

**BEL AIR BEVERLY CREST NEIGHBORHOOD COUNCIL  
EXECUTIVE COMMITTEE  
Minutes**

**July 17, 2009**

The meeting was called to order at 9:31 am via teleconference.

On the Call:

Alan G. Fine, Chairperson  
Robert A. Ringler  
David Espinoza

**Update on Pending Expenditures**

Fire Station 71 – Wall Project

Alan stated the request has been submitted to DONE and will wait for the check to be sent to the Fire Station

Fire Station 37 – Kitchen update

Alan stated he would contact Deanna Stevenson with DONE to find out what is needed to get an invoice paid for the project. He stated he may be able to pay for part of the project through petty cash.

Fire Station 99 – Open House Contribution

Alan stated he is still waiting for the paperwork from Harold Tenen of Adopt Fire Station 99. The forms were not filled out completely for the Neighborhood Purpose Grant of \$2,500.

Beverly Glen Park HOA – Tree project

David stated he spoke to Robbie with Valley Crest Landscaping to request an invoice. The invoice was to have been mailed several weeks ago, but has not been received. DONE is requesting a proper invoice to the BABCNC to authorize payment.

**Update on Office Space**

David reported he had been in contact with Jennifer Bader with the Mayor's Office regarding an office space at 1645 W. Corinth, which is a City building. Jennifer is meeting with General Services to find an office space in the building. There is concern with accessibility to the old court room previously requested by the BABCNC.

There is a process that will take about one or two months to obtain any City facility space. David recommended obtaining a PO BOX, transferring the phone line to a voice message and storing the office furniture until the City office space is secure.

David briefed on the new tenant that will occupy the current office. They proposed an offer for the BABCNC to move out by August 1 and would assist with physical labor for the move. The

landlord has also indicated the BABCNC would receive back \$500 for moving out before the lease date of August 15<sup>th</sup>.

The committee agreed to the proposal assuming the move would not conflict with the original lease end date.

David will notify the Council at the next meeting of the moving process.

#### **Approve Expenditures**

Alan reported on Pam Marton's request to pay the overtime for the custodians during the June, July and August meeting. During the summer, the custodians work in the mornings only. The school has to pay overtime to set up and close up the evening meetings. The payment would be for the hours 5 PM - 10 PM - 5 hours each, the overtime rate is \$30.00 per hour (includes benefits) times 15 hours for a total of \$450.00.

The committee agreed for the payment and Alan will use the Petty Cash funds.

#### **Administrative Assistant Report**

David reported on the office space under "Update on Office Space" agenda item.

#### **New Business**

No new business.

The meeting adjourned at 9:50 am.

Respectfully submitted,

Alan G. Fine, Chairperson