



**Meeting of the
Administration/Public Works Committee
Record of Proceedings - APPROVED
Tuesday, February 2, 2021 at 6:30 pm
Via Zoom**

I. Welcome and Roll Call

Chair Garritano called the meeting to order at 6:30 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:

Chair Joe Garritano
Council Member Dave Bertolino
Council Member Larry Brost
Council Member Lauren Edens
Council Member Joe Farmer
Council Member Dan Flaschar
Council Member Rob Rambaud
Council Member Kenneth Remy

Staff Members in Attendance:

City Administrator (Interim) Steve Cross
Director of Public Works Rick Brown
City Attorney John Young
Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from January 5, 2021

The minutes of the January 5, 2021 meeting were submitted for Committee approval.

Council Member Remy motioned for approval of the January 5, 2021 meeting minutes, and Council Member Flaschar seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

III. Public Participation – none

IV. Public Works

A. For Information – None

B. For Action

1. Contractor Bids for 2021 Concrete Street/Sidewalk Replacement (Wards – 2, 3, 4 & 8)

Public Works Director Brown proposed contracting with Kelpo Contracting, as low bidder, for the annual street and sidewalk replacement project. Kelpo has successfully completed work for the City in prior years. Mr. Brown provided a summary worksheet of all six bids. Funding is included in the 2021 Road and Bridge Fund.

Council Member Edens motioned to recommend contracting with Kelpo Contracting for street and sidewalk replacement in the not to exceed amount of \$855,750.00 with a \$10,000 contingency for additional work per Public Works Department. Council Member Flaschar seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. Contractor Bids for Evergreen Forest Curb Replacement (Ward 5)

Public Works Director Brown proposed contracting with Fosters Concrete Construction as low bidder, to replace a portion of existing asphalt curbs within Evergreen Forest subdivision with new concrete curbs. Fourteen bids were received, and Foster's has successfully completed such work for the City in prior years. Funding is included in the 2021 Capital Projects Fund.

Discussion included history with City of vendor owner, request to confirm they have requisite equipment, HOA funds involved, and uses for funds saved as bid was under what was budgeted.

Council Member Bertolino motioned to recommend contracting with Fosters Concrete Construction for replacement of certain existing curbs within Evergreen Forest for the not to exceed amount of \$ 42,159.78 with \$5,000 contingency for additional work per Public Works Department. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. Proposed Installation of a Sidewalk Underdrain (Wards 5 & 8)

Public Works Director Brown recommended engaging for survey and design work for sidewalk underdrains at locations at Pond-Grover Parkway and within Crown Pointe Estates, where water seepage issues result in dangerous sidewalk issues. The initial survey and design work could be less than \$10,000 and is included in the 2021 Road and Bridge Fund. He provided photographs and maps areas of concern.

Discussion included high use location, property owner involvement, safety concerns, and level of priority.

Council Member Bertolino motioned to proceed with design for sidewalk underdrains to alleviate water seepage issues at Pond-Grover Parkway. Council Member Farmer seconded the motion.

Council Member Brost motioned for postponement pending completion of the City's prioritization process. Council Member Flaschar seconded the motion. A voice vote was taken with all in favorable support, excepting opposition by Council Member Bertolino. Therefore, Chair Garritano declared the motion passed.

V. Administration

A. For Information

1. Elected/Appointed Officials Paying for Records Requests (Wards – All)

City Administrator Cross inquired as to moving this issue to Agenda. Discussion included respect for staff time and legal protection, as well as Sunshine Law compliance. Committee requested this issue become a future agenda item.

2. Sales Tax Summary through November 2020 (Wards – All)

City Administrator Cross will be providing the sales tax worksheet to Committee via email tomorrow.

3. Refund of 2020/Suspension of 2021 Liquor License Fee (Wards – All)

City Administrator Cross reported the initiative regarding Liquor Fee refunds/suspension will be addressed at Monday's City Council Work Session.

B. For Action

1. Council Meeting Starting Time (Wards – All)

City Attorney Young presented draft amendments to the City Charter/City Code relevant to start times of the regular City Council meetings.

Discussion included increases flexibility, posting requirements, current time supports work traffic issues, and ordinance vs charter amendment requirements.

Council Member Flaschar motioned to recommend the Code amendment as drafted regarding the start times of the regular City Council meetings. Council Member Rambaud seconded the motion.

Chair Garritano motioned for postponement. Council Member Remy seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. Council and Committee Meetings of 2021 – Virtual/In-Person (Wards – All)

City Attorney Young submitted a draft Resolution adopting policy for remote participation in City Council meetings.

Discussion included Sunshine Law provisions for voting, medical exemptions and timing relative to post-pandemic environment.

Council Member Remy motioned for postponement pending greater clarity of scope of pandemic. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. Penalties Regarding Breach of Executive Session Confidentiality (Wards – All)

City Attorney Young provided examples for potential amendments to the City Code and/or City Charter to address and enforce improper disclosures of confidential closed records and information.

Discussion included available penalties, harsher penalties, that “forfeiture of office’ is only via Charter and remedy available for violations of elected officials post term.

Council Member Remy motioned to recommend City Code amendments as drafted with Charter amendments addressed at time appropriate for potential ballot inclusion. Council Member Flaschar seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

VI. Items Not Ready for Action

A. High Priority

1. Social Media Policy (Wards – All)

Council Member Edens requested that social media policy and bias training be moved to agenda in order to include such in new council member training this Spring.

2. Review of City Flag (Wards – All)

City Administrator Cross offered an update presentation from Trey Trapani on new flag concepts. Committee agreed to such, requesting inclusion of Historic Preservation Committee member also to better understand history of current flag.

B. Medium Priority

1. Bias Training for City Officials (Wards – All)

C. Low Priority

1. No Items

VII. Miscellaneous

VIII. Next Meeting

The next meeting of the Administration/Public Works Committee is scheduled for March 2, 2021

IX. Adjournment

Council Member Farmer motioned for meeting adjournment. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the meeting adjourned at 8:48 pm.