



City of Beverly Hills

**Health and Safety Commission
Regular Meeting**

**February 22, 2010
4:00 PM
City Hall Room 280-A**

***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
AGENDA**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

February 22, 2010

4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

- Consideration of minutes of January 25, 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 – February 10, 2010.
- Other items of interest.

F. DIRECTOR'S REPORT

- Report from Myra Lurie, Beverly Hills School District Board Member
- Information Only:
 - a) Condom Awareness Day
 - b) First Annual Vahagn Setian/Daniel Levian Memorial Blood Drive
- Other Items

G. NEW BUSINESS

1. Neighborhood Watch – Officer Don Chase & Sgt. Mike Foxen
2. Status of CERT – Chief Greg Barton
3. Proposal to Regulate Tobacco Sales to Minors in Beverly Hills
4. Work Plan FY 2010-11
5. Health and Safety Awards

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 Hall Room 280-A
MINUTES**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

January 25, 2010

4:00 p.m.

The meeting was called to order at 4:07 p.m.

A. ROLL CALL

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

Commissioners Absent: Millan

Staff: P. Mottice Muller, K. Ryan

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Landau.

C. COMMISSION MINUTES

MOVED by Aronberg, SECONDED by Kopeikin to approve the minutes of the meeting on December 14, 2009, (6/0)

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

Noes: None

Absent: Millan

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.

E. REPORT FROM THE CHAIRPERSON

MAYOR'S CABINET MEETING – JANUARY 13, 2010.

No health and safety related items to report from meeting.

OTHER ITEMS OF INTEREST.

- Chair Seidel reported that in the January 2010 issue of the "In Focus" newsletter included a small piece about the ban on gas-powered leaf blowers. Seidel passed out copies of the newsletter to the Commission. The City's website also has information about the ban, as well as a PDF with important information to print out and give to gardeners. The Commission suggested that this PDF also be available on the website in Spanish. Staff will request that the PDF in Spanish be added to the Website. The Commission appreciates the follow up on this issue.
- DCS, the city's disaster volunteer group, was mentioned in a Courier article regarding their participation as volunteers during the recent Golden Globes event.

F. DIRECTOR'S REPORT

REPORT FROM MYRA LURIE, BEVERLY HILLS SCHOOL DISTRICT BOARD MEMBER

- Ms. Lurie spoke to Superintendent Gross about the participation of the Middle Schools in the Every 15 Minutes program. Superintendent Gross will speak to the Middle School principals about this, and Lurie will report back to the Commission about the outcome of this discussion.
- Campus security and traffic around schools (alleviating congestion) are two work plan items that the school district would like the Commission to concentrate on.
- Commissioner Aronberg asked Ms. Lurie about "Walk to School Wednesdays" and if this program was still happening. Lurie noted that that this program concentrated on K-8 schools, and that many students always walk to school. Commissioner Aronberg noted that more students walking to school may alleviate traffic congestion, while encouraging increased activity levels for students. Lurie also noted that the use of shuttles might decrease traffic congestion. Director Muller commented that the Commission could ask a representative from the Police Department to come to a meeting to discuss this issue further.
- A PACE call went out to encourage families and students to get H1N1 vaccinations.

REPORT FROM DIRECTOR MOTTICE MULLER

- Director Mottice Muller thanked the Commissioners for attending the EOC grand opening on January 12th. The event was a success.
- A welcome event for new City Manager Jeff Kolin will take place on February 16th, Commissioners are encouraged to attend.
- A new Office of Emergency Management Intern, Jessica Barcellona, will work on updating the City's H1N1 information on the website, and Health and Safety awards. Her internship will last about 6 months.
- Information Only:
 - a) Smoking Info
 - Director Mottice Muller briefed the Commission on a recent request to re-look at the smoking initiative. This item will go to the City Council on February 2nd and the Council might ask the Health and Safety Commission to assist with this item.
 - b) Speaker Info
- Other Items - none

G. NEW BUSINESS

1. HEALTH AND SAFETY AWARDS

A meeting will be set up for the Health and Safety Award Sub-committee prior to February's meeting.

2. WORK PLAN FY 2010-2011

A brief recap of last month's Work Plan results was given by Director Mottice Muller.

As Commissioners Kopeikin and Judelson were absent from last month's meeting, they gave their Work Plan priorities. Both Commissioners chose Multi-Hazard/Emergency Preparedness and Behavior/Decision Making as priorities, while Commissioner Judelson also chose Neighborhood Watch as a priority.

