



**CITY OF BEVERLY HILLS**  
**PUBLIC WORKS SERVICES DEPARTMENT**  
**MEMORANDUM**

**TO:** PUBLIC WORKS COMMISSION  
**FROM:** Daniel E. Cartagena, Senior Management Analyst   
**DATE:** July 7, 2014  
**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 recognized as completed and reviewed by the Commission at its previous meeting are listed as "Closed" in the **Projected Completion** column. Once an item is deemed closed it is removed from and no longer shown on the list. New items/issues raised at the most recent Public Works Commission meeting will be added to the end of the list. Any item on the list will remain on the list until closed. Staff updates and/or changes are shown in **bold**.

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).	Staff is attempting to schedule speaking opportunities for the Commissioners.	July 2014
9	July 12, 2012	Prepare and present a cost/benefit analysis of City-wide bin replacement. Investigate low-cost methods to distribute recycling labels.	Staff received direction at the June 13, 2013 meeting.	CLOSE
17	September 11, 2012	Investigate a program for commissioners to speak at schools regarding recycling	Staff will report on this at the meeting.	CLOSE

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
28	December 13, 2012	Schedule a presentation by Alan Schneider, Director of Project Administration, regarding solar panels installations on City buildings.	Mr. Schneider presented this at the February 14 meeting.	CLOSE
29	December 13, 2012	Include a discussion of the \$1.8 Million loan from Solid Waste to Clean Water on the next City Council/Public Works Commission Liaison meeting.	The took place on September 17, 2013 at 6:15 p.m., and this item was on the agenda.	CLOSE
30	December 13, 2012	Ask the City Attorney's Office about requirements we can make regarding contractors' clothing.	This items was presented at the February 14 meeting.	CLOSE
31	February 14, 2013	Provide information regarding complaints about green waste being dumped in the alleys.	Staff reported on this at the October 10 meeting.	CLOSE

33	February 14, 2013	Provide additional information regarding the consultant selection process for the Pavement Management Program.	The selection process was provided to the Commission members who are involved in this project on March 4, 2013.	CLOSE
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.	<b>Tour of the City Burbank's Eco-Campus is scheduled for the PW Commission Special Meeting on Friday, March 14, 2014</b>	<b>August 2014</b>
35	April 11, 2013	Investigate the compatibility of the City's infrastructure with Zigbee smart meter technology.	Aclara Account Manager indicated Zigbee is not compatible with our the current smart meter technology and it is not on their current wish list to integrate. It is used out of the country and it appears to be used mostly for electrical companies.	CLOSE

37	April 11, 2013	The Commission would like to review and provide feedback on the refuse container label design. Conduct a study of can usage on the north side of the City.	The Commission provided guidance based on staff's presentation.	CLOSE
38	April 11, 2013	Tour the Greystone Reservoir in lieu of a regular meeting at some time in the future.	This tour took place on June 13, 2013, at 11:00 a.m.	CLOSE
39	June 13, 2013	Provide copies of the 2002 Black & Veatch Water Master Plan to the Commissioners.	Copies were provided before the last meeting.	CLOSE
40	June 13, 2013	What were the reasons and the scope for the reconstruction of the Coldwater Canyon Reservoir.	There was an informational memorandum from Anne Zaworski, Principal Engineer, in the last packet.	CLOSE
41	June 13, 2013	Detail how the City responds to a positive coliform sample.	Staff reported on this at the last meeting.	CLOSE

42	June 13, 2013	Should staff implement sampling directly from the reservoirs as part of the City's sampling procedure.	Staff reported on this at the last meeting.	CLOSE
		The Commission should be supplied a copy of any future citation or penalty received by the department. Any information that will be provided to the public regarding department business should be provided to the Commission ahead of time, preferably, in time for discussion at a meeting.		
46	July 11, 2013	The Commission should be supplied a copy of any future citation or penalty received by the department. Any information that will be provided to the public regarding department business should be provided to the Commission ahead of time, preferably, in time for discussion at a meeting.	Ongoing	Ongoing
47	August 8, 2013	Transmit the Commission's Coliform report to the City Council and place the item on a future Study Session agenda so the Commission members can present it to the City Council.	The report was transmitted to the City Council by email on August 8, 2013. The report has been placed on the September 24, 2013 Study Session Agenda.	CLOSE

51	September 12, 2013	Provide the quarterly water quality reports to the Commission.	Staff will comply with this request.	Ongoing
53	September 12, 2013	Add a column on the CIP Projects under Public Works Management document to show to which projects the commissioners are assigned.	This was completed.	October 2013
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
56a	September 12, 2013	Pursue with the City Council the possibility of modifying the code to remove the limitation of one year as chair in each of the two terms on the Commission.	Staff placed this on the City Council Agenda for October 3, 2013.	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.	August 2014

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
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
64	June 12, 2014	Provide update at the on the Foothill Development and the Robertson Well	Staff will report on this at the meeting.	July 2014
65	June 12, 2014	Businesses purchasing and placing ads on the City website to address water issues.	Staff will report on this at the meeting.	August 2014