

**MINUTES OF A JOINT MEETING OF THE
LA HABRA HEIGHTS CITY COUNCIL AND
PUBLIC WORKS ADVISORY COMMITTEE**

JULY 21, 2003

OPENING CEREMONIES

1. **CALL MEETING TO ORDER**

Mayor Carroll called to order a Joint meeting of the La Habra Heights City Council and the Public Works Advisory Committee at 7:00 P.M. on July 21, 2003, at the Multi-purpose room, 1245 Hacienda Road, La Habra Heights.

Marsha Coolidge led the flag salute.

2. **ROLL CALL**

Members present were: Mayor Carroll, Mayor Pro Tem Borrowe, Councilmembers Douglas, Klein and Millsap. Also present were City Manager Hendrickson and Deputy City Engineer Lang.

Chairperson Williams noted that those present from the Public Works Advisory Committee were Chairperson Williams, Committee members Coolidge, Pedersen, and Shipman. Hawkes and Alternate Luff were absent.

PUBLIC COMMENTS ON MATTERS ON THE AGENDA AND NOT ON THE AGENDA

Kim Hughes, Las Palomas, spoke on the danger of the speeding cars in that area. She asked if the Sheriff could issue tickets on her street.

The Deputy City Engineer stated that he would notify the Sheriff to watch that area.

Kim Hughes noted that more signs were not needed, as people do not read them. She asked if speed humps might help.

Deputy City Engineer Lang answered in the negative. He stated that this slows down the Fire Department and it also becomes an attractive nuisance to the speeders. Speed humps should only be on flat areas.

Tania Tomasoff, Canonita, spoke on the same subject of unsafe speeding. She suggested a camera on the speed sign and more tickets be written. She stated that most of these speeders are residents.

Chairperson Williams suggested giving license numbers to the Sheriff. He noted that if the Sheriff visits the person and reminds them to slow down, it helps.

City Manager Hendrickson stated that the Sheriff has been writing more tickets lately and having them concentrate on the Las Palomas/Canonita area for a while should help the situation.

Deputy City Engineer Lang noted that he had not received many complaints since he has been here.

The City Manager noted that most of the complaints have been on the main roads.

Councilmember Douglas explained that coming off of the freeways we sometimes forget to slow down and a reminder from the Sheriff can really help.

OLD BUSINESS

3. Review and discuss committee activities including the proposed 5-year maintenance plan, pending capital projects and budgetary issues relating to Public Works projects.

Mayor Carroll turned the meeting over to the Public Works Committee.

Chairperson Williams stated that the Committee has put together an Operating Manual to explain in detail the direction in which the Public Works Committee has been going to allay any confusion the City Council might have. This manual can be changed and modified as we go along. Mr. Williams described its' index.

1. PUBLIC WORKS – Committee Charter
2. City Council Directives
3. Committee Meeting Minutes
4. Street Maintenance
 - A. City Map – Maintenance Areas
 - B. Maintenance Area Evaluations
 - C. Current Year Maintenance Plan
 - D. Five Year Maintenance Plan
5. Capital Improvement Projects
 - A. Street
 - B. Drainage

- C. Traffic Safety / Signage
- 6. PUBLIC WORKS – Budget
 - A. Fund Balances / Transfers
 - B. Street and Roads Summary
 - C. Engineering Department
 - D. Public Works Department
 - E. Gas Tax Fund
 - F. Prop C Fund
 - G. Traffic Congestion Relief Fund
 - H. Maintenance District 2 Fund
 - I. Maintenance District 3 Fund
 - J. Legal / Engineering Recap
- 7. PUBLIC WORKS – Expenditures
- 8. Cost Analysis – Budget vs. Expenditures
- 9. Annual Report to the City Council
- 10. Appendix

Mr. Williams stated that, if after going through these items the City Council feels the Public Works Committee should be heading in a different direction versus where we think we're heading, we need to know. We need input from you in order to do our job properly. He noted that if the City Council looks at the Public Works Committee minutes each month they will know what the Public Works Committee has taken under consideration and what we are proposing.

Chairperson Williams continued stating that he has included a city map, which is divided into five colored zones. These five zones are monitored by one of the five members of the Committee. This is done to provide some continuity in evaluating the streets and to be able to develop a plan for the ongoing maintenance of the streets.