Commissioners agreed on the following Work Plan items for FY 2010-11:

- ❖ Enhance the existing Neighborhood Watch Program
- ❖ Develop a Speaker's Bureau
- ❖ Identify areas of decision making resulting in healthy, positive lifestyles and develop an outreach campaign.

3. ADMINISTRATIVE REGULATION: RESPONDING TO LETTERS & EMAILS FROM THE PUBLIC

No discussion.

H. COMMENTS FROM COMMISSIONERS

- Chair Seidel asked that the materials regarding leaf blowers be sent to Mark Elliot, to ensure that he is aware of the progress of the issue.
- Vice Chair Landau informed the Commission that there will be a DUI checkpoint on Friday, January 29th at La Cienega at Gregory at 10 p.m.
- Vice Chair Landau noted that H1N1 shots are now more readily available. Director Mottice Muller noted that there will be an upcoming H1N1 flu shot clinic at Roxbury Park. The flyer for this will be forwarded to the Commission.
- Commissioner Aronberg asked if the CERT program is still active and holding classes and refresher classes. Director Mottice Muller will ask the Fire Department to provide an update on CERT.

I. ADJOURNMENT

There being no further business, Chair Seidel, with the consent of the Commission, adjourned the meeting at 5:41 p.m.

PASSED, Approved and Adopted
This _____ of _____, 2010

David Seidel, Chair



For Immediate Release:

February 10, 2010

Valentine's Day is also National Condom Awareness Day

Condoms are an important tool to halt the spread of STDs

LOS ANGELES – In observance of National Condom Awareness Day, which is scheduled concurrently with Valentine's Day on February 14, the Los Angeles County Department of Public Health would like to remind sexually active county residents of the importance of condom use.

“The consistent and correct use of condoms is still the best way for sexually active people to reduce the risk of contracting potentially serious sexually transmitted diseases, including HIV,” said Jonathan E. Fielding, MD, MPH, Director of Public Health and Health Officer. “You owe it to yourself and to your partner to take the appropriate steps to protect your body.”

Free condoms are available at all Public Health STD clinics, or by calling the Public Health STD Hotline at 1-800-758-0880. The hotline can also provide information on STDs, including referrals to low- and no-cost clinics for STD testing and treatment.

In recent years, Los Angeles County has experienced a steady increase in cases of chlamydia and gonorrhea. In 2008, Los Angeles County had more cases of chlamydia and infectious syphilis than any other local health jurisdiction in the country, and the second highest number of gonorrhea cases.

“People do not realize how common these STDs are,” Dr. Fielding said. “The majority of chlamydia and gonorrhea infections in women is asymptomatic, or has such mild initial symptoms that they go unnoticed. Unfortunately, these STDs can have long-term health consequences that include infertility, chronic pelvic pain, and ectopic pregnancy, which are potentially life-threatening conditions.”

More resources for combating the spread of STDs, including information about free in-home STD testing kits for women, can be found online at <http://publichealth.lacounty.gov/std/>.

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.

###

Kathy Ryan

Subject: FW: Blood Drive

From: Inaida Nalbandian
Sent: Monday, February 08, 2010 9:10 AM

Morning everyone,
Please see the information below about upcoming
Blood drive in memory of our son Vahagn.
Your help will be deeply appreciated
In any possible way like passing the word.
Thank you in advance
Ida

From: Karen Setian [mailto:karensetian@sbcglobal.net]
Subject: Blood Drive

Dear Friends,

On Monday, March 22, 2010 from 10:00 AM – 4:00 PM The First Annual Vahagn Setian / Daniel
Levian Memorial Blood Drive will take place.

The donated blood is for **The City of Hope** and the drive is Co-sponsored by **The Los Angeles County
District Attorney's Office** and **The City of Beverly Hills**, joined by **MADD (Mothers Against Drunk
Driving)**.

The blood drive will take place at the **Beverly Hills Public Library** in the 2nd floor auditorium - 444 N.
Rexford Drive, Beverly Hills, Ca 90210 (Complimentary two hour parking is available in the parking lot
immediately north of the Public Library).

District Attorney's Office has a sign-up sheet available to the public, for donors to register. Please visit the
following site: www.MySignUp.com/MemorialBloodDrive

An alternate way to access the webpage, if you are promoting it verbally, is by running a Google search of either
of the following sets of words: **SETIAN BLOOD DRIVE BEVERLY HILLS** or **LEVIAN BLOOD DRIVE
BEVERLY HILLS**. The webpage for the sign-up sheet will be the first result of the Google search.

Please sign up and encourage your friends and family to sign up as well.

And please spread the word.

