



City of Beverly Hills

**Health and Safety Commission
Special Meeting**

**December 13, 2010
4:00 PM
City Hall Room 280-A
455 N. Rexford Drive**

***Enhancing the Health and Safety of
Our Community***

A detailed Commission packet is available for review in the Library and City Clerk's Office.



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 seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Conference Room 280-A is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

**CITY OF BEVERLY HILLS
City Hall Room 280-A
455 N. Rexford Drive
AGENDA**

HEALTH AND SAFETY COMMISSION SPECIAL MEETING

December 13, 2010

4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

- Consideration of minutes of November 22, 2010.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

At this time, members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda.

E. REPORT FROM THE CHAIRPERSON

- Mayor's Cabinet Meeting – December 8, 2010.
- Other items of interest.

F. DIRECTOR'S REPORT

- Report from Myra Lurie, Beverly Hills School District Board Member
- Information Only:
 - a) BH Press Release: City Hall, Other Offices to be Closed Dec. 24-Jan. 2.
 - b) Beverly Hills CPR Newsletter – December 2010
 - c) BHUSD FAC Meeting Minutes – August 16, 2010
 - d) BHUSD FAC Meeting Minutes – October 28, 2010
 - e) Press Release – Not Too Late to Vaccinate
- Other Items

G. NEW BUSINESS

1. 2011 Meeting Dates
2. Pedestrian Safety Follow-Up and Implementation of City Bike Lanes
3. Work Plan Item: Enhancing the Neighborhood Watch Program
4. Health and Safety Work Plan 2010/2011 Status and Development of Future Work Plan Items 2011/2012
5. Beverly Hills Community Health and Safety Awards
6. Continuation of Every 15 Minutes Video

H. COMMENTS FROM COMMISSIONERS

Commissioners' brief responses to public comments, questions for clarification, brief announcements, request for information, and brief reports on activities.

I. ADJOURNMENT

**CITY OF BEVERLY HILLS
City Hall Room 280-A
455 N. Rexford Drive
MINUTES**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

November 22, 2010

4:00 p.m.

The meeting was called to order at 4:04 p.m.

A. ROLL CALL

Commissioners Present: Aronberg, Seidel, Setian, Vice Chair Judelson, Chair Landau

Commissioners Absent: Millan, Kopeikin

Staff: P. Mottice Muller, K. Ryan, J. Kahn, D. Chase, G. Barton, J. Latta

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Seidel.

Commissioner Millan arrived at 4:06 p.m.

Commissioner Kopeikin arrived at 4:12 p.m.

C. COMMISSION MINUTES

MOVED by Seidel, SECONDED by Judelson to approve the minutes of the meeting on October 18, 2010, as corrected (7/0)

Ayes: Judelson, Landau, Kopeikin, Aronberg, Seidel, Setian, Millan

Noes: None

Absent: None

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

None

E. REPORT FROM THE CHAIRPERSON

- Mayor's Cabinet Meeting – November 10, 2010 – *No Report Given*
- Other items of interest - *None*

F. DIRECTOR'S REPORT

REPORT FROM MYRA LURIE, BEVERLY HILLS SCHOOL DISTRICT BOARD MEMBER

Ms. Lurie reported that all BHUSD Staff have completed CPR, AED, and First Aid training, and discussions regarding the MTA subway route continue.

Commissioner Seidel noted that at the last Facilities Advisory Committee meeting, the school district's Chief Business Officer Nelson Cayabyab mentioned that he would like a City staff liaison person to serve on the Committee to consult on building issues. Commissioner Seidel stated that only the School Board can appoint individuals to the Committee. Myra Lurie stated that she would ensure that the project manager has the contact information for the City's Building Official, George Chavez.

Commissioner Seidel serves as the liaison to the School District's Facilities Advisory Committee. He does not have voting powers but only serves as a liaison for Health and Safety issues as it pertains to the City. When the City Council voted to support the school district's Measure E Bond the Council stipulated the City must have a Health and Safety Commission liaison appointed to the Committee.

Commissioner Seidel will continue to attend the meetings and provide the City with information from the meetings. In the future, FAC meeting minutes will be put into the Health and Safety Commission's packet.

- Information Only: *No Comment*
 - a) Prenatal Arsenic Exposure Quintuples Infant Death Risk
 - b) December Meeting is December 13, 2010
 - c) Commission Calendar
 - d) CPR Newsletter – November 2010
 - e) Beverly Hills Mosquito & Bee Service Requests
 - f) Reports of pertussis cases in LA County at an all-time high
 - g) For the First Time, Life Expectancy in LA County Exceeds 80 Years
 - h) Local Programs Adapt as FEMA Considers Changes to CERT
 - i) Increase in Rabid Bats Found in LA County Prompts Concern
 - j) Tobacco Permit Update
- Other Items - *None*

G. NEW BUSINESS

1. ROTARY EARTHQUAKE KITS & CPR

Community member Les Bronte spoke to the Commission regarding Earthquake preparedness kits that are for sale through the Rotary Club. Pioneer and Lucerne store will also sell these kits beginning in mid-December.

Kits for families or individuals are available, as well as a list of suggested items which can be added to supplement the kits (e.g. items for infants or small children, pet supplies, medications). Rotary will also keep a list of those purchasing kits, and contact them to let them know when they need to update certain items in their kits such as water and food.

Mr. Bronte also informed the Commission that the Maple Counseling Center's crisis response team has ended its services due to budget cuts. The organization is currently looking into if this service can be continued through another source, especially Beverly Hills CPR.

2. HUMAN RELATIONS COMMISSION ELECTION CIVILITY STATEMENT

Chairperson Dr. Sharona Nazarian and Commissioner Yar Meshkaty from the Human Relations Commission visited today's meeting to discuss the Election Civility Statement. They briefly discussed the purpose of the statement, and requested that the Health and Safety Commissioners utilize their role as community leaders to pass along the message of the Civility Statement to the community.

Commissioner Meshkaty stated that the Human Relations Commission meeting can serve as a forum for anyone who wishes to discuss civility in this community.

3. PRESENTATION ON CERT PROGRAM COSTS

Chief Greg Barton gave the Commission a brief history of the CERT program, and explained the program's curriculum. Chief Barton also provided information on what the costs would be to reinstate the CERT program. He also suggested that costs can

be reduced if modules are condensed and/or utilizing trained community members to teach the modules.

Chief Barton also noted that the Fire Department receives approximately four phone calls each week where people inquire about the CERT program, suggesting that there is still interest in the program.

Commissioners agreed that the CERT program should be re-instated at least to a minimum. Some commissioners agreed to participate in the "train the trainer" program to be able to assist the City in teaching the classes.

4. PEDESTRIAN SAFETY

Transportation Planner Martha Eros attended today's meeting to address the Commission's concerns about pedestrian safety in the city. Commissioner Seidel shared a power point presentation highlighting some areas around the city which cause vehicle and pedestrian hazards.

Ms. Eros agreed to share these concerns with the City's traffic engineer, and will bring these items before the Traffic and Parking Commission in February.

Commissioner Aronberg stated that she would like the issue of pedestrian safety to continue to be an item of concern to the Health and Safety Commission, even though it is not identified as a work plan item for the commission.

Commissioner Millan suggested that pedestrian safety could be a topic for discussion in the upcoming Neighborhood Watch meetings.

5. BULLYING PREVENTION PROGRAM

Commissioner Setian shared with the Commission a character education program which he hopes to implement into the school's curriculum. The program consists of a series of DVD's containing a list of topics which are accompanied by related movie clips as well as a written study guide to be used by teachers to lead a discussion among the students on the given topic.

Some examples of these topics/movie clips were shown to the Commission to give an idea of how the program works.

Commissioner Setian stated that he hopes that this program can be started with high school students, and then have the high school students bring the program to the middle schools.

Commissioners agreed that this innovative program would be beneficial if used in the schools.

School Board Member Myra Lurie stated that this is a valuable program and believes that it can be implemented into the school curriculum.

6. BEVERLY HILLS COMMUNITY HEALTH AND SAFETY AWARDS

Having reviewed each of the nomination forms received, the Commissioners engaged in a discussion about the nominees.

MOVED by Seidel, SECONDED by Judelson to award the inaugural Beverly Hills Heroic Individual Award to community member Les Bronte (7/0)

Ayes: Judelson, Landau, Kopeikin, Aronberg, Seidel, Setian, Millan

Noes: None

Absent: None

CARRIED.

MOVED by Seidel, SECONDED by Kopeikin to award the inaugural Beverly Hills Community Leadership award to the Every 15 Minutes Program and Volunteers (6/0)

Ayes: Judelson, Landau, Kopeikin, Aronberg, Seidel, Setian

Noes: None

Absent: None

Recused: Millan

CARRIED.

Commissioners agreed that there will be a discussion at the December 13th meeting about what exactly will be given to both of the award winners and how they will be notified.

7. CONTINUATION OF EVERY 15 MINUTES VIDEO

This item was tabled to the December 13, 2010 meeting.

8. WORK PLAN ITEM: ENHANCING THE NEIGHBORHOOD WATCH PROGRAM

Officer Don Chase reported that the first Neighborhood Watch Block meeting will be held on January 22nd, 2011 in Neighborhood Watch Zone 8. Future meetings will take place every two months at other locations to be determined. Topics for these meetings will include burglary, the Rotary earthquake kits, the mass notification system, the special needs registry, senior health, internet safety, and pedestrian safety.

Officer Chase noted that advertising for the meetings will include using the Beverly Hills Courier's email blast list as well as the City's cable channel.

Officer Chase will return to the December 13th Commission meeting to work on determining the Commission's role in the upcoming Neighborhood Watch meetings.

- **COMMENTS FROM COMMISSIONERS**

None

- **ADJOURNMENT**

There being no further business, Chair Landau, with the consent of the Commission, adjourned the meeting at 7:10 p.m.

