



# City of Fort Bragg

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

## Meeting Agenda Community Development Committee

Tuesday, November 22, 2016

3:00 PM

Town Hall, 363 N. Main Street

### MEETING CALLED TO ORDER

### ROLL CALL

### 1. APPROVAL OF MINUTES

- 1A. [16-438](#) Approve Minutes of October 25, 2016

**Attachments:** [Minutes of October 25, 2016](#)

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

### 3. CONDUCT OF BUSINESS

- 3A. [16-465](#) Receive Report and Provide Direction to Staff Regarding the Appointment of a Bee City USA Subcommittee

**Attachments:** [20161122 Bee City USA Subcommittee Report](#)

[Attachment 1 - Fort Bragg City Council Resolution No. 3904-2016-Bee City USA](#)

[Attachment 2 - Getting Started Guide to Bee City](#)

[Attachment 3 - Fort Bragg Bee City Logo](#)

### MATTERS FROM COMMITTEE / STAFF

### ADJOURNMENT

STATE OF CALIFORNIA     )  
  )ss.  
COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on November 17, 2016.

Chantell O'Neal, Administrative Assistant

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## Text File

**File Number: 16-438**

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**Agenda Date:** 11/22/2016

**Version:** 1

**Status:** Minutes to be Approved

**In Control:** Community Development Committee

**File Type:** Committee Minutes

**Agenda Number:** 1A.

Approve Minutes of October 25, 2016



# City of Fort Bragg

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## Meeting Minutes Community Development Committee

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Tuesday, October 25, 2016

3:00 PM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Committee Member Deitz called the meeting to order at 3:00 PM.

### ROLL CALL

**Present:** 2 - Scott Deitz and Michael Cimolino

### 1. APPROVAL OF MINUTES

1A. Approve Minutes of August 23, 2016

A motion was made by Committee Member Deitz and seconded by Committee Member Cimolino that these Committee Minutes be approved for council review.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comments in support of developing a Bee City Committee were received from Ruth Sparks, Cornelia Reynolds, and Scott Schneider.

Committee Member Deitz recommended this item be brought to the next regularly scheduled Community Development Committee Meeting.

### 3. CONDUCT OF BUSINESS

3A. Receive Report and Consider Making a Recommendation to City Council Regarding Establishment of a Mural Competition In Fort Bragg

Associate Planner Perkins presented the report for the establishment of a Mural Competition in Director Jones absence. Jonathan Palmer and Lia Wilson gave short summaries of their potential projects. Palmer's project is a mural competition and Wilson's is an Alley art concept.

Discussion Included:

- Candidate selection procedures
- Potential themes
- Impacts of mural projects in other communities
- Advertising
- Project timeline
- Financial contributions from business owners
- Paint type for longevity

- Suitability of murals on building facades
- QR Codes for alley art
- Documentary for the process
- Potential for extending this concept to 3 dimensional art
- Graffiti prevention

**Committee Members supported both ideas and recommended bringing the items forward to Council.**

### **MATTERS FROM COMMITTEE / STAFF**

Staff discussed potential alternate November meeting dates. Committee Member Deitz recommended keeping the regularly scheduled November 22, 2016 meeting.

### **ADJOURNMENT**

Committee Member Deitz adjourned the meeting at 3:45 PM.



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## Text File

**File Number: 16-465**

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**Agenda Date:** 11/22/2016

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Staff Report

**Agenda Number:** 3A.

Receive Report and Provide Direction to Staff Regarding the Appointment of a Bee City USA Subcommittee



**CITY OF FORT BRAGG**

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PHONE 707/961-2823 FAX 707/961-2802

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**COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** November 22, 2016  
**TO:** Community Development Committee  
**FROM:** Scott Schneider, Administrative Services Director  
**AGENDA ITEM TITLE:** **RECEIVE REPORT AND PROVIDE DIRECTION TO STAFF REGARDING THE APPOINTMENT OF A BEE CITY USA SUBCOMMITTEE**

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**ISSUE:**

On June 13, 2016, Fort Bragg City Council adopted a Resolution (attachment 1) approving the designation of the City of Fort Bragg as a “Bee City USA Community”, the first in California. In order to maintain the designation some ongoing requirements are necessary. Staff seeks direction from the committee on the establishment of a Bee City USA subcommittee to report to this committee on a bi-annual basis on programs and initiatives supporting the certification. The proposed subcommittee would like to update the Committee on efforts to date and plans moving forward.

