



City of Fort Bragg

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

Meeting Agenda City Council

**THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT SUCCESSOR
AGENCY**

Monday, May 22, 2023

6:00 PM

Town Hall, 363 N. Main Street and Via Video
Conference

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COUNCILMEMBERS PLEASE TAKE NOTICE

Councilmembers are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar.

When: May 22, 2023 06:00 PM Pacific Time (US and Canada)

Topic: City Council Meeting

Please click the link below to join the webinar: <https://us06web.zoom.us/j/89257491221>

*Or Telephone: +1 669 444 9171 or +1 720 707 2699 (*6 mute/unmute; *9 raise hand)*

Webinar ID: /892 5749 1221

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Mayor or Acting Mayor calls for public comment on the item you wish to address.

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

MANNER OF ADDRESSING THE CITY COUNCIL: All remarks and questions shall be addressed to the City Council; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Mayor or Acting Mayor. Public comments are restricted to three (3) minutes per speaker.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Mayor or Acting Mayor may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. Any citizen, after being recognized by the Mayor or Acting Mayor, may speak on any topic that may be a proper subject for discussion before the City Council for such period of time as the Mayor or Acting Mayor may determine is appropriate under the circumstances of the particular meeting, including number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Council's response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Councilmembers as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to City Clerk June Lemos, jlemos@fortbragg.com.

3. STAFF COMMENTS

4. MATTERS FROM COUNCILMEMBERS

5. CONSENT CALENDAR

All items under the Consent Calendar will be acted upon in one motion unless a Councilmember requests that an individual item be taken up under Conduct of Business.

- 5A. [23-164](#)** Accept Certificate of Completion for Bollard and Street Light Project and Direct City Clerk to File Notice of Completion

Attachments: [Notice of Completion - 00127](#)
[Ex A - Certificate of Completion](#)

- 5B. [23-155](#) Receive and File Minutes of February 9, 2022, April 13, 2022, June 8, 2022, June 21, 2022, August 10, 2022, September 14, 2022, September 22, 2022, October 12, 2022, November 9, 2022, December 14, 2022 and January 11, 2023 Finance and Administration Committee Meetings.

Attachments: [FAC 02092022](#)
[FAC 04132022](#)
[FAC 06082022](#)
[FAC 06212022](#)
[FAC 08102022](#)
[FAC 09142022](#)
[FAC 09222022](#)
[FAC 10122022](#)
[FAC 11092022](#)
[FAC 12142022](#)
[FAC 01112023](#)

- 5C. [23-163](#) Approve Minutes of May 8, 2023

Attachments: [CCM20230508](#)

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

When a Public Hearing has been underway for a period of 60 minutes, the Council must vote on whether to continue with the hearing or to continue the hearing to another meeting.

8. CONDUCT OF BUSINESS

- 8A. [23-078](#) Receive Report and Consider Adoption of City Council Resolution Approving the Contract with Redwood Roofers, City Project PWP-00128; Authorizing City Manager to Execute Contract (Amount Not to Exceed \$105,841.00, Account No. 427-4876-0731); and Finding the Project Exempt from CEQA under 14 CCR 15268

Attachments: [05222023 Corp Yard Roof Contract Award](#)
[Att 1 - RESO Corp Yard Roof Replacement](#)
[Att 2 - Redwood Roofers Quote](#)

- 8B. [23-156](#) Discuss Reservoir Project Design Engineering Request for Proposals and Recommend Release

Attachments: [05222023 Staff Report](#)
[Att 1 - Request for Proposals](#)

9. CLOSED SESSION

- 9A. [23-166](#)** CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Pursuant to Paragraph (1) of Subdivision (d) of Gov. Code Section 54956.9. City of Fort Bragg v. Mendocino Railroad
- 9B. [23-165](#)** CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of Gov Code Section 54956.9: (two cases)

ADJOURNMENT

The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.

**NEXT REGULAR CITY COUNCIL MEETING:
6:00 P.M., MONDAY, June 12, 2023**

STATE OF CALIFORNIA)
)ss.
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 May 18, 2023.

Cristal Munoz
Acting City Clerk

NOTICE TO THE PUBLIC:

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg’s website at <https://city.fortbragg.com> subject to staff’s ability to post the documents before the meeting.*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



City of Fort Bragg

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

Text File

File Number: 23-164

Agenda Date: 5/22/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Certificate of
Completion

Agenda Number: 5A.

Accept Certificate of Completion for Bollard and Street Light Project and Direct City Clerk to File Notice of Completion

The Bollard and Street Light Project included the refurbishment of 71 light poles, replacement of three (3) missing light poles, and installation of 71 bollard sleeves for removal bollard installation throughout the Central Business District (CBD). The project was awarded to Fort Bragg Electric on December 12, 2022 in the amount of \$299,276.54. Two change orders were processed for this project one increasing the total contract amount to \$305,415.82 and the other increasing time to completion due to the extended rainy season.

Following acceptance of the Certificate of Completion by the City Council, the City Clerk will file a Notice of Completion with the Mendocino County Recorder.

RECORDING REQUESTED BY:

City of Fort Bragg

AND WHEN RECORDED, RETURN TO:

City of Fort Bragg
416 North Franklin Street
Fort Bragg, California 95437
Attention: Cristal Muñoz, Acting City Clerk

The City is exempt from recordation fees per Government Code §27383.

NOTICE OF COMPLETION

1. The undersigned is the duly authorized agent of the owner, City of Fort Bragg.
2. The full name of the owner is City of Fort Bragg, a municipal corporation.
3. The nature of the interest of the owner is a fee interest.
4. This project was constructed in accordance with the Contract entitled **Bollards & Street Light Project, PWP-00127** dated December 16, 2022.
5. The name of the contractor of the improvement work is **Fort Bragg Electric, Inc.**, a California Corporation, and P.O. Box 1578, Fort Bragg, California 95437. The contract was awarded to this firm on December 12, 2022, pursuant to Resolution 4638-2022 by the Fort Bragg City Council.
6. The address of the owner is City of Fort Bragg, 416 North Franklin Street, Fort Bragg, California 95437.
7. On May 09, 2023, Chantell O’Neal, Assistant Director, Engineering, executed a Certificate of Completion for the above-referenced project indicating that this project was completed as of that date. See Certificate of Completion attached hereto as Exhibit A.

State of California)
County of Mendocino)

I hereby certify under penalty of perjury that the forgoing is true and correct:

City Council Approval

CITY OF FORT BRAGG

May 22, 2023
(Date)

By: _____
Cristal Muñoz
Acting City Clerk

PROOF OF SERVICE BY MAIL
(Code of Civil Procedure Sections 1013a, 2015.5)

I am over the age of 18 years, employed in the County of Mendocino, and not a party to the within action; my business address is Fort Bragg City Hall, 416 North Franklin Street, Fort Bragg, California 95437.

On May ____, 2023, I served the attached document by placing a true copy thereof enclosed in a sealed envelope, with postage thereon fully prepaid, via Certified Mail, Return Receipt Requested, in the United States mail at Fort Bragg, California addressed as follows:

Fort Bragg Electric, Inc.
P.O. Box 1578
Fort Bragg, CA 95437

Executed on May ____, 2023, at Fort Bragg, Mendocino County, California.

I declare, under penalty of perjury, that the foregoing is true and correct.

ATTEST:

Cristal Muñoz
Acting City Clerk



CITY OF FORT BRAGG

Incorporated August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437

Phone: (707) 961-2823 Fax: (707) 961-2802

www.FortBragg.com

CERTIFICATE OF COMPLETION

All items of work and the provisions of the contract executed with Fort Bragg Electric, Inc., for labor, materials, equipment, and supervision for the Bollard and Street Light Project, as shown in the Plans and Specifications for the Bollard and Street Light Project, City Project PWP-00127 dated November 11, 2022, have been completed.

This project as described above was awarded by the Fort Bragg City Council by resolution at their meeting of December 12, 2022.

It is recommended that the completed project be accepted by the City Council.

Chantell O'Neal

Chantell O'Neal

Assistant Director of Engineering

DATED: May 09, 2023.

EXHIBIT "A"



City of Fort Bragg

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

Text File

File Number: 23-155

Agenda Date: 5/22/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 5B.

