



## AGENDA

### Subcommittee: Public Works

**Meeting Date: Tuesday, March 29, 2016**

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

**Meeting Location: City Hall Conference Room**

#### Subcommittee Members and City Staff:

Councilmember Carol Russell, Chair  
Councilmember Bob Cox  
City Manager Paul Cayler

Contract City Engineer Vanessa Apodaca  
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:**
  - a. July 28, 2015
  - b. September 22, 2015
5. **Current Items for Discussion**
  - a. Urban Water Management Plan - Draft Slide Show Presentation by RMC
  - b. Update related to Solar Project at Water and Wastewater Treatment Plants
  - c. Recommended Parking Restrictions at the Senior Center Bus Shelter (Apodaca)
  - d. Recommended Non-Residential Sewer Use Permit Fee (Janzen)
6. **Future Agenda Items**
7. **Pending Agenda Items**
8. **Good of the Order**
9. **Adjournment:** Adjourned to Tuesday, May 24, 2016, 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 03/24/16

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## **DRAFT MINUTES**

### **Subcommittee: Public Works**

**Meeting Date: Tuesday July 28, 2015**

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

**Meeting Location: City Hall Conference Room**

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

Mayor Bob Cox, Chair  
Councilmember Carol Russell  
City Manager Paul Cayler

Public Works Director/City Engineer Craig Scott  
Engineering Technician Eric Janzen

1. **Call to Order:** Chair, Mayor Cox, opened the meeting at 10:30 a.m.
2. **Communications:** None.
3. **Public Comments:** Chair, Mayor Cox, opened public comment.

Anae Balistreri, representing Mike Nixon of Papa's Pizza, requests a handicapped parking space in front of 105 N. Cloverdale Boulevard and stated the red zone at the curb for the fire hydrant is substantially longer than elsewhere on the Boulevard.

PWD/CE Scott responded that they can talk about this after the meeting, as there may be an ADA parking space planned close enough to the restaurant

Chair, Mayor Cox, closed the public comment period.

4. **Approval of Minutes (May 26, 2015):** Approved with the correction of the spelling of Rich Cowart's name.
5. **Current Items for Discussion** – Item i has been moved to the top of the agenda at the request of a member of the public.

#### **i. Request for Diagonal Parking on Main Street**

Anna Bellegarde, Cloverdale, requested diagonal parking on the west side of Main Street in front of Bella Moda Hair Studio and a handicapped parking spot at the ramp on Broad Street and expressed her hope that the City will be flexible and consider an alternate route for the planned bike lanes on Main Street.

PWD/CE Scott stated the diagonal parking conflicts with the 2008 Bicycle and Pedestrian Master Plan agreement, which was updated to a 2014 edition and adopted by the City Council in February, ties in County, bike, pedestrian, transportation, livelihood, quality of life issues, as well as the City of Cloverdale's General Plan and lane use zoning policies, and if we were to take that away it would have to go through another lengthy process to give everyone a chance to weigh in.

Councilmember Russell states she finds herself torn between Safe Routes to School and the parking issues and stated she wants to make sure the bike lanes are being used.

Discussion ensued regarding existing and planned bike lanes, the process of planning bike lanes and parking spaces, safety issues, the Master Plan, and the need for both bike lanes and additional parking.

PWD/CE Scott stated that it sounds like this topic is something an ad hoc committee could be formed for, as there are a lot of things to consider.

City Manager Cayler clarified the City Engineer has told him Main Street is not wide enough to accommodate the striping for diagonal parking on both sides of the street. CM Cayler further stated the City has an approved plan, has received money from the MTC and the State of CA for the execution of that bike path, and that what seems like a simple change is actually very complicated, which doesn't mean it can't be done, and that an amendment would take time. CM Cayler stated this committee can direct the City Engineer to undo the cycling plan but will involve a considerable amount of work to change an approved plan.

Councilmember Russell stated it is important to talk about parking as a citywide issue and not just a neighborhood issue.

