City of Fort Bragg

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

Meeting Agenda

City Council

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

Monday, February 22, 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

1A. 16-071 Presentation of Proclamation Declaring March 2, 2016 "Native Daughters of the Golden West Day"

Attachments: 03-2016 Native Daughters of Golden West

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. 16-051 Receive Report Regarding Bainbridge Park Master Plan and Provide Direction to Staff

Attachments: 02222016 Bainbridge Park Master Plan

Attachment 1 - Draft Bainbridge Park Master Plan

Attachment 2 - Sample Pavilion Design Styles

Attachment 3 - Iconic City Architecture Examples

6B. 16-070 Receive Report and Consider Adoption of City Council Resolution Authorizing Temporary Associate City Engineer Position and Approving Budget Amendment #19-2016 Allocating Amount Not to Exceed $65,000 for One-Time Costs Associated with Temporary Position (Reimburse up to $3,000 from Fund 651-6001-0731/Summers Lane Reservoir; $23,000 from Fund 413-5009-0731/Chestnut Street Multi-use Trail; and $39,000 from Fund 405-4870-0731/Special Sales Tax for Street Repairs to Fund 110-4330-0101/Engineering)

Attachments: 02222016 Temporary Associate City Engineer

Attachment 1 - RESO Authorizing Temporary Associate City Engineer

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. 16-066 Approve Scope of Work for Engineering Services for Coastal Trail Phase II Project

Attachments: Coastal Trail Phase II Engineering RFP

7B. 16-067 Approve Minutes of February 8, 2016

Attachments: CCM2016-02-08

8. CLOSED SESSION

ADJOURNMENT

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

NEXT REGULAR CITY COUNCIL MEETING: 6:00 P.M., MONDAY, MARCH 14, 2016

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)
I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on February 18, 2016.

_____
Brenda Jourdain, Administrative Assistant

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).

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City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 16-071

Agenda Date: 2/22/2016 **Version:** 1 **Status:** Mayor's Office

In Control: City Council **File Type:** Proclamation

Agenda Number: 1A.

Presentation of Proclamation Declaring March 2, 2016 "Native Daughters of the Golden West Day"

P R O C L A M A T I O N

NATIVE DAUGHTERS OF THE GOLDEN WEST DAY

MARCH 2, 2016

WHEREAS, the Native Daughters of the Golden West, Parlor 210, was established on March 2, 1916 in Fort Bragg, having first met in the Odd Fellows Hall; and

WHEREAS, the purpose of the Native Daughters of the Golden West is to preserve the past history of California by marking historic spots, preserving early day relics and traditions, and assisting in restoring missions, lighthouses and landmarks; and

WHEREAS, Local Parlor 210 has undertaken numerous activities, including but not limited to:

- Scholarship funding;
- Child Welfare Project administration;
- Preservation of Sarah Foster and Greenwood pioneer grave sites;
- Installation of plaques at local historical sites including the Baptist Church Bell, Guest House Museum, Point Cabrillo Lighthouse and Grey Whale Inn;
- Production of the "Street Corners of Fort Bragg" brochure, a historical walking tour of the city;
- Volunteering in the community at the library, hospital, gardens, churches and other service organizations; and

WHEREAS, Native Daughters of the Golden West, Parlor 210, currently has 67 members, many of whom have been members of the parlor for over 50 years; and

WHEREAS, March 2, 2016 marks the one hundred year anniversary of the formation of Local Parlor 210;

NOW, THEREFORE, I, Dave Turner, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim March 2, 2016 "NATIVE DAUGHTERS OF THE GOLDEN WEST DAY."

SIGNED this 22nd day of February, 2016.

_____

DAVE TURNER, Mayor

ATTEST:

_____

June Lemos, City Clerk

No. 03-2016

City of Fort Bragg

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

Text File

File Number: 16-051

Agenda Date: 2/22/2016 **Version:** 1 **Status:** Business

In Control: City Council **File Type:** Staff Report

Agenda Number: 6A.

Receive Report Regarding Bainbridge Park Master Plan and Provide Direction to Staff

AGENCY:	**City Council**
MEETING DATE:	**February 22, 2016**
PREPARED BY:	**S. Perkins**
PRESENTED BY:	**S. Perkins**

AGENDA ITEM SUMMARY REPORT

TITLE:
RECEIVE REPORT REGARDING THE BAINBRIDGE PARK MASTER PLAN AND PROVIDE DIRECTION TO STAFF

ISSUE:

As part of the City Council's February 9, 2015 adoption of program guidelines for Community Development Block Grant (CDBG) Microenterprise General Support Services, City Council prioritized the Bainbridge Park Enhancement Project for CDBG Supplemental Activity funds. City Council directed staff to work with the community to develop a plan for park improvements, focusing on the west side of the park, to enhance the "family friendly" environment at Bainbridge Park. If the City's CDBG Program Income revenues are collected as scheduled, approximately $75,000 of funding for park improvements will be available by early 2017.

Following a well-attended and fruitful Community Workshop (November 17, 2015), and a Special City Council Meeting (December 16, 2015), Community Development Department (CDD) staff prepared a draft Bainbridge Park Master Plan combining the recommendations of the community and Council.

RECOMMENDED ACTION:

Staff recommends that City Council receive the report, discuss the Plan, and provide direction to staff regarding revisions to the Bainbridge Park Master Plan.

ALTERNATIVE ACTION(S):

Provide alternative direction to staff.

ANALYSIS:

The following provides an overview of the Bainbridge Park Master Plan project.

Project Background

CDD staff initiated the planning process by speaking with other staff from other City departments about existing plans and issues at the park. Staff then met with the Community Development Committee to obtain initial input into the design of the community workshop.

The community workshop gave the public an opportunity to provide valuable input for the planning process. More than 30 citizens attended the workshop along with City staff and Councilmembers. There was clear consensus among the workshop participants that park improvements should include new petanque courts and a pavilion for events and/or shows. Other popular ideas included improvements to the tennis courts and adding public art. Workshop participants were strongly opposed to developing a community garden or a public plaza. Workshop participants favored adding benches and picnic tables.

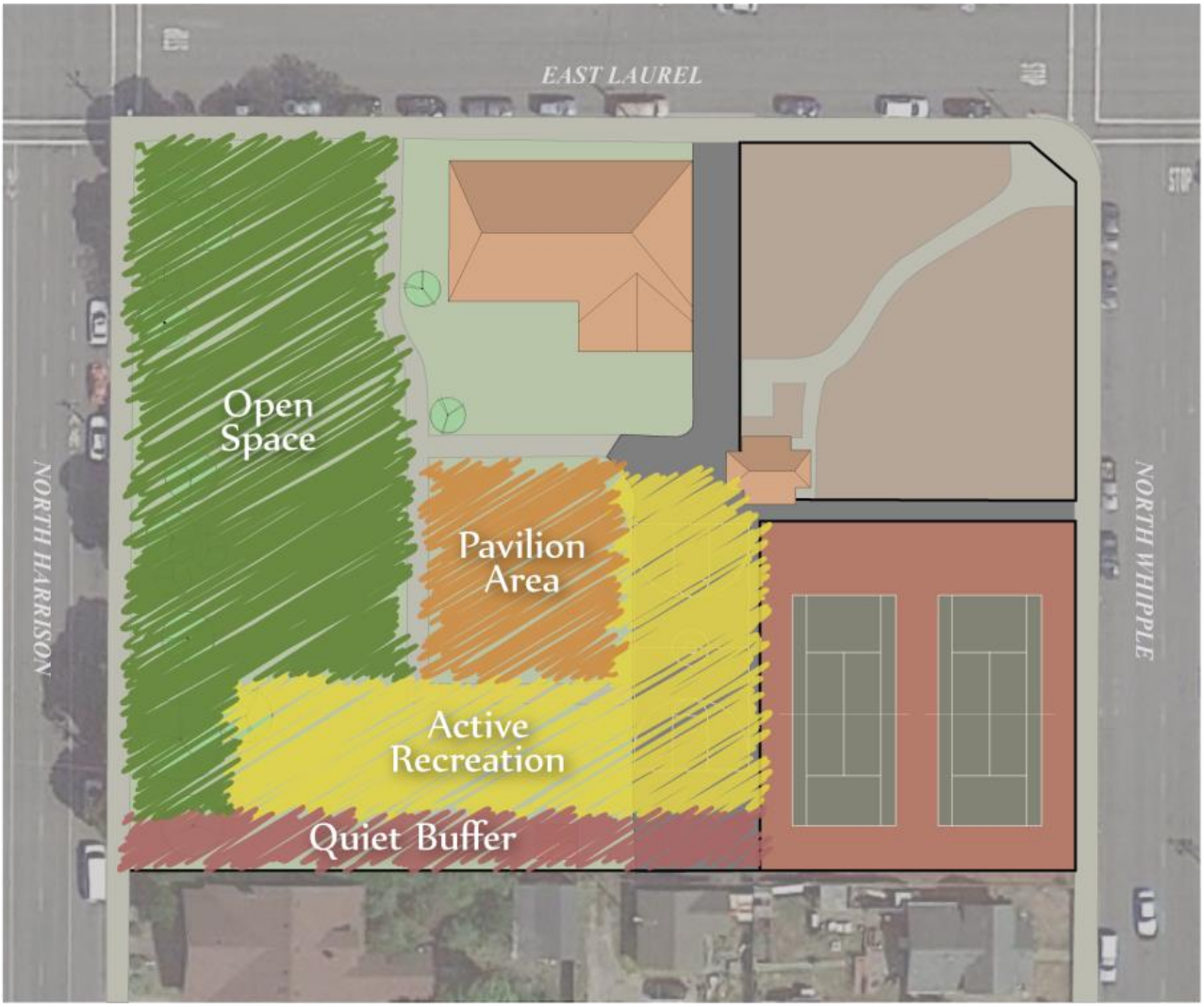
Two general themes emerged from the five plans created at the community workshop. One theme placed the pavilion at the northwest corner of Bainbridge Park, with active recreation uses

(petanque, volleyball, etc.) along the southern portion of the property. Each of these three groups had open space south of the covered structure that could serve as seating if the covered structure is utilized as a stage. A buffer of open space or vegetation should shield the residences immediately to the south from park uses.

The other theme placed the covered structure immediately west of the basketball court in the area presently surrounded by sidewalk. This layout protects a good deal of Bainbridge Park's existing open space, while adding active recreation uses on the southern end of the park. Please see the following two bubble diagrams which illustrate these themes.