With our deepest gratitude,

Karén & Ida

Karén Setian



+1310.993.5424

karensetian@sbcglobal.net



Please consider the environment before you print this email.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: February 22, 2010
SUBJECT: Neighborhood Watch

Officer Don Chase and Sergeant Mike Foxen will give a presentation to the Commission regarding this year's Neighborhood Watch Program.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: February 22, 2010
SUBJECT: CERT Program

Chief Greg Barton will give a presentation to the Commission about the status of the City's CERT program.



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: February 22, 2010
To: Health and Safety Commission
From: Megan Roach, Senior Management Analyst
Daniel E. Cartagena, Senior Management Analyst
Subject: Tobacco Control Options Near Schools
Attachments: 1. Correspondence from American Cancer Society
2. Correspondence from Neighborhood Market Association
3. February 2, 2010 City Council Study Session Minutes

INTRODUCTION

Recently, the City Council received a request from California State Senator Alex Padilla encouraging cities to adopt a local ordinance prohibiting and/or restricting the sale of tobacco near schools. The City has also received correspondence from the American Cancer Society and the Neighborhood Market Association on this subject, which are included as attachments.

DISCUSSION

At the February 2nd Study Session, the City Council directed the Health and Safety Commission to explore two options for expanding the city's anti-smoking commitment, particularly as it relates to youth and school-age children. Council also directed the Commission to make a recommendation at a future City Council meeting on which option Council should pursue.

(1) **Expanded Zoning Ordinance.** Senator Padilla's recommendation prohibits the sale of tobacco products within 600 feet of a school. In addition to schools, a zoning ordinance can restrict the sale of tobacco products within a distance of other sensitive uses where children congregate such as recreation centers, childcare centers, libraries, churches, synagogues, public transit stops, etc.

(2) **Tobacco Retailer Regulatory Permit Ordinance.** This ordinance would require places that sell tobacco to obtain a special permit from the City in order to lawfully sell tobacco products. Once issued, if the City finds the tobacco retailer selling tobacco products to minors or engaged in other violations, then a series of local penalties could apply which may eventually result in the suspension or revocation of the retailing license.

Ultimately each of these options would be combined with education, outreach and enforcement activities. Staff will provide the Commission with more detailed information

on these ordinance options and seek direction on which one to pursue at the March 22nd meeting. In the meantime the Chamber of Commerce will reach out to the business community for input on the options, which will also be presented to the Commission at the March 22nd meeting.

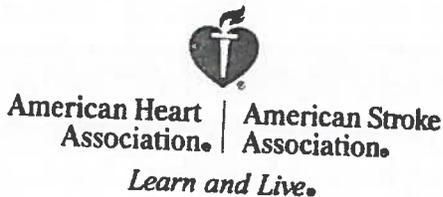
FISCAL IMPACT

The City may incur initial front-end costs associated with the development and implementation of these ordinance options, including activities such as letting permits, monitoring tobacco retailers and enforcing the local ordinance. With the tobacco retailer regulatory permit ordinance, staff would also recommend establishing a new fee which would allow the City to recover its costs for processing the permits.

Finally, the City may experience a nominal loss in sales tax revenue resulting in tightening the restriction on the sale of tobacco products.

RECOMMENDATION

At Monday's meeting the Health and Safety Commission will be shown the City Council's discussion of this item from the February 2nd Study Session. On March 22nd the Commission will be provided information on both options and will be asked to make a recommendation on which option to pursue. Staff requests the Commission provide additional questions or areas to focus on in preparation for the March 22nd meeting.



January 26, 2010

Dear Mayor and Members of the City Council:

Recently, you received a communication from Senator Alex Padilla urging consideration of an ordinance prohibiting and/or restricting the sale of tobacco near schools. We write to support Senator Padilla's effort. While great strides have been made in reducing smoking by teens, there is still much work to be done. Tobacco use continues to drive preventable suffering, death and billions of dollars in direct and indirect costs in California, and the addiction of more than 36,000 California kids every year

Our organizations have a long history in tobacco control and remain committed to seeing an end to the devastation tobacco use causes. These tobacco control efforts have consistently focused on strategies that will keep young people from starting to use tobacco products through public policy that goes beyond educating kids and store owners. Data show that an estimated ninety percent of all adult smokers became addicted in their teens or earlier, and two-thirds become regular smokers before the age of nineteen.

Senator Padilla's proposal is important because it points to the role that tobacco retailers play in youth purchasing cigarettes and tobacco products, generally and near schools. Policies that would restrict sales of tobacco near schools would be a welcome addition to support community efforts to reduce youth smoking. There is data showing a correlation between youth smoking rates and neighborhoods with the highest tobacco outlet density. This ordinance will contribute to a decrease in the number of tobacco outlets and have a positive impact on density.

