



**CITY OF BEVERLY HILLS**  
**PUBLIC WORKS & TRANSPORTATION**  
**MEMORANDUM**

**TO:** PUBLIC WORKS COMMISSION  
**FROM:** Chris Theisen, Assistant Director of Public Works & Transportation  
**DATE:** October 2, 2012  
**SUBJECT:** OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

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An updated version of the document titled *Outstanding Action Items From Past Meetings* is attached for your review and discussion. Items that were completed at the most recent Public Works Commission meeting contain "Close" in the **Projected Completion** column. Items that were completed prior to that are no longer shown. Any items added at the most recent Public Works Commission meeting have been added to the end of the list.

**Outstanding Action Items From Past Meetings  
Public Works Commission**

<b>Item No.</b>	<b>Meeting Date</b>	<b>Action Item Description</b>	<b>Status</b>	<b>Projected Completion</b>
1	January 12, 2012	Explore means to expand communication efforts on recycling.	This item is covered under number 6, so this one is being closed.	CLOSE
2	March 8, 2012	Send a picture of a CNG truck to the BH Courier.	This will be accomplished in conjunction with the grand opening of the CNG station.	Event date TBD, probably in October
3	April 12, 2012	Give an update on the redesign of water bills.	This will be undertaken only after the City implements its new Finance System.	July 2013
4	May 10, 2012	Give update in 6 months as to the Smart Manhole covers project.	The covers are currently being installed, and completion is expected by October 4th. An update will be given in another six months.	April 2013
5	May 10, 2012	Provide cost of replacing trash receptacle labels.	A nominal amount of labels was printed on a trial basis and handed out to the public.	CLOSE
6	June 12, 2012	Provide outreach/education of recycling.	Survey distributed, video to be completed, advertising being investigated, school presentations being investigated	Ongoing
7	July 12, 2012	Use social media such as Facebook to reach residents	This has been undertaken via Facebook and Twitter.	CLOSE
8	July 12, 2012	Give labels to schools and have students take them home to put on their trash bins	This was not approved by the Risk Manager for liability reasons.	CLOSE
9	July 12, 2012	Prepare and present a cost/benefit analysis of City-wide bin replacement	This analysis by staff is ongoing.	December 2013
10	July 12, 2012	Engage Crown Disposal for share of advertising expenses in local papers		CLOSE
11	September 11, 2012	Review the Department's after-hours message on the Department's customer service phone number (310-285-2467).	Staff will report on this at the meeting.	October 2, 2012
12	September 11, 2012	Invite the Director of Emergency Management, Pamela Mottice-Muller, to speak at a future meeting.	Pamela Mottice-Muller has agreed to present at the November meeting	November 8, 2012
13	September 11, 2012	Provide staff action boxes in the minutes	They have been added to the September 11, 2012 minutes	October 2, 2012
14	September 11, 2012	Add final rules of procedure resolution to the October agenda	Added to the agenda	October 2, 2012
15	September 11, 2012	Request smart manhole cover vendor to cover the costs of installation	Staff made this request, but the vendor declined.	October 2, 2012
16	September 11, 2012	Ask Communications and Marketing to place "We Recycle" ads in both papers and place posters in the public garages	Staff will report on this at the meeting.	June 2013
17	September 11, 2012	Investigate a program for commissioners to speak at schools regarding recycling	Staff will report on this at the meeting.	December 2013
18	September 11, 2012	Request a presentation from the Communications and Marketing group regarding use of social media	Ms. Huma Ahmed, Community Outreach Manager, will present at the October 2 meeting	October 2, 2102