

RESOLUTION NO. 3126-2007

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING THE CLOSURE OF
MAIN STREET (STATE ROUTE #1)**

WHEREAS, the Fort Bragg Kiwanis Club ("Kiwanis") are sponsoring a Holiday Lights Parade on Saturday, December 1, 2007, said parade is to be conducted within the City of Fort Bragg as more particularly set forth in the attached Encroachment Permit Application marked as Exhibit "A," and

WHEREAS, Kiwanis has applied for a Parades/Celebrations permit, and

WHEREAS, the California Department of Transportation has required as part of their encroachment field permit process, that the Kiwanis obtain a Resolution from the City Council authorizing the closure of Main Street (State Route #1).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the closure of a portion of Main Street (State Route #1) from Pine Street on the north to Oak Street on the south on Saturday, December 1, 2007, from 6:30 p.m. to approximately 9:00 p.m. for the purpose of facilitating the Holiday Lights Parade.

The above and foregoing Resolution was introduced by Councilmember Turner, seconded by Councilmember Courtney, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 9th day of October, 2007, by the following vote:

AYES: Councilmembers Turner, Courtney, Gjerde, Melo, and Mayor Hammerstrom.
NOES: None.
ABSENT: None.
ABSTAIN: None.


DOUG HAMMERSTROM,
Mayor

ATTEST:


Cynthia M. VanWormer, CMC
City Clerk



EXHIBIT "A"

CITY OF FORT BRAGG

416 N. FRANKLIN STREET
FORT BRAGG, CA 95437
(707) 961-2823

ENCROACHMENT PERMIT APPLICATION

Permission is requested to encroach on the City of Fort Bragg right-of-way as follows: (Complete all items: Use NA if not applicable.)
Application is not complete until all required attachments are included.

Address/Street Name: See Parade Route Below
Cross Street: See Below
Portion of Right-of-Way: Street
Work to be performed by: Own Forces

Starting Date: 12/1/2007 Ending Date: 12/1/2007 Start/End Times (a.m./p.m.): 6:30 - 9:00 p.m

DESCRIBE WORK WITHIN CITY RIGHT-OF-WAY (ATTACH SKETCH):

Holiday Lights Parade - staging at CWR parking lot on Pine Street; east on Pine to Main Street; South on Main to Oak Street; east on Oak to Franklin Street; North on Franklin to the 400 block of N. Franklin Street

Note: If application is for excavation and/or piping, please attach plans (5 sets folded 8-1/2 x 11), specs, calcs, maps, etc.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE CITY OF FORT BRAGG RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL.

Organization or Applicant: Fort Bragg Kiwanis Phone: 962-2860 (Steve) / 4-5516 (Tania)

Address: P O Box 1285, Fort Bragg CA 95437

Signature: [Handwritten Signature] Title: Co-Chair

Category: Parade

Provide square footage for sidewalk: If none of the above, specify

TO BE COMPLETED BY CITY

LIABILITY INSURANCE REQUIRED? No Yes Amount: \$1 million

FEES (Account 110.0000.2601): Issuance Fee: \$55.00 Permit Fee: \$ Total Fees: \$55.00

SITE INSPECTION REQUIRED: No Yes
(Site inspection is to verify that applicant has met all encroachment permit conditions. Please contact the Engineering Department at 961-2823 to schedule an inspection.)

cc: Public Works Department, Police Department (via FAX), Applicant, Community Development Dept., Engineering Dept.
Logged into computer: Date Initials

