

**Public Works Commission**  
**Regular Meeting Agenda**

**Wednesday, August 24, 2016**

**3:30 P.M.**

**City Hall - MultiPurpose Room  
23825 Stuart Ranch Road**

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Report on Posting of Agenda – August 19, 2016

**1. Written and Oral Communications from the Public and Commissioners**

- A. Communications from the Public concerning matters which are not on the agenda but for which the Commission has subject matter jurisdiction. The Commission may not act on these matters at this meeting. (30 minutes total time allotted)
- B. Commissioner reports, comments and inquiries. (15 minutes total time allotted)

**2. Consent Calendar**

A. Previously Discussed Items

None.

B. New Items

1. Approval of Minutes – July 27, 2016

Staff recommendation: Approve minutes of the Public Works Commission Regular meeting of July 27, 2016.

Staff contact: Administrative Assistant Ayala, 310-456-2489 ext. 352

**3. Old Business**

**A. Capital Improvements Projects Status Report**

Staff recommendation: Receive and file update on the City’s current and upcoming Capital Improvement Projects.

Staff contact: Assistant to the City Manager Shavelson, 310-456-2489 ext. 254

**B. Update on Street Maintenance Work**

Staff recommendation: Receive and file report on the status of Street Maintenance Work.

Staff contact: Public Works Superintendent Aladjadjian, 310-456-2489 ext. 235

**C. Civic Center Wastewater Treatment Facility Project Update**

Staff recommendation: Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

Staff contact: Assistant Public Works Director DuBoux, 310-456-2489 ext. 339

**4. New Business**

**A. Pacific Coast Highway Maintenance and Debris Removal**

Staff recommendation: Review and discuss Caltrans’ efforts to maintain and remove debris along Pacific Coast Highway (PCH) within the City Limits.

Staff contact: Assistant to the City Manager Shavelson, 310-456-2489 ext. 254.

**Adjournment**

**Future Meetings**

Wednesday September 28, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Wednesday October 26, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Wednesday November 23, 2016	3:30 p.m.	Regular Meeting	City Hall Multipurpose Room

**Guide to the City Commission Proceedings**

The Oral Communication portion of the agenda is for members of the public to present items which are not listed on the agenda, but are under the subject matter jurisdiction of the Commission. Although no action may be taken, the Commission and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to (3) three minutes. Time may be surrendered by deferring (1) one minute to another speaker, not to exceed a total of (8) eight minutes. The speaker wishing to defer time must be present when the item is heard. In order to be recognized and present an item, each speaker must complete and submit to the Recording Secretary a Request to Speak form prior to the beginning of the item being announced by the Chair (forms are available at the entrance to the meeting room). Speakers are taken in the order slips are submitted.

Items in Consent Calendar Section A have already been considered by the Commission at a previous meeting where the public

was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

**Items in Consent Calendar Section B** have not been discussed previously by the Commission. If discussion is desired, an item may be removed from the Consent Calendar for individual consideration. Commissioners may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the entire Consent Calendar. Items excluded from the Consent Calendar will be taken up by the Commission following the action on the Consent Calendar. The Commission first will take up the items for which public speaker requests have been submitted. Public speakers shall follow the rules as set forth under Oral Communication.

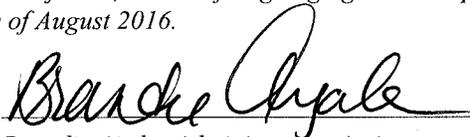
**Old Business** items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication.

