



City of Fort Bragg

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

Meeting Agenda Special Meetings

Thursday, August 18, 2022

11:00 AM

Via Video Conference

Visit Fort Bragg-Special Meeting

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Administrative Assistant Diana Sanchez, dsanchez@fortbragg.com.

ZOOM WEBINAR INVITATION

*You are invited to a Zoom webinar.
When: Aug 18, 2022 11:00 AM Pacific Time (US and Canada)
Topic: Visit Fort Bragg-Special Meeting*

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83259034422>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

*US: +1 669 444 9171 or +1 719 359 4580 (*6 mute/unmute, *9 raise hand)*

Webinar ID: 832 5903 4422

TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE CHAIR OR ACTING CHAIR CALLS FOR PUBLIC COMMENT ON THE ITEM YOU WISH TO ADDRESS.

1. CONDUCT OF BUSINESS

[22-414](#) Receive Report and Provide Direction to Staff Regarding VFB FY 22/23 Budget

- Attachments:** [VFB FY22/23 Budget Report](#)
[Att 1. American Lighting Quote & Specs](#)
[Att 2. Budget Table](#)

2. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
 COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on August 17, 2022.

Diana Sanchez, 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.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



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Text File

File Number: 22-414

Agenda Date: 8/18/2022

Version: 1

Status: Business

In Control: Special Meetings

File Type: Staff Report

Receive Report and Provide Direction to Staff Regarding VFB FY 22/23 Budget



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: AUGUST 18, 2022
TO: VISIT FORT BRAGG COMMITTEE
FROM: CRISTAL MUNOZ, ADMINISTRATIVE ANALYST
AGENDA ITEM TITLE: RECEIVE REPORT AND PROVIDE DIRECTION TO
STAFF REGARDING VFB FY 22/23 BUDGET

BACKGROUND AND OVERVIEW:

On June 23, 2022, the Visit Fort Bragg Committee (VFB) discussed the \$20,000 discretionary budget for FY 22/23. At this meeting, two priorities were identified: 1) installing bistro lights in the downtown area; and 2) supporting special events during the shoulder seasons (Fall, Winter, and Spring). This report explores a variety of approaches to bistro lighting for VFB consideration, as well as potential shoulder season events to inform VFB budget discussion.

ANALYSIS:

Autumn Event: Magic Market

VFB Special Events Subcommittee recommends hosting a Magic Market this year on Saturday, October 29th from 11 am to 4 pm. Thirty vendors participated in 2021, and more participation is anticipated this year. The Magic Market is a fall themed street fair that has food vendors, merchants, and music with a spooky flair. As such, street closure on the 300 and 400 block of Franklin Street, as well as east of the alley on the 100 to 200 block of Laurel Street is proposed.

Table 1.

| Magic Market Estimated Budget | |
|-------------------------------|----------------|
| Caltrans Encroachment Permit | \$0 |
| Event Insurance | \$500 |
| County Health Permit | \$180 |
| County Event Permit | \$160 |
| (3) Restrooms | \$800 |
| Musicians | \$800 |
| Decorations | \$400 |
| (10) Sidewalk Flags | \$800 |
| (100) Posters | \$200 |
| (100) Postcards | \$150 |
| Contest Prizes | \$700 |
| Photo Booth Supplies | \$500 |
| Face Painting Supplies | \$100 |
| Wand Making Supplies | \$200 |
| Water for Volunteers | \$50 |
| Total | \$5,540 |

Winter Event: Winter Wonderland

VFB Special Events Committee recommends hosting a Winter Wonderland event in coordination with the annual Lighted Truck Parade and Tree Lighting Ceremony scheduled for the first Saturday of December. The Winter Wonderland event would be at Town Hall and would include photos with Santa Claus at no cost, musicians, and vendors.

Table 2.

| Winter Wonderland Estimated Budget | |
|------------------------------------|----------------|
| Event Insurance | \$500 |
| County Event Permit | \$165 |
| Musicians | \$800 |
| Decorations | \$400 |
| (100) Posters | \$200 |
| (100) Postcards | \$150 |
| Contest Prizes | \$500 |
| Photo Booth Supplies | \$500 |
| Event Activity Supplies | \$100 |
| Total | \$3,315 |

Spring Event: Unidentified Block Party

VFB Special Events Committee recommends hosting a block party in the spring. This event could be timed with the Chamber of Commerce Whale Festival held the third week in March or a stand-alone event in April/May. Planning and budgetary considerations for this event is anticipated to be similar to the Magic Market.