For communities with a strong tobacco retail licensing ordinance, this is a worthwhile addition that will bolster previous local tobacco control successes. For those communities currently pursuing tobacco retail licensing ordinance, this can be effectively incorporated into a comprehensive strategy.

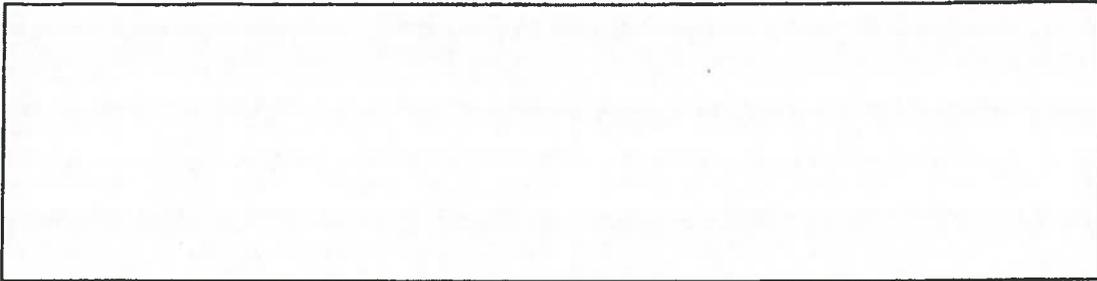
We look forward to working with you to safeguard future generations of California youth from a life-long and deadly addiction. Should you need additional information, please do not hesitate to contact one of our offices.

Sincerely,

James K. Knox
VP, Legislative Advocacy
American Cancer Society

Eric Batch
VP, Advocacy
American Heart Association

Paul Knepprath
VP, Advocacy & Health Initiatives
American Lung Association



February 5, 2010

The Laurence Wiener, Esq.
City of Beverly Hills
455 North Rexford Drive
Beverly Hills, CA 90210

Re: Tobacco Sales Restrictions

Dear City Attorney Wiener:

We are writing to express our concern from the small business community about Senator Alex Padilla's letter to you and many other local elected officials requesting that extensive local tobacco sales restrictions be enacted. It is our hope that you choose not to pursue such legislation, but should you determine to move forward we respectfully request to be included in the ordinance drafting process.

Local tobacco sales restrictions like those proposed by Senator Padilla create a host of unintended consequences that impact retailers, the communities they serve and local government. The inability to transfer a retail tobacco license would seriously diminish and in many cases, destroy the value of small businesses that derive a significant percentage of their income from tobacco sales. The inability to transfer a license could be considered a compensable taking of a business which may expose your jurisdiction to future litigation.

California already has laws governing the advertisement and sale of tobacco products to minors. Violations of these laws are already punishable by substantial penalties, including fines and loss of license.

In addition to the State Board of Equalization's education efforts and free classes, our trade associations provide ongoing education programs to help our members and their employees understand and meet state license requirements and other important state law designed to keep tobacco out of the hands of minors.

As currently outlined, the Padilla proposal will adversely impact existing neighborhood markets, job creation, future business growth and vital local revenue. Should you contemplate considering this, we would look forward to the opportunity to further discuss this issue. Thank you for your time and consideration.

Sincerely,

Sincerely,

Sincerely,



Keri Askew Bailey
Vice President
Government Relations
California Grocers Assoc.
916-448-3545

Sieglinde "Missy" Johnson
Director
Government Affairs
California Retailers Assoc.
916-443-1975

Samantha Dabish
Vice President
Government Affairs
Neighborhood Market Assoc.
619-464-8485

CITY OF BEVERLY HILLS
ACTION MINUTES - INFORMAL MEETING
February 2, 2010
Council Chambers
2:30 P.M.

PRESENT: Mayor Krasne
Councilmembers Delshad, Brucker, Brien, and Mirisch
City Manager Kolin
Assistant City Manager Aluzri
City Attorney Wiener
Chief Assistant City Attorney Diaz
City Clerk Pope
Senior Management Analyst Cartagena
Chief Financial Officer and Director of Administrative Services Miller
Real Estate & Property Manager Lavender

ABSENT:

A -

DIRECTION

Mayor Krasne and the Council welcomed new City Manager Jeff Kolin. Mr. Kolin expressed appreciation for the warm welcome and enthusiasm to work with Council, staff and the community.