PASSED, Approved and Adopted

This _____ of _____, 2010

Peter Landau, Chair



Office of Communications
City of Beverly Hills
455 N. Rexford Dr.
Beverly Hills, CA 90210-4817
www.beverlyhills.org

For Immediate Release
Date: November 17, 2010
Contact: Therese Kosterman
(310) 285-2456

City Hall, Other Offices to Be Closed Dec. 24-Jan. 2
Sworn Police and Fire Personnel Will Work Regular Schedules

Beverly Hills, CA – Beverly Hills City offices will be closed Dec. 24 through Jan. 2 for the holidays and four days of employee furloughs. The furlough days are among the cost-saving measures approved as part of the FY 2010-2011 budget. The furloughed workers do not include sworn police officers or firefighters, who will work their normal shifts. In addition, staffing necessary for the regular operation of City utilities, trash removal and parking enforcement will continue.

Below are further details of the City closures:

CLOSED CITY FACILITIES: City Hall including the Permit Center, City Clerk, Finance and City Council offices, Greystone Park, the Public Library and administrative offices of Public Works, Police Department and Fire Department.

Loan periods for Library materials due that week will be extended until the week of Jan 3; no overdue fines will accrue during the closure period. Permits required for construction, special events, filming and valet parking during the closure must be issued by Thu. Dec. 23, 2010.

NORMAL OPERATIONS: Police patrols, fire protection, emergency medical response (paramedics), 911 dispatch, commercial and residential waste removal, parking enforcement, City parking structures, the Beverly Hills Trolley, senior shuttles and overnight and daytime parking exemptions will operate normally.

The City's Information Technology services will be operational but users will not receive a response from staff until the week of Jan 3. Those services include Cable TV programming on BHTV10 and BHTV35; the website; online permitting; Ask Bev; BHReg class registration, City voicemail and email; the BHUSD network; Wi-Fi, and the automatic meter reader.

LIMITED OPERATIONS: City parks will be accessible but will have limited staffing, except Greystone, which will be closed. The Community Centers at La Cienega and Roxbury parks will be open during business hours. Tennis operations at La Cienega and Roxbury parks will be open. The Senior Nutrition Program at Roxbury Park will operate normally. All other classes and programs will be closed for the week.

- For emergencies, please call 911.
- Non emergency service requests will be handled beginning the week of Jan. 3, 2011.

For additional information on the furlough closures, go to www.beverlyhills.org/furloughs or call (310) 285-1000.

###

Kathy Ryan

From: Pamela Mottice-Muller
Sent: Wednesday, December 01, 2010 4:22 PM
To: Kathy Ryan
Subject: FW: News from Beverly Hills CPR

From: Beverly Hills CPR [mailto:bhcpr911@gmail.com]
Sent: Wednesday, December 01, 2010 4:20 PM
To: Pamela Mottice-Muller
Subject: News from Beverly Hills CPR



December 2010

Beverly Hills CPR Newsletter

In This Issue

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Quick Links

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[Related Topics](#)

Did you know?

Greetings!

The Beverly Hills CPR Program began in 1977 when volunteers organized to raise funds and coordinate instructors to train members of the community in CPR. A volunteer board, Friends of Beverly Hills CPR, continues to provide direction, plan programs, and raise funds to support our efforts.

Beverly Hills CPR is dedicated to reducing preventable deaths from heart disease, the number one cause of death in the United States. We train as many people as possible in the lifesaving techniques of CPR (cardiopulmonary resuscitation) as well as the use of AED's (automated external defibrillators), first aid and the Heimlich Maneuver. We use volunteers to teach American Heart Association courses for the community as well a healthcare professionals.

As of September 1, 2010, we have trained 87,000 people in these life saving techniques. Whether you just need to brush up on your skills or have never been trained in CPR before, be sure to check out our December class schedule and register for a class so that you can be counted as one of the 87,000 people trained within Beverly Hills this year.

Sincerely,

Les Bronte

Even if CPR is performed, defibrillation with an AED is required to stop the abnormal rhythm and restore a normal heart rhythm.

Join Our Mailing List!

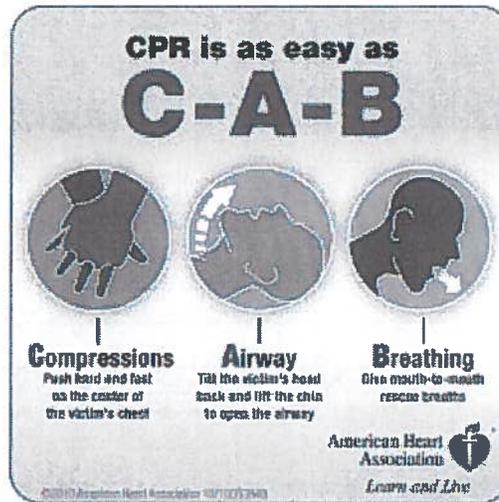
Administrative Coordinator

Beverly Hills CPR

AHA Releases New CPR Guidelines

In case you missed it, here are the 2010 Guidelines for CPR and Emergency Cardiovascular Care are here! To learn about the American Heart Association's recent changes watch the YouTube video below.

2010 Guidelines for CPR



Beverly Hills CPR December Class Schedule

BLS for Healthcare Providers

12/11/2010 @ 9:30am
12/22/2010 @ 6:30pm



Heartsaver CPR/AED

12/11/2010 @ 9:30am
12/22/2010 @ 6:30pm

Heartsaver First Aid

12/11/2010 @ 1:00pm

Friends & Family CPR

12/18/2010 @ 9:00am

Friends & Family Infant CPR

12/18/2010 @ 11:00am

Pet CPR

Call for Schedule

Please be advised that we also offer all of our classes as an online course followed by a short skills test that takes place one hour to each of our regularly scheduled classes.

To obtain more information on class location, pricing, and to register, you can visit our website at www.bhcpr.org

CPR Saves Lives During the Holidays!

Yahoo.com

CPR saves the lives of thousands of Americans every day, and the holiday season is no different. In fact, CPR is the top life saver during this time of year! Make sure that you are prepared for the holidays with training in CPR/AED and First Aid techniques!

It is especially important to know CPR during Christmas and New Year's for a number of reasons. Primarily, weather conditions can quickly turn from good to bad, causing treacherous travel conditions. If one of your loved ones were to experience cardiac arrest, get the breath knocked out of them, or become injured, emergency medical assistance could be delayed. In winter weather, ambulances could take as much as three hours to reach you, leaving your loved one to struggle for life. However, if you have received CPR training, you could be a life saver! Instead of standing around, feeling helpless as your aunt, uncle, child, or spouse lies limp and breathless, you could literally take their lives into your hands!

Second, people eat mass amounts of food at a fast pace during the holidays, especially around the family dinner table during the Thanksgiving and Christmas meals. They may forget their manners, fail to adhere to proper chewing habits, or attempt to talk with their mouths full. For these and many other reasons, choking hazards are at a heightened level during this time of year. What would you do if someone got a piece of turkey lodged in their windpipe? How would you handle the emergency if your brother or sister failed to chew their stuffing adequately? By taking a course in CPR, you will know how to handle the situation, springing into action and saving their lives!

If you have considered taking a CPR course, or if you need to freshen up your skills, there is no better time than now to do so than now. With the holidays, family gatherings, and icy streets at your back door, it is wise to be well prepared for an emergency.

[Click Here](#) to read the full article.

**The National HART Foundation and
Beverly Hills CPR Skills Testing
Sessions Scheduled for BHHS**

Students

On Wednesday December 15th and Thursday December 16th, the National HART Foundation will be returning to Beverly Hills High School, in partnership with Beverly Hills CPR, for the second school year in a row. Over 150 students will be trained and certified according to the requirements set fourth by the American Heart Association during the skills training session scheduled for Wednesday and Thursday, November 13th-14th.

The students enrolled in Ms. Lynch's Health Education classes were sent an electronic web key on Monday November 15th. Each web key contained a unique log in for the students to access the American Heart Association's online web portal. Either assigned as an in-class project or a homework assignment, the online web process introduces the students to the fundamental aspects of CPR, AED, and choking. Although the online web portion only takes about two hours to complete the students are typically given a two week window to complete this task However, given the current holiday season, an additional two weeks were allotted for those who might be traveling or spending time with their families.

Upon completion of the web portal assignment, the NHF along with firefighters, explorer scouts, and emergency medical professionals associated with Beverly Hills CPR will visit Beverly Hills High School for a skills training session. During this step, typically within the students regularly scheduled health class period, the students execute the practical portion of the certification process by demonstrating their CPR skills on their own manikin and AED device while the skills evaluators look on. Upon successful demonstration of CPR and AED use, each student is given a two year certification card through the American Heart Association.



Gene Therapy Shows Potential Against Heart Failure

Research was preliminary and the sample size small, experts note

By: Amanda Gardner
HealthDay Reporter

TUESDAY, Nov. 16 (HealthDay News) -- By substituting a healthy gene for a defective one, scientists were able to partially restore the heart's ability to pump in 39 heart failure patients, researchers report.

"This is the first time gene therapy has been tested and shown to improve outcomes for patients with advanced heart failure," study lead author Dr. Donna Mancini, professor of medicine and the Sudhir Choudhrie professor of cardiology at Columbia University College of Physicians and Surgeons in New York City, said in a university news release.

"The therapy works by replenishing levels of an enzyme necessary for the heart to pump more efficiently by introducing the gene for SERCA2a, which is depressed in these patients. If these results are confirmed in future trials, this approach could be an alternative to heart transplant for patients without any other options," she added.

Mancini presented the results Monday at the annual meeting of the American Heart Association (AHA) in Chicago.

The gene for SERCA2a raises levels of the enzyme back to where the heart can pump more efficiently. The enzyme regulates calcium cycling, which, in turn, is involved in how well the heart contracts, the researchers said. "Heart failure is a defect in contractility related to calcium cycling," explained Dr. Robert Eckel, past president of the AHA and professor of medicine at the University of Colorado Denver.

