



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, February 8, 2016

6:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

2. STAFF COMMENTS

3. MATTERS FROM COUNCILMEMBERS

4A. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes)

MANNER OF ADDRESSING THE CITY COUNCIL: Any member of the public desiring to address the City Council shall submit a "Speaker Card" to the City Clerk and proceed to the podium after being recognized by the Presiding Officer. Speakers will be called up in the order the Speaker Cards are received. All remarks and questions shall be addressed to the City Council and no discussion or action shall be taken on any requests, in accordance with Brown Act Requirements. No person shall enter into any discussion without being recognized by the Mayor or acting Mayor.

IF AGENDA PERMITS: A maximum of thirty (30) minutes shall be allotted to receiving public comments at the initial public comment period and, if necessary, an additional 30 minutes shall be allotted to public comments prior to action on the Consent Calendar. 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 but not limited to, the number of persons wishing to speak on a particular topic or at a particular meeting, 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: Pursuant to the Brown Act the Council cannot discuss issues or take action on any requests during this comment period.

5. 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.

6. CONDUCT OF BUSINESS

- 6A. [16-065](#)** Receive Oral Update from Mendocino Coast Hospitality Center Regarding Status of Homeless Services
Attachments: [02082016 Oral Report MCHC](#)
- 6B. [16-056](#)** Receive Recommendation from Community Development Committee Regarding Three Bids for a New Fort Bragg Welcome Sign Design and Provide Direction to Staff
Attachments: [20160208 Fort Bragg Welcome Sign](#)
[Attachment 1 - ArtStruct Welcome Sign](#)
[Attachment 2- Braggadoon Welcome Sign](#)
[Attachment 3 - The Sign Shop Welcome Sign](#)
[Attachment 4 - Previous Proposals Submitted to CDC Committee](#)
- 6C. [16-063](#)** Receive Recommendation from Finance & Administration Committee and Consider Establishing Ad Hoc Council Committee to Explore Possibility of Increasing Fort Bragg's Transient Occupancy Tax (i.e., Hotel Tax)
Attachments: [20160208 Ad Hoc Committee to Explore TOT Increase](#)
- 6D. [16-040](#)** Receive Report and Consider Approval of C.V. Starr Community Center Phase 3 Master Plan
Attachments: [20160208 CVSCC Ph 3 Master Plan](#)
[Attachment 1 - Final Draft Master Plan](#)
[Attachment 2 - Operational Feasibility Report](#)

4B. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes, If Necessary)

See 4A. above.

7. 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

- 7A. [16-053](#)** Adopt Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg
Attachments: [RESO Declaring Continuing Local Drought Emergency](#)
- 7B. [16-057](#)** Adopt Resolution Authorizing Cancellation of the August 8, 2016 City

the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.

- *Such documents are also available on the City of Fort Bragg's website at <http://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.

The Council Chamber is equipped with a Wireless Stereo Headphone unit for use by the hearing impaired. The unit operates in conjunction with the Chamber's sound system. You may request the Wireless Stereo Headphone unit from the City Clerk for personal use during the Council meetings.

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
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Phone: (707) 961-2823
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Text File

File Number: 16-065

Agenda Date: 2/8/2016

Version: 1

Status: Business

In Control: City Council

File Type: Report

Agenda Number: 6A.

Receive Oral Update from Mendocino Coast Hospitality Center Regarding Status of Homeless Services



AGENCY: City Council
MEETING DATE: February 8, 2016

AGENDA ITEM SUMMARY

TITLE:

**RECEIVE ORAL UPDATE FROM MENDOCINO COAST HOSPITALITY CENTER
REGARDING STATUS OF HOMELESS SERVICES**

**THIS WILL BE AN ORAL PRESENTATION
BY THE MENDOCINO COAST HOSPITALITY CENTER.**



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Text File

File Number: 16-056

Agenda Date: 2/8/2016

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 6B.

Receive Recommendation from Community Development Committee Regarding Three Bids for a New Fort Bragg Welcome Sign Design and Provide Direction to Staff



AGENCY: City Council
MEETING DATE: February 8, 2016
DEPARTMENT: CDD
PRESENTED BY: M Jones

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE RECOMMENDATION FROM COMMUNITY DEVELOPMENT COMMITTEE REGARDING THREE BIDS FOR A NEW FORT BRAGG WELCOME SIGN DESIGN AND PROVIDE DIRECTION TO STAFF

ISSUE:

The Fort Bragg Welcome Sign was erected on private property in the 1990's to eliminate event signage at the intersection of Highway 20 with Highway 1 and to provide a more welcoming entrance to our community. The existing Welcome Sign, while functional, has become visually cluttered with a large number and variety of signs, making everything difficult to read at 45 miles per hour. Additionally, the City approved a subdivision at this site in 2014, which included the dedication of a sign easement on a site closer to the Noyo Bridge, just past the Q Restaurant. The property owner would be pleased if the City would relocate this sign this spring, so that they could proceed with site improvements for the subdivision.

This item was considered by City Council in March 2013 as part of the Fort Bragg Wayfinding Plan and direction was provided regarding placement, location and design of the Welcome Sign. After much discussion, City Council provided direction to redesign the Welcome Sign face and include only the service club emblems, below the sign.

The City must obtain an encroachment permit from Caltrans to relocate this sign as both the new and the old sign are subject to Caltrans right of way control. Caltrans has indicated that the event



signage will not be permitted as part of the Welcome Sign. Caltrans considers the event signage to be a form of commercial advertising and it would need to be permitted separately and located further from the roadway. Caltrans initially expressed a desire to eliminate the service club emblems, however they have softened their position on this issue.

The City released an RFP in December of 2015 for submittal of bids on the Welcome Sign design and construction costs, per the City's informal bidding process for construction projects with a cost of less than \$25,000. This project was bid as a design/build project.

On January 15, 2016, the City received three qualified bids from three local sign contractors, all of whom designed beautiful alternatives for the Fort Bragg Welcome Sign. The proposal bids and designs were received from ArtStruct, The Sign Shop, and Braggadoon.

On January 26th, the Community Development Committee (CDC) reviewed the proposals and discussed the designs and pros and cons of each proposal.

Overall the CDC preferred the ArtStruct Welcome Sign design, with the Braggadoon sign design coming in second and the Sign Shop design a close third.

Additionally, the CDC asked staff to work with each proposer to resubmit their design with slight modifications for further consideration by City Council. Specifically, CDC asked for the following changes:

1. ArtStruct Proposal – Design Option 2 was preferred, CDC requested that: 1) the lights be removed from the design and that lighting be achieved with LED or ground mounted lights; and 2) the sign letters be painted a different color so that they are more visible from the roadway. Please see Attachment 1 for the revised ArtStruct design proposal which illustrates colored letters and Attachment 1b which illustrates stainless steel letters.

2. Braggadoon Proposal – Design Option 1 was preferred, CDC requested that: 1) the design address the eventual greying of the redwood, especially with regard to the visibility of the aluminum letters on a grey background; and 2) a complete cost estimate be submitted. Please see Attachment 2 for the revised Braggadoon design proposal. In order to address the eventual greying out of the redwood slabs, Braggadoon proposes the following two options:
 - a. Painting the surface of the flat faced lettering at a later date to compensate for any loss of contrast
 - b. Stain the wood darker at the onset for long term contrast.

3. The Sign Shop Proposal – Design Option C was preferred, CDC requested that the cost proposal be adjusted to reflect a larger sign of 6’ by 16’ (or a size comparable to the other submittals). Please see Attachment 3 for the revised Sign Shop design proposal which illustrates a larger sign and the new cost proposal.

RECOMMENDED ACTION:

Provide direction to staff regarding the new Fort Bragg Welcome Sign Design. Once a preferred design is selected, a contract and budget amendment will be brought forward for Council action.

ALTERNATIVE ACTION(S):

No alternative is needed.

ANALYSIS:

The selection and construction of a new Fort Bragg Welcome Sign will set the tone for visitors to our town for many years. All three sign artists have prepared interesting and exciting sign designs for our community entry. To assist with the review process, the following table summarizes some of each proposal’s technical information.

Table 1: Technical Specification Comparison for Welcome Sign Proposals

	ArtStruct	The Sign Shop	Braggadoon
Sign Size	6 feet high by 18 feet long	6 feet high by 16 feet long	5 feet high by 19 feet long
Sign Size Total SF	108	96	95
Painted Art Surface	Yes	Yes	No

Carved Wood Surface	Yes, CNC carved	Yes, carved & sand blasted	No
Number of Design Options	2	3	2
Stainless Steel Construction	Yes	Unknown	Yes, except for aluminum lettering
Redwood Type	Sign created from joined 3X6 Heart B Redwood Beam Stock	3" Thick Heart B, fastened together with through bolts	Redwood slab
Post Type	Noyo Harbor Pier & Redwood Column	Unknown	Stainless Steel and Fishing Chain
Lighting	None	None	LED Lighting
Electric hookup	No	No	No
Delivery Timeframe	60+ days	90 days	14 days
Total Cost	\$14,430	\$15,850	\$12,200 - \$12,600

The existing Welcome Sign, which is 16 feet long by 6 feet high, is 96 square feet. Figure 1 below illustrates each proposal sign size relative to the existing sign.



FISCAL IMPACT:

Funding for the construction of the Welcome Sign has not been identified. This project was not part of the 2015/16 Capital Improvement Program (CIP). In order to proceed with the project this year a budget adjustment would be required.

CONSISTENCY:

The proposed project is consistent with the Fort Bragg Wayfinding Plan, which specifically identified the need for a new and updated Welcome Sign in Fort Bragg.

IMPLEMENTATION/TIMEFRAMES:

The new Welcome Sign could be constructed and installed as soon as funding is identified for the project and a contract is executed. It will take 2-3 months for the sign to be fabricated and installed.

ATTACHMENTS:

Attachment 1: ArtStruct proposal and design

Attachment 2: The Sign Shop proposal and design

Attachment 3: Braggadoon proposal and design

Attachment 4: RFP for Welcome Sign

City Clerk's Office Use Only

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		

METAL CAP ON
PILING

SUNSET



FORT BRAGG

WELCOMES YOU

REDWOOD
BOUGHS
PROUD OF
SIGN SURFACE

ROUND
PILING

RELIEF CNC
CARVED SURFACE

FLUTED
REDWOOD
POST

OPTION 1

LIGHTING BELOW



FORT BRAGG COAST SIGN

Yorgen Quent Kvinsland
PRINCIPAL ARTIST

CA LICENCE 949726

studio: 707.937.6242
mobile: 707.813.0505
info@artstruct.com
www.artstruct.com

mendocino
post office box 1432
ca 95460

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REDWOOD
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FLUTED
REDWOOD
POST

OPTION 2

LIGHTING BELOW



FORT BRAGG COAST SIGN

Yorgen Quent Kvinsland
PRINCIPAL ARTIST
CA LICENCE 949726

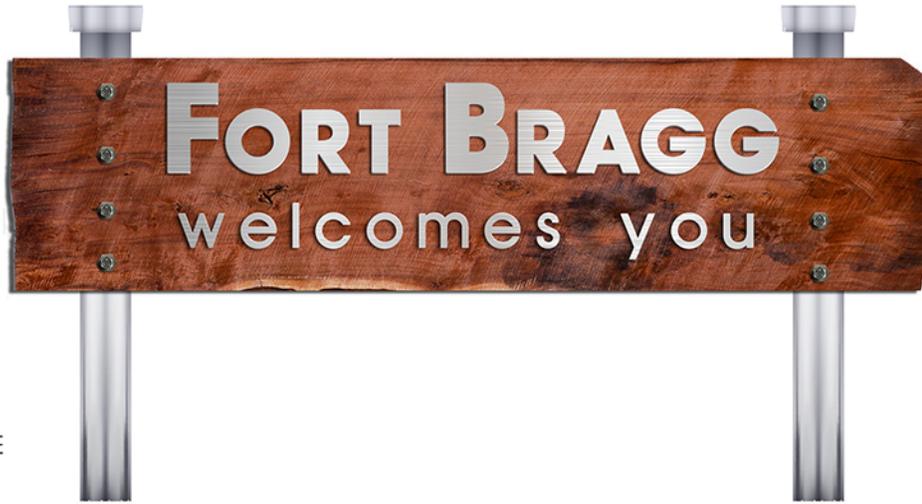
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mendocino
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ca 95460

COFB - SIGN PROPOSAL - OPTION ONE

OPTION ONE. PART A (ORIGINAL)

- SOLID REDWOOD SLAB BASE - 5'H X 19'W
- BRUSHED ALUMINUM CAST METAL LETTERING - INTERNALLY ILLUMINATED WITH LED LIGHTING
- CUSTOM STAINLESS POSTS (ONLY SUGGESTED - AND NOT PART OF QUOTE)
- CORRUGATED CULVERT PIPE POSTS POSSIBLE ALSO HOT DIPPED GALVANIZED I BEAMS POSSIBLE (SOURCED PERHAPS FROM CITY YARD?)



OPTION ONE. PART B

- BUTTERFLIED REDWOOD SLAB BASE 6'H X 19'W - STAINED TO INCREASE CONTRAST
- BRUSHED ALUMINUM CAST METAL LETTERING - INTERNALLY ILLUMINATED WITH LED LIGHTING
- CUSTOM STAINLESS POSTS (ONLY SUGGESTED - AND NOT PART OF QUOTE)
- CORRUGATED CULVERT PIPE POSTS POSSIBLE ALSO HOT DIPPED GALVANIZED I BEAMS POSSIBLE (SOURCED PERHAPS FROM CITY YARD?)



OPTION ONE. PART C

- ASSYMETRICAL BIASED REDWOOD SLAB BASE 6'H X 19'W - REDUCED SATURATION TO SHOW WEATHERING
- BRUSHED ALUMINUM CAST METAL LETTERING - INTERNALLY ILLUMINATED WITH LED LIGHTING - PAINTED (RED AS EXAMPLE ONLY) LATER TO COMPENSATE FOR WEATHERING EFFECTS



Kiersten Hanna, Owner
Kiersten@Braggadoon.com
Braggadoon.com

Braggadoon Signs & Graphics
435 N. Main St.
Fort Bragg Ca 95437



43197 Road 409
Mendocino

phone.. 707-964-0608
fax..

rick@mendosign.com
cont. lic.527921

72 in



192 in

*Heart B 3" thick redwood carved on one side,
transparent stain on border, exterior paints
that are as color stable as available in California,
with joints fastened with all thread as well as glue.
\$15,850 delivered to the city yard*



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The design rights are sold separately for other uses.



Date: January 11, 2016

c/o Marie Jones
mjones@fortbragg.com
City of Fort Bragg
416 N Franklin St
Fort Bragg, CA 95437

RE: Fort Bragg Welcome Sign

Description: CNC relief carved sign from 3-D modeled design based on the theme of "redwoods meeting the sea and a beautiful sunset". The most important thing to note about this sign is that it will be very sculptural and three dimensional as a result of the capabilities of ArtStruct's cnc router. The paint will accentuate the relief carving and with top light the dimensionality will even show from the highway as you drive by the sign.

Themes to be included:

- Marina dock post with metal cap speaks to the boating and ocean folk
- Fine woodworked fluted column holding up the other end of sign speaks to historical, lumber and woodworking interests
- Fluted redwood column/post has a thick carved redwood tree element that mounts to the surface and floats in front of actual signage. This will further the depth.
- Sunset-carved in relief to add dimensionality, this will add a lot of color and lively energy. I am excited to work on the actual sun, as it will be a real centerpiece of the sign.
- Ocean bay-Also carved with textural surface similar to provided sample
- Lettering will be dimensional faceted letters, that are applied after painting the main body of the sign. The letters will be constructed in recycled plastic bottle material
- Detail-work that will enrich the sign, and be mostly observable to pedestrian traffic will include an intricately carved skunk train coming out from behind the redwood tree, various wildlife, and a fishing boat. These elements are at this point to be rendered as details and not a significant player in the overall formal concept.



Details:

Materials:

- Lettering from "Green Urethane" exterior grade, environmentally friendly material
- Sign slab created from joined 3 by 6 Heart B Redwood Beam stock
- Treated pier from Noyo Harbor for post and top cap of fabricated copper
- Lighting is in addition to quote and not encompassed in this bid

- Installation not included - to be quoted later
- Delivery included

Option 1:

Letters project out of the sign up and down. In this case the letters will be machined out of the "Green Urethane" material and this adds to the overall cost of the sign. This is more expensive but will make the sign much more unique and dynamic design-wise. With the letters attached after painting the sunset and water this allows the painting process to be more fluid and I see this as making the paint job nicer.

Option 2:

Letters are machined in Redwood as part of the sign slab. Also a quality option this is just less unique and special than option 1 but is also very nice and dimensional.

Dimensions:

Total height to top of lights	9 ft tall
Height of top of main body of sign	6 ft tall
Width	18ft wide including tree

Itemized Materials cost:

Pier Post	\$600
8" by 8" by 12ft Redwood post	\$750
High quality redwood sign lumber	\$2,880
Lettering material	\$700 for option 1 only
Lighting (does not include electrical drop)	tbd, add on later
Paint	\$600

Cost of Manufacture

Computer design-work	\$2,000
Cnc Machining	\$2,600
Sourcing materials/construction/assembly	\$1,500
Painting	\$2,500
Delivery	\$300

Option 1 Total \$14,430

Deduct \$700 for Option 2



Project Schedule:

From date of receipt of deposit to delivery date build time two month minimum timeframe requested.

Installation: Option to be proposed upon request as need be

Links to helpful information:

Lettering board material

%40 post consumer "green Urethane" lettering material

<http://precisionboard.com/products/high-density-urethane-pblt/>

Link to 20 minute video showing the ArtStruct cnc router creating a simple sign

<https://drive.google.com/file/d/OB-jYbdToGKfKbXJvdGRfdWptZ1E/view?usp=sharing>

ArtStruct's entry door and fine woodwork website

<http://artstruct.com>

Thank you very much for working with ArtStruct Studios

Sincerely,

Yorgen Q Kvinsland, ArtStruct

A handwritten signature in blue ink, appearing to read 'Yorgen Q Kvinsland', with a long horizontal flourish extending to the right.

YORGEN QUENT KVINSLAND | PRINCIPAL ARTIST • CA LICENSE 949726

post office box 1432 • mendocino • ca 95460

studio: 707.937.6242 • mobile: 707.813.0505 • info@artstruct.com • www.artstruct.com



METAL CAP ON PILING

SUNSET

FORT BRAGG

WELCOMES YOU

REDWOOD BOUGHS PROUD OF SIGN SURFACE

ROUND PILING

RELIEF CNC CARVED SURFACE

FLUTED REDWOOD POST



OPTION 1



FORT BRAGG COAST SIGN

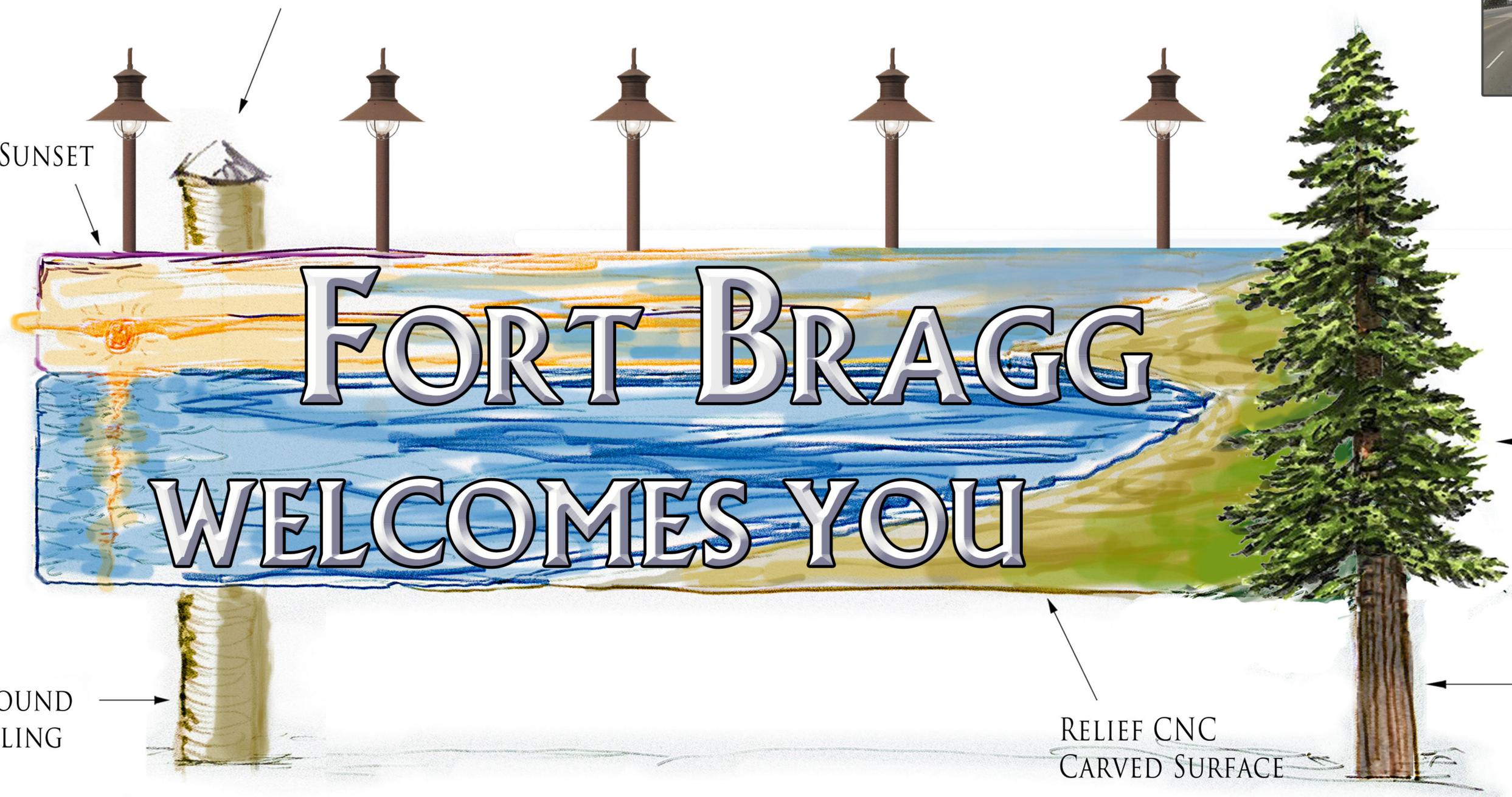
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SUNSET



REDWOOD
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OPTION 2



FORT BRAGG COAST SIGN

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City of Fort Bragg – Welcome Sign Proposal
Braggadoon Signs & Graphics
January 15, 2016

Dear Marie Jones, and the City of Fort Bragg-

Thank you for the opportunity to submit a proposal for the new Welcome Sign. Attached, please find the following:

- Mockups of the proposed design (Options 1 & 2)
- Sign site placement (Options 1 & 2 – daylight and evening scenarios)

The design approach utilizes a full redwood slab as the base for the sign. Inherently beautiful and a reference to our logging history, I feel this would make a simple and effective background for a modern design. The redwood slab, although costly, would weather our coastal climate well, and has already been located for this use. Another, less costly option, would be to join two slabs to create the necessary height.

