



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
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Meeting Agenda City Council

Monday, January 11, 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. [16-006](#) Receive Presentation from JJACPA, Inc. on the Comprehensive Annual Financial Report (CAFR) for FY 2014-15 for the City of Fort Bragg and Fort Bragg Municipal Improvement District No. 1 and Consider Accepting the CAFR as Presented

Attachments: [01112016 CAFR - Pending](#)

- 6B. [16-004](#) Receive FY 2015-16 First Quarter Financial Report

Attachments: [01112016 FY 2015-16 First Quarter Financial Report](#)
[Q1 2016 - Financial Report](#)

- 6C. [16-546](#) Receive Report and Consider Adoption of City Council Resolution Approving Updated City of Fort Bragg Emergency Plan

Attachments: [01112016 Emergency Plan](#)
[FB Emergency Plan Update Jan 2016](#)
[RESO Adopting City of Fort Bragg Emergency Plan](#)

- 6D. [16-545](#) Receive Report and Consider Introduction, 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

Attachments: [01112016 Water Conservation Ordinance](#)
[ORD#923 Wtr Consvr Ord 2016-01-11](#)

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. [16-542](#) Adopt City Council Resolution Amending the City of Fort Bragg Conflict of Interest Code

Attachments: [RESO City of Fort Bragg Conflict of Interest](#)

- 7B. [16-001](#) Adopt City Council Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg.

Attachments: [RESO Declaring Continuing Local Drought Emergency](#)

- 7C. [16-002](#) Approve Scope of Work for Purchase and Installation of an Updated Citywide Telephone System

Attachments: [Phone System RFP with PSA](#)

NOTICE TO THE PUBLIC:**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection 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).



AGENCY: City Council/ ID
MEETING DATE: January 11, 2016
DEPARTMENT: Finance
PRESENTED BY: V. Damiani

AGENDA ITEM SUMMARY

TITLE:
RECEIVE PRESENTATION FROM JJACPA, INC. ON THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FY 2014-15 FOR THE CITY OF FORT BRAGG AND FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT NO. 1 AND CONSIDER ACCEPTING THE CAFR AS PRESENTED

THIS INFORMATION WILL BE DISTRIBUTED SEPARATELY

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AGENCY: City of Fort Bragg
MEETING DATE: January 11, 2016
DEPARTMENT: Finance
PREPARED BY: V. Damiani
PRESENTED BY: V. Damiani

AGENDA ITEM SUMMARY

TITLE:

RECEIVE FY 2015-16 FIRST QUARTER FINANCIAL REPORT

PLEASE SEE ATTACHED INFORMATION



First Quarter 2015-2016

On September 30, 2015, the City completed the first quarter of the 2015-16 fiscal year. This report will summarize the City's financial results for the period from July 1, 2015 through September 30, 2015 for the City's General Fund and Enterprise Funds, but is not meant to be inclusive of all finance and accounting transactions. It is intended only to provide the Council and the public with an overview of the state of the City's general fiscal condition. The report has been prepared by the City's finance department without audit and does not include many of the year-end adjustments required to bring the City's financial records into compliance with generally accepted accounting principles (i.e. accruals of sales and use tax revenues, payroll and other expenditures). Certain additional information and footnote disclosures normally included in the financial statements prepared in accordance with generally accepted accounting principles have been omitted. It is suggested that this information be read in conjunction with the audited financial statements and notes included in the City's Comprehensive Annual Financial Report as well as the FY2015-16 budget.

The General Fund is the primary operating fund of the City and is used to account for most operating activities. The Enterprise Funds account for the activities of the City's Water, Wastewater and the C.V. Starr Community Center. Financial information for the C.V. Starr Community Center Fund was not available as of the writing of this report but will be presented at mid-year.

GENERAL FUND REVENUES

First quarter General Fund operating revenues were \$1.8M which represents 21% of the FY 2015-16 budget. A large portion of these revenues are received on a monthly or quarterly basis; however many revenue receipts are dictated by seasonal variations or third party payment schedules. Further, some receipts are simply intermittent or unpredictable. With this variability in mind it can be useful to look at prior year trends when analyzing 1st quarter revenues. For example; first quarter General Fund operating revenues were 18% of the FY2014-15 budget at the same time last year.

Summary of FY 2015-2016 1st Quarter General Fund Revenue Sources			
Source	Total FY 15-16 Revenue Budget	Actual Receipts	% of Budget
Charges for Services	\$ 3,436,475	\$ 868,853	25%
Transient Occupancy Tax	1,790,060	671,590	38%
Sales Taxes	1,744,980	226,181	13%
Intergovernmental	81,000	30,270	37%
Licenses & Permits	253,150	12,679	5%
Use of Money & Property	31,000	8,769	28%
Fines & Forfeitures	23,900	6,750	28%
Other Revenue	80,000	1,293	2%
Property Taxes	863,780	-	0%
Other Taxes	506,000	-	0%
Total	\$ 8,810,345	\$ 1,826,385	21%

Additional detail on the preceding revenue categories may be found on pages B-22 and B-23 of the FY 2015-16 budget.



Discussion of revenue elements:

- Charges for Services are largely comprised of Overhead Allocations and Interfund Cost reimbursements and are highly predictable. As expected Charges for Services are 25% of the total budget at the close of Q1. See FY 15-16 budget pages B-26 and B-27.
- Transient Occupancy Tax receipts tend to be highest in the first and last quarter of each fiscal year. Receipts in the first quarter were 38% of total budget and are in line with prior year trends. TOT appears to be on track for another robust year.
- Sales and use tax receipts lag two months due to the State's payment schedule. Based on preliminary information and the receipts received in the second quarter, sales and use tax receipts are trending consistent with budget assumptions
- Intergovernmental revenue consists of reimbursement and fees that are not received in a predictable manner or are only received on a reimbursement basis (i.e. DNA, POST training and booking fees). During the first quarter of 2015-16 the City received \$18k in SB 90 reimbursements from the State of California.
- Licenses and Permits: The majority of the License & Permit fees are from annual renewals of business licenses which will begin in January 2016. This results in the percent of budget at less than the expected 25%. At the same time last year licenses and permits were at 6.5% of budget.
- Other Revenues are comprised of miscellaneous revenues which are not received in a predictable manner. For more detail see FY15-16 budget page B-23.
- Property Tax and Other Tax receipts are not scheduled to be received during the first quarter due to the State's payment schedule. Receipt is expected in Q3 and Q4. For further detail on these categories see FY15-16 budget pages B-23 and B-26.

GENERAL FUND EXPENDITURES

As shown in the table below, expenditures by department were generally on target for the first quarter of the year.

Summary of FY 2015-2016 1st Quarter General Fund Expenditure by Department					
Expenditure by Department	Current Year Budget	One Quarter Budget	Actual Expenditures	Over/(Under) Budget	% of Budget
City Council	\$ 141,451	\$ 35,363	\$ 29,484	\$ (5,879)	21%
Administrative Services	919,171	229,793	206,927	(22,866)	23%
Finance	454,664	113,666	122,169	8,503	27%
Non-departmental	1,496,128	374,032	356,831	(17,201)	24%
Public Safety	3,790,404	947,601	845,361	(102,240)	22%
Community Development	425,061	106,265	75,195	(31,070)	18%
Public Works	1,679,816	419,954	316,267	(103,687)	19%
Total	\$ 8,906,695	\$ 2,226,674	\$ 1,952,235	\$ (274,439)	22%

Discussion of Variances:

- The Finance Department is over budget caused both by payouts to retiring employees and audit costs which normally accrue high in the first quarter due to audit activity related to closing of the prior year.



- Public Safety is under budget due to three unfilled positions during the period plus holiday payouts which are only made semi-annually in December and June.
- Community Development is under budget due to three unfilled positions in the first quarter.
- Public Works is under budget due to lower than expected expenditures for Materials and Services.

The table below shows expenditures by category.

Summary of FY 2015-2016 1st Quarter General Fund Expenditure by Category					
Expenditure by Category	Current Year Budget	One Quarter Budget	Actual Expenditures	Over/(Under) Budget	% of Budget
Salaries	\$ 3,549,455	\$ 887,364	\$ 784,650	\$ (102,714)	22%
Benefits	2,366,262	591,566	447,019	(144,547)	19%
Materials & Services	2,111,771	527,943	554,897	26,954	26%
Other Expenditures	33,960	8,490	-	(8,490)	0%
Capital Outlay	35,000	8,750	-	(8,750)	0%
Debt Service	147,569	36,892	-	(36,892)	0%
Allocations to Internal Service Funds	662,678	165,670	165,670	0	25%
Total	\$ 8,906,695	\$ 2,226,674	\$ 1,952,235	\$ (274,439)	22%

Discussion of Variances:

- First quarter salaries and wages are less than expected due to unfilled positions in the Police Department and Community Development Department partially offset by payouts to retiring employees in the Finance Department.
- First quarter benefits are less than expected due to the unfilled positions, noted above. Additionally the City's annual OPEB payment to CalPERS was not made in the first quarter of the year. Payment will not be made until the 3rd quarter.
- The Other Expenditures Category is made up largely of the payoff of the Pers Miscellaneous side fund; the payoff is scheduled for December of 2015.
- The Capital Outlay budget is for storm drain repair; as of the end of the first quarter this project work had not begun.
- Debt Service payments are made twice yearly in December and June. See FY15-16 budget page C-60 for more detail.

GENERAL FUND FINANCIAL POSITION

As shown in the previous sections, first quarter General Fund operating revenues were \$1,826,385 and first quarter General Fund operating expenditures were \$1,952,235 resulting in a decrease in financial position of \$125,850. This decrease is not cause for concern since expenditures were below expectations and as the year progresses it is likely that revenues will "catch up" to their expected levels.



WATER ENTERPRISE:

The Water Enterprise FY 2015/16 first quarter revenues total \$751,297. Water revenues are expected to be somewhat higher during the first and last quarter of each year for the reason that those comprise the spring and summer months. As of quarter end, revenues slightly exceed expectations at 30% of the annual budget. First quarter Water Enterprise operating revenues were 25% of the FY2014-15 budget at the same time last year.

Summary of FY 2015-2016 1st Quarter Water Enterprise Revenue			
Source	Current Year Budget	Actual Receipts	% of Budget
Charges for Services	\$ 2,528,807	\$ 749,774	30%
Other Revenue	15,500	1,523	10%
Total	\$ 2,544,307	\$ 751,297	30%

The table below shows operating expenditures for the Water Enterprise Fund by category.

Summary of FY 2015-2016 1st Quarter Water Enterprise Expenditure by Category					
Expenditure by Category	Current Year Budget	One Quarter Budget	Actual Expenditures	Over/(Under) Budget	% of Budget
Salary/Benefit Allocation	\$ 647,846	\$ 161,962	\$ 161,962	0	25%
Facilities, Fleet and Admin Allocations	\$ 755,747	188,937	\$ 188,937	(0)	25%
Materials & Services	394,375	98,594	73,845	(24,749)	19%
Capital Outlay	8,000	2,000	1,345	(655)	17%
Debt Service	581,835	145,459	309,233	163,775	53%
Non-Routine Maintenance and Transfers	48,250	12,063	11,672	(390)	24%
Miscellaneous	6,000	1,500	2,560	1,060	43%
Total	\$ 2,442,053	\$ 610,513	\$ 749,553	\$ 139,040	31%

Discussion of Variances:

- Materials and Services expenditures are made as scheduled and needed. The first quarter expenditures are below the 25% expectation due to work scheduling. See FY15-16 Budget page D-6 for additional details on this category.
- Debt Service expenditures are at 53% of budget due to the semi-annual nature of debt payments. See FY15-16 budget pages C-61, C-62 and C-64 for additional details.

Subsequent Events:

On September 30th of 2015 the Fort Bragg City Council declared a stage 3 water emergency. The declaration called for significant mandatory water conservation by users of City supplied water. For this reason revenues are expected to decline in the second quarter. FY 15-16 budget assumptions took into consideration prospective water conservation efforts and therefore revenue declines in the second quarter are likely to be smoothed out on an annual basis.



WASTEWATER ENTERPRISE

The Wastewater Enterprise FY 2015/16 first quarter revenues total \$951,029. Consistent with the rate study conducted in 2012 the Enterprise is generating revenues at a level sufficient to cover operating costs as well as funding a capital reserve and maintain an operating reserve.

Summary of FY 2015-2016 1st Quarter Wastewater Enterprise Revenue			
Source	Current Year Budget	Actual Receipts	% of Budget
Charges for Services	\$ 3,332,215	\$ 903,040	27%
Salary/Benefits Cost Recovery	183,768	45,942	25%
Other Revenue	65,540	2,047	3%
Total	\$ 3,581,523	\$ 951,029	27%

Discussion of Variances:

- Sewer service charges produced more revenue than expected due to higher than expected winter averages coupled with scheduled rate increases.

The table below shows expenditures for the Wastewater Enterprise Fund by category:

Summary of FY 2015-2016 1st Quarter Wastewater Enterprise Expenditure by Category					
Expenditure by Category	Current Year Budget	One Quarter Budget	Actual Expenditures	Over/(Under) Budget	% of Budget
Salaries and Benefits	\$ 810,692	\$ 202,673	\$ 183,541	\$ (19,132)	23%
Salary/Benefit Allocation	480,598	120,150	120,149	(0)	25%
Fleet, IT and Admin Allocations	1,002,203	250,551	250,551	(0)	25%
Materials and Services	481,915	120,479	84,045	(36,433)	17%
Debt Service	62,005	15,501	55,565	40,064	90%
Non-Routine Maintenance and Transfers	359,350	89,838	61,930	(27,908)	17%
Miscellaneous	3,000	750	-	(750)	0%
Total	\$ 3,199,763	\$ 799,941	\$ 755,781	\$ (44,160)	24%

Discussion of Variances:

- Salaries and Benefits were less than expected largely due to a seasonal staff position going unfilled for much of the quarter.
- Materials and Services expenditures are made as scheduled and needed. The first quarter expenditures are below the 25% expectation due to work scheduling. See FY15-16 Budget page D-17 for additional details on this category.
- Debt Service expenditures are at 90% of budget due to the structure of the payment schedule. Principal is paid annually in Q1. An interest only payment is due in Q3. See FY15-16 budget pages C-63 for additional details.

FOR MORE INFORMATION

This summary is based on detailed information produced by the City's Finance Department. If you would like additional information or have any questions about this report, please call 707-961-2825.



AGENCY:	City Council
MEETING DATE:	January 11, 2016
DEPARTMENT:	Police/Admin
PRESENTED BY:	F. Lizarraga

AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND CONSIDER ADOPTION OF CITY COUNCIL RESOLUTION APPROVING UPDATED CITY OF FORT BRAGG EMERGENCY PLAN

ISSUE:

On December 9, 2015, the Public Safety Committee received a presentation regarding an update of the City's Emergency Operations Plan and recommended that it be brought forward for Council adoption. The City's existing Emergency Operations Plan was last updated in 2010, and in 2013 an entirely new plan was completed by consultants retained by the County Office of Emergency Services. The consultants were tasked with creating a simplified and consistent Emergency Plan template for use by Mendocino County and its four incorporated cities. The template has been reviewed and revised to specifically address Fort Bragg's emergency operations structure. The new "base plan" will be augmented over time with appendices that are specific to Fort Bragg and kept up to date. The Emergency Plan is brought forward for Council adoption.

RECOMMENDED ACTION:

Adopt City Council Resolution approving updated City of Fort Bragg Emergency Plan

ALTERNATIVE ACTION(S):

1. Provide direction to staff regarding modifications to the Emergency Plan that should be made prior to approval by the Council.

ANALYSIS:

The City of Fort Bragg is responsible for managing risk and responding to emergencies within the city. The City has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and maintains an emergency plan that specifies the policies, roles, resources and practices of the City and partner agencies before, during and after an emergency.

Last month, the City Council approved the Mendocino County Multi-Hazard Mitigation Plan (MHMP). The MHMP serves as the FEMA-required Local Hazard Mitigation Plan for the County and its incorporated cities. It identifies mitigation activities that are designed to eliminate or reduce vulnerability before an emergency occurs.

The updated Emergency Plan addresses preparedness and response to emergencies. It updates the City's 2010 Emergency Plan consistent with a variety of FEMA initiatives. It identifies roles, responsibilities and assignments consistent with the SEMS/NIMS system. At this time, staff recommends that the City Council approve the base plan (which does not include appendices). The appendices will be established and kept current by the Police Chief and Administrative Services Director, and reviewed by the City Manager on an annual basis. When changes to the base plan are needed, such changes will be brought forward for Council consideration and

approval.

FISCAL IMPACT:

There are no direct fiscal impacts related to approval of the Emergency Plan. Over time, the City of Fort Bragg must continue to invest in training, equipment and other resources necessary to ensure that its staff is well-prepared to respond to any emergency.

IMPLEMENTATION/TIMEFRAMES:

The updated Emergency Plan will be effective upon adoption. Over the next few months, the appendices will be completed and thereafter, the Plan will be reviewed and updated as needed on an annual basis.

ATTACHMENTS:

- 1. Emergency Plan – Jan 2016
- 2. Resolution

NOTIFICATION:

None.

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:	_____		



EMERGENCY PLAN

Approved by City Council
January 11, 2016

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Office of the City Manager
City of Fort Bragg
416 N. Franklin Street
Fort Bragg, CA 95437
(707) 961-2823

January 11, 2016

All Fort Bragg Residents and Visitors:

Keeping our city safe, healthy, and thriving are responsibilities that we all share. By working together, we can more easily meet these responsibilities and achieve successful outcomes. One example of shared responsibilities and collaboration is the work that we do to manage emergencies.

Often behind the scenes and in addition to our day-to-day duties, many people and organizations in our community, both public and private, regularly prepare for, respond to, and aid in recovery from emergencies. We all face a number of risks ranging from natural disasters like earthquakes, droughts and tsunamis, to human-caused disasters like fires, hazardous materials spills, and transportation accidents. No one is immune from disaster and everyone can help. In fact, everyone must help if we are to do our best.

I am pleased to introduce this revision of the City of Fort Bragg Emergency Plan. This plan creates a renewed focus on what emergencies can happen here and how we can best respond to them – together. Please join me in both supporting our emergency management organizations and committing to do our part to increase our disaster resilience at home, at work, and for our community.

Looking forward,

Linda Ruffing
City Manager

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Plan Approval

This plan was presented to and approved by the Fort Bragg City Council on the January 11, 2016 by Resolution No. _____. Approval of this plan remains in effect until a change to this plan is presented to and approved by the City Council.

Maintenance of this plan is also hereby assigned to the Chief of Police and the Administrative Services Director, under the general direction of the City Manager. For the purpose of efficiently maintaining this plan and its associated appendices, City Council approval is required only of the base plan (not plan appendices). Any change to the base plan or appendices, however, must be cooperatively developed with and communicated to appropriate plan stakeholders.

