



# Transportation & Public Works Committee Meeting Minutes

Thursday, April 1, 2021  
5:30 PM – 6:30 PM  
\*\* Virtual Meeting \*\*

Members:	Present:	Absent:	Commence: 5:34 PM Adjourn: 6:32 PM
Peter Kwon, Chair	X		
Pam Fernald	X		
Takele Gobena		X	

Other Councilmembers participating: CM Stanley Tombs, CM Clyde Hill

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

Other Staff Participating: Gwen Voelpel, Deputy City Manager; Mary Mirante-Bartolo, City Attorney

Public Comment	No public comment
1. Approve Prior Meeting's Minutes	March 18 TPW Minutes were approved to send to next Regular Council Meeting.
2. Award professional services contract for On-Call Transportation Services	<p>Discussion/Action</p> <p>Presentation by Florendo Cabudol</p> <p>Staff is seeking Committee recommendation to the pass the motion at the April 13 Regular Council Meeting to authorize execution of an On-Call Transportation Services contract with Transpo Group USA, Inc.</p> <p>Engineering solicited Statements of Qualifications from firms on the MRSC roster on February 3, 2021. Five firms submitted Statements of Qualifications. PW Engineering interviewed three of the five firms and evaluated them based on organization of project team; qualifications of key personnel; project understanding, project approach and task order management; and quality assurance, quality control processes. Transpo Group was selected as the best firm to use for this project. The City has previously worked with Transpo Group several times.</p> <p>The services provided by Transpo Group will supplement the Public Works department when needed. The contract provides a clear Not to</p>

	<p>Exceed amount of \$60,000 in any calendar year unless approved in writing. The total compensation will not exceed \$120,000. Contract termination date of December 31, 2022. Funding for this contract was previously budgeted for and will come from the 102 Street Fund.</p> <p>A question was raised as to how the determination is made a supplemental contractor is needed. The possibility of upcoming projects needing expertise in particular areas arise. The Transpo Group assists in making an informed decisions with expertise in many areas.</p> <p>There was interest in whether this contractor was needed due to skillset or volume issues. Transpo Group can serve in both areas. Traffic modeling is one area of expertise that will be very useful to our current staffing and workload.. The Engineering division also gains knowledge working with experts in various fields.</p> <p>Committee approved the request to recommend approving the On-Call Transportation Services contract with Transpo Group at the April 13 Regular Council meeting on April 13.</p> <p>:</p>
<p>3. TIP 2022-2027</p>	<p>Discussion</p> <p>City Engineer Florendo Cabudol presented the initial draft of the Six-Year Transportation Improvement Program (TIP) 2022-2027 to the Committee.</p> <p>The TIP identifies and prioritizes transportation projects for the next six years. The TIP helps strategically align the City's transportation projects with the following:</p> <ul style="list-style-type: none"> <li>• City's Comprehensive Plan</li> <li>• City's Capital Improvement Plan</li> <li>• Neighboring Cities' TIP</li> <li>• Outside Agencies' plans/TIP (Port, WSDOT, Sound Transit, Puget Sound Regional Council, and utility districts)</li> </ul> <p>The TIP brings the City into compliance with State law (RCW 35.77.010).</p> <p>The 2022-2027 TIP updates current project list with consideration from several sources:</p> <ul style="list-style-type: none"> <li>• City's Comprehensive Plan and Capital Improvement Program</li> <li>• Local Agencies' Plans</li> <li>• Regional Agencies' plans</li> <li>• Public Input and Private Development</li> </ul> <p>After discussing the list of various projects on the draft TIP, staff presented project revenue shortfalls in the estimated Parking Tax that funds our 102 Street fund and the 307 Transportation CIP fund.</p> <p>2019 Parking Tax Revenue was \$10.1 Million  2020 Parking Tax Revenue was \$3.9 Million (budget was approximately \$10 Million pre-COVID Pandemic).  2021 Estimated Parking Tax Revenue: \$6.9 Million (budget estimate was approximately \$10 Million pre-COVID Pandemic).</p>

	<p>The City's response to the budget shortfall:  The TIP requires adjustments to address revenue shortfalls.  Staff are currently evaluating options.  High level guidance/thoughts/concerns are requested from the Committee ahead of staff proposing adjustments to the TIP.</p> <p>Questions/concerns raised:</p> <p>Committee asked for particular attention to pedestrian safety crossings, particularly on 24<sup>th</sup> Avenue South at north end of the City near the Community Center. Cars tend to speed on that stretch of road.</p> <p>Committee asked how we are responding to neighboring cities' developments that affect our roads (Prada development in Tukwila, Burien multi-housing at north end of Military Road).  Staff responded that they will check into what SEPA notifications are sent our way when other cities develop on our borders.</p> <p>Committee asked if we coordinate with other cities. Staff responded that we share our TIP with our neighboring cities, and they do the same.</p> <p>Staff mentioned that our parking tax has a built-in escalator year over year for increase to the parking tax. The current shortfall comes specifically from the COVID Pandemic and the extreme decrease of use of our parking lots and travel from airport.</p> <p>Staff asked that thoughts and recommendations be sent to Will Appleton or Florendo Cabudol any time prior to May 20 return to TPW.</p> <p><u>Next Steps:</u>  May 20 TPW  June 3 Regular Council Meeting review  Public Hearing June 22 Regular Council Meeting  June 22 action to adopt the Resolution for the 2022-2027 TIP  The adopted TIP is submitted to the State Secretary of Transportation and other agencies.</p>
4. Adjourn	Adjourn Meeting