Receive and File Minutes of February 9, 2022, April 13, 2022, June 8, 2022, June 21, 2022, August 10, 2022, September 14, 2022, September 22, 2022, October 12, 2022, November 9, 2022, December 14, 2022 and January 11, 2023 Finance and Administration Committee Meetings.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, February 9, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:02 PM

ROLL CALL

Staff Present: Assistant Finance Director-Isaac Whippy, Interim City Manager-David Spaur, Payroll Technician-Laura Bianchi Limbird, Thomas Adams of Avenu Insights & Analytics and Administrative Assistant-Diana Sanchez.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-055](#) Approve Minutes of December 8, 2021

The minutes were approved by the Committee as presented and will be forwarded for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-051](#) Receive Report from Thomas Adams of Avenu Insights & Analytics on Quarter 3 2021 (July-September) Sales Tax and Business Activity

There was an oral update from Thomas Adams, Consultant from Muni Services on the City's Sales and Use Tax. Mr. Adams provided a detailed presentation and analysis and reported on sales and tax results for the benefit of the Committee members for Quarter 3 2021.

Public Comment: None.

Discussion: There was much discussion about the City's sales tax, transportation sales tax and how it has impacted the local economy.

3B. [22-050](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

The Committee reviewed the reports prepared by the Finance Department staff for this item. The reports were presented by Assistant Finance Director Whippy.

Public Comment: None.

Discussion: The Committee and staff discussed various items including the American Rescue Money, and what it would cost in the long run to use those funds. It was suggested that this topic be brought up again at the mid-term budget workshop on March 9, 2022. Bonds and the penalty and term were also discussed. High cost for PG&E was also brought up and the possibility of going solar to decrease those costs.

3C. [22-054](#) Receive Update on the Expiration of the State Moratorium on Water Shut-offs

Assistant Finance Director Whippy gave an update about resuming water shut-offs effective April 1, 2022. The State Water Shutoff Moratorium ended on 12/31/2021, however the City will be giving customers until March 31, 2022 to pay outstanding balances and/or set up payment arrangements. Whippy also updated the committee on the number of past due accounts and the amounts owed, emphasizing concerns about individual high balances owed.

Public Comment: None.

Discussion: The Committee discussed past due balances and the possibility of using some of the grant money to cover late fees and past due balances. The grant is due to expire in May 2022. There was much discussion about the concerns of the large past due balances and the large amounts necessary to set up payment arrangements. The amount being asked for setting up payment arrangements is 20% of the owed amount.

3D. [22-052](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director Whippy reported on the following:

- * Update on business license renewals.
- * Upgrade of our Financial Software.
- * The Mid-Term Budget Workshop will be on March 8 or 9.
- * Reminder to the public about the \$500 Water Assistance Program available to those who apply and qualify.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:13 PM



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, April 13, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM

ROLL CALL

Staff Present: Assistant Finance Director-Isaac Whippy, Interim City Manager-David Spaur, Government Accountant I-Laura Bianchi Limbird, Administrative Assistant-Diana Sanchez.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-172](#) Approve Minutes of February 9, 2022

The minutes were approved by the Committee as presented and will be forwarded for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jacob Patterson.

3. CONDUCT OF BUSINESS

3A. [22-174](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

The Committee reviewed the reports prepared by the Finance Department staff for this item. The reports were presented by Assistant Finance Director, Whippy.

Public Comment: Jacob Patterson

Discussion: The Committee and staff discussed various items including the CDBG Grant for the Water Meter Project. The Interest Income Budget was also discussed and the possibility of different investments for the future. A summary of contracts under \$25K and Disbursement Listing was also discussed.

3B. [22-179](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director, Whippy and Government Accountant I, Limbird gave an update on the following:

*Update on Waiver for CBD new business water connection fee.

*Staff Report for the finance department which is now fully staffed and new staff is being cross-trained.

*Update on business license renewals.

*Update on Leak Letters.

A motion was made that these Staff Report be recommended for approval. The motion carried by the following vote:

Aye: 2 - Commissioner Albin-Smith and Commissioner Rafanan

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:04 PM



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, June 8, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

PLEASE TAKE NOTICE

1. APPROVAL OF MINUTES

1A. [22-269](#) Approve Minutes of April 13, 2022

This minutes were approved by the Committee as presented and will be forwarded for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-267](#) Receive Report and Make Recommendation to the City Council on the Establishment of a Section 115 Trust with Public Agency Retirement Services (PARS) for the Purpose of Pre-Funding the City's Future Unfunded Liability with California Public Employees' Retirement System (CALPERS)

Assistant Finance Director, Isaac Whippy gave a detailed presentation recommending that the City Council establish an IRS Section 115 Trust with Public Agency Retirement System (PARS). Also attending from PARS with additional information about the options for portfolio allocation were Ryan Nikasio, Vice President and Randall Yurchak, Senior Portfolio Manager.

Public Comment: None.

Discussion: After much discussion, the committee and staff made a recommendation to establish an IRS Section 115 Trust with PARS for the purpose of PreFunding a Portion of the City's contributions to the California Public Employees' Retirement System (CalPERS).

3B. [22-277](#) Receive Report Regarding Childcare for City Councilmembers

Human Resource Analyst, Juli Mortensen gave a detailed presentation about the options for providing assistance for child care for City Council Members.

Public Comment: None.

Discussion: The committee discussed raising the monthly stipend for City Council Members. Another option that was discussed was to give City Council Members and staff a Dependent Care Flexible Spending Account. This option could include a city contribution or not depending on Budget and City Council direction. It was recommended that the committee make a recommendation regarding this matter and send it to our legal team for review and then present to City Council.

3C. [22-274](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director Isaac Whippy updated on the following:

*Fee Schedule, awaiting General Plan Maintenance Study Result from Matrix Consultant.

*Water Rate Study.

*Water Smart Technology.

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:28 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Tuesday, June 21, 2022

3:00 PM

Via Video Conference

Special Meeting

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 3:20 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. PUBLIC COMMENTS ON SPECIAL AGENDA ITEMS

None.

2. CONDUCT OF BUSINESS

- 2A. [22-288](#) Receive City Manager's Report Regarding Waiving Water and Wastewater Capacity Fees for Businesses in the Central Business District

City Manager Spaur gave the staff report on this agenda item and asked for Committee input on the deferral of capacity fees. Committee consensus was that the fee deferral should apply to all businesses in the Central Business District (CBD), but be available citywide for existing restaurants or former restaurants on sites anywhere outside the CBD. The Committee Members mentioned a new restaurant business that may be established on the property where the old Piedmont Hotel used to be located. City Manager Spaur said he would request that Assistant City Engineer O'Connor provide the Committee with information on what capacity fees would be for the former Piedmont site. Mr. Spaur will bring forward the Committee's recommendations to City Council at their meeting of June 27, 2022.

Public Comment: None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 3:40 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, August 10, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-388](#) Approve Minutes of June 8, 2022 Finance and Administration Committee Meeting

The minutes were approved by the Committee as presented.

2B. [22-309](#) Approve Minutes of June 21, 2022

The minutes were approved by the Committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-401](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 1 2022 Sales Tax and Business Activity

Thomas Adams of Avenue Insights & Analytics gave an update about Quarter 1 2022 Sales tax and Business Activity. The City's Top 25 Sales Tax Producers account for approximately 2/3 of the City's Sales Tax Revenue. Mr. Adams broke down by category what those Large Tax Producing businesses are. A forecast of the future tax revenue was also presented taking into consideration the impending recession.

Public Comment: None.

Discussion: There was some discussion about how the increasing price of gas affects our sales tax revenue locally. Also discussed was the Pandemic Recession uncertainty. County Pool revenues were also discussed.

3B. [22-405](#) Receive Report, Review Proposed Fees Schedule and Consider Making a Recommendation to the City Council to Conduct a Public Hearing to Review City-Wide Fees for Fiscal Year 2022-2023

Assistant Finance Director, Isaac Whippy gave a presentation about the proposed fee schedule. The fee schedule is now revised every 3 years and was last updated in 2019. Engineering Assistant Director, Chantell O'Neal presented the proposed fees for Planning and Public Works.
Public Comment: Jacob Patterson.

Discussion: There was discussion about how the increase/decrease in fees is determined. Other fees and services including septic waste and cannabis fees were also discussed. The Committee recommended to the City Council to Conduct a Public Hearing to Review City Wide Fees for Fiscal Year 2022-2023.

- 3C.** [22-400](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

Assistant Finance Director, Isaac Whippy gave the staff report on this agenda item. The investment portfolio and the liquidity of the City's accounts were discussed.

Public Comment: None.

Discussion: Disbursements were discussed in detail. Contracts under \$25k were also discussed.

