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CITY OF BEVERLY HILLS  
OFFICE OF THE CITY MANAGER

October 29, 2012

The Honorable Mayor Brien, M.D.  
The City of Beverly Hills  
455 North Rexford Drive  
Beverly Hills, CA 90210

Dear Mayor Brien:

A recommendation has been made to move forward with relocating the retail services currently located at 325 N Maple Drive into a replacement facility of approximately 10,000 square feet located within 90210 ZIP Code area. The delivery routes will be moved to the Los Angeles West Hollywood Branch located at 820 N Vicente Boulevard. The new retail unit will continue to service the community of Beverly Hills and will be located in the 90210 ZIP Code area. The current Beverly Hills Main Office will be sold.

This is written notice that the request to relocate these retail services, (delivery to West Hollywood Branch) and sell the Beverly Hills Main Office was approved. As indicated during our council and public meetings, an alternative to rightsizing the retail lobby in its current location will also be included in our marketing strategy.

As provided in CFR 39 241.4, your office and members of the Beverly Hills community may appeal this decision within the next 15 days of the receipt of this letter. As appropriate, your appeal should be directed to Vice President, Facilities and addressed as follows:

Vice President, Facilities  
Pacific Facilities Service Office  
1300 Evans Avenue, Suite 200  
San Francisco, CA 94188-0200

Sincerely,

Diana K. Alvarado  
Real Estate  
Facilities Implementation

CC: City Manager