Plan and the City Council Handbook for Emergencies and Disasters, which provides an important framework for the overall emergency organization; City Council disaster roles, authorities and responsibilities; and will assist in the disaster related decision-making process.

Additional information, as well as a hardbound copy of the City Council Disaster handbook, can be found in the City’s Emergency Operations Plan. Councilmembers have updated copies of the Plan in their respective offices. A hardbound copy of the Handbook is also found in the City Council’s disaster supply backpack.

The City Council is the senior policymaking body in the City of Beverly Hills. In the event of an emergency/disaster, the City Council is responsible for oversight of the emergency response will maintain contact with the City councilmembers to keep the City 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 local emergencies; approving 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 orders; hosting VIPs and government officials on tours of the emergency/disaster affected areas; and providing information to the public in coordination with the Public Information Officer.

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The Disaster Job Description, and additional information, is found in both the Emergency Operations Plan and the City Council Disaster Handbook, which outline the City Council roles as well as when, where, and who to report to during and after an emergency.
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 Arts and Culture 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. Furthermore, 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 in Government Code § 54957.1.
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, Pursuant to Government Code Section 54963, 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 council members

A council member 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.
- The personal finances of the public official and immediate family.

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. Former Councilmembers and Planning Commissioners are prohibited 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:
Per Beverly Hills Municipal Code 1-9-203: Prohibition of Certain activities, the following provision apply to city officials, elected officials, and/or Planning Commissioners:

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.; provided, however, that such prohibition shall only be applicable for the following time periods after leaving City office or employment:

- For City officials and elected officials who leave office or employment on or after October 1, 2016, for a period of four (4) years after leaving City office or employment.
- For Planning Commissioners who are appointed prior to October 1, 2016, for a period of thirty (30) months after leaving City office.
- For Planning Commissioners who are appointed or reappointed on or after October 1, 2016, for a period of four (4) years after leaving City office. (Ord. 16-O-2707, eff. 9-30-2016)

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. (Ord. 16-O-2707, eff. 9-30-2016)

-Acceptance Of Gifts From Applicant:

Elected officials, city and 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 any decision to approve a land use matter made prior to October 1, 2016, or for a period of four (4) years from the date of any decision to approve a land use matter made after October 1, 2016, 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). Planning
Commissioners appointed prior to October 1, 2016, 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 any decision to approve a land use matter, or for a period of four (4) years from the date of any decision to approve a land use matter for Planning Commissioners appointed or reappointed on or after October 1, 2016, 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 applicable 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. (Ord. 16-O-2707, eff. 9-30-2016)

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 described above shall not apply to the following:

1) 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.

2) 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.

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

4) Any former city official, elected official or planning commissioner 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. (Ord. 07-O-2535, eff. 12-14-2007)

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 officials 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 receive their compensation via direct deposit. Questions about direct deposit and other options for receiving compensation can be direct deposited into a bank; forms are available from Administrative Services forwarded to the Payroll Division of the Finance 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, and long-term disability and coverage. City Councilmembers shall be entitled to a three hundred thousand dollar ($300,000) term life insurance (policy under the City's life insurance they are covered for $100,000.00). City councilmember’s dependents can also receive medical, dental, and vision coverage. City councilmembers are

The City contracts with the California Public Employees’ Retirement System (CalPERS) for retirements benefits. City Councilmembers will be enrolled in PERS at the start of their term, and the City pays the councilmember’s contribution which is currently 8%.

If a Councilmember will pay their employee share of contributions until such time the Councilmember no longer serves one term (four years) on the City Council.

A City Councilmember may qualify for a service retirement from CalPERS if the Councilmember is at least 50 years old and has a minimum of five (5) years’ service credit with CalPERS. If the City Councilmember does not meet the CalPERS minimum requirements for a service retirement, the City Councilmember will be allowed to either keep the funds they contributed (employee share) into CalPERS until such time they are not retire, or can withdraw their funds pursuant to CalPERS regulations. If the City Councilmember is 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 a service retirement, the Councilmember can elect to continue medical, dental, and vision, and if they elect coverage coverage through COBRA (as provided by COBRA regulations). The cost(s) for these insurances, they will have to pay the monthly premium(s) would be paid by the City Councilmember.

If a councilmember the City Councilmember is eligible for CalPERS service 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 Councilmember may also be eligible to continue their dental and/or vision. If any of coverage through the City. The cost for this coverage(s) would be paid for by the City Councilmember.

**Key Card and Access to City Hall**

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

- "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 Beverly Hills Municipal Code 7-3-111: Class I Parking Permits, each City councilmember is provided with two Class I permits per vehicle legally registered to them. Class I permits exempt your City Councilmember’s vehicle, while conducting City business, from posted parking regulations including time limit zones, permit parking zones, parking meters and City parking facilities at no charge. Parking is not permitted during street cleaning restrictions or in red zones, no stopping zones, and passenger/commercial loading zones.
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 and parking meter revenue.
- 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: general City administration (policy, legal, finance, human resources, city clerk, intradepartmental administration of public works), information technology, capital assets (governmental capital assets excluding infrastructure assets and the City’s fine art collection) and related maintenance and financing, graphic arts, reprographics, cable television, liability insurance, workers’ compensation insurance, unemployment insurance and employee benefits. Rentals, vehicle maintenance and replacement. Charges 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. Charges for general administration are based on the number of personnel in each department/program. Information technology, graphic arts, reprographics, Cable television, and vehicles are based on actual usage by each department/program. Charges for general liability and workers compensation are based on exposure and past experience.
Chapter 11 - Other City Council Policies

Placing Items on the Agenda

The Council holds Study Session 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 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 as necessary. At the informal Study Session meetings the Council may take any formal binding action upon any resolutions, ordinance, or other action required by law on items presented 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 Study Session Meeting Agenda. Any City councilmember may request an item be placed on a future Formal Meeting Agenda with the consent of the mayor.

• City Staff will develop a Study Session staff report to hold a place for the City Councilmember’s item in the designated City Council meeting agenda packet.

• 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 Council members, 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 Assistant City Managers, City Council Deputy Manager, 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, Vice Mayor, and City Council members.

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:

A. 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.

B. 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.

C. 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.

D. Naming opportunities – The City may consider recognizing outstanding individuals and businesses by naming programs or facilities in their honor.

  o Naming may also be considered in recognition of substantial monetary donation(s) to the City per other policies and guidelines not addressed herein.

  o 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.

E. 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.

  o The City Council may proclaim a day in the honor of the individual or business.

  o 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.

F. 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.

G. 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 Executive Assistant to 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.

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

If the letter is addressed to the mayor and City Council, the Executive Assistant to 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 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 Executive Assistant to 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 Executive Assistant to the City Council Deputy addressed to one or more individual City council members are faxed or emailed to the council member(s) to ascertain if they will respond or staff should respond on their behalf. council members have 48 business hours to respond. After 48 hours, the City council member(s) will receive a call from the Executive Assistant to the City Council Deputy to find out their response intentions.

• If the City council member(s) respond on his/her own, nothing more is done by staff.

• If no response is received from the City council member(s) or the council member(s) decides staff should respond, the Executive Assistant to the City Council Deputy will forward the correspondence to the appropriate 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 council member 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 Executive Assistant to 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 Local, 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 county, state, and Federal officials and as well as 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:

- 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 local, state, and Federal levels and on matters being addressed by neighboring jurisdictions that impact the City of Beverly Hills. The City Council adopts a Legislative Platform, which embodies key legislative themes and priorities for the City. The Platform provides direction for our legislative advocates and City staff as they work to secure clear and strategic initiatives locally as well as in Sacramento, California and Washington, D.C.

At the direction of the City Council Based on the adopted Legislative Platform, 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. Legislative matters which come up during the year, and are not addressed by the Legislative Platform, are taken to the Beverly Hills City Council Legislative/Lobby Liaison Committee. The recommendations of the Liaison Committee are then taken to the City Council for final approval.

Scope:

The United States government, State of California local, state, and federal governments as well as 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:

- In general, the City Council adopts a Legislative Platform each year. The Platform is revised each year to remove obsolete priorities, modify existing priorities, or add new priorities. The initial review of the Legislative Platform is performed by the Department Heads. Additionally, staff in the City Manager’s Office takes into account any direction the City Council may have taken or provided throughout the year to future update the Legislative Platform. It is then presented to the Beverly Hills City Council Legislative/Lobby Liaison Committee for review. The final version is then presented to City Council for further revisions at a City Council Study Session meeting. All recommendations by the City
Council are then incorporated into the Legislative Platform for adoption at a Formal City Council meeting.

- 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; however, from time to time there are issues on a national or international level that may be of interest to the City or its residents. These issues will require approval by the City Council prior to a response being issued.

- 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 or his designee to correspond with the external legislative bodies. Copies of correspondence will be shared with the City Council.

- Annually, City staff from the City Manager’s Office will present the item first to the Beverly Hills 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). Legislative/Lobby Liaison Committee (“Liaison Committee”). The Liaison Committee may take a position of support, oppose, or remain neutral on the topic presented. The item will then be presented to 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 for concurrence. This may occur at a City Council Study Session Meeting as an item requesting direction or it may be placed on those topics and initiatives, as necessary, throughout the year.

- On all other topics, staff, Commissions and other parties or individuals must obtain the Formal Session meeting on the consent calendar. City Council authorization must be obtained prior to developing and transmitting 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 by City staff and where appropriate, from the City’s state/federal lobbyist. When possible, representatives of both positions will be invited to attend and present at the meeting.