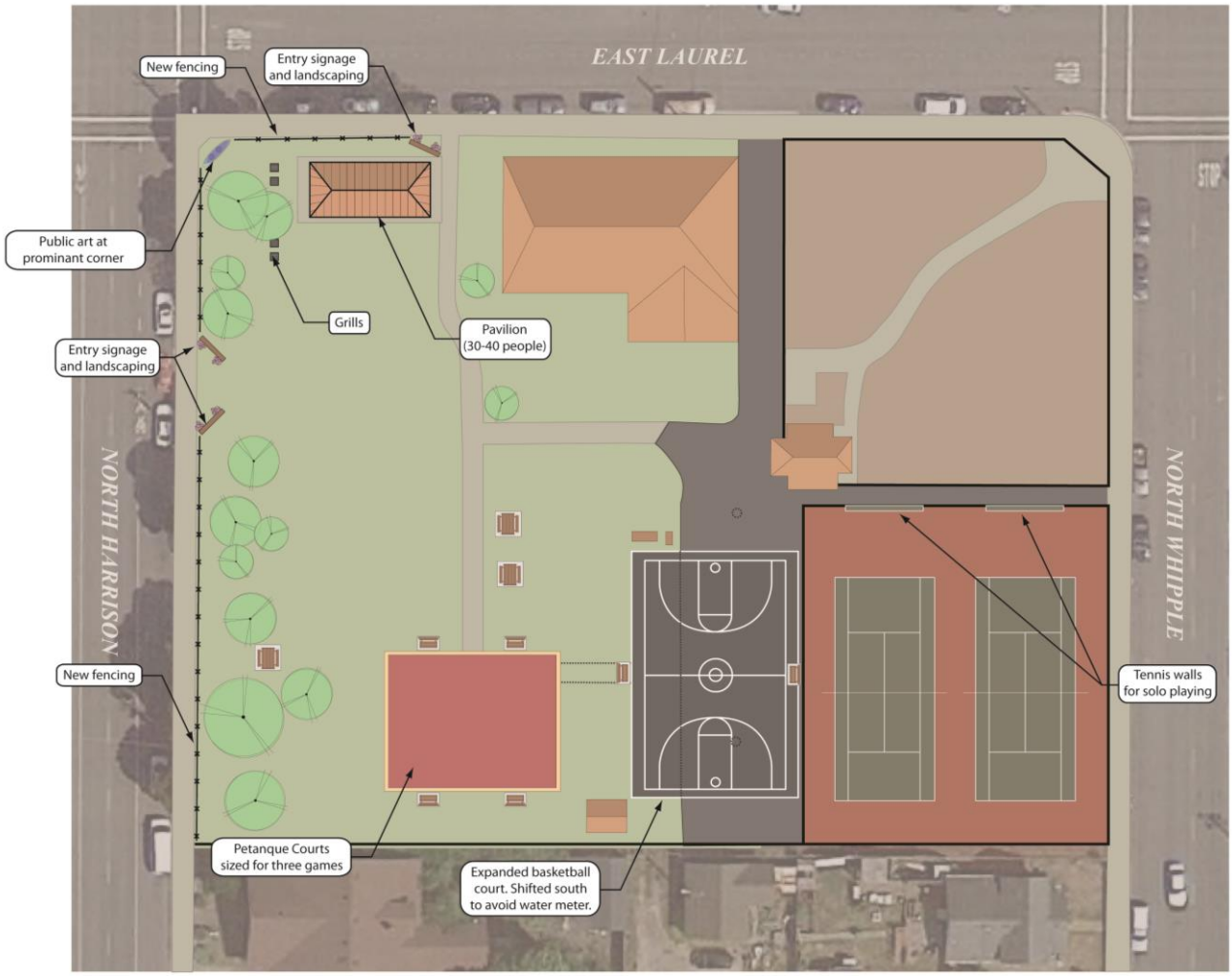
Rough Layout 1

Rough Layout 2



At the December 16, 2015 Special City Council meeting, Council reviewed two draft site plans based on the recommendations presented at the Community Workshop. Following discussion of the benefits and drawbacks of various scenarios, Council recommended that CDD staff pursue a site plan locating the covered structure in the northwest corner of the property, provide petanque surfaces for four separate courts, expand the existing basketball court, and fence the western and northern boundaries of the park per the recommendation of the Police Department. Additionally, Council requested picnic tables, benches, and grills dispersed throughout the park.

Council's Preferred Draft Site Plan



Based on Council's preferred Draft Site Plan, CDD staff worked with Public Works, Information Technology and the Police Department to develop a Draft Bainbridge Park Master Plan. Attachment 1 contains the Draft Bainbridge Park Master Plan, providing narratives and a conceptual site plan that incorporates the Council's recommendations. The proposed site plan is included in the Draft Bainbridge Park Master Plan, and is also shown below.

EAST LAUREL
NORTH HARRISON
NORTH WHIPPLE
1
2
3
4
5
6
7
8
9
10
Master Plan Park Layout
0'
20'
40'
N
1 Pavilion (approx. 24' x 48')
2 Fencing (similar to existing at Wiggly Giggly Playground)
3 Tree Replacement
4 Gates and Landscaping
5 Storywalk (multiple locations)
6 Petanque Courts (4)
7 Basketball Court Expansion
8 Tennis Hitting Walls
9 Resurface Playground
10 Fence Backstop

Staff recommends Council provide additional direction or clarification on the following points:

1. Pavilion Design. At the December 16, 2015 Special City Council meeting, Council requested that staff pursue a site plan with a large pavilion design. Council found the sample pictures provided at the meeting (and presently included in the Draft Bainbridge Park Master Plan) generally favorable. Staff seeks additional direction on the design of the pavilion. Attachment 2 includes photographs of various pavilion design types for Council's review, and Attachment 3 contains pictures of iconic buildings in Fort Bragg for design reference.
2. Gates. Council previously requested staff work closely with the Police Department for direction on fence location and design, and also recommended a fence type that would generally match the existing fence surrounding the Wiggly Giggly Playground. The Police Department recommended gates at the north and west boundaries of the park. Council had not previously mentioned gates in discussions about fencing. Staff invites Council to review the proposed fencing and gates, and clarify fence material, height and gate specifications.
3. Tennis Hitting Walls. Community Workshop attendees requested various minor improvements to the tennis courts, including the installation of tennis hitting walls. The Draft Bainbridge Park Master Plan proposes tennis hitting walls on the south side of the tennis courts. This location is very near neighboring residences and may be an annoyance when in use; however, when not in use, the walls may serve as a sound barrier from regular tennis play. Alternatively, locating the walls on the north fence will be further from the residences, but may create an echo increasing the noise of regular tennis play. Staff seeks direction on the location of the tennis hitting walls.
4. Pavilion Picnic Tables. The Master Plan Park Layout places picnic tables east of the pavilion. Leaving the pavilion free of picnic tables provides the greatest flexibility for uses within the pavilion. If pavilion users require benches or tables, they would provide them independently. Should the primary use of the pavilion ultimately require the regular use of picnic tables, they could be provided by the City at a later date. Staff seeks clarification from Council on the placement of picnic tables—either inside the pavilion or nearby.

FISCAL IMPACT:

$75,000 of CDBG program income revenues will be available for Phase I improvements. The project includes phasing of other improvements based on priority as funds become available.

CONSISTENCY:

The proposed project is consistent with the numerous goals, policies, and programs of the City's General Plan, including:

- Policy OS-9.3: Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.
- Program OS-9.3.1: Consider teen recreation needs when planning new or redesigned parks.
- Policy OS-9.4: Playground Facilities: Add or upgrade playground facilities at existing neighborhood parks.
- Program OS-9.4.1: Provide additional playground facilities and basketball courts at appropriate locations within neighborhoods.
- Goal OS-10: Develop park and recreation facilities with the coordination of other agencies and the public.

- Policy OS-10.4 Public Participation: Actively solicit public participation in the selection, design, and facilities planning for existing and future park sites.

IMPLEMENTATION/TIMEFRAMES:

The next steps of the project include:

- Adopting a Bainbridge Park Master Plan following City Council direction and community input (early 2016).
- Construction of priority improvements with anticipated CDBG program income revenue (early 2017).
- Construction of later-phase improvements once funding becomes available.

ATTACHMENTS:

- Attachment 1: Draft Bainbridge Park Master Plan
- Attachment 2: Sample Pavilion Design Styles
- Attachment 3: Iconic City Architecture Examples

NOTIFICATION:

None.

City Clerk's Office Use Only

Agency Action ☐ Approved ☐ Denied ☐ Approved as Amended

Resolution No.: _____ Ordinance No.: _____

Moved by: _____ Seconded by: _____

Vote:

_____

☐ Deferred/Continued to meeting of: _____

☐ Referred to: _____

Bainbridge Park Master Plan

FEBRUARY, 2016

CITY OF FORT BRAGG, CA | *www.fortbragg.com*

Development of the Bainbridge Park Master Plan was funded by a Microenterprise General Support Services Community Development Block Grant.

This project is informed by the insight and generosity of numerous members of the Fort Bragg community. The following individuals participated and contributed to the Bainbridge Park Master Plan:

- Fort Bragg City Council
  - Dave Turner, Mayor
  - Lindy Peters, Vice-Mayor
  - Michael Cimolino
  - Scott Dietz
  - Doug Hammerstrom
- Fort Bragg City Staff
  - Marie Jones, Community Development Director
  - Tom Varga, Public Works Director
  - John Smith, Operations Manager
  - Allen Palacios, Maintenance Worker
  - Sgt. Drew Kendl, Fort Bragg Police Department
  - Lynda Bengtsson-Davis, Information Technology
- Kathy Silva
- Bruce Triplett
- Peter Gealey
- Lolli Jacobsen

Author:

- Scott Perkins, Associate Planner

Table of Contents

Introduction

- Purpose
- Guiding Principles
- Location Map

Bainbridge Park Today

- Site Description
- History
- Opportunities and Constraints
- Existing Facilities Map

Collaboration

- Public Works
- Fort Bragg Police Department
- Information Technology

Community Participation

- Community Workshop
- Other Public Meetings

Master Plan Recommendations

- Proposed Park Layout
- Focus Area: Improvements to Existing Facilities
- Focus Area: Community Gathering Space
- Focus Area: New Active Recreation Uses
- Focus Area: Pathways and Beautification

Implementation

- Cost Breakdown and Timing

Introduction

Purpose

The Bainbridge Park Master Plan examines both existing and compatible new uses to create a balanced park that serves the nearby community while addressing the City's recreation needs. The Plan provides direction and implementation strategies to guide the development and operation of Bainbridge Park.