The text of the sign would be made of cast brushed aluminum. In option one, the text would be lit by led lights embedded behind the letters that would create a soft glow around the shape of the text. In option two, we would again use cast brushed aluminum as the material, but this option allows for directional lighting from above.

The RFP indicated a request for redwood posts for sign support. This would work for this design as well, however, as you will note in the mockup, a stainless pole, or, at the very least, a stainless-wrapped pole would set the wood off nicely.

Also optional would be to include several rounds of anchor chain at the base of the poles. This creates a more sculptural effect, and gives a nod to our fishing industry as well.

Some figures of which I am certain:

Redwood Slab – approx.. 5' x 19' @4500.00

Joined slabs at the same size @2500.00

Cast brushed metal lettering (without LED inserts) @\$3500.00

Directional Barn Lighting – 4 qty. \$2200.00

The time frame for a sign like this would be minimal.

The slab has been located and is ready for use, the lettering has about a 2 week turnaround, as well as the lighting.

I apologize for submitting without a full budget. When I first received the RFP, I thought for certain that there would be no chance I could find the time to submit anything at all, but when this idea struck at the beginning of the week, I had to put something together for a review.

If this design is, indeed, something that you would wish to consider, I am happy to complete the due diligence necessary for the realization of a complete bid, including electrical work and installation if necessary.

Again, thank you for the opportunity to submit an idea.

All my best, with wishes for a Happy New Year-

Kiersten Hanna, Owner
Braggadoon Signs & Graphics
435 N. Main St.
Fort Bragg, CA 95437
707.964.5050
Kiersten@ Braggadoon.com



OPTION ONE

- SOLID REDWOOD SLAB BASE - 5'H X 18'W
- BRUSHED ALUMINUM CAST METAL LETTERING - ILLUMINATED FROM WITHIN WITH LED LIGHTING - CREATING SOFT EXTERIOR GLOW
- CUSTOM STAINLESS POSTS
- MARINE ANCHOR CHAIN AT BASE



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Braggadoon.com

Braggadoon Signs & Graphics
435 N. Main St.
Fort Bragg Ca 95437



OPTION ONE

- SOLID REDWOOD SLAB BASE - 5'H X 18'W
- BRUSHED ALUMINUM CAST METAL LETTERING - ILLUMINATED FROM WITHIN WITH LED LIGHTING - CREATING SOFT EXTERIOR GLOW
- CUSTOM STAINLESS POSTS
- MARINE ANCHOR CHAIN AT BASE

Revised Mockup of Option One:

For the purpose of better illustrating the halo effect created by the embedded LED lighting



Kiersten Hanna, Owner

Braggadoon Signs & Graphics

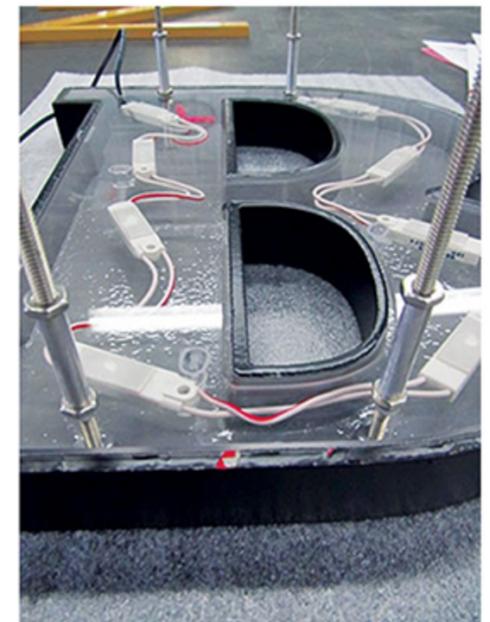
Custom Cast Lettering:
 1200-V. Clear Anodized
 Stud Mount-Standard
 Flat Face
 Cast-Lexan Halo Backs
 Inside Cast Bk-Painted White
 2 part, Clear Anodized
 Detachable Studs
 60watt LED Power Supply
\$5000.00



Option I design - evening mockup



Examples of halo-LED lit signage and an illustration of the fixtures embedded within the back of the lettering





OPTION TWO

- SOLID REDWOOD SLAB BASE - 5'H X 18'W
- BRUSHED ALUMINUM CAST METAL LETTERING
- BARN LIGHT FIXTURES
- CUSTOM STAINLESS POSTS



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Option 2 design - daylight mockup



Option 1 design - evening mockup



43197 Road 409
Mendocino

fone.. 707-964-0608
fax..

rick@mendosign.com
cont. lic.527921

A



B



C



5'X12" SINGLE SIDED CARVED SIGN

3" thick Heart B, boards fastened with through bolts

Sign delivered to a location in Fort Bragg, and installed by city.

Sign to be finished with highest quality house paints and sign paints available. Primed to block tannon bleed through

We can install the sign on upright stable posts for an additional \$350

We would like 90 days from when 50% deposit is received until completion.

Any of these versions will cost \$10,225

We are open to discuss modifications.



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Text File

File Number: 16-063

Agenda Date: 2/8/2016

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 6C.

Receive Recommendation from Finance & Administration Committee and Consider Establishing Ad Hoc Council Committee to Explore Possibility of Increasing Fort Bragg's Transient Occupancy Tax (i.e., Hotel Tax)



AGENCY:	City Council
MEETING DATE:	Feb 8, 2016
DEPARTMENT:	Admin
PREPARED BY:	L. Ruffing
PRESENTED BY:	S. Schneider

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE RECOMMENDATION FROM FINANCE & ADMINISTRATION COMMITTEE AND CONSIDER ESTABLISHING AD HOC COUNCIL COMMITTEE TO EXPLORE POSSIBILITY OF INCREASING FORT BRAGG'S TRANSIENT OCCUPANCY TAX (I.E., HOTEL TAX)

ISSUE:

On January 29, 2016, the City Council's Finance & Administration Committee discussed the revenue needs associated with maintenance and operation of Fort Bragg's new Noyo Headlands Park and coastal trail. The Committee also discussed the tremendous marketing opportunity for Fort Bragg tourism that the new waterfront park offers.

The Committee forwarded a recommendation to the entire Council that an "ad hoc" committee of two Councilmembers be formed to work with staff and reach out to the public and Fort Bragg's lodging establishments to explore the possibility of raising the Transient Occupancy Tax (TOT) rate. TOT, also known as "hotel tax," is a surcharge imposed on visitors staying for 30 days or less in a hotel, inn or other lodging facility. The increased revenues would be used for maintenance of the coastal trail, marketing and promotion of Fort Bragg, and other business-development related purposes.

RECOMMENDED ACTION:

The Finance & Administration Committee recommended that an ad hoc committee be appointed to conduct further exploration and investigations into the possibility of a November 2016 ballot measure to increase the TOT rate for Fort Bragg lodging.

ALTERNATIVE ACTION(S):

No action. Under this alternative, no further action would be taken.

ANALYSIS:

Fort Bragg's TOT rate is currently 10% and an additional 1% surcharge is collected for the Mendocino County Lodging Association Business Improvement District (BID). TOT is a tax that is based on lodging room rates and it is paid by visitors to a locale. Fort Bragg lodging establishments collect TOT and remit it to the City each month. In FY 2014-15, the City collected approximately \$1.9 million in TOT and, for the first time, TOT surpassed sales tax revenues, making it one of the largest revenue sources for the City's general fund. The general fund provides revenue for general municipal services including police and fire services, park and facility maintenance, planning, and administration.

City costs for increased services by Public Works and Police Department staff as a result of the new Noyo Headlands Park are estimated at approximately \$90k per year (.5 FTE maintenance worker; .25 FTE police officer plus materials, equipment, etc.). The demand for services is year-round, but peaks in the summer months when visitor usage is highest. In the FY 2015-16 Budget, these increased demands for service are addressed by employing seasonal workers in Public Works and authorizing overtime in the Police Department. At some point in the future, additional staff positions may be warranted.

Each year for the past 15 years, the City has dedicated 4.0% of its TOT revenue to marketing and promotions and 0.5% to the Chamber of Commerce for operation of the Mendocino Coast Visitor Center. The FY 2015-16 Budget allocates \$72,570 to the Fort Bragg Promotion Committee for marketing and promotions and \$8,321 to the Chamber for the Visitor Center.

If the TOT rate were increased, each percentage point increase would generate roughly \$170,000 in additional revenue per year. The Finance & Administration Committee discussed a TOT increase as a means of providing additional funding for maintenance and operations of the coastal trail, for investing in additional marketing and promotion for Fort Bragg, and for business-development related purposes.

Fort Bragg's TOT rate is currently 10%, which is the same rate paid by overnight guests at lodging establishments in unincorporated Mendocino County, Ukiah, Willits and Point Arena. Statewide, many of the cities with TOT rates in the 12-15% range are tourism destinations (such as Anaheim, San Francisco, Palm Springs, Mammoth Lakes, Avalon, Healdsburg, Napa, Saint Helena, Yountville, Calistoga, Half Moon Bay, Pacifica) where revenues are used, in part, to enhance destination-marketing services.

The Finance & Administration Committee's recommendation to the City Council is that an "ad hoc" Council committee be appointed to explore the concept of placing a measure to increase Fort Bragg's TOT rate on the ballot for the November 2016 general statewide election. The ad hoc committee would reach out to the public and to lodging owners to discuss a possible TOT measure and to gather feedback that could help inform the Council's decision as to whether or not to proceed.

In order to put a TOT measure on the November ballot, the Council would need to take action by June 20, 2016. TOT is a general tax, but some cities (including Fort Bragg) make a point of budgeting a portion of the funds for tourism or business-development related programs. The California Constitution requires voter approval of any increase in a general tax and the tax increase can only be submitted to the electorate at a regularly scheduled general election for members of the governing body of the local government. In other words, in Fort Bragg, a TOT increase can only be put before the voters in conjunction with a regular City Council election. A TOT increase must be approved by a simple majority vote (i.e., 50%+1).

FISCAL IMPACT:

The initial work to evaluate the possibility of putting a TOT measure on the November 2016 ballot has no fiscal impact. If the Council moves forward with the ballot measure, there would be costs associated with the election. Because the election would be consolidated with the general statewide election and the City Council election, the costs are estimated to be in the \$5,000-\$8,000 range.

IMPLEMENTATION/TIMEFRAMES:

If the Council agrees to move forward with an ad hoc committee to explore the possibility of a ballot measure to increase the TOT rate, that work would need to be performed over the next couple of months. The committee would report back to the full Council in March or April. If the Council chooses to proceed with a ballot measure, it would need to be drafted and Council action taken to place it on the ballot by mid-June.

ATTACHMENTS:

1. None.

NOTIFICATION:

1. None.

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Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
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<input type="checkbox"/> Referred to:	_____		



City of Fort Bragg

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Text File

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Agenda Number: 6D.

Receive Report and Consider Approval of C.V. Starr Community Center Phase 3 Master Plan



AGENCY: City Council
MEETING DATE: February 8, 2016
DEPARTMENT: Community Development
PRESENTED BY: J. Owen

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE REPORT AND CONSIDER APPROVAL OF C.V. STARR COMMUNITY CENTER PHASE 3 MASTER PLAN

ISSUE:

On December 16, 2015, City Council and the Board of the Mendocino Coast Recreation and Park District (MCRPD) conducted a workshop to receive a report and provide direction regarding the C.V. Starr Center Phase 3 Master Plan. At the meeting, the two agencies selected the major design elements to be included in the final Master Plan, including a decision as to the size of the gymnasium facility.

Both the City Council and the Board discussed the various project configurations for some length of time and expressed concerns about construction cost and operations and maintenance of the facility. However after a lengthy discussion of the available options, the consensus of City Council and the MCRPD Board was that Option "D-2", comprised of the largest possible gymnasium space and including the Kids Club space, was the preferred single design option for inclusion in the Master Plan. There also was consensus that the entire Option 2 may not be built but that it would be a good idea to get a sense of the costs of all the various components to provide maximum flexibility. It was well understood that a smaller subset of program features might be carried forward to construction, depending on funding availability. Additionally, the architects were directed to include bleachers in the design and were asked to provide segregated costs as much as possible for the various spaces included in the design. The Master Plan includes costs estimates for the entire project that range from \$11.3 to \$13 million. The "Final Draft" Master Plan has been prepared by Glass Architects for City Council's review and approval.

RECOMMENDED ACTION:

Approve Draft Master Plan.

ALTERNATIVE ACTION(S):

Continue action on the matter and provide direction to staff regarding further revisions to the Master Plan. The Master Plan must be approved and final invoices submitted prior to the Housing Related Parks deadline of April 30, 2016 in order for the grant funds to be reimbursable to the City.

ANALYSIS:

Glass Architects has prepared the Final Draft C.V. Starr Community Center Phase 3 Master Plan (Master Plan) per direction received at the December 16, 2015, City Council/MCRPD workshop. At the workshop, Eric Glass of Glass Architects and Paul Douglas, Architect, provided a summary of their investigation and research and displayed four Phase 3 design options for consideration. City Council and MCRPD board members were advised that the architects' contract scope of work included conceptual design, drawings and cost estimates for only one major design option.

The discussion included a presentation of a report of potential operating revenues and expenses for each of the four major design options by Ethan Newton, District Administrator of the Mendocino Coast Recreation and Park District and manager of the C. V. Starr Community Center.

The four major design options that were provided at the workshop were:

AGENDA ITEM NO. 6D

- Option D-1: 20,492 SF facility including a 12,000 SF gym plus gymnastics/circus room and cardio/stretch room;
- Option D-2: Includes space provided in D-1 but adds Kids Club space;
- Option E-1: 15,265 SF facility including a 7,000 SF gym plus gymnastics/circus room and cardio/stretch room;
- Option E-2: Includes the same spaces as E-1 but also includes the Kids Club space.

After extensive discussion, consensus of the City Council and the MCRPD Board was that Option D-2 should be included in the final Master Plan. In addition, the architects were asked to include bleachers in the Master Plan. They were also asked to further break down cost estimates to separate projected costs for the gymnasium space, exercise rooms, and Kids Club space.

The final components of the Master Plan as directed at the December 16, 2015 meeting include the gymnasium (12,160 square feet); gym storage and snack bar window; gymnastics/cheer/circus room; gymnastics storage; cardio studio/stretching room; two family dressing rooms; Kids Club area including outdoor patio spaces; spaces for building electrical and mechanical equipment; building maintenance and storage space, and area lobby and circulation spaces.

The final draft Master Plan is included as Attachment 1. The Master Plan includes the following sections:

1. **Executive Summary:** Provides a summary report of content of all following sections.
2. **Project Methodology, Goals and Objectives:** Describes planning process including meetings with the initial steering committee comprised of City and MCRPD staff representatives; community input, and public discussion with City Council and the MCRPD Board.
3. **Summary of Community Workshop Results:** This section provides information about the process and outcomes of the October 7, 2015, Community Workshop.
4. **Potential Funding Sources:** This section lists potential construction funding sources including grants, fundraising, and other financing. Other financing vehicles include Public-Private Partnerships; Design-Build Lease - Lease-Back; Lease Purchase Option; Tax-Exempt Leases; Certificates of Participation; and Lease Revenue Bonds.
5. **Summary of Project Background and Research:** The architects' research included the original 1991 architectural program; Phases 1 and 2 construction documents and construction costs; original topographic survey; and construction plans for the existing dog park and skate park.
6. **Programmatic Requirements include:**
 - Introduction: This section explains how project space requirements were developed.
 - Statement of Purpose: The Statement describes purpose of the construction project as developed from the comprehensive planning process.
 - Key Design Statements: These Statements were compiled from public, City Council, and MCRPD Board input.
 - Space Summary List: This section provides a summary of Phase 3 spaces and net area, followed by detailed elements of each section. Detailed elements include dimensions, functions, capacities, and special requirements of each space as well as site development discussion.

- **Building Performance Standards:** Includes discussion and goals related to the following:

Aesthetics	Thermal and humidity control	Floor surfaces
Acoustics	Space allocation	Material selection
Utilities	Handicapped accessibility	Energy/energy analysis
Fire protection	Lighting	Heating and ventilating

7. **Initial Conceptual Design Options:** This section includes floor plan drawings of the four design options that were presented at the December 16, 2015, workshop (D-1, D-2, E-1 and E-2, as described above).
8. **Final Design Option:** Option D-1 site plan, floor plan, elevations, and section drawings are provided.
9. **Final Statement of Probable Construction Cost:** Probable construction costs for “low cost range” and “high cost range” cost is provided for two different building construction types: Concrete Masonry Unit (CMU)/Standard Framed Construction; and Pre-Fabricated Metal Building Structure. Construction costs are further broken down by type of space. Contingency costs (20% estimating contingency), soft costs (final design and permit fees), and construction contingency (10%) breakdowns of cost are also provided.

Exhibits to the Master Plan include:

- A. **Community Meeting Graphic Materials:** This section includes photographs and drawings presented at the October 2015 Community Meeting including existing conditions, 1991 proposed site plan, three potential Phase 3 site plan options, and visual parking analysis.
- B. **Excerpts from Architectural Program 1991:** Space Sheets Summary for planned Phase 1 and Phase 2, and “relationship plan” showing locations of proposed spaces from the 1991 MCRPD Community Recreation and Aquatics Center are provided.

The C.V. Starr Community Center Phase 3 Operational Feasibility Report prepared by Ethan Newton for the December 16, 2015, workshop (see Attachment 2) is not part of the Master Plan. However, it will provide valuable information about relative operating costs of facility elements as the project proceeds towards implementation.

FISCAL IMPACT:

The City’s 2014 Housing Related Parks grant provides funding to pay for preparation of the C.V. Community Center Starr Phase 3 Master Plan. Adoption of the plan does not result in fiscal impact to the City.

Implementation of the Phase 3 Master Plan will require a substantial fundraising campaign. There is currently no funding on hand nor has a major fundraising effort been launched. In addition, initial projections of operating revenues and costs show that the project design that is included in the Master Plan may result in significant net operating losses. These operating losses should be addressed and mitigated before the project is built.

CONSISTENCY:

Support for the C.V. Starr Community Center is consistent with City Council’s Priority Areas set in March 2015 especially Priority 1: “A Healthy Environment.” In addition, the City’s 2014 Economic Development Strategy, Goal 2.3 “Increase Recreation Facilities,” includes Item 3 “complete and improve facilities at the C.V. Starr Center...;” and Item 5 “Participate in efforts to improve and

increase athletic facilities throughout the City, to improve area visitation and to sustain local opportunities for fundraising through tournaments, meets, etc.”

IMPLEMENTATION/TIMEFRAMES:

After approval of the final Phase 3 Master Plan by City Council, the timeline for implementation will depend upon availability of funding.

ATTACHMENTS:

1. Final Draft C.V. Starr Community Center Phase 3 Master Plan
2. C.V. Starr Community Center Phase 3 Operational Feasibility Report

NOTIFICATION:

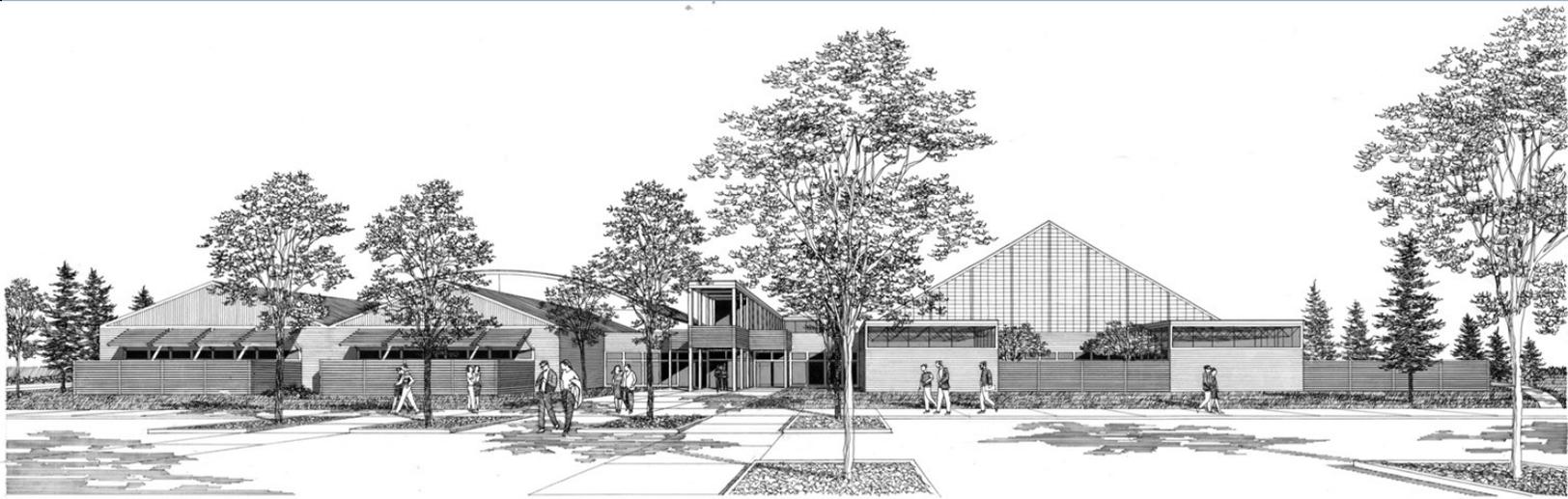
1. Glass Architects: Eric Glass, Paul Douglas
2. MCRPD Board of Directors and Interim Executive Director

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Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
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C.V. STARR COMMUNITY CENTER—PHASE 3

Final Draft MASTER PLAN



January 20, 2016

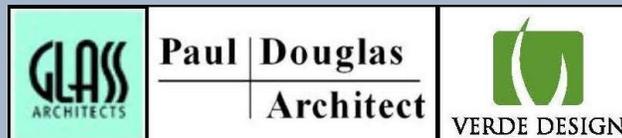


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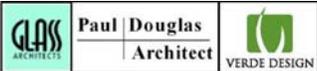
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1. EXECUTIVE SUMMARY

The City of Fort Bragg engaged the firm of GLASS ARCHITECTS, and their consultants, Paul Douglas, Architect and Verde Design, Landscape Architects to perform two master planning studies, the C.V. Starr Phase 3 Master Plan, and the Athletic Fields Master Plan for four (4) local school sites.

The purpose of the C.V. Starr Phase 3 Master Plan was to review and provide options and recommendations for the third and final phase of the C.V. Starr Community Center, which are contained herein. The Athletic Fields Master Plan, whose purpose was to review and provide recommendations to improve current conditions at Dana Gray Elementary School, Redwood Elementary School, Fort Bragg Middle School and Fort Bragg High School, is presented as a separate stand-alone document.

The **Project Methodology** included a series of meetings with City and MCRPD staff representatives, a Community Workshop, several teleconferences with City and MCRPD staff and a joint meeting of the City Council and MCRPD Board of Directors. These meetings served to explore opportunities, present options and identify the highest priorities for the development of Phase 3 of the C.V. Starr Community Center.

The **Community Workshop**, attended by approximately thirty interested community members, City Council members, and MCRPD Board members, as well as C.V. Starr and City staff members, served to identify the attendees' most desired spaces for inclusion in the final phase of the Community Center development.

Potential Funding Sources are discussed in the Master Plan, including Grant proposals, Foundation fundraising programs and other Financing vehicles. The other Financing vehicles include: Public-Private Partnerships; Design-Build Lease, Lease-Back; Lease Purchase Option; Tax-Exempt Leases; Certificates of Participation; and Lease Revenue Bonds.

