



# 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**

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Monday, January 23, 2023

6:00 PM

Town Hall, 363 N. Main Street  
and Via Video Conference

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### COUNCILMEMBERS PLEASE TAKE NOTICE

*Councilmembers are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.*

### ZOOM WEBINAR INVITATION

*This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.*

*You are invited to a Zoom webinar.*

*When: Jan 23, 2023 06:00 PM Pacific Time (US and Canada)*

*Topic: City Council Meeting*

*Please click the link below to join the webinar:*

*<https://us06web.zoom.us/j/84626785100>*

*Or Telephone: +1 669 444 9171 or +1 253 205 0468 (\*6 mute/unmute; \*9 raise hand)*

*Webinar ID: 846 2678 5100*

*To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Mayor or Acting Mayor calls for public comment on the item you wish to address.*

### AGENDA REVIEW

#### **1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS**

#### **2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS**

*MANNER OF ADDRESSING THE CITY COUNCIL: All remarks and questions shall be addressed to the City Council; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Mayor or Acting Mayor. Public comments are restricted to three (3) minutes per speaker.*

*TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Mayor or Acting Mayor may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. 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 number of persons wishing to speak 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: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Council's response to questions and requests made during this comment period.*

*WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Councilmembers as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, 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 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 City Clerk June Lemos, [jlemos@fortbragg.com](mailto:jlemos@fortbragg.com).*

### **3. STAFF COMMENTS**

### **4. MATTERS FROM COUNCILMEMBERS**

### **5. 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.*

- 5A. [22-642](#)** Accept and File Development Impact Fee Report, Utility Capacity Fee Reports and General Plan Maintenance Fee Report for Fiscal Year Ending June 30, 2022

**Attachments:** [Parking In Lieu Fees FY 21-22](#)  
[Wastewater Capacity Fees FY 21-22](#)  
[Water Capacity Fees FY 21-22](#)  
[General Plan Maintenance Annual Report FY 21-22](#)

- 5B. [22-658](#)** Approve Scope of Work for a Request for Proposals to Develop a Downtown Parking Strategy

**Attachments:** [RFP - Parking Study](#)  
[Public Comment 5B](#)

- 5C. [23-002](#)** Receive and File Complete Streets Safety Assessment Prepared by Berkeley SafeTREC

**Attachments:** [2022 CSAA Final Report](#)

- 5D. [23-015](#)** Adopt AMENDED City Council Resolution No. 4647-2023 Approving Redwood Waste Solutions Proposed Residential, Commercial and Multifamily, and Rolloff Rate Changes

**Attachments:** [RESO 4647 RWS Rate Increases-AMENDED](#)  
[RESO 4647-2023 EX A - AMENDED](#)  
[Public Comment 5D](#)

- 5E. [23-005](#) Adopt City Council Resolution Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency

**Attachments:** [RESO Authorize Remote Meetings](#)

- 5F. [23-006](#) Adopt City Council Resolution Confirming the Continued Existence of a Local Emergency in the City of Fort Bragg

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

- 5G. [23-007](#) Adopt City Council Resolution Appointing Representatives to Represent and Vote on Behalf of the City at the League of California Cities Redwood Empire Division Business Meeting and Legislative Committee Meetings

**Attachments:** [RESO Redwood Division Reps to League of Cities](#)

- 5H. [23-012](#) Adopt City Council Resolution Approving Budget Amendment No. 2022/2023-12 of \$28,200 and Authorize the City Manager to Approve a Two-year Contract with Flock Safety to Purchase Seven Flock License Plate Reader Cameras in an Amount Not to Exceed \$28,200

**Attachments:** [RESO BA 2022/23-12](#)  
[Exhibit A Budget Amendment](#)  
[Exhibit B Flock Agreement/Quote](#)  
[Exhibit C Flock Safety Camera Information/ FAQs](#)

- 5I. [23-004](#) Approve Minutes of January 9, 2023

**Attachments:** [CCM20230109](#)

- 5J. [23-013](#) Approve Minutes of Special City Council Meeting of January 16, 2023

**Attachments:** [CCM20230116 Special](#)

## **6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS**

## **7. 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.*

## **8. CONDUCT OF BUSINESS**

- 8A. [23-008](#) Receive Report and Consider Approval of Policy Regarding Donations to the City of Fort Bragg

**Attachments:** [01232023 Donation Policy Staff Report](#)  
[Att 1 - Donation Policy - Administration Regulation](#)  
[Att 2 - Acknowledgment Donation Form](#)  
[Public Comment 8A](#)

- 8B. [23-010](#)** Receive Report and Consider Approval of Policy Regarding Public Comments During City Council and Other Public Meetings

**Attachments:** [01232023 Public Comment Staff Report](#)  
[Att 1 - Administrative Regulation on Public Comments](#)  
[Public Comment 8B](#)

- 8C. [22-624](#)** Receive Report and Consider Adoption of City Council Resolution Authorizing the City Manager to Execute Agreement with Precision Wireless Services for Procurement and Installation of Four (4) Police Vehicle Build Kits (Amount Not to Exceed \$91,054.64, Fleet Account No. 522-4550-0742)

**Attachments:** [01232023 Precision Wireless Purchase.docx](#)  
[Att 1 - RESO Precision Wireless](#)  
[Att 2 - RESO Exhibit A - Precision Wireless Quote](#)

- 8D. [22-594](#)** Receive Fiscal Year 2022-23 First Quarter Financial Report

**Attachments:** [FY 2022-23 Q1 Financial Report](#)  
[01232023 2022-23 Q1 Staff Report](#)

## **9. CLOSED SESSION**

- 9A. [23-014](#)** CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Gov. Code Section 54956.9: (One Case)

## **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, FEBRUARY 13, 2023**



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 January 19, 2023.

\_\_\_\_\_  
 June Lemos, MMC  
 City Clerk

**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 upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <https://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).*



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
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## Text File

File Number: 22-642

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Filed

**In Control:** City Council

**File Type:** Report

**Agenda Number:** 5A.

Accept and File Development Impact Fee Report, Utility Capacity Fee Reports and General Plan Maintenance Fee Report for Fiscal Year Ending June 30, 2022

# City of Fort Bragg, California

## Development Impact Fees Report Parking In-Lieu Fees Fiscal Year Ended June 30, 2022



Prepared by City of Fort Bragg

**City of Fort Bragg, California**  
**Development Impact Fees Report**  
**Parking-In-Lieu Fees**  
**Fiscal Year Ended June 30, 2022**

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For purpose of compliance with California Government Code Subsection 66006(b)(1), the following information regarding AB 1600 fees is presented in connection with the City’s Parking I-Lieu fund:

*(A) A brief description of the type of fee in the account or fund.*

Parking In-Lieu Fee – The Parking In-Lieu Fee was established to provide flexibility for property owners in the Central Business District. Property owners can pay the fee instead of developing on-site parking which would otherwise use a significant amount of land and have a high cost to build. The Parking In-Lieu Fees allow for shared parking, better urban design, more flexible and effective land use, historic building reuse and economic development.

*(B) The amount of the fee.*

The Parking In-Lieu fee was temporarily waived effective October 22, 2012. The waiver has been extended annually since that time and continues in effect.