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Plan Distribution

Upon approval of this plan and completion of any subsequent changes, the City of Fort Bragg will transmit a copy of the plan to all City Departments and the following agencies:

American Red Cross
California Department of State Parks
California Department of Transportation
CalFire
California Highway Patrol
Fort Bragg City Council
Fort Bragg Fire Protection Authority
Fort Bragg Unified School District
Mendocino Coast District Hospital
Mendocino Coast Humane Society
Mendocino County Department of Transportation
Mendocino County Health and Human Services Agency
Mendocino County Office of Education
Mendocino County Office of Emergency Services
Mendocino County Sheriff's Office
Mendocino County Operational Area Fire Coordinator
North Coast Opportunities, Inc.
United States Coast Guard – Noyo River Station

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Record of Changes

The following table describes changes made to the plan since it was introduced:

Date	Description of Change	Page or Section

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Acronyms

AAR	After Action Report
ARES	Amateur Radio Emergency Service
CalEMA	California Emergency Management Agency
CalFire	California Department of Forestry and Fire Protection
CalCord	California On-Scene Emergency Coordination System
CalTrans	California Department of Transportation
CDPH	California Department of Public Health
CHP	California Highway Patrol
CDC	U.S. Centers for Disease Control and Prevention
CUEA	California Utilities Emergency Association
CEO	Mendocino County Chief Executive Officer
CESRS	California Emergency Services Radio System
CLEMARS	California Law Enforcement Mutual Aid Radio System
COG/COOP	Continuity of Government/Continuity of Operations
EAP	Emergency Action Plan
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EP	Emergency Plan
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
Hazmat	Hazardous Materials
HHSA	Mendocino County Health and Human Services Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
IAP	Incident Action Plan
ICS	Incident Command System



IPAWS	Integrated Public Alert and Warning System
LHMP	Local Hazard Mitigation Plan
MCC	Mendocino County Code
MCSO	Mendocino County Sheriff's Office
NALEMARS	National Law Enforcement Mutual Aid Radio System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Services
OASIS	Operational Area Satellite Information System
OES	Mendocino County Office of Emergency Services
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Service
REHIT	Redwood Empire Hazardous Incident Team
RFC	NOAA River Forecast Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TBD	To Be Determined
TICP	Tactical Interoperable Communications Plan
USFS	U.S. Forestry Service
USGS	U.S. Geological Survey



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1. Introduction

Some natural and human-caused hazards pose unavoidable risk to public health and safety in and around the City of Fort Bragg. One important role of the city is to mitigate this risk to the extent possible by anticipating hazards; mitigating vulnerability; and preparing for, responding to, and recovering from emergencies and disasters that cannot be mitigated. This emergency plan serves as the primary guide for mitigating risks within the city. It complies with local ordinances, state law, and state and federal emergency planning guidance. To promote the maximum coordination of emergency management effort possible within the county, the City of Fort Bragg Emergency Plan was developed along with emergency plans for Mendocino County and the cities of Point Arena, Ukiah, and Willits.

Several factors influenced the revision of this plan. The United States continues to experience catastrophic disasters that overwhelm government response capability. These disasters appear to be happening with increased frequency and severity. At the same time, the nation has experienced a significant economic downturn that has dramatically reduced the capabilities of government. This concomitant reality necessitates a review of how government deals with emergency management.

The world has also witnessed explosive growth in the use of social media and mobile telephone devices, which has created new expectations for better public health and safety information. The public's view of community involvement in emergency management and the ways public information is managed during an emergency has dramatically changed and continues to do so.

The nation continues to evolve a framework for homeland security that permeates all interagency public health and safety response activities. As the last iteration of this plan was developed, the National Incident Management System (NIMS) was being introduced. Use of NIMS has since become a requirement of all jurisdictions using homeland security grant funding.

This revised Emergency Plan addresses each of these major changes.

Specific to the increased demands on government and decreased capability nationwide, the Federal Emergency Management Agency (FEMA) has introduced two nationwide initiatives: Whole Community and Resilience. Whole Community recognizes the limited capacity of governments to completely mitigate disaster risk, immediately respond when disaster strikes, and help disaster victims fully recover after a disaster. The Whole Community initiative calls for the engagement of all parts of a community to manage disasters before, during, and after they occur. The City of Fort Bragg, as well as the county and other cities within the county, wholeheartedly embraces this collective approach to managing risk. Consequently, this plan reflects several new relationships



with non-governmental organizations that will now be integral to our emergency management efforts.

FEMA's Resilience initiative complements Whole Community activity by reinforcing that disaster risk can be viewed as cyclical and is therefore somewhat predictable and easier to manage. Emergencies and disasters need not be surprises. By anticipating and carefully preparing for them, communities can reduce their impact and shorten the time it takes to recover from them.

As entities come together to perform this work, the City of Fort Bragg will strive each time to pick-up where we left off, avoiding restarting an activity from scratch, and always learning from previous mistakes, whether they were made here or elsewhere. In this way, each action taken to reduce disaster risk is an investment in increased disaster resilience.

Going forward, the City of Fort Bragg will use this emergency plan as a means to implement emergency management policy. This plan provides an introduction in Section 1., presents the concept of operations in Section 2, describes the continuity of operations in Section 3, and addresses plan maintenance in Section 4.

Section 1 presents the purpose and scope of the plan, describes the area in which the City of Fort Bragg is situated, lists the authorities for this plan, provides assumptions used in the development of this plan, and discusses plan development and organization.

1.1. Purpose

This plan satisfies the following emergency management program requirements for the city:

- A state requirement to create and maintain an emergency plan.
- Specification of policies, roles, resources, and practices of the city and partner agencies as they conduct work before, during, and after an emergency.
- Acknowledgement of city adoption of the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

1.2. Scope

This plan applies to any extraordinary situation, regardless of cause, when conditions constituting a "State of Emergency" exist, as defined by state law. When it becomes necessary to implement this plan, individuals and organizations operating within the city are expected to execute this plan with maximum coordination, efficiency, and effect. Because this plan also provides a broad framework for coordination of any emergency activity, individuals, businesses, community-based



organizations, and other governments are encouraged to familiarize themselves with this plan and its use within the city. In this sense, it is a comprehensive emergency plan. It defines and guides emergency management activities before, during, and after disaster, for a multitude of hazards, and for all involved individuals and agencies.

1.3. Situation

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento. The City occupies 2.7 square miles of land along the Pacific coast, most of which is between the Noyo River on the south and Pudding Creek to the north. Fort Bragg is the largest city on the Mendocino coast and is a regional service and retail center. The mild climate, picturesque coastline, and historic downtown shopping district make the city a popular tourist and recreational destination.

The U. S Census reported a population of 7,273 in 2010, 3.4% more residents than were recorded in 2000. State Highway 1 is the predominant north-south transportation route through the city, and State Highway 20 is the predominant east-west route.

Fort Bragg is most vulnerable to earthquake, disease outbreak, fire, flood, landslide, severe winter storm, and transportation accident. Effectively managing risk and emergencies within the city is challenging because of the city's limited resources, rural setting, and vulnerable access—and thus requires close collaboration by entities within the city and, at times, help from outside the city.

1.4. Authorities

The following local, state, and federal statutes authorize emergency management activity and form the basis for this plan:

City of Fort Bragg

- Fort Bragg Municipal Code, Chapter 2.24

Mendocino County

- Mendocino County Code, Title 2, Chapters 2.28, 2.33
- Mendocino County Code, Title 5, Chapter 5.12
- Mendocino County Code, Title 7, Chapter 7.04
- Mendocino County Code, Title 8, Chapter 8.80
- Mendocino County Code, Title 9, Chapter 9.05
- Mendocino County Code, Title 15, Chapter 15.32



- Mendocino County Code, Title 20, Chapters 20.168, 20.020, 20.500, 20.532, 20.720
- Mendocino County Code, Title 22, Chapter 22.04

State of California

- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations, Title 19
- California Code of Regulations, Title 2
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Governor's Executive Order W-9-91

Federal

- Title 44, Code of Federal Regulations
- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Homeland Security Policy Directive 8, 2011, National Preparedness

1.5. Assumptions

The following assumptions were deemed necessary during development of this plan:

- Any extraordinary set of circumstances that meets the definition of “State of Emergency” under state law is referred to in this plan as an “emergency.” The terms “disaster” and “emergency” are considered synonymous.
- Normal systems of public health and safety response (i.e., law enforcement, fire and rescue, and emergency medical assistance) will respond according to their respective authorities and procedures. The focus of this plan is to facilitate coordination among agencies when resources are exhausted or severely limited, or when extraordinary multi-agency coordination is required.
- All jurisdictions, agencies, and personnel responding to a bona-fide emergency will do so in a manner consistent with statutes, policies, plans, and procedures, including SEMS and NIMS.
- The city will lead responses to emergencies that occur within the city. The county or state may lead the response to nearby incidents that lie outside of city boundaries. The county,



however, will be integral to city response. Other cities will provide support when requested, if they are able to do so.

- The city will exhaust or expect to soon exhaust resources available before asking for assistance.
- The city will implement this emergency plan before requesting extraordinary assistance.
- Each jurisdiction asked to provide mutual aid to another will do so, without promise of reimbursement, as long as this provision of aid does not jeopardize the health, safety, and security of a jurisdiction.

1.6. Plan Development and Organization

This plan has been designed for ease of reading, implementation, and maintenance. It can be read within 30 minutes which will help those unfamiliar with the city's emergency management program to facilitate or otherwise support a timely, effective, response to emergency.

The pages that precede the Table of Contents demonstrate plan approval, plan distribution, a record of plan changes, and acknowledgement of plan authors. The appendices are intended as complementary documents to be maintained by organizations within the city. The numbered sections of the plan provide policy and guide emergency-related activities common to all organizations within the city. The appendices are intended as specific tools for carrying out these activities.

The Fort Bragg City Clerk serves as the custodian of all emergency planning documents. A copy of any emergency planning document should be sent to:

Fort Bragg City Clerk
416 N Franklin Street
Fort Bragg, CA 95437
(707) 961-1694
jlemos@fortbragg.com



2. Concept of Operation

The City of Fort Bragg Municipal Code (FBMC) Chapter 2.24 established the Office of Director of Emergency Services and designated the City Manager as the Director. The FBMC further designates the Chief of Police as the Assistant Director.

No professional emergency management staff are assigned to this office. In practice, the City Manager attends to program management issues and the Chief of Police serves as the city's emergency services coordinator. The Fort Bragg Police Department maintains the city's Emergency Operations Center (EOC). The City Manager and Police Chief routinely work to address emergency management and work as a team.

2.1. Mitigation

Mitigation activities are designed to eliminate or reduce vulnerability before an emergency occurs. Mendocino County maintains a Local Hazard Mitigation Plan (LHMP) referred to as a "community" plan because it addresses all incorporated and unincorporated areas of the county. The county develops this plan collaboratively with the cities and other stakeholders and submits it to the California Emergency Management Agency (CalEMA) and Federal Emergency Management Agency (FEMA) for approval every 5 years. FEMA requires a LHMP plan for the county to remain eligible for certain post-disaster funds. These funds are used for reducing repetitive disaster loss and mitigating future risk. Without the plan, the county might forego a grant that may equal up to 15% of all FEMA-funding made available after a disaster.

The Mendocino County Multi Hazard Mitigation Plan was approved by FEMA on December 29, 2014 and adopted by the Fort Bragg City Council on December 14, 2015. This five-year plan incorporates Whole Community engagement and principles of Resilience to reduce the potential impacts of disasters.

The process of LHMP development involves an assessment of all natural hazards in the county and development of strategies to eliminate or reduce the vulnerability to those hazards. The plan identifies mitigation projects and establishes a work plan necessary to accomplish projects over the plan lifecycle. One added value of the mitigation planning process is that it yields detailed information about hazards, vulnerabilities, and impacts that might affect each city and the county.



For instance, past planning indicates that the Fort Bragg area is most susceptible to the following hazards:

- Communication failure
- Drought
- Earthquake
- Explosion
- Extreme weather
- Hazardous material spill
- Public health crisis
- Transportation accident
- Tsunami
- Wildland interface fire

The LHMP is predominantly focused on natural hazards. To address additional threats, four other organizations routinely examine hazards and risk. The Redwood Empire Hazard Incident Team (REHIT) facilitates hazardous material (hazmat) spill planning and response. The Mendocino County Health and Human Services Agency (HHSA) provides planning and response for public health disasters. The Fort Bragg Police Department and Fort Bragg Fire Protection Authority also regularly assess hazards and their potential disaster impacts. These inputs are considered by emergency planners and solutions are proposed to county grant managers who determine how grant funds will be used.

The LHMP and the Homeland Security Grant Program (HSGP) are the two emergency management programs that contribute the most to mitigation. Given the limited reach of these programs, however, the city encourages all parties to consider risk reduction activities while making other investments. These mitigation activities can include promoting effective land use, implementing new building codes, relocating at-risk structures, creating barriers of protection around vulnerable properties, and increasing disaster awareness and preparedness through outreach campaigns.

2.2. Preparedness

Preparedness activities are designed to anticipate and prepare for response to an emergency that cannot be entirely mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.



2.2.1. Planning

Emergency planning typically involves the development of emergency operations plans and procedures for responding to an emergency. These include:

- Emergency Operations Plan (EOP) – A document that describes the conduct of emergency operations throughout the city.
- Standard Operating Procedures (SOP) – Documents that describe the roles, responsibilities, resources, and activities of people and organizations assigned to emergency management positions at an emergency operations center, incident command post, or other location. An SOP is included in Appendix A.5.
- Continuity of Government/Continuity of Operations Plan (COG/COOP) – A document that describes how essential government services will continue despite an emergency. The elements of a basic city COG/COOP are included in Section 3 of this plan.

Other emergency planning routinely occurs within and among other agencies. Representatives of those departments should be contacted directly regarding their respective plans. Their contact information appears in Appendix A.10. To maximize interagency coordination, the City of Fort Bragg strives to maintain a copy of all emergency planning documents at the EOC, and planners are encouraged to forward a copy of all plans and procedures related to multi-agency response to the Fort Bragg Police Department.

Because many qualified and ready individuals are necessary to implement emergency operations well, all City employees must also be prepared at home with individual and family disaster plans. Appendix A.15. includes a planning template that all employees can use to complete this personal planning.

2.2.2. Training

Training familiarizes people who will be involved in response with the policies, plans, tools, and procedures of conducting response activity. Because the City of Fort Bragg considers the knowledge and experience employees gain from training and exercises critical to a successful response, the city maintains an annual training plan. The plan recommends the training for each type of responder and specifies when and where that training will be available. Each department that employs staff in an emergency is responsible for providing them with adequate training in anticipation of response activities.

A description of required training and a summary of the annual training plan are attached as Appendices A.12 and A.13, respectively. The city strives to retain an adequate record of all



emergency management training, so city departments place training certificates in individual personnel files and notify the Administrative Services Department when training has been completed.

2.2.3. Exercising

Exercising is an important complement to training that allows individuals and organizations to practice what they have learned and to maintain proficiency. The City of Fort Bragg conducts drills and exercises (table-top, functional, and full-scale) according to the U.S. Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP presents a standard method for designing, conducting, and evaluating exercises. The city maintains a multi-year exercise plan that incorporates HSEEP methodology. A summary of that plan is included in Appendix A.14.

Within 90 days following an exercise or real-world disaster event, the Chief of Police develops an after-action report (AAR). The purpose of the AAR is to note strengths and weaknesses in city response, and to identify opportunities for improvement. After completion of AARs, the city retains copies for a minimum of 5 years so these reports may be used for subsequent planning, training, and exercising.

2.2.4. Equipping and Supplying

Various equipment and supplies are typically needed during an emergency. Necessary equipment can range from generators to front loaders and dump trucks. Supplies include batteries for handheld radios and emergency supplies of food and water for those who may have to work at remote locations during an emergency or for residents who may be isolated from normal means of supply.

Many pieces of equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored for use during emergencies (e.g., mass casualty trailers and the medical supplies on-board these trailers). The city works with different agencies to identify and track the locations of key equipment and supplies that might be needed in an emergency. This catalog of equipment and supplies is attached as Appendix A.6. Each agency is responsible for maintaining their own equipment and supplies to ensure that these are adequately prepared or stocked.

2.3. Response

Response activities immediately follow an emergency, or occur when an imminent emergency requires immediate action. Response begins with notifications to response agencies and dispatching of their responders. Emergencies that meet the definition of a "State of Emergency" can



overwhelm available local resources and can necessitate extraordinary coordination. This section details how the city will provide the extraordinary level of direction, control, coordination, and communication necessary during States of Emergency.

2.3.1. California Standardized Emergency Management System

SEMS was enacted as a state law following the Oakland Hills fire in 1992. SEMS is intended to standardize, and thereby make more efficient, coordination of multi-agency response. SEMS includes:

- Incident Command System (ICS) – Common terminology and standard processes and tools. Local governments are required to use SEMS, which include the ICS, to be eligible for state reimbursement of certain response costs and to access to certain federal grant funds.
- Mutual Aid – A California tradition of neighbor jurisdictions helping each other in times of need, without promise of reimbursement. The California Master Mutual Aid Agreement dates back to the 1950s and has been signed by nearly all cities and counties. This concept of mutual aid remains prevalent in California despite the nation-wide introduction of the Emergency Management Assistance Compact (EMAC), a fee for service form of mutual aid.
- Operational Area Model – A concept that outlines a responsibility and hierarchy of response—presuming that all emergencies are local or have a local component, and that local governments are responsible for managing these with their field responders. As the needs of an emergency exceed the capabilities of local governments, requests to Operational Areas (counties), the state, or federal government are made.

The City of Fort Bragg has worked to comply with SEMS regulations since 1996. Individuals with questions about SEMS, NIMS, or ICS compliance should contact the Administrative Services Department

2.3.2. National Response Framework

The National Response Framework (NRF) consists of federal-level policies, plans, and tools for homeland security and emergency management. Sufficient for the purpose of this plan, these federal-level policies, plans, and tools include:

- National Preparedness Goal – A document that describes a vision of emergency management, defines core capabilities, and identifies key scenarios for which the nation should be prepared.
- NIMS – Policy, practices, and tools that effectively make ICS adoption national in scope.



- Numerous plans, appendices, guides, and resources – Tools to help local and state emergency management organizations conduct their work.

The City of Fort Bragg has been required as part of the HSGP and other grant programs to comply with parts of the NRF since 2006 and to participate in quarterly and bi-annual reporting of progress. Questions about NRF compliance and compliance with emergency management grant funding should be directed to the Administrative Services Director.

2.3.3. Essential Facilities

The City of Fort Bragg manages emergencies from the city's EOC. The EOC provides city-wide executive-level policy, information sharing, and coordination. The EOC may provide this in support of one or more Incident Command Posts (ICP) established by response agencies. ICPs and their Incident Commanders are delegated legal authority to command and control responses in the field. The EOC does not direct response but rather ensures that all ICPs are supported well and operating in conformance with city policy. Other facilities essential to emergency management activities also exist with the county. These include:

- Ukiah/Fort Bragg Dispatch
- Emergency Medical Services (EMS) Dispatch
- Fire Dispatch (all but Little Lake Valley)
- Sheriff's Office Dispatch
- County EOC
- Public Health Department Operations Center

Additional information regarding essential facilities appears in Appendix A.2.

2.3.4. Alerts, Notification, and Warning

Hallmarks of successful emergency management programs include around-the-clock awareness of emergency conditions throughout the city, the ability to communicate emergency information to key individuals and organizations, and the capability to respond quickly and effectively. Therefore, the city has designated the Ukiah/Fort Bragg dispatch facility as such a location, operating continually (24 hours per day/7 days per week/365 days per year) and from which timely emergency notifications can be relayed to response agencies, leaders, and (when necessary) the public. Any critical information intended for emergency management agencies should be directed to the facility using the contact information in Appendix A.2 or, in life-threatening situations, by



calling 9-1-1. The Ukiah/Fort Bragg dispatch facility operates in lieu of an emergency management duty officer. The facility maintains a comprehensive emergency management contact directory similar to that included in Appendix A.2 of this plan.

2.3.5. Activation Levels

Depending on the circumstances of an emergency, the City Director of Emergency Services (City Manager or his/her designee) may activate the EOC to provide city-level leadership, support, and coordination during an emergency. The Fort Bragg Police Department is responsible for ensuring readiness of the EOC. EOC activation will occur at one of the following activation levels:

- Level 1 EOC Activation – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also be supported from a remote location (e.g., when a duty officer is working at another duty location or on-call from home.) At this level of activation, only one or two individuals are typically activated as EOC staff.
- Level 2 Activation – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves continuous briefings and updates to ICS Command and General Section staff (approximately 5-10 individuals).
- Level 3 Activation – Implementation of full EOC capability and the full use of city resources. All ICS positions are filled (approximately 10-20 people). Alternate EOC teams may be assembled to relieve one another during 24-hour and multi-day activations.

Regardless of the level of EOC activation, persons are assigned to ICS positions. Operational periods (EOC shifts) are typically over 12 hours (except during a Level 1 Activation, when the period is typically 24 hours), and incident action plans are developed for each operational period. These and other EOC activities are conducted according to the Standard Operating Procedures included in Appendix A.5.