- 3D.** [22-406](#) Receive Oral Update from Staff on Departmental Activities

Assistant Director, Isaac Whippy informed that water shut-offs will resume. An audit of the finance department came back without any issues. Water Conservation education and gifts for the public are available in the finance department. We have launched our credit card payment services for all services in the Finance Department.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:35 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, September 14, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-463](#) Approve Minutes of August 10, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-469](#) Receive Recommendation on the Section 115 Investment Strategy with Public Agency Retirement Services (PARS) for the Purpose of Pre-Funding the City's Future Unfunded Liability with the California Public Employees' Retirement System (CalPERS) and Make Recommendation to the Fort Bragg City Council

Assistant Finance Director, Isaac Whippy gave an oral update about the Pension 115 Trust Investment Strategy. PARS provides five (5) different strategy options. The five asset allocation strategies offered by PARS were reviewed: Conservative, Moderately Conservative, Moderate, Balanced and Capital Appreciation. Staff recommends starting with an active moderately conservative investment strategy. Andrew Brown and Ryan Nicasio of Public Agency Retirement Services (PARS) reemphasized and addressed any questions in regards to the investment strategy that was recommended and presented.

Public Comment: None

Discussion: There was discussion among the committee and the presenters about the investment strategy and how trading is determined. Mr. Brown explained that many decisions are based on the amount of time that the investor has. There was some discussion about whether we are currently in a recession. Councilmembers Albin-Smith and Rafanan agreed with the recommendation of active moderately conservative investment strategy.

- 3B.** [22-471](#) Receive Oral Report and Provide Direction to Staff Regarding Waiving Fees for City Services

As City Manager Ducey was absent, Chair Albin-Smith continued this agenda item to a future meeting.

Public Comment was received from Jacob Patterson.

- 3C.** [22-464](#) Receive Oral Update from Staff on Departmental Activities

Water shutoff's resumed this month. The Low Income Home Energy Assistance Program (LIHEAP) still has grants available as well as the CDBG \$500 Utility Assistance Program.

Public Comment: None.

Discussion: There was discussion about the finance department auditors who will be here on November 14, 2022. It was also noted that the City Council approved the new CV Starr Contract and the City's Finance and HR departments have been working diligently to switch the payroll over.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:37 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Thursday, September 22, 2022

4:00 PM

Via Video Conference

Special Meeting

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-498](#) Approve Minutes of September 14, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-496](#) Receive Oral Report and Provide Direction to Staff Regarding Waiving Fees for City Services

City Manager, Peggy Ducey reported on current city fees including the fee waiver for Town Hall for Community Meetings as described in the City Facility Use Application. Also presented was how the city will need to develop uniform procedures and rules for fee waivers for public hearing appeals. A policy that she recommended would be that in order to qualify for an appeal fee waiver the applicant would have to be within 300 feet from the project, have a financial hardship that they could provide proof of and would only be eligible for one appeal fee waiver per year.

Public Comment: None.

Discussion: There was some discussion among committee and staff about fee waivers for CDBG water hook ups through 2025. It was also suggested by City Manager Ducey that the recommended uniform procedures and rules become a city policy.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:28 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, October 12, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

[22-528](#) Approve Minutes of September 22, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-509](#) Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2021-22

Administrative Assistant Lesley Bryant gave a report on the FY 2021-22 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures. It was noted that there are 4 funds, 2 State Funds and 2 Federal Funds. The discretionary funds for the state are broken down into State Funds and Education Funds. State Funds are not as restricted as to what they can be used for. Education Funds must meet Gang or Drug Prevention Education Programs for the community. Federal Funds are very restricted. We receive very little in the form of Federal Funds and we rarely spend from them. A detailed description was given on how the funds were spent from the general discretionary account.

Public Comment: None.

Discussion: Staff and Committee Members discussed on how to access Federal Funds. Chief Neil Cervenka stated that several years ago during the previous Presidential Administration our Governor said we are no longer going to accept Federal Asset Forfeiture Funds. He recommended that the funds in the Federal Fund be spent on one large purchase as to zero out the balance since we will not be getting funds into the account in the near future and in this way lessen the tracking and reporting from staff. There was also discussion on what State Funds will be used for in the future. In the plans are contributing to the new soccer fields. Training and rejoining the County Wide Swat Team.

3B. [22-532](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy reported that the finance department's final trial balance for the auditors is due on November 4, 2022 as they will be here from November 7- November 10. The finance department has been working out the issues of taking over the CV Starr's finances for a month now. Mr. Whippy reminded that we can now take payments from customers over the phone with our new credit card terminal. During the month of December there will be no water shut-offs as this has been the practice in prior years per the direction from City Council. Water shut-offs will resume in January 2023. We still have the Utility Assistance Program available of up to \$500 through the CDBG Grant and also the Low Income Home Energy Assistance Program (LIHEAP) Grant which offers up to \$2000 of Assistance.

Public Comment: None.

Discussion: There was discussion between committee and staff about the taking over of the CV Starr's finance department, Mr. Whippy stated that it has just been a matter of getting the 50 plus CV Starr employees into our accounting software. There was also a question about why we have so much money in our Water Fund and we are still charging the public so much for water service, Whippy informed that the reason there is so much money is because it will be used for future capital improvements and operating expenses.

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:37 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, November 9, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:01PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-565](#) Approve Minutes of October 12, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-570](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 2 2022 Sales Tax and Business Activity

Thomas Adams of Avenu Insights and Analytics gave an update on Quarter 2 2022 Sales Tax and Business Activity. The City's Top 25 Sales Tax Producers account for 2/3 of the City's Sales Tax Revenue. Mr. Adams gave a breakdown of our primary drivers of sales tax production. He also presented a comparison chart from 2019 (pre pandemic) through 2022 reflecting the shift in sales tax performance. The tax forecast is slowing down due to uncertainty with the economy. The growth rates are recessionary in nature due to inflation. Lastly, he gave a brief update on Legislative Activity.

Public Comment: None.

Discussion: There was discussion about how the recession may impact our sales tax forecast. Mr. Adams mentioned that even though the forecast was adjusted for the recession, Fort Bragg seems to have a more resilient economy than other places.

3B. [22-569](#) Receive Report and Provide Recommendation to City Council on the City's General Plan Maintenance Fee

Kushboo Ingle of the Matrix Consulting Team gave an in-depth presentation of the analysis of the city's general plan maintenance fee. Explained in detail were, project background and scope, methodology, fee results, fee comparison and next steps.

Public Comment: Jacob Patterson

Discussion: There was some discussion among committee members, staff and presenters about how fee's are assessed. Committee Members recommended to move on and present this item to City Council for review.

3C. [22-564](#) Receive Report on Policy Governing the Use of Electronic Devices during City Council and Other Public Meetings

Administrative Analyst, Cristal Munoz presented a proposed policy Governing the Use of Electronic Devices During City Council and other Public Meetings.

Public Comment: Jacob Patterson.

Discussion: There was some discussion as to how this policy would be enforced. Cristal pointed out that it would be on an honor system basis. It was mentioned that the policy should be announced at the beginning of every meeting. Committee Members recommended that it be brought forward for city council review.

3D. [22-566](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy reminded that the city still has the \$500 Utility Assistance Grant available, making it a total of \$1000 that customers can apply for for help with their water bill. There are also business assistant loans available through CDBG. The City has hired Deb Smith as a Systems Analyst-Lead in the IT Department to assist Systems Analyst, Mateo Ortiz with cyber security as well as provide IT assistance to the City's 69 employees.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:03 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, December 14, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

[22-611](#) Approve minutes of November 9, 2022

A motion was made by Committee Member Albin-Smith, seconded by Committee Member Rafanan, that the Committee Minutes be approved for Council review.

The motion carried by the following vote:

Aye: 2 - Committee Member Albin-Smith and Committee Member Rafanan

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jacob Patterson.

3. CONDUCT OF BUSINESS

3A. [22-613](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

Finance Director, Isaac Whippy gave an update on the Quarter 1 FY 22-23 reportable items. Mr. Whippy gave a detailed update on the Treasurer's Report, including Cash and Investment balances and allocations. Mr. Whippy asked if the Committee Members had any questions about the disbursements list, change orders and contracts under \$25K.

Public Comment: Jacob Patterson.

Discussion: There was discussion among staff and committee members in regards to certain checks paid and also mentioned were The City's investment strategies. Mr. Whippy provided clarification on the liquidity of our assets and also responded to questions about the recession.