Background and Research included review of all pertinent available documents from the 1991 Architectural Program, the C.V. Starr Center Phase 1 and 2 developments and included the original Topographic Survey, as well as the Dog Park and Skate Park development.

Programmatic Requirements are identified with detailed individual Space Sheets, a Space Summary listing all spaces to be included in the facility, Site Development Criteria and Building Performance Standards summarizing the overall development criteria for the ~20,500 square foot (sf) facility.

Initial Conceptual Design Options, including a Preliminary Statement of Probable Construction costs and the **Final Design Option** selected at the joint City Council and MCRPD Board meeting are illustrated with an overall Site Plan, Floor Plan, Exterior Elevations and Building Sections drawings.

A **Final Statement of Probable Construction Cost** presents a space-by-space summary of anticipated construction cost ranges for two different building construction types: Concrete Masonry Unit (CMU) / Standard Framed Construction; and a Pre-Fabricated Metal Building Structure. These two cost models, for the two different construction types, include allowances for an Estimating Contingency, Soft Costs (design and permit fees, testing and inspection costs), and a Construction Contingency to establish a realistic project budget ranging from \$11.3 - \$12.2 million (Pre-Fab), to \$12.2 - \$13.0 million (CMU/Std.) option.

2. PROJECT METHODOLOGY, GOALS and OBJECTIVES

Project Methodology

The Master Plan process began with a kick-off meeting including the design team and representatives from the City of Fort Bragg and the Mendocino Coast Recreation and Park District (MCRPD). The purpose of this meeting was to establish project goals, expectations and overall schedule. Background research was then conducted into the historical project materials available dating back to 1990 and including documents prepared during the first two phases of the project.

Initial conceptual design options were developed based on direction from the kick-off meeting and subsequent discussions with City and District staff. A community workshop was held to inform the public about the current planning effort and to solicit public feedback about desirable Phase 3 building elements.

The conceptual design options were further developed based on community input and additional discussions with City and District staff. A preliminary construction cost estimate was prepared for each of the design options. The final conceptual design options and cost estimates were presented to a joint meeting of the City Council and MCRPD Board. The Council and Board agreed upon a single most desirable option at this meeting.

The selected design option was then more fully developed along with an updated construction cost estimate for inclusion in the final Master Plan document.

Goals and Objectives

At the initial Steering Committee meeting, it was affirmed that project goals and objectives should include design elements that:

1. reflect current community needs;
2. result in operationally-sustainable programs;
3. incorporate energy efficiency measures to offset increased utility costs; and
4. include design elements and features that serve the highest number of users.

Consistency

Support for the C.V. Starr Center is consistent with City Council's Priority Areas set in March 2015, particularly the following:

1. Priority 1 - "A Healthy Environment." In addition, the City's 2014 Economic Development Strategy,
2. Goal 2.3 - "Increase Recreation Facilities", includes Item 3 "complete and improve facilities at the C.V. Starr Center...;" and
3. Item 5 - "Participate in efforts to improve and increase athletic facilities throughout the City, to improve area visitation and to sustain local opportunities for fundraising through tournaments, meets, etc."

3. SUMMARY OF COMMUNITY WORKSHOP

On October 7, 2015, a Community Meeting was held at the Redwood Coast Senior Center to inform the public about the current planning effort and to solicit public feedback about desirable Phase 3 building elements. The meeting was attended by approximately thirty interested community members, City Council members, and MCRPD Board members, as well as C.V. Starr and City staff members. Glass Architects presented a pictorial history of the current C.V. Starr facility including original and as-built design and floor plans. Lists of components, as originally designed for Phase 1 (Natatorium, lobby/offices, and community rooms), Phase 2 (Gymnasium and other spaces), and as actually built in the existing center were provided and discussed. These graphic materials are included in EXHIBIT A.

As currently constructed, the C.V. Starr center includes most of the original Phase 1 elements plus some elements that were included in the original Phase 2. Phase 2 elements included in the existing facility include: Weight Training / Exercise Room; Weight Training Storage; Aerobics / Exercise Room; and Aerobics / Exercise Room Storage. Subsequently, the Conference Room originally provided was repurposed as an additional Exercise Room due to use demands. Elements from the original Phase 1 Program that remain unbuilt include: several Office Spaces; and the Snack Bar / Dining area. The remaining, unbuilt, original Phase 2 elements include: the Catering Kitchen; Arts and Crafts Room / Storage; Multi-Use Room (Babysitting); and Multi-Use Classroom.

At the October 7th community meeting, City planner Scott Perkins clarified that the existing Dog Park would not be impacted by the Phase 3 project and that parking at the Center is adequate to include expansion of the existing C.V. Starr facility without displacement of the Dog Park. The large Petanque ground currently located on the north side of the existing facility would likely be impacted by development of Phase 3. A proposal was distributed at the meeting by the Noyo Yoyo Petanque Club suggesting that the existing south Petanque ground should be expanded and space to the west of the Skate Park, if available, should be developed to replace any lost courts.

Glass Architects presented design and programmatic needs as identified by C.V. Starr staff based on usage data and unmet needs (including overcrowding at peak hours). The consultants then requested community input regarding other desired spaces and facility uses. After recording community suggestions, Eric Glass provided information about alternative gymnasium sizes, providing examples of layouts and uses for 12,000 sf, 9,720 sf, and 7,000 sf options. With potential space needs listed on poster boards, as well as alternative gymnasium sizes, attendees were asked to “vote” on their priorities. It should be noted that construction cost, revenue potential, and operating costs were not factored into the selection process. Each attendee was provided five dots to post next to their highest priorities for the gymnasium size and other spaces.

The results of this exercise showed that the highest Community Priorities included the following, in order of importance (see also Figure 1, right and Figure 2 below):

1. Multi-Purpose Gymnastics/Circus/Cheer room (32 votes)
2. Large Gymnasium - 12,000 sf (27 votes)
3. Kids Club room (15 votes)
4. Rock climbing wall and sauna/steam room/whirlpool (tied at 10 votes each)
5. Cardio room (7 votes)
6. Arts and Crafts room and Music room (tied at 6 votes each)
7. Weight Training and Catering Kitchen (tied at 5 votes each)

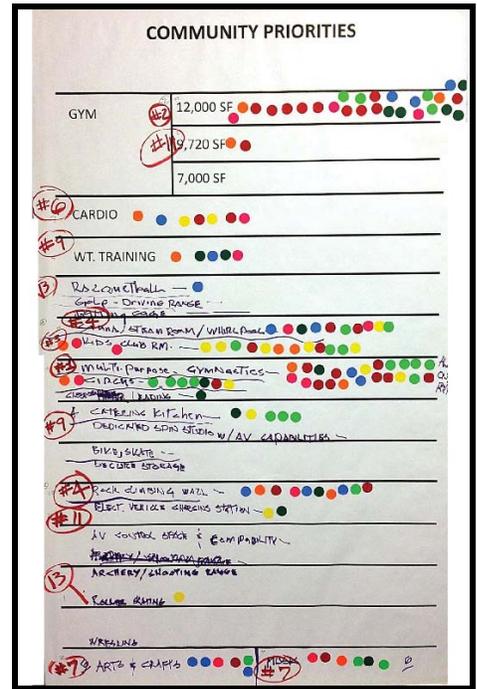


Figure 1

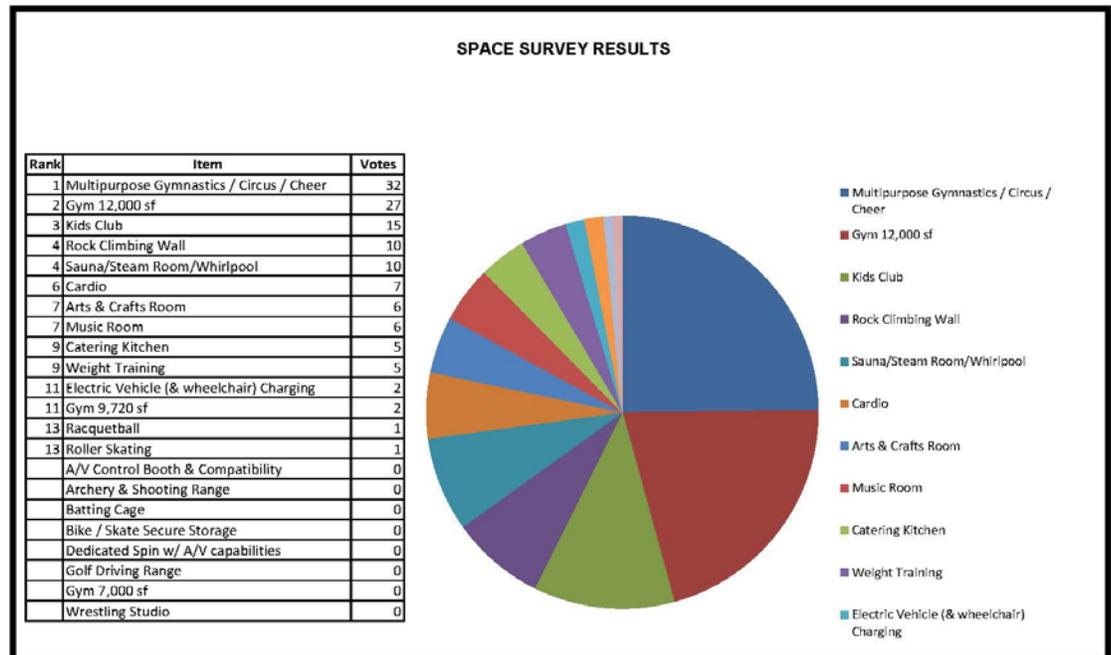


Figure 2

4. POTENTIAL FUNDING SOURCES

The C.V. Starr Community Center Capital Campaign for improvements can be achieved through Grant proposals, Foundation fundraising programs and other Financing vehicles available to public agencies.

To accomplish fund raising goals a qualified and experienced fundraiser should be recruited. The fundraiser can research and apply for Foundation funding as was done for the first two phases of the C.V. Starr Aquatic Facility project. Presenting these projects to Mendocino County Supervisors and local State Assembly District Members may lead to successful funding as was experienced for the now completed phases of the C.V. Starr Center.

In addition to successful grant applications, community events and individual donor drives have raised project funding in Fort Bragg.

Other Financing vehicles available to public agencies include:

- **Public-Private Partnership**
A public-private partnership (P3) is a contractual arrangement between a public agency (federal, state or local) and a private sector entity. Through this agreement, the skills and assets of each sector (public and private) are shared in delivering a service or facility for the use of the general public.
- **Design-Build Lease, Lease-Back**
The lease-leaseback structure permits builder-financed construction. A public entity leases real estate it owns to a construction firm for a minimum of \$1.00 per year and the contractor agrees to build new facilities on that real estate. This gives the contractor sufficient property rights to “leaseback” the property, and serves as collateral the construction firm can use to obtain third-party financing. Under the financing method, the public entity can pay the builder back, via the terms of a lease, which can last up to forty years.
- **Lease Purchase Option**
A Lease-Purchase Contract, also known as a Lease Purchase Agreement, is the heart of Rent-To-Own properties. It combines elements of a traditional rental agreement with an exclusive right of first refusal option for later purchase on the home. It is a shortened name for Lease with Option to Purchase Contract.
- **Tax-Exempt Leases**
A tax-exempt lease or lease-purchase agreement is an installment purchase, conditional sale or lease with an option to purchase for nominal value. It may also be referred to as a municipal lease.
- **Certificates of Participation**
A Participation Certificate (PC) (also known as a Certificate of Participation) is a financial instrument, a form of financing, used by municipal or government entities which allows an individual to buy a share of the lease revenue of an agreement made by these entities.
- **Lease Revenue Bonds**
A Lease Revenue Bond is a bond secured by lease payments made by the party leasing the facilities that were financed by the bond issue. Typically, lease rental bonds are used to finance construction of facilities (e.g., schools or office buildings) used by a state or municipality.

5. SUMMARY of BACKGROUND and RESEARCH

Background research included review of the following documents:

1. Original Architectural Program, dated June 12, 1991 (see excerpts in EXHIBIT B);
2. Phase 1 Construction Documents;
3. Phase 2 Construction Documents;
4. Phase 1 and 2 actual Construction Costs;
5. Original Topographic Survey;
6. Construction Plans for the Dog Park;
7. Construction Plans for the Skate Park.

The Original Architectural Program was compared to the facilities actually constructed in Phases 1 and 2, as shown in Figure 3, below. Updated Site and Building plans were developed to reflect the actual existing facilities for use in developing the Master Plan.

PHASE I	PHASE II	ACTUAL PHASE I BUILT
Natorium	<i>Gymnasium / Multi-Purpose</i>	Natorium
Lobby / Reception	<i>Gym Storage</i>	Lobby / Reception
Lounge / Waiting	<i>Multi-Purpose Storage</i>	Lounge / Waiting
Vending	<i>Catering Kitchen</i>	Vending
District Offices	Weight Training	District Offices
Center Offices	Weight Training Storage	Center Offices
Aquatics Office	Aerobics / Exercise	Aquatics Office
General Purpose Room	<i>Arts & Crafts Room</i>	General Purpose Room
General Purpose Storage	<i>Multi-Use Room - Babysitting</i>	Multi-Purpose Storage
Conference Room	<i>Classroom</i>	Multi-Purpose Room
Utility Kitchen		Utility Kitchen
Men's Locker Room		Men's Restrooms
Women's Locker Room		Women's Restrooms
Family Dressing Rooms (2)		Men's Locker Room
General Building Storage		Women's Locker Room
<i>Snack Bar / Dining</i>		Family Dressing Rooms (2)
Building Mechanical		General Building Storage
Pool Mechanical		Building Mechanical
Electrical Room		Pool Mechanical
Pool Storage		Electrical Room
		Pool Storage
		Weight Training
		Aerobics / Exercise
		Aerobics Storage

Figure 3

6. PROGRAMMATIC REQUIREMENTS

INTRODUCTION

This Architectural Program is a compendium of facts, requirements and a statement of goals for the C.V. Starr Phase 3 Master Plan. This document is a summary of the project space requirements established in a series of work sessions with user group representatives and a Community Workshop.

The Program is presented as follows:

1. The **Space Summary** lists all proposed building spaces and summarizes the recommended area for each space in square feet. The summary also makes accommodation for the unallocated area which will be required for wall thicknesses, circulation, corridors spaces.
2. Individual **Space Sheets** for each proposed room describe in detail the physical and functional requirements of the subject space and its interrelationship with other rooms in the facility.
3. **Site Development** criteria, considerations and parking requirements give general direction to guide the site design.
4. **Building Performance Standards** that summarize the overall development criteria for the project.

These Programmatic Requirements will be the basis for the facility standards and should serve to guide the design team in the creation of the physical facility design.

STATEMENT OF PURPOSE

The purpose of this project is to complete the original vision to create a regional facility that is a focal point to serve the community and recreational needs of the entire broad spectrum of the population of the Fort Bragg and Mendocino coastal communities. The building should be designed to allow for maximum flexibility and multiple uses.

The design and arrangement of the facility must enhance the site and surrounding development. The design must consider climatic conditions, respond to the surrounding development, local environment and provide a strong relationship between indoor and outdoor spaces.

The design should consider the long term operating and maintenance costs, as well as initial construction cost in the design of the structure and selection of materials and finishes.

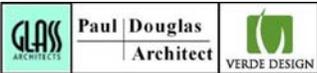
KEY DESIGN STATEMENTS

The City of Fort Bragg and the Mendocino Coast Recreation and Park District (MCRPD) have a distinguished tradition of providing services and resources to enhance the quality of life for all residents. The C.V. Starr Center is a reflection of this commitment and the proposed Phase 3 will complete the vision of providing recreational and social opportunities for the entire community it serves. The following Key Design Statements are to be considered in the development of the project design:

- The building location, access and orientation must be functional for the operation, respond to the existing development, topography, streets, traffic flow and general parking criteria;
- The building image must be compatible with its surroundings and appropriate to the Fort Bragg and coastal community. The scale and massing should create a building image and site development compatible with the existing facilities and surrounding residential neighborhoods.
- All building interior and exterior materials must be of durable, easily maintained and cost effective materials;
- Energy-saving design should be employed in the building design, including consideration for appropriate passive and active (photovoltaic) solar techniques, natural daylighting, thermal envelope insulation and energy efficient electrical and mechanical systems;
- Sustainable materials, energy efficiency and environmentally sensitive design techniques should be incorporated into the building design;
- The building should be aesthetically pleasing and incorporate appropriate landscape screening to minimize impacts on the residential neighborhood.
- The building should be as flexible as possible and should:
 1. reflect current community needs;
 2. result in operationally-sustainable programs;
 3. incorporate energy efficiency measures to offset increased utility costs; and
 4. include design elements and features that serve the highest number of users.
- The building design must include adequate and convenient storage located adjacent to the space it is intended to serve throughout the building;
- The building design should consider infrastructure for future changes in technology, administrative needs and operations. Allow for Wi-Fi throughout;
- The building design must meet all ADA, State Building Code and Title 24 Energy Code requirements and create a physical environment that encourages use by persons of all physical and mental abilities without compromising station functionality.

SPACE SUMMARY LIST – C.V. STARR COMMUNITY CENTER PHASE 3

Space	Net Area
Gymnasium / Multi-Purpose	12,160 sf
Gymnasium Storage / Snack Bar Window	430 sf
Gymnastics / Cheer / Circus	1,700 sf
Gymnastics Storage	100 sf
Cardio Studio / Stretching	1,300 sf
Family Dressing Rooms (2)	200 sf
Kids Club	1,500 sf
Building Electrical & Mechanical Equipment	650 sf
Building Maintenance & Storage	480 sf
Activity Lobby and Circulation	1,980 sf
TOTAL BUILDING AREA	20,500 sf



GYMNASIUM / MULTI-PURPOSE

Area	12,160 NASF
Min. Dim.	Based on courts sizes and adequate safety clearances.
Min. Ceiling	28' Clear
Capacity	One (1) Feature 50' x 84' Basketball Court Two (2) Cross-Court 50' x 84' Basketball Courts Three (3) Cross-Court 30' x 60' Volleyball Courts Six (6) 20' x 44' Badminton Courts Indoor Soccer
Function	Gymnasium and Multi-Purpose Room for community gatherings, events, dinners and potentially performances.
Relationship	Adjacent to Activity Lobby, past Reception / Control Desk.
Fixed Equip.	Retractable Bleachers, Retractable Basketball Backstops, Scoreboards, Wall Clocks, Wall Safety Padding and Retractable Room Divider Curtain.

SPECIAL REQUIREMENTS

Ceilings	Acoustical treatment, controlled natural light desirable.
Walls	Durable finish.
Floors	Cushioned seamed sports flooring.
Windows	Desirable to exterior and to Activity Lobby.
Access	Through existing building Lobby and Reception / Control Area, directly accessed from Activity Lobby. Alarmed, emergency egress hardware on emergency exit door(s).
HVAC	Heating, ventilation and air conditioning.
Plumbing	None.
Lighting	Impact resistant sports lighting and secondary lighting system for other events or performances.
Audio / Visual	Sound reinforcement, play-back and public address system.
Telephone	None.
Intercom	Intercom / paging system.
Computer	None.
Other Electrical	Convenience outlets for multi-purpose use, events and janitorial purposes.
Security	Video security monitoring system.
Other Considerations	Over-layment, colors and organization of court markings for basketball, volleyball and badminton. Room acoustics. Accommodations for large social gatherings.
Non-Contract Equipment	Sports equipment: balls, ball racks, volleyball and badminton standards nets and rackets, portable soccer goals, tables, chairs and carts.

GYMNASIUM / MULTI-PURPOSE STORAGE

Area	430 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	N/A
Function	Storage room for sports equipment: ball racks, volleyball and badminton standard racks nets and rackets, portable soccer goals, tables, chairs and carts. Provision for use as a temporary Snack Bar for events and tournaments.
Relationship	Adjacent to Gymnasium and Activity Lobby.
Fixed Equip.	None.

SPECIAL REQUIREMENTS

Ceilings	Painted gypsum board.
Walls	Painted gypsum board.
Floors	Concrete or vinyl tile.
Windows	Service window to Activity Lobby for temporary Snack Bar.
Access	Two pairs of 3'-0" x 7'-0" doors to Gymnasium.
HVAC	None.
Plumbing	None.
Lighting	Standard utility fluorescent (protected bulbs).
Audio / Visual	None.
Telephone	None.
Computer	None.
Other Electrical	None.
Security	Storeroom lock function.
Other	None.
Considerations	
Non-Contract Equipment	Rolling rack storage.

GYMNASTICS / CHEER / CIRCUS

Area	1,700 NASF
Min. Dim.	40 ft. x 40 ft.
Min. Ceiling	28' Clear
Capacity	15 to 20
Function	Gymnastics / circus training studio.
Relationship	Adjacent to Activity Lobby, past Reception / Control Desk.
Fixed Equip.	Wall Safety Padding and Mirrors.

SPECIAL REQUIREMENTS

Ceilings	Acoustical treatment, controlled natural light desirable.
Walls	Durable finish.
Floors	Cushioned seamed sports flooring.
Windows	Desirable to exterior (operable) and to Activity Lobby.
Access	Through existing building Lobby and Reception / Control Area, directly accessed from Activity Lobby.
HVAC	Heating, ventilation and air conditioning.
Plumbing	None.
Lighting	Impact resistant sports lighting.
Audio / Visual	Sound reinforcement, play-back and public address system.
Telephone	None.
Intercom	Intercom / paging system.
Computer	None.
Other Electrical	Convenience outlets for general use and janitorial purposes.
Security	Video security monitoring system.
Other Considerations	None.
Non-Contract Equipment	Sports equipment: balls, ball racks, volleyball and badminton standards nets and rackets, portable soccer goals, tables, chairs and carts.

GYMNASTICS STORAGE

Area	100 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	N/A
Function	Storage room for Gymnastics equipment.
Relationship	Adjacent to Gymnastics Studio.
Fixed Equip.	None.

SPECIAL REQUIREMENTS

Ceilings	Painted gypsum board.
Walls	Painted gypsum board.
Floors	Concrete or vinyl tile.
Windows	None.
Access	One pair of 3'-0" x 7'-0" doors to Gymnastics Studio.
HVAC	None.
Plumbing	None.
Lighting	Standard utility fluorescent (protected bulbs).
Audio / Visual	None.
Telephone	None.
Computer	None.
Other Electrical	None.
Security	Storeroom lock function.
Other	None.
Considerations	
Non-Contract Equipment	None.

CARDIO STUDIO / STRETCHING

Area	1,300 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	5
Function	Dedicated space for Cardio Studio.
Relationship	Adjacent to Activity Lobby and existing Strength Fitness Studio, proximate to Locker & Restrooms.
Fixed Equip.	Safety Glass Mirror, Wall Clock, Bulletin Board, Cabinet space for AV, cleaner, straps & bands, ceiling fan.