1. Employee Recognition
Recognizing retiring employees Tedi Wheeler and Chris Castner.

Council congratulated and presented Tedi Wheeler with a certificate of recognition for 31 years of exemplary service to the city. Mr. Wheeler expressed his appreciation for working with a great city.

Council thanked and presented Chris Castner with a certificate of recognition for 18 years of loyal service with the city. Mr. Castner thanked former City Manager Mark Scott, Don Oblander, Rod Wood, Scott Miller, Noel Marquis, and colleagues Tedi Wheeler and Phyllis Harris, and expressed appreciation for the opportunity to serve the city.

2. Fine Art Commission Interview Panel Report
Transmits appointment recommendation for filling a position on the Fine Art Commission.

City Clerk Byron Pope reported on the Interview Panel's recommendation to appoint Scott Stover to the Fine Art Commission vacancy.

Vice Mayor Delshad thanked Councilmember Brien for taking his place in the interview panel. Council supported and approved the recommendation.

3. Traffic and Parking Commission Interview Panel Report
Transmits appointment recommendation for filling a position on the Traffic and Parking Commission.

City Clerk Byron Pope reported on the Interview Panel's recommendation to appoint Andy Licht to the Traffic and Parking Commission vacancy.

Councilmember Brucker thanked Mayor Krasne for covering for him during his absence at the interview. Council approved the recommendation.

4. Tobacco Control Options Near Schools
This item reviews option to prohibit and/or restrict the sale of tobacco near schools.

Senior Management Analyst Daniel Cartagena presented a brief overview on tobacco control ordinances near schools, liaison work with other agencies, and the two legislative options available to Council, namely an expanded zone ordinance, and a tobacco retailer regulatory permit ordinance.

On behalf of the Chamber of Commerce, Anita Zusman-Eddy requested Council not to make a decision at today's meeting and to give the Chamber of Commerce and the business community an opportunity to provide input on the issue by working with City staff in crafting solutions.

Vice Mayor Delshad suggested asking the Health & Safety Commission (HSC) to conduct a public hearing, and bringing back a recommendation for the best option. Councilmember Mirisch recommended moving forward without going through HSC and just get their input before the final ordinance. Councilmember Brucker expressed his concern that "47% or 16 retailers displayed a willingness to sell cigarettes to a minor." He suggested imposing stringent fines to reduce the 47% such as business license suspension, suspending operations for a day, or a \$1500 fine. City Attorney Wiener explained the current penalties for violations and legal sanctions that may be imposed. Mr. Cartagena explained the difference between an alcohol permit and a tobacco permit, and the advantages of creating a regulatory permit process. Councilmember Brien clarified for Ms. Zusman-Eddy that no Council decision is made at the Study Session and expressed support for the second option. He asked who has the regulatory discretion to issue the tobacco permit. Mr. Wiener explained that the city has the discretion to set up the permit system through the Finance Department, and distance requirement may be

imposed. City Manager Kolin commented that it is Council's discretion to decide whether issuance of permits will be a staff function or a Commission or Board will be reviewing cases, along with building criteria to guide staff on whether a permit should be issued. Mayor Krasne agreed with Vice Mayor Delshad to bring the issue before the HSC for review and vetting. Vice Mayor Delshad, Councilmember Brien, and Councilmember Mirich supported option 2. Councilmember Brucker supported either option. Mayor Krasne favored giving HSC the flexibility to decide which option to recommend. City Manager Kolin suggested to bring it before the Planning Commission if option 1 is chosen. Council directed staff to bring the item before the HSC for review.

5. Real Estate and Property Management Leasing Incentive Program

Staff seeks City Council's approval of the discretionary leasing incentive program. This program is designed to incentivize the leasing of properties proven to be difficult to lease.

Chief Financial Officer and Director of Administrative Services Dr. Scott Miller and Real Estate and Property Manager Brenda Lavender provided background on a staff recommendation to offer a leasing incentive program on hard-to-lease City properties.

Vice Mayor Delshad asked questions on the proposed commission rate. He asked whether staff had input from community. Councilmember Brucker asked whether the commission is split between listing agent and broker. He also asked whether it is possible for the realtor's commission to be paid every year that the tenant is in the property instead of up front. Mayor Krasne suggested giving Ms. Lavender assistance with staff work. She also suggested the city let realtors ask for deals instead of offering it upfront. Councilmember Brien suggested offering the program for a period of one year only subject to review by Council. He also suggested a 6% commission rate or a rate that is not above current rate. He asked Mr. Kolin based on his past experience whether this commission incentive was used in other cities, and suggested the city find out what surrounding cities are doing. Councilmember Mirisch agreed to have a 5-6% commission rate, a sunset clause until the economy picks up, and a provision on tenants who move out. Staff will draft a revised program based on Council's feedback and come back to Council with a formalized program for approval.