Reset Form

Print Form

ENCROACHMENT PERMIT GENERAL PROVISIONS

1. A permit is issued under the provisions of Chapter 5.5 of Division 2 of the Streets and Highways Code and Chapter 9 78 of the Fort Bragg Municipal Code. Except as otherwise provided for public agencies and franchise holders, the permit is revocable on five (5) days notice.
2. It is understood and agreed by the applicant that the doing of any work under the permit shall constitute an acceptance of the provisions, terms, conditions and/or restrictions
3. Before starting any construction work authorized by the permit, the permittee shall notify the Engineering Department. Such notice shall be given at least 48 hours in advance of the time work is to start. If the work entails street closures or detours, please see Special Conditions attached
4. The permit shall be kept at the site of the work and must be shown to any representative of the grantor or any law enforcement officer upon demand.
5. PUBLIC CONVENIENCE - Applicant shall so conduct his operations as to offer the least possible obstruction and inconvenience to the public. Unless otherwise provided on the permit, all public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the permittee at his expense. Any soil or debris tracking from a construction site is strictly prohibited. If the spillage is hazardous, the Mendocino County Office of Environmental Health must be notified at 964-2714, as well as the Fort Bragg Police Department at 964-0200.
6. PUBLIC SAFETY - Should the Applicant's operations create a condition hazardous to the public, he shall furnish, erect, and maintain, at his expense, such fences, barricades, lights, signs, and other devices as are necessary. Applicant shall furnish at his expense, such flagmen and guards as are necessary to prevent accidents or damage or injury to the public. No material or equipment shall be stored where it will interfere with the free and safe passage of public traffic. Should the Applicant's operations create a condition hazardous to traffic, please see Special Conditions attached.
7. All work shall conform to recognized standards of construction and those specifications prescribed on the face of this permit. All the work shall be done subject to the supervision of, and to the satisfaction of, the grantor. Upon completion of the work, all brush, timber, scraps, dirt, mud, construction dust or debris, and material shall be entirely removed and the right of way left in as presentable condition as before work started. Work which requires the presence of an employee of the grantor as inspector, the salary and other incidental expenses of such inspection during the work shall be paid by the permittee upon presentation of a bill therefor.
8. It is understood by Applicant that whenever construction, reconstruction, or maintenance work on the highway may require the relocation of the installation provided for herein, it shall, upon request of the grantor, be immediately moved by, and at the sole expense of, the permittee.
9. An encroachment permit does not relieve permittee from the responsibility of obtaining all applicable permits and/or licenses as may, in connection with the work or activity therein described, be required from other public agencies and/or commissions. Failure by applicant to secure all necessary and applicable permits and/or licenses shall nullify the permit.
10. LIABILITY FOR DAMAGES - Applicant is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or which may arise out of failure on the permittee's part to perform his obligations under the permit in respect to maintenance. In the event any claim of such liability is made against the City of Fort Bragg, or any department, officer, or employee, thereof, applicant shall defend, indemnify and hold them and each of them harmless from such claim.
11. DUE CARE shall be exercised to avoid injury to existing Highway improvements or facilities. City road surfacing shall be replaced by equal or better than the surfacing disturbed. The cost of all materials, labor, etc. necessary for installation of the encroachment shall be borne by the permittee. The cost of any labor and materials for repairs to the road by city forces, made necessary by the work done under the permit, shall be charged to the permittee at actual cost.
12. If the work herein contemplated shall interfere with the established drainage, ample provision shall be made by the permittee to provide for it as may be directed by the grantor.
13. Upon completion of underground or surface work of consequence, the permittee shall furnish a plan to the Department of Public Works showing the location and details.
14. The permittee agrees by the acceptance of the permit to exercise reasonable care to maintain properly any encroachment placed by it in the highway and to exercise reasonable care in inspecting for and immediately repairing, and making good any injury to any portion of the highway which occurs as a result of the maintenance of the encroachment in the highway or as a result of the work done under the permit including any and all injury to the highway which would not have occurred had such work not been done or such encroachment not placed therein.
15. Permittee shall obtain an encroachment permit from the Office of the City Clerk prior to advertising the conduct of the activity. Permittee shall arrange for adequate security, traffic and litter control by conferring with the Police Department. Permittee shall reimburse City for any extraordinary costs of providing City services in support of the event. Extraordinary costs may include City employee overtime, disposal fees, the cost of supplies and materials and/or contract services.

Approved: Cynthia VanDusen
(City Clerk)

10/10/07
(Date)

A FULLY EXECUTED COPY OF THIS APPLICATION SHALL CONSTITUTE A PERMIT



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin Street
Fort Bragg, California 95437
tel. 707.961.2823
fax. 707.961.2802
www.fortbragg.com

September 6, 2007

Kiwanis of Fort Bragg
c/o Mr. Steve Ward
State farm Insurance
P.O. Box 1285
Fort Bragg, CA 95437

Subject: Holiday Lights Parade to be held on December 1, 2007

Dear Mr. Ward:

