



**CITY OF RANCHO PALOS VERDES**

**MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

**FROM: MICHAEL THRONE, PE, DIRECTOR OF PUBLIC WORKS**

**DATE: JULY 15, 2014**

**SUBJECT: ESTABLISHMENT OF THE INFRASTRUCTURE  
MANAGEMENT ADVISORY COMMITTEE (SUPPORTS  
2014 CITY COUNCIL GOAL NO. 2, PUBLIC  
INFRASTRUCTURE)**

**REVIEWED: CAROLYNN PETRU, ACTING CITY MANAGER**

Project Managers: Michael Throne, Director of Public Works  
Nicole Jules, Deputy Director of Public Works

**RECOMMENDATIONS**

Adopt Resolution No. 2014-XXX establishing the Infrastructure Management Advisory Committee.

**BACKGROUND/DISCUSSION**

On June 17, 2014, the City Council received a presentation from the Public Works Department regarding the possible formation and mission of a citizen's advisory committee that would focus on infrastructure management, and directed the Department to submit a Resolution to form such a committee while concurrently soliciting community volunteers to become members of the Infrastructure Management Advisory Committee.

The Office of the City Clerk will begin the membership recruitment process on July 16 (pending approval tonight of the enabling resolution) and close it 30 days later. After compilation by the City Clerk, interviews with committee candidates could begin as early as the last week of August.

After reviewing the form and duties of these advisory groups and considering the previously established City Council committees, the City Council selected the following structure and mission.

## **Infrastructure Management Advisory Committee**

Establishment Process: By City Council Resolution (attached).

Mission: Advise the City Council on public works and park infrastructure, capital improvement projects, and maintenance and preventative maintenance programs for public buildings; park sites; trails; the stormwater system; the sanitary sewer system including the Abalone Cove Sewer District; street rights-of-way and traffic control devices; and the Palos Verdes Drive South/Portuguese Bend landslide.

Annual Work Plan: Prepare for City Council approval an annual work plan that includes review of each infrastructure category and report on the progress of projects, maintenance standards and performance results, and the implementation of an infrastructure management plan.

Number of Members/Term: 7 members appointed by the City Council with initially staggered 2- and 4-year terms. Seven members would allow each member (and an alternate) to focus on one specific infrastructure category to become expert in and share that expertise with the overall committee. The membership recruitment and interview process would be managed by the Office of the City Clerk.

Meeting Schedule: Monthly subject to the Ralph M. Brown Act.

It is recommended that the City Council adopt the attached Resolution establishing the Committee.

## **ALTERNATIVES**

The City Council may direct staff to delay the creation of an infrastructure management advisory committee until the completion of the infrastructure planning tool and instead proceed ahead with authorizing a request for proposals to develop the infrastructure management plan, which would include as a deliverable the various options of long-term civic engagement in the form of a committee or commission.

## **FISCAL IMPACT**

The estimated cost to staff a committee is estimated to be \$4,000 per year and a budget adjustment may be necessary to include this operational cost into the FY 2014/15 municipal budget.

Attachment: Resolution