



# City of Fort Bragg

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## Meeting Minutes Public Works and Facilities Committee

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Wednesday, December 13, 2017

3:00 PM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Committee Member Lee called meeting to order at 3:03pm.

### ROLL CALL

**Present:** 2 - Will Lee and Michael Cimolino

### 1. APPROVAL OF MINUTES

**1A.** Approve Minutes of November 8, 2017

Committee Minutes were approved for Council review.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

### 3. CONDUCT OF BUSINESS

**3A.** Receive Report and Discuss Management of Capital Projects

Public Works Director Varga gave a brief review of the Staff Report.

Items discussed were:

Change Order limits that Committee is comfortable with.

Processes, roles, and responsibilities during construction projects.

Contract review.

Contingency amount increase.

Design process and plan review.

Grinding width.

City employee responsible for inspection and final walk through.

Review of Contract Documents, and Change Order Policy.

Having Special Meeting when Council approval is needed for a Contract Change Order.

Added field checks by either Public Works Director or Asst. Public Works Director.

PDSA - Plan, Do, Study, Act.

Committee Member Lee requested a memo to the Council be written by the City Manager regarding items discussed at today's meeting.

**3B.** Receive Oral Update from Staff on Departmental Activities

Committee Member Lee requested a year end report of all projects completed in 2017, which is underway.

#### **4. MATTERS FROM COMMITTEE / STAFF**

#### **ADJOURNMENT**

Meeting adjourned by Committee Member Lee at 4:01pm.