The study authors hope that, if replicated in larger trials, the gene-therapy treatment could actually delay or obviate the need for heart transplants in patients with heart failure. "There are a lot of treatments for heart failure but at some point patients stop responding and then the prognosis is poor," said Dr. Rita Redberg, AHA spokeswoman and professor of medicine at the University of California, San Francisco. After that, the only option is a transplant.

For this phase 2 study, 39 patients with advanced heart failure were randomly chosen to receive either the gene therapy (through cardiac catheterization) or a placebo. At both six months and a year later, the patients who had received the new gene saw their risk for death, cardiac transplantation, worsening heart failure and hospitalization decline by half. Results were even more heartening at higher doses, where participants had an 88 percent decrease in risk for death, cardiac transplant, hospitalizations and other outcomes, the study authors said.

Redberg cautioned that the study was still preliminary and "requires more investigation." And research presented at meetings isn't subjected to the same level of scrutiny as studies published in peer-reviewed journals.

The study was funded by the Celladon Corp. of La Jolla, Calif.

[Click Here](#) to read the full article.

Ten Heart-Healthy (and low cost) Things to do This Holiday

Published: October 12, 2010

AHA.org,

Learn the state of your heart health. Take the [My Life Check](#) assessment and get your heart score. Find out where you stand with Life's Simple Seven. Aim to improve your score in 2011. Modest improvements will make a big difference!

Track your health factors. Sign up for our free online heart health wellness center, [Heart360](#). Set goals for your 2011 resolutions and monitor your progress.



Get moving. As the days get shorter, weather gets colder and holiday food lingers, many Americans will look for alternate ways to fit in physical activity into their daily routines. Active-play video games can help get you off the couch and moving with the whole family. [Learn more.](#)

Give yourself a gift with this free health makeover. Join [Go Red for Women's BetterU](#) program.

Give a gift that may save a life! Get every member of your family trained in [CPR](#) so you're prepared for guests this holiday season. Take a CPR class, request a CPR anytime training kit or download the Pocket First Aid & CPR mobile phone app!

Throw a holiday dinner party for your family and friends. Make it heart-healthy with these great resources:

- [Recipe Cards](#) - These tasty and health recipes are sure to be a hit at your party: [Cool Cucumber Dip](#), [Red & Green Bell Pepper Boats](#), [Red Wine & Beef Stew](#), [Devil's Food Cupcakes](#)
- [Grocery List](#) - This grocery list includes all the ingredients needed to make the four recipes we listed above. (TIP: Don't forget to look for the heart-check mark when grocery shopping!)
- [Entertaining Tips](#) - If you're a first-time party host, or could use some helpful hints, check out our entertaining tips.
- Make traditional dishes heart-healthy without losing the

flavor! For heart-healthy recipes in Spanish visit [Go Red Por Tu Corazon](#). For other nutrition tips, visit the American Heart Association's online [nutrition center](#).

Volunteer with the American Heart Association. [Contact](#) your local office today.

Honor a friend, colleague or family member who lost their battle with heart disease, or pay tribute to someone who has survived a cardiovascular event with our [memorial and tribute program](#). The online program allows you to create a special Web page.

Give the gift of information to yourself...and someone else! [Sign up](#) for one of our free online e-newsletters and send it to a friend or loved one! Or join the conversation on [Facebook](#) or [Twitter](#).

Shop your heart out! Check out the American Heart Association's [online store](#) for your holiday gifts. Your purchase also benefits the American Heart Association [Click Here](#) to read the full article.

Beverly Hills CPR Contact Info

455 North Rexford Drive

Beverly Hills CA 90210

(310) 281-2753

fax: (310) 550-9277

www.bhcpr.org

contact@bhcpr.org

Check us out on [Facebook!](#)

Beverly Hills CPR is a non-profit organization that relies on donations from the community to keep the program running. Through your generous donation you are helping to save a life.

To make a donation you can reach us at the contact information provided above.

Les Bronte
Administrative Coordinator

Beverly Hills CPR

Forward email

 **SafeUnsubscribe®**

This email was sent to pmottice@beverlyhills.org by bhcpr911@gmail.com.

[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Beverly Hills CPR | 455 N Rexford Drive | Beverly Hills | CA | 90210

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BEVERLY HILLS UNIFIED SCHOOL DISTRICT

FACILITIES ADVISORY COMMITTEE MEETING # 24 August 16, 2010

The regular meeting of the Facilities Advisory Committee (FAC) was held on Monday, August 16, 2010 at 4:00 p.m. at the District Office, Board Room pursuant to written notice as provided by law.

PRESENT

ABSENT

Committee Members:

Ben Alexander

Joel Pressman

Colleen Sternshein

Patricia Garcia

Franny Rennie

Ron Stone

John Millan

Marc Saleh

Tina Wiener

Nooshin Meshkaty

Marilyn Gallup

Ed Brown

Josh Dubin

Damien Bean

District:

Dick Douglas – Superintendent

Alex Cherniss – Assistant Superintendent

Nelson Cayabyab – Chief Facilities Officer

LaTanya Kirk – Interim Facilities

Consultant

Matt Conrad – Administrative Assistant

Prepared by: Matt Conrad (Planning & Facilities Department)

MEETING MINUTES

FAC Members: Please be advised that you have two business days to respond with comments or changes to the meeting minutes or they will be viewed as correct.

CALL TO ORDER – STUDY SESSION

Formally lacking a quorum and with latecomers expected due to presidential motorcade traffic and street closures, the meeting was called to order as a study session at 4:12pm.

ADDRESSING THE COMMITTEE

None.

FACILITIES PRESENTATION – STATE DRIVING AGE

Mr. Conrad presented a memorandum stating that potential changes to the minimum driving age in California are legislative hearsay and that no formal changes are anticipated in the near future. He also provided members with a brochure from the Department of Motor Vehicles outlining current procedures for granting teenagers their driver licenses while Mr. Stone noted that the lack of changes at the state level means that there will be no immediate changes in high school parking needs.

FACILITIES PRESENTATION – TECHNOLOGY STANDARDS

Mr. Cayabyab presented a flyer outlining District technology classrooms which will be reviewed by FAC members and discussed next month. Mr. Bean then asked if any studies substantively demonstrate that technology improves learning and Mr. Cayabyab responded no but that the technology is so new that it hasn't been fully incorporated into classrooms yet. Mr. Pressman noted that some newer technologies are giving teachers instantaneous feedback from students that allows them to tailor the curriculum to gaps in student learning.

CALL TO ORDER – FORMAL MEETING

With several latecomers arriving, a quorum was reached and the meeting was formally called to order at 4:17pm.

APPROVAL OF THE AGENDA

The agenda passed unanimously.

TECHNOLOGY STANDARDS – CONTINUED

Mr. Cayabyab stated that 60 technology classrooms have been approved by the Board under Measure E, 10 per site, at a cost of approximately \$20,000 each. He stated that although they are only putting technology in 60 classrooms he wants to install the power and data runs required to wire all classrooms at a later date for changes in curriculum and technology. Ms. Meshkaty bemoaned the pace of technology upgrades while Mr. Bean noted that wired technology may not be necessary given that next generation wireless may easily cover the whole school and again asked if the technology is proven to improve classroom learning. Ms. Rennie noted that computers are a necessary component of schools today and that new teachers will be trained on the technology and can train other teachers to incorporate it into their own lessons; Mr. Pressman agreed and stated that that has already happened with several teachers at the high school. Finally, Mr. Stone noted that teachers generally want access to technology regardless of usage and that a certain level of technology is necessary to ensure the District's reputation.

APPROVAL OF JULY 29, 2010 MINUTES

Minutes approved with abstention from Mr. Brown, who did not attend the last meeting.

FACILITIES PRESENTATION – SCHOOL CAPACITY

Mr. Stone asked if staff had been able to produce a report outlining the enrollment capacity of each school as Ms. Kirk has already given a presentation outlining student demographics. Mr. Cherniss responded that he did not have those numbers immediately available but could get them if necessary and Mr. Stone agreed to agendaize the matter for next month. Mr. Cherniss noted that this could be a politically charged issue given both permits and open enrollment while Mr. Stone stated that he simply wanted a snapshot of where the district is now. Mr. Cayabyab added that the simple math of classroom

capacity times the number of classrooms may change once all the Americans with Disabilities Act requirements are complied with.

Ms. Rennie then asked about high school enrollment. Mr. Cherniss responded that the enrollment this past year was approximately 2200 and is expected to be around 2000 this year and will likely always be over 1600. He stated that the concern is not so much enrollment as it is costs because the district's costs average \$50 million per year against \$38 million in revenue with the rest made up by JPA funding. Mr. Cayabyab added that the district will also be applying for state funding for the modernization program and that the state may take enrollment and capacity into account when awarding funding.

Ms. Meshkaty then asked how it is that the district can work to eliminate its operating deficit. She questions the basic assumptions of enrollment and asked if the District actually needs 4 middle schools and what kind of enrollment structures are possible to save money. Mr. Pressman asked if there had been any financial studies of the issue and Mr. Stone responded that it's been studied every 15 to 20 years and that operating one middle school and three elementary schools has been projected to cost the District approximately \$1.5 million more each year. Mr. Bean added that in construction the FAC needs to consider the operating costs of what is built given its structural deficit.

Mr. Cayabyab then stated that he would like to have a quarterly study session with the board on construction. He would like to examine the capacity of each school in light of construction, student-teacher ratios, etc. and noted that Measure E does not authorize changing one school into a middle school. He emphasized that the FAC must look at the bond language as they are restricted by it unless the board approves further changes.

Ms. Meshkaty then added that the bond is not a 100% makeover but that Measure E is in fact for all of the schools in the District and that the deficit is on the program side and not construction. She wants the FAC to think creatively and examine the referendum to see how to cut back on costs, including consolidating programs.