*(C) The beginning and ending balance of the account or fund. See statement below.*

*(D) The amount of the fees collected and the interest earned. See statement below.*

**Statement of Revenues, Expenditures, and Changes in Fund Balance**

	<u>2022</u>
<b>Revenues</b>	
Parking Fees	\$ -
Interest Income	250
<b>Total Revenues</b>	<b>\$ 250</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>\$ -</b>
<b>Other Financing Sources (Uses)</b>	
Transfers in	-
Transfers out	-
<b>Total Other Financing Sources &amp; Uses</b>	<b>\$ -</b>
<b>Revenues Over (Under) Expenses</b>	<b>\$ 250</b>
<b>Beginning Fund Balance as of 07/01/2021</b>	<b>\$ 34,541</b>
<b>Ending Fund Balance as of 06/30/2022</b>	<b>\$ 34,791</b>

**City of Fort Bragg, California**  
**Development Impact Fees Report**  
**Parking-In-Lieu Fees**  
**Fiscal Year Ended June 30, 2022**

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*(E) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.*

There were no expenditures in FY 2020-21.

*(F) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.*

Currently there are no plans for the use of the balance of funds in the parking fund.

*(G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.*

In 2012 the balance of the parking-in-lieu fees was transferred to a fund called "parking".

*(H) The amount of the refunds made pursuant to subdivision (e) Section 66001 and any allocation pursuant to subdivision (f) of Section 66001.*

No refunds were made during the fiscal year.

# City of Fort Bragg, California

## Wastewater Capacity Fees Report

### Fiscal Year Ended June 30, 2022



Prepared by City of Fort Bragg  
Isaac Whippy

**City of Fort Bragg, California**  
**Wastewater Capacity Fees**  
**Fiscal Year Ended June 30, 2022**

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For purpose of compliance with California Government Code Subsection 66013(d), the following information regarding Capacity Charges is presented in connection with the City's Sewer Capacity Charge Fund:

- (1) A description of the charges deposited in the fund.

Capacity Fees - Capacity charges collected are used for the planning, design, construction or support activities of facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future that are of reasonable benefit to the person(s) being charged.

<b>SEWER CAPACITY CHARGE</b>	<b>\$ 3,640</b>
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FY 2021/22:

- (2) The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund. **See statement below.**

- (3) The amount of charges collected in that fiscal year. **See statement below.**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**

[REDACTED]	<u>2022</u>
<b>Revenues</b>	
Capacity Fees	\$ 7,353
Interest Income	4,934
<b>Total Revenues</b>	<b>\$ 12,286</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>\$ -</b>
<b>Other Financing Sources (Uses)</b>	
Transfers in	
Transfers out	
<b>Total Other Financing Sources &amp; Uses</b>	<b>\$ -</b>
<b>Revenues Over (Under) Expenses</b>	<b>\$ 12,286</b>
<b>Beginning Fund Balance as of 07/01/2021</b>	<b>\$ 699,092</b>
<b>Ending Fund Balance as of 06/30/2022</b>	<b>\$ 711,379</b>

**City of Fort Bragg, California**  
**Wastewater Capacity Fees**  
**Fiscal Year Ended June 30, 2022**

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(4) An identification of all of the following:

- (A) Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.
- (B) Each public improvement on which charges were expended that was completed during that fiscal year.

*No fees were expended in the fiscal year ended June 30, 2022.*

- (C) Each public improvement is anticipated to be undertaken in the following fiscal year.

Sewer Collection System Condition Assessment (in current CIP)

- This is a planning document that assesses future sewer improvements system-wide.
- The estimated cost is \$750,000 and is scheduled to be undertaken in FY 2022/23.

(5) A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

*No interfund transfers or loans were made during the fiscal year utilizing these funds.*



# City of Fort Bragg, California

## Water Capacity Fees Report Fiscal Year Ended June 30, 2022



Prepared by City of Fort Bragg  
Isaac Whippy

**City of Fort Bragg, California**  
**Water Capacity Fees**  
**Fiscal Year Ended June 30, 2022**

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For purpose of compliance with California Government Code Subsection 66013(d), the following information regarding Capacity Charges is presented in connection with the City's Water Capacity Charge fund:

- (1) A description of the charges deposited in the fund.

Capacity Fees - Capacity charges collected are used for the planning, design, construction or support activities of facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future that are of reasonable benefit to the person(s) being charged.

FY 2021/22:

<b>WATER CAPACITY CHARGE</b>	<b>\$ 4,631</b>
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- (2) The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund. **See the statement below.**
- (3) The amount of charges collected in that fiscal year. **See the statement below.**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**

	<u>2022</u>
<b>Revenues</b>	
Capacity Fees	\$ 14,199
Interest Income	4,137
<b>Total Revenues</b>	<b>\$ 18,335</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>\$ -</b>
<b>Other Financing Sources (Uses)</b>	
Transfers in	
Transfers out	
<b>Total Other Financing Sources &amp; Uses</b>	<b>\$ -</b>
<b>Revenues Over (Under) Expenses</b>	<b>\$ 18,335</b>
<b>Beginning Fund Balance as of 07/01/2021</b>	<b>\$ 582,749</b>
<b>Ending Fund Balance as of 06/30/2022</b>	<b>\$ 601,085</b>

**City of Fort Bragg, California**  
**Water Capacity Fees**  
**Fiscal Year Ended June 30, 2022**

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(4) An identification of all of the following:

- (A) Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.
- (B) Each public improvement on which charges were expended that was completed during that fiscal year.

*There were no expenditures of Water Capacity fees in the fiscal year 2021/22.*

- (A) Each public improvement that is anticipated to be undertaken in the following fiscal year.

Water Treatment Plant Overhaul (in current CIP)

- Overhaul the City's Water Treatment Plant to replace filters and clarifiers initially installed in 1998 and 2006. The overhaul would also include increasing the filter to waste pipe size, replacing filter media, filter underdrain, filter wash system, clarifier media, manifold, water inlet headers, and sandblasting and painting the units.
- The estimated cost is \$5,400,000, design completed in FY 21/22 and construction in FY22/23.
- Accumulated revenue of \$18,000 and available reserves would be contributed towards funding the project. Accumulated Water Enterprise funds collected from water use rates for capital funding and other sources will provide the funding to complete the project.

*(B) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.*

(5) A description of each interfund transfer or loan made from the capital facilities fund. In the case of an inter-fund transfer, the information provided shall identify the public improvements on which the transferred money are, or will be, expended. In the case of an interfund loan, the information shall include the date on which the loan will be repaid and the rate of interest that the fund will receive on the loan.

*No interfund transfers or loans were made during the fiscal year utilizing these funds.*

# City of Fort Bragg, California

## General Plan Maintenance Fees Report Fiscal Year Ended June 30, 2022



Prepared by City of Fort Bragg  
Isaac Whippy

**City of Fort Bragg, California**  
**General Plan Maintenance Fund**  
**Fiscal Year Ended June 30, 2022**

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For informational purposes, the following information is presented in connection with the City's General Plan Maintenance fund:

A brief description of the type of fee in the account or fund:

General Plan Maintenance Fee – The purpose of the General Plan Maintenance fee is to cover the costs reasonably necessary to prepare and revise the plans and policies that the City is required to adopt before it can make any necessary findings and determinations.