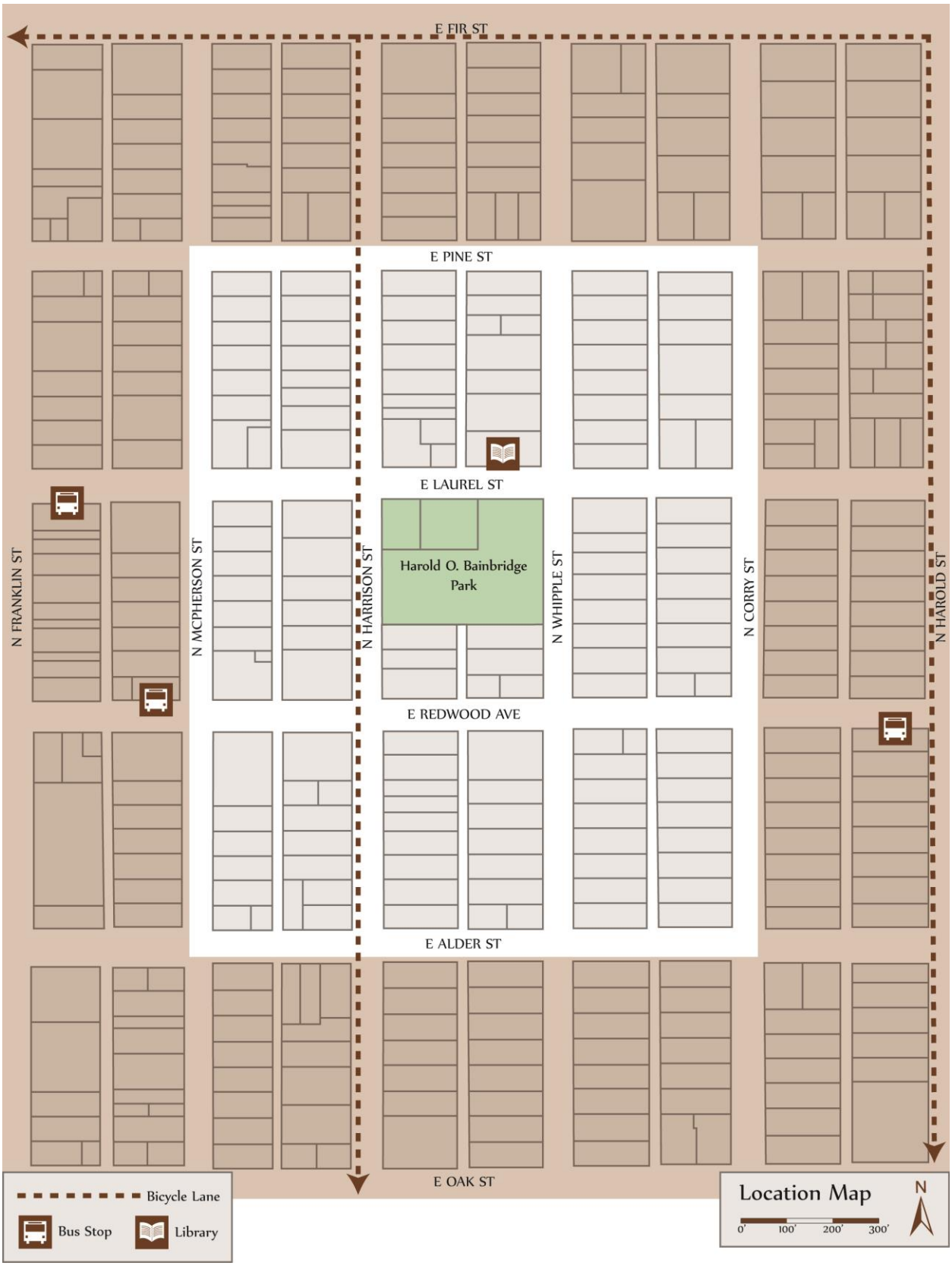
Guiding Principles

The Bainbridge Park Master Plan relies on the following documents for guidance:

City of Fort Bragg Inland General Plan
The Inland General Plan specifically addresses open space and parks, and provides the goals, policies and programs to guide future development of City parks so that they meet the community's recreational needs. The following policies of the General Plan are applicable to the Bainbridge Park Master Plan.

- Policy OS-9.3: Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.
- Program OS-9.3.1: Consider teen recreation needs when planning new or redesigned parks.
- Policy OS-9.4: Playground Facilities: Add or upgrade playground facilities at existing neighborhood parks.
- Program OS-9.4.1: Provide additional playground facilities and basketball courts at appropriate locations within neighborhoods.
- Goal OS-10: Develop park and recreation facilities with the coordination of other agencies and the public.
- Policy OS-10.4 Public Participation: Actively solicit public participation in the selection, design, and facilities planning for existing and future park sites.

City of Fort Bragg Inland Land Use and Development Code
The Inland Land Use and Development Code (ILUDC) maps Bainbridge Park in the Parks and Recreation zoning district, and limits allowable uses to recreational uses, the structures needed to support those uses, and facility and site maintenance. All of the uses and improvements proposed in the Bainbridge Park Master Plan are permitted uses consistent with the zoning district. Development of new structures will require Design Review to ensure consistency with the Citywide Design Guidelines.


E FIR ST
E PINE ST
E LAUREL ST
E REDWOOD AVE
E ALDER ST
E OAK ST
N FRANKLIN ST
N MCPHERSON ST
N HARRISON ST
N WHIPPLE ST
N CORRY ST
N HAROLD ST
Harold O. Bainbridge Park
Bicycle Lane
Bus Stop
Library
Location Map
N
0'
100'
200'
300'

Site Description

The partially developed two-acre Harold O. Bainbridge Park is located in the north half of town, surrounded by a residential neighborhood with medium to very-high density residential development. The west half of the park is a large, undeveloped grassy lawn. Trees border the lawn along the west and north boundaries of the park. This half of the park is the least used and has the most potential for improvements and new facilities. See the **Existing Facilities Map** on the following page for more detail.

The eastern half of Bainbridge Park contains the Wiggly Giggly Playground, two tennis courts and a reduced size full-court basketball court. Public restrooms sit in the center of these uses, and are accessible from the east through the playground and from the west by the basketball court. A maintenance shed, which houses maintenance equipment and provides access to the utilities that serve the park, sits near the southern border of the park, west of the basketball court.

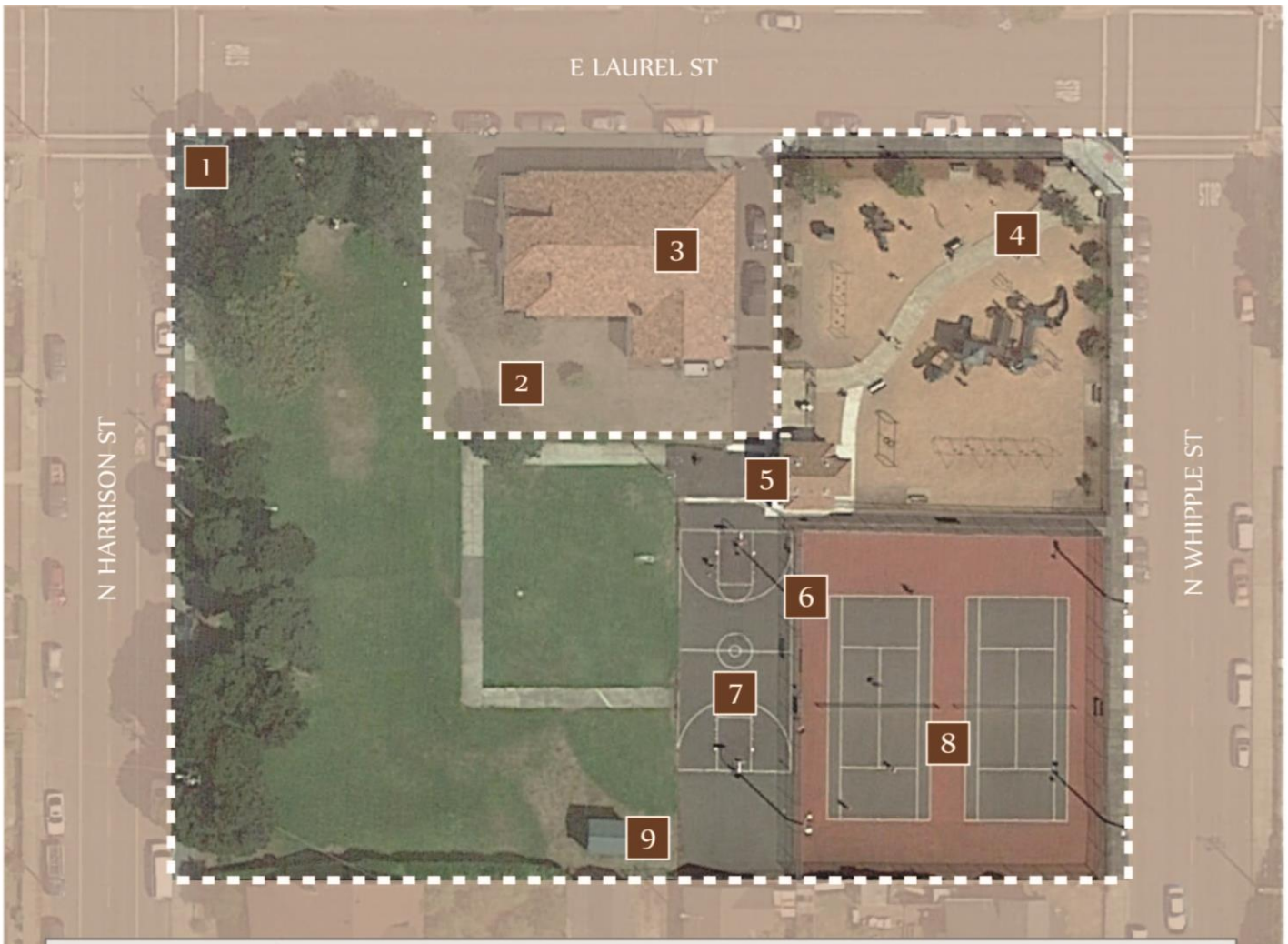
Veterans Hall sits on the north end of the park, west of the playground. The building and surrounding area is Mendocino County property, and is not a subject of this Master Plan.

History

The Bainbridge Park property formerly housed the City Grammar School, constructed in 1889. The City Grammar School included four classrooms and a library, and was used as a school until 1923 when it became the location for City Hall.[1]

Bainbridge Park is named for Harold O. Bainbridge, former mayor and city councilman for the City of Fort Bragg spanning twenty years. Mr. Bainbridge was born in Usal and the son of a millwright. Prominent in City Politics, Mr. Bainbridge promoted the inclusion of Highway 1 and Highway 20 into the State Highway System. Mr. Bainbridge operated the Fort Bragg Market, then located at 362 North Franklin Street until 1953.[2]

[1] "City Grammar School," Fort Bragg – Mendocino Coast Historical Society, http://www.fortbragghistory.org /index_files/PhotoCityGrammar.htm.
[2] Holmer, "Glance at the Past," *Fort Bragg Advocate*, October 18, 2012.



1 Bainbridge Park Entrance Sign

2 Mendocino County Property Boundary

3 Veterans Hall (Historic Building)

4 Wiggly Giggly Playground

5 Public Restrooms

6 Tennis Court Lights (4 Posts)

7 Basketball Court

8 Tennis Courts

9 Utility and Maintenance Shed

Existing Facilities Map

0' 20' 40' 60'

N

Collaboration

Community Development Department (CDD) staff sought initial input from various City staff regarding maintenance and security issues at Bainbridge Park.