**SUMMARY:**

As part of the Resolution passed on June 13, 2016, the Community Development Committee was assigned as the Bee City USA sponsor and is to facilitate the local Bee City USA program.

With the designation of Fort Bragg as a Bee City USA Community, certain requirements now exist to maintain the designation (attachment 2). They include:

- Appointment of a committee to facilitate the Bee City USA program including the encouragement and coordination of local pollinator habitat and awareness activities
- Install at least one Bee City USA street sign approved by Bee City USA
- Designate a city department to the City's Bee City USA sponsor

Some activities suggested as part of the designation include:

- Create annual goals for the program
- Ask City Council to make a proclamation in support of National Pollinator Week (3<sup>rd</sup> week of June)
- Launch a Bee City USA Facebook page

- Host an annual awareness event
- Serve as a clearinghouse for information about any activities related to pollinators in the community
- Celebrate gardeners and landscapers who are practicing pollinator conscious landscaping
- Create a list of recommended pollinator friendly native species including sources for those species
- Plant a “demonstration habitat” on either city or school property to educate community members
- Review city policies and practices and update them to include Bee City USA commitments

An enthusiastic group of local residents have already begun to meet to discuss the further development of the Bee City USA program; including many of the required and suggested activities above. The first meeting of the unofficial Bee City USA subcommittee was held on Monday, November 7, 2016.

To date, a logo specific to Fort Bragg has been developed along with the beginnings of a list of pollinator friendly species (attachment 3). There has also been discussion around the possibility of a pollinator friendly native species “demonstration habitat” on the Guest House Museum grounds. Many other ideas were discussed and the enthusiasm and energy among the group is high.

**RECOMMENDATION:**

As the designated Committee to the Bee City USA program, staff is seeking the approval to appoint the following to the Bee City USA subcommittee:

- Michael Cimolino, Community Development Committee member
- Ruth Sparks, Fort Bragg Garden Club & Master Gardener (proposed chair for subcommittee)
- Donna Worster, Fort Bragg Garden Club & Master Gardener
- Cornelia Reynolds, Bee Bold Mendocino & Noyo Food Forest
- Kathy Holmes, Fort Bragg Garden Club
- Peggy Martin, Fort Bragg Garden Club
- Scott Schneider, staff

The subcommittee would be responsible for ensuring Fort Bragg’s designation as a Bee City USA Community follows all necessary guidelines and requirements, including annual renewal, and reporting to this committee on its activities and initiatives.

**ATTACHMENTS:**

Attachment 1: Fort Bragg City Council Resolution No. 3904-2016-Bee City USA

Attachment 2: Getting Started Guide to Bee City

Attachment 3: Fort Bragg Bee City Logo

## RESOLUTION NO. 3904-2016

### RESOLUTION OF THE FORT BRAGG CITY COUNCIL SEEKING CERTIFICATION OF THE CITY OF FORT BRAGG, CALIFORNIA AS A BEE CITY USA® COMMUNITY

**WHEREAS**, the goal of *BEE CITY USA* is to promote healthy, sustainable habitats and communities for bees and other pollinators; and

**WHEREAS**, thanks to the tremendous diversity of wild native bees, along with the honey bees that were brought here from Europe in the 1700s, we have very diverse dietary choices rich in fruits, nuts and vegetables: “*One in every three bites of food we eat is courtesy of insect pollination. Even our meat and milk trace back to insects that pollinate the alfalfa and other feed for beef cattle and cows*” (Mace Vaughan, Pollinator Program Director for the Xerces Society for Invertebrate Conservation); and

**WHEREAS**, bees and other pollinators around the globe have experienced dramatic declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases, with grave implications for the future health of flora and fauna; and

**WHEREAS**, communities have the opportunity to support bees and other pollinators on both public and private land; and

**WHEREAS**, supporting pollinators fosters environmental awareness and sustainability, and increases interactions among community stewards such as commercial and backyard beekeepers, farmers, children, educators, Master Naturalists, Master Gardeners, plant nurseries, municipalities, neighborhoods, and garden suppliers and clubs; and