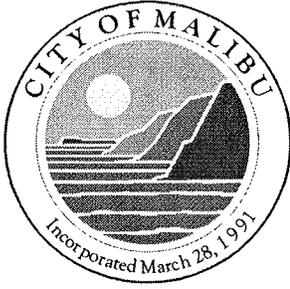
**Items in New Business** are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

*Copies of the staff reports or other written documentation relating to each item of business described above are on file in the Public Works Department, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California and are available for public inspection during regular office hours which are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday. Written materials distributed to the Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution (Government Code Section 54957.5(b)(2)). Copies of staff reports and written materials may be purchased for \$0.10 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.*

*The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Environmental Sustainability Director Craig George, (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II]. Requests for use of audio or video equipment during a Commission meeting should be directed to Alex Montano at (310) 456-2489, ext. 227, or [amontano@malibucity.org](mailto:amontano@malibucity.org) before 12:00 p.m. on the day of the meeting.*

*I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 19<sup>th</sup> day of August 2016.*

  
Brandie Ayala, Administrative Assistant



# Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Brandie Ayala, Administrative Assistant

Approved by: Robert Brager, Public Works Director/City Engineer 

Date prepared: August 18, 2016 Meeting date: August 24, 2016

Subject: Approval of Minutes – June 22, 2016

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**RECOMMENDED ACTION:** Approve minutes of the Public Works Commission Regular meeting of July 27, 2016.

**DISCUSSION:** Staff has prepared draft minutes for the Regular Public Works Commission meeting of July 27, 2016 and hereby submits the minutes for Commission approval.

**ATTACHMENTS:**

1. Draft Minutes of July 27, 2016 Regular Public Works Commission

MINUTES  
MALIBU PUBLIC WORKS COMMISSION  
REGULAR MEETING  
JULY 27, 2016  
MULTIPURPOSE ROOM  
3:30 P.M.

CALL TO ORDER

Chair Scott called the meeting to order at 3:33 p.m.

ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Chair Richard Scott; and Commissioners Wendy Sidley and Brian Merrick

ABSENT: Vice Chair Grisanti and Commissioner Frank Kerze

ALSO PRESENT: Bob Brager, Public Works Director; Rob DuBoux, Assistant Public Works Director; Elizabeth Shavelson, Assistant to the City Manager; and Brandie Ayala, Recording Secretary

PLEDGE OF ALLEGIANCE

Public Works Director Brager led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION Commissioner Sidley moved and Commissioner Merrick seconded a motion to approve the agenda. The motion carried 3-0, Vice Chair Grisanti and Commissioner Kerze absent.

REPORT ON POSTING OF AGENDA

Recording Secretary Linden reported that the agenda for the meeting was properly posted on July 20, 2016.

ITEM 1.A. PUBLIC COMMENTS

None.

ITEM 1.B. COMMISSIONER COMMENTS

Commissioner Sidley discussed her concerns about the amount of trash on Pacific Coast Highway (PCH) and Caltrans' frequency of removing it. She requested for staff to follow up with Caltrans and report back on their maintenance schedule to remove trash from PCH.

She also requested staff to review city resources to assist or increase the frequency of picking up the trash on PCH.

Commissioner Merrick discussed his experience in participating in the Adopt-A-Highway Program administered by Caltrans.

In response to Commission Sidley's concerns about the trash on PCH, Assistant to the City Manager Shavelson stated that staff would discuss the excessive amounts of trash on PCH with Caltrans at their upcoming meeting and she would also look into Caltrans' Adopt A Highway Program and report back.

ITEM 2      CONSENT CALENDAR

MOTION      Commissioner Sidley moved and Commissioner Merrick seconded a motion to approve the Consent Calendar. The motion carried 3-0, Vice Chair Grisanti and Commissioner Kerze absent.

The Consent Calendar consisted of the following items:

A.      Previously Discussed Items

None.

B.      New Items

1.      Approval of Minutes – June 22, 2016

Staff recommendation: Approve minutes of the Public Works Commission Regular meeting of June 22, 2016.

ITEM 3      OLD BUSINESS

A.      Capital Improvement Projects Status Report

Recommended Action: Receive and file update on the City's current and upcoming Capital Improvement Projects.

Assistant to the City Manager Shavelson presented the staff report and discussed the status of City's approved Capital Improvements Projects with the Commission.