SPECIAL REQUIREMENTS

Ceilings	Acoustical treatment or suspended acoustical tile.
Walls	Durable material and finish.
Floors	Cushioned hardwood flooring
Windows	Desirable to exterior (operable) and to Activity Lobby.
Access	One pair of 3'-0" x 7'-0" doors (glass doors desirable), directly accessed from Activity Lobby.
HVAC	Heating, ventilating and air conditioning with separate zone controlled in room. 10 - 12 air changes per hour. Additional ceiling fan.
Plumbing	None.
Lighting	Indirect lighting or lenses to avoid glare and view of exposed bulbs. Consider natural day-lighting.
Audio / Visual	Provide conduit for future high-quality sound system in room. Provisions for multiple wall-mounted televisions located for cardio equipment.
Telephone	None.
Intercom	Intercom / paging system.
Computer	None.
Other Electrical	Conduit for concealed stereo speaker wiring and wall mounted televisions at ±8' AFF. Provide adequate floor and wall convenience outlets for cardiovascular equipment connections.
Security	None.
Other Considerations	Sound separation from other adjacent spaces. Natural light desirable.
Non-Contract Equipment	Cardiovascular Equipment, Exercise Mats, Stereo System and Speakers, Television(s) / VCR(s).

FAMILY DRESSING ROOMS (2)

Area	200 NASF (100 sf each)
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	9'
Capacity	2-3
Function	Dedicated space for family dressing, changing, shower and restroom.
Relationship	Adjacent to Activity Lobby, proximate to existing Family Changing Rooms and Locker & Restrooms.
Fixed Equip.	Baby diaper changing station.

SPECIAL REQUIREMENTS

Ceilings	Painted gypsum board.
Walls	Ceramic tile to 7'-0", painted gypsum board above, to match existing Family Changing Rooms.
Floors	Ceramic tile or resinous epoxy coating, to match existing Family Changing Rooms.
Windows	None.
Access	One 3'-0" x 7'-0" door.
HVAC	Heating, ventilating and air conditioning with ceiling fan and 100% exhaust.
Plumbing	Accessible lavatory, shower and toilet fixtures.
Lighting	Standard lensed fluorescent or LED lighting.
Audio / Visual	None.
Telephone	None.
Intercom	None.
Computer	None.
Other Electrical	Provide adequate convenience outlets.
Security	Privacy lock on door.
Other Considerations	Sound separation from other adjacent spaces.
Non-Contract Equipment	None.

KIDS CLUB

Area	1,500 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	10-20
Function	After-school care similar to a Boys & Girls Club approach. Combination of study area / computer lab and activity room with adjacent secure patio area.
Relationship	Adjacent to main Lobby and proximate to District Offices.
Fixed Equip.	None.

SPECIAL REQUIREMENTS

Ceilings	Acoustical treatment or suspended acoustical tile.
Walls	Durable material and finish.
Floors	Carpet or ceramic tile
Windows	Desirable with views to exterior.
Access	3'-0" x 7'-0" entrance door (glass door desirable). One pair of storefront doors to exterior patio(s). Alarmed, emergency egress hardware on patio gate(s).
HVAC	Heating, ventilating and air conditioning. Additional ceiling fan (s).
Plumbing	None.
Lighting	Indirect lighting or lenses to avoid glare and view of exposed bulbs. Consider natural day-lighting.
Audio / Visual	Provide conduit for future high-quality sound system in room. Provisions for multiple computers and monitors.
Telephone	None.
Intercom	Intercom / paging system.
Computer	Multiple computer workstations.
Other Electrical	Provide adequate wall convenience outlets for computer workstations and monitors.
Security	None.
Other Considerations	Sound separation from other adjacent spaces. Natural light desirable.
Non-Contract Equipment	Computers and monitors, Stereo System and Speakers, Television, Ping-pong or other game tables & equipment, indoor and outdoor furniture.

ACTIVITY LOBBY AND CIRCULATION AREAS

Area	1,980 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	10-20
Function	Circulation and waiting area.
Relationship	Adjacent to Gymnasium, Snack Bar window, Gymnastics / Cheer / Circus and Cardio Studio / Stretching. Proximate to main Lobby and existing circulation.
Fixed Equip.	None.

SPECIAL REQUIREMENTS

Ceilings	Acoustical treatment, painted gypsum board or suspended acoustical tile to match existing Lobby finishes.
Walls	Durable material to match existing Lobby finishes.
Floors	Carpet or ceramic tile to match existing Lobby finishes.
Windows	Desirable with views to the various activity areas.
Access	One pair of 3'-0" x 7'-0" entrance doors (glass door desirable) with the ability to lock this area off when not in use. Alarmed, emergency egress hardware on emergency exit door.
HVAC	Heating, ventilating and air conditioning. Additional ceiling fan (s).
Plumbing	None.
Lighting	Indirect lighting or lenses to avoid glare and view of exposed bulbs. Consider natural day-lighting.
Audio / Visual	Provide conduit for future high-quality sound system in room. Provisions for multiple computers and monitors.
Telephone	None.
Intercom	Intercom / paging system.
Computer	Multiple computer workstations.
Other Electrical	Provide adequate wall convenience outlets for computer workstations and monitors.
Security	None.
Other Considerations	Sound separation from other adjacent spaces. Natural light desirable.
Non-Contract Equipment	Computers and monitors, Stereo System and Speakers, Television, Ping-pong or other game tables & equipment, indoor and outdoor furniture.

BUILDING ELECTRICAL & MECHANICAL EQUIPMENT

Area	650 NASF
Min. Dim.	8'
Min. Ceiling	12'
Capacity	N/A
Function	Mechanical Equipment, Fan Coil units, Water Heater, Central Vacuum System; separate Room for Electrical Equipment.
Relationship	Adjacent to exterior.
Fixed Equip.	Mechanical and electrical equipment.

SPECIAL REQUIREMENTS

Ceilings	Painted gypsum board or unfinished acceptable.
Walls	Painted gypsum board. Painted plywood wall paneling as required.
Floors	Sealed concrete.
Windows	None.
Access	One pair of 3'-0" x 7'-0" doors to exterior.
HVAC	Exhaust fan or louvers.
Plumbing	None.
Lighting	Standard utility fluorescent (protected bulbs).
Audio / Visual	None.
Telephone	None.
Computer	None.
Other Electrical	None.
Security	Storeroom lock function.
Other	None.
Considerations	
Non-Contract Equipment	None.

BUILDING MAINTENANCE & STORAGE

Area	480 NASF
Min. Dim.	Flexible, generally rectangular.
Min. Ceiling	12'
Capacity	N/A
Function	Storage of building supplies, paper products and equipment. General building storage. Storage of seasonal supplies and decorations.
Relationship	Adjacent to exterior.
Fixed Equip.	None.

SPECIAL REQUIREMENTS

Ceilings	Painted.
Walls	Painted.
Floors	Concrete.
Windows	None. Some natural light desirable.
Access	One pair of 4'-0" x 7'-0" doors to exterior.
HVAC	General space conditioning.
Plumbing	Laundry and mop sinks.
Lighting	Standard utility fluorescent (protected bulbs).
Audio / Visual	None.
Telephone	None.
Computer	None.
Other Electrical	None.
Security	Storeroom lock function.
Other	None.
Considerations	
Non-Contract Equipment	Work bench(es), tools, equipment, supplies and rack storage.

SITE DEVELOPMENT

The existing site improvements created with the development of Phases 1 and 2, plus the additional development of the Dog Park and the Skate Park, including the existing parking spaces have been determined by the City of Fort Bragg to be adequate to support the Phase 3 development. Additional on-site development is not anticipated in Phase 3 (except within the building footprint), although the eastern parking area which is currently a gravel surface may be considered for future asphaltic concrete pavement.

The existing Petanque ground to the north of the existing building will be displaced by Phase 3 construction. There was discussion of replacing this Petanque area on another site in the City and including the expansion of the other existing Petanque ground on this site south of the existing Natatorium. This work should be considered in the Phase 3 development.

BUILDING PERFORMANCE STANDARDS

AESTHETICS

The spaces which are created from the design effort must meet the functional requirements of the activities conducted in the specific areas and must also present an attractive and inviting atmosphere. Such an environment is assisted with the use of materials of varying textures and color combinations. Colors and materials should be selected according to the activity taking place and the type of atmosphere that is desirable.

THERMAL AND HUMIDITY CONTROL

Within the envelope of the building, a thermal environment will be created, keeping in mind the research which discovered that optimal human performance reaches a peak within a narrow temperature range. Because of this, and the year-round use of the building, the facility will be designed for full environmental consideration within the context of energy efficiency. "Environmental consideration" is used here to include all aspects of conditioning the air, including heating, cooling, ventilation, air exchanges and humidity control.

The primary objective in providing optional thermal environment is the control of under and over-heating, and the maintenance throughout the year of minimum variation of temperature. In order to attain the full effectiveness of such temperature control, the following additional criteria pertain:

- Relative humidity in the pool enclosure cannot exceed 60%.
- Simple, adequate controls and zones to accommodate areas opened at a variety of times. Both environmental needs and energy conservation must be considered.
- Rapid response of the system to maintain thermal environment.
- Dilution of odors to an acceptable threshold by provision of adequate quantities of clean, fresh, filtered outdoor air, supplemented, when necessary, by odor absorption provision. Mechanical filtration of air quantity and quality is required. Special attention shall be given to the exhausting of air from all activity areas, toilet rooms, locker rooms and work/storage rooms.
- Air movement must be sufficient for even distribution throughout the working level and to minimize excessive temperature gradient from floor to ceiling.
- Safety of operation.
- Harmony with the architectural and structural design and with visual and sonic environment.
- Easy access to all mechanical equipment, particularly any equipment located above ceilings.
- HVAC shall be zoned with sufficient number of individually controlled air handlers to provide maximum flexibility in functional use of building. The Gymnasium/Multi-purpose Room and Natatorium are each to be separately zoned to allow individual room shutdown when not in use.

FLOOR SURFACES

Surface materials shall be selected to respond to maintenance needs as well as to the function and acoustical needs of the spaces. Materials shall generally be long-lasting and easily cleaned. It is well recognized that carpeting is of assistance in the control of sound and environment, and should be specified in those areas where acoustical needs and comfort are essential.

ACOUSTICS

Each space in this project shall be designed to provide optimal mitigation of sound within the space, with consideration given to the preclusion of unwanted sounds from entering the space. Spaces that will contain noise generating sources shall be designed away from spaces requiring quiet, or shall be adequately isolated acoustically. Consideration shall be given to the transmission of sound through ceiling, floors, the mechanical system, or over a partition that does not extend to the structure.

Activity spaces require special care, particularly when considering reverberation. Consideration shall be given to sculptured ceilings, acoustical flooring, non-parallel walls with coverage in the direction of the source of sound and other techniques that will avoid the necessity of adding sound absorbing materials after the facility is completed.

SPACE ALLOCATION***Circulation***

In the overall design, careful attention shall be given to circulation planning patterns. The relative sizes of the horizontal circulation elements (lobbies and corridors) shall be appropriate to those areas directly served, while minimizing unnecessary user movement. Circulation space shall be creatively designed to provide space for passive activities, programmed activities and informal lounge spaces. Circulation space shall be designed with due consideration to the ratio of net assignable square feet to gross square feet.

Storage

Adequate storage is essential to minimize safety hazards to users and secure and maintain a very costly inventory of equipment. In many instances throughout this document, requisite storage spaces are identified and included. However, since the Consultant has the opportunity to provide additional storage areas within the specific design, this should be done.

Toilets and Custodial Service

The various comfort and convenience functions must be accommodated in locations that depend on the design scheme and code requirements. Toilet facilities for men and women (including handicap facilities) shall be accessible in each area of the facility, and drinking fountains should be located conveniently in corridors. Custodial closets shall be provided and shall be sized to accommodate the equipment required for the space served. Custodial closets shall have easily cleaned surfaces and have a floor-mounted service sink, mop hooks, shelves for supplies and other items as may be required.

In public spaces, provide functional as well as aesthetically compatible trash receptacles.

Building Services

The need for delivery of materials and the removal of wastes from the building dictates that consideration be given to designation of a delivery entrance, separate and removed from the principal access of the building, and for the location of a dumpster where it can be readily collected.

MATERIAL SELECTION

Materials and finishes, both interior and exterior, shall be selected to meet the following six criteria: (1) functional requirements of space, (2) aesthetic considerations, (3) life cycle cost, (4) acoustical requirements, (5) ease of maintenance, and (6) conservation of energy. Exterior materials shall be compatible to general patterns, textures, style and colors of the existing structures. All material, including design details, shall be analyzed for their effect on the conservation of energy.

Interior material and finishes shall be considered for their durability and ease of maintenance, and shall be selected to minimize painting, polishing and routine repair. Special care shall be taken at building entrances to provide for the removal of dirt and sand.

UTILITIES

The project must include the complete design of all new utility extensions from the points of the connection with existing systems to the building site.

New and existing demands on utilities in the building area are to be taken into account.

HANDICAPPED ACCESSIBILITY

The design concept for the facility must create a barrier-free environment that allows for full integration of handicapped persons to social, instructional and recreational programming.

The building must incorporate the most recent Federal and State standards in the design solution.

The design will consider such external accessibility barriers as parking, curbs, topography, handrails and walkways.

ENERGY AND ENERGY ANALYSIS

In designing for energy conservation, the entire facility, its site and prevailing climatic conditions must be considered. Interactions among these elements as well as the facility's energy using systems must be taken into account. Design elements and sub-systems must be analyzed to arrive at the most appropriate mix of energy conservation measures.

The Community Center includes a diverse collection of spaces and functions with varying environmental requirements. The system must be both efficient and functionally responsive. The following considerations have been specifically designated for evaluation to improve the quality of the building environment and reduce the cost of operating its system.

- Design variations in the fenestration, thermal resistance for the exterior surfaces and building geometrics which take advantage of passive energy conservation systems.
- Systems selection contingent on life cycle cost and compatibility with building needs.
- Functional zoning of the building by use and exposure.

FIRE PROTECTION SYSTEM

The following equipment will be required as part of a comprehensive system for fire protection and will be designed as an extension of the existing fire protection system:

- A complete fire alarm system with a control panel.
- A graphic annunciator in the main lobby areas and other locations as designated.
- Standard fire alarm signals, horn-strobes, throughout the building.
- The use of smoke detectors, magnetic door releases, manual pull stations and HVAC controls where appropriate.
- A complete automatic sprinkler system throughout the building.

LIGHTING

The design of lighting systems shall include detailed consideration of the activities to be performed in the room, reflectance of all surfaces, special lighting effects required, normal sight lines and zone control of larger areas.

A total evaluation based on functional requirements, particularly in activity spaces, energy conservation and fixture compatibility will be necessary. The functional quality of the space requires uniformity of illuminance. Spaces must be free from areas of high and low levels of lighting. The general criteria to be considered are as follows:

- Design the lighting system in accordance with the latest engineering practices and standards.
- Coordinate lighting layouts with the architectural design so as to control interior and exterior brightness; secure non-glare surface finishes with maximum reflection factors and minimum deterioration; incorporate flexibility to accommodate space changes.
- Provide a convenient means to re-lamp, clean, repair or replace lighting fixtures. Give special consideration to fixtures mounted over the swimming pools and other inaccessible or hazardous locations by providing chain or cable-operated disconnecting hangers, winches, overhead access, etc.
- Consider fixture lamp life. Incandescent lamps should only be used to meet design specifications for special areas.
- Consider the requirements for night cleaning and security all-night lighting in swimming pool areas.
- Transparent, non-breakable plastic covers will protect lighting units in activity areas where balls may be thrown.
- Vapor-proof lighting units should be used in damp areas such as toilets, showers, locker rooms and swimming pools.

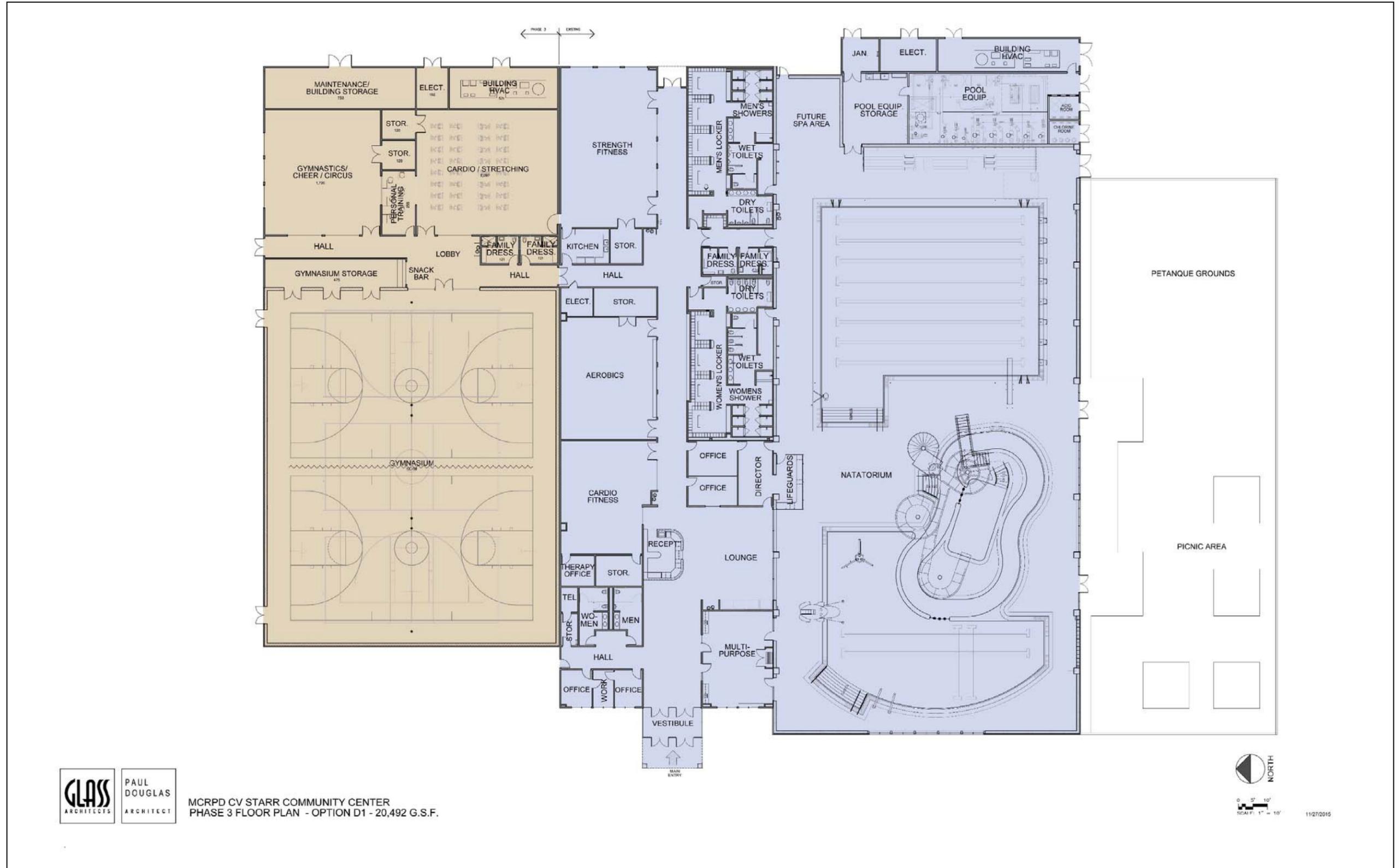
HEATING AND VENTILATING

Providing a comfortable environment that minimizes thermal stress is essential to the success of the building and health and well-being of building users.

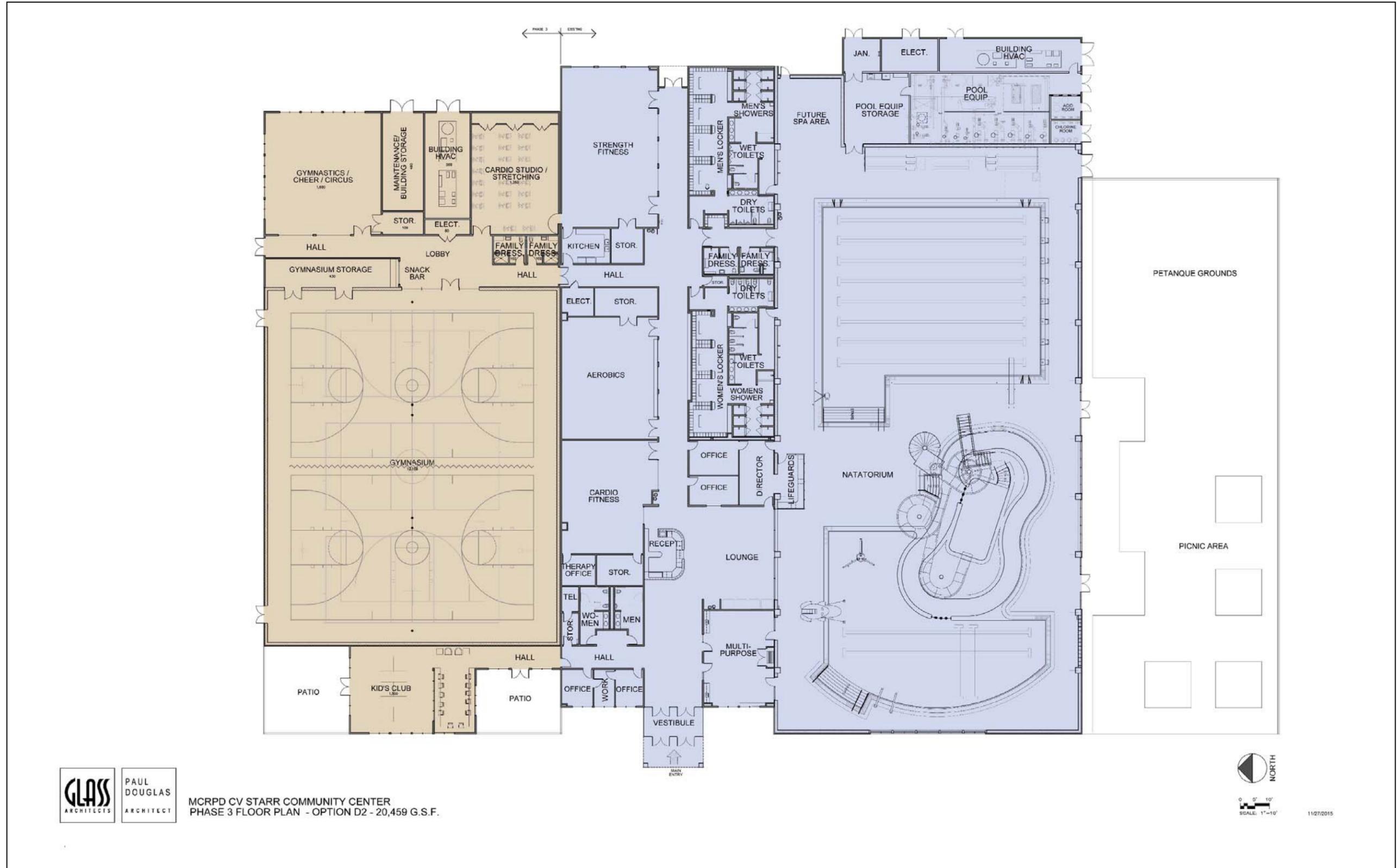
The selection of the type of heating and ventilating system must consider economy of operation, flexibility of control, quietness of operation, and capacity to provide comfortable thermal conditions.

Space occupancy and types of activities will vary throughout the day and time of year. Room controls should be provided in each major activity space to provide responsive climate control. Individual room thermostats must be flush-mounted and provide lockable metal casing. Placement of thermostats must ensure highest efficiency.

