



CITY OF FORT BRAGG

Incorporated August 5, 1889
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NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that a regular meeting of the Fort Bragg City Council will include the following agenda item pertaining to the former Georgia-Pacific Mill Site:

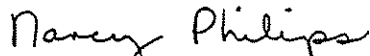
| MEETING | AGENDA TOPIC |
|--|---|
| City Council Monday, June 12, 2006 7:00 p.m. | <ul style="list-style-type: none">• Adopt Resolution Authorizing City Manager to Execute a Contract with Paul Siri for Preparation of Detailed Project Program for Noyo Center (Amount Not to Exceed \$43,750; Account #132.4823.319)• Adopt Resolution Authorizing City Manager to Execute a Contract Amendment with Lohr Associates Inc. for Continuation of Planning and Consulting Services for Noyo Center (Amount Not to Exceed \$10,240; Account #153.4823.319) |

The above-referenced meeting will be held at Town Hall, 363 North Main Street, Fort Bragg.

Persons interested in the former Georgia-Pacific Mill Site are invited to appear and provide comments at this public meeting. If you are not able to attend, you may direct written comments in advance of the meeting to the City of Fort Bragg, Community Development Department, 416 N. Franklin Street, Fort Bragg, CA 95437; or email comments to jdose@fortbragg.com.

Handicapped access is provided. The City of Fort Bragg does not discriminate in housing or employment on the basis of race, religion, sex, age, national origin, marital status, disability or handicap. If assistance is needed to participate in this public meeting please contact the person listed above.

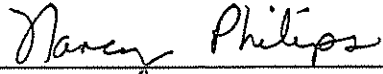
POSTING/EMAIL DATE: June 7, 2006.



Nancy Phillips
Administrative Secretary

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg in the Administration Department; and that I caused this notice to be posted in the City Hall Notice case on June 7, 2006.



Nancy Philips
Administrative Secretary

- cc: City Manager
- Fort Bragg City Council
- Management Team
- G-P Interested Parties Email List
- 2006 Press Listing *(FYI only)*



MEETING DATE
June 12, 2006

DEPARTMENT
FORT BRAGG CITY COUNCIL

4. 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

A. Approve Scope of Work for Automated Meter Reading System

The City of Fort Bragg provides water service to approximately 2,700 residential and commercial connections. The majority of these connections are 5/8-inch and 3/4-inch residential services. The City serves approximately 250 commercial accounts with meter sizes ranging from one and six inches. Most of the meters are located in meter boxes in the sidewalk in front of the buildings, or are located in the adjacent alley.

Every two months, Public Works maintenance staff walks in the City right of way or in customer's front yards, lifts the meter box lids and hand records the volume of water consumed by each customer in ledger books. The Finance Department enters the data into the City's billing system and produces a bi-monthly bill for each customer. City Public Works staff dedicates one week every two months to read the meters. City Finance staff sets aside several days to complete the billing.

In order to save staff time and resources, the Public Works Department is proposing to update the water system reading and billing process by installing an automated meter reading system. This automated meter reading system would significantly shorten the length of time needed to record water usage and prepare water bills. Maintenance staff will read the meters by driving City streets with a receiver attached to a laptop computer. Radio signals from each meter will be recorded and stored in a form that will be compatible with the City's billing software.

The scope of work for this project will consist of the installation of approximately 2,700 automated meter reading devices. It is anticipated that most or all of the residential water meters will be replaced as part of this project in order to upgrade to the automated system and minimize operations and maintenance.

The feasibility and economics of retrofitting some of the newer meters with automatic meter reading devices will be evaluated prior to the start of construction. Out of 250 meters sizes 1 inch and greater, approximately 50 have been replaced in the last five years. The City will evaluate each of the larger meters to determine whether to replace the meter and register or retrofit the existing meters with the wired registers. If the meter is still accurate, it may pay to retrofit.

The automated system will also be capable of providing water consumption profiling and constant information tracking. These features will increase the City's ability to identify leaks and notify customers. Replacement of water meters will increase the accuracy of the flow measurements. Approximately 1,400 of the existing water meters are ten years old or older. The typical replacement lifetime of a water meter is 15 years.

The Public Works Department proposes to issue a request for quotes for field installation of equipment and automatic meter reading system installation, testing and training. The Scope of Work to be included in the RFQ for the project is attached.

Recommendation: Approve Scope of Work for Automated Meter Reading System.