Public Works

CDD staff met with Public Works staff to discuss funded and pending maintenance projects scheduled for the park, which include:

1. Reducing the wattage and height of the existing lights above the tennis courts to limit the amount of light pollution.
2. Installing more lights on existing poles west of the tennis courts to light the basketball court.
3. Replacing the picnic tables that were removed from the park due to deterioration and vandalism. The new picnic tables will be placed on concrete slabs to reduce wear and protect against soggy ground underneath. The location of these new picnic tables has been determined through the Bainbridge Park Master Plan.

In terms of maintenance, the adult restroom facilities are the biggest ongoing maintenance challenge in the park, as the doors are regularly vandalized and the interiors are subject to a variety abuses. New facilities could help alleviate some of these challenges by contributing to the active use of the park.

Fort Bragg Police Department

CDD staff worked with Fort Bragg Police Sergeant Kendl to examine existing and ongoing policing issues at Bainbridge Park, such as transients and use of the park for illegal purposes. The Bainbridge Park Master Plan addresses policing issues for each proposed park improvement. Sergeant Kendl's primary recommendation is to install fencing with two gated entrances for the western and northern boundaries of the park to limit the options for quick ingress and egress, thereby making the park a less desirable destination for troublemakers.

Information Technology

The Information Technology Department has identified a number of existing problems with the security system:

1. The cameras cannot visualize the area directly in front of Veterans Hall or the area behind the maintenance shed.
2. The security cameras record to a system within Veterans Hall, which can only be reviewed after a problem occurs to identify troublemakers after the fact. A line of sight between the City Hall rooftop and Bainbridge Park could allow a wireless connection, allowing instant access by the Police Department or the general public via a web link.

Community Participation

The park planning processes was an open public process that included well-attended public meetings and a community workshop held at Veterans Hall in Bainbridge Park. The planning process brought together City residents, neighbors, park goers, and City of Fort Bragg staff to develop and create consensus with regard to physical improvements, management issues and park improvement and rehabilitation priorities for Bainbridge Park.

The City invited the public to the following opportunities to provide input for the Bainbridge Park Master Plan:

1. Community Development Committee (October 27, 2015)
2. Bainbridge Park Community Workshop (November 17, 2015)
3. Special City Council Meeting (December 16, 2015)
4. City Council Meeting (February 22, 2016)
5. City Council Meeting (March ?, 2016)

Community Development Committee (October 27, 2015)
During the Community Development Committee (CDC) meeting, staff provided a summary of the project and the plans for a Community Workshop to the Committee. The CDC, staff and the attending public discussed past and ongoing maintenance issues at Bainbridge Park, including the previous removal of vegetation and picnic tables, and the planned alteration to the tennis court lights.

Community Workshop (November 17, 2015)
The community workshop gave the public an opportunity to inform the planning process and prioritize and locate potential improvements.

1. The workshop began with a brief walking tour of Bainbridge Park.
2. The walking tour was followed by a presentation of poster boards illustrating the existing facilities, and participants provided additional comments and input about existing facilities.
3. Staff then presented colorful poster boards that illustrated a number of potential improvements for the park. Workshop participants discussed pros and cons of the various potential improvements.
4. After this general discussion, the seated format of the workshop broke up and each participant was given six green dots and six red dots to prioritize their favorite and least favorite potential park improvements by placing them on the poster boards.
5. Staff tallied the dots to determine the highest priority improvements and conveyed this information to the participants.
6. Workshop participants then worked in five small groups of three to seven people to create park layouts using the most popular improvements and scaled cut-out representations of each improvement.
7. The workshop concluded with a presentation by each small group of their layout and the rational for the layout that they created.

Over thirty citizens attended the public workshop, in addition to City staff and Councilmembers. Included among the participants was a strong turnout by the petanque- and tennis-playing communities.

The workshop provided opportunity for participants to develop a vision for Bainbridge Park and potential improvements. There was clear consensus among the workshop participants that park improvements should include new petanque courts and a covered structure (or pavilion) at the park. Other very popular ideas include improving the tennis and basketball courts and adding public art. Workshop participants were strongly opposed to developing a community garden or a public plaza. The

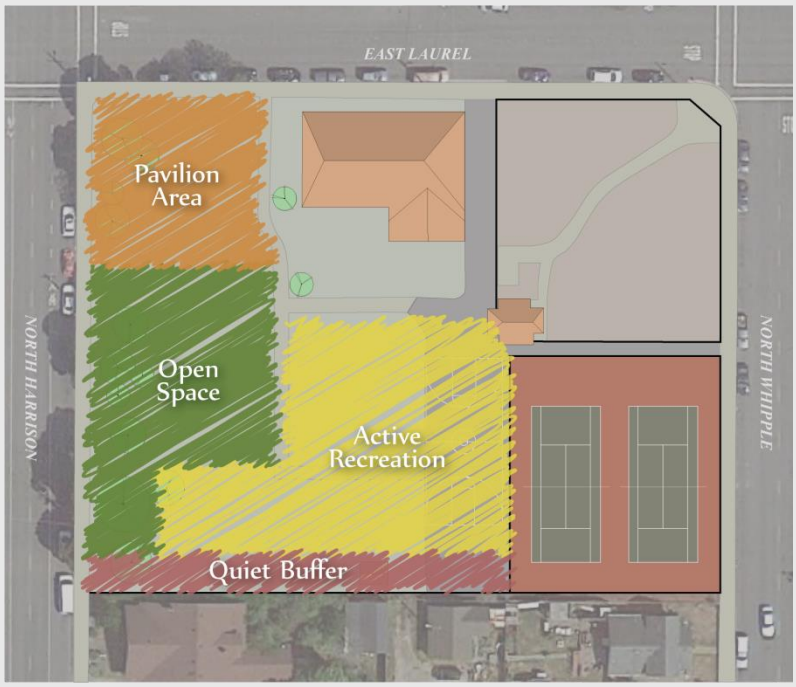
table below shows the tally for the improvement ideas (from highest to lowest priority) from the workshop.

Bainbridge Park Community Workshop Preference Results

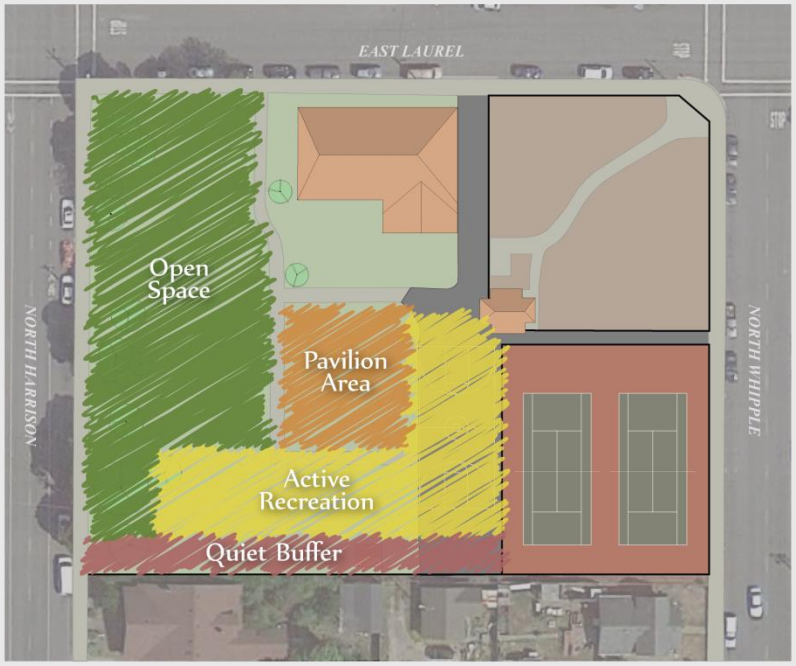
	Potential Amenity	Votes in Favor	Votes Opposed
Most Favorable	Petanque Courts	20	0
	Covered Structure (Pavilion)	26	5
	Public Art	26	12
	Improve Tennis Courts	32	2
Favorable	Landscaping	17	9
	Grills	11	0
	Improve Basketball Court	10	0
Not Favorable	Batting Cage	1	8
	Golf or Putt-Putt	0	11
Least Favorable	Community Garden	0	32
	Plaza or Square	3	19
	Allow Soccer on Tennis Courts	0	32
Most Debated	Fencing	22	17

Although not listed in the table above, workshop participants were in favor of adding benches and picnic tables. These improvements received limited votes, because it was understood that these improvements were already ordered and would be available prior to the completion of the Master Plan.

Two general themes emerged from the five plans created at the community workshop. **Workshop Theme 1** placed the pavilion at the northwest corner of Bainbridge Park, with more space for active recreation uses (petanque, volleyball, etc.) along the southeastern portion of the open space. Three of the five workshop groups preferred this general layout. Each of these three groups had open space south of the covered structure to serve as seating when the pavilion is utilized as a stage. An open space buffer or vegetation would shield the residences immediately to the south from park uses.



Workshop Theme 1



Workshop Theme 2

Workshop Theme 2 placed the covered structure immediately west of the basketball court in the area presently surrounded by sidewalk. This layout protects a good deal of Bainbridge Park's existing open space, while placing a more limited amount of active recreation facilities on the southern end of the park.

Special City Council Meeting (December 16, 2015)

Following the Community Workshop, staff analyzed the public recommendations for presentation at the December 16, 2015 Special City Council meeting. A handful of citizens attended the meeting and provided additional input to help frame the Bainbridge Park Master Plan. At the meeting, City Council reviewed the results of the Community Workshop and the recommendations from City staff. City Council preferred the park layout reflected in **Workshop Theme 1**, placing the covered structure at the northwest corner of the park.

City Council Meeting (February, 2016)

A summary of Council direction will be added after the meeting.

City Council Meeting (March, 2016)

A summary of Council direction will be added after the meeting.

Master Plan Park Layout
N
0'
20'
40'
1 Pavilion (approx. 24' x 48')
2 Fencing (similar to existing at Wiggly Giggly Playground)
3 Tree Replacement
4 Gates and Landscaping
5 Storywalk (multiple locations)
6 Petanque Courts (4)
7 Basketball Court Expansion
8 Tennis Hitting Walls
9 Resurface Playground
10 Fence Backstop
NORTH WHIPPLE
EAST LAUREL
NORTH HARRISON
STOP
STOP

Focus Area: Community Gathering Space

Covered Structure/Pavilion

City Council and workshop participants expressed strong support for a new small pavilion in Bainbridge Park to provide a dry location for activities during inclement weather, a venue for markets, fairs, parties, and events, and a small stage for bands or shows.

The workshop groups were given an option of a larger (30-40 person, 1,200 square feet) or smaller (15-20 person, 400 square feet) pavilion, and all five groups selected the larger structure for their plans. Three of the five groups proposed the pavilion at the northwest corner of the park. One located it at the south end of the park and the other located it in the middle of the park. At the December 16, 2015 Special City Council Meeting, City Council favored placing the structure at the northwest corner of the park for the following reasons:

1. The inside of the pavilion will be visible from Harrison and Laurel Streets to accommodate police monitoring.
2. The entire western half of the park will serve as a lawn for seating or other open space activities.

