



City of Fort Bragg

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Meeting Minutes Public Works and Facilities Committee

Wednesday, November 8, 2017

3:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Committee Member Lee called the meeting to order at 3:01 PM.

ROLL CALL

Present: 2 - Will Lee and Michael Cimolino

1. APPROVAL OF MINUTES

Present: 2 - Will Lee and Michael Cimolino

1A. [17-574](#) Approve Minutes of October 11, 2017

A motion was made by Committee Member Lee, seconded by Committee Member Cimolino, that the Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [17-575](#) Review of Public Outreach and Communications During Public Construction Projects

Public Works Director Varga presented the report explaining recent communication issues during the Streets and Alleys construction project. Varga solicited recommendations from Committee Members. Committee Member Lee, recommended implementing a service recovery plan to confer with affected residents and distribute printed after action reports. Committee Member Cimolino, recommended provisions to the contracts legal language including the identification of one primary foreman, a compliance clause, and a loss of business clause.

Other items of discussion included:

- Customer communication training for on-line construction workers
- Increased City staff presence during construction
- Low number of bids received for this project
- Additional planning during the pre-construction phase
- Project budget
- Measurement techniques used for engineers estimate

Administrative Services Director Schneider commented that this report about Communications should be broadened to include the larger concept of Emergency Preparedness Planning. There

was a lengthy discussion about the recent wildfires, on-call staffing for communication during an emergency, and general communication planning for disaster preparedness.

Committee Members directed staff to add Emergency Preparedness and Communication to the agenda of the Public Safety Committee for future discussion.

3B. [17-576](#) Receive Oral Update from Staff on Departmental Activities

Director Varga gave a brief report on the status of current projects. Projects discussed included Coastal Trail Phase 2, Streets and Alleys, Influent Flow meter, Bainbridge Park, Waste Water Treatment Plant Upgrade, Outfall repair projects, and the 1.5 Million Gallon Water tank. Lee inquired about Adopt-A-Street and Varga reported that there are 5-6 people currently participating in the street program and the new Adopt-A-Park program will launch soon.

4. MATTERS FROM COMMITTEE / STAFF

Committee Member Cimolino recommended a focused downtown clean-up for Main Street to set a positive impression on visitors. Cimolino referred to a "Town Clean-Up Day" concept that had been designed a few years ago. Cimolino suggested City Maintenance Crews focus on the removal of curb grass and increase sign and street furniture inspections. Varga mentioned the new regulations for herbicide usage and the timely nature of manual removal of curb grass.

ADJOURNMENT

Committee Member Lee adjourned the meeting at 3:45 PM.