



**Public Works Committee**  
**City Hall – 200 NE Moe Street**  
**2nd Floor Conference Room**

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>August 26, 2020</b>
<b>Recorder</b>	<b>C. Roberts</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Connie Lord</b>	<b>End Time</b>	<b>6:30 PM</b>
<b>Committee Members</b>	<b>Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)</b>		
<b>Staff Present</b>	<b>Charlie Roberts (CR), Shannon Wood (SW), Christine Smith (CS), Anthony Burgess (AB), Joshua Ranes (JR), April Ziemann (AZ), Mike Lund (ML), Diane Lenius (DL), Cedar Simmons (Parametrix)</b>		

**The meeting will be held virtually. The public is welcome to call in:**

**Phone: 1 (623) 404-9000 / Meeting ID: 148 579 3823**

Agenda		
No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	<p>Aiming to end meeting at 6:30 to accommodate executive council session.</p> <p>CL – request on agenda where it says Future Meeting Conflicts it would be helpful to have the next 2 or 3 meeting dates.</p> <p>DM – typo on agenda meeting <b>ID number to call in via phone</b>. Study on speed limit, read USDOT report on raising and lowering speed limits. Lots of data and lots of interesting topics.</p>
B.	Agenda and Extended Agenda Review	No changes to agenda. To add to extended agenda scope of work for Raab Park tank. DL ML and Keith will discuss water and priorities. Want to make sure the money spent is the best place to spend money in the water fund.
C.	Mayor, Department Head and Staff Reports	ML – update on speed bumps downtown, issue with plant maintenance ship date is 7 <sup>th</sup>

**The committee may add and discuss other items not listed on the agenda.**

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		<p>of September. Railings which were discussed, PW will build them in house to save money and make them better. Mayors Bistro tables are placed downtown (about 10). Remainder of tables on hold due to shipping issues.</p> <p>DL – PreCon for Johnson Parkway with WSDOT + ACI (contractor). Had meeting with WSDOT to define rolls and responsibilities. Finn Hill is continuing to move forward so letter being sent out stating Cities concern. Want to address concerns now instead of end of project.</p>
D.	Approval of Minutes: 8/12/20	Approved Minutes
E.	Future Meeting Conflicts	BL may be gone but will still plan to attend.
<b>2.</b>	<b>Agenda Items:</b>	
1.	S. Fork Dogfish Creek Consultant Contract Amendment	<p>CR presented SFDC consultant agreement with Struck Environmental in the amount of \$7,809. This is a 100k ecology grant to restore a short section of stream channel near 8<sup>th</sup> avenue. Will utilize Struck Environmental to expertise on rebuilding channel and coordination with Tribe and WDFW. Construction with PW crew for under 100k. Available budget about 115k.</p> <p>PWC recommended approval to Council Consent Agenda to award consultant contract amendment.</p>
2.	2021/2022 PW Dept Budget	<p>ML – presented PW budget. Not a lot has changed. PW has 8 FTE in general and 21 in utilities. Provided background of the FTE breakdown. Water Utility – 4,100 customers, 6.12 FTE. Projections are ~\$100k from last year but pretty much on track. Sewer Utility – 4,100 accounts, large system 4 FTE. Sewer budget is right on target from projections from last year. Where we expected. Storm drain utility – 6 FTEs, NPDES permit requirements. Budget is right on target with projections. DM asked if remainder of budget</p>

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		<p>goes into reserves ML answered yes. Solid Waste utility, larger with every development, just under 5 FTE, 3,800 cans, 335 dumpsters (multiple times per week). Projections are right on track, have been tracking extra garbage costs. One item to note is that when budgeting was assuming a \$1/ton per year increase however it is a \$5/ton per year increase which will begin to hurt in future. Only capital replacement is 1 truck which is over 20 years old. \$400k replacement cost, was in business plan. Street Department – 2.5 FTE, street sweeping, roads, debris, trimming. Central Services – 2 FTE, provides for routine maintenance of buildings. Going forward it will only be 1 FTE (was 1.5FTE). Parks / Cemetery – 3.2 FTE (1 vacant). Will leave it open for now.</p> <p>DM acknowledged how much PW gets done with how few people. Asked about the availability of folks if need. ML answered that this year due to COVID there was less casual labor but will be putting more emphasis on tree cutting from property owners.</p> <p>DM asked if Mikes budget leads to a drop in level of service, ML answered that without casual and open positions that it will lead to a drop in level of service. DM pointed out that might be helpful to see what cost is to fund to full level of service.</p>