OTHER MATTERS

Councilmember Brien brought up complaints he has received regarding open air bus tours and requested that either the matter be discussed at a future Study Session, the Traffic and Parking Commission (TPC) look at complaints, or a Council liaison work with TPC to study the issues. Councilmember Brucker brought up complaints from residents about disrespectful cab drivers and suggested the city penalize cab companies who do not train their drivers. Councilmember Mirisch asked whether the city is looking to regulate as well as generate revenue through business tax. Mayor Krasne expressed preference for the matter to be brought to TPC. She requested that TPC also look into other traffic problems such as disruption of traffic by people taking pictures. Vice Mayor Delshad suggested TPC also look at cab drivers' cleanliness and make a list of criteria that cab drivers are evaluated on.

Mayor Krasne asked staff to look into residents' complaints regarding high water bills. Dr. Miller explained that the water bill includes other items such as refuse and sewer charges that makes it high. Staff will come back at the next Study Session to explain the bill in detail for both Council and the residents' benefit. Mr. Kolin explained that a high bill may be due to other reasons such as leaks, water meter installation upgrade, or delayed billing. He encouraged residents to call 310.285.2436 to talk about billing or 310.285.2467 regarding water service problems. Mayor Krasne directed staff to contact 90-year old resident Irene Polk at 712 North Beverly Drive and assist her with her bill. Mr. Kolin apologized to the community for the inconvenience. Vice Mayor Delshad recommended the city employ a proactive way of resolving problems such as inviting the community to a town hall meeting/ open house where staff can explain or answer questions. Dr. Miller assured Council that his department will work with Public Works in facilitating a town hall meeting. Councilmember Brucker suggested Dr. Miller coordinate with Deputy City Manager Cheryl Friedling to do a broad outreach and have the meeting broadcast on Channel 10.

B - INFORMATION

6. Regional Development Projects List - City Council Monthly Update Update on developments in Los Angeles and West Hollywood that has relevance to Beverly Hills.

This item was not discussed.

The Study Session adjourned at 4:21 p.m. to the Closed Session to discuss items that are identified on the agenda that has been prepared for the meeting. The Closed Session concluded at 7:00 p.m.

City Clerk's Office/lsr

THESE INFORMATIONAL NOTES ARE PREPARED BY THE CITY CLERK'S OFFICE AND ARE NOT APPROVED BY THE CITY COUNCIL.

This meeting was televised on City of Beverly Hills Municipal Government Television Access, BHN/10, Time Warner Cable.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: February 22, 2010
SUBJECT: Work Plan 2010-11

Attached is the Department Work Plan items and service indicators for the City Council & Administrative Support and Emergency Management. Related Commission items are highlighted.

Department Mission

Policy and Management provides overall direction and support to eight City departments for the implementation of City Council policy. Through strong leadership and professional management, the Department ensures that City initiatives and operations are effective and cost efficient. The Department sets the highest standard for the development, coordination, and implementation of municipal programs to meet the short and long-term needs of the community.

Full Time Positions	2010/11 Budget	2010/11 Hours
Total Full Time Positions	21.00	39,480.00

Part Time Positions	2010/11 Budget	2010/11 Hours
Total Part Time Positions	0.00	0.00

Revenue by Category	2008/09 Actual	2009/10 Budget	2010/11 Requested	Percent Change
Internal Svcs Fd Receipts	7,203,012	6,611,533	6,611,533	0.00%
Use Of Money & Property	813,287	0	15,000	--
Miscellaneous Revenues	5,064	5,000	2,500	-50.00%
Intergovtl Revenues	12,282	0	0	--
Total Revenues	8,033,645	6,616,533	6,629,033	0.00%

Expenditure by Category	2008/09 Actual	2009/10 Budget	2010/11 Requested	Percent Change
Contractual Services	1,124,692	810,918	818,851	0.98%
Other Charges	83,150	29,975	29,975	0.00%
Salaries & Benefits	2,929,744	2,680,677	2,680,677	0.00%
Internal Svc Fund Charges	2,943,973	3,274,545	3,274,545	0.00%
Materials And Supplies	49,810	50,158	47,658	-4.98%
Total Expenses	7,131,369	6,846,273	6,851,706	0.00%

001 - City Council and Administrative Support

Description

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. 1,716
- Encourage intergovernmental communication through collaboration with the Westside Cities Council of Governments and League of California Cities. 380
- 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
- Secure grant funds for transportation, homeland security, and other City Council priorities by coordinating the City's interdepartmental efforts. 520
- Foster efficiency by monitoring organizational development and staff training programs 230

and opportunities.

