



Council Technology Application Committee (CTAC)

Meeting Minutes of September 13, 2018

Members Present: Al Mendall, Mark Salinas, Elisa Marquez

Staff: Kelly McAdoo, Adam Kostrzak, John Stefanski, Maritza Vargas, Fred Kelly, Nathaniel Roush, John Stefanski, Allen Baquilar, Linda Mitchell

Guests: Jeremy Benichou, Urbanleap, Brett Woollum, Tekify/CTC Group, Jory Wolf, Magellan, Aman Sehgal, Magellan

Public Comments: None

1. Approval of Minutes:

Minutes of June 7, 2018 Approved

2. UrbanLeap Tool – Oral Presentation

IT Director Adam Kostrzak introduced Jeremy Benichou from Urbanleap, he gave the Committee a presentation that will help organizations with project management and to share information with other agencies.

3. Fiber Grant – Oral Report

Management Analyst John Stefanski gave the Committee a brief update on the Fiber Grant. We have the design work underway and will be completed by the end of this year. We'll begin preparing the bid documents for construction bids and shortly thereafter, with a goal of having construction begin by August of next year.

4. Fiber Master Plan – Oral Report

Management Analyst John Stefanski gave the Committee an update on the Fiber Master Plan. Included in this year's CIP, we'll be completing an audit on our existing fiber assets and infrastructure that will be completed by Contra Costa Electric. The audit will begin this Fall and should take approximately six months to complete.

5. Dig Once Policy Draft – Staff Report

Management Analyst John Stefanski gave the Committee a presentation on the Dig Once Policy. He introduced Jory Wolf and Aman Sehgal of Magellan who have been helping us with these policies for not only dig-Once, but for Telecommunications. They have extensive background in helping municipalities throughout California. The basic premise of Dig-Once Policy is that they require public and private excavators to coordinate on the installation of underground infrastructure within the public right-of-way. This cooperation and coordination lends itself to economies of scale reducing the cost for individual agency while also protecting the roadway infrastructure. For a single agency, it would cost upwards of \$120 per foot to trench and lay conduit and fiber. Through the Dig-Once Policy, it can drop to a third of that amount to be anywhere between \$30-\$40 per foot. The structure of the ordinance and the policy is tiered because technology in this space changes rapidly and by having a higher-level ordinance that covers just the requirements but references the Dig-Once policy gives the City the ability to remain nimble and be able to adapt its standards.

Council Guidelines/Q & A:

Q: Notification to telecommunication companies and the public?

A: The City will maintain a running contact list of all telecommunication companies. The City and the applicants are responsible for notifying the telecommunication companies and the public, the City will send out notification 30 days in advance and will share the expense as a proportionate share. There is also 3rd party entrance opportunities for where they may want to get in the ground.

Q: Where's the starting point?

A: Going forward this is not only for the designated areas but for all areas where someone is opening a street in the City. This would give the City new opportunities to invest at a lower cost under the discretion of the Public Works Director. This will be separate from the Fiber Grant.

Q: Where would we begin to implement the ordinance?

A: This will be a City-wide Ordinance for anywhere in the City when any type of digging is done.

Q: What if a road is recently paved?

A: Will be included and apply from this point forward.

Q: Why trench 300 ft. long?

A: As a City, it is our standard average block length.

Q: There is discretion for the Public Works Director to exempt certain projects, are there specific findings that need to be made, should they have more broad authority to exempt projects for any reason he/she deems to do so?

A: It doesn't read that way now, looking for feedback.

Q: Is microtrenching included?

A: Not included.

Q: What's the plan in terms of reaching out to the public?

A: We will be doing public noticing; internet providers will also be contacted.

Q: What is the rationale of the fiber moratorium?

A: It's geared for protecting our streets, it's a 5-year moratorium.

Q: How do the two types of trenching co-exist, will one eventually fade out?