B. Adopt Resolution Authorizing City Manager to Execute a Contract with Paul Siri for Preparation of Detailed Project Program for Noyo Center (Amount Not to Exceed \$43,750; Account #132.4823.319)

At the City Council meeting of May 22, 2006, staff presented a proposal from Paul Siri to prepare a Detailed Project Program for the proposed entity currently identified as the Noyo Center. The project would be funded by an award of \$35,000 from a 2005 Planning and Technical Assistance Economic Development Allocation grant (05-PTAA-1444) from the State Community Development Block Grant (CDBG) program. A City of Fort Bragg cash match for this project of \$8,750 has been allocated per grant requirements.

The need for a Detailed Project Program (DPP) was identified in the Strategic Plan for the Noyo Center, which was also presented to Council on May 22, 2006, by Susan Lohr of Lohr Associates, Inc. The purpose of the DPP is to take the recommendations, site options, site development considerations, and facility operational requirements identified through the community planning process that was the foundation for the Strategic Plan, and incorporate these into a phased development program for the Center. The DPP thus provides a programmatic foundation for a Noyo Center master plan and eventual detailed architectural design for the facility.

Paul Siri was one of the marine experts invited by Susan Lohr to participate in the Phase I planning process and generation of the Strategic Plan for the Noyo Center. He is a professional biologist with over 30 years experience in the field. As Associate Director for the University of California's Bodega marine laboratory for over 20 years, Mr. Siri has extensive expertise related to facility and administrative needs for research and education programs, including specialized experience in building multi-function marine laboratory structures.

Because of Mr. Siri's familiarity with the Noyo Center planning process, and as a result of his unique qualifications, staff has requested and received from the State Department of Housing and Community Development authorization to proceed with a Non-Competitive Proposal/Sole Source procurement process for the award of the consultant service contract.

Recommendation: Adopt Resolution Authorizing City Manager to Execute a Contract with Paul Siri for Preparation of Detailed Project Program for Noyo Center (Amount Not to Exceed \$43,750; Account #132.4823.319).

C. **Adopt Resolution Authorizing City Manager to Execute a Contract Amendment with Lohr Associates Inc. for Continuation of Planning and Consulting Services for Noyo Center (Amount Not to Exceed \$10,240; Account #153.4823.319)**

At the City Council meeting of July 11, 2005, staff presented a proposal from Susan Lohr of Lohr Associates, Inc. to prepare a preliminary feasibility study for a Fort Bragg Marine Science Institute. Funding of \$35,000 was awarded for this project from a 2004 Planning and Technical Assistance Economic Development Allocation grant (04-PTAA-0317) from the State Community Development Block Grant (CDBG) program. A City of Fort Bragg cash match for this project of \$8,750 has been allocated per grant requirements.

Per contract, Susan Lohr facilitated a preliminary planning workshop and a subsequent comprehensive planning workshop. The preliminary planning workshop, attended by approximately 75 community members and other interested parties, was held on July 27, 2005. Her report on this workshop was received in October 2005 and distributed by staff to interested parties. It was used by Susan Lohr, with staff input, to refine and narrow the scope of the subsequent 3-day Comprehensive Planning Workshop held in November 2005. For the second workshop, Susan Lohr incorporated the talents of six outside experts with expertise in marine field stations and laboratories. This team, including Susan Lohr, has provided evaluation and recommendations to other communities and entities exploring similar projects.

The product of the planning process was a summary planning report prepared by Ms. Lohr that incorporated cumulative community input, staff input and the team of scientists' recommendations. The summary planning report was designed to be a foundation for a Noyo Center strategic plan. On January 23, 2006, the City Council approved an amendment to Ms. Lohr's contract to allow an extension of time and increase in contract amount so that Ms. Lohr could continue the planning process by preparing a Strategic Plan for the Noyo Center based on the summary report.

On May 22, 2006, Ms. Lohr presented the Strategic Plan for the Noyo Center to the Council. At that time, staff requested that Council provide direction as to the Detailed Project Program for the Noyo Center, which Ms. Lohr's Strategic Plan identified as the next step in the Noyo Center planning process. As a result of the Council's positive feedback, staff, under a separate agenda item, has made a recommendation to hire consultant Paul Siri to prepare the Detailed Project Program. However, during meetings with consultants Susan Lohr and Paul Siri, it became apparent that in order to ensure that the Strategic Plan mission, vision and goals identified through the comprehensive planning process are interpreted and synchronized with the DPP, continuation of Susan Lohr's direct involvement is critical.

Because Ms. Lohr is able to continue her role in the Noyo Center planning process and there are both funds remaining in the current CDBG grant #04-PTAA-0317 for this project and sufficient time before grant expiration to allow continuation of services, staff recommends that the scope of work under the current contract be expanded to include continuation of planning and consulting services for Noyo Center.