Assistant to the City Manager Shavelson discussed the Annual Street Overlay Project with the Commission.

In response to Commissioner Sidley, Assistant Public Works Director DuBoux stated that staff was aware of the upcoming work at Malibu High School and had updated the proposed scheduled pavement work in the area.

In response to Commissioner Merrick, Assistant to the City Manager Shavelson explained that the City has purchased portable changeable message signs but the

PCH Regional Messaging System Project was for permanent message boards. She further explained that these permanent signs would display informative information programmed by Caltrans.

Assistant to the City Manager Shavelson reported that staff was working with Caltrans on an alternative design and had a meeting was scheduled to discuss some design exceptions that the project would need. She also mentioned that Caltrans had a project south of Temescal Canyon near the Pacific Palisades Bowl for a pedestrian activated signal, similar to the City's proposed project near La Costa.

Assistant to the City Manager Shavelson reported that staff was working with Caltrans' staff on coordinating the PCH Median Improvements Project between Webb Way and Puerco Canyon Road with their project from Puerco Canyon Road and Corral Canyon Road.

Assistant to the City Manager Shavelson explained the scope of work for the Civic Center Way Improvements Project. She further explained staff released a Request for Proposals and selected a design team for the project. She also stated that the design team would work with staff and also would include any information from the Civic Center Wastewater Treatment Facility – Phase I Project into their design.

Assistant to the City Manager Shavelson reported that staff was working with the County of Los Angeles on the logistics of the proposed site for the trailer for the Malibu Community Labor Exchange. She further explained that there were difficulties with utilities in the area surrounding the proposed site.

In response to Chair Scott, Assistant to the City Manager Shavelson stated that there would be appropriate signage directing people to the new site. She also stated that there would be a few designated parking stalls for visitors and staff.

Assistant to the City Manager Shavelson explained that staff was working with Metro's staff to prepare and approved the Memorandum of Understanding for the PCH Signal Synchronization Project.

In response to Commissioner Sidley, Assistant to the City Manager Shavelson explained that the scope of work for the PCH Signal Synchronization Project included 12 signals from Topanga Canyon Road to John Tyler Road.

Assistant to the City Manager Shavelson reported that Speed Advisory Signs Project was awarded and that the contractor was working on their submittals.

Assistant to the City Manager Shavelson reported that the Bus Stop Shelters Project was moving forward. She discussed with the Commission the three proposed locations where the bus stop shelters would be installed. She explained that two of

the three locations would be on City property and the third location would be on Caltrans property. She also stated that the City would have to acquire an encroachment permit.

Assistant to the City Manager Shavelson reported that the Paradise Cove Filter Media Replacement Project had been awarded and the Contractor was working on turning in their submittals. She further explained that work would not begin until after Labor Day.

Assistant to the City Manager discussed the PCH Shoulder Enhancement Project with the Commission. She stated that after the Parking Inventory Study was complete, the PCH Shoulder Enhancements Project would be designed.

In response to Chair Scott, Assistant to the City Manager Shavelson stated that the City had funding for the PCH Shoulder Enhancements Project and was working with Caltrans.

Assistant to the City Manager Shavelson stated that the Marie Canyon Green Streets Project was in preliminary design.

B. Update on Street Maintenance Work

Recommended Action: Receive and file report on the status of Street Maintenance Work.

Assistant to the City Manager Shavelson presented the report.

Commissioner Sidley expressed her concern about the amount of trash on PCH and requested staff to contact Caltrans. She also stated that if Caltrans was unable to remove the trash, that City crews should be able to remove the trash from PCH.

C. Civic Center Wastewater Treatment Facility Project Update

Staff recommendation: Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

Assistant Public Works Director DuBoux presented the Commission with a detail update on construction activities for the Civic Center Wastewater Treatment Facility Project.

In response to Chair Scott, Assistant Public Works Director DuBoux stated that all three projects: Injection Wells, Treatment Plant and Pipelines and Pump Stations Projects were being constructed concurrently.