3B. [22-608](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy gave an update about the finalizing of the financial statements. The audit also concluded and presents great news for the finance department as there were no major issues found. The City of Fort Bragg Finance Department was awarded Excellence in

Financial Reporting. Business license renewals will be sent out by the end of December and will be due on February 28, 2023.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

City Manager gave an update on some new and upcoming policies including credit card policies for city staff, donation policy and public comment policy.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:29 PM.



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, January 11, 2023

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:01 PM.

ROLL CALL

Present: 2 - Marcia Rafanan and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [22-654](#) Approve Minutes of December 14, 2022

A motion was made by Committee Member Albin-Smith, seconded by Committee Member Rafanan, that the Committee Minutes be approved for Council review.

The motion carried by the following vote:

Aye: 2 - Committee Member Rafanan and Committee Member Albin-Smith

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-651](#) Receive Report on Policy regarding Donations to the City of Fort Bragg

City Manager, Peggy Ducey spoke briefly about two new policies. Administrative Analyst, Cristal Munoz will present both policies. The first policy is in regards to donations made to The City of Fort Bragg. The purpose of this policy is to establish a formal process for accepting and documenting donations made to The City of Fort Bragg.

Public Comment: None.

Discussion: Chair, Albin-Smith asked if the donation guidelines for State and IRS were looked into. Cristal stated that she had asked other cities that are a part of The League of California to provide their donation policies for reference. Peggy assured Chair Albin-Smith that she would look further into the guidelines.

3B. [22-650](#) Receive Report on Policy regarding Public Comments during City Council and Other Public Meetings

City Manager, Peggy Ducey gave a brief overview as to the reason for the Public Comment Policy. Administrative Analyst, Cristal Munoz presented on the policy. The public comment policy is meant to establish what the public can speak on. Cristal cited Brown Act rules.

Public Comment: Judy, Jenny Shattuck

Discussion: Chair, Albin-Smith asked for clarification about the number of comments a person can make on the same item. Co-Chair, Marcia Rafanan asked about whether the public has to state their name when making a public comment, it was clarified that the public does not have to identify themselves in order to make a public comment. Albin-Smith suggested a few changes to the policy.

3C. [22-653](#) Receive Oral Update from Staff on Departmental Activities

City Manager, Peggy Ducey informed that the funds have been completely depleted for the Emergency Weather Shelter program. Mayor Norvell reached out to the county asking for additional funds. The county will reimburse up to \$25000. It will be asked of council for \$25000 in funds upfront from the City Council Goals Fund with the understanding that the funds would be reimbursed from the County's Disaster Financial Compensation Fund. A Special Meeting will be called on Monday to ask council for approval to use the funds from the City Council Goals Fund. Finance Director, Isaac Whippy reminded the public that the Utility Assistance Program is still available through July 2023. There are also still funds available for business assistance loans. Renewal notices for business licenses have been sent out. The due date for business licenses is Feb. 28, 2023. Coleman Engineering is the firm that has began changing out water meters. The Quarter 1 Report will be presented at the next council meeting.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

Chair Albin-Smith brought up a question about childcare for council. There was discussion between Manager Ducey and Albin-Smith about the benefits of councilmembers.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:59 PM.



City of Fort Bragg

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

Text File

File Number: 23-163

Agenda Date: 5/22/2023

Version: 1

Status: Business

In Control: City Council

File Type: Minutes

Agenda Number: 5C.

Approve Minutes of May 8, 2023



City of Fort Bragg

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

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, May 8, 2023

6:00 PM Town Hall, 363 N. Main Street and Via Video Conference

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

- (1) Jay McMartin Rosenquist and Marcy Snyder.
- (2) None.
- (3) None.

3. STAFF COMMENTS

City Manager Peggy Ducey reported that the new Community Development Director is a local and will be starting at the City on June 6th.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Peters announced that council has no way of know who is on Zoom and that the upcoming Public Works and Facilities meeting is cancelled. He also stated that he would be attending the Redwood Empire Cal Cities meeting on Friday. Councilmember Albin-Smith announced she is be attending the Visit Fort Bragg Committee meeting tomorrow. Vice Mayor Godeke wanted to thank everyone that came out for First Friday and that he enjoyed all of the live music and art happening downtown. Mayor Norvell reported that after three years the new Crisis Respite on Cypress St. is now open.

5. CONSENT CALENDAR

Approval of the Consent Calendar

A motion was made by Councilmember Peters, seconded by Mayor Norvell, to approve the Consent Calendar. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

5A. [23-136](#) Approve Minutes of April 24, 2023

These Minutes were approved on the Consent Calendar

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

8. CONDUCT OF BUSINESS

8A. [23-135](#) Receive Report and Consider Adoption of City Council Resolution Approving Second Contract Amendment with SHN Consulting Engineers & Geologists, Inc. for Construction Support Services for the Parents and Friends Cypress Street Residential Care Facility for the Elderly Project and Authorizing the City Manager to Execute Amendment (Total Contract Amount Not to Exceed \$55,460)

Grants Coordinator Lacy Peterson presented this item. She requested a budget amendment to the contract in order to complete project by May 2023. She cited that weather delays and the removal and remediation of an underground tank have delayed construction.

Public Comment: Jacob Patterson

Discussion: Mayor Norvell clarified that the funding of this project came from CDBG funds.

A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith, that the Staff Report be approved . The motion carried by the following vote:

Aye: 3 - Mayor Norvell, Councilmember Albin-Smith and Councilmember Peters

Recuse: 2 - Vice Mayor Godeke and Councilmember Rafanan

8B. [23-132](#) Receive Report and Consider Adoption of Municipal Improvement District No. 1 Resolution Approving Budget Amendment 2022/23-19 for the Pudding Creek Sewer Force Main Relocation Project (Amount Not to Exceed \$400,000.00, Account No. 716-7005-0731)

Public Works Director John Smith reported on the Pudding Creek Sewer Force Main relocation project. Caltrans is working on widening the Pudding Creek Bridge and will force the City to relocate its sewer force main. Caltrans contractors will do the work on this project and will require a budget amendment.

Public Comment: None.

Discussion: There was some discussion about the closure of traffic lanes and how that will affect residents.

A motion was made by Councilmember Rafanan, seconded by Vice Mayor Godeke, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

8C. [23-137](#) Receive Report and Provide Direction Regarding Replacement of Decorative Signal Poles at North Main Street and Laurel Street

Public Works Director John Smith reported on this item.

Public Comment: Jacob Patterson

Discussion: There was some discussion about the various options. Direction was given to work with Caltrans to replace current poles and have them painted.

This Report was accepted.

8D. [23-140](#) Receive Report and Consider Adopting the City Council Americans with Disabilities Act ("ADA") Accommodation Request Policy for Meetings Subject to the Brown Act.

City Manager Ducey presented the staff report on this agenda item.

Public Comment was received from Gabriel Quinn Maroney and Jenny Shattuck

Discussion: Councilmember Albin-Smith requested some changes to the wording of the policy.

A motion was made by Councilmember Peters, seconded by Mayor Norvell, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

9. CLOSED SESSION

Mayor Norvell Recessed the meeting at 6:52 PM. The meeting reconvened to Closed Session at 6:55 PM.

9A. [23-142](#) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) subdivision (d) of Gov. Code Section 54956.9: 9 (two cases).

9B. [23-141](#) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Gov. Code Section 54956.9: Claim of Jacob Patterson (#2023-08).

Mayor Norvell reconvened the meeting to Open Session at 7:27 PM and reported that no reportable action was taken on the Closed Session item.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 7:27 PM.

BERNIE NORVELL, MAYOR

June Lemos, MMC, City Clerk

IMAGED (_____)



City of Fort Bragg

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

Text File

File Number: 23-078

Agenda Date: 5/22/2023

Version: 1

Status: Business

In Control: City Council

File Type: Resolution

Agenda Number: 8A.

Receive Report and Consider Adoption of City Council Resolution Approving the Contract with Redwood Roofers, City Project PWP-00128; Authorizing City Manager to Execute Contract (Amount Not to Exceed \$105,841.00, Account No. 427-4876-0731); and Finding the Project Exempt from CEQA under 14 CCR 15268



AGENCY: City Council
MEETING DATE: May 22, 2023
DEPARTMENT: Public Works
PRESENTED BY: C. O'Neal
EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving the Contract with Redwood Roofers, City Project PWP-00128; Authorizing City Manager to Execute Contract (Amount Not to Exceed \$105,841.00, Account No. 427-4876-0731); and Finding the Project Exempt from CEQA under 14 CCR 15268

ISSUE:

Public Works staff solicited informal quotes for the replacement of the Corporation Yard roof. The City received three responsive quotes and one non-responsive quote. The Corp Yard roof is a project in the City's 2022/2023 Capital Project list with an estimated cost of \$50,000. The lowest bid was received from Redwood Roofers in the amount of \$105,841.00. A budget amendment in the amount of \$55,000.00 was incorporated into the Mid-Year budget to cover the additional expense.