The amount of the fee:

FY 2021/22:

General Plan Maintenance Fee:		
NOTE: Fee is not assessed for reroof permits and certain utility permits.		
*	Construction Permits	1.5% of total permit valuation
*	Residential Mobile Homes	1.5% of assigned valuation based on gross floor area of mobile home times \$51 per sq. ft.
*	Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)	The City Council may grant exemptions upon written request

The General Plan Maintenance Fee was waived by the City Council and further directed staff to professionally review and document the basis for a revised General Plan Maintenance Fee so that the fee does not exceed the estimated reasonable cost necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings; until such time a General Plan Maintenance Fee analysis could be conducted and the appropriate fee for long-range planning efforts determined, the City temporarily waived collection of a General Plan Maintenance Fee through Resolution 4314-2020; 4398-2021 and 4471-2021

**City of Fort Bragg, California**  
**General Plan Maintenance Fund**  
**Fiscal Year Ended June 30, 2022**

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**Statement of Revenues, Expenditures, and Changes in Fund Balance**

	<u>2022</u>
<b>Revenues</b>	
General Plan Maintenance Fees	\$ -
Interest Income	1,343
<b>Total Revenues</b>	<b>\$ 1,343</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>\$ 70,022</b>
<b>Other Financing Sources (Uses)</b>	
Transfers in	\$ -
Transfers out	\$ -
<b>Total Other Financing Sources &amp; Uses</b>	
<b>Revenues Over (Under) Expenses</b>	<b>\$ (68,679)</b>
<b>Beginning Fund Balance as of 07/01/2021</b>	<b>\$ 207,740</b>
<b>Ending Fund Balance as of 06/30/2022</b>	<b>\$ 139,061</b>

*The Fees were expended to pay staff time spent developing, reviewing, and revising the Inland General Plan, the Local Coastal Program Amendment, updates to the Inland Land Use and Development Code (Title 18 of the Municipal Code), and other related ordinances of the Municipal Code.*

For the fiscal year 2021/22, updates to the City’s General Plans and other City plans and policies included the following:

### **General Plan Amendment Draft Documents and Technical Review**

- LCP Amendment for Mill Site Reuse Plan was initiated with a series of City Council and Planning Commission meetings, including the development of many background studies, a draft land use plan, and numerous policy language revisions to the Coastal General Plan.
- A comprehensive review of the CLUDC was completed in an effort to prepare an LCP update of the housing codes to include adding Accessory Dwelling Units (ADU's), Tiny Homes, and Senate Bill SB9 urban lot divisions to address incompatibility in the Coastal Land Use Code with state laws to improve housing stock.
- Vehicle Miles Traveled (VMT) is the current measure for assessing impacts under the California Environmental Quality Act (CEQA) established by SB 743 in 2018. VMT replaces measuring traffic impacts using Levels of Service (LOS), which is the current metric used in the Cities General Plan. Staff spent time reviewing several studies prepared by consultants for the City on this topic.

### **Code Amendments**

- 968-2021 The ordinance adding Chapter 15.38 streamlines the permitting process for electric vehicle charging stations to Title 15 (Buildings and construction) of the City of Fort Bragg Municipal Code.
- 970-2021 This ordinance amended Article 4 ( standards for specific land uses), Article 3 (Zoning Districts and allowable land uses), and Article 10 (Definitions) of Title 18 (Inland Land Use and Development Code) of the Fort Bragg Municipal Code relating to the regulation of formula business.
- 971-2021 The ordinance added Chapter 7.18, Feeding of Wildlife to Title 7 (Animals) of the Fort Bragg Municipal Code to prohibit the feeding of wildlife.
- 974-2021 The ordinance rescinded the interim ordinance NO 964-2021 that placed a moratorium on the approval of applications and permits for formula business in the inland zoning area.
- 972-2021, 975-2021, and 976-2022 Urgency Ordinance and Extensions thereof Placing a Moratorium on the Approval of Applications and Permits for Cannabis Dispensaries in the Inland Zoning Area.
- 979-2022 amended six sections of Title 18 (Inland Land Use and Development Code) of the Fort Bragg Municipal Code to regulate commercial cannabis activities in the City of Fort Bragg.
- 980-2022 This ordinance amended Section 18.42.110 (Mobile/Manufactured Homes and Mobile Home Parks) and added Section 18.42.175 (Tiny Homes) to Chapter 18.42 (Standards for Specific Land Uses) of Title 18 (Inland Land Use and Development Code) of the Fort Bragg Municipal Code. This ordinance regulates alternative housing models and contributes to addressing housing supply shortages by allowing tiny movable homes within the City of Fort Bragg.

**Other General Plan Maintenance Activities**

- Citywide Design Guidelines were revised from their 2004 version. The Citywide Design Guidelines complement the standards containing Guest House Museum in the City of Fort Bragg Inland Land Use and Development Code and the Coastal Land Use and Development Code by providing good examples of appropriate design solutions and design interpretations of the various regulations.
- Staff worked on a SB-9 Ordinance, a proposed ordinance for changing title 18 article 8 (subdivisions) relating to the implementation of senate bill 9 for the creation of two (2) residential units per lot, which requires local agencies to ministerially approve housing development containing no more than two residential units per lot and ministerially approve an urban lot split.
- General Plan Maintenance Fee Updates- A consultant was hired during this time, and staff assisted with filling document requests for the consultant.

*No loans or refunds were made during the fiscal year utilizing these funds.*





# City of Fort Bragg

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

File Number: 22-658

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Scope of Work

**Agenda Number:** 5B.

Approve Scope of Work for a Request for Proposals to Develop a Downtown Parking Strategy

The City received funds from Mendocino Council of Government's Overall Work Program to develop a plan to address the needs of Downtown Parking. The purpose of the project is to determine what combination of strategies, including the development of downtown parking lots will improve parking in the downtown. The project will also review the in-lieu fees for parking in the Inland Land Use and Development Code.



**CITY OF FORT BRAGG**  
**REQUEST FOR PROPOSALS TO CREATE  
A COMPREHENSIVE DOWNTOWN PARKING STRATEGY**

The City of Fort Bragg is seeking proposals from qualified professionals interested in contracting with the City of Fort Bragg (City) to prepare a Comprehensive Downtown Parking Strategy. This activity is funded through a grant from the Mendocino Council of Government's Overall Work Program.

**SCOPE OF WORK**

**Activity Narrative**

The City of Fort Bragg is a small rural City on the Mendocino Coast. Founded in 1889, the City's Central Business District (CBD) is the historic, cultural, and civic center of Fort Bragg. The City Council has prioritized policies to keep the downtown vibrant. Since 2011, the City Council has passed an annual waiver of the in-lieu parking fee identified in the City's Inland Land Use and Development Code (ILUDC) §18.36.080(C)(3) and the City's Coastal Land Use and Development Code (CLUDC) §17.36.080(C)(3). Access to public transit on the Mendocino Coast is extremely limited. Visitors and locals are often dependent on vehicles as a mode of transportation and the City is looking to develop a *Comprehensive Parking Strategy* that may include revisions to the Land Use Code(s), development of centralized parking areas to encourage walking in the downtown, and/or other strategies that might resolve parking issues in the CBD.

