



CITY OF BEVERLY HILLS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Trish Rhay, Assistant Director of Public Works
Vince Damasse, Water Resources Manager *V. Damasse*

DATE: October 13, 2016

SUBJECT: SPECIFIC INFORMATION AND DEPARTMENT UPDATES

ATTACHMENTS:

1. City Council Items Tracking
2. Public Works Department Master Plans Update
3. Public Works Commission Ad-Hoc-Sub-Committees

This report transmits information regarding upcoming items for the City Council meeting, as well as answers to questions that have been raised at previous Public Works Commission meetings.

Questions

Question: Are payment plans for Water Capacity Charges feasible?

Answer: Staff investigated the feasibility of payment plans for the City's adopted 2015 Water Capacity Charges by conducting a survey of more than 35 Cities and water utilities. Overwhelmingly, 100% or all of the surveyed participants that responded did not have or recommend payment plans as best management practices for the collection of Water Capacity Charges. Best management practice among the surveyed participants was to collect the Water Capacity Charges upfront in one lump sum from developers. Currently, the City collects Water Capacity Charges as one lump sum at the time of water service connection.

The City's Utility Billing Department also currently very rarely offers payment plans for water bills in practice. The feasibility of collecting a Water Capacity Charge with the current water bills is not only labor-intensive but impractical and not recommended by the City's Utility Billing Department.

The City Attorney's Office also did not recommend instituting a payment plan for Water Capacity Charges citing a number of complex legal issues and concerns associated with enforcement, penalties and collections (including the charging of interest for late payments and shutting off of water service for non-payment), and legal requirements to encumber parcels that were delinquent or if a change of ownership were to occur.

Based on staff's findings, there is no precedent for payment plans for Water Capacity Charges and few benefits given the potential legal, financial, and implementation issues. A payment plan for Water Capacity Charges will not be developed at this time.

Updates

Solid Waste Franchise Agreement Request for Proposals

Staff is currently updating the solid waste franchise agreement request for proposals ("RFP") based on comments received from the Public Works Commission and City Manager's Office. The draft RFP will next be presented at a Public Works City Council Liaison Committee Meeting, which is currently being scheduled. At this time, staff anticipates that the RFP will be released prior to the end of the year.

Landscape Metering

The Public Works Commission previously recommended that City Council adopt an ordinance requiring a separate landscape water meter for new residential and commercial projects. A series of new building and safety codes were approved by the State, and cities are required to have these codes in place for implementation by January 1, 2017. The Building and Safety Division of the Community Development Department is currently in the process of updating the City's Building and Safety Codes in preparation for this deadline. Public Works staff is working with the Building and Safety Division to incorporate the requirement for a separate landscape water meter into the larger building code update. The Building and Safety Division anticipates that this Building Code update will be presented to the City Council in late October or early November 2016.

CITY COUNCIL ITEMS TRACKING

The following items from the Public Works Department (PW) are currently agendized for the most-recent City Council meetings, as well as upcoming meetings. If there are any changes to these items, staff will provide an update at the October 13, 2016, Public Works Commission meeting. Please note that all items for future Council agendas are subject to change.