Recommendation: Adopt Resolution Authorizing City Manager to Execute a Contract Amendment with Lohr Associates Inc. for Continuation of Planning and Consulting Services for Noyo Center (Amount Not to Exceed \$10,240; Account #153.4823.319).

D. Adopt Resolution Authorizing City Manager to Execute a Contract with Hilton, Farnkopf, Hobson for Assistance with Trash & Recycling Collection Franchise Request for Proposals (Amount Not to Exceed \$35,688; Account #110.4310.319)

In October 2005, the City entered into an agreement with Brown, Vence & Associates, Inc. (BVA) for financial analysis and assistance with negotiations with Empire Waste Management for a new solid waste and recycling collection contract. Peter Deibler has been our primary contact at BVA. The costs of the City's contract with BVA were covered by Empire Waste Management through the establishment of a deposit account. Two circumstances have changed in recent months that necessitate a new contract. First, on April 24, 2006, the Council directed staff to proceed with competitive Request for Proposals (RFP) for the contract. Shortly thereafter, Mr. Deibler joined a different consulting firm—Hilton, Farnkopf, Hobson (HFH).

Given these two changes, staff recommends that the City enter into a contract with HFH for technical assistance with the procurement process. As shown in the scope of services, Mr. Deibler would assist with preparation of the RFP and the draft franchise agreement, help to evaluate the proposals, conduct interviews with selected proposers, and help to complete the final negotiations of the franchise agreement. While City staff and Mike Sweeney, General Manager of the Mendocino Solid Waste Management Authority, will also be involved in the procurement process, Mr. Deibler has technical expertise and experience that are needed to complete the process.

The proposed contract amount is a not-to-exceed estimate and, to the extent that efficiencies can be achieved while the services are being performed, staff will make every attempt to keep costs to a minimum. The costs for these services would be payable from the City's General Fund reserve and potentially could be reimbursed by the selected solid waste hauler through the final contract negotiation process.

Recommendation: Adopt Resolution Authorizing City Manager to Execute a Contract with Hilton, Farnkopf, Hobson for Assistance with Trash & Recycling Collection Franchise Request for Proposals (Amount Not to Exceed \$35,688; Account #110.4310.319).

E. Adopt Resolution Authorizing City Manager to Execute a Contract with Curry Group Inc. (CGI) for Geotechnical Services for Site Investigation for a Small Raw Water Reservoir (Amount Not to Exceed \$13,450; Account #610.4610.319) and Authorize Transfer of Funds from Water Capital Reserves

As part of the future needs assessment for water availability during drought conditions, staff determined that additional water storage is necessary and alternate scenarios for such storage were outlined at a recent City Council water workshop. There are basically two options; construct new treated water storage tank(s) or develop additional storage for raw water that could be made available during times of low flows from existing sources.

Staff suggested, and the City Council agreed that the possibility of constructing a new lined reservoir on City-owned property off Summers Lane should be explored. The first step in this exploration is to determine the constructability of the sub-surface in the vicinity of any future reservoir.

The City Council authorized funding from the Water Capital Reserves to contract for geotechnical services to evaluate the potential site for construction of approximately 45 acre foot raw water reservoir.

Staff developed a request for proposal as authorized by the City Council and advertised for submittal of proposals. Seven proposals were received from Curry Group, Inc. from Redding; SHN Consulting Engineers from Eureka; EarthTech from San Jose; CE&G from Walnut Creek; BACE Geotechnical from Windsor; Blackburn Consulting from Auburn and Holdredge & Kull from Chico. Costs ranged from \$9,200 to \$37,000, and provided a varying range of options as to how the work would be performed and the data provided.

City staff reviewed all proposals for technical merit, relevant experience, personnel and evaluation of proposed tasks and final product anticipated from such work. It was the consensus of staff to recommend awarding the contract to Curry Group, Inc. in the amount not to exceed \$13,450. Tasks for this project include Project Meeting; Review of Existing Information; Pre-Exploration & Field Geologic Mapping; Field Exploration; Laboratory Testing; Geotechnical Evaluations; Reporting and finally meetings and consultations. The consultant is prepared to start work within two weeks following receipt of authorization and work is expected to take two to three months depending on availability of sub-contract resources.

Recommendation: Adopt Resolution Authorizing City Manager to Execute a Contract with Curry Group Inc. (CGI) for Geotechnical Services for Site Investigation for a Small Raw Water Reservoir (Amount Not to Exceed \$13,450; Account #610.4610.319) and Authorize Transfer of Funds from Water Capital Reserves.