**This contract would consist of the following tasks:**

1. Kick off meeting and site visit - Consultant will meet with City staff to review the scope of work and timeline. City staff will provide a complete set of all technical information at this time;
2. Review previous studies, existing land use codes, current City policy, site maps, and other relevant information;
3. Evaluate existing parking issues and pedestrian impediments in the Central Business District (CBD);
4. Host public meeting(s) or use alternative methods to seek input from property and business owners, residents, and the public on parking and pedestrian needs in the CBD;
5. Develop a "Central Business District Parking Strategy" to include the following:
  - a. Recommendations for proposed updates to the City's Land Use and Development Code(s) and parking policies, including but not limited to ILUDC §18.36.080(B)(3);
  - b. Identification of strategies to reduce vehicle usage and promote pedestrian activity in the downtown including but not limited to the development of "park and play lots;"
  - c. Identify locations for public electrical vehicle charging;
  - d. Identify locations where solar installations and/or other types of climate resiliency infrastructure can be incorporated;

6. Prepare a digital draft *Comprehensive Parking Strategy for the Central Business District* and the recommended code amendments for City staff review and comments.
7. Revise draft report and proposed code amendments based on staff comments.
8. Present draft report to the Planning Commission and the City Council in a joint workshop at a public meeting to receive additional feedback;
9. Prepare a final draft of the *Comprehensive Parking Strategy for the Central Business District* and proposed ordinance (s) to the City Council for adoption by the City Council.

### **PROPOSAL SUBMITTAL REQUIREMENTS**

1. Proposers should send a complete digital proposal, collated into one PDF document, and two (2) printed copies of the completed proposal and cost bid so that it is received by the City no later than **2:00 p.m. on Friday, February 24, 2023** to:  
 City of Fort Bragg  
Attention: June Lemos, MMC, City Clerk  
 416 North Franklin Street  
 Fort Bragg, CA 95437  
[jlemos@fortbragg.com](mailto:jlemos@fortbragg.com)
2. Format: Printed proposals should be 8½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.
3. Contents: Proposal shall contain the following information:
  - A. Firm Description  
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
  - B. Relevant Experience  
Describe relevant experience preparing plans and specifications for other public agencies.
  - C. Key Personnel Qualifications  
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
  - D. References  
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
  - E. Scope of Work  
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
  - F. Budget and Schedule of Charges  
Provide a “Not to Exceed” amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
  - G. Work Schedule  
Provide a time schedule for completion of work.
  - H. Insurance  
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant’s proposal.**

I. Consultant Agreement

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

**EVALUATION CRITERIA**

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

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

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

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

**OTHER CONSIDERATIONS**

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

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

**RFP SCHEDULE**

RFP Release	January 27, 2023
Deadline for Written Questions	February 6, 2023
<b>Proposals Due</b>	<b>February 24, 2023 at 2:00 PM</b>
Selection by	March 17, 2023

**QUESTIONS**

Questions should be sent via email to:

Heather Gurewitz  
Associate Planner  
City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, CA 95437  
(707) 961-2827 ext. 118  
Email: [hgurewitz@fortbragg.com](mailto:hgurewitz@fortbragg.com)

**ATTACHMENTS**

Exhibit A – City's Standard Professional Services Agreement

**From:** [Ducey, Peggy](#)  
**To:** [Lemos, June](#); [City Clerk](#)  
**Subject:** RE: Public Comment -- 1/23/23 CC Mtg., Item No. 5B  
**Date:** Monday, January 23, 2023 9:48:47 AM

---

**From:** Jacob Patterson <jacob.patterson.esq@gmail.com>  
**Sent:** Friday, January 20, 2023 11:13 AM  
**To:** Lemos, June <jlemos@fortbragg.com>; City Clerk <cityclerk@fortbragg.com>  
**Subject:** Public Comment -- 1/23/23 CC Mtg., Item No. 5B

City Council,

This RFP is confusing and, so far as I am aware, hasn't been discussed at any prior public meetings so I am not sure why it is being presented as a consent calendar item. (Instead of wasting time on non-enforceable policy development that appear to be nothing more than attempts to discourage or suppress public participation or reduce transparency, why not focus on policies that might actually address something like a policy on what can/should be presented as a consent calendar item?)

A comprehensive parking strategy for the CBD, where is the need? I visit the CBD multiple times per day most days and am not aware of a significant parking problem that justifies spending public money on a consultant to develop a strategy document that will likely just be shelved and not amount to anything. (Grant funds are still public money supported by tax dollars even if they aren't City of Fort Bragg funds.) Is this another potential contracting give-away to a consultant someone wants to enrich but with little to no actual value or benefit to the community? In my opinion, this proposal is silly and a waste of time--just because CDD staff appear to have trouble accomplishing basic planning tasks in an efficient and competent manner, that doesn't mean we should come up with meaningless busy work to keep them occupied in ways that won't directly harm the community, including project applicants, like incompetent work product can...

This should be removed from the consent calendar and rejected and the grant money from MCOG should be returned or put to a better use.

--Jacob

**From:** [peace@pacific.net](mailto:peace@pacific.net)  
**To:** [Lemos, June](#)  
**Cc:** [sandy](#)  
**Subject:** for tonight's meeting concerning parking  
**Date:** Monday, January 23, 2023 11:24:54 AM

---

I understand that the FB City Council will be discussing a

CITY OF FORT BRAGG  
REQUEST FOR PROPOSALS TO CREATE  
A COMPREHENSIVE DOWNTOWN PARKING STRATEGY

I am writing to urge the council members to factor in a large number of EV charging spaces when developing a strategy. The number of EVs in California will likely be greater than the gas and diesel powered cars and trucks within 15 or 20 years. It is important to plan for plenty of spaces to charge those EVs. Related to this topic is the promotion of bike-friendly and pedestrian-friendly streets with plenty of bike racks around town.

Sincerely,

Sandy Turner

1184 N. Main St. Space 70

Ft. Bragg CA 95437

**From:** [jay@mcn.org](mailto:jay@mcn.org)  
**To:** [Lemos, June](#)  
**Cc:** [Ducey, Peggy](#)  
**Subject:** Public Comment Consent Calendar  
**Date:** Monday, January 23, 2023 4:57:16 PM

---

Dear Council Members,

Re Waste hauling increases 5:D

It was stated due to increased Fuel costs of Diesel-2 our trash hauling costs would go up.

I looked at the chart for Diesel-2 fuel prices and it seems they have gone down from July of 2022 through December of 2022. I don't think the fuel increase is pertinent to the increase in costs of our trash hauling in the City of Fort Bragg and don't understand how that could be a finding to increase the rates. I think this finding is erroneous and most likely no Council Member even looked at chart for Diesel-2. I think the percentage for increased fuel costs should not be included. I think this should be revisited and accurate findings be made.

Re: 5:B Parking Study for Downtown

I think we could hold off on this until the Paving and Potholes are fixed in the CDB.

I thought there was already a tentative plan that either Chantel was working on or Visit Fort Bragg.

Why reinvent the wheel if there is already a tentative plan developed by the City?



# City of Fort Bragg

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

## Text File

File Number: 23-002

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Filed

**In Control:** City Council

**File Type:** Report

**Agenda Number:** 5C.

Receive and File Complete Streets Safety Assessment Prepared by Berkeley SafeTREC

Berkeley SafeTREC reached out to City Staff in January 2022 offering free Complete Streets Safety Assessments (CSSA) to California local agencies with a population of over 2,500. CSSAs are comprehensive transportation safety assessments that focus on pedestrian and bicycle safety. They help local agencies identify and implement traffic safety solutions that lead to improved safety for all users of California's roadways. The CSSA program is fully funded by the California Office of Traffic Safety, through the National Highway Traffic Safety Administration (NHTSA), and there is no cost to California local agencies.