2.3.6. Communications

Communication activities are one of the two categories that most affect emergency management outcomes. To ensure effective communications with agencies external to the city, the EOC maintains all of the forms of communication listed below. This capability is tested on a quarterly basis (typically the last day of January, April, July, and October each year, or the last work day of those months, if the last day falls on a weekend). This communication capability includes:

- CalCord
- Fire Red (Command)
- RACES/ARES radio set



- CESRS
- CLEMARS 1-3
- Commercial Internet
- Commercial telephone
- EAS Encoder
- Fire Blue (Dispatch)
- Fire Tactical
- Fire White 1-3
- IPAWS
- Med 10
- NALEMARS
- OASIS network connection
- Video teleconferencing
- VCALL10
- VTAC 11-14
-

Detailed information about each communication system the city may use during emergencies, as well as other capability like communication vehicles and interoperability devices, can be found in the county's Tactical Interoperable Communications Plan (TICP), which is maintained by the Mendocino County Office of Emergency Services (OES).

2.3.7. Roles, Responsibilities, and Assignments

The Director of Emergency Services (City Manager) assigns individuals to EOC positions according to operational need, experience, and availability. Individuals assigned to work in the EOC must complete a minimum level of ICS training that includes ICS 100, 200, 700, and 800. EOC Command and General Staff must also complete ICS 300 and 400. Each individual assigned to the EOC will be a member of one of two teams. The EOC A-Team will be the first to activate the EOC. The EOC B-Team will staff the other 12-hour operational period or serve as the relief team. Individuals assigned to each EOC team are listed in Appendix A.2. Their roles are described in Standard Operating Procedures (Appendix A.5.).

The EOC organization includes a Director, Assistant Director, Public Information Officer, Safety Officer, Legal Counsel and Liaison Officer who, collectively, comprise the command staff. EOC general staff consist of section chiefs who lead Operations, Planning and Intelligence, Logistics, and Finance and Administration.

Types of EOC activity cover a total of 12 separate emergency functions (e.g., fire and rescue, law enforcement, public health) and each type is assigned a department or organization to lead it. Each assignment of emergency function is described in more detail in Appendix A.4. Typically, individual EOC assignments resemble the following organizational chart:

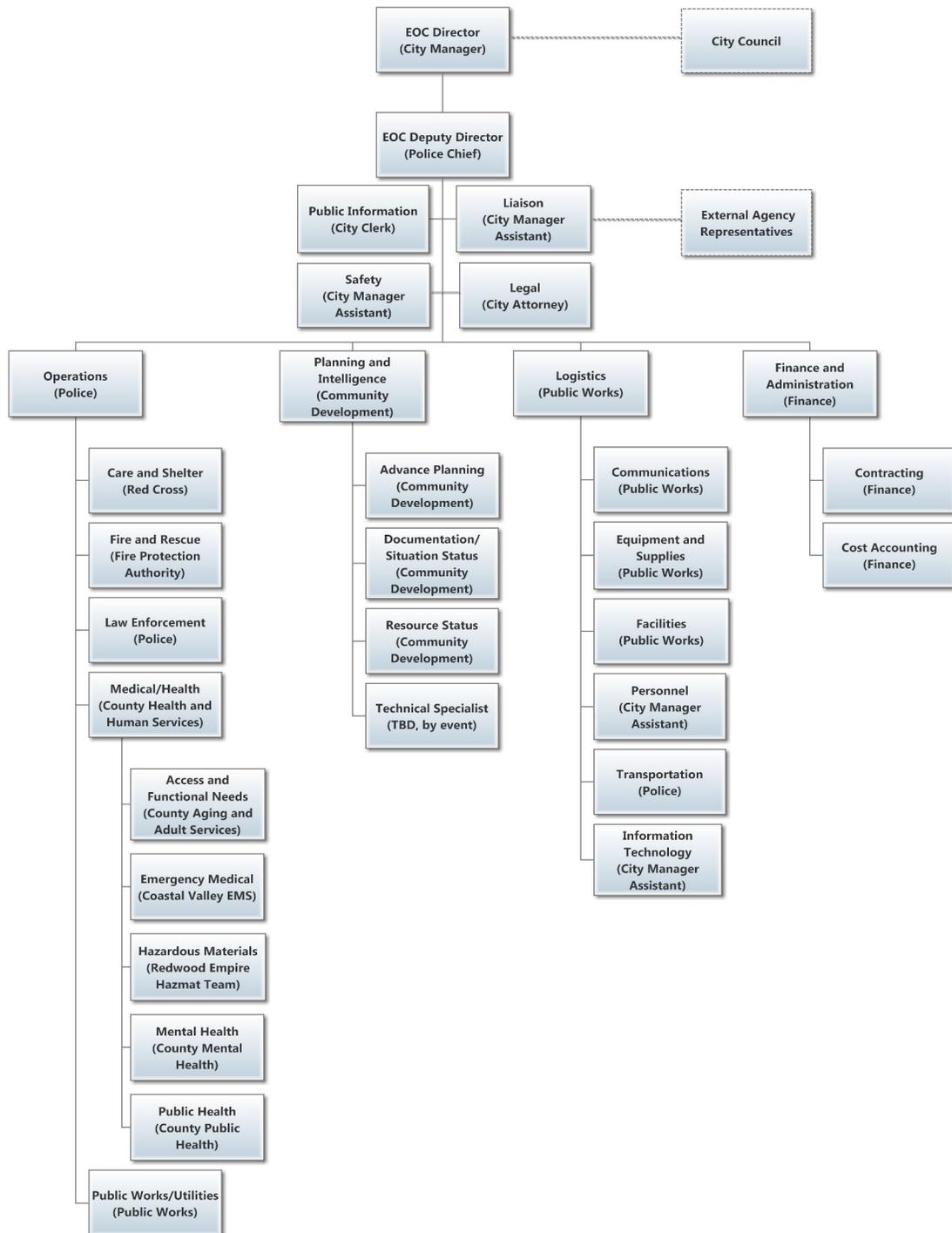


Figure 1 – City of Fort Bragg EOC Organization



The overall operation of the EOC involves three primary functions:

1. Managing emergency policies (e.g., declare emergencies, order evacuations, prioritize limited resources)
2. Sharing information with emergency organizations, elected leaders, and the public
3. Brokering resources (e.g., requesting outside assistance and directing it to local response agencies))

Each of these EOC functions is described in this section.

2.3.8. Managing Policy

Although field-level management (command and control) of incident response does not typically occur at the EOC, the EOC plays a critical role in managing emergencies. Sharing information, coordinating resources, issuing formal declarations of emergency, ordering mandatory evacuations, and determining priorities are all activities that fall within the domain of EOC activity.

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

1. Life
2. Human health and safety
3. Property, especially critical infrastructure
4. Environment
5. Economy

The action planning process results in an incident action plan (IAP) each operational period. The process follows NIMS and is often described as the “Planning P.” Annex A.7 contains forms used to create IAPs.

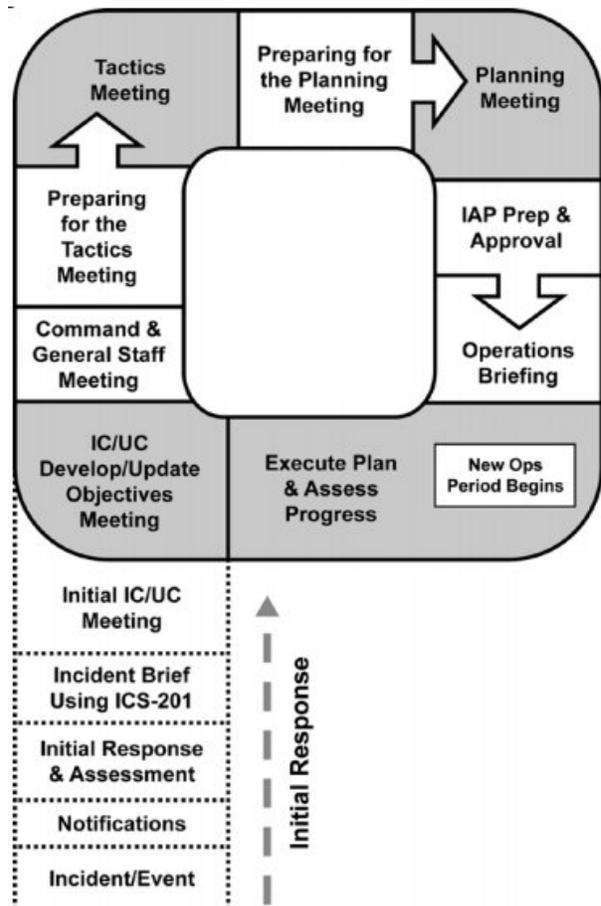


Figure 2 - The Planning "P"



2.3.9. Sharing Information

The second of the three important EOC roles is sharing information about emergency with agencies, government leaders, and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC maintains robust communication capabilities described earlier in Section 2.3.6 of this plan. The EOC also uses traditional paper message forms (e.g., ICS 213) and information technology such as the state's Response Information Management System (RIMS) to share critical information about the incident.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information from the EOC with other agencies, especially those able to provide resources to support an emergency in the city, is essential to obtaining additional help. Continuously collecting, confirming, and sharing intelligence is vital to the safety, efficiency, and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

All EOC staff members are trained in the use of information-sharing tools as part of their EOC orientation. During additional training and exercising, they have opportunities to practice using these tools before an EOC activation. Responsibilities, tools, and processes for sharing of information are described in Standard Operating Procedures (Appendix A.5.).

2.3.10. Resource Management

The third of the three important roles of the EOC is to broker resources. A city emergency may require a dispatch of city resources. Depending on the circumstances, but especially if needed resources are scarce, the EOC may have to carefully manage the assignment of resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from the city (e.g., facilitating support between the cities of Fort Bragg and Willits). In these cases, the EOC serves as the conduit for resources requests.

To best manage resources, the EOC maintains a current emergency resource catalog (Appendix A.6), an emergency contact directory (Appendix A.2), and at least one active RIMS terminals that can be used to coordinate resource requests. The tools and processes for accomplishing this work are described further in Standard Operating Procedures.



2.4. Recovery

The final area of city emergency management activity is recovery. Recovery is the process of returning to normal an area affected by a disaster. Recovery may sometimes occur within a matter of hours—for example, restoration of electricity and telephone service. After major disasters, recovery can take years. Two activities essential to effective recovery are to complete a plan for recovery before an emergency occurs and to begin recovery as soon as possible after an emergency. Sometimes, recovery activities begin before response activities conclude. In any case, recovery begins with damage assessment, followed by short-term and long-term recovery activities. These three activities are described in the sections below.

2.4.1. Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to determine to what extent state and federal assistance may be available. Several resources are available within the city to perform a PDA. The American Red Cross conducts cursory assessments sometimes called windshield surveys. Windshield surveys are named as such because they are performed by one or more individuals driving through neighborhoods and collecting information from inside the vehicle. The City of Fort Bragg contracts with Mendocino County for building inspectors who can perform comprehensive damage assessments. When additional help is needed, a form of statewide mutual aid is also available to provide assistance.

Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. For this reason, the City Manager assigns damage assessment responsibilities to the Advance Planning Branch of the EOC Planning and Intelligence Section. Tools and processes used for conducting damage assessments are described in Appendix A.5 and A.7, respectively.

2.4.2. Short-Term Recovery

The establishment of priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is winding down. These recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas



- Removing hazardous materials and debris
- Providing temporary housing
- Accomplishing cost recovery
- Establishing long-term recovery objectives
- Implementing immediate environmental protection measures

2.4.3. Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing environmental assessments
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Restoring industry and commerce
- Restoring the natural environment

Tools and processes associated with recovery activity are described in Appendix A.5 and A.7.



3. Continuity

Emergencies can threaten to destroy or delay the ability of government to carry out executive functions and provide essential services. This section summarizes the Continuity of Government and Continuity of Operations planning for the City of Fort Bragg.

3.1. Continuity of Government

State law requires appointment of a standby officer for each member of a governing body. This law also applies to officers who head departments responsible for maintaining law and order, or that provide public services relating to health and safety. The law requires procedures to ensure continued operation of political subdivisions in the event the governing bodies, including stand-by officers, are unavailable to serve.

The Fort Bragg City Council and the City Manager have developed and continue to maintain a continuity plan that identifies a primary and alternate location for the vital city operations, and a line of succession should one or more members of City Council and the City Manager become unavailable during an emergency. Copies of this plan are kept in the City Council chambers, in the City Manager's office, and in the EOC. This plan is exercised every 3 years.

3.2. Continuity of Operations

Each city department has also developed plans to restore essential department services following an emergency interruption. These plans are exercised each year and include:

- A line of succession for department leadership
- A list of essential services and descriptions of acceptable tolerance for interruption
- A strategy to mitigate interruption of each essential service
- A strategy to restore each essential service, should it become interrupted
- Definition of a continuity team for the department with assignments for each member
- A list of vital records and a strategy for preserving and maintaining access to vital records
- A record of training and exercises performed to maintain department plans

Because continuity of operations is vital to most departments, the city incorporates continuity of operations objectives during design and implementation of each annual emergency management exercise.



4. Plan Maintenance

This plan will be maintained by the Chief of Police and the Administrative Services Director and reviewed by the City Manager annually. As changes are needed to plan appendices, the Administrative Services Director will facilitate these changes, coordinating and communicating this work with appropriate stakeholders. When changes are needed to the basic plan (not including appendices), these changes will be directed, reviewed, and approved by the City Council.

Annual training will be provided either as a new orientation or refresher training to all city staff that may be expected to participate in an emergency response. A record of this training will be retained in employee records.

An annual exercise should be conducted to maintain the ability to execute this plan well. The Chief of Police will facilitate design, execute, and evaluate these exercises, drawing support from other agencies as it may be required. The exercises may take the form of a table-top, functional, or full-scale exercise, although a functional exercise will occur at least every 3 years.

Each year, an annual report of emergency management program accomplishments, needs, and improvement planning shall be presented to the City Council by the Chief of Police and/or the City Manager.



Appendices and Annexes

- A.1. General Flow of Response
- A.2. Emergency Operations Contact List
- A.3. Hazard-Specific Procedures
 - A.3.1. Communication Failure
 - A.3.2. Drought
 - A.3.3. Earthquake
 - A.3.4. Explosion
 - A.3.5. Extreme Weather
 - A.3.6. Hazardous material spill
 - A.3.7. Public Health Crisis
 - A.3.8. Transportation Accident
 - A.3.9. Tsunami
 - A.3.10. Wildland/Urban Interface Fire
- A.4. Emergency Functions
- A.5. Standard Operating Procedures
- A.6. Resource Catalog
- A.7. Emergency Forms
 - A.7.1. Incident/Situation Reporting
 - A.7.2. Incident Command System Forms
 - A.7.3. Emergency Proclamation
 - A.7.4. Resource Ordering/Tracking
 - A.7.5. Initial Damage Assessment
 - A.7.6. After-Action Reporting
- A.8. Continuity of Operations/Continuity of Government
- A.9. Hazard Identification and Risk Assessment
- A.10. Emergency Planning Contact List (non-responders)
- A.11. Annual Work Plan
- A.12. Recommended Training Courses
- A.13. Annual Training Plan
- A.14. Three-Year Emergency Exercise Plan
- A.15. Employee Emergency Preparedness Handbook

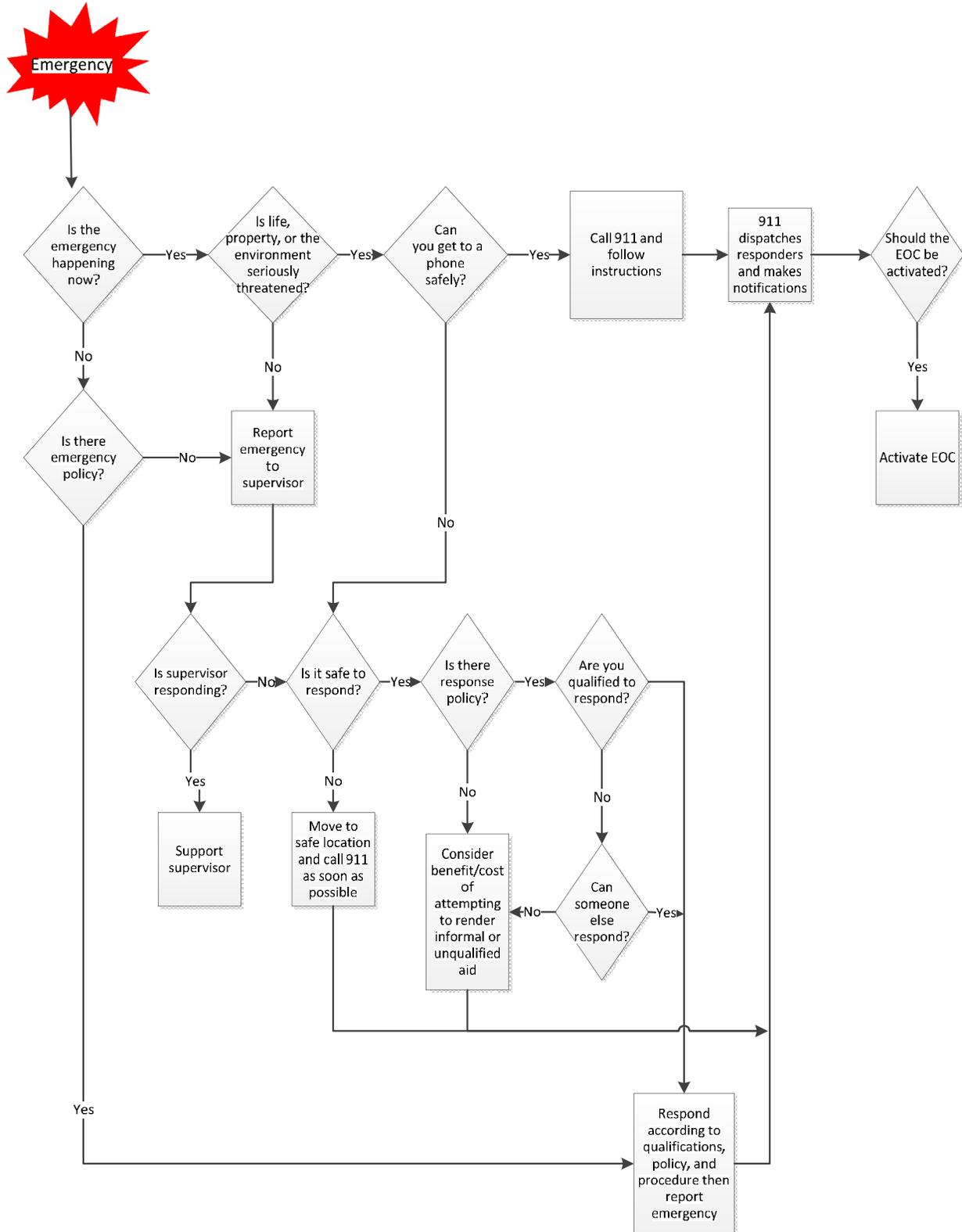


A.16. Access and Functional Needs

A.17. Maps



A.1. General Flow of Response





A.2. Emergency Operations Contact List

#	Name	EOC Role	Agency	Title/Role	Home Address	Office Phone	Cell Phone	Home Phone	Email
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Primary EOC staff
Secondary EOC staff



A2.2 Essential Facility Contact List

Essential Facility	Primary Location	Alternate Location
Fort Bragg Emergency Operations Center	250 Cypress Street Fort Bragg, CA 95437	Fort Bragg Town Hall
County Emergency Operations Center	951 Low Gap Road Ukiah, CA 95482	17500 N. Highway 101 Willits, CA 95490
Sheriff's Dispatch	589 Low Gap Road Ukiah, CA 95482	17501 N. Hwy 101 Willits, CA 95490
EMS Dispatch	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire Dispatch (All but Little Lake Valley)	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire 2 Dispatch (Little Lake Valley)	125 E. Commercial, #150 Willits CA 95490	589 Low Gap Road Ukiah, CA 95482
Ukiah/Fort Bragg Dispatch	300 Seminary Ave. Ukiah, CA 95482	125 E. Commercial, #150 Willits, CA 95490
Willits Dispatch	125 E. Commercial #150 Willits, CA 95490	589 Low Gap Road Ukiah, CA 95482
Public Health Department Operations Center	1120 South Dora St. Ukiah, CA 95482	TBD



A.3. Hazard-Specific Procedures

- A.3.1. Communication failure
- A.3.2. Dam failure
- A.3.3. Earthquake
- A.3.4. Explosion
- A.3.5. Extreme weather
- A.3.6. Flood
- A.3.7. Hazardous material spill
- A.3.8. Public health crisis
- A.3.9. Transportation accident
- A.3.10. Tsunami
- A.3.11. Wildland interface fire



Scenario: Communication failure

- Priorities:
1. Assess need for and activate EOC, if necessary
 2. Implement alternate communications
 3. Test communications with all potentially affected areas
 4. Dispatch damage assessment team
 5. Activate ARES/RACES staff, if necessary
 6. Request mutual aid (i.e. communications vehicle, mobile repeater)
 7. Implement cost accounting system
 8. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. If communications are quiet, is this because there is nothing happening or because communications are not working?
 2. What is the critical path to restoring communications? It is recovery of a system or migration to another system?
 3. Will mutual aid be available during the incident duration? If not, what are the costs and source of funds to maintain support?