September 20, 2016	
Formal Session	
Consent Calendar	<p>AMENDMENT NO. 1 FOR THE AGREEMENT WITH CIVILTEC ENGINEERING, INC. FOR PREPARATION OF WATER STANDARDS, DEVELOPMENT GUIDELINES, PLAN CHECKING, AND AS- NEEDED SUPPORT SERVICES; AND APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$308,720 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$358,570.</p> <p><i>Approved amendment and corresponding purchase order.</i></p> <p>AMENDMENT NO. 1 FOR AN AGREEMENT WITH HUNT THORNTON RESOURCE STRATEGIES, LLC FOR WATER BANKING PROFESSIONAL CONSULTING SERVICES; AND APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$75,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$124,970.</p> <p><i>Approved amendment and corresponding purchase order.</i></p> <p>A BLANKET PURCHASE ORDER TO HARRINGTON INDUSTRIAL PLASTICS, LLC IN THE NOT-TO-EXCEED AMOUNT OF \$120,000.</p> <p><i>Approved blanket purchase order.</i></p> <p>A PURCHASE ORDER TO WONDRIES FLEET GROUP FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$1,013,467.19 FOR PURCHASE OF TWO (2) FORD POLICE CAPTAIN VEHICLES, SEVEN (7) FORD POLICE PATROL VEHICLES, ONE (1) CHEVROLET POLICE DETECTIVE VEHICLE, TWELVE (12) FORD, AND THREE (3) CHEVROLET PUBLIC WORKS VEHICLES.</p> <p><i>Approved purchase order.</i></p>
Public Hearing	<p>RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE COMPREHENSIVE SCHEDULE OF TAXES, FEES AND CHARGES TO ADD PARKING CITATIONS FOR ILLEGAL SALE, USE AND PURCHASE OF PREFERENTIAL PARKING PERMITS, AND AMEND THE BIKE SHARE FEES FOR FISCAL YEAR 2016-2017.</p> <p><i>Continued to the October 4, 2016, City Council Meeting.</i></p>
October 4, 2016	
Formal Session	
Consent Calendar	AMENDING ITS RESOLUTION NO. 15-R-13024 REGARDING THE ESTABLISHMENT OF A WATER CAPACITY CHARGE.
Public Hearing	RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE COMPREHENSIVE SCHEDULE OF TAXES, FEES AND CHARGES TO ADD PARKING CITATIONS FOR ILLEGAL SALE, USE AND PURCHASE OF PREFERENTIAL PARKING PERMITS, AND AMEND THE BIKE SHARE FEES FOR FISCAL YEAR 2016-2017.
October 18, 2016	
Study Session	
A Item	BEVERLY HILLS UNIFIED SCHOOL DISTRICT ("BHUSD") REQUEST FOR WAIVER OF WATER CAPACITY CHARGES AND CONNECTION FEE.
Formal Session	
Consent Calendar	AMENDMENT NO. 4 WITH GLADWELL GOVERNMENT SERVICES, INC. FOR CONSULTING SERVICES RELATED TO

CITY COUNCIL ITEMS TRACKING

	THE CITY'S ENGINEERING/PUBLIC WORKS RECORDS MANAGEMENT PROGRAM & RELATED SERVICES; AND APPROVAL OF A CLOSED PURCHASE ORDER IN THE AMOUNT OF \$3,500, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$271,620.
	APPROVAL OF A PURCHASE ORDER TO LOS ANGELES TRUCK CENTER, LLC. DBA LOS ANGELES FREIGHTLINER FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$291,016.45 FOR PURCHASE OF ONE (1) COMPRESSED NATURAL GAS ("CNG") FUELED REAR LOADER REFUSE COLLECTION VEHICLE.
	APPROVAL OF A PURCHASE ORDER TO LONG BEACH BMW MOTORCYCLES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$93,283.05 FOR PURCHASE OF THREE (3) BMW POLICE MOTORCYCLES.
	AMENDMENT NO. 1 TO AN AGREEMENT WITH STEGEMAN AND KASTNER, INC. FOR DEVELOPMENT, PROJECT & CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE CITY-WIDE ENERGY PERFORMANCE UPGRADES PROJECT.
	ACCEPTANCE OF THE CONTRACT WORK FOR THE INSTALLATION OF THE EXTERIOR STAIRS & STRUCTURAL REPAIRS OF ROOF TRUSSESS, & RAFTERS AT 239 S. BEVERLY DRIVE BY WILCOX CONSTRUCTION INC. FOR THE FINAL CONTRACT AMOUNT OF \$173,666.88; AND AUTHORIZATION OF THE CITY CLERK TO RECORD NOTICE OF COMPLETION.
	AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND MERCHANTS BUILDING MAINTENANCE, LLC. FOR POWER CLEANING SERVICES AT VARIOUS PARKING FACILITIES; AND APPROVAL OF A CHANGE PURCHASE ORDER IN THE NOT-TO-EXCEED AMOUNT OF \$52,688.70.
Continued & New Business	RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE COMPREHENSIVE SCHEDULE OF TAXES, FEES, AND CHARGES TO ADD FEES RELATED TO ELECTRIC VEHICLE CHARGING FOR FISCAL YEAR 2016-17.
	NORTH SANTA MONICA BOULEVARD RECONSTRUCTION PROJECT.
Public Hearing	AN ORDINANCE OF THE CITY OF BEVERLY HILLS AMENDING THE BEVERLY HILLS MUNICIPAL CODE TO ESTABLISH A WATER SUPPLY FEE, AND A RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AMENDING THE COMPREHENSIVE SCHEDULE OF TAXES, FEES AND CHARGES TO ESTABLISH A WATER SUPPLY FEE.
November 1, 2016	
Study Session	
A Item	WATER CONSERVATION UPDATE AND LONG-TERM WATER EFFICIENCY POLICY
Formal Session	
Consent Calendar	MEMORANDUM OF UNDERSTANDING FOR THE DESIGN-BUILD PHASE OF THE PURPLE LINE EXTENSION PROJECT – SEGMENT 1 BETWEEN THE CITY OF BEVERLY HILLS AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY; AND