3. The close proximity to Harrison and Laurel Streets will provide easy access for loading and unloading equipment, food and party supplies for the pavilion.

Sample pavilion designs that received favorable responses from the Community Workshop and City Council meetings

The **Master Plan Park Layout** sites the pavilion at an angle in the corner of the park. This allows for a larger pavilion (shown as 48-feet by 24-feet) without encroaching onto Mendocino County property. The angle of the structure also provides space at the corner of the park for an art installation, discussed later in the Master Plan.

Electricity and water are important amenities for the pavilion to encourage various uses; however, any access to utilities would be secured and available by reservation only. Reservations will be managed by City Hall. Picnic tables will not be permanently installed inside the pavilion to allow flexibility for multiple uses. If after construction it is apparent that the primary use of the pavilion requires picnic tables, they City can evaluate placing permanent picnic tables in the pavilion at that time. Otherwise, users will need to bring or rent their own picnic tables for parties within the Pavilion.

The pavilion was the most popular recommended improvement at the community workshop and with City Council. It is included as part of Phase 1 of the Master Plan.

Picnic Tables, Grills and Benches

All five workshop site plans included picnic tables and benches distributed around the open space of the park. Many also included benches next to active uses. Four of the plans included grills in the park. Grills need to be secured overnight to prevent misuse by anyone trying to camp in the park. Picnic tables, grills and benches are proposed throughout the park, as depicted on the **Master Plan Park Layout**, and are included as part of Phase I of the Master Plan.

Focus Area: New Active Recreation Uses

Petanque Courts

Workshop attendees and City Council were strongly in favor of adding playing courts for petanque, a form of lawn bowling played on a hard dirt or gravel surface. There is approximately 12,500 square feet of petanque surface presently located at the C.V. Starr Center. Of those courts, approximately 10,000 square feet are scheduled for removal to accommodate the eventual construction of the proposed gymnasium at the C.V. Starr Center property.

Photos from Fort Bragg's annual Wollenberg Tournament

A single petanque court measures approximately 16 feet by 50 feet (800 square feet). The existing courts consist of a layer of gravel topped with crushed urchin shells. Petanque courts could also be used for other purposes besides Petanque (for example, the courts located at the C.V. Starr Center are used for the Soroptomists' Labor Day Craft Show).

The Noyo Yoyos, Fort Bragg's local petanque organization, holds the annual Wollenberg Petanque Tournament, simultaneously utilizing 14 separate petanque courts (including those courts slated for removal for potential gymnasium construction). The layouts generated at the community workshop depict petanque areas ranging from one court (16 feet by 50 feet) to three courts (60 feet by 50 feet). City Council recommended the Master Plan include space for three or four petanque courts.

The **Master Plan Park Layout** locates approximately 3,200 square feet of petanque surface west of the proposed basketball expansion. This will provide space for 4 separate petanque courts. The new petanque courts are included in Phase III of the Master Plan, as there is no immediate need for replacement courts.

Focus Area: Improvements to Existing Features

Wiggly Giggly Playground

The playground, the most utilized facility at Bainbridge Park, is busy throughout the day. The ongoing success of the playground relies on continuing maintenance to keep the quality of the facility high. Attendees at the Community Workshop had relatively minor requests for the playground, including that the gates be strengthened, and that the latches on the gates be replaced so that they make less noise

when latched. Additionally, the ground mulch composing the floor of the playground area needs regular upkeep. The mulch must be kept level and even, and bare spots need to be filled to keep the surface safe. As the mulch decays into soil, the excess soil needs to be regularly removed and replaced with fresh mulch. At the December 16, 2015 Special City Council Meeting, City Council recommended the Master Plan include installation of a synthetic surface to replace the mulch in Wiggly Giggly Playground. This will dramatically decrease the regular maintenance required to manage the mulch, but at a high initial investment. Upgrading the play surface to a synthetic material is considered a low priority (Phase III).

Lighting

The existing recreation lighting is positioned on the east and west sides of the tennis courts. The lights are positioned to shine on the courts. The lights are triggered by a switch connected to a timer, which turn the lights off at 10:00 p.m. The City is presently scheduled to reduce the height of the lights, and replace the bulbs with a lower wattage to reduce light pollution. Additional lights will also be affixed to the western two posts, and positioned to shine on the basketball court. The updates to existing lighting are scheduled for spring or summer of 2016. This work was proposed prior to the adoption of the Bainbridge Park Master Plan, and will be completed prior to Phase I implementation.

Security Cameras

The existing security cameras transmit recordings to storage inside Veterans Hall in Bainbridge Park. The current set up requires the Police Department to enter Veterans Hall to review security footage after an incident. The City would like to transition to a wireless system to stream video straight to the police station, but is unable to do so because the existing vegetation at the northwest corner of the park blocks the wireless signal between City Hall and the security equipment.

In order to facilitate the transmission of the wireless signal from the security system to City Hall, a new wireless transmitter will be attached to the light pole at the northwest corner of the tennis courts. The new transmitter will be installed in spring or summer of 2016 when the lights are lowered and updated. This update to the security system will enable the City to stream the content of the video cameras from the park and directly to the Police Department. This work was proposed prior to the adoption of the Bainbridge Park Master Plan, and will be completed prior to Phase I.

Shed

The location of the existing utility shed had created issues in the park, providing individuals with a visual barrier that shields illegal activities. However, the City recently installed a chain link fence blocking access to the south side of the shed. Nearby residents report that the shed still serves as a screen for illegal activity occurring on the east side. Providing the Police Department with easier access to security footage (as discussed above) and installing perimeter fencing may help the police to alleviate these issues.

Improve Basketball Court

Four of the five workshop groups and City Council requested an expansion of the basketball court to a regulation size. Enlarging the court requires avoiding the existing water meter located a few feet west of the existing pavement edge. In order to stay clear of the water meter, the court would need to be shifted south approximately ten feet.

The edge of the existing undersized basketball court

City Council received a letter from a citizen living at the end of the alley south of the park. The letter indicated that bouncing basketballs frequently clear the fence and hit his residence. The proposed park layout shifts the park further to the south, potentially leading to more incidents of basketballs clearing the fence. In order to resolve the existing issue and offset any new impacts of moving the basketball court, the Master Plan recommends extending the tall tennis court fence west along the southern edge of the basketball court. The fence addition should correspond with the basketball court expansion, and both are included in Phase III of the Master Plan.

Improve Tennis Courts

Many local tennis players came to the workshop and they strongly opposed allowing other uses on the tennis courts, especially soccer, in order to protect the playing surface and equipment from damage. CDC staff had received requests to begin allowing soccer or pickle ball on the courts. Presently, kids and adults looking for hard surfaces that could accommodate activities other than tennis are available two blocks to the east of Bainbridge Park at Fort Bragg Middle School.

Workshop attendees recommended improvements to the tennis courts, including: replacing the nets, resurfacing the courts, and adding a hitting wall for solo playing. Four of the five workshop layouts left the tennis courts unchanged, just one recommended a hitting wall.

This plan recommends maintaining the limitation of court use to only tennis to protect the long-term quality of the courts. Additionally, a hitting wall for solo playing is proposed as part of Phase III of the Master Plan.

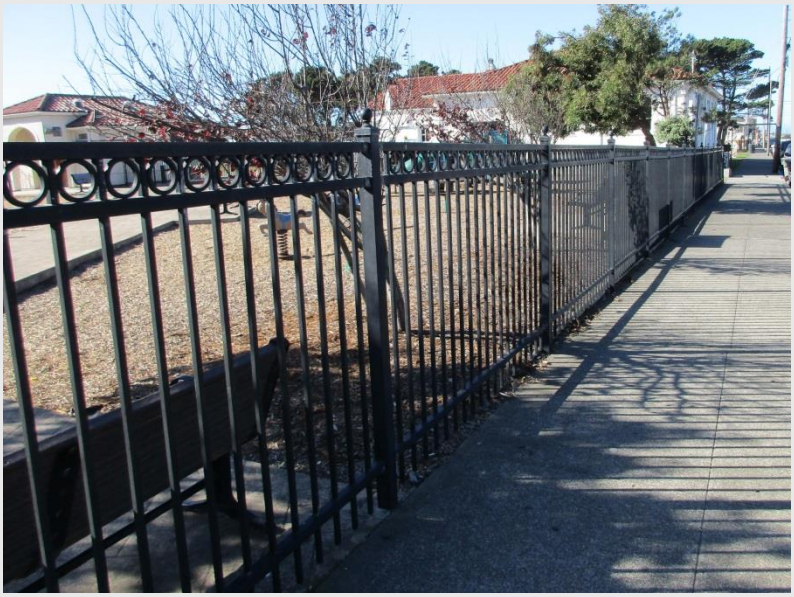
Focus Area: Pathways and Beautification

Fencing

Fencing was the most controversial potential improvement for the park as it received many votes both in favor and opposed at the Community Workshop. City Council requested that the City of Fort Bragg Police Department direct fencing improvements for the Master Plan, as security and safety were the primary concerns of the citizens in attendance at the Special City Council Meeting. The Police Department recommends surrounding the park with fencing to limit options for ingress and egress, making the park less desirable for transient individuals. The Police Department's recommendation included gated entrances along the north and west boundaries of the park.

Fencing the park will have the following benefits to safety and security:

1. Emphasizing the boundary of the park with a fence has the potential to increase the sense of security within the park—children inside the park are kept away and separate from vehicular and pedestrian traffic, and the west portion of the park would feel connected to the more regularly-populated east side of the park.
2. Fencing would reduce the amount of ingress and egress points for the park, which could make the park less



Existing fencing at Wiggly Giggly Playground.

appealing to those wishing to use the park for illegal activity.

3. Fencing can match the existing fencing around the Wiggly Giggly Playground, creating an aesthetic connection between the east and west sides of the par.

The **Master Plan Park Layout** includes fencing along the western and northern boundaries of the park, with one gate located on the Harrison Street frontage, and one gate located at the Laurel Street frontage. City Council requested the fencing generally match the existing fencing at the Wiggly Giggly Playground, but could be simpler and shorter to reduce costs.

An agreement (Memorandum of Understanding) between the City of Fort Bragg and Mendocino County will be required to install fencing along the northern property boundary extending all the way to the Veterans Hall building, since Mendocino County owns the Veterans Hall building and the nearby property. In order to establish the necessary agreement, the City will need to work with the County to establish terms for the ongoing maintenance of the fence. In preliminary conversations with Mendocino County General Services, the County is receptive to enter into such an agreement. Additionally, the City will have to agree to indemnify the County for any claims resulting from the fence. Fencing is part of Phase 1 of the Master Plan.

Public Art

Public art can take many forms, such as a sculpted bike rack or crafted bench. Individual art pieces can dress up park entrances and compliment landscaping. Both the community and City Council expressed strong support for adding public art to Bainbridge Park.

