



CITY OF BEVERLY HILLS
PUBLIC WORKS SERVICES
MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FROM: Daniel Cartagena, Senior Management Analyst
DATE: February 27, 2014
SUBJECT: OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

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. Any information on the sheet which has been changed since the version transmitted in the previous meeting's agenda packet is shown in bold.

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

Item No.	Meeting Date	Action Item Description	Status	Projected Completion
3	April 12, 2012	Give an update on the redesign of water bills.	The Ad Hoc Committee is scheduled to meet with Finance staff on December 12, 2013.	March 2014
6	June 12, 2012	Provide outreach/education of recycling, including a program for commissioners to speak at schools (staff to develop new contact).	Assembly at El Rodeo scheduled with Environmental Defenders on April 3, 2014. Commission speaking opportunities still pending.	April 2014
26	November 8, 2012	Add use of social media and community outreach to next month's agenda.	Chair Pressman asked that this item be retained on this sheet in case any Commissioner had additional ideas.	Ongoing
34	February 14, 2013	Contact an attorney that Commissioner Weinglass had spoken with about possible tours in the City of Burbank of some energy efficient infrastructure that had been installed there.	Tour of the City Burbank's Eco-Campus is scheduled for the PW Commission Special Meeting on Friday, March 14, 2014	March 2014
51	September 12, 2013	Provide the quarterly water quality reports to the Commission.	Staff will comply with this request.	Ongoing
54	September 12, 2013	Provide the information that DPH wanted included in the RFP for the CIP No. 795, Water Treatment Plant, and share the draft RFP.	Staff will comply with this request, but the RFP is not ready for review.	December 2013
55	September 12, 2013	Provide a copy of the Resolution of the Public Works Commission of the City of Beverly Hills Establishing Rules of Procedure for discussion at a future meeting.	This item was on the agenda for the November 13 meeting.	CLOSE
56	October 10, 2013	Prepare a DriveCam budgetary report at the end of the trial period, and ask about the trial duration of four months vs. six months.	Drive Cam staff presented end of trial presentation to city staff on February 13, 2014. City staff will update Public Works Commission at February meeting.	February 2014
57	October 10, 2013	Provide an update on the solid waste can replacement and the recycling labels.	Staff revised the City's shield on trash container label, "Recycle: We Do It For You". Staff will present revised label image at February meeting.	February 2014
58	October 10, 2013	Arrange for a tour of the CNG station on the Public Works Yard.	This tour took place at the end of the November 13 meeting.	CLOSE
60	November 13, 2013	Have the City Attorney's Office make changes to the Resolution of the Public Works Commission of the City of Beverly Hills Establishing Rules of Procedure, and present the changes for Commission approval.	The City Attorney's Office will be requested to have the new resolution available for the January meeting.	April 2014
62	November 13, 2013	Schedule visits to an MWD facility and the Crown Material Recovery Facility.	Staff will report on this at the meeting.	CLOSE
63	November 13, 2013	Research water reuse and stormwater to see if other cities have done such projects are available for site visits.	Staff will report on this at the meeting.	December 2013