• 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.	1,240
• 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.	3,076
• 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.	200
• 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.	440
• Special projects	365
Subtotal	10,755

Work Plan

Staff Hours

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

4800101 Complete an organizational self-assessment to develop a strategic plan to position the City to apply to the Baldrige National Quality Award Program. 637

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

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

041 - Emergency Management

Description

The Office of Emergency Management, in coordination and collaboration with all City departments, strengthens the City's ability to prepare for, mitigate against, respond to, and recover from an emergency or disaster.

Program Goal

To strengthen the employees', residents', and business community's ability to prepare for, mitigate against, respond to, and recover from an emergency or disaster;
To promote and encourage life safety, mitigation, and emergency preparedness in the community and to all employees;
To strengthen City departments' ability to respond to and recover from an emergency or disaster, including conducting training and exercises, maintaining systems, supplies and other logistical items, and coordinating with external agencies and organizations.

Ongoing Tasks	Staff Hours
<ul style="list-style-type: none">• Ensure life safety and security of all City facilities by maintaining and developing Employee Emergency Response Teams (EERT) and holding facility drills.	205
<ul style="list-style-type: none">• Increase employee awareness and preparedness by writing articles in the employee newsletter, providing pamphlets, through posters and department trainings by the Employee Emergency Response Teams (EERT's), new employee disaster packets, and the annual employee preparedness pledge drive.	120
<ul style="list-style-type: none">• Make our community stronger and better prepared to be self sufficient after a disaster by strengthening and coordinating all City Volunteer groups: CERT, DCS, MRC, and VIPS.	95
<ul style="list-style-type: none">• Strive to maintain and improve public/community awareness by providing health, safety and disaster preparedness information to the business and residential community via telephone, speaking engagements, press releases, AM radio, cable TV, and posters in parking structures and Recreation and Parks centers, Health and Safety Week and other outreach programs.	400
<ul style="list-style-type: none">• Test the Emergency Operations Plan through a variety of tasks, activities and exercises.	100
<ul style="list-style-type: none">• Meet all federal and state requirements by incorporating the National Response Plan and the National Incident Management System into City planning, training, response, and recovery.	55
<ul style="list-style-type: none">• Strengthen the City's ability to respond and recover from an emergency or disaster by maintaining the EOC and its components; developing, implementing and facilitating trainings, drills, and exercises.	747

• Keep current all disaster-related manuals, lists, rosters, checklists, supplies, and containers.	150
• Interface and plan with all levels, including, but not limited to, departments of the Federal, State, County, and surrounding City governments, Beverly Hills Unified School District, Maple Counseling Center, utility companies, relief agencies such as the American Red Cross, Community Groups and local businesses.	300
• Increase all departments' ability to prepare, mitigate, respond and recover by assisting and supporting departments on special projects and work plan items.	215
Subtotal	2,387

Work Plan	Staff Hours
Vision Statement #4: Beverly Hills is committed to being the safest city in America.	
4804101 Implement the Health and Safety Awards and Employee Emergency Management Awards.	300
4804102 Finish updating the current Hazard Mitigation Plan and seek approval from the City Council and FEMA/CalEMA.	200
4804102 Update and distribute the City's Emergency Operations Plan and seek approval by the City Council and FEMA/CalEMA.	291
Subtotal	791

Full Time Positions	2010/11 Budget	2010/11 Hours
Dir-emergency Management	0.75	1,410
Assistant City Manager	0.25	470
Executive Assistant I	0.15	282
Office Assistant Iii	0.35	658
Senior Management Analyst	0.10	188
Office Manager	0.10	188
Web Coordinator	0.02	37
Total Full Time Positions	1.72	3,233
Total Staffing	2010/11 Budget	2010/11 Hours
Total Number of Employees	1.72	3,233

Service Indicators		Actual 2008/09	Projected 2009/10	Goal 2010/11
4804102	Speaking engagements, preparedness and safety presentations, disaster preparedness campaigns, expos and outreach to employees and the community	37	40	40
4804102	Residents, businesses, and employees reached in speaking engagements, preparedness and safety presentations, disaster preparedness campaigns, expos and outreach to the community and to employees	9877	30000	30000
4804102	Employees maintained as Employee Emergency Response Team members (EERT)	425	425	425
4804102	City Facility Life Safety drills held	7	6	6
4804102	Employees and customers participating in life safety drills and training	653	700	700
4804101	NIMS and MEMS training classes and exercises held	25	25	25
4804101	EOC Section, Policy Group, and Emergency Management Committee and other disaster preparedness meetings held	115	115	115
4804101	Participants for trainings, exercises, and meetings	2027	2500	2500
4804101	External preparedness meetings, speaking engagements, and classes attended by Emergency Management staff	72	60	60
4804101	Manuals and plans written or kept updated	55	55	55
4804103	Health and Safety Commission meetings held	N/A	11	11
4804102	Percent of staff trained to NIMS Compliance and established standards	N/A	N/A	95%



