

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://www.youtube.com/watch?v=cqTlFyPks24>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright and Brent Bourassa

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly and Kayleigh Philippi

CITY COUNCIL LIAISON PRESENT: Councilor and Chair Kathy Schroeder

CITY COUNCIL LIAISON ABSENT: Councilor Kasse Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Luke Antonich, City Engineer; Haley Kelley, Public Works Specialist; Aaron Butler, IT

Public Works Specialist Kelley explained that because a quorum had not been met, no final decisions could be made during the meeting but discussion was permitted.

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA

A. DRAFT POLICY AND PROCEDURES FOR NEIGHBORHOOD TRAFFIC CALMING REQUESTS

Director Johnson provided a brief summary of previous discussions, reiterating that staff reviews traffic and accident data, conducts speed studies, and coordinates with the Police Department for increased enforcement for a majority of public requests as the issue is not systemic but rather is due to a single motorist. He explained that a traffic calming program can be used to influence motorist behavior but pointed out that it can result in operations difficulties with regards to street sweeping and snow removal. Mr. Johnson added that City insurance rates are based on response times from emergency services and that input from the Fire and Police Departments is critical when making changes to the transportation system.

Commissioner Wright asked if this was an internal or external document and if the appeal fee would need to be set by City Council. Mr. Johnson answered that he was unsure whether he wanted this document to be adopted by City Council but clarified that the appeal fee has already been established and adopted by City Council. Ms. Wright asked if the existing traffic control device request process originated from a policy or procedure; Mr. Johnson was unaware of an existing policy or procedure.

Ms. Wright requested clarification on the two forms in the packet. Public Works Specialist Kelley clarified that the packet included the existing form that is

available on the City website for reference but, if this document was finalized and put into practice, would be replaced with the updated document.

Commission members provided the following feedback:

Commissioner Comments	Staff Comments
Commissioner Wright said that the existing process for requesting traffic control devices is unclear and that the document should clearly communicate new process.	Director Johnson agreed.
Commissioner Wright recommended adding definitions for terms.	Director Johnson agreed.
Commissioners Wright and Bourassa recommended that the use of "will" and "shall" should be reviewed throughout the document.	Director Johnson agreed but clarified that any policies or procedures adopted by City Council which will be made publicly available are reviewed by the City Attorney's office where verbiage is finalized.
Commission Wright and Bourassa recommended a review of the appeals process.	Director Johnson agreed and clarified that the appeal is only for the written decision of the Public Works Department and that the Mayor can only affirm or reverse that decision - he cannot direct staff to explore alternatives.
Commission Wright recommended clarifying that submissions are to the Engineering Division instead of the Public Works office.	
Commissioners Wright and Bourassa recommended a separate section outlining the appeals process.	Director Johnson agreed.
Commissioner Wright notified staff of a duplicate heading.	
Commissioner Wright recommended adding examples of the proposed traffic calming devices.	

Mr. Johnson explained that staff would revise the document based on the feedback received and asked if the commission would like the revised document brought back for a future meeting; the Commission requested that the revised document be brought back due to the absences of many members who may have additional thoughts to share.

- B. RECOMMENDATIONS FOR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (CIP):** *Commission member's opportunity to provide recommendations, new projects, and/or changes to existing projects directly to City staff.*

Chair and Councilor Schroeder introduced the item and Director Johnson explained that this was a continuation of sorts from the Special Meeting on December 8, 2023. Public Works Specialist Kelley interjected to inform the Commission that the comments from that discussion had been entered into the comment log and forwarded to the project engineer.

Ms. Schroeder said that some confusion was caused at the December 11, 2023 City Council meeting when the idea of a citywide Capital Improvement Plan (CIP) was introduced. She explained that she considers the entire improvements needed for a project, forgetting that the Transportation CIP is intended to address transportation improvements only.

Commissioner Wright provided the Commission with two CIP examples from other agencies: City of Pittsburg, California's 5-year CIP and the City of Walnut Creek, California's 10-year Capital Investment Program (see Appendix A for links to both documents). She suggested that the City pursue a citywide CIP which shows the public funding sources, estimated project costs, estimated timelines, etc.

Mr. Johnson appreciated the feedback and that it could help with a future endeavor of putting together a 5-year Public Works-specific CIP. He said that the City moves towards its annual budget process and mentioned working with the Commission or Commissioner Wright directly on how to present capital improvement projects.

IV. UPCOMING EVENTS/MEETINGS

A. REGULAR MEETING - JANUARY 10, 2024

Public Works Specialist Kelley explained that the Council Liaisons to Public Works Advisory Commission - Chair and Councilor Schroeder and Councilor Forsmann - terms will expire in January 2024; she said that the decision is up to the Mayor but wanted to give notice that they may be appointed to a different board, committee, or commission. Director Johnson clarified that despite the commission forming in 2023, the appointments to the commission had been made years prior. Ms. Schroeder shared that she had expressed her desire to continue to serve on the Public Works Advisory Commission when speaking with the Mayor. Ms. Kelley said that changes, if any, would occur in February.

Commissioner Bourassa said that he would be out of town but may be able to call in; all other members expressed that they would be attending.

B. OPPORTUNITY TO REQUEST A SPECIAL MEETING

No requests at this time.

V. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS

None.

B. STAFF LIAISON COMMENTS

None.

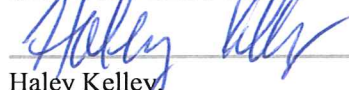
C. FUTURE AGENDA ITEMS: - Action Item

None.

VI. ADJOURNMENT

There being no further discussion and, as a quorum had not been met, the Public Works Advisory Commission adjourned sans a vote at approximately 1:24 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 10 day of January, 2024

APPENDIX A

The “**City of Pittsburg, California – 5-year Capital Improvement Plan**” is currently available as a PDF file at the following web address:

<https://www.pittsburgca.gov/home/showpublisheddocument/15373/638283102276870000>

The “**City of Walnut Creek, California – 10-year Capital Investment Program**” is currently available as a PDF file at the following web address:

https://walnutcreek.granicus.com/Viewer.php?view_id=12&event_id=2500&meta_id=30309