- 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. This applies only to items that are not contained within the Legislative Platform.

- 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. All correspondences will be reviewed by the City Manager and/or his designee prior to submitting the correspondence to the Executive Assistant to the City Council for the Mayor’s signature.

- Copies of correspondence conveying the City’s position on legislative matters will be copied to the City Council. Additionally, a copy of the correspondence will be placed on the City’s website.
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.

A. Any resident of the City of Beverly Hills who provides volunteer services to the City where such volunteer services are related to City activities may be eligible to receive an honorary title. The honorary title must relate to the volunteer services that the resident is engaged in and such volunteer services must be related to City activities, events or programs.

B. The City Council, upon a majority vote, may designate upon such resident an “honorary” 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.

C. The honorary title is only active for the time in which the recipient is actively engaged in volunteer services as described above. If the recipient is no longer engaged in such volunteer services, as is determined by the City in its sole discretion, the honorary title automatically becomes null and void and no action is required by the City Council to render the title void. If the Recipient’s honorary title becomes void or is otherwise revoked by the City Council, the recipient may no longer use the honorary title, including the use of the title in business cards, stationery and other identifying material, or for any other use.

D. An honorary title shall be used for identification purposes and for such other legitimate purposes related to the City volunteer activities that the recipient conducts.

E. The recipient has no authority to enter into any contracts with third parties or bind the City in any way, including establishing City policy whether or not such policy is related to the Recipient’s volunteer activities.

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

G. The recipient is not eligible for, nor shall the recipient receive, any benefits offered to City employees, elected officials, appointed commissioners or other public officials, including but not limited to medical benefits, identification cards, parking permits, etc.
H. While engaging in activities related to the **Recipient's** 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.

I. 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.

J. Official City business cards are provided solely to members of the City Council, City Treasurer, and public officials (including appointed Commissioners and City staff). The recipient may develop business cards or private stationery as long as the business cards, letterhead and/or stationery (which reflects their honorary title) does not include the Beverly Hills shield or seal, so as not to imply that the recipient is employed or serve as a public official of the City.

K. Any letterhead, stationery or business cards developed for use by the recipient must be approved in advance of printing by the City’s Communications Division in the Policy and Management Department.

L. A recipient shall be provided a copy of this Policy and shall agree in writing to abide by the terms of the Policy. This Policy shall apply to all persons who have received an honorary title beginning January 1, 2008.

**Quasi-Judicial Hearings**

The order for quasi-judicial hearings before the City Council is as follows:

1. Chair opens public hearing
2. Councilmembers report any ex-parte communications
3. Staff presentation
4. Testimony from members of the public who wish to leave
5. Applicant team
6. Testimony from members of the public who stayed to listen to the Applicant's presentation.
7. Legislative Advocates (pro and con)
8. Applicant rebuttal or response
9. Public rebuttal or response
10. Chair asks applicant if it would like to rebut or respond to any new issues or evidence brought up by the public. If applicant does not wish to speak further on any new issues or evidence, then proceed to #12 (Council questions).

11. If applicant speaks again, Chair asks the public if they would like to rebut.²

12. Council Questions

13. Hearing is closed

14. Council Comments and Deliberations

15. Motions

² After the public speaks, Chair should repeat steps 10 and 11 until applicant or the public indicates that they have had an opportunity to speak on all issues or evidence raised at the hearing. This process of rebuttal will repeat itself until one party or another has nothing to rebut.
Attachment 2
CITY OF BEVERLY HILLS
CITY COUNCIL
POLICY AND OPERATIONS MANUAL

Revised July 2020

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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 these 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 34,627 in 2019 (source: California Department of Finance, Demographic Research Unit 2010 Census Benchmark). 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
1953-1957 Leonard K. Firestone, Industrialist
1957 1964 Hugh W. Darling – Mayor 1960-61, Attorney
1957-1958 Mendel B. Silberberg, Attorney
1958-1961 Lon A. Brooks, Attorney
1960-1962 Robert M. Dulin, Attorney/Judge
1961-1962 Lawrence G. McNeil, Businessman
1962-1964 Eugene W. Gunther – Mayor 1963-64, Businessman
1970-1974 Phyllis Seaton – Mayor 1973-74, Civic Leader
1972-1984 Charles Aronberg, M.D. – Mayor 1974-75, 1979-80, Physician
1982-1986 Annabelle Heiferman – Mayor 1984-85, Civic Leader
1984-1988 Charlotte Spadaro – Mayor 1986-87, Attorney
1988-1992 Bernard Hecht, Business Executive
2001-2009 Linda J. Briskman – Mayor 2005-06, Civic Leader, Business Executive
2005-2009 Frank Fenton – Mayor 2009 (2 weeks), Business Executive
2007-2011 Nancy Krasne – Mayor 2009-10, Civic Leader
2009-2016 William Warren Brien, Mayor 2012-2013, Physician
2009- John Mirisch – Mayor 2013-14, 2016-17, and 2019-20, Entertainment Executive
2011- Lili Bosse, – Mayor 2014-15 and 2017-18, Civic Leader
2011- Julian Gold, M.D. – Mayor 2015-16 and 2018-19, Physician
2016-2017 Kathy Reims, Civic Leader
2017- Lester J. Friedman, – Mayor 2020-21, Attorney
2017- Robert Wunderlich, PhD, Economic and Business Consultant
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.
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: 16”
- Elevation: 125’ to 1500’ above sea level
- Number of Full-Time Employees: 825
- Number of Part-Time Employees: Approximately 300
- Population: 34,627 (2019 – Source: California State Department of Finance, Demographic Research Unit 2010 Census Benchmark)
- Active Registered Voters: 21,544 (09/2019)
- Assessed Valuation (Total Secured):

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<tr>
<td>2000</td>
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School District: Beverly Hills Unified School District, 255 South Lasky Dr.
- Beverly Hills High School. 241 Moreno Dr.
- Beverly Vista Middle 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. 3rd St.
Water Services 345 N. Foothill Rd.

FIRE DEPARTMENT
Headquarters Station 445 N. Rexford Dr.
Station No. 2 1100 Coldwater Canyon Dr.
Station No. 3 180 S. Doheny Dr.

LIBRARY & COMMUNITY SERVICES 444 N. Rexford Dr.
Beverly Hills Public Library 444 N. Rexford Dr.
Roxbury Book Nook 471 S. Roxbury Dr.

PARKS AND 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.
Greystone Mansion 905 Loma Vista Dr.

PARKS
Coldwater Canyon Park 1100 North Beverly 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
Beverly Hills Community Dog Park 344 N. Foothill Rd.
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 Cañon Gardens 241 N. Cañon Dr.

Parking Structures and Sites
1. Crescent Drive (self park) 450 N. Crescent Dr.
2. Crescent South (self park) 221 N. Crescent Dr.
3. Crescent North (self park) 333 N. Crescent Dr.
4. Brighton Structure (self park) 9510 Brighton Way
5. Beverly South Structure (self park) 216 S. Beverly Dr.
6. Rexford Structure (self park) 450 N. Rexford Dr.
7. Beverly - Cañon 439 N. Cañon Dr.
8. Beverly-Cañon Gardens Structure 438 N. Beverly Dr.
242 N. Beverly Dr.
241 N. Cañon Dr.
9. La Cienega Structure (self park) 321 S. La Cienega Blvd.
10. Bedford Structure (self park) 461 N. Bedford Dr.
11. Camden Structure (self park) 440 N. Camden Dr.
12. Beverly North Structure Lot 345 N. Beverly Dr.
13. "SM-1" Structure (metered) 485 N. Beverly Dr.
14. "SM-2" Structure (metered) 485 N. Rodeo Dr.
15. "SM-3" Structure (metered) 485 N. Camden Dr.
16. "SM-4" Structure (metered) 485 N. Bedford Dr.
17. "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 provides advise and consent for the hiring of Department Heads. The City Council is responsible for appointing four 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 provides advice and counsel on all legal matters before the City and City 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 the City Council including preparation of City Council meeting agendas in coordination with the City Manager. The Beverly Hills City Clerk is a City Council appointed position. The City Clerk’s duties are to maintain official city records, administer the election process, ensure compliance with the Brown Act and noticing requirements, to file campaign and economic interest statements, administer the City’s commission appointment/reappointment process, act as the filing officer for all reports under the State’s Political Reform Act, accept claims and legal process against the City, and response to public records request. The City Clerk’s office is often the first point of contact for the public.

**City Auditor**
The City Auditor examines and evaluates City activities to assist the City Council to effectively discharge their duties. The Office of the City Auditor is an independent office that reports to and is accountable to the City Council. The City Auditor is authorized to conduct financial and performance audits of all departments, offices, boards, commissions, activities, and programs of the City. The City Auditor provides independent, objective, professional analysis and reporting to the City Council. Specifically, the City Auditor identifies and proposes audit topics; conducts audit planning and fieldwork; and reports the results of performance audits completed under Government Auditing Standards and in accordance with the laws of the City of Beverly Hills.
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. As of March 2017, the City no longer holds independent stand alone elections. The City of Beverly Hills now consolidates municipal elections with the Los Angeles County Registrar-Recorder/County Clerk’s office. Since Los Angeles County is now administering the election, the City plans to revise the installation dates to take place on the first Tuesday of April.

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 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, between the Vice Mayor and the City Manager, is the Councilmember that follows in seniority behind the councilmember sitting to the left of the Mayor. Also seated near the dais are the City Clerk and the City Auditor.

