



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda - Final Public Works and Facilities Committee

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Friday, February 22, 2019

10:00 AM

Town Hall, 363 N. Main Street

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### Special Meeting

#### MEETING CALLED TO ORDER

#### ROLL CALL

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

#### 2. CONDUCT OF BUSINESS

2A. [19-096](#) Goals and Priorities Recommended for Council

Attachments: [Staff Report - Committee Goals & Priorities](#)

2B. [19-099](#) Receive Oral Update from Staff on Departmental Activities

#### 3. MATTERS FROM COMMITTEE / STAFF

#### ADJOURNMENT

STATE OF CALIFORNIA     )  
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COUNTY OF MENDOCINO     )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on February 19, 2019.

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Crystal Prairie, Public Works Project Analyst

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## Text File

File Number: 19-096

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**Agenda Date:** 2/22/2019

**Version:** 1

**Status:** Business

**In Control:** Public Works and Facilities Committee

**File Type:** Staff Report

**Agenda Number:** 2A.

Goals and Priorities Recommended for Council



**CITY OF FORT BRAGG**

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**PUBLIC WORKS & FACILITIES COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE: FEBRUARY 13, 2019**  
**TO: COMMITTEE**  
**FROM: PUBLIC WORKS DIRECTOR- TOM Z. VARGA**  
**AGENDA ITEM TITLE: COMMITTEE GOALS AND PRIORITIES RECOMMENDATION TO THE CITY COUNCIL**

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**ISSUE:**

In the near future, the City Council anticipates holding a goals setting workshop. Public Works staff is asking for direction from the Public Works & Facilities Committee (PW&FC) as to its priorities and goals. This information will then be passed on to the City Council's for its overall goals setting.

**SUMMARY:**

In general, the Committee reviews and makes recommendations on public works matters including: street maintenance, parks, drainage, water, sewer, and other public buildings or facilities. Historically, the Committee has reviewed traffic and transportation matters as the City Engineer/Public Works Director is also a traffic engineer. The Committee also considers public works priorities, service extensions/expansions, engineering, and solid waste. In performing these duties, the Committee assists the Council by reviewing relevant, proposed legislation and policies. Primary staff support is through the Public Works Director.

The Department's strategic goals are broken down into major areas of responsibility. They are spelled out in the annual budget as follows:

**PUBLIC WORKS:**

- Provide coordinated oversight and management of six divisions within the Public Works Department.
- Ensure that employees are given essential safety and job-skills training. Provide employees with adequate resources to safely and effectively complete their work. Implement employee policies and procedures in accordance with all federal, State, and local rules and regulations.
- Perform necessary physical and operational activities at each City-owned facility and for the City's infrastructure to stay current with constantly evolving regulatory requirements.

- Directly or through the use of consultants manage and inspect the City's capital projects to ensure quality of workmanship, timeliness, and conformance with plans and technical specifications and budgetary constraints.
- Pursue additional revenue sources, strive for cost-efficiencies, and reduce costs to the General Fund and Enterprise Funds.
- Strive for energy-efficiency in the operation of all City-owned facilities and continue innovating sustainability measures.
- Enhance public travel by providing a safe, durable, multi-modal road network that fully includes pedestrian, bicycling, transit, rail and other modes of transportation. Provide for a smooth flow of traffic throughout the City.
- Maintain customer satisfaction and continue to be responsive to citizen inquiries and concerns.

#### **FACILITIES:**

- The primary goal of the Public Works Department's Facilities Repair & Maintenance Internal Service Fund is to provide quality and efficient maintenance that fosters a safe and positive atmosphere for our employees and the citizens of Fort Bragg.
- Procure products and equipment that are safe to use and provide for a long-term investment at a reasonable cost.
- Identify future needs and prioritize according to safety and available funding.
- Improve internal and external communications.
- Stay current with trends in technology.

#### **FLEET & EQUIPMENT:**

- Provide necessary maintenance and repair to City's fleet vehicles and equipment, including: electrical repairs, engine tune-up, tire replacements, brake replacements/adjustments and other general maintenance work.
- Account for and track all costs and assist Finance Department with preparation of year-end cost allocations.
- Provide recommendations to reduce vehicle miles traveled, fleet vehicle emissions, use of petroleum-based fuels, including the purchase of alternative fuel vehicles and hybrids whenever possible.
- Provide regular inspection and maintenance of the City's fleet and equipment. City staff maintains 30 public work vehicles, 26 police vehicles, three city hall vehicles and eight trailers. Vehicles include forklifts, backhoes, mobile generators, and a street sweeper. Small equipment is also included in the maintenance program such as small generators, mobile pumps, mowers and 30 small engines on equipment to name a few.

#### **WATER ENTERPRISE:**

- Ensure an adequate supply of high quality drinking water to meet existing and future customer needs.
- Manage the City's water sources in a manner that is protective of both environmental and human health.

- Improve the reliability of the City's water supply, treatment and distribution system through on-going maintenance and replacement of aging infrastructure.
- Seek grant funding and other low-cost financing for capital projects.
- Operate the City's water system in an efficient and cost-effective manner and establish fair and reasonable utility rates.

**WASTE WATER ENTERPRISE:**

- Operate, maintain, and upgrade the City's wastewater collection system and treatment facilities.
- Ensure compliance with all regulatory requirements, including discharge limitations, monitoring and reporting, and safety procedures.
- Seek grant funding and other low-cost financing for capital projects.
- Manage the City's wastewater system in a cost-effective and efficient manner.

There are a great deal of goals and objectives that can potentially come under the purview of the Committee. As listed in the budget, many goals and objectives are similar or overlapping. In general the Department's, and by extension the Committee's, goals can be summarized as: (1) operational concerns, (2) resources and funding, (3) effective and efficient use of the various facilities and infrastructure, (4) capital projects and future needs, (5) sustainable or green features, and (6) regulatory compliance.

**RECOMMENDATION:**

The Committee is requested to review familiarize itself with the goals and objectives of the various areas of responsibility of the Public Works & Facilities Committee and the Public Works Department it works with. The Committee is further requested to synthesize this information, discuss it at an open meeting, and recommend goals with priorities to the full City Council for its consideration as it develops city-wide goals and priorities.



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**Agenda Date:** 2/22/2019

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Receive Oral Update from Staff on Departmental Activities