Berkeley SafeTREC consulted with the Fehr & Peers team who coordinated and prepared the local study. Fehr & Peers worked with City staff and local stakeholders in the spring and summer of 2022 to complete the assessment, which included a walking audit in May of 2022. The study provides an analysis of current pedestrian safety policies, programs, and practices, as well as ideas and opportunities for enhancement strategies for the transportation network.



# Berkeley SafeTREC

SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER

**PS21022**

## City of Fort Bragg Complete Streets Safety Assessment

**Final Report:  
Issues, Opportunities, and Suggested Strategies**

### **ASSESSMENT TEAM**

**Kari McNickle**

Fehr & Peers  
100 Pringle Avenue, Suite 600  
Walnut Creek, CA 94596  
(925) 930-7100  
[k.mcnicke@fehrandpeers.com](mailto:k.mcnicke@fehrandpeers.com)

**Geoff Rubendall, PE TE RSP,**

Fehr & Peers  
345 California Street, Suite 450  
San Francisco, CA 94104  
(415) 426-2522  
[g.rubendall@fehrandpeers.com](mailto:g.rubendall@fehrandpeers.com)

**Terence Zhao**

Fehr & Peers  
100 Pringle Avenue, Suite 600  
Walnut Creek, CA 94596  
(925) 930-7100  
[t.zhao@fehrandpeers.com](mailto:t.zhao@fehrandpeers.com)

**August 2022**

---

**UNIVERSITY OF CALIFORNIA, BERKELEY**

SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER (SafeTREC)

*Disclaimer text. c. The Regents of the University of California. This report was produced in cooperation with the City of Fort Bragg. Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration. Opinions, findings, and conclusions are those of the authors and not necessarily those of the University of California and/or the agencies supporting or contributing to this report. This report does not constitute a standard, specification, or regulation. The agency that is subject of this report is hereby granted a non-exclusive right to copy and distribute this report for its own or its stakeholders' non-commercial use. All other uses of this report require written permission from University of California, Berkeley- Safe Transportation Research and Education Center (SafeTREC) Program.*

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# Executive Summary

The City of Fort Bragg requested that the Safe Transportation Research and Education Center at University of California, Berkeley conduct a Complete Streets Safety Assessment (CSSA) study. A team of three complete streets safety experts conducted an on-site visit for the CSSA for Fort Bragg on May 31, 2022 and prepared this report. The objectives of the CSSA are to improve pedestrian and bicycle safety and to enhance walkability and accessibility for all pedestrians and bicyclists in Fort Bragg.

Based on the Office of Traffic Safety (OTS) 2019 statistics, Fort Bragg ranked 13 out of 74 California cities of comparable size in total fatal and injury collisions (with a ranking of “1” being the worst and “74” the best). It ranked 8 for pedestrian collisions and 24 for bicyclist collisions. This ranking is based on a number of weighted factors including population, daily vehicle miles traveled, collision records, and collision trends. For more information on OTS rankings, please refer to <https://www.ots.ca.gov/media-and-research/crash-rankings-results/>. Chapter 2 provides an overview of collision data for the county.

## Benchmarking Analysis of Policies, Programs, and Practices

To assess pedestrian and bicyclist safety conditions in Fort Bragg, the consultant team conducted a benchmarking analysis to understand how the county’s existing conditions compared to current best practices. Through a pedestrian and bicycle safety assessment interview conducted with City staff, the team identified the City’s pedestrian policies, programs, and practices and categorized these into three groups:

- Key strengths (areas where the City is exceeding national best practices)
- Enhancement areas (areas where the City is meeting best practices)
- Opportunity areas (areas where the City appears not to meet best practices)

A discussion of the City’s current pedestrian safety policies, programs, and practices, and ideas for enhancement is presented in Chapter. While suggestions and ideas for enhancement are provided for each category, cities and counties have differing physical, demographic, and institutional characteristics that may make certain goals or policies more appropriate in some jurisdictions than others. Ultimately, County staff may determine where resources and efforts are best placed for meeting local development and infrastructure goals for bicyclists and pedestrians.



## Walking Audit Suggestions for Potential Improvement

A walk audit was conducted at three locations, determined in coordination with City staff. Positive practices, as well as pedestrian safety and accessibility issues, were identified. The three focus areas were:

1. Harold Street from Fir Street in the north to Oak Street in the south, covering the proximity of Fort Bragg Middle School
2. Main Street / State Route (SR) 1 from Fir Street in the north to Oak Street in the south, covering the downtown area
3. Dana Street from Oak Street in the north to Chestnut Street in the south, covering the proximity of Fort Bragg High School and Dana Gray Elementary School

Observations made during the walking audit were used to suggest policies and physical improvements intended to enhance accessibility and connectivity for pedestrians and bicyclists. Key observations from the Fort Bragg walking audit include the following:

- Citywide, there is a high proportion of taller vehicles, such as large pickup trucks and SUVs, among vehicles observed. These vehicles have blind spots that pose significant risks for individuals of shorter stature (e.g., children) crossing in front of such vehicles.
- Citywide, the widths of the typical two-lane residential streets are excessive, resulting in design contexts conducive to speeding. While some residential streets have improvements such as striped bike lanes, and some intersections feature curb extensions, the presence of such improvements remain sporadic.
- School pick-ups and drop-offs often feature dangerous maneuvers from vehicles that pose safety risks for pedestrians, such as unpredictable lane merges and reverse maneuvers where children are present and/or crossing.
- Crosswalk facilities, while relatively widespread, can contain design flaws or inadequacies that make them less useful for pedestrians.

A narrative description of audit observations and potential improvements is provided in Chapter 4. Detailed suggestions for potential improvements are also summarized graphically, corresponding to each walking audit location, and depicted in Figures 4-1 through 4-4.

Many of the strategies suggested in this report are appropriate for grant applications, including Office of Traffic Safety (OTS), Safe-Routes-to-School, Active Transportation Program (ATP), and Highway Safety Improvement Program (HSIP) funding. The strategies may also be incorporated into a bicycle or pedestrian master plan—documents that could set forth bicycle, pedestrian, and streetscape policies for the City and that could identify and prioritize capital improvement projects.

The suggestions presented in this report are based on field observations by the CSSA evaluators. These suggestions, which are based on general knowledge of best practices in bicyclist and pedestrian design and safety, are intended to guide City staff in making decisions for future safety improvement projects in the city, and they may not incorporate all factors which may be relevant to the pedestrian and bicyclist safety issues in the city.

# 1. Introduction

## 1.1 Objective

The City of Fort Bragg has requested that the Safe Transportation Research and Education Center at University of California, Berkeley conduct a Complete Streets Safety Assessment (CSSA) study. The objectives of the CSSA are to improve safety and accessibility for all people walking and biking in Fort Bragg.

## 1.2 Evaluation Approach

Prior to visiting the city, the CSSA team conducted a pre-visit telephone interview with City staff on March 28, 2022. The results from this interview provided input for the benchmarking analysis and aided in the selection of study sites. The team visited the county on May 31, 2022 to observe and document field conditions. Following this, a list of suggestions for potential site-specific improvements was drafted based on the results of the complete streets audit and best practices in designing for pedestrians and bicyclists.