Table 3.

| Spring Block Party Estimated Budget | |
|-------------------------------------|----------------|
| Event Insurance | \$500 |
| County Event Permit | \$165 |
| County Health Permit | \$180 |
| Musicians | \$800 |
| Decorations | \$400 |
| (100) Posters | \$200 |
| (100) Postcards | \$150 |
| Contest Prizes | \$100 |
| Photo Booth Supplies | \$500 |
| Outdoor Tent | \$2000 |
| Event Activity Supplies | \$500 |
| Total | \$3,495 |

Downtown Bistro Lighting

Staff researched potential bistro lighting scenarios in order to provide a high-level analysis for VFB consideration. For the purpose of this staff report, lighting is focused on the 300 block of Franklin Street, which has 8 cast iron light poles, shown by yellow dots in Image 1.

Staff reached out to the City of San Rafael staff regarding potential vendors for outdoor lighting and was referred to American Lighting for a quote (Attachment 1 - American Lighting Quote & Specs). Lighting strands suitable for outdoor, year-round use are offered in 330ft length for \$520.65, plus the cost of light bulbs, which is \$1,101.80 per strand.



Image 1: Light Pole Locations,300 Block of Franklin Street

Option1: Install lighting between light poles on the same side of the street

Hanging lights parallel to the street from existing light poles could be done relatively quickly. One potential challenge could be that the spacing of light poles along some sections of Franklin Street may require additional poles and/or support to string the lights.



Image 2: Example of Lighting on Same Side of Street

Table 4.

| Option 1 Estimated Budget | Costs |
|--|-------------|
| Bistro Light Strands east/west side of 300 block Franklin | \$1,050 |
| Light Blubs Including 25 replacement bulbs | \$2,204 |
| Labor + Equipment | TBD |
| Additional Poles (if needed) | \$400-\$800 |
| Total | \$4,554 |

Option 2: Install lighting from light poles in a zig-zag formation, crossing the street

Existing light poles are not tall enough to install lighting and maintain vehicle clearance. In order to facilitate Option 2, the current poles would need to either be retrofitted in some way or new poles would need to be installed. Further research is necessary should VFB wish to pursue this method (Image 3).



Image 3: Example of Zig-Zag Lighting Crossing the Street

Table 5.

| Option 2 Estimated Budget | Costs |
|---|-----------------|
| (8) Retrofitting existing cast iron poles on 300 block of Franklin Street | \$900 each |
| (8) Installing taller stainless steel poles | \$1500 each |
| Bistro Light Strands | \$1,780 |
| Light Blubs | \$3150 |
| Engineering consultant | TBD |
| Boom Lift Rental | \$425/day |
| Labor + Equipment | TBD |
| Total | \$19,000 |

Option 3: Wrap string lights around poles and encourage merchants to install lighting in windows

VFB may consider simply wrapping existing light poles in string lighting. These lights could serve throughout the year and be decorated seasonally. For example, large red bows in the winter, bats during Halloween, or artificial flowers in the spring.



Image 4: Example of light poles with seasonal decorations

Table 6.

| Option 3 Estimated Budget | Costs |
|-------------------------------|-----------|
| String Lighting for Poles (8) | \$800 |
| Seasonal Decorations | \$800 |
| Labor + Equipment | TBD |
| Boom Lift Rental | \$425/day |
| Total | \$2,025 |

RECOMMENDATION:

Consider potential uses for VFB discretionary FY 22/22 funding and provide direction to staff.

ALTERNATIVES:

Request staff provides additional information to aid in decision making.

NOTIFICATIONS:

- “Notify Me” Subscriber Lists: Economic Development Planning; Fort Bragg Downtown Businesses; Tourism and Marketing

ATTACHMENTS:

1. American Lighting Quote & Specs
2. Table of Potential Budgetary Items



AMERICAN LIGHTING
 11775 East 45th Avenue
 Denver, CO 80239
 Phone (303) 695-3019
 Fax: (303) 695-7633

Quote #: 2365189
 Ship Via: None
 Customer ID:
 PO Number: SEAS - Cristal - LS-MS-24