Mr. Williams stated that under B. (Maintenance Area Evaluation) there is an actual report by each of the Committee members for their individual zone. He used his green zone as an example of the detail used to rate each street. Mr. Williams explained that there are two ratings. One is for the overall condition of the road, 1, 2, or 3, with 1 as the best condition. The second rating is the priority of the street condition. He stated that Jerry Shipman came up with a way to rate the priority for repairs, which is shown in the Appendix at the back of the manual. Mr. Williams stated that in the beginning the members had gone to a few streets together to look at the different conditions to establish an evaluation plan that would be similar.

City Manager Hendrickson asked if, when one person makes his evaluation, they all discuss whether or not they concur with that persons evaluation.

Chairperson Williams answered in the negative. He stated that each person makes his own evaluation of his zone and comes up with his own recommendation. The final arbiter of our recommendations is the City Engineer.

Part C (Current Year Maintenance Plan) is an example of Glen Pedersen's zone. The last page is his work up of how much he estimates the work will cost that is needed in his zone. The first page under part C is Transtech's review of our input and what their estimate is.

Part D (Five-Year Maintenance Plan).

Marsha Coolidge explained that she is the president and owner of Pavement Coatings Company, in business the longest in California. They only do slurry. She stated that, typically slurry lasts 5-7 years. There are only about 10 contractors in the state that do this work. She stated that she has been with this company for 23 years. Some cities slurry every 5 years and some every 7 years. She noted that a slurry coating is more skid resistant than asphalt. Probably in La Habra Heights 5 years is how long it will last.

Chairperson Williams explained that 2003 will be time for the next slurry phase according to a five-year plan for District 2. The way District 1 was handled showed no uniformity of membrane placement on the streets. The Committee has agreed that this time the slurry should be done from one end of the street to the other. The only exception is if there is a significant amount of overlay in an area that would not have to be slurried.

Chairperson Williams explained that on the graph for Street Maintenance the Proposed Extension No.1 refers to Maintenance District 3. Some of the Slurry areas have widening cracks that will actually need an overlay. The next page shows the total street area of the City, which is 4.6 million square feet. Item B defines the Funds available for construction. We are also showing the Engineering fees for this activity. The Net Construction Funds subtracts the Engineering fees and shows how much is actually available for the construction activity. Item 4 Shows the District 2 and 3 combined funding projected through 2010 as \$1.6 million. He stated that he had not mentioned gas tax, Prop C and some other funding sources because we are hoping to build up some form of reserve for capital projects.

City Manager Hendrickson noted that there is about \$80,000 in the gas tax fund, but gas tax is used for more things than what Mr. Williams has shown in his list.

Mr. Williams stated that the Committee's main concern is that the maintenance (Slurry seal, minor patching, crack filling and overlay) will come from District 2 and 3. Capital projects would be restoration of areas.

Councilmember Douglas asked for clarification of the Net figures in District 2 and 3. Does that mean that the Engineering fees are not covered?

Chairperson Williams explained that the Net figure meant it was what was actually left for construction after Engineering fees.

Councilmember Douglas pointed out a typographical error in the District 3 funding projection.

Mr. Williams stated that the projected amount should be higher. He felt that the Net Construction Funds figure was correct. He noted that he had used a 20% figure.

Councilmember Douglas questioned Deputy City Engineer Lang if the 20% Engineering figure used would not be higher in restoration areas.

The Deputy City Engineer stated that as a rule of thumb it would be less. Slurry seal would probably be around 18%.

Chairperson Williams moved to Capital Improvement Projects. Section A. - Street. He stated that LaBelle – Marvin went to Las Palomas and prepared a survey report of the street at the request of the Deputy City Engineer and the Committee. Mr. Williams noted that La Palomas had been reconstructed in District 1 and they are experiencing significant failures on that street. He stated that this is a capital project and cannot be done with Maintenance District 2 or 3 funds. We need to look for funding for Capital projects. Solejar is another street that is in danger as the shoulder is starting to fall in. We need to look at all of the Capital projects and assign priorities.

Chairperson Williams next moved to B. – Drainage.

Mr. Williams stated that they had made a correction in the drainage on El Cajonita. RKA and the Committee took this under advisement and the Committee recommended a remedial correction of the drainage for \$4,500. This involved donations from all of the residents on the street. A whole storm drain system would have been approximately \$150,000. There are several Capital projects involving drainage systems. There is no money in the Maintenance Districts for such projects. This will lead to the Committee making recommendations along with a price and the City Council inputting priorities back to the Committee.