**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 City Council execution. The Mayor is the spokesperson for the City 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. (BHMC 2-1-4)

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, City Attorney, and City Auditor
   b. Evaluate performance of City Manager, City Clerk, City Attorney, and City Auditor
   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
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 that are leased to the City for the general benefit of its citizens. In regards to board appointment, State law provides that the Mayor of the City, with the approval of the rest of the City Council, shall appoint five electors as the governing body. Alternatively, the City Council can declare itself as the governing body of The Parking Authority. If the Council is the governing body, the Council can at any time, by resolution, determine that it is no longer the governing body of The Parking Authority, in which event the Mayor, with the approval of the rest of the Council, shall appoint five electors.

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.

Library Board of Trustees

City Ordinance No. 07-0-2537 established the City Council as the Board of Trustees for the Beverly Hills Public Library. The designation is a legal requirement of the State Education Code. Under this arrangement, the City Council is convened as the Beverly Hills Library Board of Trustees at least once per year to review the state of the library for the year ending the preceding June 30th.

Disaster Council

By State Law each City must establish a Disaster Council. The Council readopted the Emergency Service Ordinance (No. 07-0-2521 eff. 8-10-2007) in July 2007, which revised the original ordinance adopted in 1988. The ordinance establishes the City Council as the Disaster Council and establishes the duties of the City Council which includes:

- Developing and recommending for adoption:
  - Emergency and mutual aid plans,
  - Agreements,
  - Ordinances and resolutions, as well as
  - Rules and regulations as necessary.

- The ability to register or designate or delegate the act of registering disaster service workers and to direct the activities of the disaster service workers within the City through the adoption of the emergency plan.

The emergency plan delegates to City staff the authority to direct the activities of disaster service workers during a local emergency, state of emergency, or state of war emergency. The Disaster Council will meet upon the call of the Mayor or, in such person's absence from the City or inability
to call such meeting, upon the call of the Vice Mayor. The Disaster Council will also have such other powers, duties, and responsibilities pursuant to the provisions of article 10 of the California emergency services act

**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 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 the City’s expense. Such conferences and meetings include economic development missions with the Beverly Hills 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 the Beverly Hills 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
- Arts & Culture Liaison
- Audit and Finance Committee
- Charitable Solicitations Commission
- Community Charitable Foundation
- Design Review Commission Liaison
- Health and Safety Commission Liaison
- Human Relations Commission Liaison
- Legislative / Lobby Liaison
- Litigation Committee
- Planning Commission Liaison
- Public Works Commission Liaison
- Recreation & Parks Commission Liaison
- Charitable Solicitations Commission Liaison
- Sunshine Task Force
- 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.


**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.

**Joint Powers Agreement with Beverly Hills School District** - Expands City programming and community recreational use by allowing use of school facilities, including fields, swim/gym, and classrooms.

**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 desktop computer, laptop computer, and/or tablet along with standard business software. When individual councilmembers have completed their term of office, IT staff will retrieve City computers, tablets, 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: study and formal session meetings.

Study Session Meetings - The Council holds study session meetings in the City Council Chamber of the City Hall typically 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 not conducted on such holiday but is held at the same hour on the next succeeding Tuesday.

Formal Meetings - The Council holds formal meetings in the City Council Chamber of the City Hall typically 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, in general, is held at the same hour on the next succeeding Tuesday.

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. study session or formal 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 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.

**Liaison Meetings** - The Mayor assigns City Councilmembers on an annual basis to serve as Liaisons to Commissions or other City Committees. The City Councilmembers assigned to the Liaison Committees and Commissions provide recommendations to staff and Commissions on projects and/or provide direction on assignments prior to the item appearing on a City Council Agenda.

**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.

**Quasi-Judicial Hearings**

The order for quasi-judicial hearings before the City Council is as follows:

1. Chair (the Mayor) opens public hearing
2. Councilmembers report any ex-parte communications
3. Staff presentation
4. Testimony from members of the public who wish to leave
5. Applicant team (including Applicant’s hired Legislative Advocate)
6. Testimony from members of the public who stayed to listen to the Applicant’s presentation.
7. Legislative Advocates (pro and con)
8. Applicant rebuttal or response
9. Public rebuttal or response
10. Chair/Mayor asks applicant if it would like to rebut or respond to any new issues or evidence brought up by the public. If applicant does not wish to speak further on any new issues or evidence, then proceed to #12 (Council questions).
11. If applicant speaks again, Chair/Mayor asks the public if they would like to rebut.¹
12. Council Questions
13. Hearing is closed
14. Council Comments and Deliberations
15. Motions

¹ After the public speaks, Chair should repeat steps 10 and 11 until applicant or the public indicates that they have had an opportunity to speak on all issues or evidence raised at the hearing. This process of rebuttal will repeat itself until one party or another has nothing to rebut.

The Council wishes for all Commissions to adopt this same as procedure for quasi-judicial hearings.

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. Members of the public may also send Text messages on any City-related topic to 310-596-4265. City staff will acknowledge receipt of the text message within one business day; however, resolution of issues may take longer.

Organization of Formal City Council Meetings

¹ After the public speaks, Chair should repeat steps 10 and 11 until applicant or the public indicates that they have had an opportunity to speak on all issues or evidence raised at the hearing. This process of rebuttal will repeat itself until one party or another has nothing to rebut.
(Beverly Hills Municipal Code 2-1-3)

A. Roll call
B. Presentations
C. Oral communications
   i. Audience Comments
   ii. Report from City Attorney on Closed Session Items
   iii. Report from the City Auditor
   iv. Report from the City Manager
   v. City Councilmember and Committee Reports
D. Parking Authority Consent Calendar
E. City Council consent calendar
F. Public hearings
G. Continued and new business
H. Commission synopses
I. Other business
J. 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 Chapter 11 - Other City Council Policies 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 twelve 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 so they can fulfill their responsibilities as legislated in the City's 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 has concluded. The synopsis provides a snap-shot of the Commission’s business for the City Council. It is included in the City Council's Formal Meeting packet at the earliest available opportunity.

Current Commissions

Architectural Commission

- Five 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.
- Advises the City on 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.

Arts & Culture Commission

- Five members.
- Staff support provided by the Community Services Department.
- Advisory to the City Council on matters pertaining to the enrichment of the community through fine arts, visual arts, performing arts, digital and media arts, arts education, and community cultural activities, education and events.
- Promotes arts and culture activities of and in the City to broaden the opportunities for residents and visitors participation in the arts.
- Serve as an advocate for cultural activities, community cultural programs and events within the City.
• Foster public and private partnerships for providing arts and cultural programming, including enhancing and expanding community cultural events by involving artists, art galleries, fine and visual arts, performing arts, digital and media arts, literary arts and creative arts organizations, the creative community, residents and the business community.
• Promote access to the highest quality arts and cultural opportunities possible.
• Encourage the integration of cultural programs and community cultural events into fabric of the City to improve the quality of life for City residents and welcome visitors to the world-class Beverly Hills experience.
• Encourage and support arts education programs in the community and schools including docent programs or similar.

Charitable Solicitations Commission

• Five members.
• Staff support provided by the Police Department.
• Ensures the compliance of charitable organizations soliciting donations or funds from Beverly Hills residents.
• Protects our community from fraudulent, fictitious or otherwise unscrupulous solicitations through monitoring and obtaining BHMC compliance.
• Regulates the issuance of solicitation permits, reviews financial statements provided by the charities, and maintains a dedicated website for the public to obtain information regarding permitted solicitations.

Cultural Heritage Commission

• Five members.
• Staff support provided by the Community Development Department.
• Inspect, investigate, and recommend for designation to the City Council on landmarks, historic districts, and other points of cultural significance.
• Review a City-wide Survey of Historic Resources, which is periodically updated, and other Surveys on a case-by-case basis, and recommend adoption of the Survey conclusions by the City Council.
• Compile or cause to be compiled and maintained a Local Register listing and describing all designated Landmarks, Historic Districts and Contributing Properties within the City.
• Compile or cause to be compiled and maintained a List of Local Master Architects.
• Conduct studies and evaluations of applications or proposals seeking the designation of potential Landmarks and Historic Districts, make determinations and recommendations as such appropriateness for consideration of such applications, and make any preliminary or supplemental determinations or conclusions.
• Develop designs for suitable signs, plaques or other markers, that may be placed, at private expense, on or near a designated Landmark, Historic District or Contributing Property, indicating that the Resource has been designated as such.
• Review and approve applications for Certificate of Appropriateness and Certificates of Hardship, as applicable.
• Review and make recommendations to the City Council on Mills Act contracts.
• Upon request, advise the City Council, City departments, and City Commissions the significance of historic resources, as defined by the California Environmental Quality Act (CEQA); and recommend to the City Council, City departments and City Commissions appropriate action in compliance with the City's adopted CEQA procedures.
• Upon request, review and make recommendations to the Planning Commission on zoning and general plan amendments related to preserving Historic Resources.
• Develop a program to celebrate Historic Resources, and recognize outstanding maintenance, rehabilitation, and preservation of Landmarks, Historic Districts and Contributing Properties.