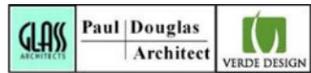
7. INITIAL CONCEPTUAL DESIGN OPTIONS



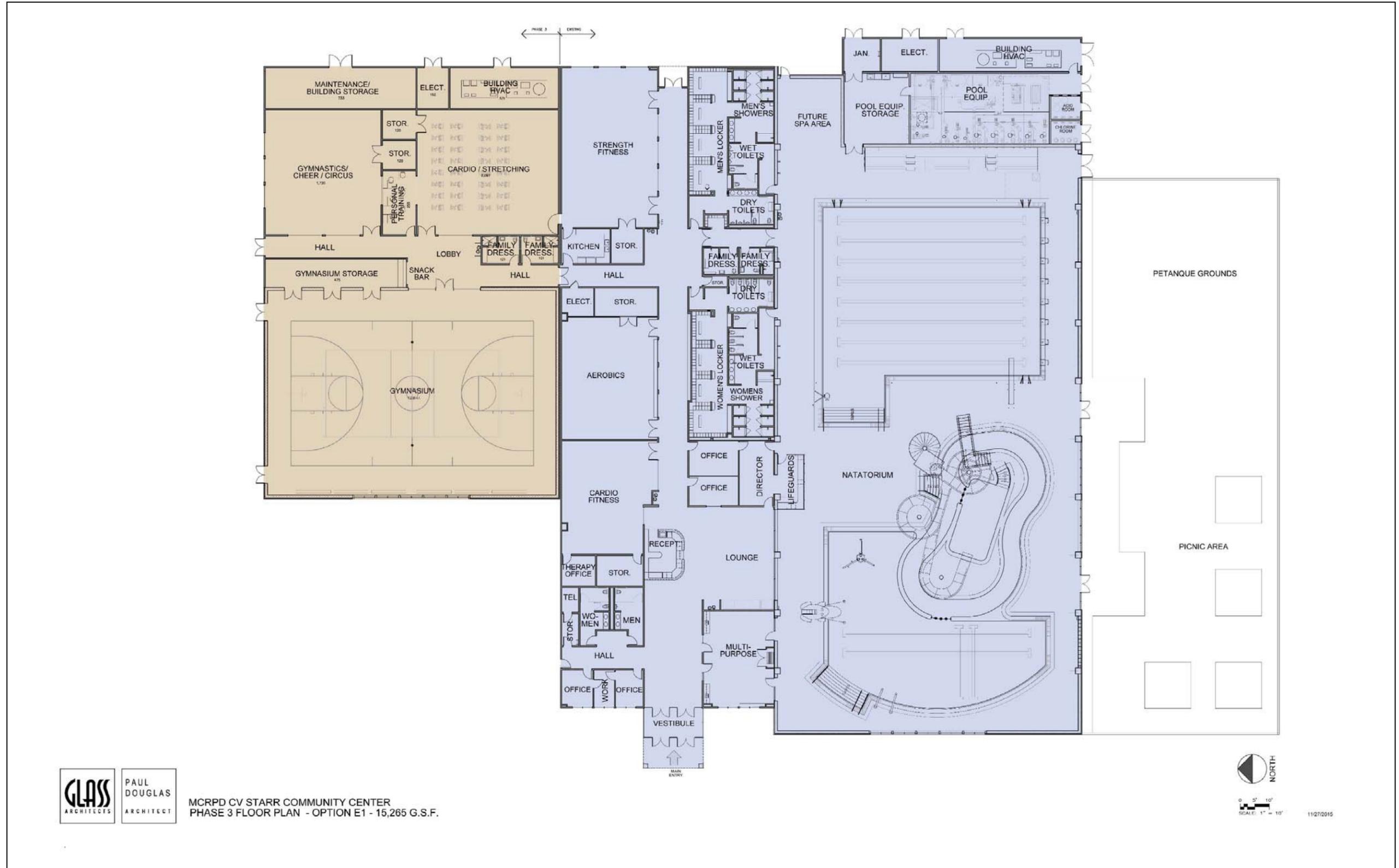
7. INITIAL CONCEPTUAL DESIGN OPTIONS



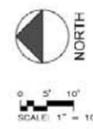
MCRPD CV STARR COMMUNITY CENTER
 PHASE 3 FLOOR PLAN - OPTION D2 - 20,459 G.S.F.



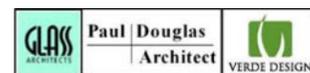
7. INITIAL CONCEPTUAL DESIGN OPTIONS



MCRPD CV STARR COMMUNITY CENTER
 PHASE 3 FLOOR PLAN - OPTION E1 - 15,265 G.S.F.

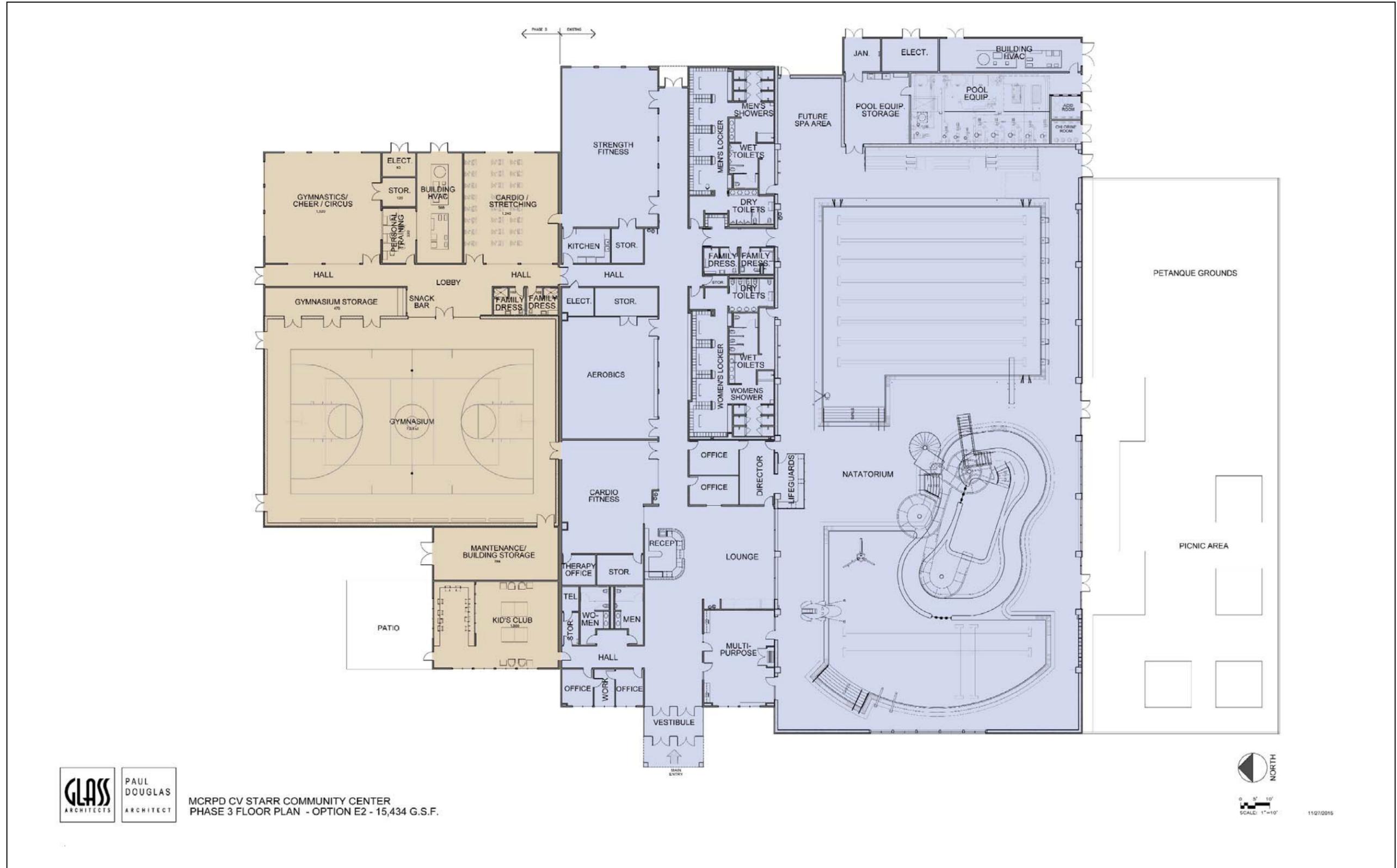


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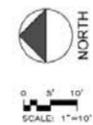


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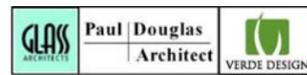
7. INITIAL CONCEPTUAL DESIGN OPTIONS



MCRPD CV STARR COMMUNITY CENTER
 PHASE 3 FLOOR PLAN - OPTION E2 - 15,434 G.S.F.

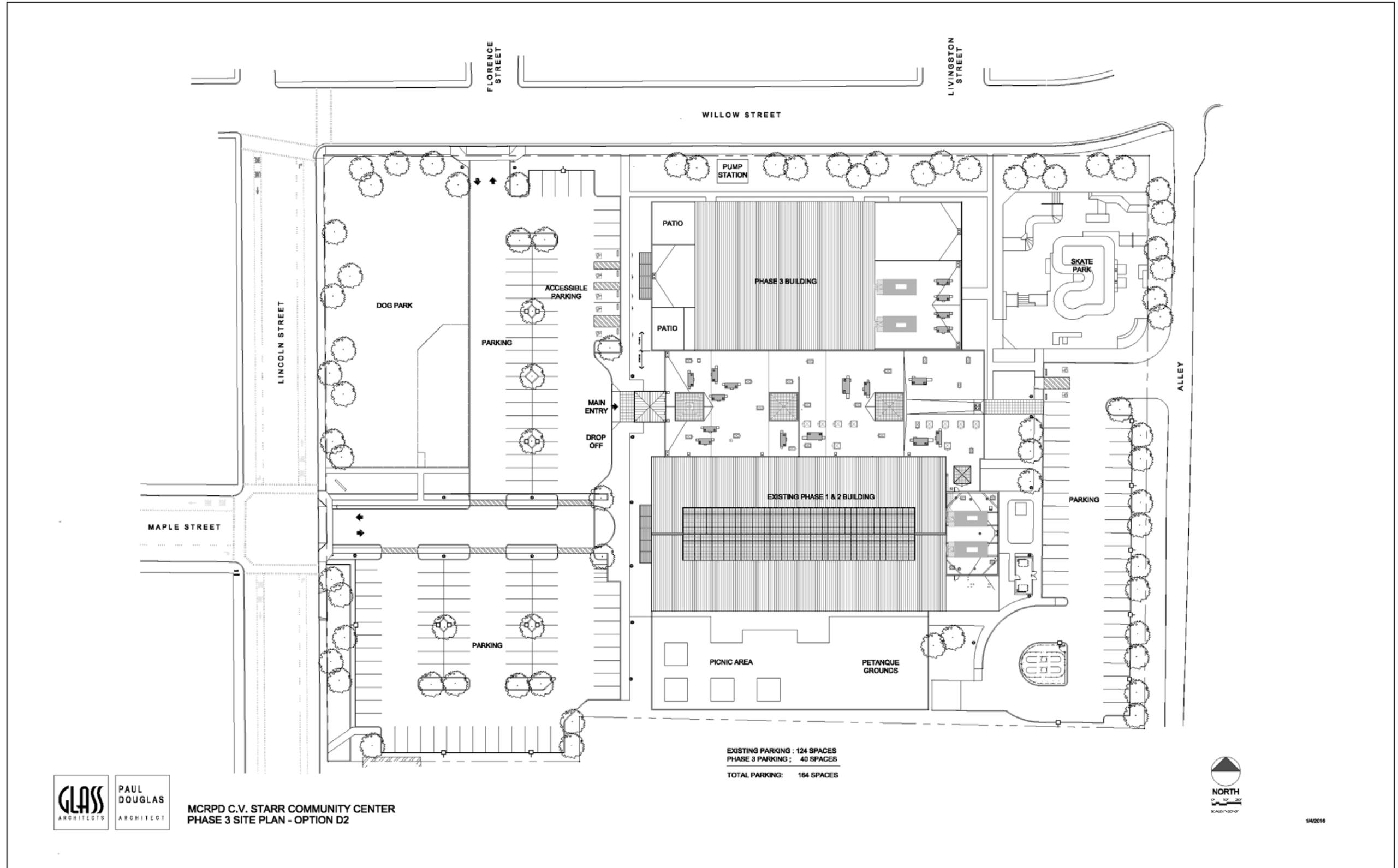


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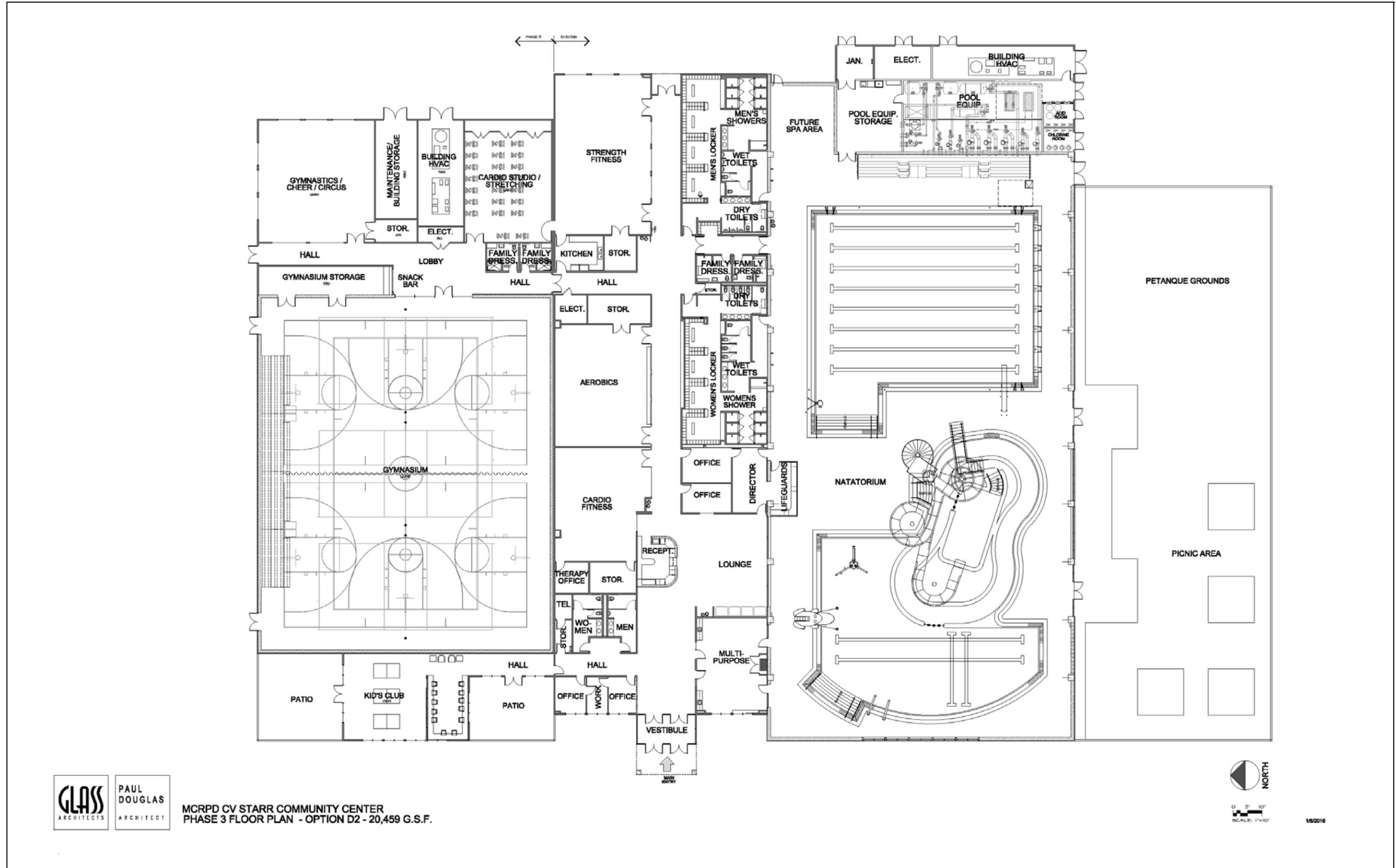


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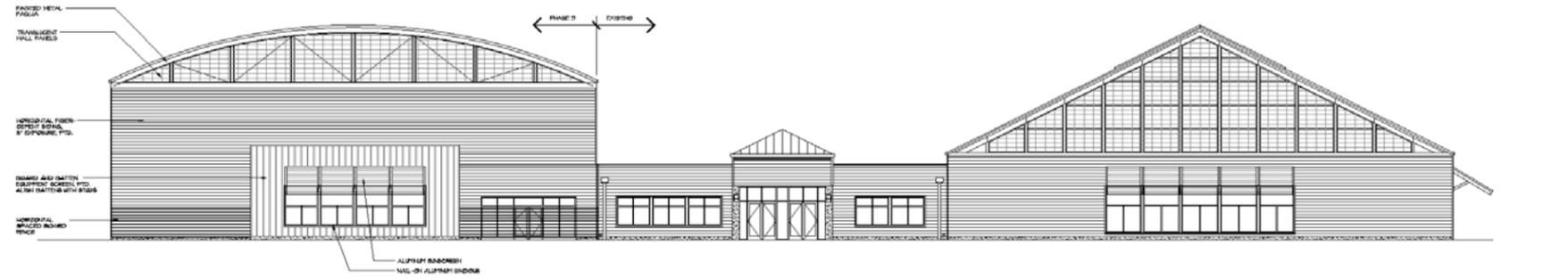
8. FINAL CONCEPTUAL DESIGN OPTION



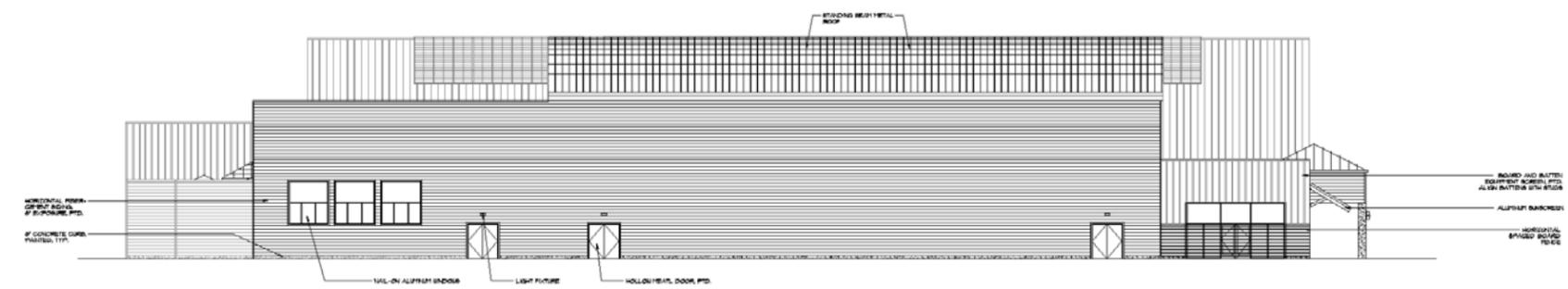
8. FINAL CONCEPTUAL DESIGN OPTION



8. FINAL CONCEPTUAL DESIGN OPTION



1 WEST ELEVATION
1/8" = 1'-0"



2 NORTH ELEVATION
1/8" = 1'-0"



1 EAST ELEVATION
1/8" = 1'-0"

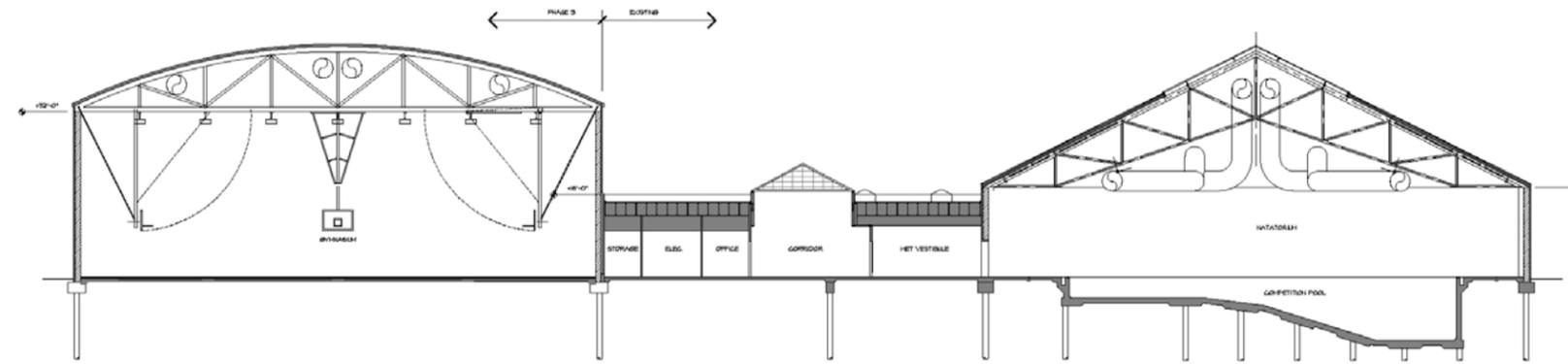


MCRPD CV STARR COMMUNITY CENTER
PHASE 3 ELEVATIONS - OPTION D2

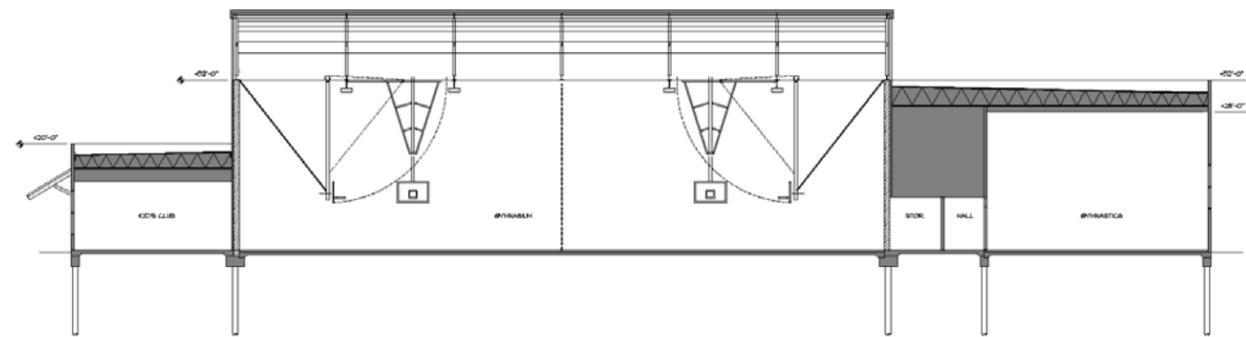


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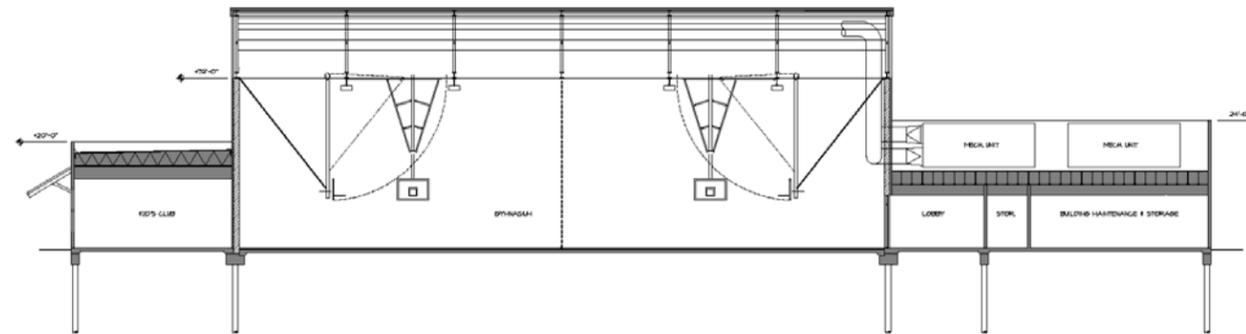
8. FINAL CONCEPTUAL DESIGN OPTION