The Technical Advisory Committee, at their special meeting of September 5, 2007, reviewed the Holiday Lights Parade event to be held on December 1, 2007 from 6:30 p.m. until 9:00 p.m. and unanimously approved it based on the following conditions:

CONDITIONS

1. The parade shall be held on Saturday, December 1, 2007 rain or shine.
2. The applicant shall obtain all necessary City and Caltrans encroachment permits for the parade and road closure(s).
 - a. The applicant shall submit proof of liability insurance for the event with the City of Fort Bragg specifically named as "additional insured" by policy endorsement to the City Clerk prior to issuance of the encroachment permit for the event. A copy of the "Policy Endorsement" naming the City of Fort Bragg as an additional insured must also be submitted with the Certificate of Insurance. The amount of insurance required is a minimum of one million dollars. For clarification, contact Cindy VanWormer, City Clerk, or Office Clerk Brenda Jourdain, at 961-2823.
3. The applicant shall obtain a sufficient number of Event Volunteers to place "No Parking" signs on both sides of the 100 block of Oak Street, both sides of the 100 block through 300 block of West Pine Street, both sides of the 100 through 400 blocks of North Franklin Streets, and both sides of the 300 block of North Main Street. Signs are to be clearly written in at least 1" lettering and shall state the date and time the parking restriction applies. The "No Parking" signs shall be placed at least 24 hours prior to the event. The applicant shall contact Mike Cimolino, Public Works Superintendent, at least one week in advance of the event to coordinate placement, pick up, and drop off of the "no parking" signs. Mike Cimolino may be reached at (707) 961-2836.
4. Applicant shall obtain and place "Event Ahead" and "Detour Ahead" roadway signs on Main Street in advance of the event. In addition, the applicant shall coordinate to have barricades at all closed intersections. Three barricades are required at each closed intersection. The applicant shall contact Mike Cimolino, Public Works Superintendent at least one week in advance of the event to coordinate placement, pick up, and drop off of the barricades. Mike Cimolino may be reached at (707) 961-2836.
5. All decorative material on parade entries and floats shall be noncombustible or flame retardant.
6. All motorized parade entries, floats, and/or towing apparatus shall have a portable fire extinguisher readily accessible to the operator. The fire extinguisher shall be 2-A, 10-B:C rated model or equivalent as approved by the Fort Bragg Fire Department.

7. No candy shall be thrown from any parade vehicle.
8. The parade shall stage in the Skunk Train parking lot if possible. If the applicant finds that the use of that property is not possible, they shall contact the City immediately to schedule a special TAC meeting to discuss an alternative.
9. The applicant shall obtain a minimum of 15 Event Volunteers to control traffic at the following intersections:
 - Main Street at Pine Street – East Side
 - Main Street at Pine Street – North Side
 - Main Street at Laurel Street – East Side
 - Main Street at Laurel Street – West Side
 - Main Street at Redwood Avenue – East Side
 - Main Street at Redwood Avenue – West Side
 - Main Street at Alder Street – East Side
 - Main Street at Alder Street – West Side
 - Main Street at Oak Street – West Side
 - Main Street at Oak Street – South Side
 - Franklin Street at Oak Street – East Side
 - Franklin Street at Oak Street – South Side
 - Franklin Street at Alder Street – East Side
 - Franklin Street at Redwood Avenue – East Side
 - Franklin Street at Redwood Avenue – West Side
10. All event volunteers shall wear reflective safety vests or equivalent as approved by the Fort Bragg Police Department.
11. The applicant shall obtain Event Volunteers to assist with participants parking at the end of the parade route so that all entries are parked within the 300 and 400 block of North Franklin Street. Any event vehicle or float that cannot fit into that area shall be responsible for parking in a legal fashion elsewhere. Overflow onto the Redwood Avenue intersection, or onto the 200 block of North Franklin Street will not be allowed.
12. The event sponsors shall provide the name of all Event Volunteers to Fort Bragg Police Lieutenant Robert Watson on or before 5:00 p.m. Monday, November 27, 2006. Lt. Watson may be reached at (707)961-2800.
13. All Event Volunteers shall report to the Fort Bragg Police Department at 5:30 p.m. on the day of the event for briefing.

If you have any questions regarding this matter, please feel free to contact me at (707) 961-2823 x107.

Cordially,



Chris Carterette
City Planner

Cc: TAC
City Clerk
City Council