**Design Review Commission**
• Five 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.

**Health and Safety Commission**
• Five members.
• Staff support provided by the Policy and Management Department.
• The Health and Safety Commission shall strive to maintain and improve the overall health and safety of the community in accordance with its purposes and responsibilities. The Commission shall have the following purposes and responsibilities:
  • Increase Public Awareness: Promote and broaden community awareness of health and safety issues, including issues of public health and welfare, healthy lifestyles, mitigation of safety risks and hazards, the importance of disaster preparedness (hereafter "health and safety issues") and encourage citizen participation in efforts aimed at promoting health and safety issues.
  • Inform The Public: Educate and inform members of the community regarding health and safety issues and risk avoidance through various means, including, but not limiting to, public discussion, website publications and postings, community outreach, sharing of information and by assisting at and supporting City sponsored activities and programs which promote health and safety issues.
  • Provide A Public Forum: Provide the community with a public forum within which members of the general public can discuss and/or comment on health and safety issues.
  • Provide Recommendations: Recommend strategies aimed at improving the health and safety of the City, including as directed by the City Council, or as requested by members of the general public, and/or which relate to health and safety issues.
  • Support Efforts Aimed At Disaster Preparedness, Prevention, Mitigation, Response And Recovery: Support the work of all City departments before, during and after a medical, natural or manmade disaster, and strengthen ties with the community's disaster related stakeholders.
  • Recognize Achievement: Honor individuals, businesses or groups that have demonstrated leadership in the field of health and safety, have promoted health and safety issues and/or have otherwise made a contribution to the missions of the Health and Safety Commission.

**Human Relations Commission**
• Five 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**

- Five 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, absent an appeal to the City Council. The Commission is the final authority over a variety of discretionary development applications. These applications include: Subdivision applications, Conditional Use Permits, and Development Plan Review Permits as well as 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 a review panel for state and federally mandated programs.

**Public Works Commission**

- Five members.
- Staff support provided by the Public Works Department.
- Advises and makes recommendations on matters relating 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.
- Recommends utility rate structure changes.
- Recommends public works capital improvement program budget items.
- Conducts public outreach for such programs as water conservation, refuse recycling, and graffiti removal.

**Recreation & Parks Commission**

- Five 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 Mansion and Gardens.
- 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 regarding Capital Improvement Program projects for Recreation & Parks improvements.
• Provides counsel on proposed user fees for use of City facilities and programs.

Rent Stabilization Commission
• Six members.
• Staff support is provided by the Community Development Department.
• The Commission makes recommendations to the City Council concerning matters related to the City’s Rent Stabilization Ordinance and performs any other functions that may be designated by resolution or motion of the City Council.

Traffic and Parking Commission
• Five members.
• Staff support provided by the Community Development Department.
• Act as advisory to the City Council in all matters which relate to parking and traffic.
• Advises the Transportation/Engineering Official and the Police Chief as to ways and means to improve general traffic conditions in the City.
• Prepares and coordinates with the Planning Commission, and recommends to the Council for adoption, a comprehensive long range plan relating to transportation, traffic, and off-street and on-street parking in the City.
• Performs such other duties relating to traffic and parking matters as may be referred to it by the Council, other Commissions, and the Transportation/Engineering Official.
• 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 the City 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 – two month application period begins.
- Publish notice in local papers.
- Post on cable TV.
- Mail notice to Team Beverly Hills current members and alumni.
- Commissioners encouraged to recruit applicants.
- Use of the City's social media platforms.

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 Council members, 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 three applicants for one vacancy.
  - Minimum of five applicants for two 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 Council members are chosen using the Commission Liaison list or a rotation of Council members to be determined.
  - Chair & Vice Chair of the Commission on which vacancy exists.
- Confirm interview dates/times:
  - City Clerk provides interview schedule and copies of applications to the City Council as well as the 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 Clerk 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 the City Council Formal Meeting 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 Councilmembers, or members of the Commission on which the vacancy exists, to lobby for appointment.

Two and a Half Months in Advance (application review/interview period)
- Close application filing period IF:
  - Minimum of three applicants for one vacancy.
  - Minimum of five applicants for two 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 and Vice Chair of the 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 Clerk 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, or Earlier (Appointment Period):
- Commission appointment is placed on the City Council Formal Meeting 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, City 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 the City Council Study Session Agenda
- If any City Councilmember wishes further discussion of the recommendation, attendance or voting recusal record, the issue will be agendized for public discussion.
- If no City Councilmember seeks further consideration within 30 days of notice, the reappointment will automatically be placed on the City Council Formal Meeting 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 the City Council Formal Meeting agenda.
- Councilmembers vote on ballots provided by the City Clerk, including the names of all applicants who have been interviewed.
- City Clerk announces results.

**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, City 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 meets once a month, and a Commissioner misses three (3) regular meetings during a twelve (12) month period, then the Commissioner shall meet with an ad hoc committee appointed by the Mayor to discuss the reasons of the absences. If the ad hoc committee believes such absences will continue, then the item will be placed on a City Council agenda for consideration. At its sole discretion, the City Council may:
  - Excuse the absences and appoint a temporary Commissioner if the absences are due to illness.
  - Remove the Commissioner and appoint a temporary Commissioner until such time a new Commissioner can be appointed.
- If the Commission meeting occurs at least twice a month, and a Commissioner misses four (4) regular meetings in a twelve (12) month period, then the same protocol mentioned above will apply for possibly replacing the Commissioner.
- Membership shall terminate automatically if a member ceases to reside in the City, unless residency 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, 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.
- In the event of a Commissioner vacancy due to resignation or termination, the City Council liaisons to the affected commission shall recommend a former Commissioner until such time as a new Commissioner is appointed to fill such vacancy, subject to City Council approval.
- When starting to recruit for a vacancy, the City Clerk is to notify the Public Information Manager 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. The City Manager coordinates with Council appointed positions such as the City Attorney, City Clerk and City Auditor.

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 ensure 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 several other functions including: communications, economic development, legislative advocacy, management of the City’s real estate portfolio, 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 Economic Sustainability Plan; Economic Impact Reports of Special Events; 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.

Legislative Advocacy
At the direction of the City Manager and City Council, staff in the Policy & Management Department administer the City's legislative advocacy efforts at the local, regional, state, and federal level. Staff also coordinates and conducts meetings with elected officials or their key staff at the county, state, and federal level to advocate for the City’s legislative position on a variety of issues which may include attendance by the Mayor or other City Councilmembers.

Each year, the City establishes a Legislative Platform (“Platform”) which embodies key legislative themes and priorities for the upcoming year. The Platform provides direction for the City’s legislative advocates and City staff as they work to secure clear and strategic initiatives locally as well as in Sacramento, California and Washington, D.C. City staff work cohesively with the City’s state and federal lobbyist to identify legislation introduced in Sacramento and Washington, D.C., which will have an impact on the City. Staff will advocate on behalf of the City Council for issues of importance to the City in person, over the telephone, or in writing. Staff will provide support to the Mayor and City Councilmembers should they prefer to perform the legislative outreach and advocacy on behalf of the City.

Real Estate Management
The City owns an extensive portfolio of properties leased to commercial tenants for investment purposes and public benefit. Many properties are located in the Business Triangle and the vicinity of the 3rd Street and Foothill Road intersection. The wide range of spaces includes several restaurants, multiple office buildings, ground-floor retail locations, several telecommunications sites, ground leases, a small newsstand, a small concession shop, and more.

The Office of the City Manager leads all negotiations for lease and acquisition of real property and manages property management and lease administration activities between the Public Works Department and the Finance Department.

Office of Emergency Management, Resilience, and Recovery
A “Resilient Beverly Hills” is about planning and preparing to build the City’s capacity to handle today’s challenges and tomorrow’s emergencies and disasters. This office is responsible for strengthening, in conjunction and collaboration with all City Departments and stakeholders, the City’s ability to prepare for, mitigate against, respond to and recovery from any disaster or emergency. This office coordinates a multiple of City Health and Safety related matters and serves as the liaison to the Health and Safety Commission. This office also serves as the ADA and Title VI Coordinator and completes a multiple of
other special projects that strengthen the capacity of individuals, the Community, businesses, and systems to survive, adapt, and grow day to day as well as no matter what kinds of chronic stresses and acute shocks are experience.

Filming and Special Events is also found in this office which is responsible for the coordination, logistics, and issuance of filming, special events, and still photography permits for the City at large and City parks (except Greystone Estate) as well as coordination, management and logistical support to many other events. Filming and Special Events are also responsible for maintaining the Citywide calendar, scheduling for street pole banner displays throughout the City and managing logistical details for City sponsored events in order to provide an exceptional experience to the Community and visitors alike.

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 reports 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, 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 as required to evidence their decisions. Finally, the City Attorney’s office is responsible for representing and appearing or hiring attorneys to represent and appear 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 administers the municipal elections process; 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.

City Auditor

The Office of the City Auditor is an independent office that reports to and is accountable to the City Council. Under Beverly Hills Municipal Code Title 2 - Administration, Personnel, and Procedures, Chapter 3, Article 13 Office of the City Auditor, the City Auditor shall have authority to conduct financial and performance audits of all departments, offices, boards,
commissions, activities, and programs of the City in order to determine both independently and objectively whether:

1. Programs and activities have been appropriately authorized and are being conducted and funds expended in compliance with applicable laws;

2. The department and/or staff are acquiring, managing, protecting and using resources, including public funds, personnel, property, equipment, and space economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by this Code, State law or applicable Federal law or regulation;

3. The City, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;

4. The desired result or benefits are being achieved;

5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;

6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and

7. There exist indications of fraud, abuse or illegal acts which require further investigation. (Ord. 17-O-2736, eff. 10-6-2017)

The City Auditor will conduct performance audits of City departments, offices, and agencies in accordance with government auditing standards. The audits may assess internal controls over financial reporting and evaluate how well the City complies with all applicable laws, rules and regulations; achieves stated goals and objectives; reports financial and performance information (reliability); efficiently and effectively uses resources; and safeguards and protects assets.

