



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

**CITY HALL
455 North Rexford Drive
4th Floor Conference Room A
Beverly Hills, CA 90210**

**Wednesday, July 13, 2016
3:00 PM**

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) Amend Agreement with Block by Block to Include El Rodeo School
- 3) Timeline for Joint Powers Agreement Discussion
- 4) BHUSD Parking during El Rodeo Construction and Shuttle Service
- 5) Adjournment

A handwritten signature in black ink, appearing to read "Byron Pope", written over a horizontal line.

Byron Pope, City Clerk

Posted: July 12, 2016



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least twenty-four hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility.



CITY OF BEVERLY HILLS
HUMAN SERVICES DIVISION
MEMORANDUM

TO: BHUSD/JPA City Council Standing Committee: Mayor John A. Mirisch and Councilmember Julian A. Gold, M.D.

FROM: James R. Latta, L.C.S.W., Human Services Administrator *J.L.*

DATE: July 13, 2016

SUBJECT: Amend Agreement with Block by Block to include El Rodeo School

ATTACHMENT: 1. Proposed program and budget

INTRODUCTION

Beverly Hills Board of Education, in seeking to address student and campus safety at El Rodeo School during its major reconstruction project, would like to fund the extension of the Beverly Hills Ambassador Program to the El Rodeo Campus.

DISCUSSION

The Beverly Hills Board of Education and Unified School District Staff has observed a need to increase safety and security during the El Rodeo School campus construction project, which is scheduled to end in summer 2019.

School District staff approached City of Beverly Hills Human Services Division to propose piloting a program with the Ambassador Team to staff the school with one dedicated Ambassador. The request is for coverage during the school year (38 weeks) during school hours. Beverly Hills Unified School District Staff and Block by Block have formalized the proposed program structure and determined the most effective approach to staff the program is by running it as an extension of the City's Ambassador Program. The El Rodeo Campus Ambassador will be supervised by the Ambassador Program Operations Manager, wear the same uniform, be in communication with the City's Ambassadors via the shared radio frequency and communicate directly to the school district.

The Ambassador's role on campus includes: greeting students and parents as they arrive and depart from school, patrolling school grounds, ensuring fencing is secure, monitoring that contractors wear proper identification, directing visitors to check in with the appropriate office once on campus, communicating with School District Officials and reporting suspicious behavior to School District Officials and Beverly Hills Police Department.

RECOMMENDATION

Staff respectfully recommends the Council Liaisons approve an amendment to the agreement between the City of Beverly Hills and Mydatt, Inc. DBA Block by Block for safety ambassador services at El Rodeo School for an amount not to exceed \$47,898.64

Beverly Hills Unified School District will fully reimburse the City for services rendered to the school district.

FISCAL IMPACT

The amendment to the agreement will not incur any cost to the City. The Board of Education will reimburse the City on a monthly basis for costs to staff the Ambassador at El Rodeo School. The Board of Education indicated that they will likely use funds from the Measure E Construction Bond and that the program will exist through the construction period scheduled to end in the summer 2019.

Attachment 1



BACKGROUND

Block by Block was asked by the Beverly Hills Unified School district to provide costs to have an Ambassador Program for the El Rodeo School. Based on conversations with both the City of Beverly Hills and the Beverly Hills Unified School District, the School Ambassador Program would:

- Function under the current supervisory for the City of Beverly Hills Ambassador Program. The Operations Manager for the existing program will be responsible for all recruitment, training, and management of the program.
- Be equipped with the same uniform as the existing City of Beverly Hills Ambassador Program.
- Have continually communications contact with the other City of Beverly Hills Ambassadors and function on their radio frequency. They will also carry a radio issued by the school district.
- This position will be considered a premium Ambassador Position in order to recruit the best possible individual for the position. They will be paid at a \$2.00 an hour higher wage than the standard City of Beverly Hills Ambassador.

SCOPE OF WORK

Based on conversations with the Beverly Hills Unified School district, the School Ambassador will:

- Patrol the areas around El Rodeo school
- Check to ensure all fences are properly locked and secured
- Ensure all contractors are wearing proper identification
- All visitors to the school check into the appropriate office to visit the school
- Serve as the eyes and ears of School District Officials
- Get to know the parents and students of El Rodeo school and be the friendly face the greets them as they arrive and depart from the school
- Report any suspicious behavior to School District Officials and Beverly Hills Police



SCHOOL YEAR BUDGET

The following budget is based on having an Ambassador only work during the school year, or 38 weeks.

PRICING	Safety Ambassador
Pay Rate	\$ 15.50
FICA	\$ 1.19
WC	\$ 0.87
Liability	\$ 0.40
Unemployment	\$ 1.07
Subtotal	\$ 19.02
Weekly Hours	40.00
Annual Hours	1,520.00
Annual Billing	\$ 28,908.12
Overhead	\$ 6.31
Benefits	\$ 3.85
Profit	\$ 2.33
Bill Rate	\$ 31.51
Weekly Hours	40.00
Annual Hours	\$ 1,520.00
Annual Billing	\$ 47,898.64

BUDGET SUMMARY		
Category	\$	%
Labor	\$ 28,908.12	60.4%
Benefits	\$ 5,858.26	12.2%
Labor Related (background checks, recruiting, awards, etc.)	\$ 625.32	1.3%
Uniforms	\$ 708.89	1.5%
Cell Phones	\$ 800.00	1.7%
Miscellaneous	\$ 400.00	0.8%
Administrative Support (mgmt, travel, postage, etc.)	\$ 7,050.00	14.7%
Profit (8.0% of total)	\$ 3,548.05	7.4%
Total	\$ 47,898.64	100.0%



CITY OF BEVERLY HILLS
COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: City-School District Liaison Members
FROM: Nancy Hunt-Coffey
DATE: July 13, 2016
SUBJECT: Timeline for revised JPA

Councilmember Gold has asked staff to prepare a timeline which will allow for the preparation of a revised JPA by December 2016. Staff proposes that monthly meetings of the liaisons occur between August and December, and that each month the liaisons provide feedback and direction regarding different aspects of the JPA. The proposed schedule and timeline is attached for the liaison's review.

Proposed Schedule for Revised JPA

Proposed timeline: meet monthly to achieve revised JPA by December.

Proposed topics:

August

Security

(e.g. who enforces City permits; emergency management)

September & October

Access and Availability (2 meetings)

(e.g. parking, technology access and coordination, priority order for use of school facilities, etc.)

November

Maintenance & General Provisions

(e.g. repairs, regular cleaning and maintenance, breach, etc.)

December

Final review



CITY OF BEVERLY HILLS
COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: City-School District Liaison Members
FROM: Nancy Hunt-Coffey
DATE: July 13, 2016
SUBJECT: El Rodeo Parking and Shuttle

At a recent City Council meeting, there was a discussion regarding the possibility of having El Rodeo staff and teachers park at the City's Camden lot during the construction at El Rodeo school. The City Council felt that other options, such as the 5 acre parcel along Foothill, should be considered. The liaisons are asked to discuss next steps with this issue. Additionally, the District has asked that the issue of shuttles be discussed.