ANALYSIS:

This project scope includes the removal of the existing two composite layers of shingles, installation of plywood throughout, new framing, trim, and installation of new shingles along with repairs to the low pitched roofing areas. The replacement of the Corp Yard roof is necessary to prevent leaking and ensure the building is maintained sufficiently.

RECOMMENDED ACTION:

Accept the bid of Redwood Roofers as the lowest responsive bid, adopt the Resolution awarding the contract for construction to Redwood Roofers for the Corp Yard roof project and find the project exempt from CEQA under 14 CCR 15268.

ALTERNATIVE ACTION(S):

Refuse bids and put the project out to bid again.

FISCAL IMPACT:

This project was budgeted for \$50,000 in the FY 22/23 budget, and a budget amendment in the amount of \$55,000 was included in the mid-year budget to cover the cost of the project.

GREENHOUSE GAS EMISSIONS IMPACT:

There will be a short-lived increase of greenhouse gas emissions during construction from processes and equipment necessary for the performance of the work. All Air Quality Management District best management practices for minimizing greenhouse gas emissions during construction, such as reducing idling vehicles, will be incorporated into the daily activities of this project.

CONSISTENCY:

This project is consistent with General Plan Element 3 Public Facilities which is intended to identify essential public facilities, buildings, and services and to ensure that the existing and future population of Fort Bragg is provided the best feasible level of public services and infrastructure. Repair of the Corp Yard roof will ensure that the quality of the work environment for the employees who work there, as well as ensure the longevity of the equipment that is stored there.

IMPLEMENTATION/TIMEFRAMES:

Start Construction – June 01, 2023

Complete Construction – July 31, 2023

ATTACHMENTS:

1. Resolution
2. Redwood Roofers Quote

RESOLUTION NO. _____-2023

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING CONTRACT WITH REDWOOD ROOFERS, CITY PROJECT PWP-00128; AUTHORIZING CITY MANAGER TO EXECUTE CONTRACT (AMOUNT NOT TO EXCEED \$105,841.00, ACCOUNT NO. 427-4876-0731); AND FINDING THE PROJECT EXEMPT FROM CEQA UNDER 14 CCR 15268

WHEREAS, the roof on the Corporation Yard is leaking and in need of repairs; and

WHEREAS, quotes for the Project were solicited from four local contractors in May 2023; and

WHEREAS, three responsive quotes, and one un-response quote were received for the Corp Yard Roof Replacement Project, PWP-00128; and

WHEREAS, the lowest quote was received from Redwood Roofers in the amount of \$105,841.00 to complete this work; and

WHEREAS, staff has confirmed that Redwood Roofers has the proper license, experience, and meets the necessary requirements to be considered a responsive bidder; and

WHEREAS, the project was budgeted in the 2022/2023 Capital Improvement Program in the amount of \$50,000; and

WHEREAS, a budget amendment in the amount of \$55,000 was processed at the Mid-Year budget review to ensure sufficient funds to complete the proposed work; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. The Redwood Roofers proposal meets the requirements of the Project and is considered responsive.
2. Redwood Roofers has the proper licenses to complete the Project.
3. With the budget amendment, approved March 22, 2023, sufficient funds are available to fully complete the project.

NOW, THEREFORE, BE IT RESOLVED that this Project is categorically exempt from CEQA, 14 CCR Section 15268 which allows for repair and maintenance to existing facilities; and

BE IT FURTHER RESOLVED that the City Council of the City of Fort Bragg does hereby accept the proposal of Redwood Roofers, awarding the contract for the Corporation Yard Roof Replacement Project to Redwood Roofers and authorizing the City Manager to execute the same (Amount Not to Exceed \$105,841.00; Account No. 427-4876-0731).

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of May, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

BERNIE NORVELL
Mayor

ATTEST:

Cristal Muñoz
Acting City Clerk



REDWOOD ROOFERS

CONTRACTOR'S LICENSE NUMBER 957548

22 April 2023

Roofing Bid: City Of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437

Site Location: 31301 Cedar Street
Fort Bragg, CA 95437

Work Description: Corp. Yard Barn / Shop

1. Remove existing two (2) layers of composition shingles, and underlayment, flashing, and skylight.
2. Installation of 1/2" C.D.X. 5-ply plywood in all areas of the roof that currently does not have plywood.
3. In area where existing skylight was removed install necessary framing to eliminate existing opening, installation of 1/2" C.D.X. 5-ply plywood in this location - interior finish work not included.
4. Remove existing trim board on vertical walls so that step flashing can be installed. Installation of 1" x 4" con hrt. redwood that has a 30° bevel cut. Redwood to be back primed, finish painting work to be done by others.
5. Apply GAF HD® laminate style shingles (wind rating 110 M.P.H.) over a layer of Dupont Protec® synthetic underlayment. Shingles to be fastened with stainless steel coil nails.
6. Low Pitched Roofing Areas
 - a. Remove existing one (1) layer of rolled roofing.
 - b. Cut a kerf into the existing siding to properly wrap modified bitumen up existing siding.
 - c. Apply white 60 mil. T.P.O. (thermoplastic polyolefin) membrane and all necessary accessories, i.e.: T.P.O.-coated edge flashing, T.P.O. pipe seals, inside & outside corners, "T" patches, and T.P.O. heating flue jacks. T.P.O. membrane to be applied over an underlayment of G-2 fiberglass base sheet attached to roof sheeting with a 2 3/8" HPWX plate fastened with 2" #15 thread with a #3 Philips head.
 - d. Installation of galvanized 'Z' flashing.

1 | Page City Of Fort Bragg | 31301 Cedar Street | Fort Bragg, CA 95437 | Corp. Yard Barn / Shop



REDWOOD ROOFERS

CONTRACTOR'S LICENSE NUMBER 957548

- e. Installation of 1" x 4" con hrt. redwood that has a 30° bevel cut to capture 'Z' flashing at wall. Redwood to be back primed, finish painting work to be done by others.
- 7. Install all necessary flashings. i.e.: edge flashing, 'Z' flashing, plumbing vent jack, heating flue jack and storm collar, turbine jack (turbine tops appear to be in good serviceable condition and will be reinstalled.
- 8. Removal and reinstallation of existing radio antenna.
- 9. Remove all debris from the site to onsite dumpster.
- 10. Building permit costs not included as it is our understanding that permits are not necessary, if they are required, we would be happy to provide costs.

Cost of Labor & Materials: \$105,841.00 *

**Price Predicated On Prevailing Wage*

Payment: 10% or \$1,000 (whichever is less) will be due upon the signing of the contract. Half of total contract will be due upon the commencement of the work, and the balance will be due in full within 5 days from the completion of the work.

Payment Terms: Late fees past 30 days will be charged 1.5% per month. Customer shall pay all costs of collection, including without limitations, reasonable attorney's fees. In addition to any other right or remedy provided by law, if customer fails to pay for the services when due as listed above, Redwood Roofers has the option to treat such failure to pay as a materials breach of this Contract and may cancel this Contract and/or seek legal remedies.