**Community Development Department**

The mission of the Community Development Department is to guide the planning, building, mobility and preservation of the community. The Department implements the long-range vision of development, safety and preservation of the City. Department staff work closely with the public to ensure buildings are constructed safely and 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 14 FTEs that are assigned to Current Planning, Advance Planning, and Urban Design. The Planning Division supports the Planning, Architectural, Historic Preservation, and Design Review Commissions, four separate decision-making (discretionary) boards mandated by the City Council to oversee current and future private land use and development in the City.

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, View Restoration, Planned Development, Historic Incentives, Open Air Dining 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.

Development Services
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. The Division has a staff of 34 FTEs that are assigned to provide premier customer service for development-related services including plan review, permit issuance, building inspection and record request processing. The focus is on delivering fast and convenient service by coordinating the building, zoning, public works, and fire prevention plan reviews and approvals.

Permit staff are available to answer questions, address concerns, and offer front-end assistance in guiding applicants through the development process. Plan review assists commercial and residential customers in verifying the compliance of building design with federal, state and local laws. Nationally certified Building Inspection staff conducts site inspections on private and City-owned properties to confirm safe and code compliant installations. Development Services also includes records management which is tasked with active project document management, document imaging, and/or “archiving”, and providing public information on all development and property-related records (i.e. zoning, plans, reports, permits, covenants, and other related documents). It also facilitates public access to the department’s services and information using online web technology, telephone or the internet.

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.

Community Preservation
The mission of the Community Preservation is to improve the quality of life in neighborhoods through constituent outreach, education, responsiveness to community concerns, and the fair enforcement of municipal codes. The Division has a staff of 10 FTEs assigned to respond to compliance issues related to property maintenance, nuisances, building and zoning violations, business tax registration, and animal control.

The Division also provides weekend and night time coverage as well as proactive enforcement in both commercial and residential areas of the City. It works closely with Rent Stabilization program to follow-up on complaints of illegal rent increases, evictions and habitability standards issues.

The Community Preservation Division also facilitates a community mediation program at no cost to Beverly Hills residents.

Transportation Planning and Traffic Engineering
The Transportation Planning and Traffic Engineering division has a staff of 7 FTEs that are assigned to provide:

- Traffic & Parking Commission support;
- Regional and sub-regional transportation planning;
- Technical engineering analysis and surveying;
- Community transit services for senior and disabled persons;
- Analysis of development projects for impacts on the City’s roadway system; and
- Recommendations for associated mitigation measures.

Transportation Planning coordinates short and long-term planning of regional transportation initiatives with Westside Council of Governments member Cities and the Los Angeles Metropolitan Transportation Authority; conducts public process for permit parking, valet and traffic calming requests; manages the City’s transit programs, including the Senior Shuttle Dial-A-Ride, Trolley and Taxi Coupon programs; and applies for supplemental grant funding as available.

Traffic Engineering recommends and approves traffic control and street sign requests; analyzes traffic circulation; conducts speed studies for compliance with the California vehicle code; conducts traffic and pedestrian counts; maintains records of accidents; recommends street and alley improvements, including marking/ striping and street/driveway modifications; implements new traffic technology and manages traffic signal synchronization and timing system; coordinates regional bus stops and Congestion Management Program.

Rent Stabilization
The Rent Stabilization Division is responsible for administering the City’s Rent Stabilization Ordinance to ensure the rent control guidelines are properly followed and to educate renters and housing providers about their rights and responsibilities. The Division has a staff of 4 FTEs and 3 part-time employees that are tasked with providing administrative support to the Rent Stabilization Commission and implementing the ordinance which includes: carrying out the rental unit registration process; certifying allowable rent increases; processing all appeals and hearings for rent adjustments applications; and maintaining all records and information related to the city’s rent registry.
The Division works closely with other City departments and programs including Community Preservation to follow-up on complaints of illegal rent increases, evictions and habitability standards issues. The Division staff is available to answer questions, address concerns, and offer one-on-one assistance to renters and housing providers on all ordinance provisions. Staff also administers consultant service agreements for Mediation services, hearing officer services, and the rental unit registration system software.

Community Services Department

The Community Services Department is comprised of four distinct divisions: Administrative Support; Recreation and Parks; Library Services; and Human Services, supported by strong administrative staff who provide a breadth of services in support of ongoing operations. The Community Services Department serves this community in a number of key ways, helping to ensure a great quality of life for the residents of Beverly Hills, and helping to provide a welcoming environment for all of our visitors to enjoy.

Administrative Support Division
This Division is responsible for the coordination and facilitation of the Community Services Department (Recreation and Parks, Library and Human Services) budget process, accounting functions, financial reporting, and purchasing services. The Division assists with monitoring the budget throughout the year, provides reports as appropriate, and assists with planning and review of Capital Improvement projects related to the Department.

The Registration Services Office is responsible for the coordination and monitoring of in-person and online registration and reservations for the Department's classes, camps, special events, tennis courts, etc. This office is also responsible for developing the Department's quarterly brochure, undertaking graphic services for programs and events, supervising employees engaged in performing tasks related to registration service, responding to customer needs, and training employees to effectively perform the duties of revenue collection, daily deposits, etc.

Recreation and Parks Division
Comprised of four key sections, (1) Recreation and Parks programs; (2) classes and park and recreation facility management; (3) community special events and cultural arts and publicity and marketing in support of the full Department, and (4) administrative support for two City Council-appointed Commissions, the Recreation and Parks Commission and the Arts and Culture Commission, this area of the department is focused on the health and well-being of the community we serve.

Recreation and Parks Programs, Classes and Parks/Recreation Facility Management Section
The Recreation and Parks section of the Department includes the operation of two community centers; oversight of park reservations for parties, events, and sports uses; coordination of community programs at school sites; and provides fun, activities, classes and community events for all ages. Many programs and events are provided by this section, including summer camps, specialty classes, educational programs, and health and fitness activities. Section goals include the provision of innovative and creative recreational programs; activities; and events for the community, meeting a broad variety of needs and interests. Areas of focus
include childcare programs; preschool and early childhood programs; tennis operations; senior adult activities; aquatics; youth and adult sports; and classes.

Responsibilities also include working collaboratively with the Public Works Department to plan, improve, repair, and restore the City’s parks and recreation facilities. The use of volunteers and high quality, well-trained staff and contract vendors help us provide the services this community desires.

**Joint Powers Agreement with the Beverly Hills Unified School District**
The Department’s Recreation and Parks area, manages the Joint Powers Agreement with the Beverly Hills Unified School District, and as a result, provides community activities at schools and community access to school recreational facilities, including fields, swim/gym, and classrooms. The Department manages programs, staff, and contracts which deliver many afterschool programs, camps, and classes using school facilities, like the swim/gym for our aquatics and basketball programs, the fields for youth sports activities, and more.

**Community Special Events and Cultural Arts Section**
The longstanding Beverly Hills Fall and Spring Art Shows, Woofstock along with a comprehensive breadth of music events both in inside and outside venues, like Concerts on Cañon, Music in the Mansion, and the annual holiday event in December each year, are just a few offerings this area of the Department provides. This section also manages the famous Greystone Mansion and Gardens, which includes managing major restoration projects, working with the Friends of Greystone, and coordinating rentals for weddings, receptions and filming. This section also staffs the Arts and Culture Commission and coordinates the logistics of purchasing and placing pieces of fine art work around the City, as well as oversees cultural arts programs.

The City’s Farmers’ Market is offered through the Community Special Events and Cultural Arts Section. The Farmers’ Market is a weekly, outdoor market for farmers to sell their fresh products directly to the community. Working in cooperation with County Agricultural Commissioners around the state, each participating grower must be certified as the actual producer of the products available at the Farmers’ 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.

**Publicity and Marketing**
This section provides assistance and oversight of the entire Community Services Department’s publicity needs, social media outreach, website updates, and other related media and/or marketing services and needs.

**Administrative Services**
This section 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, Arts and Culture Commission, and Human Relations Commission.
Library Services Division
The Library facilitates learning for patrons of all ages, encourages children to develop an ongoing interest in reading, and serves as a literary and cultural center for the community. The Library provides a broad range of materials and services to meet the educational and recreational needs of its patrons.

Public Services
Adult Services assist library users with their informational needs through roaming reference and telephone reference. More detailed searches are handled through the main reference desk, the Ask-A-Librarian email service, and through local history collection research.

Children’s and Teen Services assist children, teens, and caregivers with their information needs, and provide programs and services which are age-appropriate, such as the annual Summer Reading Club, and weekly story times.

Literacy Services help adult learners (ages 18 and over) improve their reading, writing, and comprehension skills. The Literacy program offers one free weekly class and matches adult learners with volunteer tutors through the one-on-one tutoring program.

Outreach Services help spread word of the Library’s services and resources through the community. The Library works closely with the Beverly Hills Unified School District, and other educational groups to arrange class visits and presentations to parents and families. The Library also participates in City and community events, such as the Beverly Hills Farmers’ Market, National Night Out, and Woofstock.

Access Services
Circulation and Passport Services is responsible for patron registration; the check-in and check-out of library materials; reserved books; the collection of fines and fees; shelving and shelf maintenance; passport processing; cleaning toys and maintaining the Family Place Room; and Homebound Services (library materials delivery to resident shut-ins).

