



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

PUBLIC WORKS COMMISSION SPECIAL MEETING

September 11, 2012
10:00 a.m.

The meeting was called to order at 10:03 a.m.

A. ROLL CALL

Commissioners Present: Shalowitz, Shooshani, Weinglass and Pressman

Commissioners Absent: Foldvary

Staff: D. Gustavson, C. Theisen, C. Di Renzo, D. Cartagena, C. Burnley, D. Greene, R. Acaba

Guests: None

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Shooshani

COMMISSION MINUTES

Consideration of the Minutes of the Regular meeting of August 9, 2012.

MOTION by Chair Pressman, SECONDED by Vice Chair Shalowitz to approve the minutes of the meeting of August 9, 2012

Ayes: Shooshani, Weinglass, Pressman, and Shalowitz

Noes:

Abstentions:

Absent: Foldvary

CARRIED 4/0

C. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.

D. REPORT FROM THE CHAIRPERSON

Vice Chair Shooshani asked staff to look into streamlining the Department's emergency after-hour's phone recording as he had trouble understanding the message. He made several calls to Public Works after the small earthquakes that hit the Beverly Hills area on Labor Day, and when he dialed the phone number that the Department's recording provided, no one answered. (Staff Action Item)

Chair Pressman asked that staff ask Pamela Mottice-Muller, Director of Emergency Management, to speak at a future Public Works Commission meeting. (Staff Action Item)

Chair Pressman stated that due to a conflict in schedule, the next Public Works Commission meeting is rescheduled to Tuesday, October 2, 2012 at 8:30 a.m.

Mayor's Cabinet Meeting – Chair Pressman reviewed the items which were discussed by the other Commissions at the Mayor's Cabinet Meeting.

- Beverly Gardens Restoration Project
- Planning Commission making significant changes to the Residential Code, City Council very supportive.
- Friars Club plan to redo the outside of their building was scuttled by the developer.

E. CONTINUED AND NEW BUSINESS

Rotation of Public Works Commission Chair – Commissioner Pressman rotated to Chair and Commissioner Shalowitz rotated to Vice Chair of the Public Works Commission. A special plaque will be presented to Commissioner Foldvary at the October meeting recognizing his term as Chair.

Oral Update on Utility-Related Marketing and Communications Activities – Mr. Di Renzo provided the Commission with an update on the Water Tracker on the City website, and pointed out a screen shot of the water tracker in the packet. Mr. Di Renzo stated that the City was changing the web design and the new design would go live in two to three days.

Mr. Di Renzo also stated that he has sent out a residential trash survey to approximately 2,000 accounts with the goal of gauging customer satisfaction and particular areas of interest.

Introduction to NPDES Permits and the LA County Funding Initiative – Item tabled to the October 2, 2012 Public Works Commission meeting.

Update on the Format of Meeting Minutes – Chair Pressman asked staff to include an action item box in the minutes indicating when action by staff is requested by the Commission.
(Staff Action Item)

Discussion of Resolution Establishing Rules and Procedures – Chair Pressman asked for a vote to approve sending the Resolution Establishing Rules and Procedures to the City Attorney's office with noted changes and include it in next month's Commission packet, and it came back affirmative. Staff will add this to the agenda for the next meeting.
(Staff Action Item)

Outstanding Action Items from Previous Meetings

Photo of CNG truck Sent to the BH Courier – The picture will be sent to coincide with the grand opening of the CNG fueling station.

Redesign of Utility Bill – Mr. Di Renzo met with Mr. Marquis who is supportive and anticipating to convert to monthly billing which would require a future water rate restructure. A redesign to the water bill will not occur until the financial module of the new financing system is in place in July of 2013.

Smart Manhole Covers – Mr. Di Renzo stated that this is a divisional project work plan item for this fiscal year. Commission asked staff to look into having the vendor cover the cost of installing the smart manhole cover and to come back with more information at a future meeting.
(Staff Action Item)

Labels/Decals – Mr. Di Renzo had 1,000 decals printed and distributed quite a few at a recent farmer’s market with very favorable responses.

Outreach and Education of Recycling Activities - Mr. Di Renzo stated that he has sent out a residential trash survey to approximately 2,000 accounts with the goal of gauging customer satisfaction and particular areas of interest.

Vice Chair Shalowitz asked staff to have the Communications and Marketing Office place an ad in both the Beverly Hills Courier and the Beverly Hills Weekly stating “We Recycle” and suggested a poster with the same message be placed on garages and elevators.
(Staff Action Item)

Chair Pressman asked staff to implement a program for children that would allow Commissioners or staff to speak at schools on recycling
(Staff Action Item)

Mr. Di Renzo stated that the Communications and Marketing office would have the City’s Cable Television Division create such a video and reiterated that said video is a current fiscal year work plan item for the Solid Waste Division.

Social Media - Mr. Di Renzo discussed the City’s Twitter account and gave examples of recent Tweets. Mr. Cartagena added that staff operates under the umbrella of the Communications and Marketing office and its guidelines. In response to Commission’s question as to whether there are plans to expand beyond Twitter, Mr. Cartagena responded that the City also promotes Facebook, Instagram, and YouTube.