**WHEREAS**, the economic benefits of (native and honey) bee-friendliness are:

- Healthy ecosystems--insect pollinators are required for pollination and reproduction of about 85% of flowering plants globally, plants that: 1) are vital for clean air and water; 2) provide food, fiber and shelter for people and wildlife; and 3) support the very insects that pollinate our crops and form the basis of food webs.
- Increased vegetable and fruit crop yields due to bee pollination.
- Increased habitat for natural enemies of crop pests and therefore reduced need for and costs associated with pesticides.
- Increased demand for pollinator-friendly plant materials from local nurseries and growers.
- Income earned by beekeepers and others through the sale of bee products, beekeeping equipment and supplies, and hive rentals for pollination; and, heightened prestige and premium asking prices for place-based honey, which enhances the visibility and reputation of its community of origin; and

**WHEREAS**, the City of Fort Bragg should be certified a *BEE CITY USA* community because one of the City Council goals is to establish Fort Bragg as a leader in sustainable practices; and

**WHEREAS**, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession.
- Provides clean water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling.
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators.
- Is comprised of mostly, if not all, native species of annual and perennial wildflowers, shrubs, trees, and grasses because many native pollinators prefer or depend on the native plants with which they co-evolved.
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness.
- Provides for safe and humane removal of bees when required.
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for native pollinators; and

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

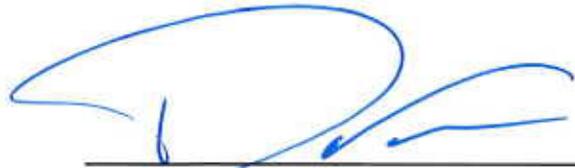
In order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, Fort Bragg, California agrees to meet the commitments required of all *BEE CITY USA* communities by:

1. Passing this *BEE CITY USA* resolution;
2. Designating the Community Development Department as the Bee City USA sponsor and asking the Director to designate an employee from that department as the Bee City USA “liaison;” and assigning facilitation of the local Bee City USA program to the Community Development Committee to encourage and coordinate local pollinator habitat and awareness activities. This body will serve as the intermediary between the citizenry and local government on matters of enhancing pollinator awareness, health and habitat, fulfilling the following commitments:
  - Annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions that showcase the municipality’s commitment to enhancing pollinator health and habitat.
  - Annually apply for renewal of the community’s designation and submit a report of the previous year’s *BEE CITY USA* activities following the format provided.
3. Publicly acknowledge the community’s commitment by agreeing to a) install/maintain at least one authorized *BEE CITY USA* street sign in a prominent location, and b) create/maintain links on appropriate pages of the local government’s website which includes, at minimum, links to a PDF of this signed Resolution and the national *BEE CITY USA* website, contact information for the local government’s *BEE CITY USA* liaison and designated “facilitator commission or non-profit organization committee,” and reports of the pollinator-friendly activities the community has accomplished the previous year(s).

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby accept the *BEE CITY USA* designation and commits to the standards of *BEE CITY USA*.

The above and foregoing Resolution was introduced by Councilmember Peters, seconded by Councilmember Hammerstrom, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13<sup>th</sup> day of June, 2016, by the following vote:

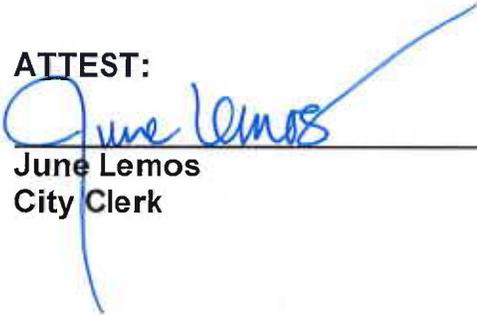
**AYES:** Councilmember Cimolino, Hammerstrom, Peters, and Mayor Turner.  
**NOES:** None.  
**ABSENT:** Councilmember Deitz.  
**ABSTAIN:** None.



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**DAVE TURNER,**  
Mayor

**ATTEST:**



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June Lemos  
City Clerk



## SO YOUR COMMUNITY IS A CERTIFIED BEE CITY USA® AFFILIATE—NOW WHAT?

Here are some ideas to get you off on the right foot.