1 BUILDING SECTION
1" = 10'



2 BUILDING SECTION
1" = 10'



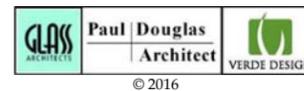
3 BUILDING SECTION
1" = 10'



MCRPD CV STARR COMMUNITY CENTER
PHASE 3 SECTIONS - OPTION D2



1/20/2016



© 2016

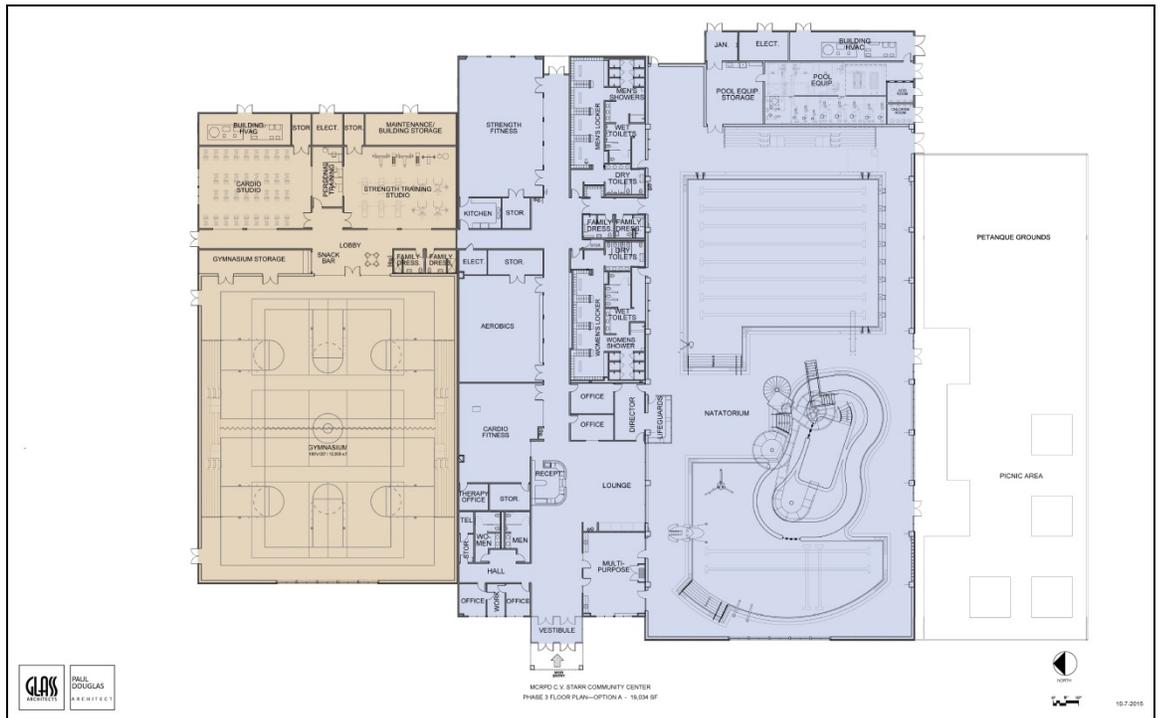
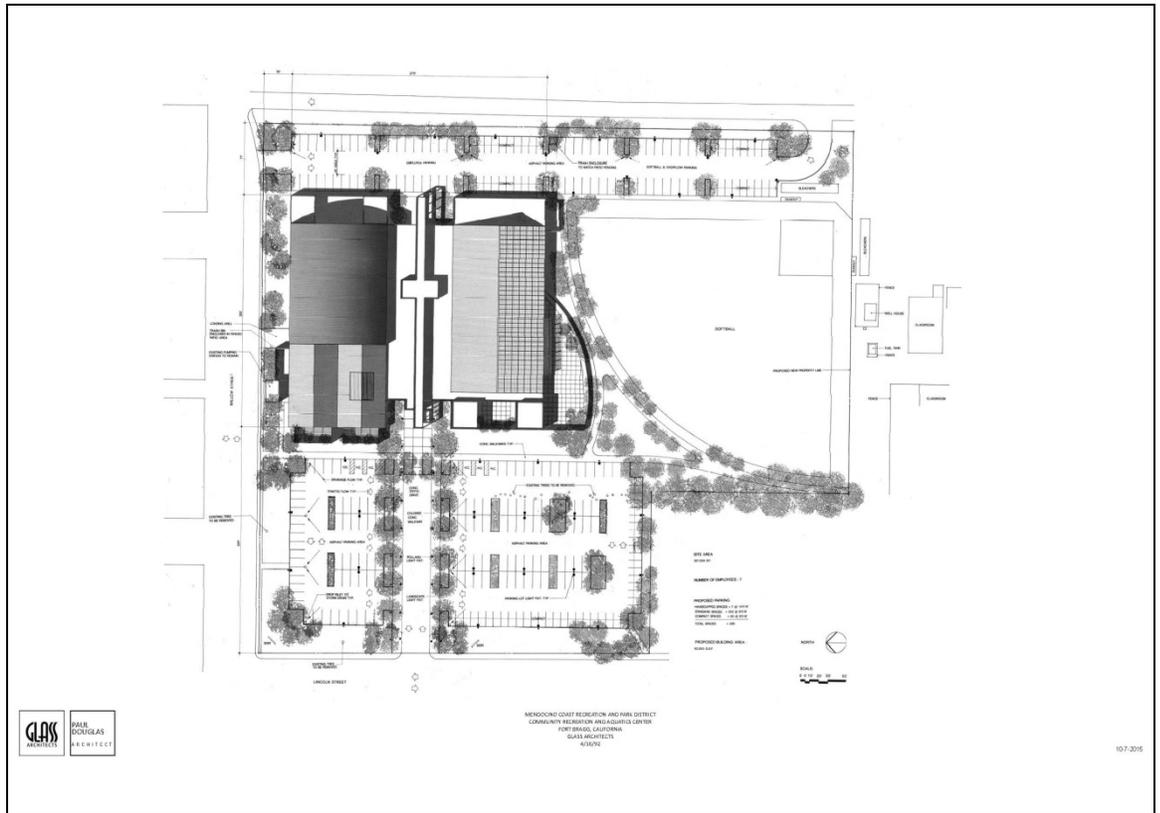
9. FINAL STATEMENT of PROBABLE CONSTRUCTION COST

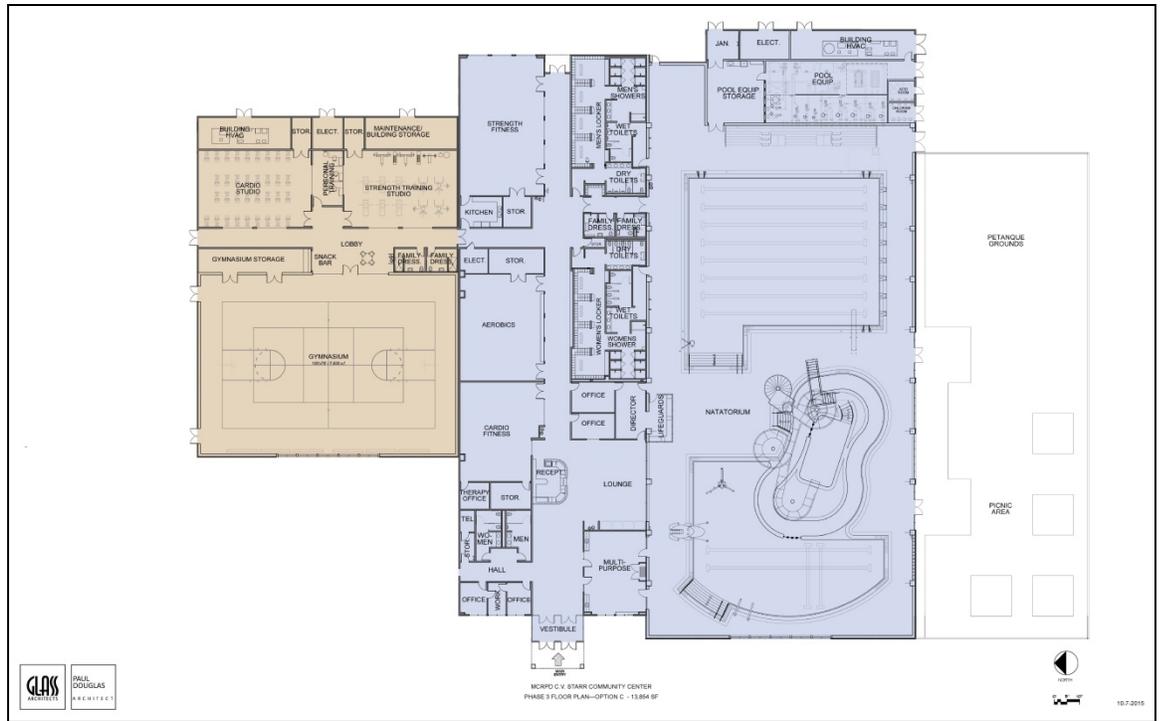
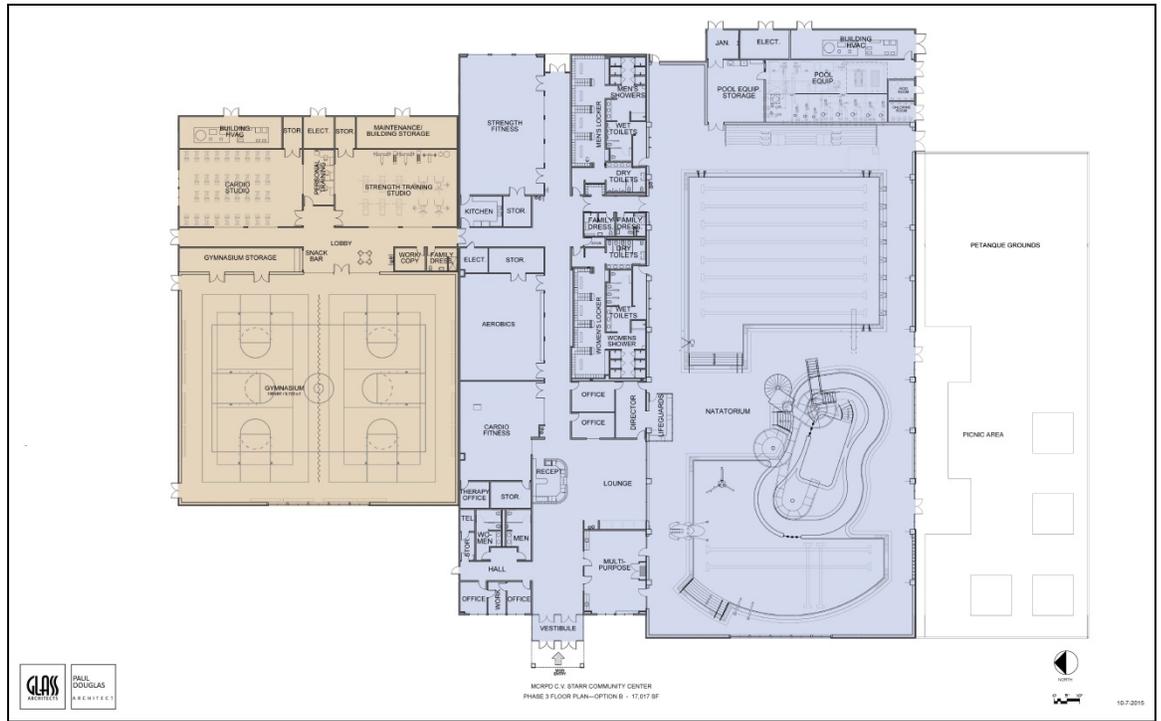
		Probable Construction Cost Range	
		Construction System CMU / Standard (low cost range)	Construction System CMU / Standard (high cost range)
SELECTED OPTION (OPTION D2)			
Large Gymnasium with Kids Club	20,459 sf		
Gymnasium	12,158 sf	@ \$401.68 /sf = \$4,883,596	@ \$428.13 /sf = \$5,205,182
Gymnastics / Cheer / Circus	1,680 sf	@ \$401.68 /sf = \$674,818	@ \$428.13 /sf = \$719,255
Cardio / Stretching	1,260 sf	@ \$401.68 /sf = \$506,114	@ \$428.13 /sf = \$539,441
Family Dressing	204 sf	@ \$401.68 /sf = \$81,942	@ \$428.13 /sf = \$87,338
Stor. / Maint. / Elec. / HVAC	1,667 sf	@ \$365.00 /sf = \$608,455	@ \$395.00 /sf = \$658,465
Kids Club	1,500 sf	@ \$365.00 /sf = \$547,500	@ \$395.00 /sf = \$592,500
Lobby / Circulation	1,990 sf	@ \$401.68 /sf = \$799,338	@ \$428.13 /sf = \$851,975
Subtotal		\$8,101,764	\$8,654,157
Est. Contingency (20%)		\$1,620,353	\$1,730,831
Probable Construction Cost		\$9,722,117	\$10,384,988
Soft Costs (20%)		\$1,620,353	\$1,730,831
Const'n Contingency (10%)		\$810,176	\$865,416
TOTAL PROBABLE PROJECT COST		\$12,152,646	\$12,981,235

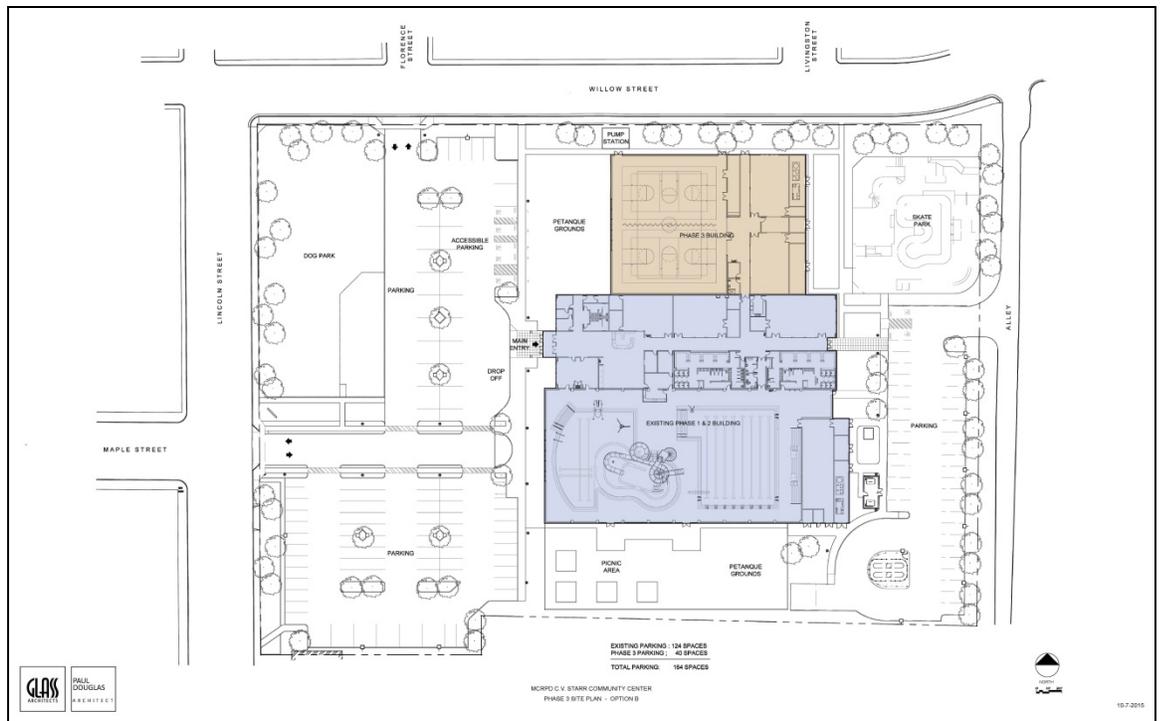
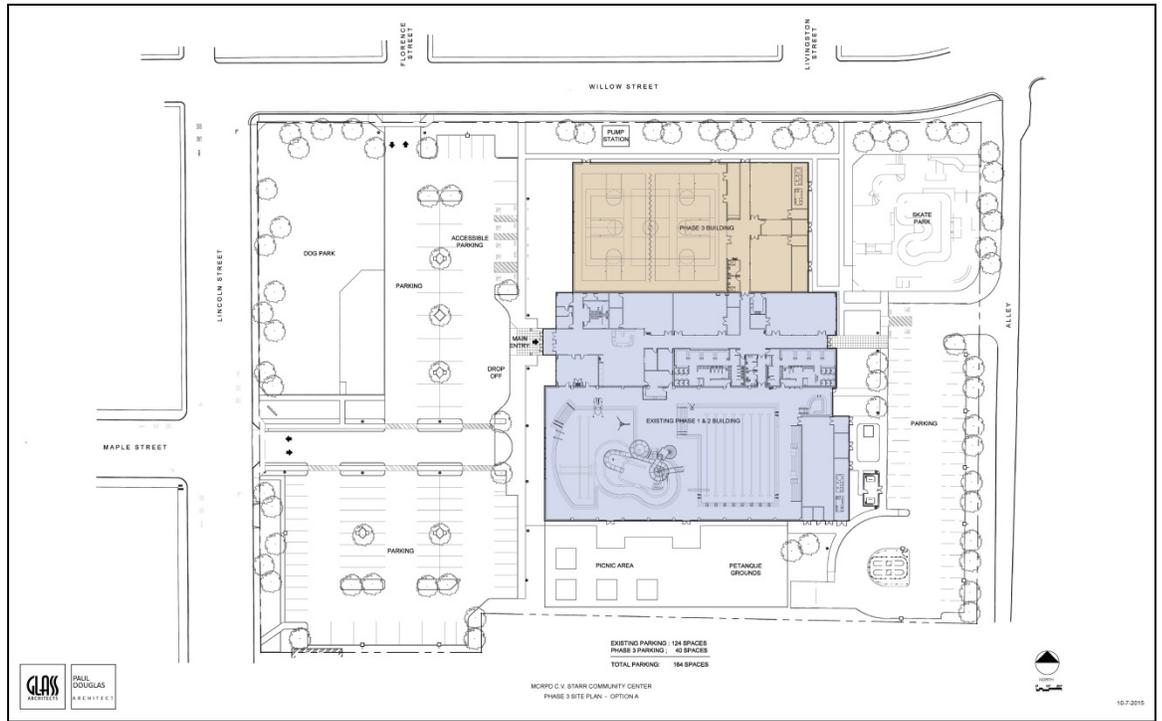
		Probable Construction Cost Range	
		Construction System Pre-Fab Metal (low cost range)	Construction System Pre-Fab Metal (high cost range)
SELECTED OPTION (OPTION D2)			
Large Gymnasium with Kids Club	20,459 sf		
Gymnasium	12,158 sf	@ \$376.04 /sf = \$4,571,942	@ \$401.68 /sf = \$4,883,596
Gymnastics / Cheer / Circus	1,680 sf	@ \$376.04 /sf = \$631,754	@ \$401.68 /sf = \$674,818
Cardio / Stretching	1,260 sf	@ \$376.04 /sf = \$473,815	@ \$401.68 /sf = \$506,114
Family Dressing	204 sf	@ \$376.04 /sf = \$76,713	@ \$401.68 /sf = \$81,942
Stor. / Maint. / Elec. / HVAC	1,667 sf	@ \$337.00 /sf = \$561,779	@ \$365.00 /sf = \$608,455
Kids Club	1,500 sf	@ \$337.00 /sf = \$505,500	@ \$365.00 /sf = \$547,500
Lobby / Circulation	1,990 sf	@ \$376.04 /sf = \$748,327	@ \$401.68 /sf = \$799,338
Subtotal		\$7,569,830	\$8,101,764
Est. Contingency (20%)		\$1,513,966	\$1,620,353
Probable Construction Cost		\$9,083,796	\$9,722,117
Soft Costs (20%)		\$1,513,966	\$1,620,353
Const'n Contingency (10%)		\$756,983	\$810,176
TOTAL PROBABLE PROJECT COST		\$11,354,745	\$12,152,646