The west half of the park is currently lacking amenities for children compared to the east side of the park, where Wiggly Giggly Playground is located. In order to provide the park with public art while simultaneously drawing youth-oriented elements to the west half of the park, the **Master Plan Park Layout** includes a "storywalk" along the outer perimeter of the park. It is important that the location of storywalk pedestals do not interfere with active users of the park (frisbee, catch, etc.).

Children acting out characters of a storywalk in Nova Scotia.

A storywalk involves a set of interpretive art pieces that give children an opportunity to move and read outside, promoting literacy and wellness by combining reading with physical activity. For example, a picture book is put, page by page, onto signs and installed along a walking path. Physical activities relating to the pages can be included at various locations, and could include corresponding art pieces (such as a tunnel to crawl through or statue to climb on). Coordination and cooperation with the adjacent Fort Bragg Library is key to promote, manage and create the storywalk. Additionally, a storywalk allows the Fort Bragg Library to engage with a larger community than just those that enter the facility. The Fort Bragg Library is enthusiastic about the development of a storywalk, and has pledged assistance in maintaining and promoting the storywalk with the assistance of the Rotary Club. The pages on the interpretive art pieces could be rotated, keeping the storywalk fresh and new. It may be possible to install additional storywalk pieces beyond the boundaries of Bainbridge Park, with a longer story reaching its conclusion at the Fort Bragg Library and the Wiggly Giggly Playground. The storywalk is planned for Phase II of the Bainbridge Park Master Plan.

The community and City Council also support a new public art installation at the corner of Harrison and Laurel Streets. By orienting the pavilion at an angle in the corner, ample space is available for art and associated landscaping. The art piece would also serve as a backdrop to the pavilion. The corner art installation is included in Phase 1 of the Master Plan, corresponding with the fence and pavilion construction.

The **Master Plan Park Layout** also recommends new entry signage at the proposed gates on Harrison and Laurel Streets. The new entry signage should include clear park rules, such as park hours and restrictions on alcohol and smoking, to assist the Fort Bragg Police Department in enforcing the existing park rules. The installation of entry signage should correspond with the construction of the fence and gates, and is included in Phase 1 of the Master Plan.

Landscaping

The trees along the park's Harrison Street frontage are fully mature and near the end of their lives. Most attendees at the community workshop voted strongly in favor of including landscaping improvements in the Bainbridge Park Master Plan, specifically recommending the addition of native trees. City Council recommended the removal of the aging trees along Harrison Street in conjunction with a vegetation plan replacing the existing trees with appropriate species that are drought tolerant and allow visibility beneath the canopy. The tree removal and revegetation are included in Master Plan Phase III.

Additional, but limited, new landscaping can also compliment the entry signage at Harrison and Laurel Streets, and the proposed art installation at the Bainbridge Park's northwest corner. Any future landscaping should be native and drought tolerant, and of growth habit such that it does not become an attractive nuisance for camping.

Bainbridge Park Improvement Cost Estimations and Phasing

	Park Improvement	Size or Quantity	Approx. Cost
Pre-Master Plan	Picnic Tables and Benches	13 benches 1 table	On hand or ordered
Phase I	Picnic Tables, Benches and slabs	1 table and 7 slabs	$5,500
	Pavilion	24 ft. x 48 ft.	$48,000
	Fencing	350 linear ft. with gates	$15,000 (wood) $31,500 (to match)
	Corner Art	1 piece	$5,000 to $10,000
	Entrance Signage	2 signs	$5,000
	Landscaping	Associated with signs and fence	$5,000
Phase II	Expand Basketball Court	1,400 square ft.	$30,000
	Storywalk	Storywalk with interactive art	$500 (temporary) $10,000 (with art)
Phase III	Petanque Courts	4 courts	$30,000
	Tennis Hitting Walls	2 walls	$2,500
	Tree Replacement	Remove 9 trees, plant 10 trees	$20,000

Bainbridge Park Master Plan Process

October 27, 2015

Community Development Committee

CDD Staff brings project framework to Community Development Committee for discussion and review

November 17, 2015

Community Workshop

Community provides input on park improvements, maintenance and operation issues.

CDD Staff aggregates input from stakeholders to share with City Council.

December 16, 2015

Special City Council Meeting

Council reviews stakeholder and workshop input, and provides direction to Staff to prepare Master Plan.

CDD Staff drafts Bainbridge Park Master Plan

February 22, 2016

City Council Meeting

Council reviews Bainbridge Park Master Plan, and provides comments and direction for revision.

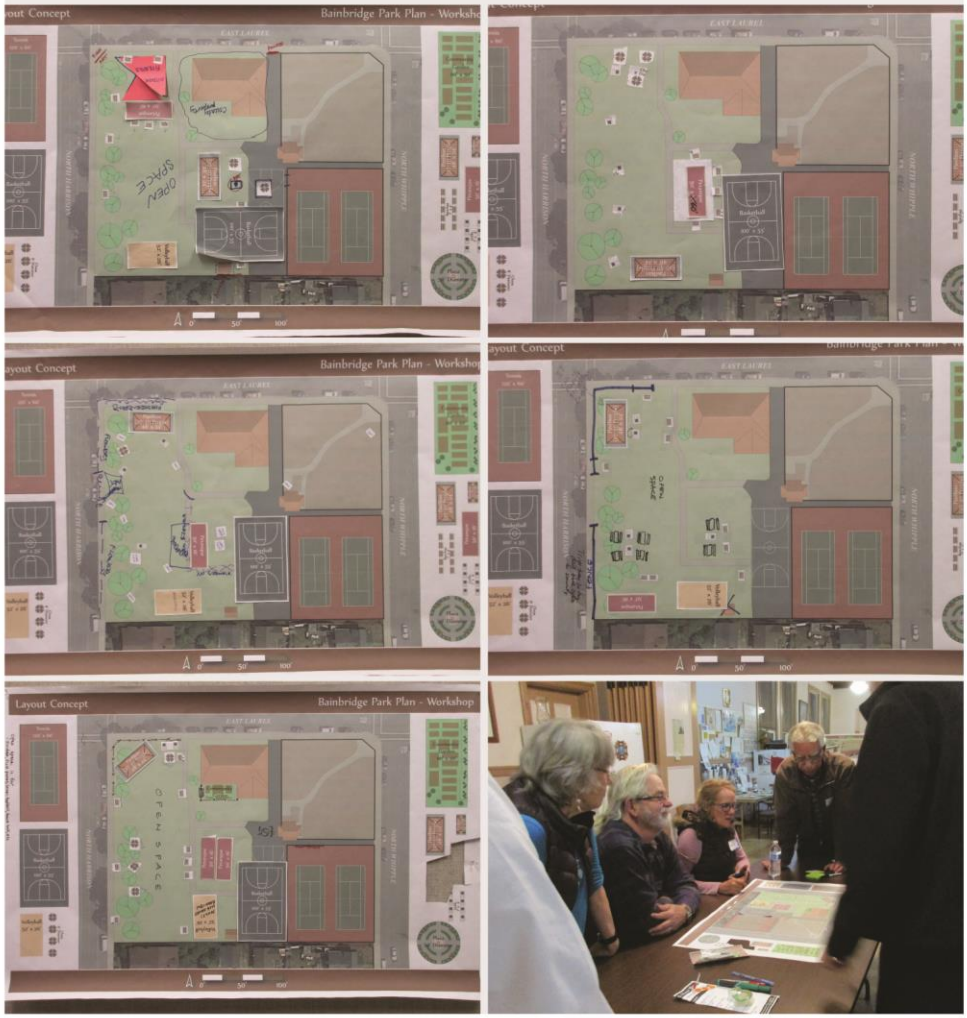
CDD Staff revises Bainbridge Park Master Plan based on City council review and direction.

March ??, 2016

City Council Meeting

Council reviews Bainbridge Park Master Plan for approval and adoption.

Bainbridge Park Community Workshop
Draft Layout Exercise



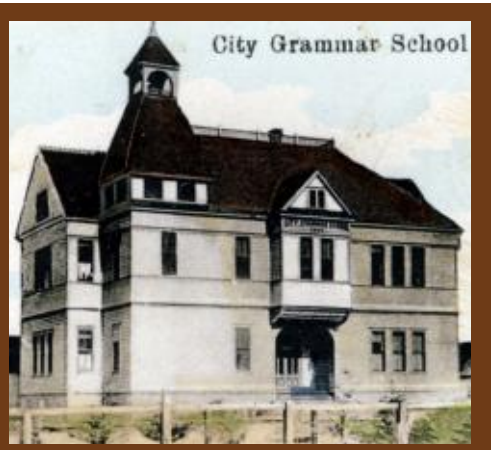
Attachment 2: Sample Pavilion Design Styles

Approximately $50,000 or less
[meets Master Plan pavilion budget]

Approximately $75,000 or less
[uses all CDBG program income]

More than $75,000
[exceeds CDBG program income]

Attachment 3: Iconic City Architecture Examples



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
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Text File

File Number: 16-070

Agenda Date: 2/22/2016 **Version:** 1 **Status:** Business

In Control: City Council **File Type:** Resolution

Agenda Number: 6B.

Receive Report and Consider Adoption of City Council Resolution Authorizing Temporary Associate City Engineer Position and Approving Budget Amendment #19-2016 Allocating Amount Not to Exceed $65,000 for One-Time Costs Associated with Temporary Position (Reimburse up to $3,000 from Fund 651-6001-0731/Summers Lane Reservoir; $23,000 from Fund 413-5009-0731/Chestnut Street Multi-use Trail; and $39,000 from Fund 405-4870-0731/Special Sales Tax for Street Repairs to Fund 110-4330-0101/Engineering)

AGENCY:	**City Council**
MEETING DATE:	**February 22, 2016**
DEPARTMENT:	**Public Works**
PRESENTED BY:	**T. Varga**

AGENDA ITEM SUMMARY REPORT

TITLE:
RECEIVE REPORT AND CONSIDER ADOPTION OF CITY COUNCIL RESOLUTION AUTHORIZING TEMPORARY ASSOCIATE CITY ENGINEER POSITION AND APPROVING BUDGET AMENDMENT 19-2016 ALLOCATING AMOUNT NOT TO EXCEED $65,000 FOR ONE-TIME COSTS ASSOCIATED WITH TEMPORARY POSITION (REIMBURSE UP TO $3,000 FROM FUND 651-6001-0731/SUMMERS LANE RESERVOIR; $23,000 FROM FUND 413-5009-0731/CHESTNUT STREET MULTI-USE TRAIL; AND $39,000 FROM FUND 4015-4870-0731/SPECIAL SALES TAX FOR STREET REPAIRS TO FUND 110-4330-0101/ENGINEERING)

ISSUE:
The Fort Bragg City Council has adopted a very ambitious Capital Improvement Program for the construction and rehabilitation of vital infrastructure. The upcoming Summer/Fall 2016 construction season will require additional, temporary engineering services to allow for the timely completion of all planned capital projects. Staff recommends that City Council authorize a temporary, full-time staff position (Associate City Engineer) to help address the temporary increase in the workload of the City's Engineering Division.