DISCLAIMERS

Any labor or materials not covered by this bid yet found to be necessary to perform the contracted work will be done on a time and materials basis, subject to the owner's approval. Bid does not include any structural or rot repairs; any necessary carpentry to be done on a T&M basis subject to owner's approval. [Roof repairs and partial roof

2 | Page City Of Fort Bragg | 31301 Cedar Street | Fort Bragg, CA 95437 | Corp. Yard Barn / Shop



REDWOOD ROOFERS

CONTRACTOR'S LICENSE NUMBER 957548

*replacements are not guaranteed. Redwood roofers will make every attempt to ensure that the work performed addresses the roofing issues as described in this bid, but we will make no warranty that the application and services will meet your requirements. At no event will redwood roofers be liable to you or anyone else for any repairs made or any action taken or any damages. No advice or information, whether oral or written, shall create any type of guarantee]. Bid Includes removal of 1 layer of roofing unless otherwise stated. If additional layers of roofing are found, they will be removed on a T&M basis. Bid does not include plywood unless otherwise stated, if plywood does not exist, it will be required and will be installed on a T&M basis. The 3% discount for cash or check applies to each signed bid and not applicable to change orders. Bid does not include any skylights or necessary interior skylight work unless otherwise stated; a bid for interior finish carpentry can be provided upon request. Redwood Roofers shall not be held responsible for "popped nails" or plaster/siding damage resulting from any roofing work, dust, dirt or debris in attic, minor damage to shrubs, driveways, walkways or patios. The unit skylights have a warranty for the following: acrylic domes are warrantied five (5) years; insulated glass units are warrantied ten (10) years. The contract price has been calculated based on the current prices for materials as of the execution of this Agreement. Contractor agrees to use his best efforts to obtain the lowest possible prices from available material suppliers. In the event of significant delay or price increase of material occurring during the performance of the contract through no fault of the Contractor, the contract sum, time of performance, and contract requirements shall be equitably adjusted by change order in accordance with the procedures of the contract documents. A change in price of an item of material shall be considered significant when the price of an item increases **5% percent** between the date of this contract and the date of installation. Redwood Roofers maintains, at all times, General Liability Insurance with a \$2,000,000.00 limit of liability and Workers Compensation Insurance. Upon Request, we shall furnish a certificate of insurance as proof of this coverage. Redwood Roofers will arrange for the final roofing inspection. The smoke detector affidavit is the sole responsibility of the property owner. All work will be done to the uniform building code standards or better. All work will be done on a timely basis. The cost of this bid is current for 30 days.*

WAIVER OF CONTRACTUAL RIGHT: THE FAILURE OF EITHER PARTY TO ENFORCE ANY PROVISION OF THIS CONTRACT SHALL NOT BE CONSTRUED AS A

3 | Page City Of Fort Bragg | 31301 Cedar Street | Fort Bragg, CA 95437 | Corp. Yard Barn / Shop



REDWOOD ROOFERS

CONTRACTOR'S LICENSE NUMBER 957548

WAIVER OR LIMITATION OF THAT PARTY'S RIGHT TO SUBSEQUENTLY ENFORCE AND COMPEL STRICT COMPLIANCE WITH EVERY PROVISION OF THIS CONTRACT.

**BONDED AND FULLY INSURED
ESTABLISHED IN 1972**

I have read, understand, and agree to the terms of this bid:

Dakota Murray
General Manager

Signature

(Print)

Date



City of Fort Bragg

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

Text File

File Number: 23-156

Agenda Date: 5/22/2023

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 8B.

Discuss Reservoir Project Design Engineering Request for Proposals and Recommend Release



AGENCY: City Council
MEETING DATE: May 22, 2023
DEPARTMENT: Public Works
PRESENTED BY: Diane O'Connor
EMAIL ADDRESS: doconnor@fortbragg.com

AGENDA ITEM SUMMARY

TITLE: Discuss Reservoir Project Design Engineering Request for Proposals (RFP) and Recommend Release

ISSUE:

On March 31, 2023, the City finalized the purchase of six (6) parcels totaling 582 acres (the "Property"), located adjacent to Highway 20 and abutting the Summers Lane Reservoir property. The primary objective of the purchase is to construct three (3) reservoirs of the approximate size of Summers Lane Reservoir, which is 45 acre-feet. This location provides convenient connection to infrastructure allowing gravity flow to our raw water line, conveying water to our treatment plant. Another benefit is the proximity to high power PG&E transmission lines. Our reservoirs require a floating cover to suppress algal growth and evaporation. The City's existing reservoir has floating balls to reduce the effects of sunlight which has worked extremely well. It is our hope to install floating solar panels on the new reservoirs to generate roughly 3 megawatts of electricity.

While being an ideal location for the proposed reservoirs, the site does contain sensitive natural communities that have been mapped by California Department of Fish and Wildlife (CDFW). Consequently, the construction of reservoirs on the site will require mitigation of any impacts to the sensitive habitat. The City is working very closely with CDFW on this project. The City has also discussed this project with the California Department of Fish and Wildlife Lake and Streambed Alteration Division (CDFWSA). This project provides off stream storage which greatly reduces impacts to the stream aquatic ecosystem.

The three reservoirs will require approximately 30 acres of land. The remainder of the property will be used for a combination of mitigation, conservation and recreation. The City is working with the Mendocino Land Trust and CDFW to establish a Community Forest on the site to protect the land, and to provide access to the public. Staff has prepared a Request for Proposals (RFP) to attract qualified firms interested in assisting the City with the reservoir site design and all of the associated technical and environmental studies necessary to obtain project approval, including acquisition of permits necessary to construct the project.

ANALYSIS:

The RFP is written to provide sufficient information to prospective firms to generate comprehensive proposals that demonstrate their capabilities to perform the work. Because this project has several components and the potential to generate considerable interest, staff is bringing forward the RFP for City Council review and approval. While the primary goal is the construction of the reservoirs to improve our water resiliency, the secondary goal of creating a Community Forest will also greatly benefit the community.

An important part of the proposed project will be defining what areas of the property will be

used for reservoir construction, construction mitigation, conservation, and recreation, as the associated environmental document will need to be created appropriately.

The project will include the following construction:

- Reservoir Compound: Approximately 30-acre fenced area containing three 45-acre foot reservoirs, a caretaker residential unit and a storage unit.
- Parking Area: Construction of fenced parking lot and pit toilets in the highly disturbed area off of Highway 20.
- Caretaker unit: An additional residential unit to be located in disturbed area by Humane Society that was occupied by a residence in the past.

Based on preliminary observations, it appears as though the southerly central portion of the site is best suited for locating the reservoirs. Preliminary biologic work is underway under separate contract to determine if that is actually the case. Based on the previous mapping done by CDFW, the southwesterly area along Summers Lane has some of the best examples of the sensitive species and will likely need the most protection. For areas outside of the reservoir compound, the primary tasks for this project will be determining which of the existing trails and paths will be formalized and which will be abandoned or restored, identifying what areas need immediate intervention for preservation, and determining appropriate preservation strategies. Staff expects these decisions to be made with the assistance of CDFW, as well as the Land Trust, who may ultimately manage the Community Forest.

RECOMMENDED ACTION:

Direct staff to release the RFP

ALTERNATIVE ACTION(S):

1. Do not release the RFP
2. Modify the RFP for release
3. Provide alternative direction to staff.

FISCAL IMPACT:

While the City might be eligible for grant funding to support the design of this project, it would likely delay project startup by up to a year. Acquisition of grant funding for other water projects has allowed for adequate funding to be available in the Water Enterprise Account. Staff anticipates that grant funding will be available in the future for construction of the reservoirs as well as for conservation of the property. Current budget amount for this design project is \$850,000.

GREENHOUSE GAS EMISSIONS IMPACT:

No impacts are anticipated from the design of the project.

CONSISTENCY:

Completion of this project will increase water reliability and help protect both aquatic and special status terrestrial plant habitats. It will also help with developing an emergency supply for disaster preparedness.

IMPLEMENTATION/TIMEFRAMES:

Below is the proposed schedule:

Advertise RFP	May 25, 2023
Last Day to Submit Written Inquiries	July 6, 2023
Proposal Due Date	July 19, 2023
Preliminary Selection	July 28, 2023
City Council Contract Award	August 14, 2023
Notice of Award	August 15, 2023
Anticipated Notice to Proceed	September 5, 2023
Ready to Bid for Construction	January 5, 2025

ATTACHMENTS:

1. RFP for Design and Associated Environmental Studies

NOTIFICATION:

1. None



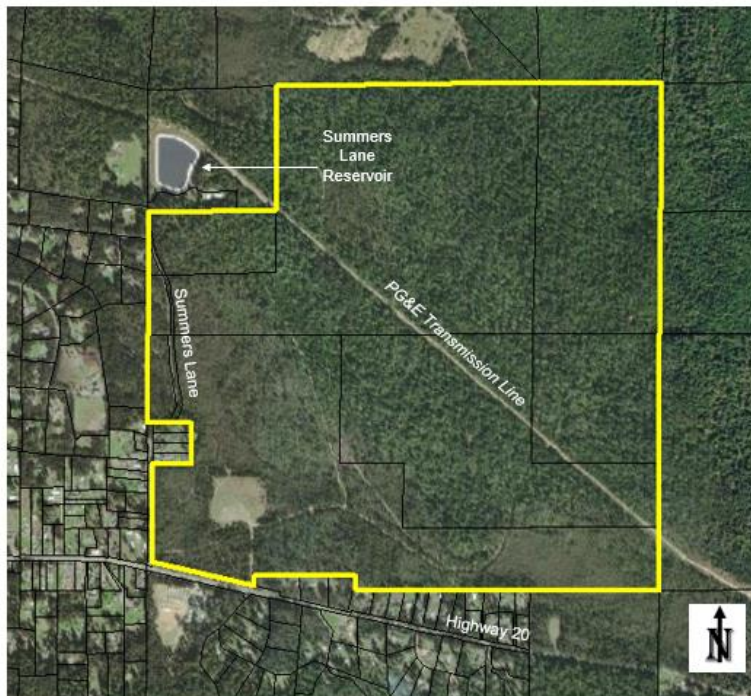
CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR RESERVOIR DESIGN AND ASSOCIATED ENVIRONMENTAL STUDIES

