



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: November 30, 2010
To: Honorable Mayor & City Council
From: Pamela Mottice Muller, Director of Emergency Management *PMM*
Subject: Furlough & Holiday Plan
Attachments: 1. Press Release

INTRODUCTION

Beverly Hills City offices will be closed Dec.24, 2010 through Jan. 2, 2011 for the holidays and for four days of employee furloughs. The furlough days are part of a cost saving measure approved as part of the FY 2010-2011 Operating Budget. Staff members to be furloughed must take forty unpaid hours in calendar year 2010, including four entire days during which many City facilities will be completely closed to the public: December 27, 28, 29 and 30 . The purpose of this staff report is to provide information to the City Council regarding how City operations will be affected by the implementation of the four furlough days and the holiday. Specifically, information is provided regarding the level of service that will be provided during this period.

DISCUSSION

Beverly Hills City offices will be closed Dec.24, 2010 through Jan. 2, 2011 for the holidays and four days of employee furloughs. The furloughed workers do not include sworn police officers or firefighters/paramedics, who will work their normal shifts. In addition, staffing necessary for the regular operation of City utilities, trash removal and parking enforcement will continue. The public is asked to finish business with the City by December 23, 2010. Non emergency service requests will be handled beginning the week of Jan. 3, 2011. Citizens with emergencies are asked to call 911.

Below are further details on the status of City operations:

CLOSED OPERATIONS AND 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 will be closed and non-operational. All customer service lines will be closed. No sidewalk cleaning, street sweeping, building and public works inspections, permits or plan reviews will occur.

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 and senior shuttles will operate as normal. Overnight parking exemptions will be available online.

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 Community Services classes and programs will be closed for the week. Public Works crews will also be available to respond to an emergency.

EMERGENCIES AND DISASTERS

Emergencies and disasters are different. Should an emergency situation occur when the City is closed for the furlough days or the holidays, staff will be available to respond. Public Works will respond to emergencies as it relates to water systems, traffic signals, street lights, City facilities and essential infrastructure, and to the City's tenants. The City dispatch center will be provided with information on how to reach the appropriate staff should the need arise.

Should a disaster be declared during this timeframe, employees will be recalled as Disaster Service Workers in accordance to the current administrative procedures. As part of preparedness efforts and as done in previous years, key employees have been asked to provide information on whether they will be in the area during this period.

PUBLIC OUTREACH

The City's Communication team and individual departments are working diligently to educate the public. Press releases, signage on facility doors and counters, letters to tenants, vendors, specific stakeholders and customers, information on the cable station and the website are all examples of outreach to the public currently being completed. Attached is a copy of the most recent press release.

FISCAL IMPACT

The City adopted furloughs as a method of cost savings. This report provides information on the reduction of services to implement the savings. The plan submitted does ensure the City can respond to emergencies. The cost savings may be slightly less if additional staff are needed to respond. The public is being asked to only call the City in an emergency.

RECOMMENDATION

None

Pamela Mottice Muller *PM*

Attachment 1



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.

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- 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.

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