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	PERMIT APPLICATION FOR THE CONSTRUCTION OF THE LA CIENEGA STATION.
	AN ENCROACHMENT PERMIT AND COVENANTS WITH OASIS WEST REALTY, LLC OWNER OF THE PROPERTY LOCATED AT 9876 WILSHIRE BOULEVARD, BEVERLY HILLS, CALIFORNIA, TO ENCROACH INTO THE CITY THE BEVERLY HILLS PUBLIC RIGHT-OF-WAY ON WILSHIRE BOULEVARD.

Topic Area	Plan	Purpose	Type	Approving Agency	Frequency Updated	Last Adopted	Next Update (Anticipated)	Notes
Water	Water Master Plan	Identifies and assesses existing and future water infrastructure, maintenance, and Capital Improvement Project water needs	Best Practice	n/a	Every 5 Years (best practice)	2002	2017	Staff will soon begin the development of an updated hydraulic model and, subsequently, the Water Master Plan will be updated.
Water	Groundwater Sustainability Plan - Central Basin	Manages and regulates the groundwater in the Hollywood Basin to ensure the long-term sustainability of the Basin. New requirement under the 2014 Sustainable Groundwater Management Act (SGMA). Requires all local public agencies utilizing the Hollywood Basin to coordinate to develop the Plan.	Regulatory	Department of Water Resources	Every 5 years (following initial adoption of Groundwater Sustainable Plan (GSP))	n/a (new regulatory requirement)	2020	Groundwater Sustainable Agency (GSA) developed by June 30, 2017; Alternative GSA developed and submitted by January 1, 2017. GSPs completed by 2020/2022 to be updated every 5 years
Water	Urban Water Management Plan	Support long-term resource planning to ensure that adequate water supplies are available to meeting existing and future water demands.	Regulatory	Department of Water Resources	Every 5 Years ending in "0" or "5"	2010	2016	2015 UWMP was approved by the City Council on June 21, 2016, and was submitted to the State by June 30, 2016, as required by State law.
Water	Water Enterprise Plan	Identifies the City's ten-year strategy related to the City's water supply and identify the portfolio of actions/projects needed to meet this goal.	Council Directed	n/a	As needed	2015	n/a	Unscheduled at this time
Wastewater	Sanitary Sewer Management Plan	Describes activities the City uses to manage the wastewater collection system, including maintaining/improving the condition of the collection system infrastructure, providing adequate sewer capacity, and minimizing the number and impact of sanitary sewer overflows that occur. Must be adopted to comply with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.	Regulatory	State Water Resources Control Board	Every 5 Years	2012	2017	Staff anticipates that work will begin on this project in the coming months.
Wastewater	Wastewater Master Plan/ Sewer Master Plan	Provides infrastructure assessment, assesses flow capacity, sewer integrity and creates schedule for wastewater/sewer mains	Best Practice	n/a	n/a	2010	n/a	Unscheduled at this time
Stormwater	Enhanced Watershed Management Program (EWMP) Plan	Describes activities to implement requirements of the MS4 Permit on a watershed scale through customized strategies control measures, and best management practices (BMPs). Prescribes compliance strategy for the Ballona Creek Watershed Management Group and Beverly Hills to comply with the MS4 Permit.	Regulatory	Los Angeles Regional Water Quality Control Board	Upon direction from the Los Angeles Regional Water Quality Control Board	Anticipated 2016 (Under review by LARWQCB)	anticipated 2021 (Upon direction from LARWQCB)	Plan updates will be based upon the adaptive management process. The Ballona Creek Watershed Management Group (BC-WMG) will update the plan based upon the effectiveness of control measures and BMPs.