FACILITIES PRESENTATION – FAC RESPONSIBILITIES AND TIMING

Mr. Cayabyab presented to FAC members their original FAC guidelines outlining the purpose of the FAC as approved by the Board of Education in May 2009 and then outlined several projects and the various ways that FAC members can become involved.

The first project is the architects' study as to whether to tear down or modernize the high school, Horace Mann, and Adult Ed buildings. The project can be done any number of ways, including comprehensive teardowns or partial teardowns, which would require the District to reexamine instructional requirements. Additional problems will come from abandoned oil wells which create hazard mitigation issues.

The second problem is the Adult Education building specifically, whose \$7 million repair cost is raising the question as to whether the building is worth modernizing and whether or not the District ought to lease space elsewhere.

The third problem is the issue of the architects themselves, who have been paid approximately 30% of their contracted fee but have thus far produced only 10-15% of

their deliverables. The District will send out RFQs for additional architects and Mr. Cayabyab specifically wants to renegotiate the architects' contracts because they are being paid 8.5-9% of the contract whereas typical rates are 6.5-8.5%. Meanwhile, he wants the architects to deliver 30% of their deliverables or risk having their contracts terminated. He would like the FAC to assist him in justifying these costs.

Fourthly, as the bond progresses Mr. Cayabyab will be working with numerous consultants and the FAC can help him sort through RFQs for CEQA services, environmental services, and utility services, among others. He wants to identify a cadre of consultants upfront and FAC members may choose to meet with the consultants. In the meantime, he and his staff are having weekly construction meetings with the architects and are identifying near-term projects and funding sources, working to ensure that projects are Measure E-funded and on time. He will also be examining the phasing of construction and will revisit the Master Plan, looking at it globally so as to identify District needs for the next 15 years.

Mr. Pressman then raised the issue of ensuring that the faculty and end-users of the facilities are involved in the process. He stated that previously they had been told by engineers and architects to be hands-off and to trust them. He believes that the FAC can be a dispassionate voice of balance and look at the functional reasons for doing things.

Ms. Rennie then suggested that everyone go back and read Measure E. She is concerned that designs are focusing on safety and security but that the specific language justifying that is not in Measure E. She also noted that some site committees are protective of what they want out of the bond measure, creating possible turf conflicts.

Mr. Cayabyab then stated that he will be working with the architects to ensure that at the schools that are not subject to feasibility studies – El Rodeo, Beverly Vista, and Hawthorne – that the architects deliver the actual 30% of their work. He will also be starting with the site committee through the principals to examine plans thus far and ask what they want and need as he wants to confirm plans before proceeding.

Mr. Bean then noted that the FAC may want to interview architects and see drawings but also noted that the high school cafeteria is in a “death spiral” as the math does not work and needs an overhaul. Ms. Meshkaty added that the FAC ought to get a listing of upcoming issues as the FAC can do more but too much may be overwhelming and some tasks may be best undertaken by site committees, especially on the programming side.

Mr. Cayabyab next stated that with the JPA in place he would like to have a city employee on the FAC. Mr. Stone reminded him that only the board decides who is on the FAC and that they already have a liaison in David Seidel. Mr. Cayabyab also then noted that he would also like the FAC to add an environmental expert to assist in the establishment of LEED criteria and in the greening of the bond measure.

Mr. Brown then suggested that the FAC and Facilities Planning Department need several consultants for the planning stage as planning should lead construction. He wants to have the individual schools lead in the right direction and then have them come to the FAC.

Ms. Wiener then voiced the earlier concern that the Measure E language does not discuss safety and security as priorities; those priorities are in the Master Plan but not in Measure E. She wants to know if the priorities are changing and how the bond interacts with the Master Plan. Mr. Cayabyab responded that the bond is designed to bring the facilities up to the priorities of the Master Plan, including other priorities such as access and seismic retrofitting and that if there are issues then they can simply be cleared with the bond counsel or voted on by the board.

VOTES

Mr. Stone presented two motions upon which members voted:

The first motion guides FAC involvement going forward and identifies three key areas: 1) the Master Plan; 2) in facilitating District-site council relationships; and 3) in the staging of how matters affect students. The motion passed unanimously.

The second motion calls for a letter of introduction from the FAC to site principals and committees asking them to meet with Mr. Cayabyab sooner rather than later, preferably before school starts, to create a collegial environment of inclusion going forward. The motion passed unanimously.

ADJOURNMENT – FORMAL MEETING

With the departure of Mr. Brown at 5:29pm, a quorum was lost and the formal meeting was adjourned, continuing instead as a study session.

COMMUNICATION FROM FAC MEMBERS

Ms. Rennie asked Mr. Cayabyab how the FAC be involved regarding the subway. She stated that the new owner of the Century Plaza Hotel looks to want the subway to stop in front of the hotel and that that may affect the high school. Mr. Cayabyab responded that the board has not formally weighed in on the matter and will likely do so after the Environmental Impact Report is received and although the report was originally due in August it may not be available until the end of the year. In the meantime he has some concern about the oil wells under the school and will have the board approve some environmental studies at their next meeting.

Ms. Wiener then asked about the Beverly Vista boiler project and what is happening with the Horace Mann boiler. Mr. Cayabyab affirmed that the Beverly Vista boiler is being paid for out of Measure E and that he has a contractor looking at the Horace Mann boiler, with the permanent solution being to relocate the boiler downwind. It is on his list of priorities.

ADJOURNMENT – STUDY SESSION

The study session was adjourned at 5:37pm.

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

FACILITIES ADVISORY COMMITTEE MEETING # 25 October 28, 2010

The regular meeting of the Facilities Advisory Committee (FAC) was held on Thursday, October 28, 2010 at 4:00 p.m. at the District Office, Board Room pursuant to written notice as provided by law.

PRESENT

ABSENT

Committee Members:

Ben Alexander

Patricia Garcia

John Millan

Nooshin Meshkaty

Josh Dubin

Joel Pressman

Franny Rennie

Marc Saleh

Marilyn Gallup

Damien Bean

Colleen Sternshein

Ron Stone

Tina Wiener

Ed Brown

District:

Dick Douglas – Superintendent

Nelson Cayabyab – Chief Facilities Officer

LaTanya Kirk – Interim Facilities

Consultant

Matt Conrad – Administrative Assistant

Prepared by: Matt Conrad (Planning & Facilities Department)

MEETING MINUTES

FAC Members: Please be advised that you have two business days to respond with comments or changes to the meeting minutes or they will be viewed as correct.

CALL TO ORDER

The meeting was called to order at approximately 4:06pm.

APPROVAL OF THE AGENDA

The agenda passed unanimously.

ADDRESSING THE COMMITTEE

None.

APPROVAL OF AUGUST 16, 2010 MINUTES

Minutes approved with one minor correction as Ms. Gallup was in attendance at the previous meeting.

FAC MEMBERSHIP LETTER TO BOARD

Mr. Stone began by discussing the draft of a letter he is proposing for the FAC to send to the Board of Education. The FAC's original members have been serving for 2 years and their initial terms of membership were to be 2 to 2½ years, staggered so that not everyone would leave at once, and to then be 2 years each afterwards. Members may not necessarily be terminated however, as the current Board can choose to reappoint them on an individual basis. The letter's chart shows the members whose terms are expiring along with the Board member that appointed them.

Mr. Stone continued that the Board must decide who will replace each individual Board member's nominees and that although that determination hasn't been made yet, the assumption is that people who haven't participated will be terminated earlier. As Mr. Alexander had previously suggested, current Board members' appointees may be terminated last so that the new Board members can pick their own members of the FAC.

Ms. Rennie responded that matters have essentially been put on hold because of the construction moratorium, which Mr. Bean responded was discussed in Mr. Stone's other letter. Ms. Rennie continued that terminating these original FAC members means that people are leaving who haven't been able to provide much input yet, to which Mr. Stone responded that that's why his letter is a draft, so that members can add their comments. Ms. Gallup added that Mr. Stone can drop people who haven't attended, to which Mr. Stone responded that he has already made that decision unilaterally.

With that, Mr. Bean proposed to pass the letter, Ms. Gallup seconded, and the letter passed unanimously. Mr. Stone then said that he will draft dates for the terminations to occur with sitting Board members having the last dates and will send the letter out to the Board for them to deal with accordingly and move forward.

DISTRICT PRESENTATION ON ENROLLMENT AND CLASSROOM LAYOUT

Mr. Cayabyab began his presentation by noting that the District will be putting out an RFQ soon for the K-8 sites' modernization with another thereafter for a master planner for the high school, District Office, and adult/alternative ed site. He would like to include the K-8 sites in the final Master Plan and have it approved for implementation by the Board, with the master planner looking at District demographics, facilities needs now and in the future, anticipated student enrollment, permitting issues, and the required number of classrooms. Based upon the study they will then look at facilities needs and capacity.

Mr. Bean then responded by bluntly asking what the point of planning is if the District is going to spend \$55 million for a parking lot that would burn through all the bond funds until 2015, as the District would then have no funds whatsoever to do anything else until 2017.

Mr. Bean then asked whether it makes sense to conduct a demographics study when the District won't have any resources to act on it for 5 years; he would prefer that the District put off the study until it can be acted upon as commissioning a study now would mean that the study sits on a shelf for 5 years. Mr. Cayabyab responded that it's important for the District to understand its demographics as the Master Plan is a "Draft" Master Plan

and won't be finalized until such studies are finished, whereupon the District can then create an implementation plan and schedule bond sales accordingly. In his mind, the District should first study demographics and facilities needs and then start building, as choices such as student to teacher ratios will undoubtedly be affected by demographics.