- Organizations to call for support:
1. County OES
 2. Operational Area Fire Coordinator
 3. Operational Area Law Enforcement Coordinator



Scenario: Drought

- Priorities:
1. Define situation, including least and worst-case scenarios
 2. Develop mitigation strategies to limit the effects of drought before health and safety impacts result
 3. Collaborate with other agencies to maximize effect
 4. Define plans for response before health and safety impacts are imminent
 5. Communicate threat, impact, mitigation and response activities to the public

- Issues to expect:
1. What help will the city need to respond?
 2. What sources of funding are available to manage an emergency before health and safety threats are imminent?

- Organizations to call for support:
1. County OES
 2. U.S. Department of Agriculture, National Resource Conservation Service



Scenario: Earthquake

- Priorities:
1. Assess need for and activate EOC, if necessary
 2. Establish communications with affected areas
 3. Monitor and ready for tsunami threat
 4. Provide initial and continuous emergency public information
 5. Identify additional response requirements
 6. Assess condition of major transportation routes
 7. Request mutual aid
 8. Activate mass care and shelter
 9. Mobilize damage assessment teams
 10. Implement cost accounting system
 11. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. What help will the city need to respond?
 2. Is our house/building safe?
 3. How will we sustain 24/7 operations
 4. What should earthquake victims do? Shelters?

- Organizations to call for support:
1. County OES
 2. Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. U.S. Geological Survey (USGS)



Scenario: Explosion

- Priorities:
1. Secure the affected area
 2. Treat the injured
 3. Assess need for and activate the EOC, if necessary
 4. Facilitate mutual aid, if necessary
 5. Provide initial and continuous emergency public information
 6. Initiate accident or criminal investigation

- Issues to expect:
1. Was this a criminal act or accident? If a criminal act, what should you tell the public without jeopardizing an investigation?
 2. Are we safe from additional threat?
 3. What sources of funding are available to manage this incident?

- Organizations to call for support:
1. County OES
 2. Coastal Region Law Enforcement Mutual Aid Coordinator



Scenario: Extreme Weather

- Priorities:
1. Participate in National Weather Services (NWS) and River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for storm
 3. Activate sheltering for those in need
 4. Place response staff on alert and pre-position resources
 5. Assess condition and restore major transportation routes damaged by weather
 6. Provide initial continuous emergency public information
 7. Establish contact and coordinate with the California Utilities Emergency Association (CUEA)
 8. Identify additional response requirements
 9. Request mutual aid
 10. Activate mass care and shelter
 11. Mobilize damage assessment teams
 12. Implement cost accounting system
 13. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. What help will the city need to respond?
 2. How will we sustain 24/7 operations?
 3. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:
1. County OES
 2. California Utilities Emergency Association (CUEA)



Scenario: Hazardous Material Spill

- Priorities:
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure REHIT dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:
1. County OES
 2. CalEMA Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. U.S. Environmental Protection Agency (EPA)



Scenario: Public Health Crisis

- Priorities:
1. Determine the nature, extent, and impact of the public health event
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Define mitigation and response strategies
 5. Engage and collaborate with all appropriate agencies
 6. Provide initial and continuous emergency public information
 7. Identify additional mitigation and response requirements

- Issues to expect:
1. What are the nature, extent, and impact of the event?
 2. What help will the city need to respond?
 3. How will we sustain continuous EOC operations?
 4. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:
1. California Department of Public Health (CDPH)
 2. County OES
 3. U.S. Centers for Disease Control and Prevention (CDC)



Scenario: Transportation Accident

- Priorities:
1. Determine the nature, extent, and impact of the accident
 2. Facilitate or support Mass Casualty Incident (MCI) operations
 3. Assess need for and activate EOC, if necessary
 4. Establish communications with affected surrounding areas
 5. Provide initial and continuous emergency public information
 6. Identify additional response requirements
 7. Request mutual aid
 8. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. What help will the city need to respond?
 2. What transportation routes are affected and what detours have been established?
 3. How long will transportation routes be closed?
 4. What sources of funding are available to manage this incident?

- Organizations to call
for support:
1. County OES
 2. CalTrans



Scenario: Tsunami

- Priorities:
1. Monitor for Alaska and Pacific Tsunami Warning Center messages following reports of a major earthquake within the Pacific Rim
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with potentially affected areas
 4. Activate public warning
 5. Place emergency staff on stand-by and pre-stage resources
 6. Implement evacuation of low-lying coastal areas
 7. Provide initial and continuous emergency public information
 8. Monitor tsunami impacts
 9. Identify additional response requirements
 10. Assess condition of major transportation routes
 11. Request mutual aid
 12. Activate mass care and shelter
 13. Mobilize damage assessment teams
 14. Implement cost accounting system
 15. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. What help will the city need to respond?
 2. Will there be more tsunami waves?
 3. How do I reconnect with friends and family thought to be in tsunami inundation area?
 4. Where should I go as a resident or business if I need assistance?
 5. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call
for support:
1. County OES
 2. NOAA
 3. USGS



Scenario: Wildland/urban interface fire

- Priorities:
1. Determine the nature, extent, and impact of the fire(s)
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Convene conference call of Operational Area Fire Chiefs to discuss threat, priorities, and strategy
 5. Establish liaison with incident and/or area commanders
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Assess need and issue order evacuation, if necessary
 10. Activate mass care and shelter
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

- Issues to expect:
1. Will evacuations be necessary?
 2. What help will the city need to respond?
 3. Is our house/building safe?
 4. How will we sustain 24/7 operations?

- Organizations to call for support:
1. County OES
 2. Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. USFS



A.4. Emergency Functions

This table represents the assignment of organizations to Emergency Functions and their related activity in the Fort Bragg EOC during a State of Emergency.

	Emergency Function	Lead	Concept of Operation
1.	Care and Shelter	American Red Cross (ARC)	The City of Fort Bragg and ARC will sign a Memorandum of Agreement (MOA) that formalizes the ARC's role in managing mass care and shelter operations during emergencies. In coordination with the Mendocino Health and Human Services Agency (HHSA), ARC pre-identifies shelter locations and organizes, trains, exercises shelter teams. During emergencies, the ARC will staff the county's Emergency Operations Center (EOC). The Mendocino County Department of Social Services (DSS) provides a care and shelter Branch Director for the Operations Section of the EOC and directs all county support for care and shelter activities. Depending on need, the city's EOC may request an ARC representative to coordinate care and shelter activities within the city



	Emergency Function	Lead	Concept of Operation
2.	Finance	Fort Bragg Finance Department	In order to effectively manage emergency expenditures and maximize emergency and disaster cost recovery, the Finance Director will assign and train a minimum of two individuals to finance and recover the costs of emergency operations. The requisite knowledge and training of these individuals will include understanding (1) emergency funding authorization; (2) local, state, and federal disaster response and recovery programs; (3) managing finances during an emergency as the EOC's Finance and Administration Section Chief; and (4) the National Incident Management System. In order to staff all section activities, these individuals may also be required to provide just-in-time training and to supervise additional staff.
3.	Fire and Rescue	Fort Bragg Fire Protection Authority	The Fort Bragg Fire Protection Authority (or their qualified designee) will assign a Fire and Rescue Branch Director to the city EOC. In this capacity, the individual will facilitate coordination of city-wide fire and rescue resources as well as the integration of other, local, state, and federal fire and rescue resources, typically as the Fire and Rescue Branch Director of the EOC Operations Section.
4.	Law Enforcement and Evacuation	Fort Bragg Police Department	The Fort Bragg Police Department (FBPD) will assign a Law Enforcement Branch Director at the city EOC. In this capacity, the individual will facilitate coordination of citywide law enforcement and evacuation activities as well as the integration of other, local, state, and federal law enforcement resources, typically as the Law Enforcement Branch Director of the EOC Operations Section.



	Emergency Function	Lead	Concept of Operation
5.	Legal Counsel	Fort Bragg City Attorney	The Fort Bragg City Attorney will serve as counsel during emergencies. The attorney will serve as the main consultant for all city emergency-related activities and report to the EOC Director. The requisite knowledge and training of this individual includes understanding (1) local, state, and federal emergency powers; and (2) proclamations of local emergency. During EOC activations, this individual may facilitate development or execution of emergency proclamations; therefore the City Attorney will anticipate and develop, in advance, any documents that may be required.
6.	Logistics	Fort Bragg Public Works Department	The Fort Bragg Public Works Department will identify, train, and otherwise prepare to deploy all staff members who could be necessary to provide the EOC with general service and facility support during emergencies. This support may include providing equipment, supplies, telecommunications and information technology, transportation, personnel management, facilities, and other logistical support. The Public Works Director (or their qualified designee) will assign and train a minimum of two individuals who can serve as EOC Logistics Chief.
7.	Management	City Manager	The City Manager (or his/her qualified designee) will serve as EOC Director and work directly on behalf of the City Council during an emergency.



	Emergency Function	Lead	Concept of Operation
8.	Health and Emergency Medical Services	Mendocino County Health and Human Services Agency	<p>The Mendocino County Health and Human Services Agency (HHSA) will identify and train at least two people to staff the county EOC and to facilitate and coordinate (1) Emergency Medical Services; (2) Hazardous Material Response; (3) Disaster Public Health; (4) Disaster Behavioral Health; and (5) Emergency Pet and Animal Care. Any of the staff may serve as the Operations Section Branch Director to coordinate EOC activity in their domain of expertise. Due to certain domain activities (i.e., emergency medical services, hazardous material response) performed by outside organizations, HHSA may delegate responsibility for coordinating one or more domain-related activities to an appropriate organization. The City of Fort Bragg may request one or more HHSA representatives to support city EOC activities.</p>
9.	Planning & Intelligence, Mitigation and Recovery	<p>Fort Bragg Community Development Department</p> <p>Mendocino County Department of Planning & Building</p>	<p>During emergencies, the Fort Bragg Community Development Department will staff the city EOC Planning and Intelligence Branch where individuals will coordinate damage assessment and recovery planning. Following closure of the EOC, the department works on behalf of the city to coordinate all recovery field activities. The City of Fort Bragg may request one or more County Planning and Building Department representatives to support city EOC activities.</p> <p>The Mendocino County Department of Planning & Building will lead all hazard identification and pre-event mitigation of emergencies caused by natural and/or technological disasters. This work will be performed while developing and maintaining the Mendocino County Community Local Hazard Mitigation Plan.</p>



	Emergency Function	Lead	Concept of Operation
10.	Preparedness and Response	Chief of Police Fort Bragg Administrative Services Department	The Chief of Police will maintain the EOC and all emergency-related planning, facilitate training, and administer all exercise and emergency management program development activities. The Administrative Services Department will assist with coordination of training, updating the Emergency Plan, etc. During activations of the EOC, the Administrative Services Director will also typically serve as the Public Information Officer.
11.	Public Works	Fort Bragg Public Works Department	The Fort Bragg Public Works Department will identify and train at least two people to staff the city EOC to facilitate and coordinate (1) debris removal and (2) restoration of transportation infrastructure. Any of these individuals may serve as an Operations Section Branch Director to coordinate EOC activity in their domain of expertise.
12.	Volunteer and Donations Management	North Coast Opportunities, Inc. (NCO)	The City of Fort Bragg and North Coast Opportunities, Inc. (NCO) will sign a Memorandum of Agreement (MOA) that will formalize the NCO role in managing all volunteer and donations management activity on behalf of the city during disaster. A representative of NCO will staff the city's Logistics Section during activation. The Chief of Police will serve as the day-to-day emergency planning contact for NCO.



A.4. Summary of Emergency Function Assignments for the City of Fort Bragg

	American Red Cross	Fort Bragg Finance Department	Fort Bragg Fire Protection Authority	Fort Bragg Police Department	Fort Bragg City Attorney	Fort Bragg Public Works Department	Fort Bragg City Manager	Mendocino County Health and Human Services Agency	Fort Bragg Community Development Department	Fort Bragg Administrative Services Dept	North Coast Opportunities
Care and Shelter	X							X			
Finance		X									
Fire and Rescue			X								
Health and Emergency Medical Services								X			
Law Enforcement and Evacuation				X							
Legal Counsel					X						
Logistics						X					
Management				X			X			X	
Planning & Logistics, Mitigation and Recovery									X		
Preparedness and Response				X			X			X	
Public Works						X					
Volunteers/Donations											X



A.5. Standard Operating Procedures



A.6. Resource Catalog

#	Resource	Description	Quantity Available	Location	Owner/ Operator	Office Phone	Cell Phone	Home Phone	Email	Notes
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
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18.										
19.										
20.										
21.										
22.										
23.										



A.7. Emergency Forms

- A.7.1. Incident/Situation Reporting
- A.7.2. Incident Command System Forms
- A.7.3. Emergency Proclamation
- A.7.4. Resource Ordering/Tracking
- A.7.5. Initial Damage Assessment
- A.7.6. After-Action Reporting



A.8. Continuity of Operations/Continuity of Government

Succession of Leadership

Chief Elected Official	City Manager	Police Chief	Public Health Officer
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

Essential Functions

Priority	Function	Continuity Goal	Continuity Strategy	Assigned To
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Vital Records

Record	Location	Protection Strategy	Assigned To
1.			
2.			
3.			
4.			
5.			



A.9. Hazard Identification and Risk Assessment



A.11. Annual Work Plan

#	Project	Purpose	Duration	Budget	Project Manager	Notes
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						



A.12. Recommended Training Courses

Course	Type	Location	Pre-requisite	This course allows people to	Who takes this
ICS-100	Self-guided	www.fema.gov	None	Provides the foundation for higher-level ICS training. Describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.	All
ICS-200	Self-guided	www.fema.gov	ICS 100	Enables personnel to operate efficiently during an incident or event within the ICS. Provides training and resources for personnel who are likely to assume a supervisory position within the ICS.	Management, Section Chiefs, Unit Leaders
ICS-300	Classroom	www.fema.gov	ICS 100, ICS 200	Provides training and resources for personnel who require advanced knowledge and application of the ICS. Expands upon information covered in ICS-100 and ICS-200.	Command and General Staff, Unit Leaders
ICS-400	Classroom	www.fema.gov	ICS 100, ICS 200, ICS 300,	Provides training and resources for personnel who require advanced application of ICS. Expands upon information covered in ICS-100 through ICS-300.	Command and General Staff, Unit Leaders
IS-700	Self-guided	www.fema.gov	None	Introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.	All
IS-800	Self-guided	www.fema.gov	IS-700	Introduces participants to the concepts and principles of the NRF.	All



A.13. Annual Training Plan

Course	Targeted Audience	Purpose/Value of Training	Estimated Date of Delivery	Course Provider	Course Manager	Notes



A.14. Three-Year Emergency Exercise Plan

Estimated Month/Year of Exercise	Exercise Type	Scenario	Objectives	Agencies Involved	Exercise Director	Notes



A.15. Employee Emergency Preparedness Handbook



A.16. Access and Functional Needs



A.17. Maps

RESOLUTION NO. ____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING UPDATED CITY OF FORT BRAGG EMERGENCY PLAN

WHEREAS, the City of Fort Bragg, together with many partner agencies, shares responsibility for managing risks and responding to emergencies ranging from natural disasters like earthquakes and droughts, to human-caused disasters like hazardous materials spills and other accidents; and

WHEREAS, the City of Fort Bragg is committed to increasing its disaster resilience; and

WHEREAS, the City has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and maintains an emergency plan that specifies the policies, roles, resources and practices of the City and partner agencies before, during and after an emergency; and

WHEREAS, in 2013, the Mendocino County Office of Emergency Services retained a consultant to prepare a consistent Emergency Plan template for the county and its four incorporated cities; and

WHEREAS, the updated Emergency Plan has been reviewed and refined by City staff and will replace the City's 2010 Emergency Plan; and

WHEREAS, the updated Emergency Plan will be augmented over time with appendices specific to Fort Bragg and will be reviewed annually to ensure that it is kept up-to-date;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve the updated City of Fort Bragg Emergency Plan (January 2016).

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 11th day of January 2016, by the following vote:

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

DAVE TURNER,
Mayor

ATTEST:

June Lemos
City Clerk



AGENCY: City Council
MEETING DATE: January 11, 2016
DEPARTMENT: Public Works
PRESENTED BY: T. Varga

AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND CONSIDER INTRODUCTION, 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

ISSUE:

On August 10, 2015, the Fort Bragg City Council introduced Ordinance 919-2015 amending the City's water conservation regulations to address State requirements and to clean up other items. The amended regulations were adopted on August 24th and became effective September 23rd.

Subsequently, on September 30th, the City Council declared a Stage 3 Water Emergency. Upon implementation of the Stage 3 conservation requirements, as presented in the new ordinance, staff realized that a few important conservation requirements were not included in the ordinance. Additionally, the requirement that restaurants use disposable dinnerware received some pushback by restaurateurs.

An urgency ordinance with modifications to the City's water conservation ordinance was brought forward to the Council for adoption on October 13, 2015. The Council directed that the revised ordinance be brought back for adoption through the standard procedures as well. Ordinance 923-2015 was brought forward for introduction at the October 26th Council meeting. At that time, it was determined that additional modifications were desired. This item was brought back to Council on December 14, 2015 to get final direction from the Council regarding the revisions to Ordinance 923-2015. It is now brought forward for introduction, and assigned a new ordinance number, Ordinance 923-2016, to correspond with the year of introduction.

RECOMMENDED ACTION:

Introduce, 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

ALTERNATIVE ACTION(S):

1. Provide further direction to staff regarding modifications to the ordinance that should be made prior to bringing it forward for introduction.

ANALYSIS:

The revised ordinance is largely the same as the one considered at the October 26th City Council meeting except for the following changes which were reviewed at the December 14, 2015 City Council meeting:

- § 14.06.030. The language authorizing declaration of a water emergency has been expanded to clearly state that a declaration of an emergency includes specifying the appropriate Stage and that City Council can increase or decrease the Stage as deemed necessary. Declaring, discontinuing, or changing a water emergency will continue to be

AGENDA ITEM NO. 6D

solely a Council action.

- § 14.06.050. Language has been added describing the method for calculating water savings to meet water reduction goals. The calculation will compare the current month's water usage against the same month from the nearest pre-drought year. For the current water emergency, 2013 is the baseline year. Residential water savings will be considered to have been maximized at 50 gallons per capita per day (gcpd). Further reductions would not be expected as long as that level of water usage is maintained. This compares well with the State performance standard of 55 gcpd.
- § 14.06.050, paragraph C. For Stage 3 water emergencies, the prohibition on hot tubs and in-room spas at hotels has been changed to encourage the discontinuance of these facilities rather than an outright prohibition. This is similar to the provision encouraging rather than mandating the use of compostable dinnerware in food and beverage businesses. This is in response to feedback that the City should allow individual business owners to best determine how to achieve the mandated water conservation levels, rather than prescribing specific actions. Additional information on water usage for hot tubs/spas is not readily collectable as this level of detail is not recorded by water meters.
- § 14.06.050, paragraph D. Prior to implementing a Stage 4 water emergency, 14 days advance notice will be given. This is normally the minimum time between Council meetings and would allow for a full public discussion of the matter before making the declaration.