A: Microtrenching can be easily disrupted because it's not as deep. The City wants their assets in infrastructure to be 24 inches deep and you're not going to get that with microtrenching, you're also going to have problems with resurfacing.

Q: What's going to be the clarification of the language?

A: We're going to reference two sections, you can still dig in the right-of-way, but there are restoration requirements.

Q: Should we be concerned about microtrenching and should we be exempting it or make a regulation in the ordinance?

A: Yes. You should be strategic in how you're using it.

Why Dig-Once:

- Encourage cooperation and coordination between cities and a variety of utility and communication providers
- Protect newly and recently paved roads and sidewalks
- Ensure efficient, non-duplicative placement of infrastructure in the Public Right-Of-Way (PROW)
- Minimize impacts from construction on residents and businesses
- Reduce overall costs of underground work by capitalizing on economics of scale
- Leverage construction for the deployment of a public communications network

Ordinance and Policy Development:

- Magellan Advisors
- Internal working group

Ordinance and Policy Structure:

- Technology and physical plant
- Proposed Hayward Dig-Once is broken into two components; Dig-Once Ordinance and Dig-Once Policy

Proposed Dig-Once Ordinance:

- Noticing Requirements
- Moratorium
- Project Applicability

- Policy Maintenance and Exemptions
- Incremental Costs

Proposed Dig-Once Policy:

- De-Minimis Excavation Standard
- Design Standards
- Ownership & Documentation of Infrastructure
- Interagency Cooperation

6. Wireless Ordinance Draft – Staff Report

Management Analyst John Stefanski gave the Committee a presentation on the Proposed Wireless Ordinance & Master License Agreement Terms. Our existing regulations for wireless facilities are 21 years old and largely pertained to installations on private property and macrocell sites which are large cell towers. Time is of the essence as telecommunication companies are actively seeking to roll out 5G technology to our city. Similar to the Dig-Once Policy, the city brought on the Magellan Advisors largely because of their experience in working and drafting Wireless Ordinances.

Council Guidelines/Q & A:

Q: Staffing, are we equipped to do it?

A: We put in language in the master fee schedule that will require a deposit for time and material, so that we'll be able to contract out to additional staff when needed.

Q: To clarify your proposal is \$2,500 per year, per pole and \$25,000 deposit up front?

A: Yes.

Q: Is Public Works equipped to manage this or are they working closely with IT?

A: We are reviewing our current workload and budget limitations to determine if we will be able to add staff dedicated to manage the project.

Wireless Communication Facilities (WCF)

- Wireless ordinances are currently 21 years old
- Small cells are antenna and related equipment that telecommunication providers deploy to increase their overall network capacity and extend wireless coverage.

Ordinance and Policy Development:

- Time is of the essence to establish new local regulations
- Magellan Advisors
- Internal working group
- Proposed ordinance will be managed through the Public Works Department

Proposed Wireless Ordinance:

- Governs all telecommunication antennas and related facilities within the PROW

- Outlines the process for approving WCF PROW permits
- Sets requirements
- Provides a Pre-Submittal Review opportunity
- Master License Agreements (MLA)

Public Comments

We want to make sure we don't have clutter with additional poles, if there are existing street light poles, we will not allow additional poles to be added.

We will need clarification specific to the lease agreements to regulate what it looks like on the poles.

Two major concerns are the appearance of what's on the ground, is it in the ordinance?

We've seen private property developments stall because they have cell towers with 20-year contracts. If we have cell towers on our light poles and 20-year contracts 10 and 5-year extensions, is there an option? We're stuck for 20-years? (city response) There are conditions for that.

Standing Meeting Items

Fiber Grant

Fiber Master Plan

Future Agenda Items

Water Systems – Tech Update

December 2018

City Wi-Fi – Policy

Drone – Show and Tell

Robot (Councilmember Marquez)

Committee Member/Staff Announcements and Referrals

None

Next Meeting: December 6, 2018

Meeting adjourned at 5:43pm