In response to Commission Sidley, Assistant Public Works Director DuBoux stated that the Contractor for the Pipelines and Pump Stations Project was scheduled to

work during the summer and trenching was anticipated to begin Labor Day weekend.

In response to Chair Scott, Assistant Public Works Director DuBoux explained that traffic control was required for the Pipelines and Pump Stations Project and the City would have to approve it. He also explained that the City intended to place information on the City website, local news channel 3, Facebook, newspaper and any other media outlets.

In response to Commissioner Sidley, Assistant Public Works Director DuBoux clarified that construction would continue while Webster Elementary and Our Lady of Malibu were in session.

In response to Chair Scott, Assistant Public Works Director DuBoux stated that the Injection Wells Project consisted of three wells and they were all located on Malibu Road.

#### ITEM 4 NEW BUSINESS

A. Operation, Maintenance Management of the Civic Center Wastewater Treatment Facility

Staff recommendation: Receive and file update on the operation, maintenance, and management of the Civic Center Wastewater Treatment Facility.

Assistant Public Works Director DuBoux presented the Commission with a report about the recent Request for Qualifications and Proposals for the operation, maintenance, and management of the Civic Center Wastewater Treatment Facility. He discussed with the Commission the importance of hiring a firm that will be managing the operation and maintenance of the treatment facility early on during the construction phase.

In response to Chair Scott, Assistant Public Works Director DuBoux explained that part of the responsibilities of the firm would be to monitor the daily operation activities as well as being available during any emergency situation.

In response to Chair Scott, Assistant Public Works Director DuBoux stated that all the equipment installed for the Treatment Plant would include warranties and those warranties typically would be for a one year duration. He also stated that the firm would be responsible for routine maintenance and staff would be responsible to oversee the contract with the firm.

In response to Chair Scott, Assistant Public Works Director DuBoux explained the importance of hiring a firm during the course of construction and having the firm's input during the development of the programming for the Treatment Plant.

In response to Chair Scott, Assistant Public Works Director DuBoux stated that the City would receive proposals from interested firms on August 11, 2016.

ADJOURNMENT

MOTION At 4:33 p.m., Commissioner Sidley moved and Commissioner Merrick seconded a motion to adjourn. The motion carried 3-0, Vice Chair Grisanti and Commissioner Kerze absent.

Approved and adopted by the Public Works Commission of the City of Malibu on August 24, 2016.

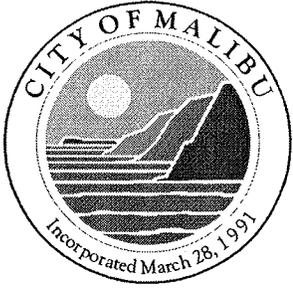
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RICHARD SCOTT, Chair

ATTEST:

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BRANDIE AYALA, Recording Secretary



# Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Robert Brager, Public Works Director/City Engineer 

Date prepared: August 18, 2016 Meeting date: August 24, 2016

Subject: Capital Improvement Projects Status Report

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**RECOMMENDED ACTION:** Receive and file report on the status of the City's current and upcoming Capital Improvements Projects.

**DISCUSSION:** Staff will provide a status update on the following active projects in the Fiscal Year 2016/2017 Capital Improvement Program:

- Annual Street Overlay
- Civic Center Wastewater Treatment Facility
- PCH Regional Traffic Messaging System
- PCH Intersection Improvements including:
  - PCH at La Costa Pedestrian Improvements Project
- PCH Median Improvements Project
- Civic Center Way Improvements
- Malibu Community Labor Exchange Trailer Replacement Project
- PCH Signal Synchronization
- Speed Advisory Signs
- Bus Stop Shelters
- Paradise Cove Media Filters Project
- Civic Center Storm Drain System Improvements
- PCH Shoulder Enhancements
- Marie Canyon Green Streets
- Storm Drain Trash Screens

**ATTACHMENTS:** None



# Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Arthur Aladjajian, Public Works Superintendent

Approved by: Robert Brager, Public Works Director/City Engineer 

Date prepared: August 18, 2016 Meeting date: August 24, 2016

Subject: Update on Street Maintenance Work

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**RECOMMENDED ACTION:** Receive and file report on the status of Street Maintenance Work.