The Council also discussed using non-potable or well water for washing vehicles. Section 14.06.050, paragraph A.1(a)(2) requires a shut-off nozzle for residential car washing during a Stage 1 emergency. Paragraph C.1 prohibits vehicle washing at Stage 3 with the exception of commercial car washes. By definition, these activities apply only to the use of potable water, from the City's water system. Non-potable or well water is excluded from these regulations. Staff does not recommend adding language further explaining the distinction. The requirements regarding potable water are clear. This language also helps encourage the reduction in use of non-potable water by implication.

Prior to bringing the ordinance forward for introduction, it was modified to remove legislative findings that were appropriate and necessary for the urgency water conservation ordinance, but not relevant to this ordinance. In addition, non-substantive changes to the ordinance include reformatting to create a consistent hierarchy of provisions, and rearranging some provisions to provide for greater clarity and consistency in the ordinance.

FISCAL IMPACT:

There are no direct fiscal impacts. However as water conservation efforts improve, water usage decreases as will water revenues. Staff anticipates revenue reductions from those estimated in the FY 2015/16 budget for the Water Enterprise.

The adoption of this ordinance is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) as this ordinance is not a "project" under CEQA; in accordance with Section 15378(b)(2), general policy and procedure making this not a "project" under CEQA. This ordinance establishes policies and procedures for the City of Fort Bragg.

IMPLEMENTATION/TIMEFRAMES:

The urgency ordinance adopted on October 13th will remain in effect until Ordinance 923-2016 is effective. If the ordinance is introduced by the Council on January 11, 2016 and adopted on January 25, 2016 it would become effective on February 24, 2016.

ATTACHMENTS:

1. Ordinance 923-2016

NOTIFICATION:

None.

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:	_____		

BEFORE THE CITY COUNCIL OF THE CITY OF FORT BRAGG

**AN ORDINANCE AMENDING CHAPTER
14.06 (WATER CONSERVATION) OF
TITLE 14 OF THE FORT BRAGG
MUNICIPAL CODE**

ORDINANCE NO. 923-2016

WHEREAS, the City of Fort Bragg, like all of the State of California, is in the fourth year of drought; and

WHEREAS, the State of California through the State Water Resources Control Board (SWRCB) has mandated certain water conservation measures; and

WHEREAS, the City Council wishes to update rules and regulations regarding water conservation measures within the City limits.

NOW, THEREFORE, the City Council ordains as follows:

Section 1. Legislative Findings. The City Council hereby finds as follows:

1. A reliable and sufficient supply of potable water is essential to the public health, safety, and welfare of the people and economy of the City of Fort Bragg ("City").
2. Article X, Section 2 of the California Constitution declares that the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.
3. The City owns, and through its water division operates, a water system that supplies water at retail to customers within the City's service area, which covers approximately 3,100 acres. The City currently provides water service to over 7,300 residents and maintains over 2,800 customer accounts.
4. The City's primary sources of water for its customers are Newman Gulch (spring fed), Waterfall Gulch (spring fed), and the Noyo River (direct pump).
5. Article XI, Section 7 of the California Constitution provides that the City may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws of the State.
6. California Water Code section 375 provides that a public entity that supplies water at retail for the benefit of persons within the service area of the public entity may, by ordinance or resolution adopted by a majority of the members of the governing body after making appropriate findings of necessity for the adoption of a water conservation program, adopt and enforce a water conservation program to reduce the quantity of water used by those persons for the purpose of conserving the water supplies of the public entity.

7. On January 17, 2014, the Governor declared a State of Emergency due to current drought conditions under the California Emergency Services Act. The declaration, among other things, calls for: (i) a statewide water conservation campaign; (ii) local water suppliers to implement water shortage contingency plans; (iii) state agencies to implement water use reduction plans, modifications of diversions and releases, and daily drought updates; and (iv) a voluntary twenty percent (20%) reduction in water use across the state.
8. On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions and directed the State Water Resources Control Board ("SWRCB") to adopt emergency regulations to ensure that urban water suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.
9. On May 5, 2015, the SWRCB adopted Resolution 2015-0032, an "Emergency Regulation for Statewide Urban Water Conservation," which provides specific mandates and guidance in response to the ongoing drought.
10. Chapter 14.06, the Water Conservation Ordinance of the Fort Bragg Municipal Code, codifies the City's water conservation measures.
11. The intent of Chapter 14.06 is to allocate City supplied water equitably during the time when a water shortage exists to ensure that sufficient water will be available for human consumption, sanitation, and fire protection.
12. This ordinance is being adopted under Water Code sections 375 and 376 to ensure that the City has water conservation regulations in place that are consistent with and will help fulfill the water conservation obligations imposed by the State under the revised Emergency Regulations and that address the City's water supply condition.
13. It is necessary for the proper functioning of the City and therefore necessary for the protection and preservation of the public peace, health, safety, and general welfare that this ordinance take effect immediately upon its adoption as provided in Water Code section 376.
14. The adoption of this ordinance is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15307 of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) as this ordinance is an action taken to protect natural resources.

Section 2. Section 14.06.020 entitled, Declaration of Water Emergency, is hereby amended to read as follows:

§ 14.06.020 DECLARATION OF WATER EMERGENCY.

A water emergency shall be declared whenever the following occurs:

- A. The City is unable to maintain a 10% buffer between its ability to replenish water in its storage tanks and the total daily demand for water; or
- B. A level of 80% or less of the total storage capacity providing pressure to the City water distribution system is reached and the City is unable to replenish water in its storage tanks in a reliable manner; or

- C. The City is unable to keep the finished water tanks at predetermined levels for more than 24 hours. Levels shall be determined upon consultation with Public Works and Fire Department staff; or
- D. The City is mandated by the State of California to implement water conservation measures.

Section 3. Section 14.06.030 entitled, Authority to Declare Water Emergency, is hereby amended to read as follows:

§ 14.06.030 AUTHORITY TO DECLARE WATER EMERGENCY.

The City Council may declare a water emergency and specify the appropriate conservation stage when the City Manager or designee advises that one or more of the conditions identified in § 14.06.020 has occurred. The City Council may implement any conservation stage necessary depending on the drought conditions or water shortage.

Section 4. Section 14.060.040 entitled, Fiscal Incentives for Conservation During Water Emergencies, is hereby deleted in its entirety.

Section 5. Section 14.06.050 entitled, Prohibited Water Uses During Water Emergency, is hereby amended to read as follows:

§ 14.06.050 CONSERVATION GOALS AND PROHIBITED WATER USES DURING WATER EMERGENCY.

For the purpose of calculating the percentage reduction for water conservation goals, a baseline year will be chosen that is a recent, non-drought year relative to the year in which a water emergency is declared. Reductions in water usage, generally, will be calculated by comparing monthly water usage during the emergency declaration against the corresponding month on the baseline year.

Residential water conservation efforts will be considered to have reached a maximum level of effort when water usage at a specific water account is 50 gallons per capita per day (gcpd) or less. When such a level is reached and maintained, no further water usage reductions are required, except during a Stage 4 water emergency when flow restrictors may be installed.

Uses of potable water supplied by the City of Fort Bragg that are identified as prohibited during a water emergency shall be allowed only where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency.

- A. *Stage 1 Water Emergency* - 10% goal for reducing water usage.
 - 1. All users of potable water shall reduce their potable water consumption by 10% as compared to the same month of the base year.
 - 2. Consistent with State requirements to prevent the waste and unreasonable use of potable water and to promote water conservation, each of the following actions is prohibited during a water emergency:
 - (a) The use of potable water on outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.

- (b) The use of a hose that dispenses potable water to wash a motor vehicle, or to irrigate landscaped areas, including trees and shrubs located on residential and commercial properties that are not irrigated by a landscape irrigation system, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.
 - (c) The use of potable water to wash driveways, sidewalks, and similar hardscapes.
 - (d) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
 - (e) The irrigation of outdoor landscapes during and within 48 hours after measurable rainfall.
 - (f) The irrigation of residential and commercial landscapes, at any time other than before 10 a.m. and after 6 p.m.
 - (g) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
 - (h) The irrigation with potable water of ornamental turf on public street medians.
 - (i) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
3. In addition, each of the following uses of potable water is prohibited during a water emergency:
- (a) The use of any hose or similar device, irrespective of whether a nozzle, valve, or other shut-off mechanism is attached thereto, for washing or cleaning the exterior surface of any dwelling, garage, commercial or industrial building. Persons painting building exteriors shall be exempted from this provision when potable water is used to clean or prepare a surface for painting during a Stage 1 water conservation emergency.
 - (b) The use of potable water for filling or refilling any existing or new swimming pool. Replenishing existing pools which have lost water due to evaporation shall be permitted.
 - (c) The use of potable water in construction projects for backfill consolidation or compaction, or for dust control purposes; provided, however, that the City Manager may permit the use of potable water upon a determination by the City Manager that no other source of water for the purpose is available, or that no other method of compaction, consolidation, or dust control is reasonably available. The reuse of water system flush water is permitted.
 - (d) The use of water through, with or by any plumbing, sprinkler, watering or irrigation system, or other device, equipment, or appliance which is broken or defective, or which, for any reason, fails to use water in the ordinary and

customary manner or quantity for which it was designed, constructed, or manufactured.

4. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. Each hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

5. To prevent waste and unreasonable use of potable water and to promote water conservation, lawn watering and landscape irrigation with potable water shall be limited to no more than two days per week for all water users.

6. Tampering with any part of the water system to circumvent the provisions contained within this section, include tampering with hydrants or water meters, is prohibited.

7. Residents and business owners shall repair all water leaks as soon as feasibly possible, but no later than five (5) days after notification by the City, unless other arrangements are made with the Public Works Director.

B. *Stage 2 Water Emergency* - 20% goal for reducing water usage.

1. All users of potable water shall reduce their potable water consumption by 20% as compared to the same month of the base year.

2. The provisions governing the uses of potable water during a Stage 1 water emergency shall remain effective during a Stage 2 water emergency. The following additional and more restrictive provisions regarding uses of potable water shall be effective during a Stage 2 water emergency:

(a) Irrigation or watering of any residential and commercial landscaping using potable water is prohibited.

(b) The use of compostable plates, cups, and flatware is encouraged.

(c) Filling or re-filling ornamental lakes or ponds is prohibited, except to the extent needed to sustain aquatic life, provided that such animals have been actively managed within the water feature prior to declaration of a drought response level under this ordinance.

3. Residents and business owners shall repair all water leaks as soon as feasibly possible, but no later than three (3) days after notification by the City, unless other arrangements are made with the Public Works Director.

C. *Stage 3 Water Emergency* - 30% goal for reducing water usage.

1. All users of potable water shall reduce their potable water consumption by 30% as compared to the same month of the base year.

2. The provisions governing uses of potable water during Stage 1 and Stage 2 water emergencies shall remain effective during a Stage 3 water emergency. The following additional and more restrictive provisions regarding uses of potable water shall be effective during a Stage 3 water emergency:

(a) All washing of motor vehicles shall be prohibited, except at commercial car washes that employ a high pressure/low volume wash system.

(b) Discontinuing the use of hot tubs and in-room spa tubs at hotels is encouraged.

3. No new potable water service shall be provided, no new temporary meters or permanent meters shall be provided, and no statements of immediate ability to serve or provide potable water service (such as will serve letters, certificates, or letters of availability) shall be issued, except under the following circumstances:

- (a) A valid, unexpired building permit has been issued for the project;
- (b) The project is necessary to protect the public's health, safety, and welfare; or
- (c) The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the City.

This provision shall not preclude the resetting or turn-on of meters to provide continuation of water service or to restore service that has been interrupted for a period of one year or less.

D. *Stage 4 Water Emergency.*

1. A Stage 4 water emergency occurs when all available water sources cannot provide sufficient flow for water users or cannot maintain adequate flows or pressures for fire-fighting; and the conservation measures required by a Stage 1, Stage 2, and Stage 3 water emergency are no longer adequate to address the water shortage.

2. Notice of an impending Stage 4 water emergency declaration shall be made at least fourteen (14) days in advance of the actual declaration.

3. All of the restrictions and provisions governing uses of potable water during a Stage 1, Stage 2, and Stage 3 water emergency are in effect during a Stage 4 water emergency. The City shall have the authority to limit residential and commercial usage of potable water supplied by the City to a quantity determined by the City to provide for the basic safety and well-being of the community.

- (a) The City shall be permitted to install flow restrictors at any City-owned water meter, or any similar location, to regulate water usage.
- (b) The City shall determine the order of installation of flow restrictors based on relevant safety considerations and the users of City supplied water.
- (c) The size of the flow restrictors shall be determined by an effort to equitably spread water availability among all water user accounts.

Section 6. Section 14.06.060, entitled, Minor and Major Offenses During Water Emergency is amended to read as follows:

§ 14.06.060 MINOR AND MAJOR OFFENSES DURING WATER EMERGENCY.

The following table indicates whether a violation of the water use prohibitions established in Section 14.06.050 is a "minor offense" or a "major offense" during a Stage 1, Stage 2, Stage 3 and Stage 4 water emergency. Penalties for violations are established by resolution of the City Council pursuant to Section 14.06.090. The actual amounts of the penalties are specified in the City Fee Schedule which is available at City Hall and on the City's website.

Prohibited water use [Applicable paragraph(s) from §14.06.050 noted]	Stage 1	Stage 2	Stages 3 & 4
Defective Equipment [A.1(b)(4)] [A.4] [B.3]	1 st violation- minor offense Repeat violations- major offenses	1 st violation- minor offense Repeat violations- major offenses	Major offense
Lawns/landscaping, overflow or watering within 48 hours of a storm [A.1(a)(1)] [A.1(a)(5)]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Surface flow- washing of sidewalks, driveways, etc. [A.1(a)(3)]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Washing vehicles, without shut-off nozzle [A.1(a)(2)] [C.1]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Washing building exteriors, painting preparation exempted [A.1(b)(1)]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Swimming pools [A.1(b)(2)]	Major offense	Major offense	Major offense
Fountains and Other Decorative Water Features [A.1(a)(4)] [B.4]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Construction [A.1(b)(3)]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Irrigation and Exterior Watering [A.1(a)(2)] [A.1(a)(6)] [A.1(a)(9)] [A.2] [B.1]	1 st violation- minor offense Repeat violations- major offenses	Major offense	Major offense
Tampering with Hydrants or Water Meters [A.3]	Major offense	Major offense	Major offense
Restaurants [A.1(a)(7)]	1 st violation- minor offense Repeat violations- major offenses	1 st violation- minor offense Repeat violations- major offenses	Major offense
Hotels/Motels and spas [A.1(c)]	1 st violation- minor offense Repeat violations- major offenses	1 st violation- minor offense Repeat violations- major offenses	Major offense

In addition to monetary penalties, the penalty for a third or subsequent offense in a Stage 3 and/or Stage 4 water emergency is that the City Manager may instruct staff to shut off water service to the offending property. Service will not be restored until the water emergency is at an end and all outstanding fines are paid.

As an alternative to shutting off the water service to the offending property, the City may, at the discretion of the City Manager, install a flow restrictor on the water meter at or regulating the water flow to the offending property. The flow restrictor shall be sized to enforce the applicable water usage reduction specified by this Chapter.

Section 7. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council of the City of Fort Bragg hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases may be held invalid or unconstitutional.

Section 8. Effective Date and Publication. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage. Within fifteen (15) days after the passage of this Ordinance, the City Clerk shall cause a summary of said Ordinance to be published as provided in Government Code §36933, in a newspaper of general circulation published and circulated in the City of Fort Bragg, along with the names of the City Council voting for and against its passage.

The foregoing Ordinance was introduced by Councilmember _____ at a regular meeting of the City Council of the City of Fort Bragg held on January 11, 2016, and adopted at a regular meeting of the City of Fort Bragg held on _____, 2016, by the following vote:

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

Dave Turner,
Mayor

ATTEST:

June Lemos
City Clerk

PUBLISH: _____, 2016 and _____, 2016 (by summary).
EFFECTIVE DATE: _____, 2016.

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City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
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Text File

File Number: 16-542

Agenda Date: 1/11/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 7A.

Adopt City Council Resolution Amending the City of Fort Bragg Conflict of Interest Code Title 2, Division 6, of the California Code of Regulations sets forth the State's Fair Political Practices Commission (FPPC) requirements for public agencies to establish a Conflict of Interest Code. The FPPC requires agencies to review their Conflict of Interest Code biennially during even-numbered years and to make any necessary changes/updates. The last time the City Council reviewed the Conflict of Interest Code was on September 8, 2014, when Resolution No. 3739-2014 was adopted.

The attached Resolution amends the City's Conflict of Interest Code to update Exhibit "A" (Title 2, Division 6 of the California Code of Regulations) and makes the following changes to the list of other designated employees in Exhibit "B":

* Assistant City Manager changed to Administrative Services Director

RESOLUTION NO. ____-2016

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
AMENDING THE CITY OF FORT BRAGG CONFLICT OF INTEREST CODE**

WHEREAS, the City Council of the City of Fort Bragg adopted a Conflict of Interest Code on August 23, 1976 (Resolution 663-76) in accordance with the requirements of State Law, Title 2, Division 6, California Code of Regulations, Regulations of the Fair Political Practices Commission (FPPC); and

WHEREAS, the City Council is charged with reviewing the Conflict of Interest Code, adopting amendments and verifying the List of Designated Positions to which the Code applies; and

WHEREAS, the City Council has amended said Conflict of Interest Code from time to time since that date, most recently by Resolution 3739-2014 on September 8, 2014; and

WHEREAS, consistent with FPPC regulations, it is the desire of the City Council to incorporate by reference the terms of Title 2, Section 18730 of the California Code of Regulations (Exhibit "A"), in substitution for the terms of the Conflict of Interest Code already in effect; and

WHEREAS, further consistent with FPPC regulations, it is the desire of the City Council to replace the City's existing Conflict of Interest Code Exhibit "B" (Designated Employees and Disclosure Obligations for the City of Fort Bragg) with a new Exhibit "B".

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby incorporate by this reference the terms of Title 2, Section 18730 of the California Code of Regulations as set forth in Exhibit "A" and hereby replaces the existing Exhibit "B" (Designated Employees and Disclosure Obligations for the City of Fort Bragg) with a new Exhibit "B".

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 11th day of January, 2016.

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

**DAVE TURNER,
Mayor**

ATTEST:

**June Lemos
City Clerk**

EXHIBIT "A"

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the

jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq .

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

The filing officer is the same for both agencies. 1

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. 2

Section 5. Statements of Economic Interests: Time of Filing.

Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

File a written resignation with the appointing power; and

File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property ³ is required to be reported, ⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;

The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

The address or other precise location of the real property;

A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported, ⁵ the statement shall contain:

The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;

A description of the consideration, if any, for which the income was received;

In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or

her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected

officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

This section shall not apply to the following:

Loans made to the campaign committee of an elected officer or candidate for elective office. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998. (8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

Loans made to the campaign committee of the elected officer.

Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

The date the loan was made.

The date the last payment of \$100 or more was made on the loan.

The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

A loan made to the campaign committee of an elected officer or a candidate for elective office.

A loan that would otherwise not be a gift as defined in this title.