F. **Adopt Resolution Authorizing City Manager to Execute Contracts with ACS Government Systems, Inc. for Financial Software System (Amount Not to Exceed \$146,000; Account #110.4150.811 – \$66,000, #610.4610.811 – \$26,000, #710.4710.811 – \$36,000, #170.4810.811 – \$18,000)**

Staff has evaluated several financial management software systems for replacement of the Affiliated Computer Services, Inc. ("ACS") system which has been in use for nearly a decade. ACS has proposed its own Local Government Solutions software which is based upon Springbrook Software, the highest staff-rated software package available. We are able to continue our working relationship with ACS while obtaining the desired Springbrook software. Three contracts need to be executed with ACS:

Software License Agreement (total base fee of \$51,400)

Software Services Agreement (total base fee of \$57,000)

Product Support & Enhancement Agreement (total base fee of \$10,525)

The base fee quotes are subject to additional charges as actual work installation progresses, typical of major software conversions. There will be other costs including purchase of new hardware. The currently adopted Budget earmarks \$146,000 for software and \$34,000 for other costs, for total appropriations of \$180,000 which are distributed to the General Fund, Water Enterprise, Wastewater Enterprise and Redevelopment Project Fund.

The conversion is expected to commence in late June and be completely finished by calendar year end. The following software modules (and training) are to be installed:

- Basic finance suite including financial reporting
- Purchase orders
- Payroll
- Projects and grants management
- Fixed Assets
- Cash management
- Utility Billing
- Meter Reading interface
- Licenses and Permits

Other upgrade modules are available and may be proposed in future budgets.

Recommendation: Adopt Resolution Authorizing City Manager to Execute Contracts with ACS Government Systems, Inc. for Financial Software System (Amount Not to Exceed \$146,000; Account #110.4150.811 - \$66,000, #610.4610.811 - \$26,000, #710.4710.811 - \$36,000, #170.4810.811 - \$18,000).

G. Adopt Resolutions Pertaining to November 7, 2006 Election

Registered voters in the City of Fort Bragg elect five members to the City Council to provide oversight and set policy for the operation of the City, its agencies, programs and services. Councilmembers serve a four-year term with elections being conducted on the first Tuesday in November in each even numbered year. City Councilmember terms are staggered and overlap such that in one election year two City Councilmembers are elected and in the next, three members are elected. In November 2006, three seats will be available.

In order to provide an efficient and coordinated election process Countywide, the City of Fort Bragg and each of the other Mendocino County cities "consolidates" its bi-annual elections with the County. The County will be responsible for establishing precinct boundaries, designating polling places, appointing and paying election officers, verifying signatures appearing on candidate nomination papers, providing sample ballots to voters, receiving absentee ballots, canvassing (counting) the ballots and providing certification of the results of the canvass. The City Clerk will be responsible for furnishing and receiving nomination papers and receiving Candidate's Statements, Code of Fair Campaign Practice Statements and Disclosure Statements, and publishing a Notice of Election and Notice of Candidates. Costs for conducting the November 2006 election are estimated at \$8,000 and are shown as a proposed expenditure in the FY 2006-07 budget.

The following resolutions are required to authorize the conduct of the election, consolidate services with Mendocino County and identify specific requirements for candidates:

- **Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 7, 2006, for the Election of City Councilmembers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities**

This resolution gives notice that the City will hold a General Municipal Election on Tuesday, November 7, 2006, for the election of three Councilmembers. By adopting this resolution, the City is giving official notice to the public of the election process.

- **Requesting that the Board of Supervisors of the County of Mendocino Consolidate a General Municipal Election to be Held on November 7, 2006, with the Statewide General Election to be Held on that Date Pursuant to Section 10403 of the Elections Code and to Render Specified Services to the City Relating to the Conduct of Said Election**

The City historically requests that the Mendocino County Board of Supervisors authorize the County Clerk to conduct the November 7, 2006 election on behalf of the City. By consolidating with the County, the City is providing an efficient process for conduct of the election on a date when voters are typically most likely to participate.

- **Adopting Regulations for Candidates for Elective Office Pertaining to Candidates Statements Submitted to the Voters at an Election**

This resolution sets forth the regulations for Candidate's Statements submitted to the voters at a Municipal Election as required under Section 13370 of the Elections Code of the State of California. Staff has not yet heard from the Registrar of Voters on what the estimated cost of a Candidate's Statement will be for the November 2006 election but will have these figures available to include in the Candidate Packets prior to the first day nomination papers can be distributed.

Recommendation: Adopt Resolutions Pertaining to November 7, 2006 Election.

H. **Matters from Committee**

I. **Approval of Minutes**

- (1) **Minutes of May 22, 2006**

Recommendation: Approve.