30900 HIGHWAY 20 (APN's 019-070-07, 10, 11, 019-080-14, 23)

The City of Fort Bragg (City) is seeking proposals from qualified consultants interested in contracting with the City to design 3 (three) 45-acre-foot reservoirs within a fenced compound (Project) and to prepare construction drawings, environmental documentation, and contract documents supporting their construction. The reservoirs will occupy approximately 30 acres of land within a forested area purchased by the City which is comprised of 6 parcels and totals 582 acres. These parcels are located adjacent to the City's Summers Lane Reservoir, which is an existing 45-acre-foot reservoir. (Figure 1). The proposed reservoir compound shall also include a care-taker unit and a storage building. There will also be a care-taker unit to be constructed in the disturbed area within the northwest portion of the property, and a fenced parking lot and pit toilets to be constructed in the highly disturbed area off of Highway 20.

Figure 1



Not to Scale

This project is critical to ensure the reliable supply of water to residents during periods of drought. The reservoirs will be filled during the winter months with water pumped up from the Noyo River or via gravity flow from the Waterfall Gulch source when flows are high. Water will be drawn from the reservoirs during summer months when flows in the channels are low, reducing the impact to aquatic species. The water will flow primarily by gravity to the City's Water Treatment Plant.

The new reservoirs shall be similar to the existing Summers Lane Reservoir, which has a depth of up to 18-ft, fill heights of up to 16-ft, with 2:1 external and 3:1 internal side slopes. Construction of new piping to and from the reservoirs and conveyance piping to existing infrastructure will be needed. The project's proposed dam heights and storage capacities shall be such that the project does not fall within the jurisdiction of the California Division of Safety of Dams.

It is assumed that the reservoirs will need to be lined with HDPE due to high groundwater, and that floating covers will be required to reduce evaporation and algae growth. The design shall consider the future installation of floating solar panels on at least one of the proposed reservoirs. At least one of the reservoirs shall be accessible for a helicopter to draw water from for fire suppression.

The site includes the endemic and rare sensitive natural habitat of the Mendocino Cypress Woodland, as mapped by California Department of Fish and Wildlife, as well as the more traditional redwood forest associations. Preliminary biologic studies are underway to optimize reservoir siting and minimize impacts to special status species. The project is anticipated to include mitigation measures for impacts due to project construction, and it is the intention of the City to use the majority of the property to create a community forest. It will be important to the project to clearly define areas to be used for development, for conservation, and for mitigation sufficiently early in the process in order to develop appropriate environmental evaluation and documentation strategy.

A. SCOPE OF WORK

The City intends to retain a qualified and committed professional engineering consultant. The successful consultant shall demonstrate the availability of qualified personnel to perform required engineering services. Consultants shall develop an appropriate work plan for design services and will utilize that work plan to successfully develop construction documents that provide sufficient information to contractors to adequately prepare and submit accurate bid proposals while minimizing construction change orders.

For all work products, the engineering consultant shall perform all work necessary to define the Project and produce all necessary documents required to obtain approval of the design from the City. In addition, the engineering consultant shall be responsible for the preparation, submittal, and approval of any possible permits required for construction activities.

Listed below is a general description of the scope of services/task that are anticipated to comprise this Project. Proposing consultants are encouraged to expand upon this outline and

recommend additional value-based services as part of the approach while also being cognizant of costs.

Task 1 – Meetings and Project Management

1. Project Administration.
2. Project Quality Assurance/Quality Control Program.
3. Progress Meetings and Reporting. Project progress meetings and reporting will include virtual meetings through Zoom or mutually agreed upon location between City staff and the consultant. Meetings shall be held as often as deemed necessary and at a minimum the consultant shall report monthly on work accomplished in the previous month and the status of the project progress, project schedule, project budget, and any modifications. Project Team meetings with other project stakeholders will be held as needed. Minutes of all the meetings will also be prepared by the Consultant and furnished to attendees and concerned parties within five working days of the meeting.
4. Jurisdictional Agency Coordination, as needed.
5. Design Review Workshops/Public Outreach. Up to 2 meetings to be held either virtually or in person.
6. Preparation of Presentations and participation at Meetings.

Task 2 – Preliminary Engineering Report

Develop and submit a preliminary design report (PER) with sufficient information to complete environmental documentation and initiate detailed design. At a minimum, the PER shall:

1. Recommend a preferred site layout, with emphasis on biological and preliminary geotechnical evaluations. Designate proposed areas for development, conservation and mitigation.
2. Provide reservoir site plan, and profile – complete with site access, parking, utilities, fencing, and drainage information.
3. Provide project description sufficient to support to project environmental documentation for CEQA. NEPA may be necessary depending on grant funding.
4. Summarize primary design elements.
5. Summarize permits required for the Project and include a workflow and schedule to obtain the permits.
6. Prepare construction cost estimate for the proposed reservoirs and site layout and develop innovative solutions to minimize cost impacts.
7. Identify construction access and potential equipment and material lay-down areas
8. Present anticipated schedule for construction.
9. Completed construction documents that are designed and organized in such a way as to make updating them convenient and yet maintain internal consistency.

Task 3 – Survey

Following approval of the Preliminary Engineering Report by the City, a survey of the proposed reservoir compound area, secondary caretaker unit area, and recommended conveyance piping alignment shall be completed. The survey work shall cover all areas of proposed disturbance and include the following:

1. One-foot contours

2. 50-ft survey corridor along the proposed pipe centerline
3. Tree size and type
4. Identify all affected easements, facilities, and property boundaries
5. Identification of all visible above-grade features and obstructions to the proposed piping, as well as any marked, below-grade utilities
6. Survey limits to include sufficient data for environmental compliance (CEQA)
7. Deliverables:
 - a. Survey data: Raw data points and processed data
 - b. Topographic/existing conditions maps, PDF and digital format

Task 4 – Geotechnical

Geotechnical investigation for the Project shall be designed to collect data that is sufficient to ensure optimum project design for the site conditions. Deliverable will be a geotechnical report.

Task 5 – Environmental/CEQA Compliance

Provide environmental services required to identify any environmental issues and primary tasks required to comply with CEQA.

1. Perform detailed studies required to assess the environmental setting and determine appropriate CEQA determination for the project (ie: Mitigated Negative Declaration, EIR, etc.). This may include but not be limited to Cultural Resources, Traffic, Hydrology, Geology and Biology. Preliminary biologic study for reservoir siting is underway under separate contract. An EIR was prepared for the site to be developed as golf course in 2005, and is available for review for this project.
2. Prepare any figures required for environmental compliance.
3. Obtain any construction permits required on behalf of City of Fort Bragg.
4. Prepare the required CEQA documentation on behalf of City of Fort Bragg.

Task 6 – Design

The design team will be responsible for the complete design phase culminating with design documents, plans and specifications suitable for public bidding and construction of the work. The design shall assume that construction will be required to be Buy American compliant. All construction documents shall be fully compliant with all of the requirements of any funding source. Consultant is responsible for thoroughly reviewing and understanding the design and construction requirements imposed by funding sources, and to ensure they are fully incorporated into the construction documents. Consultant shall work with City staff to ensure that the contract documents reflect all the funding source requirements.

