



Citizens Streets Advisory Commission

Tuesday, November 15, 2005

1:00 p.m. to 3:00 p.m.

Street Department Conference Room, 901 North Nelson

Commission members:

Dallas Hawkins
Donna Jilbert
Clay Schueman

Absent:

Stan Stirling
Max Kuney
Chuck Kearney

City staff:

Roger Flint, Director, Public Works Department
Tom Arnold, Director, Engineering Services
Ken Brown, Principal Engineer, Engineering Services
John Gomez, Senior Engineer, Engineering Services
Staci Lehman, Public Information Coordinator, Engineering Services

I. Introductions

II. Review & Approval of Minutes of the October meeting

Tom Arnold amended the meeting minutes from October to read 'super pave is *typically* used on arterials only' from 'super pave is used on arterials only.' Clay Schueman moved to accept minutes and Donna Jilbert seconded. The minutes were approved as amended.

Dallas Hawkins reported that a new member of the CSAC will be present at the December meeting, former council member Rob Higgins. Mr. Hawkins requested that Staci Lehman assemble a CSAC binder for him.

III. Update on Street Projects (if any)

Mr. Arnold reported that Engineering Services is working to get the scheduled 2006 projects out to bid and that two public meetings are coming up on the Bernard Street and Freya Street projects. Mr. Hawkins asked to enter into the minutes Stan Stirling's comments from the last meeting that 'detours are going to be critical in the upcoming year as construction work is done both on interstate 90 and City arterial streets.' Mr. Arnold emphasized that City staff is doing everything possible to coordinate with WSDOT on detour work.

Mr. Schueman asked if crews could work overnight on the City's high impact projects; Freya, 29th and Bernard. Scott Egger said much of that work is in residential areas so that wouldn't be possible, although the work schedule could possibly be stretched from 6 a.m. to 10 p.m. in order to complete the projects quicker. Mr. Arnold said City staff will put together a plan on how to handle traffic during construction and bring it back to the Commission.

IV. Utility Match Checklist Approval

Ken Brown recapped his presentation from last month's CSAC meeting and presented a Utility Match Program Checklist. Mr. Egger voiced the opinion that utility match projects shouldn't try to be spread out evenly over ten years; if a qualifying project comes along it should be completed in due time. Mr. Hawkins pointed out that the concern voiced at last month's meeting on the Utility Match Program was that worthy projects may come along after all the money has been spent, if it isn't spread out over ten years. Mr. Brown said that if we under-spend on the 2004 Bond fund, we can use that information to allocate the money differently on future bonds.

Mr. Hawkins said that as long as the checklist is viewed as an evolving process and simply a place to get started to determine if a project falls under the Utility Match Program, it doesn't require a vote in order to approve it. It was determined to bring the checklist back to the Commission for approval in December. Mr. Brown will not be required to be present.

V. LID Program

A. Project List approval

A list of possible LIDs was presented for approval by John Gomez. CSAC members decided that as long as the list is continually evolving based on priority there is no need to vote on it for approval.

B. Lost costs

Mr. Brown said Local Improvement Districts leave the City at risk to cover some of the costs involved in forming them. Lost costs include staff time spent on failed formations, assessments reduced by a hearing or in lieu of a hearing (after project has been constructed) and staff adjustments for unanticipated costs (when costs exceed 110% of anticipated costs).

The lost costs are relatively minor prior to formation. The larger risk comes after the construction phase during the assessment hearing. Mr. Brown presented the following LID 'lost costs' numbers from the past five years:

Nonbillable staff time - \$40,000 out of \$8 million

Staff adjustments- .5% of the cost of completed LIDs

Lost assessments- 2 totaling \$30,000 of \$420,000 project, 7% of project costs

Mr. Brown asked the CSAC if the city should require 60% opposition as allowed by law before voluntarily withdrawing a LID formation. Mr. Brown says, from staff perspective, they prefer 50% so it can be called a democracy. Mr. Gomez said that if lost costs were reimbursed by Bond money, the City would be able to take more risks.

Mr. Hawkins says he prefers to allow the staff to use their own discretion in deciding because they have a clearer understanding of LIDs and it's only necessary for staff members to bring very risky proposed LIDs to the Commission for approval. Mr. Brown said that the Engineering department will track and report lost costs to the CSAC at regular intervals.

It was agreed that since there was not a quorum at the meeting, City staff would be allowed to move forward with LID projects but the subject will be brought back to the CSAC next month for a vote. Mr. Brown and Mr. Gomez will not be required to attend.

C. Brochure

Ken Brown passed out the City's new LID brochure. Mr. Hawkins asked Ms. Lehman to post an electronic version of the brochure to the Engineering Department website.

VI. CSAC report recommendation ordinance change

A. Amended City Council report presentation date

Mr. Hawkins reiterated that the CSAC report to the City Council has been postponed until Tuesday, January 17.

Mr. Hawkins proposed to amend the section of the CSAC bylaws that state report dates to read 'the dates of these reports shall be on or before January 31 and July 31.' Mr. Hawkins said he would email an updated wording to Roger Flint to provide to the City's Legal Department.

In addition to the two formal reports, there will be updates issued in the spring and fall. It was decided that there will be one formal report to the Council and at least one more informal update.

B. Utility bill insert

Ms. Lehman informed the CSAC that all utility bills sent out by the City in March will have an accompanying leaflet on the progress of the Bond.

IX. Adjournment