



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 21

For Meeting of 08.18.2016

ITEM TITLE: Staff Update

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION: Construction observation of municipal improvements involved with developments:

HISTORY: Historically the inspection of public improvements constructed in new developments has been the responsibility of the developer's design engineer. The level of observation and frequency has been at the discretion of the design engineer. Upon completion of the development, the engineer's inspector, contractors, and often the developer's representative meet with the Public Works Department and an inspection of the public improvements takes place. A "punch list" of items that need to be addressed is developed and shared by all. At this point the developer has the option of providing a performance bond to cover all the items that are outstanding or wait until the items on the list have been addressed. Then the developer's engineer provides a letter stating that the improvements have been installed as designed.

ISSUE: Most recently, there has been a level of anxiety relating to this process. As a result staff has been directed to initiate the process of having the City's contracted Engineer perform inspections of the installation of municipal infrastructure in new developments.

RESOLUTION: The solution lies within existing documents. In the Subdivision Ordinance 16.08, 1 states "Construction observation as deemed necessary to assure quality workmanship on all portions of the improvements to be dedicated shall be provided by the City at the developer's expense. Construction observation costs shall be paid for by the developer before final acceptance of the plat for recording at the county offices."

Within our existing engineering services agreements with Veenstra & Kimm, Inc. in exhibit A, 1. B. Development Services. No. 3 states "When requested, supervises the inspection of construction of public facilities by private developers and recommend acceptance."

IMPLEMENTATION: At the onset of the development process, the developer will be notified that inspection of infrastructure will be performed by the City's engineering firm

and that costs for inspections will be borne by the developer. At the Construction Plan stage, the City's engineer will provide the developer with an estimate of costs that may be involved with the inspection process. The level of and frequency of inspection will be established by the Public Works Department and the City's engineer with the intent to insure full compliance as well as considering holding costs to the developer within reason. Upon the completion of the development, a "punch list" inspection involving all the same participants as before will take place. Once identified items are addressed, the City's engineer will provide a letter stating compliance.

As a result the process Veenstra & Kimm, Inc. inspection staff will be used from this point forward.