Support Services is responsible for collection development, which includes selecting, ordering, cataloging, classifying, processing, and repairing library materials. Support services is also responsible for interlibrary loans, and maintaining the online public access catalog.

Technology Services is responsible for maintaining the library website and social media accounts; assisting patrons with the use of online resources and computers; managing access to public computers; maintaining access to all online subscription databases and other electronic services; and creating promotional materials.

Branch Services is responsible for collection development and management, programming, and staffing at the Roxbury Book Nook.

Human Services Division
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. Additionally, the Division administers the Community Assistance Grant Funding (CAGF) to provide services to the City’s most vulnerable populations. Services include the Changing Lives and Sharing Places (CLASP) Homeless Outreach Team, a Beverly Hills Senior Care Management Program, homeless shelter beds, and mental and physical health services.

The Division also oversees the Citywide Park Ranger program and the Ambassador program. The Park Rangers are responsible for patrolling City parks, community centers and City facilities including the Library and City Hall. The Ambassador Team provides outreach and safety services 24 hours per day, seven days a week in the business triangle, South Beverly Drive and at BHUSD schools.

The Human Services Division also supports the City’s Human Relations Commission, which was 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. The Commission promotes its charge through several initiatives including civility and kindness campaigns and the Tenant Landlord Forum.

Finance Department

The Department consists of Finance Administration, Office of Management, Budget and Revenue, General Accounting, and Purchasing. In order to ensure a financially secure and effective City government, the mission of the Finance Department is to provide sound fiscal analysis, support services, and reporting in an accurate, timely, cost effective, and professional manner to City officials, departments, residents, and businesses.

Finance Administration
Finance Administration is responsible for oversight of the Budget and Revenue administration, General Accounting, and Purchasing divisions, and manages the City's investments. This division is also responsible for major projects such as long-term forecasting, labor negotiations costing, bond issuances and refundings, developing and updating Finance-related administrative regulations and other projects that arise.

Office of Management, Budget, and Revenue
The Office of Management, Budget, and Revenue works with all departments to coordinate and prepare an annual program-based budget, administer major revenues, and review, evaluate, and make recommendations related to City-wide policy issues that may have a financial impact on the City. The budget details the services provided, revenue and expenditure estimates, and projections. Revenue administration is responsible for the administration, collection, and projection of the City’s major revenues and includes: the collection and direct oversight of the City's business and transient occupancy taxes; oversight of property and sales taxes; receipt of payments for utilities and other miscellaneous billing including customer service activities; and operating a telephone
customer service center for the City's utility customers and the administration of contracts with the City's code enforcement prosecutor and the City's tax review and audit service providers.

**General Accounting**

The General Accounting Division is responsible for the accurate, fair presentation, and full disclosure of the City's financial transactions in conformance with Generally Accepted Accounting Principles (GAAP). The Division is also responsible for the issuance of City checks to vendors and employees, the maintenance of City payroll records, payment of all state and federal taxes, and safeguarding of the City’s financial assets.

**Purchasing**

The Purchasing Division is 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 coordinates purchasing related activities with other City departments and outside entities and acts as the control mechanism, making certain that the City’s policies, procedures and codes are upheld.

**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**

The Fire Administration Division provides overall planning, control, leadership, and management of all Fire Department activities and staff support for all programs. The Fire Administration’s functions include strategic planning, departmental communications, data systems and records management systems, departmental safety committee, disaster services planning, budget preparation and administration, training, media relations, grant management, department accreditation, special projects, and general administration.

**Community Risk Reduction**

The Community Risk Reduction Division includes Public Education/Special Events, Plan Check, Code Enforcement, Fire Inspection, and Fire Investigation. The Public Education/Special Events office issues temporary permits and establishes conditions to ensure public safety at large public and City-sponsored gatherings. The Plan Check function ensures all new construction is in compliance with health/safety and fire codes. The Code Enforcement unit is responsible for the enforcement of all local, state, and federal codes related to the safe occupancy of buildings and/or premises. The Fire Investigation unit determines fire cause and origin and investigates criminal actions that may have contributed to a fire.

**Fire Suppression**

Emergency Response Services includes Fire Suppression, Urban Search and Rescue (USAR), and the Suppression/Certification and Training programs. Emergency response services are the foundation of the Fire Department’s overall mission. Emergency response is the rapid and timely delivery of competent emergency services to any incident that threatens or has the potential to threaten life, property, and the environment. Emergency Response Services encompasses fire suppression, physical rescue, Urban Search and Rescue (USAR), all-risk hazard mitigation, and non-emergency calls for
Personnel in this division also provide the staffing for emergency medical services, company-level fire prevention inspections, and comprehensive pre-fire planning.

**Emergency Medical Services (EMS) Division**
Emergency Medical Services (EMS) includes calls for service, program management, and certification and training of response personnel. Emergency Medical Services has become an increasingly important function of the Fire Department, including the Mobile Stroke Unit (MSU) and the Nurse Practitioner Program (NPP). The rapid response of highly-trained paramedics and emergency medical technicians is vital to the survival and recovery of patients suffering from medical emergencies or traumatic injuries. Fire Department responses to medical emergencies are increasing steadily due to increased population density, community demographics, influx of the daytime business population, and visitors. The Emergency Medical Service division is tasked with the rapid delivery of medical aid of all types including basic and advanced cardiac life support. Firefighter Paramedics and Emergency Medical Technicians provide response and care in a manner exceeding recognized standards. The delivery of medical care is provided to all residents and visitors with efficiency, professionalism, and compassion.

**Fire Community Programs**
Fire Community Outreach Programs includes the Community Emergency Response Team (CERT), Employee Emergency Response Team (EERT), Public Access Defibrillator (PAD), and Stop-the-Bleed subprograms. Fire Community Programs are designed to encourage citizens, the business community, and members of the Beverly Hills Unified School District to learn basic emergency skills that will enable them to save lives and protect property. CERT, BERT (Business Emergency Response Team), and Disaster Assistance Response Team (DART) for schools and businesses, help to reduce the City’s response burden in any disaster or large-scale, life-threatening event.

**Human Resources Department**
The Human Resources Department consists of Personnel Administration; Employee and Labor Relations; Employee Recognition; Employee Training and Organizational Development; and Recruitment and Selection. Risk Management is a division of Human Resources which manages multiple programs including employee benefits, leaves, general liability claims administration and tort administration, employee injury and illness prevention, and the City’s workers’ compensation program.

The mission of Human Resources is to be a collaborative and strategic partner, using fair and equitable practices to attract, hire, develop, support, and retain a highly-qualified workforce, and to mitigate liability through effective loss prevention programs.

**Personnel Administration**
Personnel Administration is responsible for overseeing the day-to-day administration of personnel functions, including processing of personnel action forms and administering the pay and benefits for City employees.

**Employee and Labor Relations**
Employee and Labor Relations includes both negotiations and contract administration with all nine (9) employee associations, as well as assisting with employee and labor relations issues.
Employee Recognition
Employee recognition encompasses programs designed to recognize employees for a variety of achievements including their tenure with the City, exemplary performance, and innovation. Programs also include community awareness and outreach projects.

Employee Training and Development
The programs within Employee Training and Development have been designed to facilitate and improve communication, performance, and organizational changes to create a positive culture. These include various areas such as coaching, team building, communication, education, succession planning, mentoring, and leadership programs.

Recruitment and Selection
Recruitment and Selection is responsible for the recruitment, testing, and hiring of City employees, including salary administration.

Risk Management
Risk Management is responsible for the administration of various programs and services, including employee benefits (medical, dental, vision, long-term disability, retirement, etc.); leave programs (Family Medical Leave Act [FMLA], California Family Rights Act [CFRA], reasonable accommodations within the Americans with Disabilities Act [ADA], catastrophic leave, etc.); general liability claims administration and tort litigation management; loss control; employee injury and illness prevention; ergonomic assessments; workers’ compensation program; and reviewing insurance requirements for City contracts.

Information Technology Department

The Information Technology Department consists of three divisions: Information Technology, Cable Television, and Graphics / Reprographics. The Department is recognized among municipalities as a premier provider of technology infrastructure and services. Our mission is to make information available anytime and anywhere.

The Department continues to be a leader among municipal information technology service providers. In partnership with City departments, the Information Technology Department provides strategic vision for effective information systems. Accomplishment of this mission facilitates knowledge sharing and results in satisfied customers.

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 (City Smart, City website, etc.)
• Contract negotiation and administration
• Managing computer hardware and software licensing and maintenance
• Management and administration of contractual services

**Information Technology**
The Information Technology Division 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**
The Cable Television Division 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 the City’s 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.

**Graphic/Reprographic Services**
Graphic Services is responsible for development and production of graphic arts for citywide publications. Graphics also supports City publicity and information campaigns by providing art design services for brochures, invitations, signs, flyers, posters, and banners. 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.

**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 Department**
The Public Works Department plans, constructs and maintains the infrastructure of the City of Beverly Hills, including buildings, streets, utilities and administers activities in the public right-of-way. The department is divided into five major divisions: Project
Administration, Environmental Utilities (Water, Wastewater, Stormwater, Solid Waste, and Sustainability), Engineering (Streets, Trees, Inspection, and Civil Engineering), Facility Operations, and Operational Support.

**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.

**Facility Operations**
The Facility Operations Division is responsible for maintaining all City-owned building facilities, vehicles, parks, and off-street and on-street parking, and parks maintenance. 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 responsible for the maintenance and repair of all City-owned vehicles and equipment. This includes fuel dispensing, vehicle licensing, emergency generators, and vehicle and equipment specification and replacement.