A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section. (9.5)

Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state

administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

1 Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4 Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

EXHIBIT "B"

DESIGNATED EMPLOYEES AND DISCLOSURE OBLIGATIONS FOR THE CITY OF FORT BRAGG

Designated Employees Listed in Government Code Section 87200:

- City Attorney
- City Councilmembers
- City Manager
- Finance Director/City Treasurer
- Planning Commissioners

Other Designated Employees:

- Administrative Services Director
- Assistant City Attorney
- Associate City Engineer
- Chief of Police
- City Clerk
- Community Development Director
- Consultants¹
- Police Lieutenant
- Public Works Director
- Public Works Operations Manager
- Senior Government Accountant

Obligations:

All designated employees listed above must disclose:

- * Investments
- * Interests in real property
- * Interests in real property held by a trust or business entity
- * Investments held by a trust or business entity
- * Income, including loans received, gifts, and honoraria
- * Commission income received by brokers, agents and salespersons
- * Income and loans to business entities or trusts
- * Income from rental property
- * Interest in business property
- * Business positions

¹ The City Manager, in consultation with the City Attorney, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



City of Fort Bragg

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

Text File

File Number: 16-001

Agenda Date: 1/11/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 7B.

Adopt City Council 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, 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 11th day of January 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: 16-002

Agenda Date: 1/11/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Scope of Work

Agenda Number: 7C.

Approve Scope of Work for Purchase and Installation of an Updated Citywide Telephone System

The City's current phone system is over 13 years old and has been in need of an update for several years. Replacement parts are no longer available for the current system. The technology used in the current system is out of date. An example of the need for the updated system is the damage done to the system at the Police Department due to the lightning strikes in December of last year. Even with appropriate battery backup and surge protection, the equipment was too outdated for proper protection. As a result, the Police Department has been without a fully functional phone system for several weeks as the current equipment cannot be readily repaired or replaced.

The FY 2015-16 budget has an allocation of \$45,000 for the purchase/lease and installation/maintenance of a new telephone system. City staff is hoping to expedite the installation of a new system due to the recent malfunctions at the Police Department. This attached scope of services will enable staff to begin the procurement process for the purchase of equipment and services to ensure the City has sufficient and up-to-date telecommunication system as quickly as possible. A contract will be brought back for Council approval once bids have been secured and evaluated.



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR TELEPHONE SYSTEM REPLACEMENT

The City of Fort Bragg is seeking proposals from qualified vendors interested in contracting to replace the City's antiquated telephone system. Proposals should provide a complete end to end telephone system.

The selected vendor shall provide all design, planning, system architecture, installation, network analysis, training, and post-installation support for the project. In addition, the vendor will be expected to plan and conduct the installation of the phone system with minimal impact to daily operations of the City.

The City expects to award a contract in February 2016 and for the new system to be installed and operational within three months of award of contract.

SCOPE OF SERVICES

Each proposal should address the following:

1. Conduct survey of management staff to confirm necessary capabilities/features of the new phone system.
2. Design and install a phone system that can handle up to 150 extensions over four physical sites.
3. System must provide for consistent and excellent voice quality.
4. Physical sites should have both administrative and basic endpoints/phones and include:
 - a. City Hall – 50 extensions
 - b. Police Department – 60 extensions
 - c. Water Treatment plant/Corp Yard – 15 extensions
 - d. Wastewater Treatment/Lab – 10 extensions
5. All external numbers need to enter the facilities per the phone (PBX) system which should have appropriate battery back-ups and surge protectors for security and safety of the system, if needed.
6. Install new handsets (endpoints) both administrative and basic. Handsets should allow for 3 party conferencing, intercom, redial, speakerphone, do not disturb, mute, hold, automated dialing, message waiting indicator, etc.
7. Each physical site needs to have a reserve of extensions and physical connections to allow for expansion when needed.
8. System must have the ability to create User accounts for system administrators to manage the phones via HTTP/HTTPS (Web GUI)

9. System must be capable of running on analog phone lines.
10. Each endpoint must have an “all page” option in case of emergency.
11. System must be capable of keeping and generating call logs for reporting and monitoring phone usage. This must be able to be done via Web GUI.
12. System must allow for transferring of extensions from handset to handset and across physical sites from endpoints.
13. Admin phones must have the ability to transfer/monitor any extension throughout the system. This includes transferring extensions, checking messages, editing outgoing message, leaving message, etc.
14. System should allow multiple extensions to ring into one handset with the possibility of distinct rings for each extension.
15. System should have the ability to update the Holiday schedule annually and the ability to choose from multiple pre-recorded messages via HTTP/HTTPS with a user log in.
16. System should allow for the creation and management of Hunt Groups.
17. System should allow for the possibility of a global phone list for external company phone numbers.
18. System should allow for the possibility for Active Directory Tie In/Connection for addresses and phone numbers.
19. System should be able to record phone conversations.
20. System should allow for On Hold music/message to be easily updated via a Web GUI or from a handset with the ability to have separate hold messages/music per physical site or endpoint (preferably).
21. System should be able to auto-forward a user’s extension to an external phone (cell) and/or email.
22. System should provide for voicemail notification via email with either an attached audio file or transcript of message.
23. System should have a reserve of extensions which can be added or deleted as necessary.
24. Users would like the ability to do/control the following:
 - Create and manage a phone directory that can follow them when they change extensions or handsets.
 - Have multiple voice messages and out of office settings.
 - Touchscreen handsets (Maybe apps on the phone too)
 - Allow choice as to how and where to get voice messages.
 - Have a follow me type feature that allows users to transfer their extension to cell or a different handset.
 - Have ability to check messages from home, cell, work, and/or personal email.
 - Choose distinct ring tones
 - Conference call ability between system users
25. System should have a robust security system with sufficient password protections
26. The City seeks a 3-year maintenance contract with the ability to extend and to have remote support. Proposer should provide a complete listing of maintenance and support services and the costs of services offered. Include on-site support services, as necessary.

27. The proposal should identify warranties for all equipment.
28. The proposal should identify whether equipment is to be leased or purchased.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send five (5) copies of the completed proposals and cost bid so that it is received by the City no later than **5:00 p.m. on Friday, January 29, 2016** to:

City of Fort Bragg
Attention: June Lemos, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437

2. Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience installing and maintaining telecommunication systems for other public agencies.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project, their respective roles and a synopsis of relevant experience along with references for those personnel.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task and timeline for completion of each task.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
 - G. Work Schedule
Provide time schedule for completion of scope of work.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 11 of Exhibit "A" which is attached hereto and incorporated by reference herein.

Any requests for reduction in the insurance amount shall be included in the proposal.
The cost of such insurance shall be included in the consultant's proposal.

I. Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit "A". Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in your proposal.

EVALUATION CRITERIA

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

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.
- Cost of equipment and services.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

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

OTHER CONSIDERATIONS

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

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

QUESTIONS

Questions should be directed to:

Lynda Bengtsson-Davis
Information Technology
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2823
E-mail: Ldavis@fortbragg.com or Helpdesk@fortbragg.com

ATTACHMENTS

Exhibit "A" – City's Standard Professional Services Agreement

EXHIBIT "A"

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2015 by and between the City of Fort Bragg, a California Municipal Corporation, 416 N. Franklin Street, Fort Bragg, California, 95437 ("City"), and _____, a _____, ("Consultant").

RECITALS

WHEREAS, City has determined that it requires the following professional services from a consultant: to _____; and

WHEREAS, Consultant represents and warrants that it is fully qualified to perform such professional services by virtue of specialized experience and training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the legislative body of the City on _____, 2015, by Resolution No. _____-2015 authorized execution of this Agreement on behalf of the City in accordance with Chapter 3.20 of the City Municipal Code and/or other applicable law;

NOW, THEREFORE, City and Consultant, for the consideration hereinafter described, mutually agree as follows:

1. DESCRIPTION OF SERVICES OR SCOPE OF WORK

The services to be performed under this Agreement ("Services") are as follows:

_____. The Services are further described in Consultant's proposal (the "Proposal"), which is attached to and made a part of this Agreement as Exhibit A.

2. TERM

The Agreement term will commence on _____ and expire on _____ unless the Agreement term is amended or the Agreement is terminated in accordance with its terms.

3. PAYMENT TERMS AND NOT TO EXCEED AMOUNT

City agrees to pay Consultant for Services that are actually performed in accordance with this Agreement. To be eligible for payment, Consultant invoices must be submitted not more often than monthly to the City and list the Services performed and the amounts to be paid according

to the cost categories and prices in the Proposal. In no event will the City's obligation to pay the Consultant under this Agreement exceed \$ [REDACTED] (the "Not to Exceed Amount"), unless this Agreement is first modified in accordance with its terms. Where the Proposal provides for compensation on a time and materials basis, Consultant must maintain adequate records to permit inspection and audit of Consultant's time and material charges under this Agreement. Consultant will make such records available to the City during normal business hours upon reasonable notice. In accordance with California Government Code § 8546.7, if the Not to Exceed Amount exceeds TEN THOUSAND DOLLARS (\$10,000.00), this Agreement and the Consultant's books and records related to this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

4. TIME OF COMPLETION

Consultant must commence performance of the Services upon receipt of written direction to proceed from City. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 7 below and to satisfy Consultant's obligations hereunder. Consultant will complete the Services in accordance with this Agreement by [REDACTED] (the "Time of Completion"). The Time of Completion may only be modified by an amendment of the Agreement in accordance with its terms.

5. INDEPENDENT CONTRACTOR

Consultant and City agree that the Consultant will perform the Services as an independent contractor and not as an employee or agent of the City. Persons employed or utilized by Consultant in the performance of the Services will not be employees or agents of the City. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

6. SUBCONTRACTING

Consultant may subcontract portions of the Services upon the prior written approval of the City. Consultant will be solely responsible for payment of such subcontract Services. No contractual relationship will exist between any such subcontractors of the Consultant and the City.

Subcontractor agrees to be bound to Consultant and City in the same manner and to the same extent as Consultant is bound to City under the Agreement. Subcontractor further agrees to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work. A copy of the City indemnity and insurance provisions will be furnished to the subcontractor upon request.

7. STANDARD OF PERFORMANCE

a. Consultant will perform the Services in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is

engaged in the geographical area in which Consultant practices its profession and will prepare all work products required by this Agreement in accordance with such standards. Consultant will comply with federal, state and local laws and regulations applicable to performance of the Services, including but not limited to, the California Building Standards Code as in effect in the City, the Americans with Disabilities Act, any air pollution control laws and regulations applicable to Consultant, and any laws and regulations related to any copyright, patent, trademark or other intellectual property right involved in performance of the services. Consultant's Failure to comply with any law(s) or regulation(s) applicable to the performance of the services hereunder shall constitute a material breach of this agreement.

b. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

8. OTHER GOVERNMENTAL REGULATIONS

To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

9. USE OF RECYCLED PRODUCTS

Consultant shall endeavor to prepare and submit all reports, written studies, and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10. INDEMNITY

To the maximum extent permitted by law, Consultant shall, at its own expense, indemnify, defend with counsel acceptable to the City, (which acceptance will not be unreasonably withheld), and hold harmless City and its officers, officials, employees, agents and volunteers ("Indemnitees") from and against any and all liability, loss, damage, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, civil penalties and fines, expenses and costs (including, without limitation, claims expenses, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature, whether actual, alleged or threatened, arising out of or in connection with the Services or Consultant's failure to comply with any of the terms of this Agreement, regardless of any fault or alleged fault of the Indemnitees.

The Consultant's obligation to indemnify, defend and hold harmless under this provision shall not be excused because of the Consultant's inability to evaluate Liability, or because the Consultant evaluates Liability and determines that the Consultant is not or may not be liable. The Consultant must respond within 30 calendar days to any tender for defense and indemnity by the City, unless the time for responding is extended by an authorized representative of the City in writing. If the Consultant fails to accept tender of defense and indemnity within 30 calendar days, in addition to any other remedies authorized by law, so much of the money due or that may become due the Consultant under this Agreement as shall reasonably be

considered necessary by the City, may be retained by the City until disposition has been made of the matter subject to tender, or until the Consultant accepts the tender, whichever occurs first.

The Consultant waives any and all rights to express or implied indemnity against the Indemnitees concerning any Liability of the Consultant arising out of or in connection with the Services or Consultant's failure to comply with any of the terms of this Agreement .

Notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code § 2783, as may be amended from time to time, Consultant's duty to indemnify under this provision shall not apply when to do so would be prohibited by California Civil Code § 2782, as may be amended from time to time.

Notwithstanding the foregoing, to the extent that the Services include design professional services subject to Cal. Civil Code § 2782.8, as amended from time to time, Consultant's duty to indemnify shall only be to the maximum extent permitted by Civil Code § 2782.8.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement.

Consultant/Subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.

11. INSURANCE

a. Before commencing performance of the Services, Consultant, at its own cost and expense, must: a) procure "occurrence coverage" insurance of the kinds and in the amounts specified below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services hereunder by the Consultant or its agents, representatives, employees, or subcontractors; and b) submit to the City certificates of insurance and endorsements evidencing insurance coverage that meets the requirements of this section. Consultant must maintain the insurance policies required by this section throughout the Agreement term. The cost of such insurance must be included in the Consultant's proposal.

Consultant agrees to include with all subcontractors in their subcontract the same requirements and provisions of this Agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the subcontractor's work. The Consultant shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in this Agreement prior to commencement of any work and Consultant will provide proof of compliance to the City.

Consultant may not allow any subcontractor to commence work on the Services until Consultant and/or the subcontractor have obtained all insurance required by this Agreement for the subcontractor(s) and submitted certificates of insurance and endorsements evidencing such coverage to City.

b. **Workers Compensation Insurance.** Consultant must, at its sole cost and expense, maintain Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. Workers' Compensation Insurance as required by the State of California, with coverage providing Statutory Limits, and Employer's Liability Insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence must be provided. The insurance must be endorsed to waive all rights of subrogation against City and its officials, officers, employees, and volunteers for loss arising from or related to the Services.

c. Consultant, at its own cost and expense, must maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, TWO MILLION DOLLARS (\$2,000,000.00) aggregate, combined single limit coverage for risks associated with Services. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

d. Except for Workers' Compensation insurance and Professional Liability insurance, all other insurance coverages required pursuant to this Agreement must include or be endorsed to include the following:

(1) City and its officials, officers, employees, agents, and volunteers ("Additional Insured") shall be covered as insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, products and completed operations of Consultant; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by Consultant. The coverage may contain no special limitations on the scope of protection afforded to City or its officials, officers, employees, agents, or volunteers.

(2) The Additional Insured coverage under the Consultant's policy shall be "primary and non-contributory" and Consultant's coverage will not seek contribution from the City's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.

e. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured; whichever is greater.

f. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City (if agreed to in a written contract or agreement) before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

g. Insurance coverage required pursuant to this Agreement must include or be endorsed to include the following:

(1) Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

(2) Required insurance coverage may not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.

h. Consultant, at its own cost and expense, must maintain for the period covered by this Agreement professional liability insurance in an amount not less than **TWO MILLION DOLLARS (\$2,000,000)** covering errors and omissions. Any deductible or self-insured retention under the required professional liability insurance may not exceed \$150,000 per claim.

i. All insurance required under this Agreement must be placed with insurers with a Best's rating of no less than A:VII unless otherwise approved by the City.

j. The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverages, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

k. All self-insured retentions (SIR) must be disclosed to City for approval and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City. City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

l. To the extent this Agreement is a "construction contract" as defined by California Civil Code § 2783, as may be amended from time to time, Consultant shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following completion of the Services. In the event Consultant fails to obtain or maintain completed operations coverage as required by this Agreement, the City at its sole discretion may purchase the coverage required and the cost will be paid by Consultant.

12. NON DISCRIMINATION

During the performance of this Agreement, Consultant will not discriminate against any employee of the Consultant or applicant for employment because of race, religion, creed, color, national origin, sex, or age. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, national origin, sex or age.

13 LICENSES & PERMITS

a. BUSINESS LICENSE

Before the City will issue a notice to proceed with the Services, Consultant and any subcontractors must acquire, at their expense, a business license from City in accordance with Chapter 5.04 of the Fort Bragg Municipal Code. Such licenses must be kept valid throughout the Agreement term.

b. OTHER LICENSES AND PERMITS

Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

14. OWNERSHIP OF WORK PRODUCTS AND TREATMENT OF DOCUMENTS

All plans, specifications, reports, designs and other documents prepared by Consultant pursuant to this Agreement shall be and remain the property of the City. Any modification or reuse of such documents by the City without Consultant's prior written consent will be at the City's sole risk. Except as may be otherwise required by law, Consultant will disclose no data, plans, specifications, reports or other documents pertaining to the Services without the prior written consent of City.

15. TERMINATION AND REMEDIES

a. City may terminate this Agreement for convenience by giving at least 10 days written notice to Consultant specifying the termination effective date. Upon receipt of such notice, Consultant may continue performance of the Services through the date of termination. City shall pay Consultant for all Services actually performed in accordance with this Agreement through the termination effective date.

b. If Consultant materially breaches any term of this Agreement, in addition to any other remedies the City may have at law or equity, the City may:

(1) Terminate the Agreement by notice to the Consultant specifying the termination effective date;

(2) Retain, and/or recover from the Consultant at no additional cost to the City, the plans, specification, drawings, reports and other design documents and work products prepared by Consultant, whether or not completed;

(3) Complete the unfinished Services itself or have the unfinished Services completed, and/or;

(4) Charge Consultant, or deduct from monies that may be due or become due the Consultant under this Agreement, the difference between the cost of completing the unfinished Services pursuant to this Agreement and the amount that would otherwise be due Consultant had Consultant completed the Services in accordance with this Agreement.

16. BINDING EFFECT AND ASSIGNMENT PROHIBITION

This Agreement is binding upon City, Consultant, and their successors. Except as otherwise provided herein, neither City nor Consultant may assign, sublet or transfer its interest in this Agreement or any part thereof without the prior written consent of the other, and any purported assignment without such consent will be void.

17. REPRESENTATIVES

a. City representative for purposes of this Agreement will be [REDACTED]. Consultant representative for purposes of this Agreement will be [REDACTED]. The parties' designated representatives will be the primary contact persons regarding the performance of the Services. The parties intend that their designated representatives will cooperate in all matters regarding this Agreement and in such manner so as to achieve performance of the Services in a timely and expeditious fashion.

b. Notices:

Any written notice to Consultant shall be sent to:

[CONSULTANT'S NAME, ADDRESS]

Any written notice to City shall be sent to:

[NAME]

City of Fort Bragg
416 N. Franklin Street
Fort Bragg, California 95437

18. INTEGRATION AND AMENDMENT

This Agreement represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations or agreements, whether written or oral. If a discrepancy, disagreement, ambiguity, inconsistency or difference in interpretation of terms arises as to terms or provisions of this Agreement and any Exhibit(s) attached to this Agreement, this Agreement shall control and shall be deemed to reflect the intent of the Parties with respect to the subject matter hereof. This Agreement may only be amended by a writing signed by a representative authorized to bind the Consultant and a representative authorized to bind the City.

19. CONFLICT OF INTEREST PROHIBITION

City and Consultant will comply with the requirements of the City's Conflict of Interest Code adopted pursuant to California Government Code §87300 et seq., the Political Reform Act (California Government Code §81000 et seq.), the regulations promulgated by the Fair Political Practices Commission (Title 2, §18110 et seq. of the California Code of Regulations), California Government Code §1090 et seq., and any other ethics laws applicable to the performance of the Services and/or this Agreement. Consultant may be required to file with the City Clerk a completed Form 700 before commencing performance of the Services unless the City Clerk determines that completion of a Form 700 is not required, pursuant to City's Conflict of Interest Code. Form 700 forms are available from the City Clerk.

Consultant may not perform Services for any other person or entity that, pursuant to any applicable law or regulation, would result in a conflict of interest or would otherwise be prohibited with respect to Consultant's obligations pursuant to this Agreement. Consultant agrees to cooperate fully with City and to provide any necessary and appropriate information requested by City or any authorized representative concerning potential conflicts of interest or prohibitions concerning Consultant's obligations pursuant to this Agreement.

Consultant may not employ any City official, officer or employee in the performance of the Services, nor may any official, officer or employee of City have any financial interest in this Agreement that would violate California Government Code §1090 et seq. Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of City. If Consultant was an employee, agent, appointee, or official of City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 et seq., the entire Agreement is void and Consultant will not be entitled to any compensation for Consultant's performance of the Services, including reimbursement of expenses, and Consultant will be required to reimburse City for any sums paid to Consultant under this Agreement. Consultant understands that, in addition to the foregoing, penalties for violating Government Code §1090 may include criminal prosecution and disqualification from holding public office in the State of California.