Chair, Mayor Cox stated his recommendation is to form an ad hoc committee, with Councilmember Russell heading that, to explore what would be involved and how much money it would take to change the approved plan, and to come up with possible solutions once those processes are determined.

PWD/CE Scott informed the Chair of the deletion of item h from the agenda.

**a. Transit Options**

PWD/CE Scott presented this item and stated Staff is looking to the future of its transit operations. Mr. Scott gave a brief overview of the current bus operation in Cloverdale and introduced Bryan Albee, of Sonoma County Transportation Authority (SCTA), who was invited to speak to what options are available to the City and what other jurisdictions, who also had operations like ours, have done.

Bryan Albee gave a brief background of the Cloverdale's local Route 68 and its relationship with the Transportation District Authority and SCTA. Mr. Albee described changes that have occurred since SCTA took over the operation of Healdsburg's local route, including keeping the route to a fixed schedule, minor modifications to the route, bringing in paratransit services, and they would do the same in Cloverdale. Mr. Albee stated SCTA would talk with the City about some options to better serve the schools and to make routes more efficient. Mr. Albee further stated that SCTA has heard from Healdsburg and Cloverdale that they would like more service between the two cities and this presents an opportunity to look at that. Mr. Albee gave an overview of things to consider and anticipated changes, including possible addition of Saturday service, coordination with SMART, the use of clipper cards, new modern shelters with next bus information displays, and stated cost would be about the same.

Discussion ensued regarding how the transit system determines if a route needs to be changed and the impact on City staff of maintaining the local route inhouse.

Chair, Mayor Cox, opened public comment for this item.

Ipolani Bovee, Cloverdale, stated she is excited to hear about this because kids that may make a possible skate park here a destination would have a way to come to the park and a way to get home.

Chair, Mayor Cox, closed public comment for this item.

Councilmember Russell recommended the Senior Center be alerted of this item.

City Manager Cayler recommended this item be brought before the City Council for specifics and the second touch in view of the impending retirement of the local route's driver.

The subcommittee approved bringing this item before the City Council.

**b. 219 S. Cloverdale Boulevard – Time limited parking request**

PWD/CE Scott stated a request was received through ACM/CDD Karen Massey for time limited parking in front of 219 S. Cloverdale Boulevard. Mr. Scott stated his research shows this area is already designated as one hour parking, if it is properly signed and designated and proposes Staff provide the proper marking.

Kathy Fowler stated she is fine with the one-hour parking designation and stated a longer term issue is the neighboring apartment tenants parking overnight in front of her business.

**c. Community Garden – Time limited parking request**

PWD/CE Scott stated this item is the similar to the last item and a sign limited parking to one hour could be put up, but it does not appear to be an issue anymore and, at this time, it doesn't seem to warrant doing anything different and can be revisited upon request.

**d. Potential Site for Skate Park at Furber Park**

PWD/CE Scott stated Staff has been approached by Shawn Bovee with the locating of a skate park. PWD/CE Scott stated Staff has identified an area that at Furber Park that could be designated for this and recommends getting community input.

Shawn Bovee gave a presentation and provided drawings highlighting an area a skatepark developer confirmed could be a good area for the skatepark. Mr. Bovee has begun community outreach and has received hundreds of signatures in support and requests to make a presentation to the City Council.

Discussion ensued about utilization/underutilization of Furber Park, parking, noise concerns, and the skate park developer.

The subcommittee will be working with PWD/CE Scott to bring this item before the City Council.

**e. Airport Grant Application for FY 15/16**

PWD/CE Scott presented this item, stating that each year, in May, the City submits a draft grant application and, as part of the process, Staff approaches the City Council to get authorization for submitting draft grant application. Mr. Scott explained that the City has \$150,000 and are allowed to have four years of grant allocations built up before we start losing that money, that it is a 90% grant, 4.5% is contributed by the State, with the City's local match being 5.5%. Mr. Scott explained

the City's proposal is in line with FAA's criteria for grant funding and, as that the FAA gives priority to phased projects, we are in pretty good shape to then get that money to do the taxiway reconstruction and then go forward with design of drainage improvements.