Councilmember Douglas asked Chairperson Williams why LaBelle – Marvin was called out to look at Las Palomas.

Chairperson Williams stated that he had an idea why the Street was failing and hired the best geotech firm for evaluating the problem and now the City Council has a firm recommendation on what to do. If a wrong course of action is taken it can lead to liability.

Glen Pedersen added that Las Palomas has failed in such a short time from when a remove and replace was done on it. We felt that it was important to get to the root of the problem instead of doing small maintenance on it over and over.

Chairperson Williams noted that the failure started to occur within a year of that remove and replace. This is a high water table area. The geotech report stated that a thicker coat of asphalt would take care of it.

Chairperson Williams moved on to C. – Traffic Safety/ Signage.

Mr. Williams stated that at this time they do not have anything in this category.

Glen Pedersen discussed conducting a signage inventory for the City.

City Manager Hendrickson stated that this was a way to use the GIS system. As you update the signage you make the changes in the GIS system.

Deputy City Engineer Lang explained that this covered all kinds of City signs. He suggested that the VOP be given a copy of the present inventory and note any changes in the signage. They can also check the reflectivity of the signs at night.

Chairperson Williams moved on to the Public Works Budget.

Chairperson Williams noted that the projected 2003-04 expenditures for District 2 and 3 add up to 1 million dollars. He stated that if we spend this much money this fiscal year we are exceeding far more than is prudent for our ongoing Maintenance program. He cautioned the City Council that before they get to that point we all determine what we really want to do and use the funds wisely. Mr. Williams explained that the original plan was to take care of Zone 2 this year, but he suggested they go back over the proposed costs for Zone 2 and evaluate the total funds available when considering what needs to be done this year in the other districts. Mr. Williams felt that he had been looking at numbers without taking into consideration the 20% needed for engineering fees. That shrinks the total amount that can be used for the actual work. They will reconsider Zone 2 and decide how much they want to spend on the work in that Zone.

Councilmember Douglas stated that he agreed that the amounts should be refigured as far as all of the costs that need to be considered.

City Manager Hendrickson stated that he had accepted their figures for the budget as they submitted them at the time. Later a question came up on the dollar amount because of items generating higher numbers for bad conditions in other Zones and we put together an added dollar amount in the budget for this fiscal year. There are about 1.2 million dollars in District 2 and 3 at this time, not including what we will receive this year. If we complete all of the projects planned there should be nearly \$475,000 in the June 30, 2004 balance. Mr. Hendrickson stated that it would be helpful if there could be a similar sheet to page 12, which showed the balance at the end of each of the five years. The City Manager asked the City Council to give the Committee some guidance according to their concerns so the Committee can adjust their system.

Jerry Shipman stated that there are two things to consider. One consideration is the maintenance by Zone plus the potholes and other emergency items that need to be fixed this year in other zones.

There was a discussion of the unequal urgency of maintenance of roads which are rated very high on poor condition.

Chairperson Williams explained that the whole road could need repair for various reasons, but then all roads rated the same number would be compared as to how long they could continue without repair and not deteriorate. He stated that he would like to hear from the City Council as to whether they like the zone method for the City or should we take all the streets graded 14 and work on them. Do you want to specify a certain dollar amount and pick what streets you want to use it on?

Marsha Coolidge explained that along with the number chosen for the grade of the condition of the street is included the type of problem and the amount of traffic on the street.

Councilmember Douglas explained that we also need to fix certain problems to keep them from becoming bigger problems that will cost significantly more to fix.

Marsha Coolidge stated that this was taken into consideration also on the rating of the streets. Potholes and minor maintenance can go out of the zone, but with slurry seal and overlay, jumping around from different zones would be cost prohibitive.

The Committee and City Council agreed that any work that was a Capital Project would not be covered by District 2 or 3 funds, but would have to come from gas tax money or other funding.

The City Manager noted that even pothole repairs were probably not covered by the Maintenance Districts. He stated that they would have to look at the language of the Districts when they were set up.

Chairperson Williams stated that they would identify repairs that need to be done immediately that will not be covered by the two Maintenance Districts and place a price on them. The question is, where will the funds come from. Some money can be used from Districts 2 and 3 in conjunction with the zone repairs, but if you go out of the zone you really need different funding.