RECOMMENDED ACTION:
Adopt City Council resolution authorizing Temporary Associate City Engineer Position and Approving Budget Amendment 19-2016 Allocating Amount Not to Exceed $65,000 for One-Time Costs Associated with Temporary Position.

Note: Funding would be provided as follows: up to $3,000 from Fund 651-6001-0731/Summers Lane Reservoir; $23,000 from Fund 413-5009-0731/Chestnut Street Multi-use Trail; and $39,000 from Fund 405-4870-0731/Special Sales Tax for Street Repairs

ALTERNATIVE ACTION(S):
Continue action on the matter and provide direction to staff regarding additional information or alternate actions. If additional engineering assistance is not secured, some of the upcoming construction activities will need to be deferred.

ANALYSIS:
The City of Fort Bragg's engineering staff is presently working on approximately $7,500,000 worth of capital projects during 2015 that will also continue into 2016. The following is a summary of the major projects that are "in the pipeline:"

Project Name	Design	Construction Management/Inspection
Summers Lane Reservoir	completed	In-house
Chestnut St Multi-Use Trail	nearly complete	In-house
2016 Street & Alley Rehabilitation	contract out	In-house
Guest House Repainting & Roof	N/A	In-house
City Hall Repainting	N/A	In-house
Coastal Trail - Phase II	contract out	2017

AGENDA ITEM NO. 6B

WWTF Upgrade Project	underway	2017
Water Supply – test wells	N/A	In-house

Staff is already fully committed to the design oversight, construction management, and inspection for most of these projects. The additional workload associated with implementation of these projects has been delegated to five members of staff in the City's Engineering and Operations Divisions, with one additional position providing administrative support for all of the projects.

Despite the staff resources presently in use, additional engineering support is needed for three of the projects. The Summers Lane Reservoir needs additional engineering support for the more unusual aspects of reservoir construction. The Chestnut Street Corridor Project will need construction management and inspection services. The 2016 Street & Alley Rehabilitation Project will have design contracted out, but engineering oversight is required. In addition, construction management and inspection services will be necessary.

Rather than contracting for staff services from an engineering firm, staff recommends that utilizing a temporary, full-time staff person will be the most cost-effective and responsive way to provide the necessary oversight, field inspections and construction management. We propose that Council authorize a six-month (up to 1,500 hours) staff position at the Associate Engineer pay scale. The total costs are estimated at an amount not to exceed $65,000. Of this, $63,000 would be allocated to personnel costs and $2,000 to equipment (i.e., computer, etc.). The equipment would be available for further use by the City afterwards.

FISCAL IMPACT:

Funding for the temporary, full-time Associate City Engineer would be reimbursed from the following funding sources:

Summers Lane Reservoir Project	651-6001-0731	$ 3,000
Chestnut Street Multi-Use Trail Project	413-5009-0731	$ 23,000
Street Repair Sales Tax	405-4870-0731	$ 39,000
TOTAL		$ 65,000

There is an adequate fund balance in each of these funds for originally allocated expenses as well as the additional cost for the temporary staff position.

CONSISTENCY:

The proposed temporary, full-time Associate City Engineer position will ensure the timely completion of the projects identified for the 2016 construction season in the City's Capital Improvement Program.

IMPLEMENTATION/TIMEFRAMES:

Pending City Council approval, the position can be filled expeditiously in order to keep the projects moving forward.

ATTACHMENTS:

1. Resolution authorizing temporary, full-time Associate City Engineer position and approving budget amendment to cover costs for same.

NOTIFICATION:

None.

City Clerk's Office Use Only

Agency Action ☐ Approved ☐ Denied ☐ Approved as Amended

Resolution No.: _____ Ordinance No.: _____

Moved by: _____ Seconded by: _____

Vote: _____

☐ Deferred/Continued to meeting of: _____

☐ Referred to: _____

RESOLUTION NO. ___*-2016*

RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING TEMPORARY ASSOCIATE CITY ENGINEER POSITION AND APPROVING BUDGET AMENDMENT #19-2016 ALLOCATING AMOUNT NOT TO EXCEED $65,000 FOR ONE-TIME COSTS ASSOCIATED WITH TEMPORARY POSITION [REIMBURSE UP TO $3,000 FROM THE SUMMERS LANE RESERVOIR PROJECT (FUND 651-6001-0731), $23,000 FROM THE CHESTNUT STREET MULTI-USE TRAIL PROJECT (FUND 413-5009-0731) , AND $39,000 FROM STREET REPAIR SALES TAX (FUND 405-4870-0731) TO ENGINEERING (FUND 110-4330-0101)]

WHEREAS, the City of Fort Bragg has a Capital Improvement Program (CIP) to construct and rehabilitate the City's infrastructure; and

WHEREAS, existing Public Works staffing is not sufficient to meet the demand for engineering services for all of the CIP projects scheduled for the 2016 construction season; and

WHEREAS, the projects in need of additional engineering services include: Summer's Lane Reservoir Project, Chestnut Street Multi-Use Trail Project, and the 2016 Street/Alley Rehabilitation Project; and

WHEREAS, sufficient funds have been allocated to design and build these projects; and

WHEREAS, the timely completion of these projects requires the services of additional temporary engineering staff to perform engineering, construction management, and inspection tasks; and

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

1. A temporary, full-time Associate City Engineer will ensure that the City meets its goals for the expeditious completion of its Capital Improvement Program.
2. A temporary, full-time Associate City Engineer position will be authorized for up to 1,500 hours.
3. Compensation for the temporary, full-time Associate City Engineer position shall be consistent with the citywide compensation plan.
4. The proposed $65,000 appropriated through the budget amendment will be sufficient for the personnel and equipment costs associated with the position.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize a temporary, full-time Associate City Engineer position which will be an exempt, unrepresented position.

BE IT FURTHER RESOLVED that the City Council of the City of Fort Bragg does hereby approve Budget Adjustment #19-2016 amending the FY 2015/16 Budget to appropriate $65,000 from the following funds in the amounts noted:

Summers Lane Reservoir	651-6001-0731	$ 3,000
Chestnut Street Multi-Use Trail	413-5009-0731	$ 23,000
Street Repair Sales Tax	405-4870-0731	$ 39,000
TOTAL		$ 65,000

to reimburse costs for the temporary, full-time Associate City Engineer position (Engineering-Salaries and Wage; Fund 110-4330-0101).

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of February 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
DAVE TURNER,
Mayor

ATTEST:

_____
June Lemos
City Clerk

City of Fort Bragg

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

File Number: 16-066

Agenda Date: 2/22/2016 **Version:** 1 **Status:** Consent Agenda

In Control: City Council **File Type:** Consent Calendar

Agenda Number: 7A.

Approve Scope of Work for Engineering Services for Coastal Trail Phase II Project

The City of Fort Bragg is seeking proposals from qualified civil engineering and landscape architects interested in contracting with the City of Fort Bragg to prepare detailed plans and specifications for park improvements for Phase II of the Fort Bragg Coastal Trail & Restoration Project. The proposed project includes a 1.1 mile multi-use trail that connects the North and South Coastal Trail around the Mill Pond with a connection to downtown, a parking lot, and associated site improvements. Specifically, the Scope of Work will require development of: 1) demolition plan; 2) grading plan and profile; 3) drainage plan; 4) layout plan; 5) landscape construction details; and 6) civil construction details. The scope also includes preparation of an engineer's cost estimate and project specifications.

Coastal Trail Phase II Project

SCOPE OF WORK

This contract would consist of the following tasks:

The City of Fort Bragg is seeking proposals from qualified civil engineers and landscape architects who are interested in providing engineering and design services for Phase II of the Fort Bragg Coastal Trail & Restoration Project. Services for this project will include: development of plans and specifications for trail (including furnishings and landscaping) and storm drain construction, and preparation of an engineer's cost estimate. Services will also include providing catalog cut sheets for proposed improvements as detailed below. The project design should be consistent with the design elements for Phase I of the Coastal Trail project (i.e., North Coastal Trail and South Coastal Trail).

Tasks shall address the following:

Phase I

1. Project kick-off meeting with City staff.
    a. Site Visit
    b. Review relevant background materials (plans and specifications for Phase I of the Coastal Trail, environmental documentation, geotechnical analysis, botanical report, etc.) in order to understand the site and the project.
2. Develop 60% Plans. The engineering and design elements for this project shall include but not be limited to the following elements:
    a. Maps and Plans. Maps and Plans shall include, but not be limited to:
        i. Demolition plan;
        ii. Grading plan and profile;
        iii. Drainage plan;
        iv. Layout plan;
        v. Trail finish grade profiles;
        vi. Landscape construction details – Most of these can be pulled from the existing set of plans for the South Coastal Trail and include the following:
            1. Trail details 1, 2 3, 4, 5, 6 and 7 (SLD-2)
            2. Bench pad details 2, 3 and 7 (SLD-3)
            3. Bollard detail 9 (SLD -3)
            4. Restroom detail 5 and 6 (SLD-6)
            5. Culvert details 1, 2 and 3 (SLD-7)
            6. Swale detail 4 (SLD-7)
        vii. Civil construction details.

1. City typical catch basin, sewer service trench, sewer connection details, HDPE trench installation – details 1, 2, 3 and 4 (SCD-1)
2. Parking pumper, ADA parking space, and sign – details 1, 2 and 3 (SCD-2)

b. Preliminary Cost Estimate. Prepare 60% design cost estimate to guide any value engineering that must take place.

3. Bid Alternate. The City currently does not have funds for the design and engineering of the Alder Street Parking lot, welcome plaza or restroom. However, in the event that funds are identified, please provide a separate cost estimate to prepare plans and specs for the following items:
   a. Alder Street Parking Lot. Vehicular access to Phase II of the Coastal Trail may be provided at an existing gravel parking lot at the western end of Alder Street. A conceptual design has been prepared for the parking lot and welcome plaza.
   b. Alder Street Restroom. One plumbed, pre-fabricated, two stall, uni-sex, ADA accessible public restroom at the welcome plaza of the parking lot.

Phase II

1. Meet with staff to obtain feedback and direction regarding 60% plans. Make revisions based on staff input. Meetings and feedback will be given at the following key benchmarks:
   a. 60% plan presentation to City Staff
   b. 90% plan and specifications presentation to City Staff
   c. 100% plan and specifications presentation to City Staff
2. Prepare final plans and specifications.
3. Prepare final engineer's estimate. The engineer's estimate will include but not be limited to the standard format and a format suitable for inclusion in the construction Request for Bid as the construction bid schedule.
4. Any other optional tasks that you feel are important to project success. In your budget please provide optional tasks as separate line items.