Ms. Rennie then asked several questions in succession. First, she asked when the MTA decision will be made, and Mr. Cayabyab responded that the MTA has made the decision to look at its two options. Ms. Rennie then confirmed that the MTA decision won't be known until the District moves forward; Mr. Cayabyab responded that the MTA will finalize its Environmental Impact Report decision this summer. Ms. Rennie responded that the District does need to continue moving forward because they don't know conclusively about the subway, while noting that she can't imagine the District would tolerate a student to teacher ratio of 35 instead of 25. She next asked whether all the K-8 architects have been thrown out, to which Mr. Cayabyab responded yes, that they have all been given their termination for convenience letters, which were to be returned that day.

Ms. Rennie then asked whether individual site committees had their site meetings occurring presently what direction they've been given, and whether they're still working with the existing architects or starting from scratch. Mr. Cayabyab responded that because of uncertainties and a lack of direction, he is working with the superintendent to establish site committees and district-wide construction standards, after which he and his staff will explain to the schools what has been designed for them. For example, they are looking at demolishing the Horace Mann rotunda and are examining its middle school. Once the new architects are hired then they will be able to bring everyone up to speed and tell them how to move forward.

Ms. Gallup then began her comments by stating that she's attended several MTA meetings and that County Supervisor Zev Yaroslavky has given them an "out," as no government agency wants to be uncooperative with another government agency. The problem however is that the District hasn't presented the MTA with any plans of its own and without plans from the District the MTA has no reason to not move forward with its own plans. Mr. Yaroslavsky's advice was for the District to present the MTA with its plans demonstrating how action by the MTA would undermine District construction. Any such plans would also have to show how deep they plan to dig and how the MTA would impede their progress.

Mr. Brown then asked whether the District has looked at ways to create profits and whether that will be considered in the future, as the District cannot depend on extra funds from the city. Mr. Cayabyab responded that that had been discussed in study session while Mr. Pressman added that there were conflicting opinions as to whether the bond language allowed for that and that they needed legal clarification. Mr. Cayabyab responded that per the study session, bond counsel said that approximately 10% of facilities can be allocated towards profit-generating facilities but that the question is how bond funds can be legally subdivided for the construction of mixed use facilities. He is currently getting a legal opinion on the matter as they cannot use bond funds on administrative buildings, but they're not sure whether that would apply to mixed use facilities.

Mr. Pressman then asked for some clarification on the Master Plan. He notes that the District has had the "Draft" Master Plan since 2-3 superintendents ago and wants to know how locked in they are to the existing Master Plan if they're starting over with architects.

Mr. Cayabyab responded that they are not locked in, but that the Master Plan has holes in it and many fire / life safety issues. The three issues he is focusing on are structure, fire / life safety, and seismic, and those issues should be the core of the Master Plan at each site. District staff is currently conducting due diligence on tearing down the middle school at Horace Mann (the rotunda is a different story), and are looking to tear down the maintenance building at the high school, having found that seismic retrofitting was done on its roofing but not its floor base. Likewise, no one liked the Gensler design because it was boxy; he provided some options to the Board during study session but that didn't go well, thus they are somewhat going back to the drawing board, and the only reason why they couldn't move forward was because the Board wanted them to find out whether it was more economical to modernize or to tear down and rebuild. Now that they have direction from the Board, they will continue with the K-8 modernization and go forward with the Master Plan.

Mr. Pressman then added that having just removed the facilities person for not representing the wishes of the District in the Master Plan, everything ought to be back on the table now so that everyone across the District feels represented in the Master Plan. Mr. Cayabyab agreed, adding that all the rhetoric of the FAC, COC, and Board overlooks the fact that it all boils down to the basics of the site users. Mr. Pressman added that he is concerned that the Board is saying that one-sixth of the bond money should go to a parking structure as that seems to pre-empt the task of refocusing matters. Mr. Cayabyab agreed, noting that that's why he has his job.

Next, Mr. Cayabyab outlined the bond sale schedule and asked how the District will master plan it. The first sale of bonds was the \$75 million sold recently, followed by a sale of \$44 million in 2012, another \$39 million in 2015, and then the final \$176 million in 2017. Here, he is concerned that the District won't have the money for the construction they want to do upfront and thus he is proposing that they do 2 sites at a time, with the high school left as a standalone project that can be shifted around as necessary. Meantime, he would like the District to move up the \$176 million bond sale so that they have the funds to do construction; there are different ways to do so but they would have to start looking at those means now as interest would have to be paid on any loans, and that interest would have to come out of bond funds.

Mr. Pressman then asked why it is that those specific bond sales are set to those specific dates, whether they are set by the bond language or by how the District can pay them back. Mr. Cayabyab responded that the bond sale schedule was set by the bond language, and Ms. Meshkaty added that the voters were told that the District will pay off its previous bonds before this kicks in and thus the total taxes that residents pay will not increase. Mr. Stone asked whether that would still be the case with interest rates having dropped significantly, and Ms. Meshkaty responded that the District had made a promise to voters to not raise taxes, though with the drop in interest rates there's no reason why the financing can't be restructured. Mr. Stone then asked whether the District had examined what it might be able to sell based upon the drop in interest rates and Mr. Cayabyab responded that they haven't examined the matter yet.

Changing gears, Mr. Cayabyab began by noting that he's looked over the Draft Master Plan and estimates for modernization and is projecting a \$34 million surplus, which can be used for such things as furniture, classroom technology, green technology, and legal fees. Ms. Garcia noted that the COC meetings have discussed legal fees and that they've complained that those fees ought not be paid out of bond funds, though Mr. Stone responded that the Board has long since authorized it.

Mr. Bean then asked Mr. Cayabyab whether the Board makes the bond sale schedule because the possible loss in 2012 of the District's JPA funding from the city would undermine the District's ability to run 5 campuses. There is a low probability of JPA funds continuing at the same amount and his biggest fear is that the District would make commitments to buildings it suddenly can't operate and would thus create an empty school.

Mr. Cayabyab responded that the Board will have to make that decision to which Mr. Brown responded that that's a big decision as the Board must consider uneven funding levels from the city. Mr. Cayabyab then said that the District will need the majority of money to modernize the high school and that the bond sales right now are not enough to do so, to which Mr. Brown responded that lower interest rates might help,

Mr. Pressman then asked what the \$300 million figure entails as the District originally had \$600 million in projects that it wanted to pursue. He would like to know where the line is drawn between projects and what will be put back into the buildings once everything is torn out and made accessible and what from surveys and discussions will actually be included in the actual facilities.

Mr. Cayabyab responded that that's his responsibility to provide that information, starting with construction standards and asking what staff would like to have. From that, he will put a price tag on things as their first priority is seismic and fire / life safety, and from there they establish other priorities and contingencies. Ms. Gallup added that the usual 10% spent on contingencies erases Mr. Cayabyab's \$34 million surplus, to which Mr. Cayabyab responded that the 10% contingency is included in the original \$300 million.

Mr. Cayabyab then added that the sites at the schools are not up to standards for structure, fire / life safety, and seismic. Mr. Pressman responded that it's also a marketing issue, as he is concerned that stakeholder surveys have been little more than lip service compared to what will actually be constructed. Mr. Cayabyab responded that he'll be upfront with staff in terms of actual costs and priorities and must maintain parity between schools regarding such things as computers and LCD projectors. Mr. Pressman responded that the District can also work with BHEF, the PTA and others to find donors and create a sense of urgency if necessary.

Mr. Cayabyab responded that the cafeteria is a perfect example as he is pressing to find out whether the District wants to have a central kitchen or one at each site. It is much the same with greening issues as he can put together a list of greening options at each site that do not affect the modernization and then decide which ones to proceed with, put a price tag on them, and prioritize them.

Ms. Rennie then asked whether the \$34 million will include legal fees and Mr. Cayabyab responded yes. Ms. Rennie continued that the \$34 million is minus legal fees, the contingency of 10% comes out of the \$300 million, and that the \$180 million for the high school will have \$55 million subtracted for the parking lot. Mr. Stone interjected that that was based upon the old Master Plan. Ms. Rennie then asked whether the fire / life safety plans are factored into the numbers as the plans already exist. Mr. Cayabyab responded that he had based the numbers upon the existing Master Plan. Ms. Rennie asked whether the \$40 million for Horace Mann was based upon site plans; Mr. Cayabyab responded that the funds also included demolishing the middle school and that once they have architects on board then they will be able to get more precise costs as these are simply order of magnitude costs.

Ms. Meshkaty then asked if given that safety and security are priority A, whether the District will be examining some of the problems creating safety issues, such as increased power loads on outdated lines from the addition of technology as they may not necessarily fall under safety and security but are necessities for 21st century classrooms. Mr. Cayabyab responded that that is indeed on their priority list as circuit breakers are popping when heaters are put in classrooms and there have also been problems with the electrical distribution, as the wasted electricity is showing up on their bills. Mr. Stone then asked whether the District was still using fuses and several people emphatically responded yes.

Mr. Cayabyab continued that they are looking at all of the District sites, looking at heat and analyzing what's missing. They are also focusing on construction standards such as the number of electrical plugs per classroom – one for the LCD, a data connection, etc. as well as the capacity of the server room, as they anticipate moving the District server to the high school as the current server does not meet District needs. They are also looking at security aspects of the schools, including proximity cards, keys, and push buttons, all of which will be computer-based. Ms. Meshkaty asked whether this will all be included in priority A, and Mr. Cayabyab responded yes, as they are looking at “MEP” – mechanical, electrical, and plumbing, as some District sites have dangerous plumbing and they want to address the problem before the new architects come on board.

Mr. Brown then asked whether greening will help drive down costs and whether the power company may help pay for those costs. He then asked whether part of the current \$75 million bond is paying for the boilers at Beverly Vista, to which Mr. Cayabyab responded yes. Mr. Brown then asked whether they were not just reinventing things but replacing them. Mr. Cayabyab responded that the boilers at Beverly Vista are 4-5 years old and shut down every time it rains and that some of the valves are not to code, thus he went back to the architect and engineer and said that it needs redesigning as they need something made for outdoor usage. He continued that it doesn't need to run constantly and that they will save energy by only running when there's demand as right now they have valve leaks throughout the system. He also anticipates putting solar panels on the roof and that the heat from the solar panels could be used to power the boilers.