Discussion ensued regarding the little likelihood of a drainage improvement project for Chrome Iron Road being funded by the FAA, how the lights at the end of the runways could possibly be brought into the fold to improve safety, and the timing of necessary capital improvements at the airport and the City Attorney creating an attorney-client privilege memorandum regarding FAA commitments.

**f. Renner Storm Water Maintenance Agreement**

PWD/CE Scott presented this item stating Renner has part of their permitting through the County and are looking to hook to the City's sewer and water through an Outside User Service Agreement (OUSA) that requires annexation within a year. Mr. Scott stated one of the conditions in the OUSA is that, before the City approves their on-site storm drain go into into the City of Cloverdale's storm drain facilities, the property owner are to own, operate, and maintain in a proper manner their storm water facilities, as they cannot add any burden to the City in this regard.

The subcommittee recommended bringing this item before the City Council.

**g. Renner Portable Toilet Agreement**

PWD/CE Scott presented this item, which is related to failed septic system in the previous item, stating a request was received from Renner Petroleum for a portable toilet for use in the interim until their buildings are constructed. Mr. Scott stated portable toilets are under County jurisdiction and require exemption under the Basin Plan, which the County has granted, and as part of this agreement the City must maintain the toilets, which the City will provide through their existing portable toilet contract and then bill Renner for.

Discussion ensued regarding possibly adding to the agreement conditions of placement and time limitations.

The subcommittee recommended bringing this item before the City Council.

**6. Future Agenda Items:** None.

**7. Pending Agenda Items:** None.

**8. Adjournment:** Meeting was adjourned at 12:30 p.m. to Tuesday, July 28, 2015 at 10:30 a.m. or alternate date as requested.



**DRAFT MINUTES**

**Subcommittee: Public Works**

**Meeting Date: Tuesday September 22, 2015**

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

**Meeting Location: City Hall Conference Room**

**Subcommittee Members and City Staff:**

Mayor Bob Cox, Chair  
Councilmember Carol Russell  
City Manager Paul Cayler

Public Works Director/City Engineer Craig Scott  
Engineering Technician Eric Janzen

1. **Call to Order:** Chair Mayor Cox opened the meeting at 10:30 a.m. Councilmember Russell was absent.
2. **Communications:** None.
3. **Public Comments:** Rich Cowart stated one of the electrical receptacles is not working and requests electricity outside the restrooms.
4. **Approval of Minutes** (July 28, 2015): Deferred until the next meeting.
5. **Current Items for Discussion**
  - a. **Storm Preparations**

Lamar Haas and PWD/CE Scott scheduled a time to have a look at the area (Portofino and Jefferson Streets) Mr. Haas has concerns about regarding flooding.

PWD/CE Scott stated the City has a routine creek maintenance agreement with the Fish and Wildlife Service that gives the City permission to go into the sections of the creek where City roads cross over their creeks and routinely remove gravel and invasive vegetation and this is underway at this time to open up the waterways. Mr. Scott stated the City's sandbag policy and procedures and storm emergency FAQs flyer has been developed and the sandbag policy needs to be published in the Reveille with an article to increase public awareness of where to get sandbags. Mr. Scott stated the City will use doorhangers and contact residents and businesses that have known flooding issues notifying them this is the time for storm water preparedness. Mr. Scott stated that during storm emergencies the City is primarily concerned with safeguarding the City's critical infrastructure.

City Manager Cayler summarized that the City is actively making sure the bridges at 3<sup>rd</sup> and at Triplett are clear of obstructions so the water can flow there. CM Cayler stated the primary thing to keep in mind in terms of drainage and flooding is that flooding between private property is between the private property owners, as the City does not take protective measures for private property unless there is a life safety issue.

**b. City Park Score Board Options**

PWD/CE Scott stated the City Park scoreboard needs to be replaced and he has looked at replacing it in kind with a price range of \$4,000-8,000 for a turnkey set up that Public Works could mount. Mr. Scott described various options available for scoreboards and for funding the new scoreboard, including community fundraising, use of the City's General Fund or Quimby funds.