Councilmember Douglas stated that next time we need another District we should write it more carefully as to what it covers.

Chairperson Williams stated that District 2 has a line item noting "\$50,000 for patching" and District 3 has a line item stating "\$275,000 for patching." Mr. Williams stated that in his opinion that meant any patching in those districts would be permissible including remove and replace.

Chairperson Williams moved on to Public Works Expenditures and Cost Analysis – Budget vs. Expenditures.

Mr. Williams noted that we do not have anything in either section yet. He also explained that we need some way to evaluate if we are getting our monies worth from what is actually spent. This needs to be easily understandable by everyone.

Marsha Coolidge explained that the zone system makes it easier with the Committee changeover for someone else to come on the Committee and know what his or her duty is and be able to evaluate the streets. Before the zone is worked on the City Engineer should reevaluate the street.

4. Receive input and direction from the Council to provide future assistance relating to Public Works matters.

Deputy City Engineer Lang noted that he had placed a different form in the packet for evaluating the streets that can be implemented. This takes a lot more things into consideration and each street would come up with a different number. With this system we can go by zone and still see if something in another zone is way out of line and needs to be done. This has room for remarks, date last paved and date last seal coated.

The City Manager stated that the zone system asks for an exception rule to recognize something outside of the zone that needs immediate care.

Chairperson Williams stated that the Committee is looking to the Council for direction. If the Council is not comfortable with the zone concept, what would be an alternative?

Jerry Shipman stated that there were two private streets that are very bad. He asked if the Council should post some signs that this is not City property to take the liability away from the City.

Mayor Pro Tem Borrowe suggested that if the residents on a private street want to have their street repaired at their expense, the City would facilitate this.

City Manager Hendrickson explained that for the residents on such a street to get the best bid they would do it at the same time the City was having their work done in that area. The work would have to be set up in such a way that the money could easily be taken out for the portion they would have to pay and the money would have to be paid up front.

Chairperson Williams assured the Mayor that the Committee was in agreement on use of the zones. He stated that they could take their raw figures that they have at this time and it could be projected into some kind of a five-year plan very easily.

The City Manager explained that he was not against the zone system, but they need to decide on an exception to recognize when something out of order needs to be taken care of. One reason being, to keep a situation from becoming a Capital Project, we need to move the repair up on the schedule.

Chairperson Williams stated that if that was the Council's desire, that is what they would do.

The City Manager suggested that he get together with the Committee and work to come up with definitions of the exceptions and bring it to the Council for approval.

Chairperson Williams explained that he would have a separate list identifying emergency repairs and the cost for the Council.

After discussion the consensus of the Council was that they approve the zone system with an exception rule.

The City Manager stated that the funds for this year's work are in the budget. The 5-year program will give us some idea of where we stand at any time.

Mr. Williams asked what method the Council preferred for communication

between them and the Committee.

The consensus of the Council was that the Deputy City Engineer give a report of the Committee activity at the City Council meeting each month. A short report could include what the Committee has done or thinks should be done.

Chairperson Williams noted that their Charter calls for an annual report to the City Council. They will do that.

Marsha Coolidge asked the Council for the status of the Hacienda Road striping. She noted that the Committee would like to have some say in some of the decisions about the striping.

Deputy City Engineering Lang explained that the Council had decided at one of their meetings to go with the eleven-foot lanes and have white raised markers at the edge of the pavement with the raised median and markers there. Mr. Lang stated that the plans and specifications should be ready next week.

Councilmember Douglas stated that some streets here are not wide enough for two lanes, but they have a stripe in the middle. We don't want that restriped as it is misleading.

Deputy City Engineer Lang explained that most of the streets shouldn't have any striping except near a stop sign.

Councilmember Millsap asked the Public Works Committee what item 7. (Status of survey monument patching) means.

Deputy City Manager Lang explained that there are some holes in the center of some of the streets, such as Cypress, that we do not know what they are. He stated that they are about 2" in diameter and they are too close together to be some kind of monument holes. They are slowly getting larger.

ADJOURNMENT

Mayor Carroll adjourned the Joint meeting of the City Council and the Public Works Advisory Committee at 9:15 P.M.

ATTEST:

JOHN F. HENDRICKSON, CITY CLERK