Stormwater	Coordinated Integrated Monitoring Plan (CIMP)	The process for collecting data to meet the goals and requirements of the Monitoring and Reporting Program (MRP) as part of the MS4 Permit. The CIMP provides information on sample collection and analysis methodologies. The CIMP is comprised of five required elements including: 1) Receiving Water Monitoring 2) Stormwater Outfall Monitoring 3) Non-stormwater (NSW) Outfall Monitoring 4) New Development/Redevelopment Effectiveness Tracking 5) Regional Studies and 6) Trash and Plastic Pellets Monitoring.	Regulatory	Los Angeles Regional Water Quality Control Board	Upon direction from the Los Angeles Regional Water Quality Control Board	Anticipated 2016 (Under review by LARWQCB)	anticipated 2021 (Upon direction from LARWQCB)	The Ballona Creek Watershed Management Group (BC-WMG) can update the CIMP based upon the adaptive management process allowed by the MS4 permit. Changes in the plan will be dependent on data results, necessity to implement enhanced monitoring frequency, and changes to monitoring locations. Changes to the CIMP can be done annually if necessary.
Stormwater	Storm Drain System Master Plan	Assessment of capacity and condition of storm drain lines and catch basins in the City and management of infrastructure and storm drains.	Best Practice	n/a	n/a	1999	n/a	Not a priority at this time because the storm drain system has not changed significantly since the Plan was last adopted.
Sustainability	Beverly Hills Sustainable City Plan	Provides tool kit for City to use in part or in whole to address sustainability issues.	City Council Direction	n/a	n/a	2009	2017	Workplan item for FY 2016-17
Solid Waste	Zero Waste Plan	Identifies zero waste goals for the City and outlines a course and programs to help the City meet that goal.	Best Practice/City Council Direction	n/a	n/a	Never been completed	2016	Plan will be developed in consultation with the Solid Waste RFP.
Streets	Pavement Management Plan	Helps the City to plan, budget, fund, design, construct, monitor, evaluate, maintain and rehabilitate the pavement network to provide the maximum benefits from the available funds. A pavement management plan/program provides a set of tools or methods that provide the optimum strategies for providing and maintaining pavements over a given time period.	Regulatory	LA County Metropolitan Transportation Authority	Every 3 years	2014	2016	Staff scheduling meeting with the Street & Sidewalk Improvements Ad Hoc Committee in the near future to review the Pavement Management Plan.

Public Works Commission Ad-Hoc Subcommittee Assignments

Sidewalk Repair & Pavement Planning	Ad Hoc	Commissioner Pressman Vice-Chair Wolfe
Water Conservation & Education	Ad Hoc	Chair Aronberg Vice-Chair Wolfe
Solid Waste Franchise	Ad Hoc	TBD Commissioner Shalowitz
Burton Way Green Streets	Ad Hoc	*To be named as Project nears
2017-18 Budget	Ad Hoc	Sitting Chair Sitting Vice-Chair
Beverly Gardens Park Project	Ad Hoc	Commissioner Shalowitz Commissioner Pressman
LED	Ad Hoc	Commissioner Shalowitz Commissioner Felsenthal
FIBER IT Technology Committee	Ad Hoc	Vice-Chair Wolfe
Water Enterprise Plan	Ad Hoc	Commissioner Pressman Vice-Chair Wolfe

Updated: October 2016