With that, Mr. Stone ended the discussion and released staff. Before exiting, Mr. Cayabyab noted that he'd provided everyone with a construction matrix, and announced that he would like to schedule a “Construction and Budget 101” seminar, which Mr. Stone suggested would work well as a joint FAC/COC meeting. Mr. Cayabyab also

introduced Bernards Project Coordinator Mr. Julio Palacio and mentioned Bernards Project Coordinator Ms. Jennifer Marr, and Mr. Stone welcomed them aboard.

FAC RESPONSIBILITIES AND PURPOSE LETTER

Mr. Stone began by introducing his second letter to the Board and Superintendent Douglas as based upon his observations, this Board views the FAC differently than previous Boards have – not better or worse, just different. In the past, matters were vetted by the FAC and the Board reviewed its conclusions but now he believes that the Board is not using them at all, thus he drafted a letter to the Board asking for it to clarify the FAC's charge. He would like to know if the FAC will be vetting matters or serve as a sounding board or whether it will be involved in implementing the Board's decisions and with that, opened the floor to discussion.

Mr. Pressman focused on the letter's last paragraph, as to whether the FAC is a "conduit" or a "rubberstamp," and wants to know if they are serious about throwing down that gauntlet. He believes that in order to do their job they need to be part of the entire picture as the Board has made a preemptive decision for 1/6 of the bond funds (a parking structure at the high school) that is outside the Master Plan. He is concerned that no one on the Board is going to suddenly see the light regarding the FAC's opinions, instead they are more likely to say that they know what they're doing.

Ms. Rennie then added that she was fine with the first sentence and would like to go in that direction and that they are concerned about their future role and need clarification of that role. She would like the FAC to be proactive and enumerate how it benefits the Board and the community. Ms. Meshkaty responded that that they should list out the benefits the FAC provides and can be a conduit and communicate with individual sites. Ms. Rennie continued that the FAC can give the Board ideas from an objective point of view, as that's why they were appointed in the first place, as they are active in the community, are regarded as thinkers, etc., and thinks that it's a shame that they may not be needed anymore. Mr. Stone noted that it's the Board's decision whether they want the FAC or not, however, and Ms. Rennie responded that they can reiterate that they benefit the Board in certain ways and want to know now whether the Board wants them or not. Mr. Pressman added however that the Board has somewhat validated the FAC's input by not collapsing it into the COC.

Mr. Bean concurred that the letter should absolutely be sent as the Board is not good at perception, thus the FAC needs to be absolutely clear and needs to document what its issues are as right now process is bypassing them. Two examples would be the presentation that bypassed them and the parking issue, as a \$55 million hole in the ground still won't deflect the subway because it's too far south. He believes that the FAC can shield the Board from noise and filter matters proactively building consensus, as right now bypassing the FAC annoys residents and gives the Board the worst of noise from the public.

Mr. Pressman reiterated that FAC members ought to work with the people who appointed them as the current Board does not undervalue its own opinions and should FAC members not follow through then it could be a problem, thus they ought to work to win on the first stroke. Ms. Gallup added that they could work in teams by sending letters to

the individual Board members that appointed them, but Mr. Stone responded that he wanted to speak as one committee.

Ms. Rennie then reaffirmed that they are asking whether the Board wants them to continue or not. Mr. Stone reframed it as asking what the Board wants them to do, as since the moratorium they've had zero input from the Board, save for the Board reaffirming that the FAC should exist. Ms. Meshkaty then asked how many letters Mr. Stone had sent, and Mr. Stone responded that those letters were to the old Board. Ms. Rennie then reaffirmed Mr. Bean's idea that they list specific examples in their letter where the Board has gone above the FAC or around it.

Mr. Seidel then offered his opinion as a disinterested third party. He believes that the FAC has no natural enemies and that it's easy for the Board to say yes to creating a committee and that they need to remind the Board of the FAC's original charter, otherwise the Board needs to revise that charter. Mr. Stone responded that that's what the letter says, in a somewhat confrontational manner. The question for him is what the Board needs from them, the example being Mr. Cayabyab's wasted presentation to the Board, resulting from a lack of guidance from the District and somewhat of an embarrassment to him as he spent time focusing on redeveloping a site that wasn't in the bond and could've avoided the miscue with more involvement from the FAC. Mr. Stone believes that that's unnecessarily created some animus between the Board and Mr. Cayabyab as the Board hasn't seen the benefit of running things through the FAC first.

Ms. Sternsheim then offered that the letter is correct as they need to ask the Board what their role is and need to make the rubberstamp comment more specific and get to the point already. Mr. Brown added that the FAC ought to have a Board member at its meetings though Ms. Sternsheim added that their purpose is to get information and report it to the Board. Mr. Stone replied that the Board would want to make a decision, hand things over to the FAC, have it research matters and give the Board its opinion. Ms. Meshkaty added that they can ask for the FAC to be a part of the Board's regular agenda, especially once construction begins, and have the FAC give regular reports to the Board.

Mr. Pressman then reworded part of Mr. Stone's letter, suggesting, "We think it is most productive if we continue as a conduit to review and analyze new ideas at the outset rather than simply reacting to projects already approved by the Board without our input." Mr. Stone called it lovely and asked Mr. Pressman to send it to him. Mr. Pressman offered to email it to which Mr. Stone replied that wasn't possible because of the District's firewall. Ms. Rennie then noted that the issue is one of perception to which Mr. Stone responded that the change has been an effective change, not a voted change, because the Board is using the FAC differently than it has in the past.

With that, Mr. Pressman moved to adopt the letter with his alteration and suggested that they could otherwise wait another month. Mr. Stone then asked whether everyone wanted to keep the two examples, to which one committee member suggested that they keep it short. Mr. Bean added that their opinions were well known as one Board member approached him after a meeting and said that if he'd shaken his head anymore it would've fallen off as they're spending \$55 million without a Master Plan. Ms. Rennie responded that the point was simply that the Board should talk to the FAC first before making such decisions.

With that, Mr. Pressman then read the letter into the record:

“Dear Esteemed Board Members and Mr. Douglas:

On behalf of the Facilities Advisory Committee (“FAC”), we respectfully request clarification on the function and responsibilities of the FAC.

In our discussions last meeting, the FAC agreed by a vote of XX to XX that the current Board of Education has effectively changed the functionality of the FAC. In the past, the District proposed new ideas to the FAC and our Committee vetted the ideas and advised the Board on our researched decision(s). The presentation at the last study session made it clear that the current Board is taking a different tack.

Our Committee seeks clarification as to how the Board of Education would like to work with the FAC and how you see our role. We think it is most productive if we continue as a conduit to review and analyze new ideas at the outset rather than simply reacting to projects already approved by the Board without our input. If the timing of our meetings might slow the process, we are happy to schedule additional meetings to accommodate urgent issues.”

Mr. Stone then added that beyond the study session, the issue of the parking structure eating 1/6 of the bond measure is something that they could raise, though they do already have the one issue. He then asked whether there was a second for the motion, and the motion was seconded. He then opened the motion to discussion, asking if anyone wanted to add a second example.

Mr. Pressman then mentioned the decision to move forward with the parking structure at the high school, to which Ms. Rennie then asked why the decision was made. Ms. Garcia responded that the decision was to only study the possibility and not to spend any money. Mr. Brown responded that the Board didn't have to vote on it because Mr. Cayabyab has an open purchase order with an engineering team that could easily spend \$150,000 on the matter. Ms. Garcia responded that they were already studying the impact of a parking structure, be it a 2 story structure and/or an underground structure. Ms. Meshkaty then asked why if studying is going on then the FAC is not a part of it, to which another member added that the Board had already discussed going underground. Ms. Gallup responded that FAC members have been finding things out in the newspaper to which Mr. Stone added that he only knew about this particular issue because of Ms. Garcia and Mr. Bean. Ms. Gallup then asked that Mr. Pressman include a sentence about how the FAC is only finding about pending projects in the newspaper and is not a part of the process.

Mr. Pressman then reread the final paragraph of the letter and asked what Board members would say they'd approved without FAC input. Ms. Garcia responded that Board member Myra Lurie had previously mentioned that none of these issues have been discussed by the FAC and that she wasn't comfortable with that. Mr. Stone then responded that the issue was a 4-1 vote which Ms. Garcia believed was merely a discussion item. Mr. Bean then clarified that it was indeed a 4-1 vote and that they could easily have spent several hundred thousand dollars on the matter. Ms. Garcia reaffirmed

that the Board members knew what they were doing, to which Mr. Bean responded that the logical response for FAC members was to have everyone resign and shut things down immediately. Ms. Gallup added that the FAC should present the letter at a Board meeting to make a public statement, which Mr. Stone agreed was fine. Ms. Rennie added that Mr. Stone might want to make a disclaimer that the letter is not adversarial, to which Mr. Stone responded that such a disclaimer just might in fact reflect the fact that the letter is adversarial. Ms. Gallup then stated that she didn't want Mr. Stone left hanging and that the entire committee should attend the Board meeting, to which Ms. Meshkaty added that it would be more effective if the person presenting the matter is not a member of the FAC who was appointed by a past Board member.

Several committee members then suggested Mr. Pressman read the letter, and Mr. Pressman responded that as the sole teacher representative it felt improper. Mr. Stone clarified that Mr. Pressman is vice chair of the committee and Ms. Rennie nominated Mr. Pressman to read the letter, asking when the next Board meeting was. Mr. Stone responded that they would have to be agendaized, and Ms. Meshkaty added that that would have to be at least 7 days ahead of the next meeting. Mr. Stone added that he has no problem presenting the letter and that as chair he ought to do so to which Mr. Brown and others added that they should stand behind Mr. Stone as he speaks. Mr. Pressman then added that it would be awkward to address the people who appointed you, though if Mr. Stone speaks then it's clear that he speaks for everyone, to which Ms. Rennie reaffirmed that all the committee members should stand up when the letter is presented. Mr. Stone then asked whether the members were in agreement and should vote on the letter as drafted. Mr. Pressman reread the letter, and Mr. Bean added that the impact of presenting it will overwhelm the words, and that it would be better if everyone's names were at the bottom. Mr. Stone suggested that it get mailed or presented to the board so as to be on the agenda for their next meeting. With that he entertained a motion, a second, and the letter was passed unanimously.