AMERICAN LIGHTING QUOTE

| Bill To: | Ship To: |
|----------|----------|
|----------|----------|

City of Fort Bragg
 Cristal Munoz
 416 N. Franklin Street

City of Fort Bragg
 Munoz, Cristal
 416 N. Franklin Street

Fort Bragg, CA 95437
 USA,

Fort Bragg, CA 95437
 USA

| | <u>Price</u> | <u>Discount %</u> | <u>Adj Price</u> | <u>Qty</u> | <u>Unit</u> | <u>Extended Price</u> |
|---|--------------|-------------------|------------------|------------|-------------|-----------------------|
| 1 LS-MS-24-BK: 330' LT STRG,MED BASE,2' SCKT SP,SUSPENDED SCKT,BL | \$520.65 | 0.00 | \$520.65 | 2.00 | Each | \$1,041.30 |
| 2 PS14-E26-WW: PREM LED S14 LAMP,TRANSPARENT GLASS,1.4W,120V,E26, | \$157.40 | 0.00 | \$157.40 | 14.00 | BX25 | \$2,203.60 |
| 3 LS-CABLE-500: 500' SPOOL OF 1/8" CABLE FOR BULK CGLS INSTALL | \$146.80 | 0.00 | \$146.80 | 2.00 | Each | \$293.60 |
| 4 LS-LOCK-4: BAG OF 4 1/8" CABLE LOCKS, USE WITH LS-CABLE-500,CGL | \$31.65 | 0.00 | \$31.65 | 2.00 | Each | \$63.30 |
| 5 LS-TT: TENSIONING TOOL FOR CGLS INSTALLATION CABLE | \$108.90 | 0.00 | \$108.90 | 1.00 | Each | \$108.90 |
| 6 LS-M/MS-END: BLACK, END CAP FOR MED BASE LIGHT STRING,3/8" DIA, | \$0.75 | 0.00 | \$0.75 | 1.00 | Each | \$0.75 |

Merchandise Total: \$3,711.45

In order to avoid delays and to validate quoted price, please either submit a copy of this quote with your purchase order or reference this Quote # (located at the top right hand corner of the Quote) on your purchase order.

Pricing on this quote is valid until: Tuesday, October 4, 2022

Products and Pricing on this quote are subject to American Lighting's Terms & Conditions.

All the parts listed and their corresponding quantities are based on how we understood your request.
 Some accessories and their quoted quantities were estimated and may not be the actual needed quantities.
 American Lighting cannot be held responsible for any misunderstanding of what is needed or how it will be used for your project.

Created By: Troy Romero on 8/5/22 12:22 pm



Features

- Available in E26, E17, and E12 base options
- Formulated PVC sockets form a tight seal around bulbs to preclude the entrance of water and moisture
- Suspended socket has T-mold with mounting hole; Non-suspended socket has two mounting ears built into the base
- Use Commercial Grade Light String with Long Life Pro Decorative lamps (sold separately)

Available Colors



Black

Listing / Ratings



LS2 Only

Commercial Grade Light String

Use Commercial Grade Light String in reels, interconnect-able kits, or cord and plug sets with three socket size and spacing combinations for decorative/event/festive lighting applications. Suitable for outdoor, year-round use. For spans up to 20 feet, use eye bolts and plastic ties to anchor ends. For spans longer than 20 feet, use catenary cable (sold separately) with plastic ties at each socket.

Technical Information

| | |
|---------------|--|
| Series | LS / LS2* |
| Input Voltage | 120V AC, 60Hz |
| Wattage | Max per socket: 25W (E26) / 10W (E17 / E12) |
| Max Run | See individual product |
| Socket | E26 (medium) |
| Spacing | 24" (E26) / 15" (E17) / 12" (E12) |
| Cuttable | Yes** |
| IP Rating | IP64** |
| Rating | Indoor/Outdoor; Suitable for year-round use* |
| Rated Life | Varies by lamp used |

* All LS products are non-rated; LS2 interconnect-able kits are cTUVus Listed to UL standard UL588 for wet location all-year use, however safety rating is void if product is cut. Not intended for installation in ceilings, soffits, cabinets or other enclosed spaces.

**For non-cut cTUVus Listed LS2 product, interconnected strings must be properly sealed and strain relief protected with electrical tape at each connection point. For non-rated LS product, any cut ends must be sealed with LS-M/MS-END and/or electrical tape (ensure proper seal to preclude entrance of water).

Light String Accessories

| | |
|-------------------------|---|
| LS-M/MS-END | Plastic End Cap (LS2 /LS) |
| M-PLUG-BK-SPT2-B | SPT-2 Slide On Male Plug (E17 / E12) - Qty 25 |



SPEKTRUM+

TRULUX LIGHTING SYSTEMS

TASK LIGHTING

DOWNLIGHTING

LINEAR LIGHTING
COMMERCIAL GRADE
LIGHT STRING

ARCHITECTURAL LIGHTING

POWER SUPPLIES

MEDIUM BASE (E26) cTUVus LISTED ORDERING INFORMATION 1200W Max (48ft)

| ITEM NUMBER | LENGTH | SOCKETS | SOCKET SPACING | SOCKET TYPE | MAX WATTAGE | IP RATING | Rating |
|-----------------|--------|---------|----------------|---------------|----------------|-----------|--------|
| LS2-M-24-48-BK | 48 ft | 24 | 24 in | Non-suspended | 25W per socket | IP64 | TUV |
| LS2-MS-24-48-BK | 48 ft | 24 | 24 in | Suspended | 25W per socket | IP64 | TUV |

* LS2 interconnectable kits are cTUVus Listed for wet location use; safety rating is void if product is cut. LS2 kits include 120V male plug + female socket.