EXHIBIT A – Community Meeting Graphic Materials









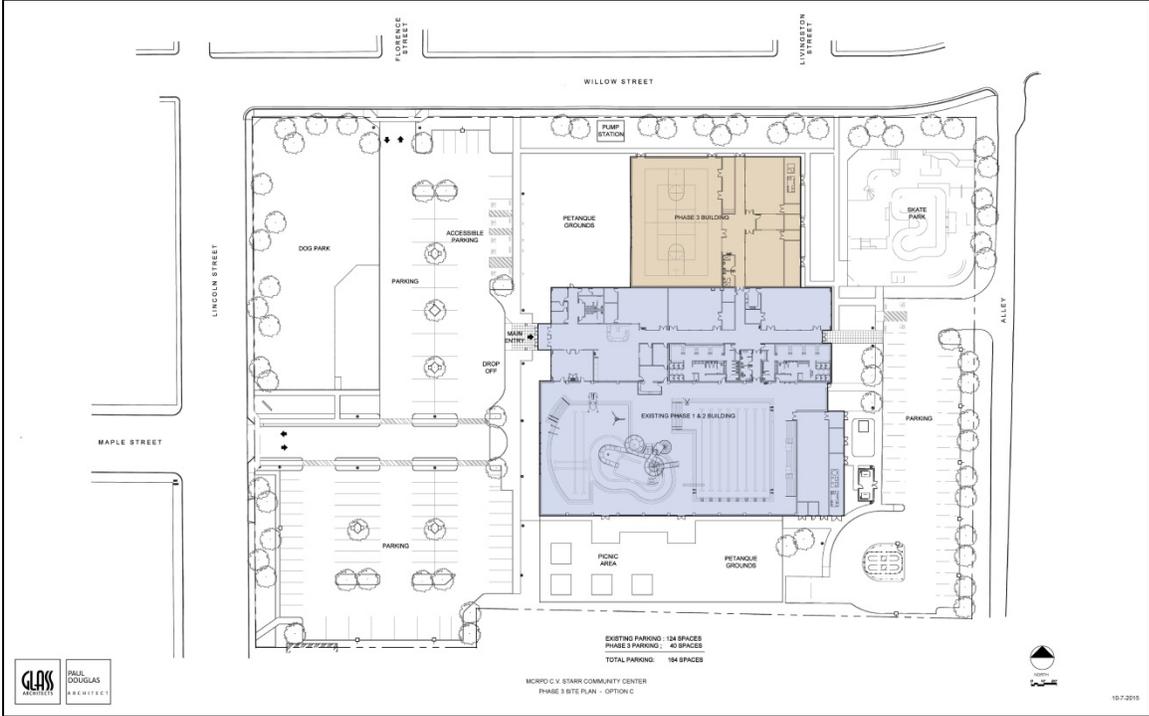
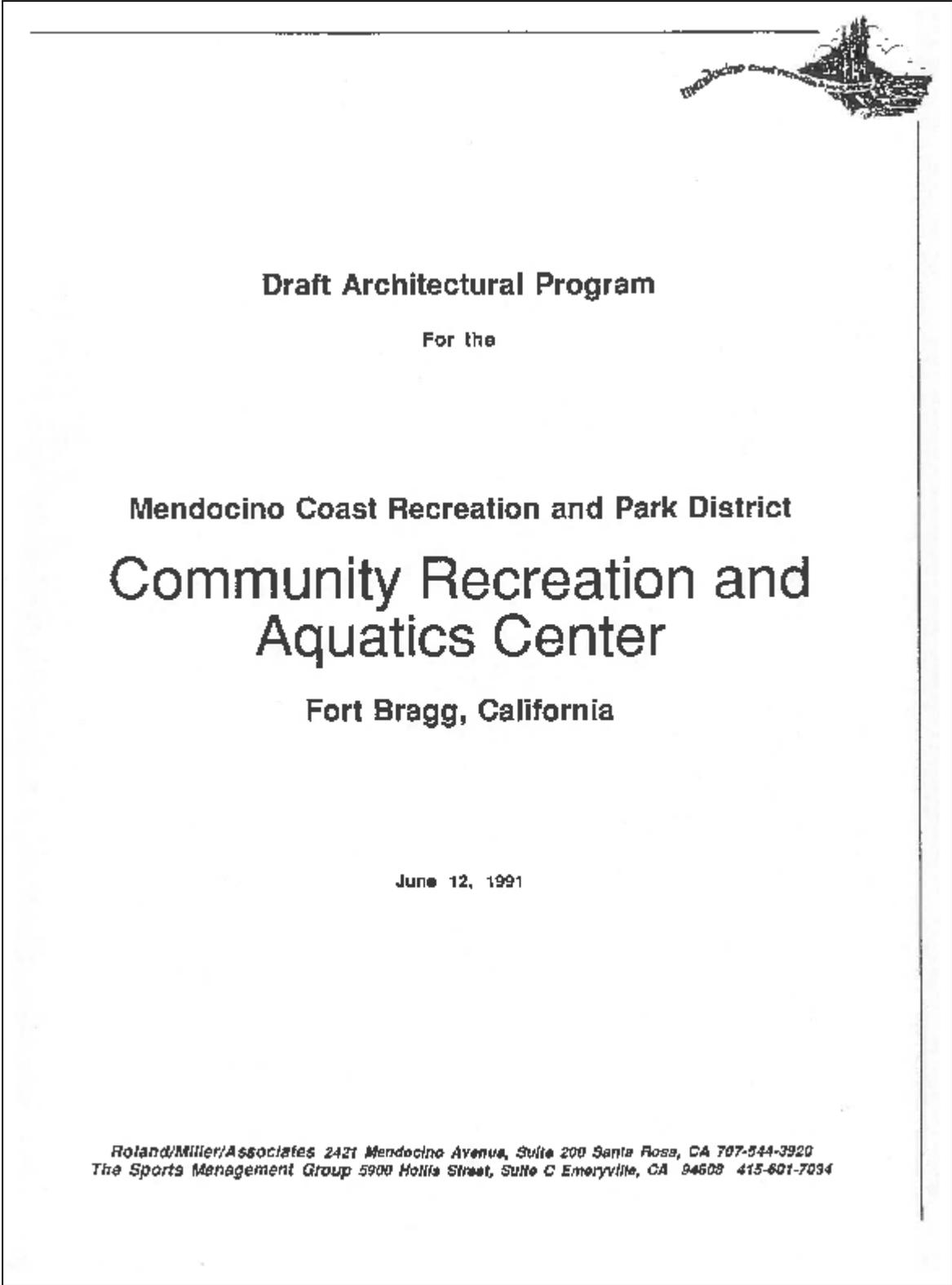


EXHIBIT B – Excerpts from Architectural Program 1991





**Mendocino Coast Recreation and Park District
COMMUNITY RECREATION AND AQUATICS CENTER**

PROGRAM TEAM

**Mendocino Coast Recreation and Park District
Board of Directors**

Pat Tilley, Chair
Pat Reed, Vice-Chair
Tom Charters
Merline Shepherd
Joanne Frazer

Ad-Hoc Program Committee

Tom Charters, Board of Director
Joanne Frazer, Board of Director
Dave Goble, Engineering Coordinator, City of Fort Bragg
Paul Tichinin, Mendocino County Regional Occupation Program
Steven Tiger, President, Friends of MCRPD
Charlie Boise, District Administrator
Tessie Branscomb, Aquatics Director
Susan Larkin, College of the Redwoods, Elderly Swim Program

Design Team

Craig W. Roland, FAIA, Roland/Miller/Associates, Architects
Eric M. Glass, AIA, Roland/Miller/Associates, Architects
Lauren Livingston, The Sports Management Group
Dr. William Rowley, Rowley International Inc



**Mendocino Coast Recreation and Park District
COMMUNITY RECREATION AND AQUATICS CENTER**

6/12/91

SPACE SHEETS SUMMARY

Phase 1

Room	Estimated Area - ASF	Estimated Area - GSF
Natatorium	18,100	
Lobby / Reception	900	
Lounge / Waiting	625	
Vending	200	
District Offices	700	
Receptionist	120	
Administrator	190	
Bookkeeper	120	
Programmer	120	
Storage / Workroom	160	
Center Offices	540	
Facility Manager	150	
Programming Staff (3)	270	
Bookkeeper	120	
Aquatics Office	480	
Aquatics Director	120	
Aquatics Staff	140	
Lifeguards	140	
First Aid	60	
General Purpose Room	600	
General Purpose Storage	125	
Conference Room	1,000	
Utility Kitchen	140	
Men's Public Restrooms	300	
Women's Public Restrooms	300	
Men's Locker Room	1,400	
Women's Locker Room	1,400	
Family Dressing Rooms (2)	300	
General Building Storage	175	
Snack Bar / Dining	1,000	
Building Mechanical	900	
Pool Mechanical	1,250	
Electrical	150	
Pool Storage	600	
Phase 1 Total	31,165	34,828 GSF (90%)



Mendocino Coast Recreation and Park District
COMMUNITY RECREATION AND AQUATICS CENTER
Page 2

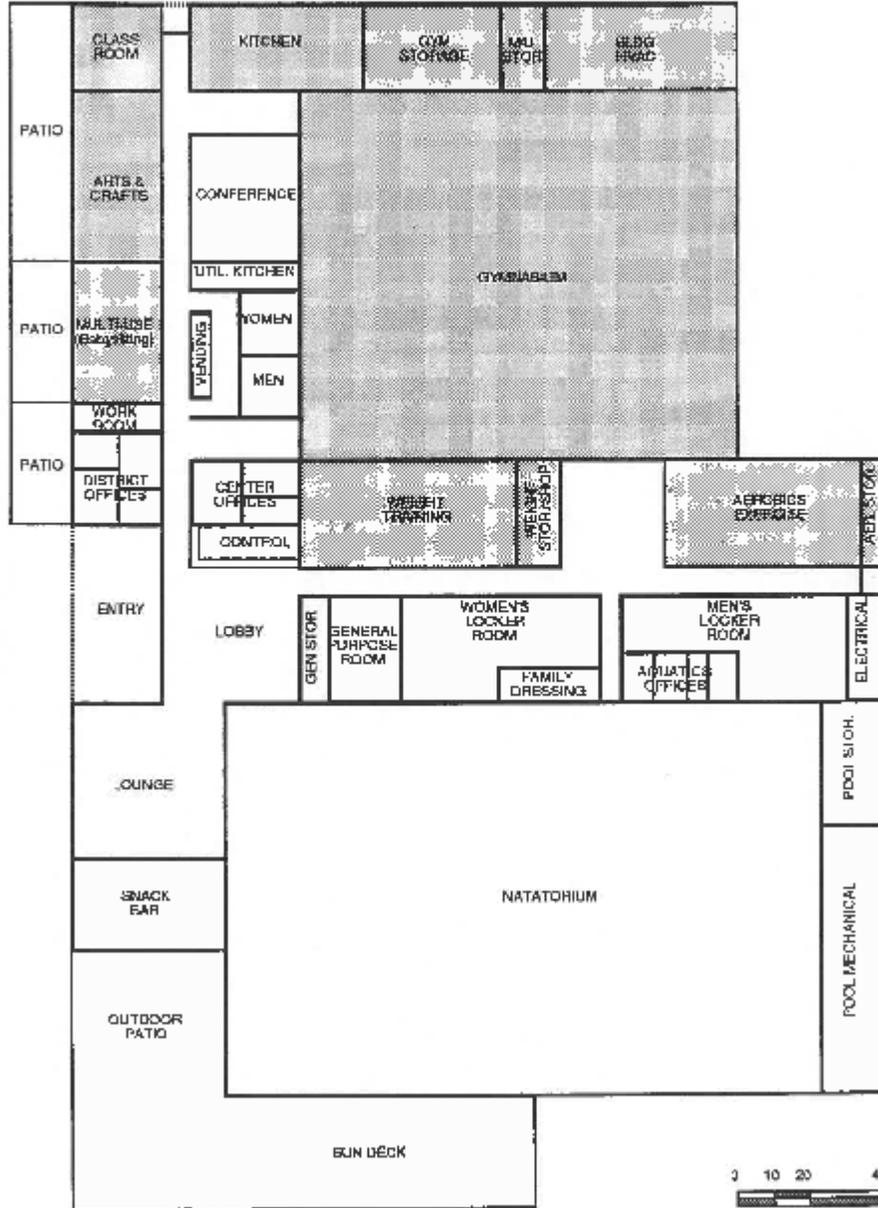
SPACE SHEETS SUMMARY

Phase 2

Room	Estimated Area - ASF	Estimated Area- GSF
Gymnasium / Multi-Purpose Room	12,500	
Gymnasium Storage	900	
Multi-Purpose Storage	300	
Kitchen	1,125	
Weight Training / Exercise Room	1,800	
Weight Training Storage / Workshop	150	
Aerobics / Exercise	1,900	
Aerobics Storage	100	
Arts and Crafts Room / Storage	1,200	
Multi-Use Room (Babysitting)	1,000	
Classroom	600	
	Phase 2 Total	21,475
		26,644 GSF (80%)
	TOTAL AREA	52,640
		61,472 GSF



**Mendocino Coast Recreation and Park District
COMMUNITY RECREATION AND AQUATICS CENTER
RELATIONSHIP PLAN**



47

C. V. Starr Community Center Phase 3

Operational Feasibility

Prepared by Ethan Newton, MCRPD District Administrator
December 4, 2016

Contents

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Long Term Operating Budget..... 4

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 Establish a Subsidy/Cost Recovery Philosophy 4

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Executive Summary

To help aid decisions in choosing a final design for the C. V. Starr Community Center Phase 3, four design options are being presented based upon past community input and identified community center needs. The four options being presented are as follows:

Option D1: This option expands the current community center by 20,492 square feet and includes a 12,000 square foot gym, gymnastics/circus room and cardio/stretch room.

Option D2: This option expands the current community center by 20,459 square feet and includes a 12,000 square foot gym, gymnastics/circus room, cardio/stretch room and kid's club space.

Option E1: This option expands the current community center by 15,265 square feet and includes a 7,000 square foot gym, gymnastics/circus room and cardio/stretch room.

Option E2: This option expands the current community center by 15,434 square feet and includes a 7,000 square foot gym, gymnastics/circus room, cardio/stretch room and kid's club space.

For each of the four options, staff have prepared anticipated revenues, expenditures and the expected net change to the C. V. Starr Community Center's operating budget.

Table 1. Net Change to Operating Budget

	Option D1	Option D2	Option E1	Option E2
REVENUES				
General Admission	19,810	26,310	15,600	22,100
Registration	53,145	53,145	42,645	42,645
Rental	17,940	17,940	17,940	17,940
Total Revenues	90,895	97,395	76,185	82,685
EXPENDITURES				
Wages and Benefits	92,657	104,400	83,257	95,364
Utilities	108,146	107,972	80,560	81,452
Outreach	4,585	4,913	3,843	4,171
Maintenance	43,972	43,901	32,756	33,118
Operations	21,540	23,080	18,054	19,594
Total Expenditures	270,899	284,265	218,470	233,699
REVENUES OVER (UNDER)				
EXPENDITURES	(180,004)	(186,870)	(142,285)	(151,014)
Net Change in Operating Budget	(180,004)	(186,870)	(142,285)	(151,014)

In all four options, anticipated annual operating costs exceed revenues and will require additional funding to sustain. This is not unusual as community center operations rarely cover costs. Given the scale of this project, the geographic location and economics of the local area, complete cost recovery is not a realistic goal for sustaining operations of this expansion.

Start Up Budget, Owner Items, and FF&E

It is assumed that the construction budget will include soft costs (owner expenses) associated with furniture, fixtures and equipment (FF&E). Professional services such as architectural design fees are also assumed to be part of the construction budget. Therefore, startup funds are not reflected in the operational budgets contained in this document.

Long Term Operating Budget

Building a sustainable budget means that revenues and expenses will keep pace over time. This operating budget is developed with sustainable revenue generating components. It is anticipated that expenditures for personnel, supplies and services will increase 3-4% per year. In order to keep pace with rising expenditures and not lose ground, fees for admissions, programs, rentals and other services will need to be incrementally increased per year at a rate greater than the expenditures. Another option is to look toward alternative funding methods.

Recommendations for Financial Planning

Establish a Subsidy/Cost Recovery Philosophy

Developing and implementing a Subsidy / Cost Recovery Philosophy based upon the City of Fort Bragg and Mendocino Coast Recreation and Park District's missions will provide the foundation for setting fees and charges.

Consider Revisions to Fee Schedule to Increase Revenue Generation Potential

Review and revise existing policies regarding the fee schedule in relation to cost recovery philosophy, public-good/individual benefit, student/instructor ratios, class maximums and program costs.

Revenues

Revenue forecasts are based on anticipated general admission, registration and rentals associated with the proposed expansion to the C. V. Starr Community Center.

Revenue projections takes into account program and facility components, current fee levels as well as economic and geographic realities. The demand is based upon current program participation levels and does not guarantee equal or greater participation levels to meet projected levels.

General Admissions

General admission revenue include fees collected for drop-in activities, such as badminton, basketball, futsal, open gym, pickleball, teen nights, dances and skate nights.

Table 2. General Admission Revenue

	Option D1 Estimated Revenue Per Year	Option D2 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year
GENERAL ADMISSION REVENUE				
Drop In Badminton (16+) ¹²	1,560	1,560	1,040	1,040
Drop In Basketball (16+) ¹²	2,340	2,340	1,560	1,560
Drop In Futsal (16+) ¹²	2,080	2,080	2,080	2,080
Drop-In Volleyball (16+) ¹²	1,170	1,170	780	780
Kids Club ³	-	6,500	-	6,500
Memberships (monthly) ⁴	1,200	1,200	1,200	1,200
Open Gym ¹²	5,850	5,850	3,900	3,900
Pickleball ¹²	1,710	1,710	1,140	1,140
Teen Night / Dances / Skate Night ¹²	3,900	3,900	3,900	3,900
Total	19,810	26,310	15,600	22,100

¹ The lowest current drop-in fee is used for drop-in program estimates.

² Estimated revenue is reduced by 50% in anticipation that current members would account for 50% of participants.

³ Kids Club revenue is estimated with the assumption of 10 participants a day, 260 days a year with a \$5/day participant fee.

⁴ A membership revenue increase is estimated at the level of 20 monthly adult memberships.

Registrations

Registration revenue includes fees collected for registered activities, such as adult basketball league, camps, youth basketball league, gymnastics and hoopstars.

Table 3. Registration Revenue

	Option D1 Estimated Revenue Per Year	Option D2 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year
REGISTRATION REVENUE				
Adult Basketball League ^{1 2}	3,120.00	3,120.00	3,120.00	3,120.00
Youth Programs - Camps ³	31,500.00	31,500.00	21,000.00	21,000.00
Youth Programs - Coast Youth Basketball League ^{1 2}	5,200.00	5,200.00	5,200.00	5,200.00
Youth Programs - Gymnastics ^{1 2}	11,600.00	11,600.00	11,600.00	11,600.00
Youth Programs - Hoopstars ^{1 2}	1,725.00	1,725.00	1,725.00	1,725.00
Total	53,145.00	53,145.00	42,645.00	42,645.00

¹ Current fee rate is used to calculate registration revenue.

² Based upon historical participation and revenue data.

³ Camp registration fee of \$125 per session used to calculate revenue.

Rentals

Rental revenue includes fees collected for rental of spaces for activities, such as futsal and circus classes. General gym rentals are also anticipated for a variety of activities, including birthday parties, Quinceañeras, craft fairs, meetings, etc.

Table 4. Rental Revenue

	Option D1 Estimated Revenue Per Year	Option D2 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year	Option E1 Estimated Revenue Per Year
RENTAL REVENUE				
Futsal - Small Gym ¹	-	-	7,020	7,020
Futsal - Large Gym ¹	7,020	7,020	-	-
General Gym Rentals ²	3,120	3,120	3,120	3,120
Circus Classes (10 hours a week) ³	7,800	7,800	7,800	7,800
TOTAL	17,940	17,940	17,940	17,940

¹ Estimated with a projection of 468 hours of futsal per year at a rate of \$15/hr.

² Estimated with a projection of 104 hours of general gym rentals per year at a rate of \$30/hr.

³ Estimated with a projection of 520 hours of circus classes per year at a rate of \$15/hr.

Expenditures

Expenditures estimates are based on anticipated wages and benefits, utilities, outreach/marketing, maintenance, and operations to sustain programs and facility upkeep associated with the proposed expansion to the C. V. Starr Community Center.

Expenditure projections takes into account program and facility components. The projections are based upon the best available historical data, reasonable assumptions and does not guarantee actual expenditures to be equal or lesser than projected expenditure levels.

Wages and Benefits

Increase costs for wages and benefits are anticipated to properly support and sustain maintenance and program activities associated with the expansion of the community center.

Table 5. Wages and Benefits

	Option D1 Estimated Cost Per Year	Option D2 Estimated Cost Per Year	Option E1 Estimated Cost Per Year	Option E1 Estimated Cost Per Year
WAGES AND BENEFITS				
Assistant Coordinator - Programs ¹	25,902	25,902	25,902	25,902
Custodial/Maintenance Worker I ²	17,749	17,720	13,222	13,368
Custodial/Maintenance Worker II ²	19,102	19,071	14,229	14,387
Program staff (gymnasium programs) ³	24,758	24,758	24,758	24,758
Program staff (gymnastics program) ⁴	5,146	5,146	5,146	5,146
Program staff (Kids Club) ⁵	-	11,803	-	11,803
TOTAL	92,657	104,400	83,257	95,364

¹ Assistant Coordinator – Programs is estimated based upon being equivalent to Assistant Coordinator – Aquatics position and is estimated at a 0.50 FTE level.

² Wages and Benefits are estimated based upon current levels of the Custodial/Maintenance Worker position per square foot of building space applied to additional square feet of building space in each option.

³ Program staff for gymnasium programs is estimated based upon the current average cost of part-time program staff applied to the anticipated hours needed to support new programs.

⁴ Program staff for a gymnastic program is estimated based upon current rate of wages and benefits for gymnastics staff applied to support 200 hours of gymnastics a year.

⁵ Program staff for a Kids Club program is estimated based upon current rate of wages and benefits for youth program staff applied to support 260 days of a 3 hour of program.

Utilities

Increase costs for utilities are anticipated to properly support and sustain HVAC functions, lighting and general uses associated with the expansion of the community center.

Table 6. Utilities

	Option D1 Estimated Cost Per Year	Option D2 Estimated Cost Per Year	Option E1 Estimated Cost Per Year	Option E1 Estimated Cost Per Year
UTILITIES				
Electrical ¹	57,747	57,654	43,017	43,493
Propane ²	36,394	36,336	27,111	27,411
Water ³	14,005	13,982	10,433	10,548
TOTAL	108,146	107,972	80,560	81,452

¹ Electrical estimates are based upon current electrical costs (adjusted for non-aquatic spaces) applied to the square footage of additional space. Estimates assume a photovoltaic system installed on the new roof, but does not factor in a carport-style photovoltaic system installed in the parking lot areas.

² Propane estimates are based upon current propane costs (adjusted for non-aquatic spaces) applied to the square footage of additional space.

³ Water estimates are based upon current water costs (adjusted for non-aquatic spaces) applied to the square footage of additional space.

Outreach

Increase costs for outreach and marketing to support expansion of programs and use of the expanded community center include costs associated with recreation guides, flyers, online presence and advertisements.

Table 7. Outreach

	Option D1 Estimated Cost Per Year	Option D2 Estimated Cost Per Year	Option E1 Estimated Cost Per Year	Option E1 Estimated Cost Per Year
OUTREACH				
Outreach ¹	4,585	4,913	3,843	4,171
TOTAL	4,585	4,913	3,843	4,171

¹ Outreach estimates are based upon the current level of outreach/marketing the center currently allocates towards this purpose (5% of annual revenue) and applied to revenue associated with the additional space.

Maintenance

Increase costs for maintenance are anticipated to provide for proper maintenance of the expansion of the community center, including repair parts, equipment, tools, maintenance services and repair services.

Table 8. Maintenance

	Option D1 Estimated Cost Per Year	Option D2 Estimated Cost Per Year	Option E1 Estimated Cost Per Year	Option E1 Estimated Cost Per Year
MAINTENANCE				
Maintenance ¹	43,972	43,901	32,756	33,118
TOTAL	43,972	43,901	32,756	33,118

¹ Maintenance cost estimates are based upon current maintenance costs (adjusted for non-aquatic spaces) applied to the square footage of additional space.

Operations

Increase costs for operations are anticipated to provide for operation costs that support the expansion of the community center, including uniforms, equipment rental, professional services, insurance, training, recruitments, facility supplies and program supplies.

Table 9. Operations

	Option D1 Estimated Cost Per Year	Option D2 Estimated Cost Per Year	Option E1 Estimated Cost Per Year	Option E1 Estimated Cost Per Year
OPERATIONS				
Operations ¹	21,540	23,080	18,054	19,594
TOTAL	21,540	23,080	18,054	19,594

¹ Operations cost estimates are based upon the current level of operations the center currently allocates towards this purpose (24% of annual revenue) and applied to revenue associated with the additional space.

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City of Fort Bragg

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

Text File

File Number: 16-053

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 7A.