**DISCUSSION:** Staff will provide the status of maintenance work on City streets owned and maintained by the City of Malibu, and maintenance work on Pacific Coast Highway (PCH) owned and maintained by the State of California, Department of Transportation (Caltrans).

## City of Malibu

Public Works Department performed the following street maintenance work:

- Sidewalk Maintenance - Monthly sidewalk inspection is ongoing.
- Street Sweeping - All City-owned public streets are swept once a month and PCH is swept once a week.
- Brush Clearance – City crews performed brush clearance along Civic Center Way between Webb Way and Malibu Canyon Road.
- City's maintenance crew continues to perform daily, weekly, and monthly maintenance work citywide.
  - City crew removed trash along Civic Center Way and Cross Creek Road, and in other locations within the City. Installed new lowered speed limit signs on Big Rock Drive, Carbon Canyon Road and Busch Drive.

Caltrans performed the following maintenance work:

- a) Caltrans Maintenance Work (PCH) – According to Caltrans, highway maintenance crews performed pothole repairs, delineators replacements and pavement repair along PCH within City of Malibu.

ATTACHMENTS: None



# Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Rob Duboux, Assistant Public Works Director

Approved by: Robert Brager, Public Works Director 

Date prepared: August 18, 2016

Meeting date: August 24, 2016

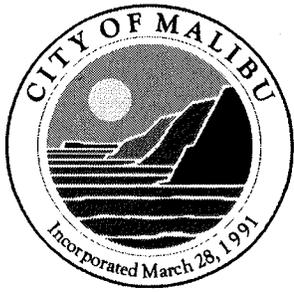
Subject: Civic Center Wastewater Treatment Facility Project Update

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**RECOMMENDED ACTION:** Receive and file update on the status of the Civic Center Wastewater Treatment Facility.

**DISCUSSION:** At the May 23, 2016 Regular City Council Meeting, the City Council approved three construction contracts for the Civic Center Wastewater Treatment Facility. The construction contracts include the Treatment Plant, Injection Wells, and the Pipelines and Pump Stations. At the same time, the Council also approved professional service contracts for design services during construction and construction management. Public Works staff is responsible for managing these contracts and will provide a project update to the Commission on a regular basis.

**ATTACHMENTS:** None.



# Public Works Commission Agenda Report

To: Chair Scott and Members of the Public Works Commission

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Robert Brager, Public Works Director 

Date prepared: August 18, 2016 Meeting date: August 24, 2016

Subject: Pacific Coast Highway Maintenance and Debris Removal

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**RECOMMENDED ACTION:** Review and discuss Caltrans' efforts to maintain and remove debris along Pacific Coast Highway (PCH) within the City Limits.

**DISCUSSION:** At the July 27, 2016 Regular Public Works Commission Meeting, Commissioner Sidley requested that staff report on Caltrans' maintenance plans and schedule for removing trash and debris along PCH in the Malibu corridor

City staff has had on-going discussions with Caltrans representatives regarding highway maintenance. Recently, Caltrans gave the City an update on the local Adopt-A-Highway (AAH) Program that Caltrans administers. The Malibu PCH corridor is eligible for adoption. Adoptions usually span a two-mile stretch of roadside, and permits are issued for five-year periods. Adopters are required to clean the highway at specified intervals. Groups in good standing may renew their permits indefinitely. Participation is free for all volunteers, and signs are included at no charge. Some adopters may choose to pay contractors for maintenance services. Staff will discuss the current status of the AAH in Malibu.

**ATTACHMENTS:** None.