FUTURE AGENDA ITEMS

Mr. Stone noted that the FAC will have Dr. Alex Cherniss present updates on the financial status of the bond.

ORAL COMMUNICATIONS FROM PUBLIC

Mr. Seidel noted that Mr. Cayabyab had been looking for a contact from the City of Beverly Hills and will identify someone from the planning office as a contact person for him.

ADJOURNMENT

The meeting was adjourned at 5:54pm.

***Questions about this press release can be directed to the Public Health Media Line at (213) 240-8144.**

For Immediate Release:
December 7, 2010

* Not Too Late to Vaccinate
National Influenza Vaccination Week is December 6-10

LOS ANGELES - Those who want protection against influenza (flu) in time for end-of-year celebrations and gatherings are encouraged to get their flu vaccine during National Influenza Vaccination Week, December 6-10.

Los Angeles County is currently seeing a slight increase in cases of influenza, including strains that were not included in vaccines from previous seasons but can be protected against with this year's vaccine.

"It is important for residents to get a new flu vaccine every season to ensure continuous protection. A look at flu activity in LA County and across the nation finds that this year's vaccine is an excellent match in protecting against currently circulating flu strains," said Jonathan E. Fielding, MD, MPH, Director of Public Health and Health Officer. "National Influenza Vaccination Week is a great reminder that it's not too late to vaccinate against the flu. This is a serious illness, and getting either the flu shot or the nasal spray vaccine is a safe and effective way to avoid influenza."

Influenza accounts for up to 200,000 hospitalizations and an average of 24,000 deaths each year in the U.S., according to the Centers for Disease Control and Prevention (CDC). Symptoms of the flu include fever, cough, headache, and muscle ache within the first three to five days of illness, and can cause those who are ill to miss days of work or school, with some seriously ill persons even requiring hospitalization.

Residents are encouraged to contact their regular doctor or health care provider for recommended vaccinations. Those without health insurance or a regular source of care can get flu vaccine at major pharmacies or health clinics for a fee, or through a community clinic at no charge. A list of community clinic locations, dates and times is available on the Public Health website at www.publichealth.lacounty.gov or by calling the LA County Information line at 2-1-1 or (800) 339-6993.

"Keep in mind that it takes approximately two weeks to develop full immunity against the flu after you receive your vaccine. Therefore, we encourage everyone who is eligible to get their flu vaccine as soon as possible," said Dr. Fielding.

While influenza vaccine is now recommended for everyone (except infants under six months of age), it is especially important that certain groups make sure they are vaccinated because they are either at greater risk of developing complications from the flu or because they live with or care for others who are at greater risk of developing complications. These groups are:

- Pregnant women;
- Children younger than five;
- Adults 50 years of age and older;

- People of any age with chronic medical conditions such as heart disease or diabetes;
- People who live in nursing homes or long-term care facilities; and
- People who live with, or care for, those persons at high-risk for complications from the flu, including health care and day care workers.

Vaccine Safety

Flu vaccines are monitored every year for safety and have been shown to have an excellent track record. They are available in single-dose as well as multi-dose formulations. Side effects sometimes seen with the flu shot include temporary redness, soreness, and/or swelling at the injection site. Side effects associated with the nasal spray vaccine include temporary nasal congestion.

Treating the Flu

Influenza can affect each person differently. Some individuals, especially those with pre-existing medical conditions, may develop severe symptoms that can require anti-viral medications or even hospitalization or complications such as pneumonia.

“Others who get sick may be able to treat themselves at home with over-the-counter medications, plenty of fluids, rest and not going to work or school until at least 24 hours after their fever has passed,” said Dr. Fielding. “If symptoms worsen or other symptoms develop, such as difficulty breathing or prolonged vomiting, see a doctor.”

Healthy Hygiene Habits

Everyone is urged to practice basic hygiene to help reduce the chances of catching either the flu or other illnesses. These healthy habits include:

- Washing your hands frequently, especially after using the restroom and before and after eating;
- Covering your nose and mouth with a tissue or your sleeve when you cough or sneeze;
- Not touching your nose, mouth or eyes to prevent the spread of germs; and
- Staying home from work or school when sick.

For information regarding low-cost flu vaccines through a health care organization or other vaccination clinic, visit the Public Health Immunization Program's website at <http://www.publichealth.lacounty.gov/ip> or www.findaflushot.com. Or call the LA County Information Line at 2-1-1 or (800) 339-6993.

The Department of Public Health is committed to protecting and improving the health of the nearly 10 million residents of Los Angeles County. Through a variety of programs, community partnerships and services, Public Health oversees environmental health, disease control, and community and family health. Public Health comprises more than 4,000 employees and has an annual budget exceeding \$750 million. To learn more about Public Health and the work we do, please visit <http://www.publichealth.lacounty.gov>, visit our YouTube channel at <http://www.youtube.com/lapublichealth>, or follow us on Twitter: LAPublicHealth.

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CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice-Muller, Staff Liaison
DATE: December 13, 2010
SUBJECT: 2011 Health and Safety Commission Meeting Dates

The following are the 2011 Health and Safety Commission Meeting dates:

Monday, January 24, 2011

Monday, February 28, 2011

Monday March 28, 2011

Monday, April 25, 2011

Monday, May 23, 2011

Monday, June 27, 2011

Monday, July 25, 2011

Monday, August 22, 2011

Monday, September 26, 2011

Monday, October 24, 2011

Monday, November 28, 2011

Monday, December 19, 2011 (moved up one week)

As was the case in 2010, the December meeting for 2011 will be moved up one week due to the 4th Monday of December falling so close to Christmas. There are no other conflicts with holidays for this year.

If there are any issues/conflicts with any of these dates, please advise.



CITY OF BEVERLY HILLS

DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
Transportation Planning & Traffic Engineering

December 13, 2010

TO: Health & Safety Commission
FROM: Martha Eros, Transportation Planner
SUBJECT: Pedestrian and Vehicle Safety

Thank you for your insight and suggestions regarding pedestrian and vehicle safety concerns in the City. The Transportation Planning & Traffic Engineering staff is currently studying the majority of the locations identified at the November 22nd Health & Safety Commission meeting.

City Council and Traffic & Parking Commission

The Beverly Hills Municipal Code, *Title 7-Traffic, Parking and Public Transportation*, identifies the roles and responsibilities of the City Council, Traffic & Parking Commission and the Transportation/Engineering Official when reviewing and implementing mitigation options for pedestrian and vehicle traffic.

The City Council is authorized to act on one-way street or alleyway requests; designate weight limits on street; and to implement any traffic regulation requiring an ordinance or resolution as required by state law.

The Traffic & Parking Commission (TPC) is the advisory body to the City Council and provides recommendations on issues related to all-way stop controls and parking requests. The recommendations require City Council action.

Traffic Engineer

The Transportation Official (i.e, Director of Transportation) or his designated staff (i.e, Traffic Engineer) is authorized to implement necessary traffic engineering solutions, with the cooperation of the Police Department, to address and resolve immediate safety issues. The Traffic Engineer follows the Manual on Uniform Traffic Control Devices (MUTCD) guidelines for implementation of any traffic control devices, including but not limited to, signs, street markings and striping, and signal operations. Any other transportation solution or traffic management recommendation can be implemented by staff under the authorization of the Transportation Official.

If a proposal or request is submitted by a citizen(s) or a Commission that can be perceived as a solution to potential transportation problems, staff investigates the issue(s) and provides a status information report to the TPC.

- Staff is currently developing mitigation alternatives for the midblock crosswalk on Wilshire Boulevard at Palm Drive, and has presented the TPC with preliminary options.
- The midblock crosswalk on Robertson Boulevard at Chalmers was restriped to include zebra striping.
- The San Vicente/Wilshire Boulevards intersection is located within the City of Los Angeles jurisdiction, therefore all intersection and crosswalk mitigations are controlled by Los Angeles. The approaches to the intersection (i.e, the lane markings) are coordinated between the two Cities in accordance with the MUTCD.

Capital Improvement Projects

Capital improvement projects with major infrastructure construction or alignment of streets are require City Council review and approval, and funding of projects must be identified prior to programming into a fiscal year budget.

- The Wilshire/Robertson intersection is a capital improvement project that will be addressed following the 8767 Wilshire Boulevard development project.
- Conceptual design of improvement alternatives to the Olympic/Beverly/Beverwil intersection is projected for fiscal year 2011-12, and will include possible reconfiguration of the entire intersection. Construction would be scheduled following conceptual design (pending City Council approval of design and budget).

Bicycles

The Traffic & Parking Commission formed a Bicycle Ad Hoc Committee at its October meeting. Members of the bicycle community expressed their enthusiasm for updating and expanding the existing Bicycle Element currently included in the City's General Plan, and encouraged public participation in the development of a Bicycle Master Plan. The Committee met in November to begin the planning process for identifying the scope and role of the committee and the community.

North Santa Monica Boulevard is a capital improvement project that will incorporate a bike lane within the road right-of-way, and will be developed separately from the proposed Bicycle Master Plan.

The Traffic & Parking Commission Bicycle Ad Hoc Committee's next meeting is scheduled for next January. Staff welcomes the H&S Commission's insights and suggestions in the development of the Bicycle Master Plan.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Officer Don Chase, Police Department
DATE: December 13, 2010
SUBJECT: Neighborhood Watch Enhancements

At the last meeting there was a discussion about holding 4 Neighborhood Watch Block meetings in different parts of the City with the first one occurring January 22, 2010. After discussion with OEM the PD feels this may be rushing the event and it the overall program needs to be decided. This deserves further discussion on how this can be accomplished.