Members of this division are responsible for ongoing maintenance and upkeep of the City’s parks and open spaces. Staff perform landscape maintenance, irrigation, athletic field maintenance, and park equipment maintenance.

**Parking Bureau**
The Parking Bureau 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 Bureau’s responsibilities include maintenance and repair of 2,700 single-space parking meters and 20 multi-space parking meters as well as the collection, counting and revenue processing from this source. Staff members from this division are in charge of the management and operation of the City-owned parking facilities. Services include monthly parking, attendant assisted parking, daily parking vouchers, various private and public special events, and daily parking for the general public.

**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.

**Engineering**
The 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 along with the ongoing maintenance of City trees, streets, traffic signals and street lighting. 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 Engineering Division manages activities in the public right-of-way through the management and inspection of public right-of-way and utility permits. Also, all final tract and parcel maps in the City of Beverly Hills are processed by this division.

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.

Division staff members also manage the maintenance and replenishment of the City’s tree canopy.

**Operational Support**
The Operational Support Division provides support to the operations divisions within the department. This division includes the Administration Bureau, Customer Service Bureau, Personnel and Training Bureau, and Central Stores Bureau.

Staff from this division provide administrative support to the department and Public Works Commission. This division also includes the customer service, procurement, inventory, asset management, and emergency preparedness functions.
CHAPTER 7 - Emergency Operations

Emergency Operations Center (EOC)

Councilmembers have a significant role in the City’s emergency response and recovery structure as well as a vital role in disaster preparedness and mitigation. During and after a disaster, Council actions ensure the continuation of government, influence the community (both residential and business) and directly impact the City’s ability to protect lives, property, and the environment. The City Council’s primary role during a disaster is one of policymaker, communicator, liaison, and spokesperson to the community, outside government agencies, and non-governmental agencies.

Councilmembers should refer to the City’s Emergency Operations Plan and the City Council Handbook for Emergencies and Disasters, which provides an important framework for the overall emergency organization; City Council disaster roles, authorities and responsibilities; and will assist in the disaster related decision-making process.

Additional information, as well as a hardbound copy of the City Council Disaster handbook, can be found in the City’s Emergency Operations Plan. Councilmembers have updated copies of the Plan in their respective offices. A hardbound copy of the Handbook is also found in the City Council’s disaster supply backpack.

The City Council is the senior policymaking body in the City of Beverly Hills. In the event of an emergency/disaster, the City Council is responsible for proclaiming and/or ratifying local emergencies; approving emergency resolutions and orders; hosting VIPs and government officials on tours of affected areas; and providing information to the public in coordination with the Public Information Officer.

The Disaster Job Description, and additional information, is found in both the Emergency Operations Plan and the City Council Disaster Handbook, which outline the City Council roles as well as when, where, and who to report to during and after an emergency.
CHAPTER 8 - Legal Matters and Ethics

The following is an introductory overview of information.

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, Arts and Culture 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 for public comment on closed session items before convening the closed session. After a closed session, the legislative body must reconvene the public meeting and publicly report certain types of actions and the vote on those actions as specified in Government Code § 54957.1.

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 Councilmembers and Commissioners on the Brown Act.
Confidentiality of Closed Sessions

Pursuant to Government Code Section 54963, 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 Councilmember 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 Councilmembers) 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 a four-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 five hundred dollars ($500) 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.]
- The personal finances of the public official and immediate family.

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**

Former Councilmembers and Planning Commissioners are prohibited 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:**

Per Beverly Hills Municipal Code 1-9-203: Prohibition of Certain activities, the following provision apply to city officials, elected officials, and/or Planning Commissioners:

Revolving Door Prohibition:

No former City official, elected official or planning commissioner 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; provided, however, that such prohibition shall only be applicable for the following time periods after leaving City office or employment:

- For City officials and elected officials who leave office or employment on or after October 1, 2016, for a period of four (4) years after leaving City office or employment.
- For Planning Commissioners who are appointed prior to October 1, 2016, for a period of thirty (30) months after leaving City office.
For Planning Commissioners who are appointed or reappointed on or after October 1, 2016, for a period of four (4) years after leaving City office. (Ord. 16-O-2707, eff. 9-30-2016)

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. (Ord. 16-O-2707, eff. 9-30-2016)

Acceptance Of Gifts From Applicant:

Elected officials and City officials 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 any decision to approve a land use matter made prior to October 1, 2016, or for a period of four (4) years from the date of any decision to approve a land use matter made after October 1, 2016, 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). Planning Commissioners appointed prior to October 1, 2016, 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 any decision to approve a land use matter made prior to October 1, 2016, or for a period of four (4) years from the date of any decision to approve a land use matter made after October 1, 2016, 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 for the applicable 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. (Ord. 16-O-2707, eff. 9-30-2016)

Exceptions to Revolving Door Prohibition:

The prohibitions described above shall not apply to the following:

1) 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.

2) 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.

3) Appearances or communications by former City officials, elected officials or Planning Commissioners who are engaged in such activity without compensation.

4) 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. (Ord. 07-O-2535, eff. 12-14-2007)

**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 $785.81 per month. City Councilmembers will receive their compensation via direct deposit. Questions about direct deposit and other options for receiving compensation can be forwarded to the Payroll Division of the Finance 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, and long-term disability coverage. City Councilmembers shall be entitled to a three hundred thousand dollar ($300,000) term life insurance policy under the City's life insurance program. A City Councilmember's dependent(s) can also receive medical, dental, and vision coverage.

The City contracts with the California Public Employees’ Retirement System (CalPERS) for retirements benefits. City Councilmembers will be enrolled in CalPERS at the start of their term, and the Councilmembers will pay their employee share of contributions until such time the Councilmember no longer serves on the City Council.

A City Councilmember may qualify for a service retirement from CalPERS if the Councilmember is at least 50 years old and has a minimum of five (5) years’ service credit with CalPERS. If the City Councilmember does not meet the CalPERS minimum requirements for a service retirement, the City Councilmember will be allowed to either keep the funds they contributed (employee share) into CalPERS until such time they retire, or can withdraw their funds pursuant to CalPERS regulations. If the City Councilmember is not eligible for a service retirement, the City Councilmember can elect to continue medical, dental, and vision coverage through COBRA (as provided by COBRA regulations). The cost(s) for these election(s) would be paid by the City Councilmember.

If the City Councilmember is eligible for CalPERS service retirement, the City Councilmember may purchase medical insurance coverage through CalPERS as allowed by the Government Code and the Public Employees’ Retirement System. The City Councilmember may also elect to continue their dental and/or vision coverage through the City. The cost for this/these coverage(s) would be paid for by the City Councilmember.

Key Card and Access to City Hall

Each member of the City Council is provided with a keycard for access into City Hall. The Human Resources Department provides the form to obtain a keycard and will activate the keycard. The keycard provides access to the following locations:
• “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.

Class I Parking Permits
Per Beverly Hills Municipal Code 7-3-111: Class I Parking Permits, each City Councilmember is provided with one Class I permit per vehicle legally registered to them. Class I permits exempt a City Councilmember’s vehicle, while conducting City business, from posted parking regulations including time limit zones, permit parking zones, parking meters and City parking facilities at no charge. Parking is not permitted during street cleaning restrictions or in red zones, no stopping zones, and passenger/commercial loading zones.
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 percent 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 and parking meter revenue.

- 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 general City administration (policy, legal, finance, human resources, city clerk, intradepartmental administration of public works), information technology, capital assets (governmental capital assets excluding infrastructure assets and the City’s fine art collection) and related maintenance and financing, graphic arts, reprographics, cable television, liability insurance, workers’ compensation insurance, unemployment insurance and vehicle maintenance and replacement. Charges 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. Charges for general administration are based on the number of personnel in each department/program. Information technology, graphic arts, reprographics, Cable television, and vehicles are based on actual usage by each department/program. Charges for general liability and workers compensation are based on exposure and past experience.
Chapter 11 - Other City Council Policies

Placing Items on the Agenda

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 as necessary. At the Study Session meetings the Council may take formal actions on items presented to them.

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.

Policy:

- Any City Councilmember may request an item be placed on a future Study Session Meeting Agenda. Any City Councilmember may request an item be placed on a future Formal Meeting Agenda with the consent of the Mayor.

- City Staff will develop a Study Session staff report to hold a place for the City Councilmember’s item in the designated City Council meeting agenda packet.

- 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.

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 Chief Information Officer 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, Assistant City Manager, or other designee may also distribute these City recognition items if so directed. Proclamations are issued to recognize outstanding community achievements and signed by the Mayor, Vice Mayor, and City Councilmembers.
- 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:

A. **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.

B. **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.

C. **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.

D. **Naming opportunities** – The City may consider recognizing outstanding individuals and businesses by naming programs or facilities in their honor.

   o Naming may also be considered in recognition of substantial monetary donation(s) to the City per other policies and guidelines not addressed herein.

   o 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.

E. **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.

   o The City Council may proclaim a day in the honor of the individual or business.

   o 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.