Any violation by Consultant of the requirements of this provision will constitute a material breach of this Agreement, and the City reserves all its rights and remedies at law and equity concerning any such violations.

20. APPLICABLE LAW AND VENUE

The laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and the interpretation of this Agreement. Any action or proceeding that is initiated or undertaken to enforce or interpret any provision, performance, obligation or covenant set forth in this Agreement shall be brought in a state court in Mendocino County.

21. RECOVERY OF ATTORNEYS' FEES

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret any term of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

22. SEVERABILITY

If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged will remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

23. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this Agreement on the date first written above.

CITY

CONSULTANT

By: _____

By: _____

Linda Ruffing

Its: City Manager

Its: _____

ATTEST:

[Attach Notary Page]

By: _____

June Lemos
City Clerk

APPROVED AS TO FORM:

By: _____

Samantha W. Zutler, City Attorney

Exhibits: Exhibit A – Consultant’s Proposal

Rev. 2014-03-10



City of Fort Bragg

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

Text File

File Number: 15-525

Agenda Date: 1/11/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7D.

Receive and File Minutes from November 12, 2015 Special Public Safety Committee Meeting



City of Fort Bragg

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

Meeting Minutes Public Safety Committee

Thursday, November 12, 2015

3:00 PM

Police Department Conference Room
250 Cypress Street

Special Meeting

MEETING CALLED TO ORDER

Committee Member Peters called the meeting to order at 3:01p.m.

ROLL CALL

Present: 6 - Scott Deitz, Lindy Peters, Linda Ruffing, Fabian Lizarraga, Tom Varga and Debbie Desmond

Absent: 1 - Steve Orsi

APPROVAL OF MINUTES

Minutes of September 9, 2015

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None Received

CONDUCT OF BUSINESS

1. Discuss Bainbridge Park Public Safety Issues

Public comment on this item was received from: Malcom Macdonald, Elaine Ball, Judy Valadao, Jill Yahelga, Kathy Silva, Bob Silva, Derek Hoyle, Becky Parrish, Marvin Parrish and Gina Cline.

The following was noted during discussion of this item:

- Committee Member Peters placed this item on the agenda as he has been approached by more than one resident regarding derelict activity taking place at the park during the day with children and other members of the public present.
- There have been many transients hanging out at the park recently, sitting against the Veteran's building, sleeping, drinking and smoking. This is not a new issue for the City of Fort Bragg and the City has taken measures in the past such as removing the picnic tables, clearing out some of the trees and building a new bathroom to help minimize the attraction for transients. It is a public park and residents are encouraged to take their activities there.
- Chief Lizarraga stated that the officers have been doing extra patrol at the park whenever possible. Every shift is checking the park and doing foot patrol when they can, especially for

any transient activity near the garden shed. The concentration now is on behavior and conduct of those at the park. The Officers have to catch suspects in the act before they can cite them for any violations unless citizens are willing to make a citizen's arrest. The Department recently cited 4 adults for illegal camping who were found sleeping in a white van at the park. They were also counseled on the camping laws. The van had been reported numerous times by the residents and Neighborhood Watch citizens. The hope of the Police Department is to restore the park for families.

- Committee Member Peters confirmed that there are surveillance cameras in the park. A City ordinance states there is to be no smoking or drinking in public parks and that is posted at Bainbridge Park. If anyone is seen by an officer doing any of these things, they can be cited for the violation.
- The transients currently hanging out at the park are not here looking for help to improve their lives or to find a job and the law doesn't mean all that much to them. Often involving the homeless in the community by giving them odd jobs to do can improve the problems, but no one believes the individuals in this group want to work for anything.
- The Police Department is working on better access to the surveillance cameras in the park. Having better cameras would be helpful. It was suggested that the surveillance could be put online so that citizens could watch and monitor the surveillance and call the Police when they see what they believe to be illegal activity.
- The picnic tables were taken out of the park to be replaced with new ones made by those at Parlin Fork. The trees were taken down because they were diseased and dangerous. The Bainbridge Park enhancement workshop is next week on the 17th at 4:00 to discuss what the community would like to see in the park and everyone is encouraged to attend.
- The City is planning on putting lights on the basketball courts. This light should carry onto the grassy area as well, which will help with exposure at night.
- Adult transients are using the library to hang out on comfy furniture, using the restrooms and taking advantage of everything they can in Fort Bragg, such as the meals at the Hospitality House. Many believe they are here to stay because there are so many free benefits available to them and they aren't hassled here. Many of the transients are believed to be from out of state.
- The transient issue is a hard problem to solve because the park is there for everyone.
- Peters mentioned that he has heard the Police in Cotati approach transients as soon as they enter the City limits. They question them, check them for warrants and arrest them for anything they can. They make it very uncomfortable for them and the word gets out to the transients to stay out of Cotati. Chief Lizarraga mentioned that yes; the Police can approach the transients and do what is called a, "field interview" to see what they are up to. The officers need probably cause to look in someone's back pack or ask them to empty their pockets.
- Often when citizens make a call to the Police Department the activity has ended by the time the officers arrive on the scene. Deitz asked if it would be possible to do any patrolling with an undercover officer to help facilitate arrests for the numerous violations that are occurring at the park. The Chief stated that we may be able to use our Task Force officer for such a detail.
- Committee Member Peters asked about the possibility of doing Bike Patrol at the park so that it isn't as obvious that the Police are arriving or patrolling. The Department has a number of Bicycle Patrol officers that can be utilized whenever possible to patrol the park.
- Citizens say the Police response to calls at the park has been very good. They will contact people and talk with them, even if they don't see them violating any laws or municipal codes upon arrival, as is often the case. Foot Patrol would be very welcomed at the park and in the general area of the park.

- One of the females living in the Harrison Street transitional housing comes over to the park quite often to hang out with the transients. Perhaps someone could let the Hospitality Center know about this and see if they can do anything to stop it. Hanging out with transients who have no regard for the law is not going to help this woman transition into a better life.
- Committee Member Peters asked if a citizen takes a photo of one of the transients breaking the law, such as drinking in the park, and then they call the Police, would that be something the officers can use to arrest the person? Chief Lizarraga responded that this might be helpful as an investigative tool to identify someone. The citizen needs to know that their phone would then be subject to subpoena if the person goes to court.
- If transients are arrested, their criminal history is checked in California and out of state. Often out of state warrants are found and if the state will extradite, they can be arrested on the warrant.
- Chief Lizarraga suggested a very visible uniformed Police Officer presence at the park. He would like to see two Police vehicles there at a time. They could park on each side of the park and leaving their lights on, then walk the park and talk with any transients that they encounter to find out what they are up to. He wanted to make sure the residents agree that would be ok and it wouldn't make them feel like the Police are "taking over" their park. Everyone in attendance thought that would be a positive step in resolving the issues. Committee Member Deitz like the idea of the Police presence, saying if you can break the habit that the transients have of meeting and hanging out at the park that it would go a long way in helping with the current problems in the park.
- One citizen said he has been retaliated against for taking photos of the transients. He believes they are doing many different drugs, not just marijuana and the problem needs to be taken more seriously. Police presence is helpful but it isn't enough. The City needs to address the benefits that are being offered to the homeless and quit attracting them because of the many benefits. The garden shed has maintenance equipment and supplies for Public Works to maintain the park. It also has a work bench and power source that is needed. It might be possible to remove the shed as the location is such a continual source of problems because the transients can hide by the shed and not be seen from the street.
- The churches are doing the Christian thing by feeding the hungry. That isn't a benefit that anyone should be trying to take away.
- On the west side of the park the trees are growing up so high that they are starting to block the street lights when as much light as possible is needed in the park at night.
- If the new plans for the park can attract more families, maybe the transients will leave or find somewhere else to hang out. They definitely do not want to be around other people. The City may be using a reservation system in the future to reserve the park for birthday parties and other activities for citizens and families.
- It was suggested that the Chief review the park rules and municipal code with the Officers so they are well aware of what they can cite these people for, such as smoking in the park. Also to confirm that they officers know that dusk is one hour after sunset.
- It was also suggested that an article appear in the newspaper with a reminder of all of the park information and rules. City Manager Ruffing can include that information as part of her City Notes in the newspaper.
- The tennis courts are currently open until 10:00p.m. and the rest of the park is open from "dawn to dusk"; even though the sign says the park hours are 7:00a.m.-10:00p.m. Per Ruffing, the sign is going to be changed. It was suggested that the basketball courts also be open until 10:00p.m., now that they will soon be lighted like the tennis courts.
- The rules in Wiggly Giggly playground do not allow glass. It was suggested that rule also apply to the rest of Bainbridge Park and other parks in the City. This change will require an

ordinance amendment.

- Please report as much information as you can when you contact Dispatch. The Chief has been working with Dispatch to improve communication and will let them know patrol at the park is a priority for the Department. The Chief expressed his appreciation for all of the input and apologized for letting the problem get to the point it is now.

The Police Department will increase patrol at Bainbridge Park with more foot patrol and bicycle patrol. The Chief will also see about using the Task Force officer to help with enforcement of laws, rules and municipal codes at the park. The park sign will be replaced with the correct hours of operation. Families are encouraged to use the park as much as possible. If the park is being used by the community, the transients will not be comfortable there and will hopefully go elsewhere.

2. Discuss Bicycle Safety and Enforcement of Laws

Public comment on this item was received from: Marvin Parrish & Becky Parrish

The following was noted during discussion of this item:

- This item was brought to the committee by a bicycle riding member of the public.
- Peters stated that he rides his bike around town quite often and he usually seems to be the only bicycle rider stopping at stop signs and following other bicycle laws.
- Bicycles have been observed not riding in single file, riding on the wrong side of the road, crossing in the middle of a street (jay biking), not waiting for signals to cross at an intersection and riding through cross walks, just to name a few. There is concern that someone is going to get injured or killed due to the continual violation of bicycle laws.
- There is a new law in California which states that a driver must give bicyclists three feet as they pass them on the road. If there's not enough room for a driver to give three feet of space, they must first slow down before safely passing.
- There are many bicycles going to the new coastal trail and riding through the Glass Beach area. The bike lane is very wide on Elm Street and visitors have actually been seen driving in the bike lane.
- There seems to be three or four different types of bicycle markings on the streets around town. It would be beneficial to have consistent markings throughout the town. Along with the international bike symbol it might be beneficial to also have text that says, "Bicycles Only".
- It appears that many bicycle riders do not realize they are actually vehicles that need to go by the same laws as vehicles. Riders need to be educated and parents need to teach their children the rules of the road.
- Peters mentioned that law enforcement still hosts the Coast PAL (Police Activities League) Bicycle Rodeo every year, which offers children a great education in bicycle safety and the laws concerning safe bicycle riding. Free helmets are also given out to any children who need them. The law states that children under 18 are required to wear helmets.
- It was suggested that perhaps the hotels and motels in the City could offer Bicycle Safety brochures to their guests who are visiting with bicycles. Brochures could also be handed out at the Bicycle Shop. This would be a way to say, "Welcome Riders, here are the rules". Committee Member Deitz suggested the City put out a flyer on Bicycle Safety. Safe Routes to Schools funds may be available to develop such a flyer.
- Public Works Director Varga will re-visit the Elm Street bike lane and the markings for other bike lanes in town as well. It was suggested that the City possibly make the bike lanes more visible at night with reflective or yellow paint. Varga also mentioned that it is lawful for bicycles to ride on sidewalks in Fort Bragg.
- The Chestnut Street multi-use trail may cause some confusion for bicycle riders.

- There was a hit and run accident recently on the Pudding Creek Bridge where a vehicle hit a bicyclist. The accident did not appear to be the fault of the bicycle rider. The Police Department has been focusing more on bicycle safety because of that accident.

City Manager Ruffing mentioned that 10.5A of the City's Municipal Code covers regulations for Bicycles and she would advise that everyone read it over. The Police Chief will ask Sergeants to remind the Officers during briefing to be aware of the bicyclists in the City and to enforce the bicycle laws.

3. Discuss Public Safety Issues in City Alleys

- Unfortunately, the two citizens who brought this item to the committee were not able to attend the meeting today.
- The alley house at 543½ North McPherson Street between Harrison and McPherson Streets is a rental that the owner is having problems keeping renters in, due to issues that occur in the alley. The problems include people working on their vehicles at all hours of the night, broken down cars sitting around, noise and other activities all through the night and possible drug dealing and consumption occurring. The owners feel their property value has gone down as a result of this situation and would like to see the City make that alley a no parking area. They would also like to see more of a Police presence there, especially in the evenings.
- The owners attended a Public Works Committee meeting and were directed to the Public Safety Committee to express their concerns.
- Chief Lizarraga noted that enforcement has been ramped up in the past seven days in this alley and a number of enforcement actions have been taken. Four adults were recently arrested at this address. The occupant is a well-known heroin addict who was arrested for possession of narcotics and probation violations as well. There was also an Assault & Battery case taken at this location recently, which occurred between some of the people who were hanging out in the alley. The Police Department is making this location a priority and extra patrol has been requested to keep the alley clear.
- The Traffic Committee has reviewed the owner's request for no parking in the alley. Varga has looked at it and asked Community Development to review the area for any violations and they were not able to find any actionable violations. The biggest obstacle to not allowing people to park in alleys is that so many people need to use the alleys to obtain access to their homes. It is an ongoing effort to balance the needs of everyone who lives in the alleys. The City does not want to take away parking for the many law abiding citizens living there.
- Varga stated that signage does not seem to be an effective way to correct any parking issues in the alleys.
- It was mentioned that the alley between the Headland's Coffee House and Café' Verona is often blocked due to cars parked there or people hanging out there. Varga will check the signage in that alley and the Police Department can also include this area in their downtown foot patrol.

Peters will follow up with the citizens who brought this to the committee and let them know about the recent arrests and the ongoing efforts to keep their alley clear of undesirable people. Peters also commended the Chief for the extra efforts of the Police Department in this matter.

MATTERS FROM COMMITTEE / STAFF

- Ruffing informed the committee that she, the Community Development Department staff and Scott Schneider attended a webinar that the League of California Cities put on

concerning the new marijuana regulations. At the next Public Safety Committee meeting she would like to bring a report to the committee and then bring it forward to the Council for direction. The City will need some policy direction from the Council on regulation of edibles and regulation of delivery of medical marijuana. The City already has regulations regarding cultivation and dispensaries, but there is a new element that has been brought about by the Senate and Assembly bills that were just passed.

- The Chief and Ruffing are working toward being prepared for the winter. The plans are moving forward to get the EOC (Emergency Operations Center) looking more like a functioning EOC. They want to bring back to the Committee an update of the Emergency Plan, which will be much simpler than the older plan. They will also be bringing to the Council a resolution for the City to adopt a county wide Multi-Hazard Mitigation Plan, which needs to be done before the end of December.

ADJOURNMENT

The meeting was adjourned at 4:55p.m. by Committee member Peters.

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City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
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Text File

File Number: 15-533

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Agenda Number: 7E.

Approve Minutes of December 14, 2015



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
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Meeting Minutes City Council

Monday, December 14, 2015

6:00 PM

Town Hall, 363 N. Main Street

AMENDED

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 4 - Councilmember Michael Cimolino, Councilmember Scott Deitz, Councilmember Doug Hammerstrom and Mayor Dave Turner
Absent: 1 - Vice Mayor Lindy Peters

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A. [15-501](#)** Presentation of Proclamation Recognizing the Fort Bragg High School Timberwolves 2015 Champion Varsity Football Team

Mayor Turner read a proclamation in honor of the Fort Bragg High School Timberwolves 2015 Champion Varsity Football Team while Councilmember Cimolino handed out copies of the Proclamations to the players and coaches. Head Coach Roy Perkins spoke about how the team rose to challenges this year and thanked the town for supporting the team.

- 1B. [15-504](#)** Recognition of Extraordinary Water Conservation Efforts During Stage 3 Water Emergency

Councilmember Deitz presented certificates to the following local businesses for being the best water conservers during the recent Stage 3 Water Emergency:

- North Coast Brewing - "Innovation" Award for creatively identifying alternative water sources;
- Eggheads Restaurant - "Spirit" Award for their willingness and enthusiasm for doing everything possible for as long as possible to conserve water;
- Colombi Laudromat - "Highest Water Savings" Award for a savings of 26%.
- Sherwood Oaks Health Center - "Highest Water Savings" Award for a savings of 31%.
- Silver's at the Wharf - "Highest Water Savings" Award for a savings of 33%.

Councilmember Hammerstrom presented certificates to City staff who helped out during the emergency: Tom Varga, Heath Daniels, John Smith and Alden Ramos.

2. STAFF COMMENTS

City Manager Ruffing announced that City offices will be closed on December 24 and 25 and

January 1 for the holidays. Two special meetings are planned for the first week in January: January 5, 2016, water workshop, 6 PM at Town Hall; January 6, 2016, welcoming event for guests from Otsuchi, Japan, 5 PM at Town Hall.

Community Development Director Jones announced a special workshop on three topics set for December 16 at 6 PM at Town Hall. The topics are: C.V. Starr Center gymnasium expansion; athletics fields master plan; and Bainbridge Park master plan.

3. MATTERS FROM COUNCILMEMBERS

Mayor Turner reported on his attendance at the ribbon cutting ceremony for the South Coastal Trail on December 1 and a Fire Board meeting on November 24.

Councilmember Cimolino attended the Republican Women's Luncheon with Sheriff Allman on December 7. Sheriff Allman reported there are six new sworn deputies who will all be covering the Coast, and asset forfeiture amounted to \$6 million last which will pay for equipment and vehicles. Cimolino also attended an ecumenical prayer service for law enforcement.

Councilmember Deitz reported on new laws for medical marijuana, stating that this will be a major issue in the community over the next several years. He asked people to write letters or give opinions during public comments regarding dispensaries and manufacturing within the city limits.

Councilmember Hammerstrom spoke about the South Coastal Trail opening. He invited the public to attend the Otsuchi welcome party on January 6, 2016 at 5 PM.

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

Marvin Parrish thanked those who serve in government and on the Council for their service, saying he knows it is not easy and the Council and City staff deserve kudos for all they do.

5. PUBLIC HEARING

- 5A. [15-527](#)** Receive Report, Conduct Public Hearing, and Consider Adoption of:
- 1) City Council Resolution Adopting Updated Fees for Various Planning and Building Services
 - 2) Joint City Council/Improvement District Resolution Adopting Updated Fees for Miscellaneous City/District Services

Administrative Services Director Schneider summarized his staff report regarding updates to the fee schedule and recommended adoption of the two resolutions, the first for planning and development fees and the second for miscellaneous fees.

Mayor Turner opened the public hearing at 6:44 PM; seeing no one wishing to speak, the public hearing was immediately closed.

Discussion: Councilmember Deitz asked about charges for installing sprinkler systems. City Manager Ruffing responded that sprinkler installation does not incur capacity charges, only connection fees. The cost of water bill appeals was briefly discussed. Ruffing noted that the City will not charge a customer to review a water bill if the customer believes it to be incorrect, stating that there have been no water bill appeals in the last ten years.

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Cimolino, that this Resolution 3873-2015 adopting updated fees for various planning and building services be adopted. The motion carried by the

following vote:

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES 3873-2015 / 3874-2015 / ID 377-2015

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Deitz, that this Joint Resolution 3874-2015 / ID 377-2015 adopting a fee schedule for miscellaneous City Services be adopted. The motion carried by the following vote:

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES 3873-2015 / 3874-2015 / ID 377-2015

6. CONDUCT OF BUSINESS

- 6A. [15-522](#)** Receive Report and Consider Adoption of Fort Bragg Redevelopment Successor Agency Resolution Finding the Remedial Action Plan for Operable Units C and D Prepared by Georgia-Pacific to be Acceptable and Consistent with the National Contingency Plan

City Manager Ruffing summarized the Remedial Action Plan (RAP) for Operable Units C and D (OUC and OUD), noting that the Successor Agency has assumed responsibility under the Palanco Act for reviewing remediation plans for the Mill Site prior to approval by the Department of Toxic Substances Control (DTSC). Geologist Glenn Young gave a slide presentation showing where the operable units are located, which areas need remediation and which areas need no further action. He outlined the monitoring schedule, operation and maintenance plan, and soil sampling and reporting. Young concluded by saying that adoption of the resolution will help the community with the mill site's redevelopment.