1. Design issues to be addressed:
 - a. avoidance of special status species
 - b. Earthwork balance
 - c. Intake design
 - d. Conveyance piping
 - e. Site access, security, and drainage
 - f. Environmental SWPPP and BMPs
 - g. Construction cost containment

- h. Maintenance Issues
- 2. Design deliverables: Complete detailed construction drawings and specifications to facilitate permitting and bidding of the Project. Submit for City review at 30%, 60%, 90% and 100%. City shall have 2 weeks to review. Completed construction documents shall be designed and organized in such a way as to make updating them convenient and yet maintain internal consistency
 - a. 60% design shall include drawings, outline of specifications, and preliminary cost estimate (3 sets of paper copies).
 - b. 90% design shall include drawings, specifications, and cost estimate (3 sets of paper copies).
 - c. Bid set (100%) shall include wet-signed drawings, wet-signed specifications, and cost estimate (1 set of paper copies plus digital).
 - d. Electronic copies of plans, specifications and estimates at each submittal stage.
 - e. Drawings shall include:
 - 1. Civil design including reservoir compound, secondary caretaker unit, and access road
 - 2. Structural design
 - 3. Mechanical piping design
 - 4. Cathodic protection design
 - 5. Electrical and instrumentation design
 - 6. Landscape and irrigation design
 - 7. Fencing
 - 8. Sedimentation control and site drainage improvements design
- 3. Preparation of Timber Harvest Plan: Construction will require removal of trees which will most likely require a Timber Harvest Plan (THP).
- 4. Quality control strategies.

Task 7 - Project Schedule

Design schedule shall be updated to accurately reflect current Project status and shall include coordination with the County of Mendocino.

- 1. Construction schedule shall include post construction activities.
- 2. Coordinate with the County of Mendocino and other agencies as required to obtain all permits necessary for the project on behalf of the City.

Task 8 – Bidding Assistance

- 1. Attend a pre-bid meeting hosted by the City for prospective bidders and/or contractors and be available to answer questions.
- 2. Review and prepare written responses addressing technical questions submitted by the prospective bidders during the bid phase for inclusion in bid addenda. Note that City staff will prepare and transmit the bid addenda to the prospective bidders.

Task 9 - Quality Control/Quality Assurance

All submittals (plans, calculations, reports and associated documents) shall adhere to a City approved quality assurance/quality control (QA/QC) program. The selected consultant shall identify major reviews and procedures that are specific for this Project. A successful QA/QC program is one in which the consultant does not use the City as “plan checkers” for the work.

B. STANDARDS

The Project must adhere to the City and County of Mendocino design standards, if applicable, regulations, policies and procedures for all work at the time of Project advertisement. All work must be performed and work products prepared in such fashion to be approved by the appropriate agency, i.e. County of Mendocino.

Additionally, the Project must adhere to the following:

1. Design shall comply with the latest City and County of Mendocino ordinances.
2. Digital formats for use in plan development, plats and record drawings shall be delivered utilizing AutoCAD/Civil3D (.dwg) 2021 release or lower.
3. All electronic text document deliverables shall be in the Microsoft Office platform (Word, Excel, PowerPoint, Project, Visio, etc.) version 2016 or newer.
4. All Geographical Information System (GIS) files shall be delivered in acceptable vector spatial data formats which are geodatabase (.gdb), personal geodatabases (.mdb) and shapefiles (.dbf, .prj, .sbn, .sbx, .shp, .xml, .shx).
5. All horizontal data (X, Y coordinates) shall be delivered using the California State Plane Coordinate System (NAD 83, Zone II, feet).
6. Specifications shall be in Construction Specification Institute (CSI) format and in conformance with City’s Standard Specifications.
7. All reports should be submitted electronically and provided in Word for review, with the final version provided in Adobe PDF format with OCR and indexed.

C. Proposal Requirements:

The proposal should be concise, well organized, and demonstrate the responders’ qualifications and experience applicable to the Project. Responses will be evaluated based on the information submitted.

1. Proposers should send a complete digital proposal, collated into one PDF document, three (3) printed copies of the completed proposals and cost bid so that it is received no later than 2:00 PM on July 19, 2023 to:
City of Fort Bragg
ATTN: City Clerk
416 N Franklin Street
Fort Bragg, CA 95437
cityclerk@fortbragg.com
2. Format: The proposal shall be printed on double-sided, 8.5” x 11” pages, printed on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.

3. Contents: Proposals shall contain the following:

- a. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the consultant's interest and commitment to the proposed Project. The letter shall include the name, title, address, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process.
- b. Firm Description: Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence. Include same for any subconsultant proposed. Indicate roles of prime and all sub-consultants.
- c. Relevant Experience: Describe relevant experience designing reservoir and other water capital improvement projects and preparing technical specifications for public works projects for other public agencies. Indicate roles of prime and all sub-consultants
- d. Key Personnel Qualifications: Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience. Provide resumes of the Project Manager and other key Project team members. Resumes shall include relevant experience, proposed role, education, and licenses. The resume for each individual shall not exceed two pages in length and can be included in an appendix. For the Project Manager, provide at least three references (names and current phone numbers) from recent work (previous five years) similar in size and scope to this Project. Include a brief description of each project associated with the reference, and the role and responsibility of the Project Manager. Replacement of key team members will not be permitted without prior consultation with and approval by the City. All work shall be performed under the supervision of an engineer licensed in the State of California, who has substantial experience with projects of similar size and scope
- e. References: List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. For the Project Manager, provide at least three references (names and current phone numbers) from recent work (previous five years) similar in size and scope to this Project. Include a brief description of each project associated with the reference, and the role and responsibility of the Project Manager. The City may request a copy of a similar report prepared previously by the firm for another agency.
- f. Scope of Work: Provide an explanation of tasks associated with the project, including how you propose to complete each task. Include a breakdown of recommended tasks, including tasks not identified above that could benefit the project.
 - i. Provide a narrative that clearly identifies key Project issues/challenges and describe the consultant's understanding of, and ways to mitigate and effectively address, these key Project issues/challenges in design and during construction. Include detailed descriptions of innovative or alternative ideas and approaches to the Project design and construction in a cost-efficient manner.

- ii. Discuss, if applicable, elements that have not been considered by the City (new ideas).
 - iii. Provide prioritization of tasks and permit requirements.
 - iv. Discuss consultant's approach to budget control and minimizing construction change orders or how their design (approach) considers minimizing construction change.
 - v. Summarize value engineering opportunities.
 - vi. Provide discussion of how the QA/QC program manages subconsultants' efforts to ensure technical accuracy and successful completion of the Project.
 - vii. Provide information summarizing measures that will be implemented to monitor project schedule and budget.
- g. Budget and Schedule of Charges: Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
- h. Work Schedule: Provide a time schedule for completion of work. This Project is a priority for the City's Capital Improvement Program. As such, it is imperative that the design of this Project is completed and ready to bid by January 5, 2025. Proposing consultants shall demonstrate they are capable of delivering the final bid documents to the City by this deadline. The proposing consultants shall provide a description of the critical path items and summarize an approach that demonstrates successful completion in an expeditious fashion.
- i. Insurance: The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The cost of such insurance shall be included in the consultant's proposal.
- j. Consultant Agreement: The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement must be included in the proposal.

D. EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Understanding of the work to be completed

- Experience with similar kinds of work
- Capabilities and resources of the firm
- Qualifications and experience of project personnel
- Schedule for completion of work
- Proposed cost

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process. The Consultant awarded the contract will be chosen based on the apparent greatest benefit to the City. The City will make the final determination of the Consultant selected, as it deems appropriate, in its sole discretion, and in the best interests of the services provided.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of contract will be presented to the Fort Bragg City Council.

Each Consultant will be notified in writing whether or not it has been selected as the preferred Consultant.

E. SCHEDULE FOR SELECTION AND AWARD

Advertise RFP	May 25, 2023
Last Day to Submit Written Inquiries	July 6, 2023
Proposal Due Date	July 19, 2023
Preliminary Selection	July 28, 2023
City Council Contract Award	August 14, 2023
Notice of Award	August 15, 2023
Anticipated Notice to Proceed	September 5, 2023
Ready to Bid	January 5, 2025

F. OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

G. QUESTIONS

Questions regarding this solicitation shall be directed in writing to Diane O’Connor at doconnor@fortbragg.com. All inquiries shall be received by July 6, 2023. Responses to the inquiries will be posted on the City’s website at www.city.fortbragg.com on July 7, 2023.

H. ATTACHMENTS

Exhibit A – City’s standard Professional Services Agreement



City of Fort Bragg

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

Text File

File Number: 23-166

Agenda Date: 5/22/2023

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 9A.

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Pursuant to Paragraph (1) of Subdivision (d) of Gov. Code Section 54956.9. City of Fort Bragg v. Mendocino Railroad



City of Fort Bragg

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

Text File

File Number: 23-165

Agenda Date: 5/22/2023

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 9B.

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of Gov Code Section 54956.9: (two cases)