## 1.3 Organization of this Report

Chapter 2 presents background information on bicyclist and pedestrian safety in the county, including safety rankings, locations of the highest number of bicyclist- and pedestrian-involved injuries, and locations where bicyclist and pedestrian fatalities occurred (from 2017 to 2021). Chapter 3 presents the findings and suggestions for potential improvement from the benchmarking analysis. Chapter 4 presents the findings and suggestions for potential improvements from the audit.

The report has four appendices: Appendix A and Appendix B present a glossary of pedestrian and bicyclist improvement options, respectively, Appendix C is a resource list, and Appendix D is a countywide connectivity resource.

## 1.4 Acknowledgements

Staff members from the City of Fort Bragg, Fort Bragg Unified School District, and Mendocino County contributed to the wide range of topics addressed in this report, including providing local important context that informed the site selection and recommendations. Participating staff included:

- Chantell O’Neal, Public Works Assistant Director of Engineering
- John Smith, Public Works Director
- Captain Thomas O’Neal, Fort Bragg Police Department
- Officer Refugio Zavala, Fort Bragg Police Department
- Donna Schuler, Mendocino County Department of Public Health

## 1.5 Disclosures

The benchmarking analysis aims to provide the City with information on current best practices and how the city compares. Cities have differing physical, demographic, and institutional characteristics that may make certain goals or policies more appropriate in some jurisdictions than others. Ultimately, City staff will determine where resources and efforts are best placed for meeting local development and infrastructure goals for people walking and biking.

The suggestions presented in this report are based on limited field observations and limited time spent in the city of Fort Bragg by the CSSA evaluators. These suggestions, which are based on general knowledge of best practices in pedestrian and bicycle design and safety, are intended to guide City staff in making decisions for future safety improvement projects in the city, and they may not incorporate all factors which may be relevant to the pedestrian and bicycle safety issues in the city.

As this report is conceptual in nature, conditions may exist in the focus areas that were not observed and may not be compatible with suggestions in this report. Before finalizing and implementing any physical changes, City staff may conduct more detailed studies or further analysis to refine or discard the suggestions in this report, if they are found to be contextually inappropriate or appear not to improve pedestrian and bicyclist safety or accessibility due to conditions including, but not limited to, high vehicular traffic volume or speeds, physical limitations on space or sight distance, or other potential safety concerns.

## 2. Background and Crash History

The City of Fort Bragg is located in Mendocino County. Per Office of Traffic Safety, as of 2019, with a population of approximately 7,451, it is categorized as one of the 74 cities in Group F, population of 2,501-10,000, as shown in **Table 2-1**.

**TABLE 2-1: CITY OF FORT BRAGG SUMMARY STATISTICS**

Year	County	Population	Population Group	Daily Vehicle Miles Traveled (DVMT)
2019	Mendocino	7,451	F	43,370

Source: California Office of Traffic Safety, <https://www.ots.ca.gov/media-and-research/collision-rankings/>

### 2.1 Pedestrian And Bicyclist Crash Data

The crash data for City of Fort Bragg from January 2017 to the end of 2021 was taken from the SafeTREC Transportation Injury Mapping System (TIMS) database. During this five-year period, 101 crashes occurred in Fort Bragg, in which 3 people were killed. There were 18 crashes involving pedestrians and 9 involving bicyclists.

#### Pedestrian Crashes

Within the 5-year period analyzed from TIMS data, 18 crashes involved pedestrians, 2 of which were fatal. The following chart depicts this data.



## Number of Crashes by Crash Severity

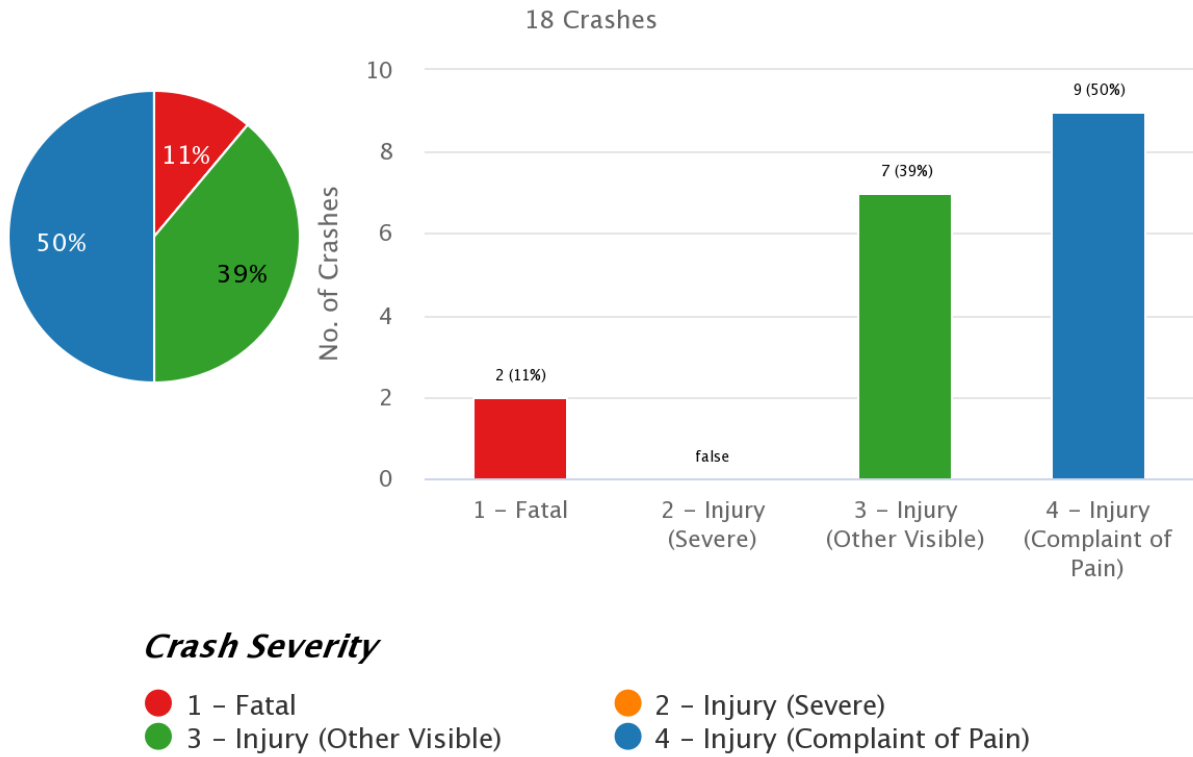


Figure 2-1: City of Fort Bragg, January 2017 to December 2021, Number of Pedestrian Crashes by Crash Severity

The following chart depicts that most pedestrian involved crashes happened on Fridays.