The members of the public in attendance stated they want something simple that will last and would appreciate the City's supplying the new sign.

City Manager Cayler recommended ordering a basic wireless scoreboard in blue and gold and move forward with a turnkey project, which means we would order it and contract out with an electrician to install it to the existing 110v.

Murray Rosen stated he will move forward with obtaining a bid with installation included.

Chair Mayor Cox stated the subcommittee recommends moving forward with obtaining a new scoreboard as soon as we can with first attempting to use Quimby funds, then going to the General Fund if Quimby funds are not available for this project and recommended reaching out to the American Legion to make them aware of the new scoreboard. Chair Mayor Cox asked about solar power for the scoreboard.

CM Cayler stated he would contact Dick Navone, Commander of the American Legion, to let him know the scoreboard is being replaced and, with regard to solar power, while possible it would add another level of complexity and recommends to keep it simple.

**c. De-aeration Project – 3<sup>rd</sup> Amendment to Professional Services Agreement**

PWD/CE Scott presented this item and stated the project is within the \$285,000 USDA grant funding with \$20,000 surplus, is substantially complete and online, and Staff is ready to have the City Council accept the project as complete at the October 14, 2015 meeting. Mr. Scott stated the design piece has gone over the \$90,000, that the project had an extended schedule because the tank had a riveted roof that was not watertight and the pump had to go through redesign, and Brejle and Race have requested another \$6,000, which brings the contract amount for design and construction management to \$96,000, which will be wholly funded by the grant. Mr. Scott stated City Staff sees this as justifiable costs as the design consultant has identified endeavoring to give the City a functioning, practical, reliable system and recommends approving the additional funds as a third amendment to the Brejle and Race contract and bringing it before Council for consideration at the October 14, 2015 meeting.

Chair Mayor Cox recommended bringing this item to the City Council.

**d. SR25 Phase 2 Proposed Right of Way Acquisition Services Contract with Contra Costa County**

PWD/CE Scott gave a brief background on this item regarding funding and the steps necessary before addressing property owners for right of way purchases. Mr. Scott stated CalTrans moved the deadline for stating planned uses for funds in the upcoming construction year from February 1<sup>st</sup> to November 1<sup>st</sup>, which creates a time crunch in approaching the property owners, working out right of way agreements, and purchasing the easements from them. Mr. Scott further stated CalTrans has very particular requirements for right of way purchases and explained the City's options. Mr. Scott stated Staff recommends using Contra Costa's Right of Way Division, who regularly provides these services to other agencies, and that the City's legal counsel has approved the right of way services agreement as to form. Mr. Scott stated this managed as a time and materials contract with a not to exceed amount of \$20,000, which is within the City's budget for this project for right of way acquisition. Mr. Scott stated that with an easement agreement the City would not take on any maintenance responsibilities, that the property owner would allow public right of way for people to use the sidewalk but the landscaping, irrigation, and light poles remain the property owner's responsibility.

Discussion ensued regarding meeting the November 1 deadlines, options if deadlines were not met, discussions with the property owners, and whether or not this item needs to go before the City Council.

Chair Mayor Cox recommended the City Manager execute the agreement.

**6. Future Agenda Items:** None.

**7. Pending Agenda Items:** None.

**8. Good of the Order:** City Manager Cayler stated, with the two-touch rule in mind, he has an item related to solid waste rates that was not ready to be agendized for this meeting but will be ready for Council presentation at the October 14, 2015 meeting.

Rich Cowart asked if PWD/CE Scott has had a response from PG&E regarding moving the streetlight across from his home. Mr. Scott answered that he has not.

Chair Mayor Cox noted a correction to the agenda: The minutes to be approved are for July 28, 2015, rather than July 23, 2015. He stated he will not be able to attend the next Public Works subcommittee meeting if it is held on November 24.

**9. Adjournment:** Chair Mayor Cox adjourned the meeting at 11:34 a.m. to Tuesday, November 24, 2015 at 10:30 a.m. or alternate date as requested.