### Committee Management

Elect committee officers that suit your needs—e.g. chair, vice chair, secretary, treasurer, PR chair, program chair, social media chair, fundraising chair....

Hold regularly scheduled meetings of your committee that are open to the public.

- Announce the meeting time and place on a webpage hosted by your city or county, as well as on a Facebook page, in the newspaper, and other media outlets. Your goal is to create the broadest coalition of supporters for pollinator-friendly landscapes possible. Maintain an email sign-up sheet so attendees can stay engaged. It would be great if the person indicated as “liaison” for your city or county attended all meetings, but the most important role they play is to be your communications ally within the city/county structure when you need help.

Have an agenda and take notes to be shared afterwards.

- In addition to committee members and attendees, these notes can be emailed to anyone in the city/county structure who needs to be kept informed (elected officials, Bee City USA liaison, Parks and Recreation staff, Public Works staff, sustainability staff, etc.)
- Possible agenda items: You may want to think of your agenda items in two categories: Education and Habitat Creation/Enhancement. Everything else may fall under those headings. Then you may want to classify agenda items as activities to be completed during the current year vs. long-term goals. Of course, classification is flexible and goals may quickly become short-term given the right circumstances, or vice-versa. Having an agenda based on clear plans for which the committee has consensus makes it much easier for volunteers and other supporters to rally around your plans.

**Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has.**

**Margaret Mead**

## Start-up Phase

Take stock of your assets! Which individuals, organizations and businesses have the capacity and would like to help? Create a talent/stakeholder list—who are your local/regional experts in honey bees, wild bees, butterflies, native plants, gardening, or least toxic integrated pest management? Don't forget Cooperative Extension, US Fish & Wildlife Service, your state's office for wildlife conservation and management, and the Soil & Water Conservation Service. Many of these folks may be willing to serve on your committee, make presentations, and/or provide advice. People with other talents—photography, art, writing, event management, public relations, teaching, fundraising, social media—are also valuable assets. Ask Bee City USA for information about recruiting and retaining volunteers shared in one of the monthly conference calls.

## Annual Goals

Begin with the end in mind—look at the guidelines for the annual renewal application and reporting guidelines. (<http://www.beecityusa.org/heres-how.html>) You'll find a laundry list of activities to consider from year to year.

Create annual goals that have deadlines and the people responsible for each activity.

Keep a file with programs and media about your activities to help with compiling your annual renewal report.

For the **first year**, your goals could be:

1. bringing stakeholders together to create annual goals;
2. mounting at least one Bee City USA street sign;
3. asking your city council to make a proclamation in support of National Pollinator Week (template provided by Bee City USA);
4. posting your adopted resolution and announcing your committee members and meetings times/places on a city/county webpage; participating in Bee City USA's monthly conference calls;
5. launching a Facebook page; and,
6. hosting your first annual awareness event.

Afterwards, your annual goals might be as simple as planning your annual awareness event(s) and planting a demonstration garden rich in native plants and free of pesticides.

Here is a laundry list of activities to consider from year to year:

1. Serve as a **clearinghouse to share information** about any activities related to pollinators in your community.
2. **Celebrate gardeners** (individual and institutional gardeners and landscapers) who are practicing PC (pollinator conscious) landscaping that is rich in a

diversity of native plants and free to nearly free of pesticides. You could work with local media to run a story series on them and/or recognize them on your website/Facebook page, and/or with garden signs. (Bee City USA offers garden signs for you to have printed.) You may have a volunteer who would enjoy photographing their gardens/landscape. *Thanks to Kristina LeFever, Ashland, OR, for launching this program.*

