



Finance Committee

Tuesday, April 27, 2021

8:30 a.m.

Via Zoom Teleconference
Brea Civic & Cultural Center
1 Civic Center Circle, Brea, California

MEMBERS: Council Member Christine Marick and Council Member Marty Simonoff
ALTERNATE: Mayor Pro Tem Cecilia Hupp

This meeting is being conducted consistent with Governor Newsom's Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The Finance Committee meeting will be held on April 27, 2021 at 8:30 a.m. via Zoom and the public is welcome to participate. To provide comments by teleconference (Zoom), members of the public must contact City Staff at (714) 990-7676 or arlenem@cityofbrea.net no later than 12:00 p.m. on Monday, April 26, 2021 to obtain the Zoom Meeting ID number and password. Participants will be muted until recognized at the appropriate time by the Committee. Written comments may be sent to the Administrative Services Department at arlenem@cityofbrea.net no later than 12:00 p.m. on Monday, April 26, 2021. Any comments received via email will be summarized aloud into the record at the meeting.

The Finance Committee agenda packet can be viewed on the City of Brea website at: <https://www.ci.brea.ca.us/509/Meeting-Agendas-Minutes>. Hard copies of the agenda packet are available via USPS with proper notice by calling (714) 990-7676. Materials related to an item on this agenda submitted to the Finance Committee after distribution of the agenda packet are available for public inspection in the third floor lobby of the Civic & Cultural Center at 1 Civic Center Circle, Brea, CA 92821 during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

CALL TO ORDER / ROLL CALL

1. **Matters from the Audience**

CONSENT

2. **April 13, 2021 Finance Committee Regular Meeting Minutes** - Approve.

DISCUSSION

3. **Authorize Additional Contingency Amount for Contract with Stephen Doreck Equipment Rentals, Inc. for the Moorpark Drive Water Improvements Project** - Authorize the City Engineer to issue Change Orders up to a "not-to-exceed" amount of 25% of the Contract Price.
4. **Schedule Next Meeting:** May 11, 2021

cc: Mayor Steven Vargas and Council Member Glenn Parker

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 990-7757. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members
FROM: Bill Gallardo
DATE: 04/27/2021
SUBJECT: April 13, 2021 Finance Committee Regular Meeting Minutes

RECOMMENDATION

Approve.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager
Prepared by: Alicia Brenner, Senior Fiscal Analyst
Concurrence: Cindy Russell, Administrative Services Director

Attachments

04-13-2021 Draft Minutes



DRAFT FINANCE COMMITTEE MINUTES

Tuesday, April 13, 2021

8:30 AM

Via Zoom Meeting

Brea Civic & Cultural Center, 1 Civic Center Circle, Brea, California

CALL TO ORDER / ROLL CALL

ATTENDEES: Council Member Christine Marick, Council Member Marty Simonoff, Chris Emeterio, Cindy Russell, Bill Bowlus, Michael Ho, Faith Madrazo, Alicia Brenner, Jenn Colacion, Ana Conrique, Warren Coleman, Melissa Davis, Neil Groom and Gillian Lobo

1. **Matters from the Audience** – *None.*

CONSENT

2. **March 30, 2021 Finance Committee Regular Meeting Minutes** – *Approve.*

DISCUSSION

3. **Annual Engineer's Report for Maintenance Districts Nos. 1, 2, 3, 4, 5, 6 and 7** – *Recommended for City Council approval.*
4. **Purchasing Activity Under Special City Council Authorization for Period Ending March 31, 2021** - *Receive and file.*
5. **Budget Adjustments to the City Operating and Capital Improvement Program Budget for Fiscal Year 2020-21** - *Recommended for City Council approval.*
6. **Schedule Next Meeting:** Tuesday, April 27, 2021

Meeting adjourned: 8:36 AM

City of Brea

FINANCE COMMITTEE COMMUNICATION

TO: Finance Committee Members

FROM: Bill Gallardo

DATE: 04/27/2021

SUBJECT: Authorize Additional Contingency Amount for Contract with Stephen Doreck Equipment Rentals, Inc. for the Moorpark Drive Water Improvements Project

RECOMMENDATION

Authorize the City Engineer to issue Change Orders up to a "not-to-exceed" amount of 25% of the Contract Price.

BACKGROUND/DISCUSSION

The Moorpark Drive Water Improvements Project, CIP No.7430 ("Project") is programmed in the FY 2020-21 Capital Improvement Program (CIP). The Project is located on Moorpark Drive between Brittany Lane and Larkstone Lane (Attachment A). The work consists of replacing approximately 1,250 linear feet of existing water main and associated water services.

On December 15, 2020, the City Council awarded a construction contract to Stephen Doreck Equipment Rentals, Inc. in the amount of \$339,857.10 and authorized the City Engineer to issue Change Orders up to a "not-to-exceed" amount of 10% of the contract price.

Construction commenced on February 22, 2021 with the projected completion date of April 2, 2021. During construction, it was discovered that additional water mains the length of 205-LF in Brittany Lane would need to be replaced due to the corrosive condition of the pipes. In addition, there are four water services that would need to be replaced along with additional slurry seal of the area. The cost of this Change Order is \$69,334.92, which is 20% of the contract price. Staff has reviewed the cost and found it reasonable. Therefore, staff is recommending authorization to issue Change Orders "not-to-exceed" 25% of the contract price (\$84,964.28) to cover this Change Order and any other minor potential Change Orders that may come up in order to complete the project.