CITY OF BEVERLY HILLS STAFF REPORT

To: Health and Safety Commission
From: Jessica Barcellona, Office of Emergency Management Intern
Date: February 22, 2010
Subject: Community Health and Safety Awards

INTRODUCTION

The Health and Safety Awards Ad Hoc Committee met and has recommendations for establishing the BEVERLY HILLS Community Health and Safety Awards.

DISCUSSION

Attached is a draft of the BEVERLY HILLS Community Health and Safety Awards announcement and application form.

The Ad Hoc Committee proposes that the Health and Safety Commission create the following two awards to recognize leadership and heroism in our community.

- **Community Leadership Award** - This award recognizes an individual, business, or group who has taken on a significant leadership role in the community to help enhance community health and safety or the quality of life in their neighborhood.
- **Heroic Individual Award** - This award recognizes an individual who has made a significant and/or heroic contribution at a single event to enhance community health and safety in Beverly Hills.

To be eligible for these awards, the nominee must either be a resident of Beverly Hills or have made a positive impact on our City in the areas of health and safety.

Applications will be distributed through the City's newsletter website, and library, via press release, through our schools, and through organizations in our community such as Rotary and the Chamber of Commerce.

Nominations for the awards may be made by anyone. The Commission has full discretion regarding the awards, including how many nominees to recognize and if awards will be distributed on a yearly basis.

FISCAL IMPACT

The Commission's budget includes funding for awards.

RECOMMENDATION

The Ad Hoc Committee recommends that the Commission review and approve the concept of the awards and the application form. The timeline remains the same as discussed in last month's meeting.

Additionally, it is recommended that the Commission provide input on the award options. Options include a plaque or similar award, a gift certificate to a local business, certificate of recognition or personalized gift. The Ad Hoc Committee suggests awarding a certificate from the Health and Safety Commission and a personalized safety gift, such as an engraved hard hat or flashlight.



CITY OF BEVERLY HILLS HEALTH and SAFETY COMMISSION



BEVERLY HILLS COMMUNITY HEALTH and SAFETY AWARDS

WHAT ARE THE BEVERLY HILLS COMMUNITY HEALTH AND SAFETY AWARDS?

The City of Beverly Hills is made up of dedicated residents, businesses and organizations that serve the community and contribute to the wellbeing of the city. To recognize individuals, businesses or organizations that have made significant efforts towards enhancing community health and safety in Beverly Hills, the Health and Safety Commission has created the *Beverly Hills Community Leadership Award* and the *Beverly Hills Heroic Individual Award*. We will recognize those who have gone above and beyond the usual in their dedication and service to health and safety. We are also looking to honor those who have made a long term commitment to the safety and well being of this community.

WHO IS ELIGIBLE TO RECEIVE THESE AWARDS?

The *Beverly Hills Community Health and Safety Awards* will be presented to those who continually demonstrate leadership in the field of health and safety, who make a significant, heroic contribution at a single event, or have consistently contributed to improving the community's health and safety. To be eligible for these awards, the nominee must either be a resident of Beverly Hills or have made a positive impact on our City in the areas of health and safety.

WHO CAN MAKE A NOMINATION? HOW ARE AWARD SELECTIONS MADE?

Nominations for the awards can be made by anyone. The deadline for nominations is _____. Award nominations will be evaluated by the Health and Safety Commission. The Commission will consider the following criteria as a part of their review process and award selection. Please complete your nomination form in detail since the Commission will base their decision on the information you provide.

AWARD EVALUATION CRITERIA:

Beverly Hills Community Leadership Award - This award recognizes an individual, business, or group who has taken on a significant leadership role in the community which has helped to enhance community health and safety or improved the quality of life in their neighborhood.

Heroic Individual Award - This award recognizes an individual who has made a significant, heroic contribution at a single event to enhance community health and safety in Beverly Hills.

WHEN WILL THE AWARDS BE PRESENTED?

Award recipients will be acknowledged at the Health and Safety Commission monthly meeting in fall of 2010.