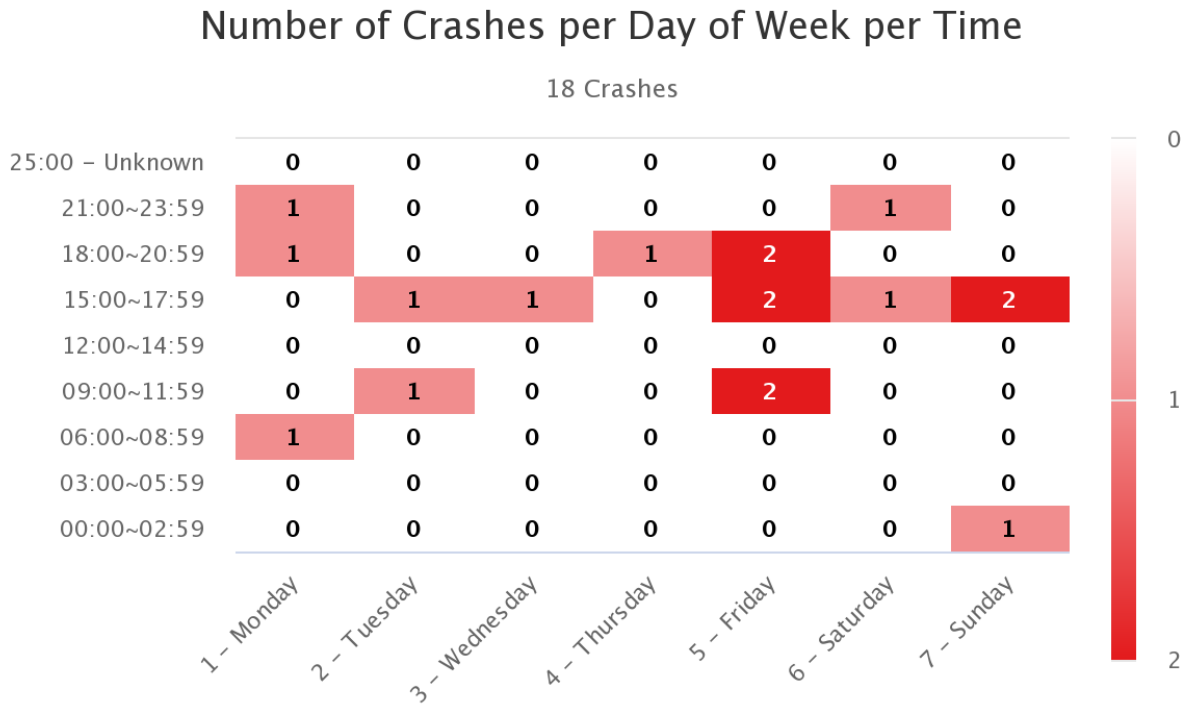
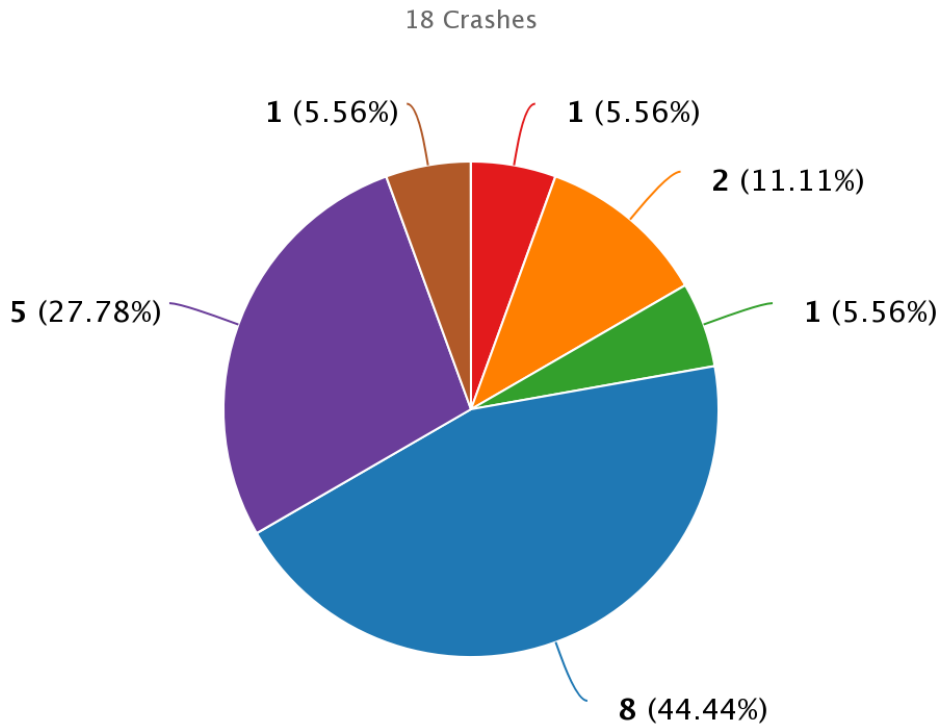


Figure 2-2: City of Fort Bragg, January 2017 to December 2021, Number of Pedestrian Crashes per Day of Week, per Time

The following chart and table depict all the Primary Collision Factors (PCF).

### Number of Crashes by PCF Violation



**PCF Violation**

- 00 - Unknown
  - 08 - Improper Turning
  - 11 - Pedestrian Violation
- 03 - Unsafe Speed
  - 10 - Pedestrian Right of Way
  - 12 - Traffic Signals and Signs

PCF Violation	Count	%
00 - Unknown	1	5.56%
03 - Unsafe Speed	2	11.11%
08 - Improper Turning	1	5.56%
10 - Pedestrian Right of Way	8	44.44%
11 - Pedestrian Violation	5	27.78%
12 - Traffic Signals and Signs	1	5.56%

Figure 2-3: City of Fort Bragg, January 2017 to December 2021, Number of Pedestrian Crashes by PCF Violation

## Bicycle Crashes

Within the 5-year period analyzed from TIMS data, from January 2017 to the end of 2021, 9 crashes involved bicyclists, with no fatalities. The following chart depicts this data.

