



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

PUBLIC WORKS COMMISSION REGULAR MEETING

November 8, 2012

8:30 a.m.

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

A. ROLL CALL

Commissioners Present: Shalowitz, Shooshani, Weinglass, Foldvary and Pressman

Commissioners Absent: None

Staff: D. Gustavson, C. Theisen, F. Simonson, D. Cartagena, J. Gettler, K. Watson, H. Ahmed, A. Eason, D. Greene, R. Acaba

Guests:

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Shooshani.

COMMISSION MINUTES

Consideration of the Minutes of the Special meeting of October 2, 2012.

MOTION by Chair Pressman, SECONDED by Commissioner Shooshani to approve the minutes of the Special meeting of October 2, 2012

Ayes: Weinglass, Shooshani, Foldvary, Pressman, and Shalowitz

Noes:

Abstentions:

Absent:

CARRIED 5/0

C. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.

D. REPORT FROM THE CHAIRPERSON

Mayor's Cabinet Meeting – Chair Pressman stated he was away and did not attend the Mayor's Cabinet meeting.

E. CONTINUED AND NEW BUSINESS

Update on Social Media Policy – Ms. Huma Ahmed, Community Outreach Manager, updated the Commission on the City's Social Media policy. She discussed the various social media technologies and stated that typically Facebook is accessed most commonly by tourists and visitors while Twitter is used by residents and business owners. Ms. Ahmed also stated that the City's Facebook page has a link to the City's Media policy. She added that the City's policy is reviewed annually and revised as needed. Ms. Ahmed instructed the Commission on how to sign up for Nixel, which is through their cell phone.

Presentation by Fred Simonson on the Sidewalk Maintenance Program – Mr. Fred Simonson, Maintenance Operations Manager, and Mr. Jeff Gettler, Street Superintendent, updated the Commission on the City's Sidewalk Maintenance Program. They discussed the challenges and opportunities, on-going maintenance activities, and also the strengths of the division, including an introduction to the sign and paint program. Further discussions addressed trip hazard abatement such as separations caused by tree roots, temporary repairs, grinding, emergency repairs, horizontal saw cutting and the removal and replacement of concrete.

Commissioners asked for a plan to encourage residents to request sidewalk repairs.
(Staff Action Item)

Update on Star Map Racks – Mr. Cartagena provided the Commission background on the history of the news rack ordinance and then stated that the news rack adjacent to the Brooks Brothers clothing store that distributes maps to stars' homes had been relocated 150 feet to the east. Chair Pressman asked if they belonged in City at all and if the City could terminate their contract. Mr. Cartagena replied they could not be banned. Chair Pressman asked staff to provide Commissioners with a copy of the City's ordinance pertaining to news racks and asked that staff from the City Attorney's office attend a future meeting.
(Staff Action Item – No. 19)

Update on Water Tracker and Water Meters – Mr. Watson, Water Operations Manager, gave an update on the City's water leak notification program and water tracker. Chair Pressman noted that the process of accessing the water tracker program needs to be made more user friendly. Vice Chair Shalowitz asked if a prompt could be added notifying users that response time can be sluggish and also if a "remember me" button could also be added to remember a customer's account number.
(Staff Action Item)

Commissioners and staff discussed water leak detection and methods of notifying residents of a water leak. Mr. Theisen added that a Water Appeals Board may be formed which will include two members of the Commission. Mr. Theisen also stated this issue will be discussed further at an upcoming City Council/Public Works Commission Liaison meeting. Chair Pressman asked that a meeting prior to the liaison meeting be held to bring the Commission up to date on this issue.

Commissioner Shooshani asked staff to incorporate social media in letting residents know about the water tracker feature. Chair Pressman asked that a discussion on the best means of community outreach be put on next month's agenda.
(Staff Action Item)

Capital Improvement Program Projects Under Public Works Management – Mr. Theisen gave an update on the following Capital Improvement Program Projects:

- Water Main Replacement CIP
- Sewer Project
- Reservoir Replacement CIP
- Street Pavement Master Project

Commissioner Shooshani asked that staff notify him when the internal sewer lining project begins.
(Staff Action Item)

Outstanding Action Items from Previous Meetings

Update on status of outstanding action items from previous meetings.

2. **Photo of CNG truck Sent to the BH Courier** – The picture will be sent along with a press release promoting the opening of the CNG fueling station.
3. **Redesign of Utility Bill** –Items deferred until after City implements its new Finance System sometime after July of 2013.
4. **Smart Manhole Covers**
6. **Outreach and Education of Recycling Activities**
9. **Prepare and present a cost/benefit analysis of City-wide bin replacement** – Analysis by staff is ongoing. Chair Pressman asked for a brief update at next meeting.
16. **Ask Communications and Marketing to place “We Recycle” ads in both papers and place posters in the public garages.**
18. **Social Media** - Ms. Huma Ahmed, Community Outreach Manager, gave the Commission a presentation on the City’s Social Media policy.
19. **Contact the City Attorney’s Office for a response on how to handle the complaint about star maps racks and inquire if the ordinance be amended.**
Chair Pressman asked staff to provide Commissioners with a copy of the City’s ordinance pertaining to news racks and asked that staff from the City Attorney’s office attend a future meeting.
20. **Provide an update to the Commission at the November meeting regarding progress on the star maps rack issue.**
Newsrack was relocated 150 feet to the east of its prior location.
21. **Contact the City tree trimmers regarding damage they are doing to City infrastructure in the public right-of-way.**
Mr. Cartagena contacted Mr. Ken Pfalzgraf, Parks and Urban Forest Manager, regarding reports of damage to curbs, sidewalks and streets by tree trimmers’ outriggers. Mr. Pfalzgraf stated that a protective wood shield should be used by the City’s contractor.
22. **Request the Maintenance Operations Manager to present information regarding sidewalk maintenance to the Commission.**
Mr. Simonson and Mr. Gettler provided the Commission with an update on sidewalk maintenance.

F. COMMENTS BY COMMISSIONERS

Vice Chair Shalowitz asked if holiday decoration were under the purview of the Public Works Commission. Mr. Gustavson replied that they were not.

G. COMMISSION ACTIONS Consideration of the Minutes of the Special meeting of October 2, 2012.

MOTION by Chair Pressman, **SECONDED** by Commissioner Shooshani to approve the minutes of the Special meeting of October 2, 2012

Ayes: Weinglass, Shooshani, Foldvary, Pressman, and Shalowitz

Noes:

Abstentions:

Absent:

CARRIED 5/0

H. ACTION ITEMS

- Develop a plan to encourage residents to request sidewalk repairs.
- Provide the Commission with a copy of the City of Beverly Hills News Rack Ordinance and arrange to have the City Attorney's office attend a future commission meeting.
- Add an hour glass and a "remember me" button to Water Tracker.
- Add use of social media and community outreach to next month's agenda.
- Notify Commissioner Shooshani when the internal sewer lining project begins.

There being no further business, Chair Pressman, with the consent of the Commission, adjourned the meeting at 10:55 a.m.

Commissioners and Staff were then given a tour of the City's Emergency Operations Center by Pamela Mottice, Director of Emergency Management.

Passed and approved

This _____ day of _____, 2012

Chair Pressman