Potential Areas/Dates/Neighborhood Block Party Contact Person

- February 700 S. Palm
- Future Dates TBD

Plans for the Block Party

- Burglary Prevention Information
- Canine Demonstration
- Meeting with NWH Block Capt., CERT Leader and DCS members.
- CPR Booth which includes EQ Kits to be sold
- The Commission is ask to provide input on what should be included in the block parties.

Budget

- The Commission has approximately \$5000 to spend on the Block Parties. It was discussed about having the Cheese Truck attend the first party at the cost of \$1500. Do we want this or something similar at all the parties?
- The following are additional expenses that may occur:

Health and Safety Commission's Role:

- Police Department requests that a Commissioner attend each block party as well as any other Neighborhood Watch meetings that are organized. Staff feels that the Commission is needed at these meetings to highlight the Commission topics as well as show an example of citizen participation.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Office of Emergency Management
DATE: December 13, 2010
SUBJECT: Work Plan Status 2010/2011 and Work Plan 2011/2012

Staff is currently entering into budget preparation. Work plan items for 2011/2012 are due by January 7. The following provides information to assist in developing work plan items and areas of interest for the coming fiscal year.

ESTABLISHED GOALS

The ongoing goals of the Commission are:

- To Create a "Community Culture of Awareness and Preparedness"
- To Encourage Good Decision Making and Battle Complacency on Health and Safety Matters
- To Serve as Ambassadors to the Community on Health and Safety Related Resources and Information

The Commission decided to distinguish between work plan and items of interest. The definitions appear below.

Work Plan Items: an actual task that will be completed by the H&S Commission e.g. Health and Safety Week, Health and Safety Awards

Item of Interest: subject matter/topics of interest to the Commission. Commission may want to study or have a staff member, or a subject area expert or a community member provide information to the Commission or public.

Current Year: 2010/2011

Work Plan Items for the 2010/2011 are found as part of the attached document which provides information on the current Health and Safety Commission's Work Plan items for 2010/2011.

The Commission needs to:

- Review status of Work Plan Items for 2010/2011
- Can the Commission complete all three work plan items?

Areas of Interest To Be Discussed in 2010:

The Commission decided to discuss the following areas of interest in 2010/2011

- Nike Town Runners Club
- Bullying
- Oil Well follow-up
- Leaf Blower follow-up
- Cell/Texting Phone
- Pedestrian Safety
- Risky Behaviors
- Drug/Alcohol
- Teens Congregating

Next Fiscal Year: 2010/2011

The Commission needs to:

- Establish Work Plan items for 2011/2012.
- Establish Areas of Interest

Please come ready to present ideas for possible work plan items/ areas of interest for fiscal year 2011/2012.

- Areas of interest are found under the following categories: environment, crime, transportation, multi-hazard, health, security, behavior, home, and other. At the meeting pls. bring topics of interest. You may refer to the original list compiled back in 2008.
- Work plan Outreach projects to the following areas have been discussed:
 - Schools: Especially Private Schools
 - Businesses
 - Medical
 - Community/Faith Based Organizations
 - Other
- Health and Safety Expo/Speakers Rotates w/ Other Commission Project
 - Note this April 2010 PW has offered to introduce additional preparedness information to their April Earth Day Expo. This would include, including the Quake Cottage and vendors who sell preparedness items.

The Office of Emergency Management would like the Commissions assistance and support of the following OEM Work Plan Item to be submitted for the 2011/2012 Year:

- Hold Leadership Summit for Beverly Hills Community Emergency Management Stakeholders including leaders from the business, government, non profits, faith based organizations, medical and schools.

Staff from other departments have been asked to supply the Commission with a list of Health and Safety work plan or projects that may be planned for 2011/2012. Staff will bring any items submitted to the meeting.

Policy and Management

001 - City Council and Administrative Support

Description

The City Council and Administrative Support program provides support for the City Council and the operation of the City. Responsibilities of the City Council include enacting local legislation, approving City programs, adopting the City's budgets, and establishing the City's legislative agenda. City Council and Administrative Support also encompasses the subprogram Citywide Governance, which, in this department, provides support to the City Council (including staff support for Council Committees) and the Health and Safety Commission.

Program Goal

To implement the policy direction of the City Council by ensuring their goals and objectives are achieved in a timely manner;

To oversee the management of the organization by facilitating efficient, effective and mission-driven day-to-day operations of City departments;

To implement the City Council's legislative agenda by managing the City's Federal and State legislative efforts;

To lead the City's development of policy recommendations by providing leadership to multi-departmental efforts on high priority projects such as organizational development, legislative advocacy, and regional collaborations;

To facilitate responses to citizen inquiries in a timely fashion;

To advocate prudent fiscal planning by developing and implementing City-wide and departmental operating and capital improvement budgets; and

To support a seven-member Health and Safety Commission mandated by the City Council to strive to maintain and enhance the health and safety of the community.

Ongoing Tasks

Staff Hours

- | | |
|--|-------|
| • Assist the City Council with formulating policy by conducting research and coordinating the legislative process. | 1,580 |
| • Encourage intergovernmental communication through collaboration with the Westside Cities Council of Governments and League of California Cities. | 300 |
| • Promote the City's legislative agenda by managing the City's Federal and State legislative efforts and supervising lobbying firms contracted by the City. | 380 |
| • Promote the City's best interests by participating in outreach and communication with local and regional public agencies including the: County of Los Angeles, City of Los Angeles Metropolitan Transportation Authority, and U.S. Postal Service. | 150 |

Policy and Management

001 - City Council and Administrative Support

Ongoing Tasks	Staff Hours
• Secure grant funds for transportation, homeland security, and other City Council priorities by coordinating the City's interdepartmental efforts.	400
• Foster efficiency by monitoring organizational development and staff training programs and opportunities.	230
• Advocate prudent fiscal planning through the development and implementation of City-wide and departmental operating and capital improvement budgets.	930
• Cultivate organizational leadership by facilitating, coordinating, monitoring and overseeing departmental operations and multi-departmental projects.	1,150
• Facilitate responses to citizen inquiries, manage department's Ask Bev cases, and implement customer service systems such that 99% of all inquiries are initially responded to within 72 hours.	928
• Advance efficiency and effectiveness in customer service through day-to-day administrative support to the City Council, Policy and Management staff, and the general public.	2,850
• Support the seven-member Health and Safety Commission and its mission and work plans, coordinate meetings such as making room reservations, preparation and distribution of packet, scheduling and posting of meetings, writing and posting synopsis and minute, and other administrative duties to support the Commission.	344
• Provide a staff liaison to the Health and Safety Commission to coordinate and support the work plan, priorities, goals and other related projects and to work with department liaisons to ensure a multi-departmental approach.	200
• Oversee the effective management of citywide projects by administering and maintaining Daptiv, the City's project management solution.	120
• Review of City contracts (less than \$50,000) for form, best practices, and coordination.	60
• Special projects	198
Subtotal	9,820

Policy and Management

001 - City Council and Administrative Support

Work Plan	Staff Hours
<i>Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.</i>	
4800101 Coordinate and promote programs to enhance the City's reputation as a Friendly and Smart City.	500
<i>Vision Statement #4: Beverly Hills is committed to being the safest city in America.</i>	
4800104 The Health and Safety Commission will identify components of a healthy lifestyle and positive decision making and develop a community outreach campaign.	190
4800104 The Health and Safety Commission will develop a Speakers' Bureau that incorporates health and safety related messages.	150
4800104 The Health and Safety Commission will work with the Police Department to make contributions and enhance the existing Neighborhood Watch Program.	150
Subtotal	990
Elected Officials	11,280
Total Hours	22,090

Full Time Positions	FY 2010/11 Budget	FY 2010/11 Hours
Director of Emergency Management	0.25	470
City Manager	1.00	1,880
Deputy City Manager	0.70	1,316
Assistant City Manager	0.50	940
Director of Economic Development and Marketing	0.40	752
Executive Assistant I	1.35	2,538
Office Assistant III	0.30	564

Policy and Management

001 - City Council and Administrative Support

Full Time Positions	FY 2010/11 Budget	FY 2010/11 Hours
Councilmember	5.00	9,400
Senior Management Analyst	0.55	1,034
Office Manager	0.70	1,316
City Treasurer	1.00	1,880
Total Full Time Positions	11.75	22,090
Total Staffing	FY 2010/11 Budget	FY 2010/11 Hours
Total Number of Employees	11.75	22,090

Service Indicators		Actual 2008/09	Projected 2009/10	Goal 2010/11
4800102	Legislative visits to Washington D.C. and Sacramento	1	2	2
4800102	Legislative initiatives launched within a legislative session	1	4	4
4800101	Dollar value of grant funds secured	\$820,699	\$2.5M	\$2.5M
4800101	Citizen inquiries resolved	2,164	2,000	2,000
4800101	City Council committee meetings facilitated	81	104	110
4800101	Citywide contracts reviewed	N/A	N/A	40
4800101	Percent of citizen inquiries initially responded to within 72 hours	N/A	93%	99%



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director of Emergency Management
DATE: December 13, 2010
SUBJECT: Health and Safety Awards

The Health and Safety Commission recently awarded two Health and Safety Awards. The following needs to be discussed and staff needs direction on the following items:

- How/who should notify the awardees?
- Should there be an award/recognition to those nominated but not chosen? If so what?
- How do we obtain list of those in the group award?
- What do the awardees receive as recognition?
- How will the awardees receive their awards?
- Where will the awardees receive their award?
- When will the awardees receive their award?

There is approximately \$400 budgeted for commemorative items.



**CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT**

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: December 13, 2010
SUBJECT: Every 15 Minutes Video

Commissioners will view the remainder of the Every 15 Minutes video.