MEDIUM BASE (E26) ORDERING INFORMATION 600W Max (48ft) / 1250W Max (100ft) / 1800W Max (330ft)

| ITEM NUMBER | LENGTH | SOCKETS | SOCKET SPACING | SOCKET TYPE | MAX WATTAGE | IP RATING | Rating |
|-----------------|--------|---------|----------------|---------------|----------------|-----------|--------|
| LS-M-24-100-BK | 100 ft | 50 | 24" | Non-suspended | 25W per socket | IP64 | N/A |
| LS-M-24-BK | 330 ft | 165 | 24" | Non-suspended | 25W per socket | IP64 | N/A |
| LS-MS-24-100-BK | 100 ft | 50 | 24" | Suspended | 25W per socket | IP64 | N/A |
| LS-MS-24-BK | 330 ft | 165 | 24" | Suspended | 25W per socket | IP64 | N/A |

* All LS products are non-rated. 100ft lengths include 120V plug + terminated end. 330ft Bulk reels include bare wire lead + bare wire tail.



INTERMEDIATE BASE (E17) BULK REELS ORDERING INFORMATION 1200W Max (330ft)

| ITEM NUMBER | LENGTH | SOCKETS | SOCKET SPACING | SOCKET TYPE | MAX WATTAGE | IP RATING | Rating |
|-------------|--------|---------|----------------|---------------|----------------|-----------|--------|
| LS-I-15-BK | 330 ft | 264 | 15" | Non-suspended | 10W per socket | IP64 | N/A |

* All LS products are non-rated. 330ft Bulk reels include bare wire lead + bare wire tail.



CANDELABRA BASE (E12) BULK REELS ORDERING INFORMATION 1200W Max (330ft)

| ITEM NUMBER | LENGTH | SOCKETS | SOCKET SPACING | SOCKET TYPE | MAX WATTAGE | IP RATING | Rating |
|-------------|--------|---------|----------------|---------------|----------------|-----------|--------|
| LS-C-12-BK | 330 ft | 330 | 12" | Non-suspended | 10W per socket | IP64 | N/A |

* All LS products are non-rated. 330ft Bulk reels include bare wire lead + bare wire tail.



SPEKTRUM+

TRULUX LIGHTING SYSTEMS

TASK LIGHTING

DOWNLIGHTING

LINEAR LIGHTING
PRO DEC S14 LAMP

ARCHITECTURAL LIGHTING

POWER SUPPLIES

Features

- SMD LED powered by on-board driver for 120V AC use in medium base (E26) sockets
- Nickel base resists corrosion
- Ultra clear glass lenses
- Dimmable with most CL or TRIAC dimmers*
- IP65 rated for wet location use
- cULus Listed for indoor and outdoor use
- Sold in boxes of 25 and cases of 200

Available CCT



2400K 2700K

Dimming Options

- CL (10-100%*)
- TRIAC (10-100%*)

Listing / Ratings



Pro Dec S14

A variety of LED S14 lamps for direct replacement of 11W incandescent versions saves 87% in running costs. The classic decorative bulb shape features a nickel base which resists corrosion and offers up to 60 lumens of long lasting, energy efficient LED light.

Technical Information

| | |
|---------------|-------------------------------------|
| Series | PS14 |
| Base | E26 |
| Input Voltage | 120V AC, 60Hz |
| CCT | 2400K / 2700K |
| Wattage | 1.4W |
| Lumens | Up to 60Lm (see individual product) |
| IP Rating | IP65 |
| Dimmable | 10-100%* |
| Rating | cULus Listed for indoor/outdoor use |
| Rated Life | 25,000 hrs |

*Minimum loads will apply

Ordering Information

| | |
|---------------------|---|
| PS14-E26-UWW | Transparent / Ultra Warm White (2400K) / 30Lm |
| PS14-E26-WW | Transparent / Warm White (2700K) / 36Lm |
| PS14-E26-WH | Transparent / Bright White (5500K) / 48Lm |

| Cost | Bistro Light Options | | |
|------|----------------------|-------------|------------|
| | Option 1 | Option 2 | Option 3 |
| | \$4,554.00 | \$19,000.00 | \$2,025.00 |

| Cost | Shoulder Season Options | | |
|------------|-------------------------|-------------------|-----------------------|
| | Fall | Winter | Spring |
| | Magic Market | Winter Wonderland | Undefined Block Party |
| \$5,540.00 | \$3,315.00 | \$3,495.00 | |