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3.	2021/2022 Building and Engineering Budget	<p>DL – presented building and engineering budget. Have continued to provide same level of service during COVID, slight drop in permits but picking up again. Top priorities are Johnson parkway, long range sewer plan, and Right of Way for Noll and maintain level of service to citizens and construction. Shared organizational chart. Have 3.5 vacant positions. Moving Josh and April and .75 Joe to Johnson Parkway, good staff, going into busiest year. Asking people to stretch. Cost saving measures include bridge staffing gap is to use casual labor on Building side, will do building/PW cross training, internal staff getting certifications. On Engineering side partner with WSDOT for Johnson parkway, casual labor to help with DOE grants, Liberty Bay trail, bring in casual labor to bridge gap and avoid backfilling 2 engineering positions. Delay key positions. Budget will stay same, estimated cost savings are around ~500k to general fund for this year into 2021 and 2022 (includes casual labor). Enterprise fund savings estimated around 165k over same time frame. Building budget remains same, estimated cost savings \$290k for three years (includes casual labor). Positions replaced when revenue warrants.</p> <p>New program requests: sewer comp plan phase 2 (125k in 2021 and 50k in 2022). MBR feasibility study (\$125k in 2021) in phases (sewer fund). Office space Reconfiguration (\$7,500) and Vehicle Replacement (\$35,000 in 2022). Office space reconfiguration is to help support potential Parks and Rec move to 2<sup>nd</sup> floor also puts construction team close together.</p> <p>DM – agreed with space build out makes sense with production improvement. Confirmed that sewer phase 2 is funded through reserves, any competitors to the sewer reserve funds. DL answered that comp plan is highest priority. ML has identified some minor slip lining, but plan is best</p>

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		allocation of funds.

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4.	Construction Standards Update – if time allows	<p>AB – presented Construction Standards update. Last talked about construction standards 18 months ago. Have done a pretty full review in the last 18 months. Last fully comprehensive update was 2008. Street and Storm had minor revisions in 2016. Takes a significant amount of work to compile everything so better to do smaller updates more frequently. Current update is from PW feedback, experiences, feedback from public, identify discrepancies, etc. Revise figures, to make easier to review in field with staff and contractors. First presentation, kick off Type 4 process and give full package of updates, discuss policies, etc. Plan to start Sept. and adopt January 2021. Overview of housekeeping revisions. Section 1 – submittal formatting requirements. Policy – rockery retaining walls. Section 2 – Streets (look at fire code consistency), ADA requirements, department policy on pavement restoration and trench repair. Policy – push for sidewalks on both sides, 5' for ADA compliance. Section 3 – Sewer general – pipe information, test procedures. Policy – conical top unless otherwise approved (no flat top). Section 4 – Water – clarify instructions for new connection (common issue on construction), Fire department clean up Policy – Radio transponder details, water pipe color. Section 5 – Storm general talk about fencing requirements around ponds, liability potential, provide clarity. Section 6 – Dumpster enclosure details to better accommodate trucks. Policy – delete appendix B which is duplicated on permit approvals (no need to have in standards). Reviewed timeline. Fully package will be distributed ahead of next meeting.</p> <p>CL – asked about neighborhood lane, future update? AB clarified intention for this update is to address operational not necessarily the new design. CL comment on neighborhood lane – what is the downside and unintended</p>

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		<p>consequences of allowing neighborhood lanes.</p> <p>DM – perceive a bigger challenge when clarifying older codes and Council may have different perception of what was intended vs. how it is interpreted know. Additionally commented that it will be important to specify which are required vs. which is more open to ideas/concepts etc. AB plans to provide clarity on the presentation and policy to help guide those decisions.</p> <p>CL confirmed that they will get packet and would like to read by meeting in September. Requested hard copies in three ring binders. Dates are targets not set in stone.</p>
5.	COVID-19 Update	<p>ML – financial impacts, but moving ahead and forward. Sometimes challenging but working through it. Preventative planning for upcoming flu season.</p> <p>DL – have had regular meetings out on rock in front of building. Staff has been very vigilant about wearing masks. Staff collected data for Hostmark and 6<sup>th</sup> intersection.</p> <p>ML – forgot to mention chip seal project. Plants to start early September. Will get in and get out.</p> <p>DL – with financial offers, possibility of early retirees. So some questionable positions.</p>
	Meeting Adjourned 6:25pm.	

**Future Agenda Items**

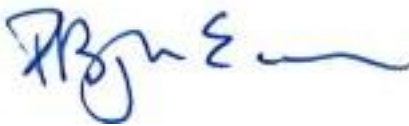
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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		Nov-Dec
2.	a. Speed Limit Policy		Jan 2021
	b. Speed Hump Policy		Jan 2021
	c. Street Lighting		Jan 2021
	d. Street Connectivity		Jan 2021
	e. Cross Walks/Green Plastic		Jan 2021
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		Nov-Dec
4.	Long Range Plans & Legal Options for the Old Dump Site		Nov-Dec
5.	Assets for the Retiring PW Facility		Nov-Dec
6.	PW emergency prep and status overview		Nov-Dec




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Reviewed by Mayor Erickson

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