SUMMARY/FISCAL IMPACT

The Project budget is programmed in the FY 2020-21 CIP with a total projected budget of \$490,000 of Water Funds. The contract price in the amount of \$339,857.10, plus the 25% "not-to-exceed" contingency in the amount of \$84,964.28, for a total of \$424,821.38, is within the current Project budget. There is no impact to the General Fund.

The Project will replace water mains and associated water services on Moorpark Drive, between Brittany Lane and Larkstone Lane. If the City Council approves staff's recommendation, the Project is anticipated to be completed by end of May 2021.

RESPECTFULLY SUBMITTED

William Gallardo, City Manager

Prepared by: Hsing Chao, Associate Engineer

Concurrence: Michael Ho, P.E. Deputy Director of Public Works / City Engineer

Tony Olmos, P.E., Public Works Director

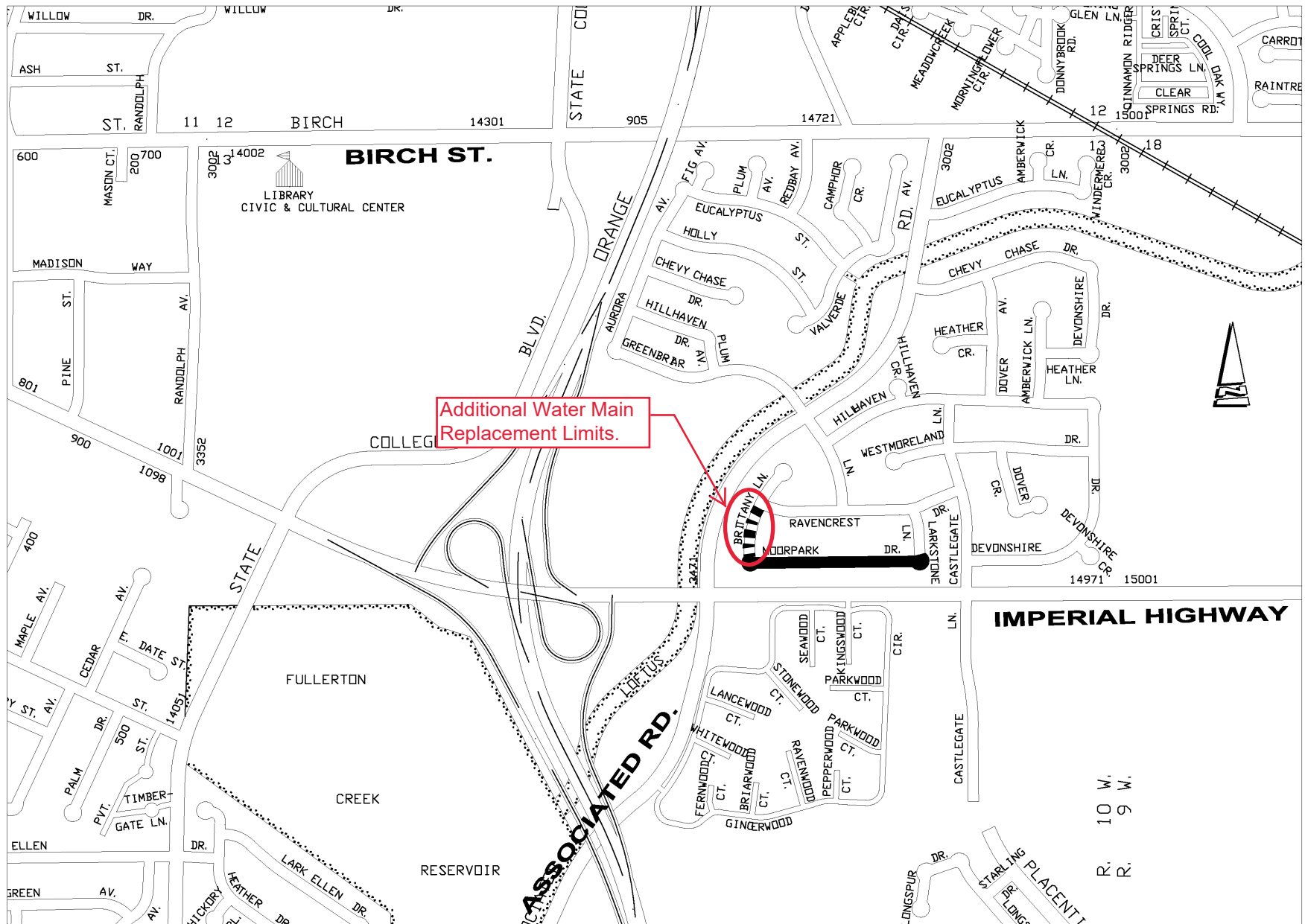
Attachments

Attachment A

PROJECT 7430

MOORPARK DR. WATERLINE IMPROVEMENT

Attachment A



VICINITY MAP
NOT TO SCALE