Adopt Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg

RESOLUTION NO. ____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL DROUGHT EMERGENCY IN THE CITY OF FORT BRAGG

WHEREAS, California Government Code section 8630 empowers the Fort Bragg City Council to proclaim the existence of a local emergency when the City is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City; and

WHEREAS, California Government Code section 8558(c) states that a “local emergency” means the duly proclaimed existence of conditions of extreme peril to the safety of persons and property within the territorial limits of the City, including conditions caused by the drought; and

WHEREAS, on August 10, 2015, the Fort Bragg City Council adopted Resolution No. 3837-2015 declaring a Stage 1 Water Emergency and calling for immediate implementation of water conservation measures; and

WHEREAS, on September 30, 2015, the Fort Bragg City Council conducted an emergency meeting at which the City Manager reported that the City’s Noyo River diversion was not reliably providing water due to low flows and high salinity content, thus critically impairing the City’s ability to replenish water; and

WHEREAS, based on the aforementioned circumstances, the Fort Bragg City Council adopted Resolution No. 3856-2015, by which it declared a Stage 3 Water Emergency and instituted mandatory water conservation measures intended to reduce water use by 30% from the same period in the previous year as described in Title 14, Section 14.06 of the City of Fort Bragg Municipal Code; and

WHEREAS, at a regular meeting on October 13, 2015, the Fort Bragg City Council adopted Resolution No. 3857-2015, by which it reaffirmed Resolution No. 3856-2015 and its declaration of a Stage 3 Water Emergency; and

WHEREAS, at a regular meeting on October 13, 2015, the Fort Bragg City Council adopted Resolution No. 3858-2015, declaring a local drought emergency in the City of Fort Bragg; and

WHEREAS, at a regular meeting on November 9, 2015, the City Council of the City of Fort Bragg adopted Resolution No. 3865-2015, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on December 14, 2015, the City Council of the City of Fort Bragg adopted Resolution No. 3875-2015, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on December 14, 2015, the Fort Bragg City Council unanimously voted to reduce the Stage 3 Water Emergency to a Stage 1 Water Emergency; and

WHEREAS, at a regular meeting on January 11, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3883-2016, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, while the immediate threat to the Noyo River diversion has receded as a result of recent precipitation, the City of Fort Bragg's water system remains imperiled unless and until the Summers Lane Reservoir is constructed, filled, and capable of providing supplemental water during periods of extreme low flows in the Noyo River;

NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED by the City Council of the City of Fort Bragg that for reasons set forth herein, said local emergency shall be deemed to continue to exist until the City Council of the City of Fort Bragg, State of California, proclaims its termination; and

BE IT FURTHER RESOLVED that the City Council of the City of Fort Bragg will review the need for continuing the local drought emergency at least once every 30 days until the City Council terminates the local drought emergency; and

BE IT FURTHER RESOLVED that this resolution confirming the continued existence of a local drought emergency shall be forwarded to the Director of the Governor's Office of Emergency Services and the Governor of the State of California, as well as the Mendocino County Office of Emergency Services.

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 8th day of February 2016, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

DAVE TURNER,
Mayor

ATTEST:

June Lemos
City Clerk

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City of Fort Bragg

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

Text File

File Number: 16-057

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 7B.

Adopt Resolution Authorizing Cancellation of the August 8, 2016 City Council Meeting to Accommodate Summer Vacation Schedules

Regular City Council meetings are held on the second and fourth Mondays of each month, a schedule set by Ordinance 904-2012 adopted on June 11, 2012. Discussion was held at the City Council meeting of January 25, 2016 regarding the cancellation of one Council meeting in either July, August, or September to accommodate summer vacation plans of Councilmembers. The City Clerk polled the Councilmembers regarding their preferences. The meeting of August 8, 2016 received the most votes. The Municipal Code permits the City Council to approve by resolution the changing (by cancellation or rescheduling) of a regularly scheduled meeting upon 30 days' notice. If adopted, the attached resolution would cancel the August 8, 2016 City Council meeting.

RESOLUTION NO. ____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL CANCELLING THE REGULARLY SCHEDULED CITY COUNCIL MEETING OF AUGUST 8, 2016 TO ACCOMMODATE SUMMER VACATION SCHEDULES

WHEREAS, Section 2.04.010 of the Fort Bragg Municipal Code states that City Council shall meet on the second and fourth Monday of every calendar month for regular Council meetings; and

WHEREAS, such regular Council meetings shall commence at the time or times as specified by resolution adopted by the City Council pursuant to this chapter; and

WHEREAS, in accordance with Section 2.04.010, the City Council may, prior to the regularly scheduled meeting, approve by resolution the cancellation of a regularly scheduled meeting;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby cancel the regular City Council meeting scheduled for August 8, 2016, to accommodate summer vacation schedules.

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 8th day of February, 2016, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

DAVE TURNER,
Mayor

ATTEST:

June Lemos
City Clerk



City of Fort Bragg

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

Text File

File Number: 16-059

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7C.

Receive and File Minutes from the September 17, 2015 Special Oversight Board to the Fort Bragg Redevelopment Successor Agency Meeting



City of Fort Bragg

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

Meeting Minutes Oversight Board to Fort Bragg Redevelopment Successor Agency

Thursday, September 17, 2015

9:00 AM

City Hall Conference Room, 416 N Franklin Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 9:07 AM.

ROLL CALL

Present: 4 - Victor Damiani, Scott Deitz, Bob Edwards and Chair Dave Turner

Absent: 3 - Wendy Boise, Dan Gjerde and Lee Lindsey

APPROVAL OF MINUTES

[15-370](#)

Approve Minutes of Special Meeting of February 26, 2015

A motion was made by Board Member Deitz, seconded by Chair Turner, that these Committee Minutes be approved for council review. The motion carried by a unanimous vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

MATTERS FROM COMMITTEE / STAFF

Chair Turner welcomed new board members Bob Edwards and Victor Damiani.

CONDUCT OF BUSINESS

[15-369](#)

Receive Report and Consider Adoption of Oversight Board Resolution Approving Recognized Obligation Payment Schedule 15-16B (ROPS 15-16B)

City Manager Ruffing explained the history of the Oversight Board for the benefit of its new members, noting that the composition of the board is prescribed by law and includes representatives from some of the special districts who receive a portion of the property tax revenues, as well as the schools and the County. One of the duties of the Oversight Board is to approve a Recognized Obligation Payment Schedule (ROPS) twice a year which is then sent to the State for approval. Ruffing went over the ROPS detail spreadsheet, explaining each line item. She complimented Government Accountant II Damiani for completing his first ROPS. Damiani explained that there were negative balances because receipts received from the County were short of what was approved by the State. The Department of Finance recommended that these cash shortfalls be included on the ROPS. Damiani noted that adoption of the resolution will approve

submittal of the ROPS to the State.

A motion was made by Board Member Deitz, seconded by Board Member Edwards, that this Resolution be adopted. The motion carried by the following vote:

Aye: 4 - Board Member Deitz, Chair Turner, Board Member Edwards and Board Member Damiani

Absent: 3 - Board Member Boise, Board Member Gjerde and Board Member Lindsey

Enactment No: RES OB 2015-02

ADJOURNMENT

Chair Turner adjourned the meeting at 9:22 AM.

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City of Fort Bragg

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

File Number: 16-058

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7D.

Receive and File Minutes from the October 27, 2015 Community Development Committee Meeting



City of Fort Bragg

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

Meeting Minutes Community Development Committee

Tuesday, October 27, 2015

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Committee Member Deitz called the meeting to order at 3:03 PM.

ROLL CALL

Present: 2 - Scott Deitz and Michael Cimolino

APPROVAL OF MINUTES

Approve minutes of June 23, 2015

Attachments: [Minutes of June 23, 2015](#)

A motion was made by Committee Member Deitz, seconded by Committee Member Cimolino, that the Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

CONDUCT OF BUSINESS

Receive Report and Provide a Recommendation to City Council Regarding the Harold O. Bainbridge Park Enhancement Project.

Attachments: [Bainbridge Park Workshop - Agenda Item Summary](#)
[Attachment 1 - Draft Bainbridge Park Workshop Exhibits](#)

Associate Planner Perkins gave project background regarding earmarked funding from CDBG to prepare Bainbridge Park Master Enhancement Plan. Perkins then summarized the staff report and discussed upcoming Community Input Workshop, which will aid in creating the Master Plan.

Community Development Director Jones further described the Master Plan and the events which would occur during the workshop. The Master Park Plan will include the list of priorities, schematics which generate the most public interest, long term budget considerations, and maintenance schedules. The total funding available and the possibility of future fund allocations from CDBG are primary considerations. A dot voting system will be used to determine public preferences.

Discussion: The following was noted during discussion of this item:

- Committee Member Deitz suggested the dog park scenario was likely an undesirable use of

the park and this was seconded by a community member.

- Committee Member Cimolino noted that the play structures should not need replacing; they are relatively new and all replacement parts are available in Santa Rosa as needed.
- Committee Member Cimolino asked about the picnic tables and Community Development Director Jones explained the picnic table order shipment was delayed by the Lake County fires; they are expected to arrive in February 2016.
- Committee Member Deitz requested a status update about the lowering of existing lights and decreasing the wattage of the bulbs. Director Jones stated that Public Works is meeting next week to set a timeline for task completion.
- Community Director Jones made recommendations for moving the existing maintenance shed in order to prevent future illicit activities from occurring in its vicinity.
- Perkins requested input on stakeholders to insure no one was overlooked. He is currently working with Sergeant Kendl and the Latino Coalition. Committee Member Deitz mentioned adding Neighborhood Watch to the list and Judy Valadao as a key contact person.

Public Comment on this item was received from: Kathy Silva and Rex Gressett. Items noted by public members included:

- Inquiry about fencing around the entire park perimeter to match existing infrastructure surrounding Wiggly Giggly.
- Concerns about fencing included; making enclosure feel like an “off leash dog area” and cost of fencing being too high.

Committee consensus was to revisit this issue at the next subcommittee meeting on November 24, 2015. This will allow staff time to analyze data collected from the Bainbridge Park Workshop and Committee to add final input before presenting to City Council in December.

MATTERS FROM COMMITTEE / STAFF

Committee Member Deitz inquired about the status of the Downtown Wi-Fi project. Director Jones read an email from Scott Schneider. Update stated: The City has been working with MCN staff and has created a list of necessary hardware to get the initial signals up and going. There will be two source points for the Wi-Fi to start - City Hall and Town Hall. The coverage, at this point, will be from Main to Franklin and Pine to Redwood. An agreement is being drafted between the parties and should be ready for consideration in the next couple of weeks. The goal is to have the free Wi-Fi up and running in the next 60 - 90 days.

ADJOURNMENT

Committee member Deitz adjourned the meeting at 3:30 PM.

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City of Fort Bragg

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

Text File

File Number: 16-062

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7E.

Receive and File Minutes from the November 19, 2015 Public Works and Facilities Committee Meeting



City of Fort Bragg

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

Meeting Minutes - Final Public Works and Facilities Committee

Thursday, November 19, 2015

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Meeting called to order at 3:03 by Committee Member Turner.

ROLL CALL

Staff members present: Crystal Prairie, Tom Varga, Linda Ruffing.

Present: 2 - Dave Turner and Lindy Peters

APPROVAL OF MINUTES

1 Approve Minutes from October 15, 2015

Minutes were approved as presented.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

2 Receive Report and Discuss Desalinization and Alternate Water Supply Technologies

Public Works Director Varga gave a brief summary of the staff report regarding alternate water harvesting techniques. City Manager Ruffing and Varga had calls with a Reverse Osmosis (RO) researcher per recommendation by the State of California. At this point the biggest version of that product produces 20,000 gallons per day.

Varga spoke to a "fog harvester" who has been testing the technology in the San Bruno mountains. Ruffing asked how much water the units produce, 118 gallons, over 12 hours, per unit.

Nearly all the technologies would require a "pilot plant." There was some discussion regarding the best location for a pilot plant, close to the ocean to facilitate easier disposal, or farther away and closer to the source. There would either be water transported from the location to the plant, or waste transported from the location to the ocean. There was discussion of trucking costs and how they may be very high.

Committee member Peters mentioned that years ago members from Lockheed came to the City Council and discussed a technology of running pipe underwater in the ocean to dispose of "brine."

Cambria has a RO plant and is in a situation very similar to Fort Bragg. The capital cost was \$9M. Total cost with financing was \$13M. There is a state park nearby and the state park is concerned about brine disposal. The project was constructed as an "emergency" project. There was

discussion of having someone come to Fort Bragg to evaluate what could be done locally that is similar. Committee member Peters will contact the designers of the plant and discuss the possibility of a visit and attendance at a future Public Works Committee Meeting.

The cost for an "alternate technology" project such as those mentioned, to augment or replace water sources, is approximately \$10M.

There was discussion of ways to prevent future water emergencies in the "short term," such as developing wells, which would be faster and less expensive. The well at the CV Starr center has 2 storage tanks currently and a third is going to be added so that if supplemental water needs to be trucked to the plant, it's available. The cost to put infrastructure and treatment in place permanently could be several hundred thousand dollars. A test run of the trucking of water from the well to the plant has been done. There was discussion of "fish blocking" and oxygenation of the water when using a water bladder.

There was discussion of needing Lake and Streambed alterations for our current sources and the loss of water. This makes alternate sources of water an immediate necessity. There are very high tides starting Sunday of next week, and it's a holiday. There will be more usage.

There will be a Special Council Meeting in January to just talk about water issues.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Meeting was adjourned by Committee Member Turner at 4:07pm.

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City of Fort Bragg

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

Text File

File Number: 16-060

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7F.

Receive and File Minutes from the January 28, 2016 Special Oversight Board to the Fort Bragg Redevelopment Successor Agency Meeting



City of Fort Bragg

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

Meeting Minutes Oversight Board to Fort Bragg Redevelopment Successor Agency

Thursday, January 28, 2016

10:00 AM

City Hall Conference Room
416 N Franklin Street

Special Meeting

MEETING CALLED TO ORDER

The meeting was opened at 10:00 AM.

ROLL CALL

Present: 3 - Bob Edwards, Scott Deitz and Victor Damiani

Absent: 4 - Dan Gjerde, Dave Turner, Lee Lindsey and Wendy Boise

ADJOURNMENT

Once it was determined that a quorum could not be reached, the meeting was adjourned with no business being conducted. The next special meeting of the Oversight Board was set for 2:30 PM on Friday, January 29, 2016 in the downstairs conference room at City Hall, 416 N. Franklin Street, Fort Bragg AND 45050 Little Lake Street, Mendocino, where Board Member Deitz will appear by telephone. The meeting adjourned at 10:05 AM.



City of Fort Bragg

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

Text File

File Number: 16-055

Agenda Date: 2/8/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 7G.

Approve Minutes of January 25, 2016



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, January 25, 2016

6:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 6:01 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Vice Mayor Lindy Peters, Councilmember Michael Cimolino, Councilmember Scott Deitz, Councilmember Doug Hammerstrom and Mayor Dave Turner

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A.** [16-027](#) Presentation of Proclamation Commending Odile Perkins and Jay Koski for their Good Samaritan Actions

Mayor Turner read a Proclamation and presented it to Odile Perkins and Jay Koski, commending them for their Good Samaritan actions on January 7, 2016 when they helped rescue two citizens whose boat had overturned in high surf at the mouth of the Noyo River.

2. STAFF COMMENTS

Public Works Director Varga gave the Council an update on the tree falling at the north end of Harrison Street. Administrative Services Director Schneider summarized the status of the public WiFi installation and the new City telephone system. The downtown WiFi system will be installed by the end of January. A phone system has been ordered from NorCal Telecom, with installation anticipated in the next two weeks, starting with the Police Department. Funds for the new telephone system will be assembled from different sources, including asset forfeiture and a Redwood Empire Municipal Insurance Fund (REMIF) claim from the Police Department for the lightning damage to their equipment. City Manager Ruffing reported on the recent annual training meeting at REMIF. She noted that there was interest in having a summer recess to accommodate vacation plans and instructed the City Clerk to poll the Councilmembers on which meeting date between July and September they would prefer to cancel.

3. MATTERS FROM COUNCILMEMBERS

Mayor Turner reported on his recent meetings with other Mendocino County Mayors and winter shelter providers. Vice Mayor Peters said that a new grant is available for desalination studies that he would like to have staff investigate. He said he has had complaints about dogs being loose on the South Coastal Trail. Councilmember Cimolino reported on a recent Economic Development

and Financing Corporation (EDFC) meeting he attended. He also went to a neighborhood watch meeting, and applauded Sergeant McLaughlin for doing a very good job answering tough questions from community members. Councilmember Deitz summarized a recent Mendocino College meeting and talked about scholarship programs. He noted that a Community Development Committee meeting is set for January 26.

4A. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes)

- Julia Winkelmeyer said she has been pushed out of the area because rents are through the roof. She is homeless and thinks there should be more focus on emergency weather shelter, which is being shut down in spite of meeting weather criteria. She said there is no accountability at Hospitality House, there are staffing issues, and poor management.
- Mayor Turner read comments from Jonathan Turner regarding mental health problems.
- Judy Valadao said the City has given a large sum of money to help the homeless, but where is the help? She said this is a promise of something being done when in fact nothing is being done. She asked the City to declare a Shelter Crisis under Government Code Section 8698 to bypass regulations and allow people to sleep in public buildings and churches.
- Malcolm MacDonald stated that he was shown a chart of groups responsible for emergency shelters organized by week, and there were blank spots for several weeks in February and March. He said the people doing the planning for emergency shelters do not have enough groups to help.
- Mayor Turner said that the churches can only do so much, and if anybody knows of a building available to act as an emergency shelter, please let him or the Mendocino Coast Hospitality Center know.
- Vice Mayor Peters asked Chief Lizarraga to put a discussion of the shelter crisis on an upcoming Public Safety Committee agenda.

5. PUBLIC HEARING

6. CONDUCT OF BUSINESS

- 6A. [16-025](#)** Receive Report and Consider Adoption of City Council Resolution Accepting the Conveyance of a Public Access Trail Easement from the Coastal Land Trust and Authorizing City Manager to Execute the Deed and the Certificate of Acceptance

Public Works Director Varga outlined his staff report on the public access trail easement near the Harbor Lite Lodge. Lodge owner Jim Hurst has offered to pay \$10,000 toward the cost of trail improvements.

Discussion: Vice Mayor Peters noted that the only other way from Fort Bragg into the Noyo Harbor is via North Harbor Drive which is extremely narrow and has no shoulders. Mayor Turner said this easement looks doable and he would like to take advantage of Hurst paying \$10,000 toward improvements to the trail. Councilmember Hammerstrom wanted to know if a maintenance fund would need to be created. Varga explained that the original intent was to match improvement costs, not to take on a maintenance obligation. Councilmember Deitz suggested that signage be part of the improvements. All Councilmembers agreed that the City should accept the trail easement.

A motion was made by Vice Mayor Peters, seconded by Councilmember Cimolino, that this Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Enactment No: RES 3884-2016

6B. [16-013](#) Receive Recommendation from Public Works & Facilities Committee and Provide Direction to Staff Identifying Priority Streets and Alleys for Inclusion in 2016 Streets and Alleys Rehabilitation Project

Public Works Director Varga gave a brief summarization of his report on the rehabilitation of alleys and streets in Fort Bragg.

Discussion: The Councilmembers discussed adding Boatyard Drive to the list of streets that need major repairs, as it has been severely damaged due to recent rains. The alley ranking previously performed by KASL engineers was mentioned. Varga noted that there is value in letting a winter run its course to see how the alleys and streets hold up during a rainy season.

Public Comment:

- Simon Smith asked that "Green Alleys" be defined. Mayor Turner explained about permeable pavers and the nature of green alleys.
 - Eric Dwyer encouraged the Council to recommend resurfacing of the Boatyard Drive area near Harvest Market and installation of green alleys behind the car wash and Sears.
- Discussion: The following was noted during discussion of this item:
- It is too early to tell if the green alleys will hold up over time.
 - It might be worth it for the tourist economy if more green alleys were done in the downtown because it looks nicer.
 - The cost of rehabilitation for streets and alleys varies, depending on the materials used and the utilities affected.
 - At least one priority alley should be in a residential neighborhood.
 - The priority list for alleys was agreed to include Starbucks Alley (with this possibly being a Green Alley), the alley between South Whipple and Grove from Walnut to Chestnut, Sears Alley, and the alley behind Portuguese Hall.
 - The priority list for streets was agreed to include North Sanderson Way, South Franklin Street and Boatyard Drive.
 - Maintenance of alleys with dirt or gravel surfaces was also recommended to be done on a yearly basis.
 - Street rehabilitation projects will typically occur every other year; alley rehabilitation projects will normally occur annually.

Council directed staff to make the following alley and street rehabilitation projects top priority: ALLEYS: (1) Starbucks Alley; (2) Alley between South Whipple and Grove; (3) Sears Alley; (4) Portuguese Hall Alley. STREETS: (1) North Sanderson Way; (2) South Franklin Street; (3) Boatyard Drive. Staff was also directed to conduct yearly maintenance of alleys with dirt or gravel surfaces.

4B. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes, If Necessary)

7. CONSENT CALENDAR

Vice Mayor Peters requested that Item 7D be removed from the Consent Calendar.

Approval of the Consent Calendar

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Deitz, to approve the Consent Calendar, with the exception of Item 7D. The motion carried by the following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

- 7A. [16-017](#)** Adopt by Title Only, and Waive Further Reading of Ordinance No. 923-2016 Amending Chapter 14.06 (Water Conservation) of Title 14 of the Fort Bragg Municipal Code

This Ordinance was adopted on the Consent Calendar.

Enactment No: ORD 923-2016

- 7B. [16-034](#)** Adopt City Council Resolution Accepting the 2016 Fort Bragg Police Department Salary Survey Results as Required by Ordinance 672

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3885-2016

- 7C. [16-021](#)** Approve and Accept the Athletic Fields Master Plan

This Consent Calendar item was approved on the Consent Calendar.

- 7E. [16-029](#)** Accept Certificate of Completion for the Summers Lane Timber Harvest Project, City Project 2015-02, and Direct City Clerk to File Notice of Completion

This Certificate of Completion was accepted on the Consent Calendar.

- 7F. [16-036](#)** Accept Municipal Improvement District No. 1 Basic Financial Statements for FY14-15

This Consent Calendar item was approved on the Consent Calendar.

- 7G. [16-033](#)** Receive and File Minutes from the November 4, 2015 Finance and Administration Committee Meeting

These Committee Minutes were received and filed on the Consent Calendar.

- 7H. [16-018](#)** Approve Minutes of Special Meeting of January 5, 2016

These Minutes were approved on the Consent Calendar.

- 7I. [16-020](#)** Approve Minutes of January 11, 2016

These Minutes were approved on the Consent Calendar.

ITEMS REMOVED FROM CONSENT CALENDAR

- 7D. [16-022](#)** Adopt City Council Resolution Increasing Compensation for Seasonal Laborer Classification to \$15.00 per Hour

Vice Mayor Peters made a wage comparison between Councilmembers and seasonal workers, saying that members of City Council make less than \$15 per hour and he did not think it justified to pay temporary employees more. Councilmember Hammerstrom noted that Councilmembers receive health insurance benefits which increases the value of their compensation, and he thought that \$15 per hour would be fine. In response to a question from Councilmember Deitz on whether it is difficult to hire seasonal workers, City Manager Ruffing responded that the City has not raised the rate for five years and recruitment has been abysmal over the last year or two. Councilmember Cimolino thought giving temporary employees a 25% raise would cause problems with the full-time employees. A compromise was ultimately reached wherein the resolution would be amended to change the compensation from \$12 per hour to \$14 per hour, instead of increasing it to \$15.

A motion was made by Councilmember Hammerstrom that this Resolution be adopted. The motion failed for lack of second.

A motion was made by Councilmember Deitz, seconded by Vice Mayor Peters, that this Resolution be adopted as amended. The motion carried by the following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Enactment No: RES 3886-2016

8. CLOSED SESSION

ADJOURNMENT

Mayor Turner adjourned the meeting at 8:00 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)