Deliverables will consist of:

a) 60% Plans & Cost Estimate
b) 90% Plans and Specifications
c) 100% Plans and Specifications
d) Catalogue cut sheets for proposed improvements
e) Engineer's cost estimate

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City of Fort Bragg

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Fort Bragg, CA 95437
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Text File

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Approve Minutes of February 8, 2016

City of Fort Bragg

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Meeting Minutes

City Council

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

Monday, February 8, 2016 | **6:00 PM** | **Town Hall, 363 N. Main Street**

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

2. STAFF COMMENTS

Administrative Services Director Schneider provided an update on the local downtown Wi-Fi which is currently being tested and scheduled to go live next week. He asked the public to complete a Public Education and Government (PEG) survey from Comcast. Chief Lizarraga reported on the January 2 homicide investigation and spoke about the Police Department's new K-9 dog, "Jerry." Public Works Director Varga briefed the Council on the tree removal work at the north end of North Harrison Street. Vice Mayor Peters asked if a California Environmental Quality Act (CEQA) review of the project had been performed. Community Development Director Jones replied that it was not necessary, as the project did not involve rare plants or nesting birds, so it was not considered a CEQA project. Director Schneider invited the public to visit the City's official website and social media sites online and the Coastal Trail in person.

3. MATTERS FROM COUNCILMEMBERS

Mayor Turner reported on recent meetings of the Fire Board and the Mendocino Solid Waste Authority. Food waste can be put into the green bins which will help reduce the amount of waste that is buried in landfills. Vice Mayor Peters reported on the status of AB 21 regarding medicinal marijuana dispensaries. He noted that a special Public Safety Committee meeting will be held at the Mendocino Coast Hospitality Center (MCHC) facility at 101 N. Franklin Street on February 17 at 3:00 PM to focus on the emergency shelter situation. Peters noted that Mendocino Transit Authority (MTA) is offering free rides to students enrolled at Mendocino College, not just locally but on any MTA route. Councilmember Cimolino reported on his attendance at a Coalition for Gang Awareness and Prevention (CGAP) meeting last week and informed the Council of upcoming events planned by CGAP. He said local fishermen are worried there will not be a crab season this year; persons wishing to donate should contact the Salmon Trollers Association. Councilmember

Hammerstrom reported on the Local Agency Formation Commission and Mendocino Council of Government meetings he recently attended.

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

- Mark Taylor requested that the Council reconsider the recent direction to staff regarding installation of Green Alleys in Fort Bragg, stating that Green Alley projects take more time to complete than resurfacing projects and block access for businesses and residents located on those alleys for significant amounts of time.
- Evan Dick said the Taco Bell was sneaked in, the City has not been transparent or clear with the public about the Mill Site, dishonesty surrounds the Hospitality Center, the City should quit covering for Ortner, and the Mayor needs to be recalled.
- Judy Valadao reported that a member of the community has donated a lot to plant a garden for homeless people. She stated that the cleanup of human waste in front of local businesses is a problem. She asked if MCHC posts rules for their clients in the facility.
- Jay Rosenquist asked if cancellation of a Council meeting reduces the Councilmembers' salary for that month. She spoke about the cost of green bins and questioned who pays for inserts in the monthly water bills.
- James Harriott related his recent experiences as a resident of the Hospitality House.
- Ann Rennacker wants to see Fort Bragg focused on salmon restoration and ocean protection to attract tourists who want to see beauty, wildlife and whales.

At the conclusion of public comments, Councilmember Deitz asked that staff give an update on Green Alleys at the next Council meeting. Mayor Turner asked Public Works Director Varga to communicate with Mark Taylor regarding his alley rehabilitation concerns.

5. PUBLIC HEARING

6. CONDUCT OF BUSINESS

6A. 16-065 Receive Oral Update from Mendocino Coast Hospitality Center Regarding Status of Homeless Services

Mendocino Coast Hospitality Center (MCHC) board member Gary Johnson made a presentation to the City Council on the current status of the Hospitality Center, Hospitality House and Emergency Winter Shelter program. In response to their Request for Proposals to remodel the 101 North Franklin Street site, MCHC selected local architects Schlosser Newberger for the design and Fort Bragg Electric as the contractor. The project is currently through the permit process and construction is expected to begin soon. Mr. Johnson provided statistics on the number of people housed and fed through the various programs offered by MCHC and answered questions from Councilmembers. MCHC Treasurer Jerry Thompson provided financial information.

Mayor Turner recessed the meeting at 7:34 PM; the meeting was reconvened at 7:46 PM.

Public Comment on this agenda item was received from: Jay Rosenquist, Jim Britt, Annette Reynolds, Ann Rennacker, Douglas Chouteau, Julia Winklemeyer, Patricia Tutics, Ron Britt and Eric Dwyer.

Discussion: Councilmember Hammerstrom observed that the treatment of people with mental health issues is a much bigger problem in society than this discussion could embrace. He noted that society in general does not think that mental health is something that needs to be dealt with and does not fund it. Vice Mayor Peters invited interested persons to attend the special meeting of the Public Safety Committee next Wednesday, February 17 at 3:00 PM at the Old Coast Hotel to discuss the Emergency Winter Shelter program and other concerns. Councilmembers Deitz and Hammerstrom both noted that the 101 North Franklin Street site was not a homeless shelter but

will become transitional housing when the remodel project is completed. Mayor Turner said it is good to see that the community cares about this matter and he hopes that by working together, some solutions can be found to help improve the mental health and homeless situation in Fort Bragg.

This agenda item was informational only; no action was taken.
Mayor Turner recessed the meeting at 8:35 PM; the meeting reconvened at 8:39 PM.

6B. 16-056 Receive Recommendation from Community Development Committee Regarding Three Bids for a New Fort Bragg Welcome Sign Design and Provide Direction to Staff

Community Development Director Jones summarized her staff report on the project to replace the Fort Bragg Welcome Sign. Proposals were received from local sign makers The Sign Shop, Artstruct, and Braggadoon Signs & Graphics. Jones reviewed the cost estimates and options, noting that the City Council set aside funding for this sign in the Capital Improvement Program for the Wayfinding project. Once a sign contractor is selected, the work can begin right away. Yorgen Kvinsland of Artstruct, Rick Sacks of The Sign Shop, and Kiersten Hanna of Braggadoon spoke about their designs and the features of their various signs.
Discussion: Councilmembers discussed the coloring of the letters, stability of the materials, overall visibility and aesthetics of the different designs.
Public Comment on this agenda item was received from: Eric Dwyer.
Discussion: The following was noted during continued discussion of this item:
• The Sign Shop's design is the most easily readable of the three.
• Artstruct's design is a real work of art that would be better suited to the Coastal Trail where pedestrians could admire the three dimensionality of it more than the motorists on Highway 1 would be able to.
• If CalTrans approves relocating the current Welcome Sign to the north end of town, the Council would like to look into making a service organization type sign that says "Otsuchi's Sister City."

The Council directed staff to use The Sign Shop's design for the Fort Bragg Welcome Sign.

6C. 16-063 Receive Recommendation from Finance & Administration Committee and Consider Establishing Ad Hoc Council Committee to Explore Possibility of Increasing Fort Bragg's Transient Occupancy Tax (i.e., Hotel Tax)

Administrative Services Director Schneider informed the Council that the Finance and Administration Committee recommended the Council form an ad hoc committee to explore a November ballot initiative to increase Transient Occupancy Tax (TOT) to raise revenue for marketing/promotion of Fort Bragg and maintenance of the Coastal Trail. The committee would need to report on its investigations so the Council could take action by June in order to put an initiative on the November 8, 2016 ballot.
Discussion: Vice Mayor Peters noted that the City Council cannot raise taxes but can vote to include an initiative on the ballot so the community can vote whether or not they wish to increase the TOT.
Public Comment on this agenda item was received from: Eric Dwyer, Jay Rosenquist, and Simon Smith.
Discussion: The following was noted during further discussion of this item:
• The Mayor and Vice Mayor expressed interest in serving on an ad hoc committee to gauge the level of interest from local residents and hotel/lodging establishment owners in increasing the TOT.

• The feedback on the Coastal Trail has been very positive and additional maintenance and security is needed to keep it clean and safe.
• The City pays the expenses for some of the local attractions that tourists use, so this is one method of getting the visitors to pay for some of the ongoing costs.

An Ad Hoc Committee consisting of Mayor Turner and Vice Mayor Peters was formed to investigate the possibility of putting a Transient Occupancy Tax initiative on the November ballot. The Committee is directed to report back to the Council before June of 2016.

6D. 16-040 Receive Report and Consider Approval of C.V. Starr Community Center Phase 3 Master Plan

Special Projects Manager Owen summarized her staff report on the C.V. Starr Community Center Phase 3 Master Plan and introduced Architects Eric Glass and Paul Douglas who presented a slide show on the Master Plan outlining the design features of the new multi-purpose gymnasium, potential funding sources, and probable construction costs for Option D2. The cost range for CMU/Standard construction was projected to be between $12.1M and $12.9M; the range for pre-fab metal construction, $11.3M to $12.1M.
Discussion: The cost of heating and conditioning of the space was briefly discussed. It was generally agreed that even though there are no funds to construct this phase of the Master Plan at this time, it is important to have a plan to begin with, and this one was very well done.
A motion was made by Vice Mayor Peters, seconded by Councilmember Cimolino, to continue the meeting past 10:00 PM. The motion carried by a unanimous vote.
Public comment on this agenda item was received from: Eric Dwyer.
Discussion: Floor surfaces and the possibility of roller skating in the gym were briefly discussed. Mr. Douglas asked the Council if the next logical step would be to get started on looking for funding. Mayor Turner responded that the Council would have to take time to consider that. All Councilmembers complimented the architects on the excellent plan.

A motion was made by Councilmember Hammerstrom, seconded by Vice Mayor Peters, that the C. V. Starr Community Center Phase 3 Master Plan be approved. The motion carried by a unanimous vote.

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

7. CONSENT CALENDAR

Approval of the Consent Calendar

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Cimolino, to approve the Consent Calendar. The motion carried by the following vote:

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

7A. 16-053 Adopt Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg

Enactment No: RES 3887-2016

7B. 16-057 Adopt Resolution Authorizing Cancellation of the August 8, 2016 City

Council Meeting to Accommodate Summer Vacation Schedules

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3888-2016

7C. 16-059 Receive and File Minutes from the September 17, 2015 Special Oversight Board to the Fort Bragg Redevelopment Successor Agency Meeting

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

7D. 16-058 Receive and File Minutes from the October 27, 2015 Community Development Committee Meeting

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

7E. 16-062 Receive and File Minutes from the November 19, 2015 Public Works and Facilities Committee Meeting

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

7F. 16-060 Receive and File Minutes from the January 28, 2016 Special Oversight Board to the Fort Bragg Redevelopment Successor Agency Meeting

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

7G. 16-055 Approve Minutes of January 25, 2016

These Minutes were approved on the Consent Calendar.

8. CLOSED SESSION

ADJOURNMENT

Mayor Turner adjourned the meeting at 10:13 PM.

_____
DAVE TURNER, MAYOR

_____
June Lemos, City Clerk

IMAGED (_____)