F. **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.
G. **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 Executive Assistant to the City Council, 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 Executive Assistant to the City Council 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 Executive Assistant to the City Council will fax or email 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 Executive Assistant to the City Council will forward the incoming correspondence to the Deputy City Manager or appropriate City staff member 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 Executive Assistant to the City Council 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 Executive Assistant to the City Council addressed to one or more individual City Councilmembers are faxed or emailed 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 Executive Assistant to the City Council 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 Executive Assistant to the City Council will forward the correspondence to the 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 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 Executive Assistant to the City Council (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 Local, 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 county, state, and federal officials as well as 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 local, state, and federal levels and on matters being addressed by neighboring jurisdictions that impact the City of Beverly Hills. The City Council adopts a Legislative Platform, which embodies key legislative themes and priorities for the City. The Platform provides direction for our legislative advocates and City staff as they work to secure clear and strategic initiatives locally as well as in Sacramento, California and Washington, D.C.

Based on the adopted Legislative Platform, the City Manager or his designee responds to legislative matters that affect the City and/or prepare responses for the Mayor’s signature. Legislative matters which come up during the year, and are not addressed by the Legislative Platform, are taken to the Beverly Hills City Council Legislative/Lobby Liaison Committee. The recommendations of the Liaison Committee are then taken to the City Council for final approval.

**Scope:**

The local, state, and federal governments as well as 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:**

- In general, the City Council adopts a Legislative Platform each year. The Platform is revised each year to remove obsolete priorities, modify existing priorities, or add new priorities. The initial review of the Legislative Platform is performed by the Department Heads. Additionally, staff in the City Manager’s Office takes into account any direction the City Council may have taken or provided throughout the year to future update the Legislative Platform. It is then presented to the Beverly Hills City Council Legislative/Lobby Liaison Committee for review. The final version is then presented to City Council for further revisions at a City Council Study Session meeting. All recommendations by the City
Council are then incorporated into the Legislative Platform for adoption at a Formal City Council meeting.

- 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; however, from time to time there are issues on a national or international level that may be of interest to the City or its residents. These issues will require approval by the City Council prior to a response being issued.

- 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 or his designee to correspond with the external legislative bodies. Copies of correspondence will be shared with the City Council.

- On topics that are not included in the adopted Legislative Platform, staff from the City Manager’s Office will present the item first to the Beverly Hills City Council Legislative/Lobby Liaison Committee (“Liaison Committee”). The Liaison Committee may take a position of support, oppose, or remain neutral on the topic presented. The item will then be presented to the City Council for concurrence. This may occur at a City Council Study Session Meeting as an item requesting direction or it may be placed on the Formal Session meeting on the consent calendar. City Council authorization must be obtained prior to transmitting 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 by City staff and/or the City’s state/federal lobbyist. When possible, representatives from both positions will be invited to attend and present at the meeting.

- 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. This applies only to items that are not contained within the Legislative Platform.

- 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. All correspondences will be reviewed by the City Manager and/or his designee prior to submitting the correspondence to the Executive Assistant to the City Council for the Mayor’s signature.

- Copies of correspondence conveying the City’s position on legislative matters will be copied to the City Council. Additionally, a copy of the correspondence will be placed on the City’s website.

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.

A. Any resident of the City of Beverly Hills who provides volunteer services to the City where such volunteer services are related to City activities may be eligible to receive an honorary title. The honorary title must relate to the volunteer services that the resident is engaged in and such volunteer services must be related to City activities, events or programs.

B. The City Council, upon a majority vote, may designate upon such resident an “honorary” 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.

C. The honorary title is only active for the time in which the recipient is actively engaged in volunteer services as described above. If the Recipient is no longer engaged in such volunteer services, as is determined by the City in its sole discretion, the honorary title automatically becomes null and void and no action is required by the City Council to render the title void. If the Recipient’s honorary title becomes void or is otherwise revoked by the City Council, the Recipient may no longer use the honorary title, including the use of the title in business cards, stationery and other identifying material, or for any other use.

D. An honorary title shall be used for identification purposes and for such other legitimate purposes related to the City volunteer activities, which the Recipient conducts.

E. The Recipient has no authority to enter into any contracts with third parties or bind the City in any way, including establishing City policy whether or not such policy is related to the Recipient’s volunteer activities.

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

G. The Recipient is not eligible for, nor shall the recipient receive, any benefits offered to City employees, elected officials, appointed commissioners or other public officials, including but not limited to medical benefits, identification cards, parking permits, etc.

H. While engaging in activities related to the Recipient’s 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 Recipient’s volunteer services, use business meetings as an opportunity to promote his/her personal business or private interests.

I. 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.

J. Official City business cards are provided solely to members of the City Council, City Treasurer, and public officials (including appointed Commissioners and City staff). The Recipient may develop business cards or private stationery as long as the business cards, letterhead and/or stationery (which reflects their honorary title) does not include the
Beverly Hills shield or seal, so as not to imply that the Recipient is employed or serve as a public official of the City.

K. Any letterhead, stationery or business cards developed for use by the Recipient must be approved in advance of printing by the City’s Communications Division in the Policy and Management Department.

L. A Recipient shall be provided a copy of this Policy and shall agree in writing to abide by the terms of the Policy. This Policy shall apply to all persons who have received an honorary title beginning January 1, 2008.
Attachment 3
AGENDA REPORT

Meeting Date:         December 17, 2019
Item Number:         G-1
To:                  Honorable Mayor and City Council
From:                Cynthia Owens, Policy and Management Analyst
Subject:             CITY COUNCIL POLICY AND OPERATIONS MANUAL
Attachments:         1. Resolution No. 05-R-11816
                      2. Resolution No. 08-R-12612

RECOMMENDATION
Staff recommends the City Council provide input on the City Council Policy and Operations Manual. Any requested modifications made by a City Councilmember during the December 17, 2019 City Council Formal Session meeting, which receives support from a majority of the City Council, will be incorporated into the City Council Policy and Operations Manual prior to its proposed adoption at the January 9, 2020, City Council Formal Session meeting.

INTRODUCTION
On May 7, 2019, the City Council directed the order of testimony for quasi-judicial hearings heard by the City Council and Commissions be amended to allow for public testimony before the Applicant’s presentation and that such revised procedures be included in the City Council Policy and Operations Manual as well as the Commission rules of procedure.

This item presents the updated City Council Policy and Operations Manual for the City Council to review.

DISCUSSION
Background
On March 1, 2005, the City Council adopted Resolution No. 05-R-11816 (Attachment 1), which approved the City Council Policy and Operations Manual (the "Manual"). The Manual contained the City’s Council’s past practices, historical traditions, existing policies at that time, and recently adopted policies.

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Prior to the adoption of the Resolution, there was no single resource available to either new or incumbent City Council members for becoming familiar with the various City Council operating policies and procedures. Policies and procedures for the City Council were oftentimes archived in various ways and in many cases maintained through the historical knowledge of City staff and City Council members.

The intent of the first City Council Policy and Operations Manual was to provide the established policies and procedures all in one, single Manual, which would be a living document for ongoing updates and modifications by the City Council.

As the Manual is a formal document, a Resolution was approved by City Council establishing the Manual. Since 2005, there has been one official Resolution updating the Manual.

In 2008, the City Council recommended staff create a policy regarding the designation of community members with honorary titles. On June 17, 2008, the City Council adopted Resolution No. 08-R-12612 (Attachment 2), which amended the Manual to incorporate “Designation of Honorary Titles” into the document.

Proposed Resolution
At the February 28, 2019 Planning Commission meeting, there were seemingly several members of the public who left the meeting before they had a chance to testify regarding the 100 N. Crescent project. Apparently, the presentation of the staff report and the applicant’s presentation took approximately 1 ½ hours and the members of the public were unable or unwilling to wait to testify. In order to encourage more public participation, Mayor John Mirisch suggested members of the public be allowed to testify after the staff report, but before the applicant’s presentation.

At the City Council Study Session on May 7, 2019, staff presented a revised procedure for conducting quasi-judicial hearings. The City Council directed staff to incorporate this into the City Council Policy and Operations manual and directed all Commissions, which conduct quasi-judicial procedures, to comply with the following procedures:

1. Chair (the Mayor) opens public hearing
2. Council members report any ex-parte communications
3. Staff presentation
4. Testimony from members of the public who wish to leave
5. Applicant team
6. Testimony from members of the public who stayed to listen to the Applicant’s presentation
7. Legislative Advocates (pro and con)
8. Applicant rebuttal or response
9. Public rebuttal or response
10. Chair/Mayor asks applicant if it would like to rebut or respond to any new issues or evidence brought up by the public. If applicant does not wish to speak further on any new issues or evidence, then proceed to #12 (Council questions).
11. If applicant speaks again, Chair/Mayor asks the public if they would like to rebut.
12. Council Questions
13. Hearing is closed
14. Council Comments and Deliberations
15. Motions
The Council wishes for all Commissions to adopt this same as procedure for quasi-judicial hearings.

This information has been to the Manual (see page 24 of Attachment 4).

Additionally, as the Manual was last revised in March 2009, there were many outdated items in the document. Therefore, the Manual was circulated to each City Department for revision. Some of the updates to the Manual include:
- Added anyone elected to the City Council since 2009 to the Manual
- Updated the assessed valuation information for the last several years
- Added the City Auditor and the City Auditor's Office to the Manual
- Removed references to the Administrative Services Department
- Added the Finance and Human Resources Departments in lieu of the Administrative Services Department
- Updated the list of City Commissions
- Updated the descriptions of the City's various departments
- Revised the City's Organization Chart
- Updated the Revolving Door Prohibition to be in line with the current Municipal Code
- Revised the Personnel Benefits section for City Councilmembers
- Modified the section on City Responses to Local, State, and Federal Legislative Action

FISCAL IMPACT

There is no significant financial impact associated with the approval of the City Council Policy and Operations Manual.

Nancy Hunt-Coffey
Approved By