



Transportation & Public Works Committee Meeting Minutes

Thursday, June 18, 2020
4:30 PM – 6:00 PM
** Virtual Meeting **

Members:	Present:	Absent:	Commence: 4:30 PM Adjourn: 6:05 PM
Peter Kwon, Chair Pam Fernald Takele Gobena			

Other Councilmembers participating:

Staff Coordinators: Will Appleton, Public Works Director; Florendo Cabudol, City Engineer

Other Staff Participating: Justin Alipio, Asset Management Coordinator; Gwen Voelpel, Deputy City Manager; Mark Johnsen, Senior Assistant City Attorney;

Public Comment.	None
1. Approve Prior Meetings' Minutes	May 21 Minutes were approved
2. Cityworks Software Upgrade	<p>Presentation/Recommendation</p> <p>Staff (Justin Alipio) presented the purpose for the Cityworks software upgrade and how it applies to the overall success of the Asset Management program. Staff explained the current deployment of Cityworks and its integration with GIS and other software that the City is using. With ramping up of GIS centric workflow, an upgrade was identified as a strategic investment for City operations. Costs for the upgrade are an annual subscription.</p> <p>Staff explained the Asset Management Program and its connection to the Cityworks software and explained the components of the program [see slide for components]. Staff committed to submitting a road map to be shared with Council prior to 7/14/20 RCM. The goal is to better serve the community as efficiently and effectively as possible.</p> <p>Staff requested recommendation from Committee for approval to execute agreement for the software upgrade.</p> <p>Questions raised were:</p>

	<ul style="list-style-type: none"> ○ How many other cities use Cityworks? <ul style="list-style-type: none"> ▪ City of Kent, Burien, Mercer Island and King County have been shadowed to understand what their usage is. ○ Does Level of Service have anything to do with City's insurance rating? ○ Will chart shared from ASCE be used to assess SeaTac's assets (baseline)? <ul style="list-style-type: none"> ▪ No, our assessment will be catered for SeaTac and more aligned with the Risk Matrix ○ Was there any software considered besides Cityworks? <ul style="list-style-type: none"> ▪ Decision was made to continue with Cityworks. ○ Committee mentioned receiving information from competing software companies ○ With the pandemic, online permitting was not available. Will Cityworks address this? <ul style="list-style-type: none"> ▪ No, currently permitting is done through TRAKIT. ▪ Committee is interested in exploring if Cityworks can provide an integration between permitting and asset management program. ▪ Cost related to subscription cost <ul style="list-style-type: none"> • What happens if City steers away from Cityworks? ▪ Where is the funding coming from? ▪ Discussed that Finance and Public Works currently share costs. ▪ Staff explained that executing the agreement for the upgrade will be as a decision card in 2021-2022 budget <p>Recommendation to move to council for action</p>
<p>3. 6-Year Transportation Improvement Program (TIP) 2021-2026</p>	<p>Discussion/Recommendation</p> <p>After several other presentations this spring of the draft 6-Year Transportation Improvement Program (TIP) 2021-2026, the decision was unanimous to move forward to Council Meeting and Public Hearing on June 23, 2020.</p>
<p>4. Franchise Agreements 101</p>	<p>Discussion</p> <p>Staff presented an overview of Franchise Agreements; what they are, and how we are moving forward. There are many different elements to a franchise agreement and is dependent on the utility. There are primary elements to each agreement:</p> <ul style="list-style-type: none"> • Relocation of Utility Facilities • Abandonment of Utility Facilities • Franchise Fee <ul style="list-style-type: none"> ○ Power, gas, communications are exempt by law • Utility Tax <ul style="list-style-type: none"> ○ Staff referenced recent ruling upholding municipalities ability to levy a utility tax ○ Used to cover costs of having utilities in ROW. • Hydrant Costs

	<ul style="list-style-type: none"> ○ General government is responsible for fire flow/hydrant costs [as ruled by state supreme court] <p>Schedule for renewing franchise agreements</p> <ul style="list-style-type: none"> ● June 2020 – Present topic to TPW ● July 2020- Sept 2020 Develop draft water and sewer franchise agreements ● Fall of 2020 – Begin negotiations with water and sewer districts ● Winter 2021 – Present agreements to Committee and Council for action <p>Questions raised by the Committee:</p> <ul style="list-style-type: none"> ○ How would you describe difference between franchise fees and utility tax? <ul style="list-style-type: none"> ▪ Fee paid on annual basis – Cost to administer agreement and right to use ROW ▪ Tax – based on rates to consumers ○ Are these pass through costs? <ul style="list-style-type: none"> ▪ Typically, yes they are pass through. ▪ Consideration is the public has responsibility to maintain ROW which the utility uses. ○ Confirm what utilities are eligible for utility tax. ○ Referenced small site wireless and requirement to adopt regulation. <ul style="list-style-type: none"> ▪ Staff responded that temporary land use regulations are in place until final regulations are developed. ○ Who is responsible for abandoned utilities that causes negative impact to future projects. <ul style="list-style-type: none"> ▪ That will need to be addressed in the franchise agreement. ○ Referenced some agencies passing a utility tax to make up for budget shortfall. ○ Expressed displeasure in pass through fees/tax to rate payers. <ul style="list-style-type: none"> ▪ Is there any leverage the City has to agree to a lower fee/tax so it does not pass through to rate payers? ▪ Could be part of negotiations.
5. Adjourn	<p>Adjourn Meeting</p> <ul style="list-style-type: none"> ● <i>Status of CIR</i> <ul style="list-style-type: none"> ○ <i>Parking Tax</i> ○ <i>Utility Box wraps</i> <p><i>Scheduled for intersection at S 188th St/IB and S 200th St/DMMDS</i></p>