



## **AGENDA**

### **Subcommittee: Public Works**

**Meeting Date: Tuesday, March 28, 2017**

**Meeting Time: 10:30 a.m.**

**Meeting Location: City Hall Conference Room**

#### **Subcommittee Members and City Staff:**

Councilmember Melanie Bagby, Chair

Councilmember Carol Russell

City Manager Paul Cayler

Public Works Director Mark Rincon

Engineering Technician Eric Janzen

- 1. Call to Order:**
- 2. Communications:** Committee may discuss at this time written communications sent to Committee members since the last Subcommittee meeting.
- 3. Public Comments:** Members of the public may comment on any item on this agenda at the time the subcommittee considers that item. Members of the public are also free to comment on items not on this agenda. Such comments should occur at this time. Please limit comments to three minutes.
- 4. Approval of Minutes:** January 24, 2017
- 5. Current Items for Discussion:**
  - a) Vehicle Purchase
  - b) Traffic Study: Cloverdale Blvd x Treadway, Mary Jo Yung (W-Trans)
  - c) Installation of sidewalks on the County side of South Cloverdale Boulevard
  - d) LED Streetlight Upgrade Program
  - e) CPUC Rule 20 Underground Electric Facilities
- 6. Future Agenda Items:**
  - a) Downtown parking
- 7. Pending Agenda Items**
- 8. Good of the Order**
- 6. Adjournment:** Adjourn to Tuesday, May 23, 2017, at 10:30 a.m., or alternate date as requested.

**CERTIFICATION** – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 03/23/17



**DRAFT MINUTES**

**Subcommittee: Public Works**

**Meeting Date: Tuesday, January 24, 2017**

**Meeting Time: 10:30 a.m.**

**Meeting Location: City Hall Conference Room**

**Subcommittee Members and City Staff:**

Councilmember Melanie Bagby, Chair

Public Works Director Mark Rincon

Councilmember Carol Russell

Engineering Technician Eric Janzen

City Manager Paul Cayler

1. **Call to Order:** Chair Bagby called the meeting to order at 10:30 a.m.
2. **Communications:** None
3. **Public Comments:** None
4. **Approval of Minutes:** The minutes of the November 29, 2016, meeting were approved.
5. **Current Items for Discussion:**
  - a) High School Crosswalk Update  
Mr. Rincon stated that a flashing sign has been installed. Mr. Cayler stated the School District is satisfied with the flashing sign and will talk to students and parents about using the buttons for the crosswalk.
  - b) Striping on Main Update  
Mr. Janzen stated the dots have been removed and the thermoplastic striping installation was completed early in January. He added that the project came in slightly under budget.
  - c) South Cloverdale Boulevard & Healdsburg Avenue Crosswalk Update  
Mr. Rincon conveyed that replacement pucks for this crosswalk are on backorder and will be replaced. Mr. Rincon added that the in-ground crosswalk lighting system will be replaced once the intersection is reconfigured for the Thyme Square development.
  - d) South Cloverdale Blvd, Treadway and Santana Drives Traffic Study Update  
Mr. Rincon stated W-Trans has been hired as a consultant to study this offset intersection and make recommendations, included possible signalization. Mr. Cayler added that the study is being financed with traffic mitigation fees paid when Furber Plaza was developed and that signalization will be funded through traffic impact fees.
  - e) Storm water ordinance revision (first touch)  
Mr. Janzen explained that an Ordinance to amend Chapter 16.10 of Cloverdale's Municipal Code is necessary to provide the City with full authority to enforce the current version of the MS4 Phase 1 Permit issued by NPDES (National Pollutant Discharge Elimination System). Mr. Janzen stated that this Ordinance is to go before the City Council for the first reading at the January 24, 2017, meeting.
  - f) Acceptance of Deed and Right of Way Agreement with LDS Church – Request authorization to pay for easement and record deed  
Mr. Rincon stated that this item is part of the Safe Routes to School (SR2S) project and an agreement has been reached with the LDS Church for acquisition of the required easements to complete this project. Mr. Janzen stated the Right of Way Agreement has been signed by City Staff and by attorneys of the LDS Church. Mr. Janzen further stated that this item will be presented to Council, at the January 24, 2017, meeting for their acceptance of this agreement and approval to pay the church the sum of \$9,000 for the easement.

