



CITY HALL RESTORATION OVERSIGHT COMMITTEE

Minutes – Regular Meeting

Wednesday, April 13, 2005

1. CALL TO ORDER:

Committee Chair: Chairman Paul Jennings called the April 13, 2005, meeting to order at 4:00 p.m. in the Chamber Building 4th Floor Conference Room (4A/B).

2. ROLL CALL:

Present: Members Donald Barker, Lambert Giessinger, Scott Gaudineer (arrived 4:30 pm) Paul Jennings, Donald Kent, Harold Meyerman, Sue Mossman, Jan Muntz, Anthony O’Keefe, and George (Chip) Ossman

Absent: Jim Clark, William Fay and Allan Porush

Staff Present: Foster Hildreth, Martin Pastucha, and Anita Delmer, Public Works; Karen Balchunas, Planning and Development; Mauricio Mejia, Water & Power

Consultants: Robert Troutman, DMJM; Peyton Hall, Historic Resources Group (HRG)

3. CHAIR’S COMMENTS:

Chairman Jennings welcomed Committee Members, Staff and Consultants, explaining that the March 9th Oversight Committee meeting had been cancelled due to lack of significant agenda items. Chair provided a brief recap of the City Council Quarterly Update (which is available for Member review via the City’s website).

4. COMMITTEE MEMBERS’ COMMENTS:

None

5. APPROVAL OF MINUTES:

A. Approval of February 9, 2004, Meeting Minutes (Attachment 1)

Motion: Moved/Seconded by Members Meyerman/Kent to approve the February 9, 2004, Minutes.

Vote: No objections; motion passed with members Giessinger and Mossman abstaining.

6. CONTINUING DISCUSSION ITEMS:

A. Project Budget

Staff distributed a *Draft Summary Budget Analysis* (Revised January 31, 2005) and stated that it was unchanged from the budget approved by City Council on January 31st. Members requested that in the future additional information be included, which would provide line item category budget-to-actual analysis. In addition, Members requested updates from time to time on the unfunded portion (approximately \$6 mil) of the budget.

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B. Schedule

Staff distributed a “30-day snapshot” provided by Clark Construction of activities since the February 9, 2005, Notice to Proceed was issued:

Procurement: Friction pendulum base isolators have been ordered; the isolators are being cast in Canada and built in Vallejo, California, by EPS;

Documentation: Photo documentation of the entire building (interior and exterior) and project site is in process;

Secure Site: Most visible of the activities is the construction fence surrounding the City Hall site and the Traffic Controls;

Arcade: Approximately 1/3 of the floor pavers have been delicately removed from the east arcade. As expected, the removal process has been difficult and the project team is unsure as to the final percent of re-usable pavers. HRG expresses confidence that the subcontractor is using appropriate technique and safeguards;

Contractor’s Office and City Office: 2nd Floor former Attorneys’ office and Council Chambers are being utilized as Clark’s construction field office; appropriate safeguards are in place for the interior historical areas;

Utility Safety and Temporary Utilities: DWP is working with Clark to cut existing permanent utilities to City Hall; temporary power is being utilized.

7. NEW BUSINESS:

A. Project controls

See 8.A.

B. Future meeting dates

Staff queried Members on preferences for future meetings. It was agreed by Members to continue the monthly 2nd Wednesday meeting schedule, with the knowledge that from time to time, at the discretion of the Chairman, a meeting may be cancelled for lack of significant agenda items. As last minute “Emergency” topics may crop up from time to time, notices of cancellation will be given in lieu of the typical Agenda Packages.

8. ADVISORY DIRECTIONS:

A. Project controls – change order approval authority

Staff stated that City Council has requested the Project Team to review Project Controls. Members were provided with a draft of the *City Hall Seismic Retrofit Project Change Order Approval Summary* as a basis for a discussion on changing the approval authority from the September 30, 2002, plan which included a five-step process designating dollar authority to:

Prior (September 30, 2002)

Step 1: DMJM (\$3K Single CO/\$9K Cumulative)

Step 2: Owners Representative (\$10K Single CO/\$50K Cumulative)

Step 3: City Architect (\$50K Single CO/\$75K Cumulative)

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Step 4: Executive Committee (\$75K Single CO/\$100K Cumulative) and

Step 5: City Council (\$100K Single CO/\$150K Cumulative)

Proposed (April 13, 2005)

Step 1: Change Orders over \$75K to be approved by the City Council including all extensions of time over the Substantial Completion date of July 9, 2007, and

Step 2: Change orders under \$75K (Cumulative) including internal changes not impacting the Substantial Completion date to be approved by the City Manager.

After a lengthy series of questions and answers relative to current Municipal Services practices, in which the Committee satisfied itself that adequate safeguards were in place to eliminate delays which may occur as a result of emergencies, the Chairman called for a motion to endorse the Change Order Approval Process as presented.

Motion: Moved/Seconded by Members Gaudineer/Meyerman

Vote: No objections; motion to endorse as presented by staff passed unanimously

9. FUTURE DISCUSSION ITEMS:

- A. Committee raised the question of City Hall Project site visits. Staff will investigate with the City Attorney how to accommodate the request and be in compliance with the Brown Act.

10. MEETING DATES(S) AND TIMES(S):

- A. May 11, 2005, June 8, 2005, July 13, 2005, August 10, 2005, September 14, 2005, October 12, 2005, November 9, 2005, and December 14, 2005, at 4:00 p.m.

11. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA: (Limit of 3 minutes to each speaker.)

None

12. ADJOURNMENT:

- A. Chairman Jennings called for a motion to adjourn the meeting.

Motion: Moved/Seconded by Members Kent/Barker to adjourn.

Vote: No objections; motion passed; meeting adjourned at 5:07 p.m.