



City of Fort Bragg

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Meeting Minutes Public Works and Facilities Committee

Wednesday, May 9, 2018

3:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Committee Member Lee called the meeting to order at 2:59 p.m.

ROLL CALL

Present: 2 - Will Lee and Michael Cimolino

1. APPROVAL OF MINUTES

1A. [18-169](#) Approve Minutes of April 11, 2018

These Committee Minutes were approved for council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment was received from:

1. Jacob Patterson inquired about the costs associated with repainting City Hall and the adjustment to the water tank contract.
2. Bruce Piercy requested an update on the Glass Beach Staircase

Public Works Director Varga provided updates on all three inquiries.

3. CONDUCT OF BUSINESS

3A. [18-170](#) Update on Capital Project Construction Management and Oversight; Roles and responsibilities, inspections, contingency, design, plan, and contract review procedures

Public Works Director Varga presented the report. Varga identified the five major components of Capital Projects as: Thoroughness of engineering; Completeness of design; Tracking of costs; Scope of change orders; and Construction management practices. The primary purpose of the report was to outline the safeguards that should be put in place to ensure construction contracts remain on schedule, scope, and budget.

Key Items impacting Capital Construction projects:

- Contract competitiveness
- Groundwater issues
- Project contingency
- ADA requirements
- Stormwater protection measures
- Safety requirements

- Timely engineering estimates
- Tracking change orders
- City staff oversight
- Conflict resolution
- Staff training opportunities

Committee Member Cimolino commented on the staffing overlap with construction managers, the validity of contract change orders, cost of materials once the contract has been awarded, and specific components of the City's contract document section 4.5.2.

Committee Member Lee commented on the contract "change of work section" of the City contract documents, file tracking procedures, additional staff training, and the importance of keeping projects in-line with achieving a balanced City budget.

Public Comment was received from:

1. Jacob Patterson requested a review of the City's new contract documents by the new City attorney and asked for more details about wet winters and staffing concerns.

Committee Members requested a complete review of Section 4 "Changes in Work" of the City's Contract documents be completed by the current City Attorney. The review shall include footnotes and references for the source of the percentages listed in Section 4.5 "Change Order pricing." After the review, the annotated documents will return to City Council for review and approval.

3B. [18-171](#) Oral Update from Staff on Departmental Activities

Public Works Director Varga reviewed departmental updates including; Summer's Lane Cover, City Hall re-paint, LSA agreement, Water Tank construction, Desalination Study and presentation, SB1 Project Funding List, EV Charging Station, storm drain funding sources, and Traffic Committee.

Committee Member Cimolino recommended that the analysis of the Fir Street traffic circle be completed while school is in session; either prior to the end of this school year or once school is in session in the Fall. Additional discussion ensued about the timely analysis of other Traffic Committee items near schools.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

The meeting was adjourned by Committee Member Lee at 3:55 p.m