- g) Approval of Safe Routes to School (SR2S) conceptual design and request authorization to engage GHD to complete construction documents and cost estimates (first touch)  
Mr. Janzen presented this item stating either Council's approval of GHD's conceptual design or direction for an alternate design is needed. The subcommittee recommended a presentation to Council.
- h) Watershed Sanitary Survey – Request authorization to contract the services of Water Resources Engineering, Inc. to complete this state requirement (first touch)  
Mr. Rincon explained the Watershed Sanitary Survey is overdue and that this presentation is a first touch before seeking Council's authorization to contract with Water Resources Engineering, Inc., to conduct this survey.
- i) Thyme Square – Request authorization to contract Brelje & Race for Engineering Services related to the site development (first touch)  
Mr. Rincon stated, with authorization, he will have the engineering firm manage the segregation of the lots. He also stated that, for this to be properly done, the parking lot needs to be one lot. Mr. Cayler spoke about the financing of this project. The subcommittee recommended this item move forward to Council.
- j) Introducing prospective Engineer of Work for the Cloverdale Landscaping and Lighting Assessment District for Fiscal Year 2017-18  
Mr. Rincon stated this is the annual engineering study that has to be done to assess the costs of necessary work as part of our Landscaping and Lighting Assessment District. Mr. Cayler requested feedback from the subcommittee on the level of public outreach that should be conducted, given the marginal public participation in the past. The subcommittee recommended bringing this item to City Council, rather than neighborhood meetings, and to put notice in the Reveille and on social media.
- k) AB 939 Local Task Force appointment of Bob Cox  
Mr. Cayler presented this item, stating Mr. Cox volunteered to serve as Cloverdale's appointment to the AB 939 Local Task Force, which will guide the development of the Siting Element of the countywide integrated waste management plan. The subcommittee recommended Mr. Cox's appointment, as well as the announcement through social media and the Reveille of Mr. Cox's appointment and the importance of having Cloverdale represented on this task force.

**6. Future Agenda Items:**

- a) Vehicle Purchase – Mr. Rincon stated this is a utility vehicle and guidance will be sought on how to acquire this vehicle. Mr. Cayler added that this purchase is in the budget.
- b) Installation of sidewalks on the County side of South Cloverdale Boulevard – Mr. Rincon stated he has contacted the County Public Works Department and hopes to have them walk the site.
- c) Downtown parking – Councilmember Russell commented that a plan needs to be worked on to help drivers locate public parking. A discussion on parking issues ensued.
- d) LED Streetlight Upgrade Program – Mr. Rincon stated PG&E has come to the Public Works Department with a program to swap out old sodium vapor bulbs that they have maintenance responsibility for with LED, which will provide a fiscal benefit to the City as the electricity is paid for by the City. Discussion ensued regarding available lightbulb options. Bob Cox stated his hope that the savings from this program could be used to help replace City-owned lights.
- e) CPUC Rule 20 Underground Electric Facilities – Mr. Rincon conveyed that the City has accumulated work credits for getting PG&E to do undergrounding of some of our overhead wires and stated this will require coordination with other utilities that have wires on the poles. Mr. Rincon stated representatives from PG&E will be brought in to give a presentation. Mr. Janzen added that the work credits are enough for two to three blocks and options of selected neighborhoods will be presented to Council for their input.

Shawn Bovee asked when the Thyme Square development item (Item 5.i) would come before the City Council. Mr. Cayler stated it will most likely be on the February 14, 2017, consent calendar.

7. **Pending Agenda Items:** None
8. **Good of the Order:** Councilmember Russell asked for an update regarding the concrete table and chairs for the Plaza and brought up the issue of cracks above the trellis in the Plaza. Mr. Cayler stated the general direction is away from placement of tables or chairs and towards the use of decomposed granite, and a cost estimate is being pursued for the replacement of the trellis structure at the Plaza
9. **Adjournment:** The meeting was adjourned at 12:07 p.m. to Tuesday, March 28, 2017, at 10:30 a.m., or alternate date, as requested.