



**CITY OF BEVERLY HILLS**  
**City Hall Room – Room 280-A**  
**455 N. Rexford Drive**  
**Beverly Hills, CA 90210**  
**MINUTES**

**PUBLIC WORKS COMMISSION REGULAR MEETING**

August 9, 2012  
8:30 a.m.

The meeting was called to order at 8:35 a.m.

**A. ROLL CALL**

Commissioners Present: Chair Foldvary, Vice Chair Shooshani, Weinglass, Pressman, Shalowitz  
Commissioners Absent: None  
Staff: D. Gustavson, C. Theisen, L. Enriquez, A. Eason, D. Greene, R. Hickman  
Guests: A. J. Willmer

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Foldvary.

**COMMISSION MINUTES**

Consideration of the Minutes of the Regular meeting of July 12, 2012.

Approval of minutes for July 12, 2012, tabled to next meeting in September with noted corrections. A statement will be added to the discussion regarding the replacement of solid waste bins to better clarify the spirit of the discussion.

Chair Foldvary stated he would like concise minutes noting important points discussed for future reference for the Commission as well as the public. Mr. Theisen explained that staff has been directed to prepare "action minutes" in training by the City Clerk's office. Chair Foldvary asked for documentation on this matter. Chair Foldvary would like to have someone keep track of items the Commission would like staff to report back to them on. Vice Chair Shooshani suggested adding an "action box" to the minutes as a tool to keep track of Commissioner's requests.

Mr. Gustavson stated a matrix would be created listing ongoing action issues similar to the spreadsheet on Capital Improvement Projects.

**C. ORAL COMMUNICATIONS FROM THE AUDIENCE**

Mr. Willmer addressed the Commission on an issue he had with his utility bill. He asked if there was a better way to use technology on water meters like Edison does on its meters. Mr. Willmer stated that real time information would be required to impact consumers and spur them to change their consumption habits. This brought about a discussion on water usage and the City's online utility billing. Mr. Gustavson stated Public Works is not in charge of billing or outreach of follow-up for non-payment, but only operation and maintenance of water meters. Mr. Gustavson stated that the City's upcoming new software will have the capabilities Mr. Willmer mentioned and also added that the City's current system is already capable of alerting

residents of a water leak. Commissioner Shalowitz referred to the City's online water tracker system saying he checks his own water usage on this site.

Commissioner Weinglass asked staff for an update on the City's new software and the new water bill design. Commissioner Pressman asked that staff provide information from Administrative Services that the Commission could pass to homeowners. Mr. Gustavson stated that Mr. Watson, Water Operations Manager, or Mr. Cartagena, Senior Management Analyst, would be asked to speak at a future Public Works Commission meeting on what is currently available on the existing software. Commissioner Shalowitz asked staff for a follow-up on making the water tracker application more user friendly through an easier link. Mr. Theisen stated staff is continuing to evaluate interfaces for water information and water software due to high water bill issues; he stated that some of the software interfaces are already extremely user friendly. He added that real time information requires a costly hardware upgrade at the meters.

**D. REPORT FROM THE CHAIRPERSON**

Due to a staff scheduling conflict, the next regular Public Works Commission meeting is rescheduled to Tuesday, September 11, 2012, at 10:00 a.m.

Mayor's Cabinet Meeting – Chair Foldvary stated the next Mayor's Cabinet meeting is scheduled for August 14, 2012.

**E. CONTINUED AND NEW BUSINESS**

Brown Act/Roberts Rules of Order Refresher – Ms. Lolly Enriquez, Assistant City Attorney, gave the Commission a PowerPoint presentation on the Brown Act/Roberts Rules of Order. She outlined the following:

- Policy of open government;
- Who the Brown Act applies to;
- What constitutes a meeting, the types of meetings and the rules governing meetings;
- What types of meeting are illegal;
- Meeting exceptions;
- Agenda requirements/exceptions;
- Public participation;
- Teleconferencing;
- Enforcement.

Ms. Enriquez gave the Commission a copy of the Resolution of the Cultural Heritage Commission which establishes their Rules and Procedures. She added that other Commissions abide by these rules and procedures. The Commission stated they would like to read this Resolution and discuss at the next meeting.

Capital Improvement Program Projects under Public Works Management – Mr. Theisen stated he had a meeting with the City Attorney to get clarification on the proper titles for committees that had been formed at the June 2012 Public Works Commission meeting. Mr. Theisen stated that an ongoing meeting is not a subcommittee if only one member of the Commission attends meetings with staff and reports back to the Commission. He added that this would simplify matters for staff since posting and reporting requirements would not be triggered. Chair

Foldvary asked that staff leave assignments as they are but that only one member of the Commission would attend at a time. Mr. Theisen stated that he will arrange project orientation meetings on projects with the Engineering Division. Mr. Theisen added that Mr. Tristan Malabanan, Civil Engineer, will oversee projects dealing with sewer system repairs and Mr. Juan Martinez, Civil Engineer, will oversee the rest.

Chair Rotation Discussion – Chair Foldvary brought up the discussion of Chair rotation as his term as Chair is up next month. Commissioner Pressman explained the rotation that City Council, as well as other commissions, uses, which is by seniority and by who has not yet been Chair. He suggested that a motion be made to follow that rotation.

MOTION by: Commissioner Shalowitz and SECONDED by Commissioner Weinglass to follow existing precedence and that Commissioner Pressman rotate to Chair and Commissioner Shalowitz rotate to Vice Chair at the September Public Works Commission meeting.  
3/5

Ayes: Foldvary, Pressman, and Shalowitz

Noes: Shooshani and Weinglass

Abstentions: None.

CARRIED

**F. COMMENTS BY COMMISSIONERS**

Commissioner Weinglass commented that he met a City employee at the "Night Out" event who stated the new City recycling stickers "We Recycle" were being handed out at the Farmer's Market and received a great response.

Chair Foldvary referred back to a comment he made at the June 14, 2012, Commission meeting in which he stated he would like more time to review items when they are brought to the Commission. Mr. Theisen stated this has been memorialized in previous minutes, and staff is committed to it.

**G. ADJOURNMENT**

There being no further business, Chair Foldvary, with the consent of the Commission, adjourned the meeting at 10:50 a.m.

Passed and approved

This \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Chair Foldvary