Mr. Di Renzo stated that he would be inviting Ms. Huma Ahmed, Community Outreach Manager, to attend next month’s Commission meeting to speak on the City’s social media policy.
(Staff Action Item)

Have School Children Place Labels on Recycling Bins - Mr. Di Renzo reported that he had contacted Risk Management in response to Commission’s suggestion to have school age children or volunteers such as girl or boy scouts place new “We Recycle” decals on bins. Risk Management was not in favor of this suggestion.

Bin Replacement – At Chair Pressman’s request, Mr. Di Renzo explained the trash bin replacement process. Commissioner Shalowitz asked Mr. Di Renzo to report back with a financial analysis of the cost of bin replacement.

Crown Share Advertising Costs in Local Newspapers - Mr. Di Renzo stated that Crown Disposal has agreed to share in the cost of placing an ad in the local newspapers regarding recycling and that he was coordinating the development of a press release for the CNG fueling station’s grand opening in mid October.

Capital Improvement Program Projects under Public Works Management – Mr. Theisen informed the Commission that the spreadsheet on CIP projects was updated and included in their packet.

Mr. Theisen stated that Ad Hoc Orientation Meetings had been held on the following projects:

- Water Mains and Hydrants
- Water Tanks
- Street Improvements/Pavement Management Program
- Sewer System

Chair Pressman asked commissioners to provide information regarding the orientation meetings they had attended. He also asked that Commissioners report back in future meetings on how the process was developing and on any important items that arose in the meetings.

Commissioner Weinglass reported on the meeting he attended regarding the City's sewer system project stating this is a comprehensive rehabilitation project of the entire sewer system and would take about 14 months. He also stated that this project has gone out to bid.

Commissioner Shalowitz reported on the meeting he attended regarding the water main and hydrant replacement project. He also reported on the possibility of updating the Water System Master Plan, which dates to 2002, in next year's CIP budget. Chair Pressman asked Commissioner Shalowitz to monitor this item.

Chair Pressman stated he and Commissioner Foldvary attended an orientation meeting to discuss the issues of evaluation of the condition of roads and the resurfacing plan. Chair Pressman stated the Commission will look at the responses to the pavement evaluation RFP, and if time permits, they will be involved in interviewing the proposing firms, and then the development of the plan.

Review of the 2012 Biennial Conflict of Interest Code Report –

Review of 2012 Biennial Conflict of Interest Code Report: Exhibit A & B

MOTION by Chair Pressman to approve the 2012 City of Beverly Hills Conflict of Interest Code which requires that each local agency adopt a Conflict of Interest Code and determine which positions within the agency are subject to the Code. (4/0)

AYES: Shooshani, Weinglass, Shalowitz, Pressman,

NOES: None

ABSTENTIONS:

ABSENT: Foldvary

CARRIED 4/0

Save the Date – MWD Sponsored Hoover Dam Tour – Chair Pressman reminded the Commission of the upcoming Hoover Dam Tour sponsored by Metropolitan Water District.

F. COMMENTS BY COMMISSIONERS

Commissioner Weinglass stated he receives a newspaper from the Los Angeles County Bicycle Club in which their blog was attacking Public Works on the issue of bike racks. Chair Pressman replied that he learned in the Mayor's Cabinet meeting that bike racks and bike tie-ups will be placed throughout the City. Mr. Gustavson stated that this subject matter falls under the purview of the Transportation and Parking Commission and that this project is in development.

Chair Pressman stated he was glad to be made aware of items such as staff's Tweets and the Solid Waste survey but asked that the Commission be made aware of any initiative that relates to the Public Works Commission in advance.

G. COMMISSION ACTIONS

MOTION BY Chair Pressman, SECONDED by Vice Chair Shalowitz to approve the minutes of the meeting of August 9, 2012

Ayes: Shooshani, Weinglass, Pressman, and Shalowitz

Noes:

Abstentions:

Absent: Foldvary

CARRIED 4/0

MOTION by Chair Pressman to approve the 2012 City of Beverly Hills Conflict of Interest Code which requires that each local agency adopt a Conflict of Interest Code and determine which positions within the agency are subject to the Code. (4/0)

AYES: Shooshani, Weinglass, Shalowitz, Pressman,

NOES: None

ABSTENTIONS:

ABSENT: Foldvary

CARRIED 4/0

H. ACTION ITEMS

- Review the Department's after-hours message on the Department's customer service phone number (310-285-2467).
- Invite the Director of Emergency Management, Pamela Mottice-Muller, to speak at a future meeting.
- Provide staff action boxes in the minutes
- Add final rules of procedure resolution to the October agenda
- Request smart manhole cover vendor to cover the costs of installation
- Ask Communications and Marketing to place "we recycle" ads in both papers and place posters in the public garages
- Investigate a program for commissioners to speak at schools regarding recycling
- Request a presentation from the Communications and Marketing group regarding use of social media

I. ADJOURNMENT

There being no further business, Chair Pressman, with the consent of the Commission, adjourned the meeting at 11:49 a.m.

Passed and approved

This _____ day of _____, 2012

Chair Pressman