Discussion: In response to questions from Councilmember Hammerstrom, Tom Lamphar of DTSC said that OUC & OUD contain 268 acres and after the RAP is concluded, only 8 acres would remain to be remediated, most of which have lead contamination. Methods of clearing the contamination, testing standards, and barriers were discussed.

Mayor Turner recessed the meeting at 7:52 PM; the meeting was reconvened at 8:06 PM.

Public Comment was received from:

- Ann Rennacker believes she got cancer as a result of working at the mill site. She said the site should be cleaned of contamination to the highest level possible.
- Michael Grady said there isn't anything in the RAP that precludes the daylighting of Alder and Maple Creek, although the DTSC said that daylighting of the two creeks on the Mill Site is not germane to this RAP.
- Katie Turner Carr asked why the site would be considered safer for commercial use than for residential use, considering people are at their jobs more than at home.
- Elaine Cherkowski said she was shocked and appalled that anyone could believe the chemicals would go away by just waiting long enough and asked how anyone could sleep at night after saying all those horrible lies.

Discussion: Exposure durations for residential vs. commercial settings were discussed. It was generally acknowledged that the property would not be returned to its pre-mill site condition, but moving forward with the RAP would reduce the amount of land that needs restrictions to only 8

acres. All Councilmembers were in support of approving the plan.

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

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES RS 17-2015

6B. [15-493](#) Receive Report and Provide Direction to Staff Regarding 2016 Community Development Block Grant Application

Special Projects Manger Owen requested the Council's input and direction on a list of priorities or suggestions for activities and projects to include in the next Community Development Block Grant (CDBG) cycle. She noted that the cycle is delayed this year. Notice of Funding Availability (NOFA) will be released in February 2016, applications are due in May 2016, and funding will be available February 2017. Owen recapped each of the activities outlined in the staff report, explaining the programs in each funding "bucket."

Discussion: The majority of discussion centered around the Public Improvements bucket, specifically water tank installation and slip line project. Owen noted that no decisions were needed at this meeting, but that the Council should be aware of the various buckets that are available. She indicated a fine-tuned list with recommendations on what is most likely to be funded will be presented to the Council in February after the NOFA comes out. The Council requested that West Company make a presentation and report to the Council on the programs they have administered with CDBG funding from previous years. Councilmember Cimolino noted that the Footlighters Community Facility project may trigger the fire sprinkler and ADA requirements and suggested that the project's coordinators meet with a planner first. Councilmember Deitz said the housing activities bucket should be one of the choices to be investigated further.

This Staff Report was referred to staff.

6C. [15-512](#) Receive Oral Update on City's Water Emergency; Consider Lowering the Stage 3 Emergency; and Consider Adoption of Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg

Public Works Director Varga reported that the Noyo River is flowing at over 400 cfs which is typical of normal flows for this time of year. He said the recent rainfall has been good and it is likely that wet weather will extend into spring 2016. Varga said development and analysis of supplemental water sources is continuing, and he is researching alternative and innovative water technologies. He recommended reducing the current Stage 3 water emergency to a Stage 1 level to bring conservation in line with availability of water. He said that staff recommends the Council continue the local drought emergency declaration for the time being. There was general agreement amongst the Councilmembers that the level should be dropped to Stage 1 and the local drought emergency declaration should remain in effect.

A motion was made by Councilmember Cimolino, seconded by Councilmember Deitz, that the Stage 3 Water Emergency be reduced to a Stage 1 Water Emergency. The motion carried by the following vote:

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES 3875-2015

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

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES 3875-2015

6D. [15-503](#) Receive Report and Provide Direction to Staff Regarding Revisions to Ordinance 923-2015 Amending Chapter 14.06 (Water Conservation) of Title 14 of the Fort Bragg Municipal Code Relating to Water Shortage Emergencies

Public Works Director Varga summarized the modifications to the language of Ordinance 923-2015 amending water conservation regulations. He requested that the Council suggest any revisions they may wish included so that the ordinance can be brought back for introduction prior to adoption.

Discussion: Several minor revisions to the language of the ordinance were suggested, including:

- Page 4, second paragraph, replace "the most recent, non-drought year" with "a recent, non-drought year" and change the references to "previous" year to "base" year throughout.
- Page 4, last sentence of third paragraph, modify to read, "When such a level is reached and maintained, no further water usage reductions are required except during a Stage 4 water emergency when flow restrictors may be installed."
- Page 4, paragraph A.1.(3), modify to read, "The use of potable water to wash driveways, sidewalks, and similar hardscapes."
- Page 6, paragraph B.4., delete "are of significant value and" with reference to animals in ornamental lakes or ponds.
- Page 6, paragraph C.3., delete in its entirety, as it is duplicative of paragraph B.3.
- Other minor formatting and typographical revisions were noted.

This Staff Report was referred to staff for preparation of a revised Ordinance 923 for introduction at the next City Council meeting.

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

7. CONSENT CALENDAR

Mayor Turner requested that item 7B be removed from the Consent Calendar; Councilmember Cimolino requested that item 7G 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. The motion carried by the following vote:

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

- 7A.** [15-491](#) Approve Maddy Act Notice Providing List of Appointed Terms Expiring in 2016

This agenda item was approved on the Consent Calendar.

- 7C.** [15-502](#) Adopt City Council Resolution Approving Budget Amendment No. 2016-17 to Appropriate Additional Funds for Tree Removal Activities (Amount Not to Exceed \$20,694.00, Transferred to Account No. 110-4840-0319, Costs to be Reimbursed by Fund 223 STP D1 MCOG Streets/Highways)

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3876-2015

- 7D.** [15-513](#) Adopt City Council Resolution Appointing Finance Director Victor Damiani to Serve as City Treasurer

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3877-2015

- 7E.** [15-518](#) Adopt City Council Resolution Appointing Representatives to Represent and Vote on Behalf of the City at the League of California Cities Redwood Empire Division Business Meeting and Legislative Committee Meetings

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3878-2015

- 7F.** [15-521](#) Adopt City Council Resolution Adopting the 2014 Mendocino County Multi-Hazard Mitigation Plan

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3879-2015

- 7H.** [15-495](#) Authorize Cancellation of the December 28, 2015 Meeting

This agenda item was approved on the Consent Calendar.

- 7I.** [15-524](#) Receive and File Minutes from September 9, 2015 Public Safety Committee Meeting

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

- 7J.** [15-523](#) Receive and File Minutes from October 15, 2015 Public Works and Facilities Meeting

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

7K. [15-519](#) Approve Minutes of November 23, 2015

These Minutes were approved on the Consent Calendar.

7B. [15-499](#) Approve Scope of Work for Hare Creek Center EIR

Councilmember Deitz recused himself from participating in discussion on this agenda item, as he owns a parcel of property on Todd Point; he left the chamber at 9:51 PM.

Community Development Director Jones explained that the scope of work for the Environmental Impact Report (EIR) for the Hare Creek Center includes 18 tasks. Mayor Turner pointed out that item #6 includes Georgia-Pacific. Jones stated that was an error and will be deleted from the scope of work. Councilmember Hammerstrom noted that item #7 is a scoping session, which is different from the scope of work being discussed tonight. Jones explained the term "scoping session," and said that if someone later wants to challenge the EIR, they would need to attend the scoping session and make a case for it. Jones also noted that item #13 is out of order and should be moved after item #15.

Public Comment was received from:

- Mayor Turner read comments submitted by Leslie Kashiwada, stating that a consultant should not be selected on the basis of the lowest bid, but who is the most qualified to do the work. Kashiwada further stated that testimony and videos from previous meetings should be included in the scope of work; the analysis should include surrounding residences, businesses and college, consultation with agencies such as Fish and Wildlife, tribal councils and Mendocino Land Trust; and public scoping sessions should include multiple meetings at various times of day.
- Ann Rennacker said she is not thrilled about a project at that location because there are too many empty buildings in Fort Bragg and Hare Creek is being dewatered which is killing the salmon. She said having the Hare Creek Center at Highways 1 and 20 is the worst intersection for a mall because it is the gateway to the city and not good for business or tourism. She opposes a 99-car parking lot and said this project will allow less room for the college to expand.

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Cimolino, to continue the meeting past 10:00 PM. The motion carried unanimously.

- Ann Marie Weibel read a prepared statement. She said if a consultant has already been selected, she wanted to know who it is. Water is a crucial topic and she is concerned about the amount of water available during summer months. Fish and Wildlife have sent the City several letters. She said the mall would be a blight on the gateway to the city and requested that previous comments be taken seriously and included in the scope of work.
- David Gurney read a statement saying he is opposed to this development as it is not compatible with the college and wildlife corridor. He said there are water issues, that it is clean, pure, undeveloped land that could be gardened and it needs to be left to open space. He encouraged the City to refocus efforts on finding a way to raise money so the property could be bought from the Pattons and used in a wiser way.

Discussion: Councilmember Hammerstrom noted that this agenda item is solely a scope of work that will be attached to a Request for Proposals (RFP). Community Development Director Jones noted that the RFP will be sent to a list of 30 EIR consultants which will include a link to the City's web page that contains all the documents concerning the Hare Creek Center. This will be available to all consultants before they bid on the project.

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Cimolino, that this Scope of Work for the Hare Creek Center EIR be accepted. The motion carried by the following vote:

Aye: 3 - Councilmember Cimolino, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Abstain: 1 - Councilmember Deitz

7G. [15-526](#) Adopt Joint City Council/Municipal Improvement District Board Resolution Approving Memorandum of Agreement with Noyo Center for Marine Science and Authorizing City/District Manager to Execute Same

Councilmember Deitz returned to the meeting at 10:11 PM.

Councilmember Cimolino stated that he supports the Memorandum of Agreement, but he wanted to report to Council that he has heard from several people who are concerned about water for the Noyo Center and that it may turn out like the C.V. Starr Center where the City will have to take over operation. Mayor Turner said that the City does not want to run the Noyo Center and that is why a nonprofit organization was created to operate it.

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

Aye: 4 - Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Absent: 1 - Vice Mayor Peters

Enactment No: RES 3880-2015 / ID 378-2015

8. CLOSED SESSION

Mayor Turner recessed the meeting at 10:14 PM; the meeting was reconvened to closed session at 10:20 PM.

8A. [15-529](#) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:
Pursuant to Paragraph (1) of Subdivision (d) of California Government Code Section 54956.9: *California River Watch v. County of Mendocino, Solid Waste of Willits, Inc. and City of Fort Bragg*, United States District Court, Northern District of California, Case No. 3-15-C-03263-YGR

Mayor Turner reconvened the meeting to open session at 10:52 PM and reported that no reportable action was taken.

ADJOURNMENT

Mayor Turner adjourned the meeting at 10:52 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)



City of Fort Bragg

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Text File

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Approve Minutes of Special Meeting of December 16, 2015



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Meeting Minutes Special 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*

Wednesday, December 16, 2015

6:00 PM

Town Hall, 363 N Main Street

Special Meeting

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 6:02 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

1. CONDUCT OF BUSINESS

1A. [15-496](#) Receive Report and Provide Direction to Staff Regarding C.V. Starr Center Phase 3 Master Plan

Special Projects Manager Owen introduced Glass Architects Paul Douglas and Eric Glass, the design architects of the C.V. Starr Center, who developed the Phase 3 design options. Owen stated the presentation includes space survey results, an Operational Feasibility Report by Ethan Newton, and four floor plan drawings with probable construction costs. The goal of the session is to identify the Council's preference, as the contract with Glass Architects funds only one Phase 3 design option.

Glass Architect; Douglas read community comments regarding the current need for gym space/time which greatly exceeds that which is actually available. Architect Glass recounted the events of the October 7 Community Workshop; where the public identified priorities for the plan to include the largest gymnasium, a dedicated circus/gymnastics room, and a kids club space; a component not identified in previous design options. Glass, reviewed each of the four design options, D1, D2, E1, and E2 and hi-lighted the primary similarities and differences inherent in each plan. Options D1 and D2 show the largest possible gymnasium space of 12,500 square feet and the primary difference is the inclusion of the kids club in the latter option. E1 and E2 utilize a smaller gymnasium footprint of 7,000 square feet and similar kid's club space in the latter.

A lengthy discussion ensued regarding the possible options available for spectator seating and bleachers. Glass recommended the inclusion of tip and roll bleachers and possible placement options that could safely be accommodated in the space available for each gymnasium size. A cost approximation for bleachers needs to be presented at the next session.

Mendocino Coast Recreation & Park District (MCRPD) Board Member Widerman expressed

concern about the limited entry to the new facility, stating she would like to see an addition of a "ticket door" for special event purposes. Glass stated that this limited entry design was intended to create cohesion to the existing Starr Center. The emergency doors could be opened and used under special circumstances. MCRPD Board Member Hayes commented that the additional exits shown in options with a kids club area could be a concern for youth access. Glass confirmed the exit doors from club lead to a fenced patio area and kids club would only be opened when manned by staff.

Ethan Newton presented the revenue and expense projections. Each projection used current fees, projected a conservative increase in users, and included a new camp session cost. There was discussion about accounting for future maintenance, kids club staffing, and the difficulties of estimating membership change. The Expenses projected in the plan mirror the categories currently present in the C.V. Starr Budget. Council expressed concerns about the cost projections, as all options showed an operating deficit. Some solutions discussed included; increasing member fees, dedicating space to revenue generating activities, and using a multipurpose floor to increase the possible uses of the venue. Additional budget conversation items included; the current demand for gym space as a primary factor in considering the larger gym, staffing costs for the new space, the incremental operating and supply cost differences between the smaller and larger facility, the use of photovoltaics for utility costs, and using the most conservative financial projections for the plan.

Additional Comments on this item included:

- Ensuring adequate storage space in the final plan
- Considering the amount of time this project will take to complete being directly related to cost
- Grants do not cover operating costs
- Larger donors want more substantial facilities
- Proposing a gym only option
- Constructing the shell and making tentative improvements as funds permit
- Modular options
- Using the City Hall building recreation area for a dedicated circus/gymnastics space
- Financial projections did not account for inflation, repairs, or improvements

MCRPD Board vote results: four for D2 and one for E2. Four Council members also supported D2 with one recommendation for E2. The final result shows 80 percent of board and council members favor D2.

Council recommends the Architects prepare the Phase 3 design plan utilizing option D2 and include a cost per space estimate.

1B. [15-497](#) Receive Report and Provide Direction to Staff Regarding Athletic Fields Master Plan

Special Projects manager Owen introduced the Field's Master Plan as a way to maximize the use of the current space, not just a conceptual design. The Verde Design Consultant McKee presented findings from the master plan which included an existing conditions assessment; user group survey and use assessment; field layout recommendations, options and costs; and field maintenance recommendations. The primary finding was that the current maintenance protocols cannot adequately sustain the demands for field use time.

Discussion points on this item included:

- Americans with Disabilities Act (ADA) and Department of State Architect (DSA) compliance for accessibility and structural safety

- Gopher presence and mitigation tactics
- Potential facility modifications (fencing, batting cage, dugout, discus, spectator areas, refreshment stands, restrooms, goals, PA systems)
- Situs sloping and drainage issues and recommendations for improvements
- All-weather track, artificial turf, and drought resistant landscaping
- Request to identify additional locations for fields to meet continuing demand
- Fertilizer application to change the PH and improve grass growth
- Need for irrigation and possible connection to existing infrastructure
- Patton Field fence

Fort Bragg Unified School District Superintendent Bush, representing the School Board, shared their gratitude for this opportunity, but pointed out that even once the facilities have been rehabilitated and a new maintenance schedule has been put in place, the current rate of use will continue to cause problems unless more field space is acquired.

The council commended McKee on the comprehensiveness of the report.

Council recommends leaving the final decision making to the School Board.

1C. [15-515](#) Receive Report and Provide Direction to Staff Regarding the Bainbridge Park Master Plan

Associate Planner Perkins introduced the Park Plan Report to Council. Perkins identified priorities of the three primary departments (Police Department, Information Technology, and Public Works) necessary to ensure success of the new park infrastructure. Perkins then gave a short recap of the November 17 workshop and summarized the priorities identified therein. The addition of a large pavilion was unanimously supported by workshop attendees and the most preferred placement was the northwest corner. Other favorable additions were public art and improvement to the tennis courts. Perkins also provided Council with a supplemental cost estimate worksheet which was attached to the agenda post meeting.

The most debated park enhancement was the addition of fencing. Council recommended perimeter fencing most similar to that shown in Plan A in order to deter criminal activity and aid policing. Council directed the final placement and height decision be made by the Police Department and the fence appearance should be similar to that that surrounding Wiggly Giggly Play area. Fencing cost will prove to be the biggest challenge encountered by its implementation.

Council direction and public discussion included:

- Accommodate video surveillance transmission to City Hall
- Addition of picnic tables and grills with concrete pads
- Implementation of an area to support three to four concurrent Petanque games
- Basketball court footprint increase with addition of two picnic tables
- Tennis court should be strictly used by the sport to maintain the surface integrity
- Playground maintenance can be completed by Public Works
- Replace woodchip playground surface with poured rubber surfacing
- Dedicated grass Volleyball Court which could double use for badminton
- Preference for keeping open space in the center for various unlisted activities
- Removal of old leaning trees at Northwest corner
- Northwest corner is the best placement for public art/park sign
- Plan A Pavilion size and placement

- Secondary Priorities were drought resistant landscaping and addressing storage shed concerns

Public Comment was received by Kathy Silva, who sent in a revised park plan and accompanying letter to the Community Development Department after the day's close of business. Silva's letter is included the final agenda.

Council majority (4:1) recommended proceeding with Plan A and the suggested modifications.

ADJOURNMENT

Mayor Turner adjourned the meeting at 9:27 PM.

DAVE TURNER, Mayor

Chantell O'Neal, Administrative Assistant

IMAGED (_____)

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City of Fort Bragg

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Approve Minutes of Special Meeting of January 6, 2016



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
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Meeting Minutes Special 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*

Wednesday, January 6, 2016

5:00 PM

Town Hall, 363 N Main Street

Otsuchi Welcome Reception

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 5:22 PM.

ROLL CALL

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

1. CONDUCT OF BUSINESS

1A. [15-538](#) Welcoming of Visitors from Fort Bragg's Sister City - Otsuchi, Japan

Mayor Turner read a Proclamation welcoming Fort Bragg's visitors from our Sister City, Otsuchi, Japan. Interpreter Will Tomson translated the Mayor's remarks into Japanese while Vice Mayor Peters handed out the proclamations to the guests. The Otsuchi visitors included four students, Haruno Hakoyama, Aya Ueno, Rio Kamaishi and Seiya Yachi, and three adults, Yuuka Iwama, Yukinao Asanuma and Sachiko Motomochi. An exchange of gifts between the Sister Cities was made.

The visitors then introduced themselves and showed a video message from the Mayor of Otsuchi, Kouzo Hirano. The students gave speeches in English, telling about themselves and the hobbies they enjoy. A guest appearance by "Paul Bunyan" and three songs by local a capella group, the Acafellas, also occurred during the ceremony.

Vice Mayor Peters gave a history of how the Sister Cities program came into existence. Mayor Turner expressed the importance of the exchange program and stated that he looks forward to the Sister City exchange for years to come.

This item was ceremonial only; no action was taken.

ADJOURNMENT

Mayor Turner adjourned the meeting at 6:07 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)

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CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:

Pursuant to Paragraph (1) of Subdivision (d) of California Government Code Section 54956.9:

California River Watch v. County of Mendocino, Solid Waste of Willits, Inc. and City of Fort Bragg, United States District Court, Northern District of California, Case No.

3-15-C-03263-YGR