3. Create and annually update sources for plants in your **recommended native species list** for your area and share it with the public. See a how-to at <http://www.beecityusa.org/create-custom-plant-list.html>. Ask your city/county to adopt the list for their landscaping. (This is a significant undertaking that will have multiple benefits: it provides guidance for what to plant on public and private land, it makes plant retailers and wholesalers aware of your efforts to create more pollinator-friendly habitat, it serves as a tool to educate the public about the plant-pollinator relationship, it helps to drive consumers to local nurseries that supply native plants and provides them with a stronger market, it encourages more growers to grow the plants you prefer, it encourages the growers and the public to begin collecting seeds and propagating local ecotypes of native plants...)
4. Provide **incentives for developers** to use native, pollinator friendly plants in their landscape.
5. Develop a **Least Toxic Integrated Pest Management (IPM) Plan** to use only least toxic pesticides (i.e. insecticides, fungicides, herbicides) and avoid or reduce pesticide use for least ill effects on pollinators, scheduling treatments only during times when pollinators are least active. (Carrboro, NC, has a great IPM plan: <http://townofcarrboro.org/140/Least-Toxic-Integrated-Pest-Management> Ask your city/county to adopt a **Least Toxic Integrated Pest Management Policy** and offer workshops for staff, the public, and pesticide applicators. Consider offering Continuing Education credits for professionals.
6. Develop a **policy** discouraging or banning the use of pesticides for cosmetic purposes on ornamental landscapes, on municipal property, or within the municipality's jurisdiction (similar to the [cosmetic pesticide ban](#) now in force in the province of Ontario, Canada or in Takoma Park, Maryland).
7. **Demonstration habitat**--Plant and/or label native, pollinator-friendly plants on city-maintained lands and at schools and designate pollinator refuges in public spaces. Plant or enhance **school gardens** with pollinator plantings.
8. Develop and post a **list of speakers** and experts knowledgeable about pollinator habitat (with their consent).
9. Make **presentations** at meetings of civic organizations, garden clubs, naturalist clubs, churches, etc. Bee City USA can provide a generic PowerPoint.
10. Manage or promote **citizen science projects** (the Great Sunflower project, Journey North, or Bumblebee Watch (All are linked at <http://www.xerces.org/citizen-science/pollinator-citizen-science/>)
11. Review **city/county policies and practices** and update them to include your Bee City USA commitments.
12. Inventory your **city/county-owned land** to identify locations for pollinator plantings.

13. **Reduce turf lawns**--Encourage mowing lawns less frequently to allow dandelions and clover to bloom, or replace lawns or portions of lawns with clover, native plants, or pollinator meadows.
14. Host **native plant sales (or exchanges)** in spring and/or fall featuring local nurseries.
15. Develop a display and **table at events, especially farmers markets** to share pollinator and plant information. The pollinated/non-pollinated grocery basket idea below works well as one table element.
16. Each month, host a **grocery basket day** with participating markets: one basket has groceries that don't need animal pollinators; the other has groceries that benefit from animal pollinators. See list of foods and their pollinators at [http://pollinator.org/list\\_of\\_pollinated\\_food.htm](http://pollinator.org/list_of_pollinated_food.htm) *Thanks to Deborah Palmer, Decatur, GA, for this idea.*
17. Create a **Meet-up** for pollinator gardeners. *Thanks to Homestead Gardens in Anne Arundel County, MD, for this idea.*
18. Create a **"Bloomin' Report"** during the growing season to be shared at beekeeping meetings, on line, and/or through the media. Find a naturalist/gardener who watches for what's in bloom every two weeks or monthly, takes pictures, and posts them to a publicly available site (your Bee City USA affiliate webpage and/or Facebook page). *Thanks to Kim Bailey, Hendersonville, NC, for this idea!*
19. If removal of honeybees is necessary, promote colony capture rather than destruction.
20. Work with an appropriate organization or agency to host volunteer days for **removing invasive exotic plants.**
21. **Roadside habitat**--Identify a **road corridor** that could be transformed into pollinator habitat with the help of the right collaborators simply by mowing it less frequently and removing invasive exotic plants. Collaborate with the Department of Transportation to make roadsides pesticide-free native pollinator meadows.
22. Ask your local bee club to make educational presentations and to host a **honey tasting** to demonstrate how nectar flavors differ from plant species to species.
23. Locate a local monarch expert(s) by looking at Monarch Watch's list of Conservation Specialists (<http://www.monarchwatch.org/cs/>) and the monarch waystation registry ([www.monarchwatch.org/waystations/registry/](http://www.monarchwatch.org/waystations/registry/)) and collaborate to host a **monarch education and/or tagging day.**
24. Provide **public education** through workshops, brochures, websites, media, etc. regarding best practices to sustain pollinators. Bee City USA has artwork available for brochures and bumper stickers.

**Remember: This is a long game, so keep it fun and set reasonable expectations for yourself and others. After all, most of you are volunteers!**