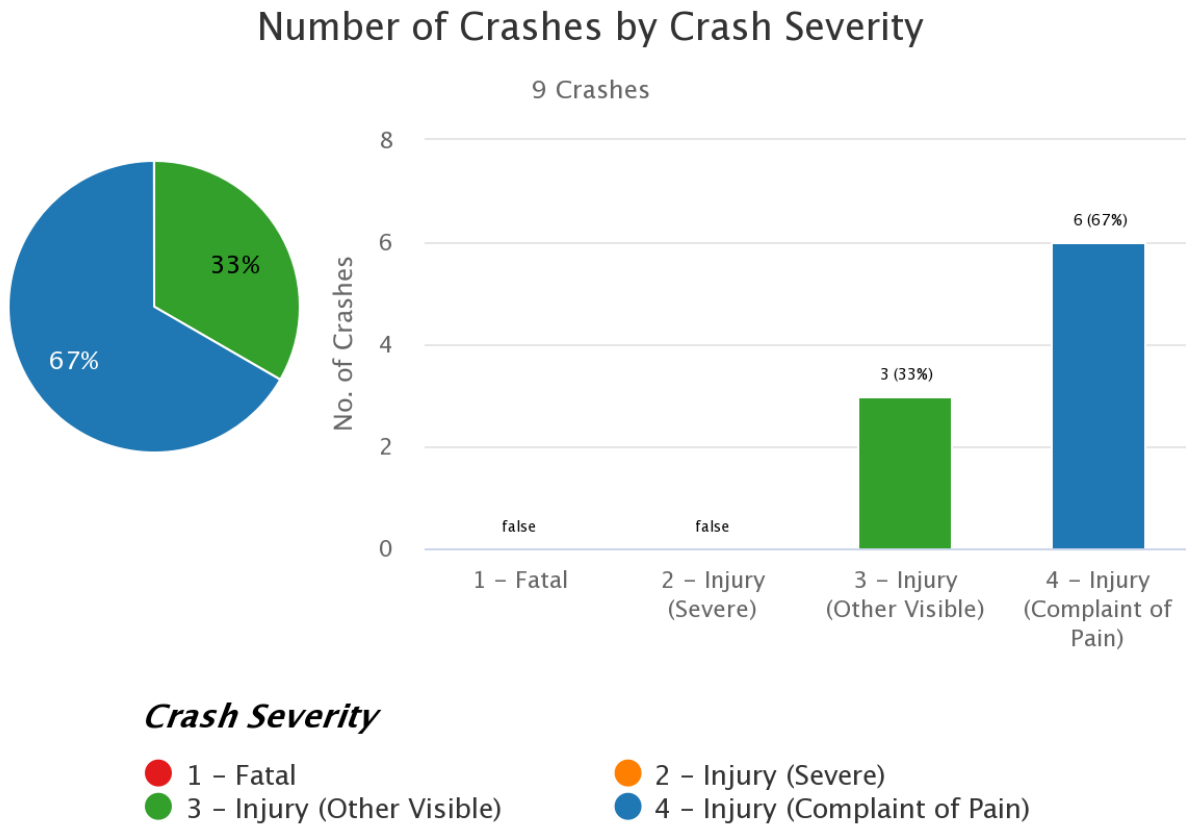


Figure 2-4: City of Fort Bragg, January 2017 to December 2021, Number of Bicycle Crashes by Crash Severity

According to the following chart, most of bicycle crashes happened on Mondays.

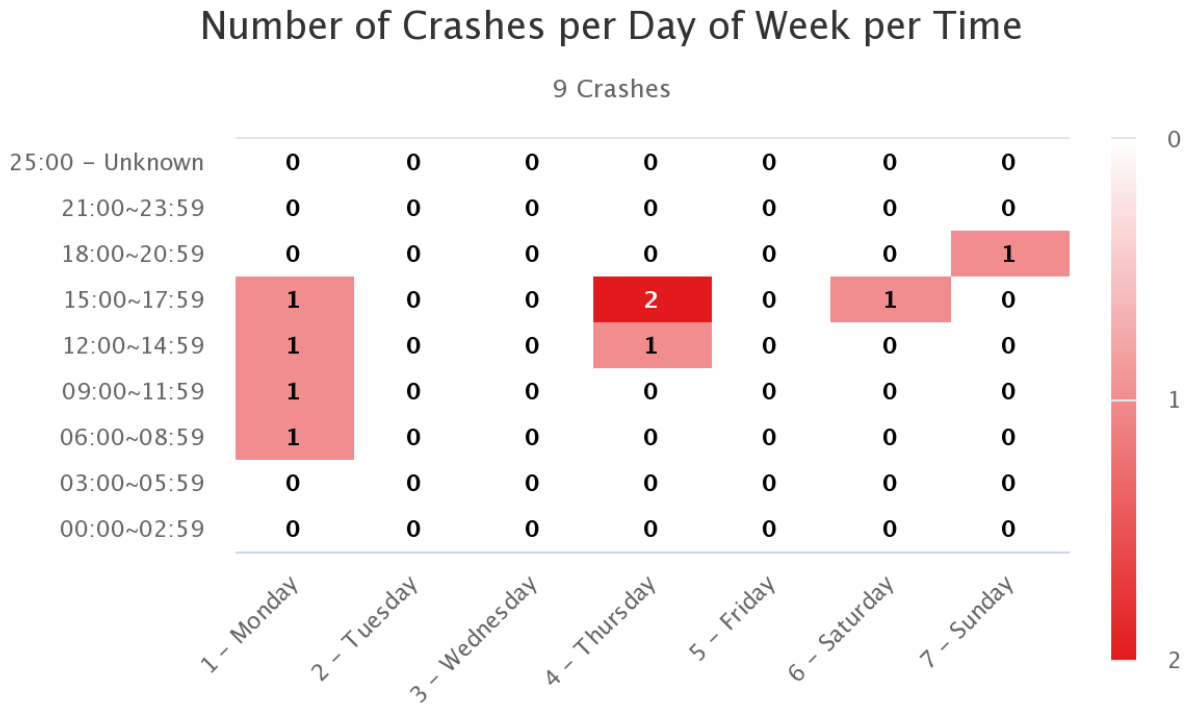
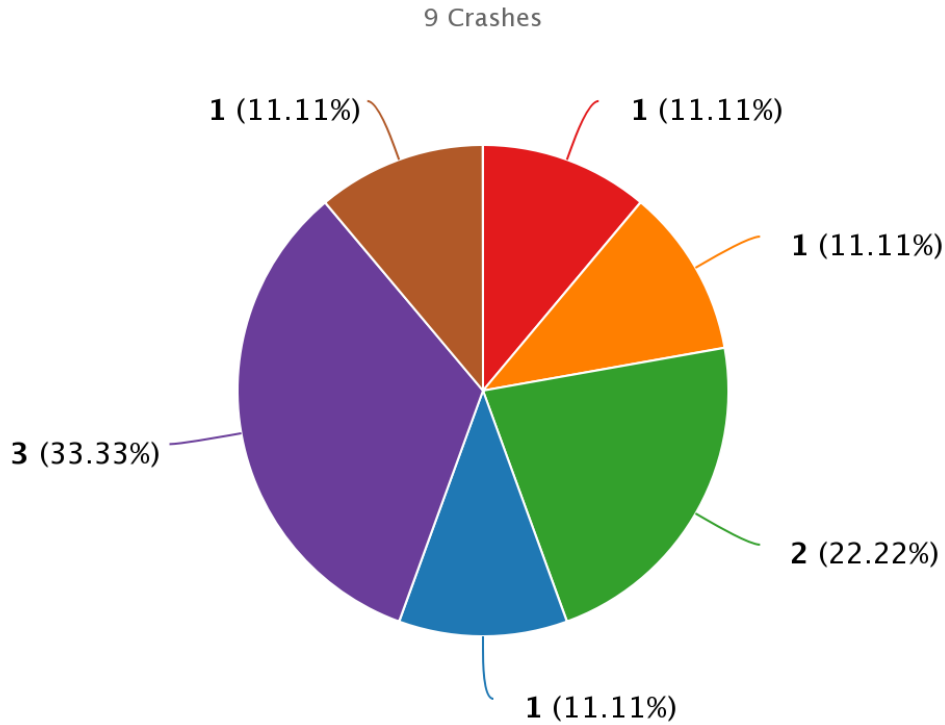


Figure 2-5: City of Fort Bragg, January 2017 to December 2021, Number of Bicycle Crashes per Day of Week, per Time

One crash occurred due to unsafe speed and two were due to bicycling on the wrong side of the street. Three crashes were due to violation of motorist right of way. The following chart and table depict all the Primary Collision Factors (PCF).

### Number of Crashes by PCF Violation



#### PCF Violation

- 00 - Unknown
- 05 - Wrong Side of Road
- 09 - Automobile Right of Way
- 03 - Unsafe Speed
- 08 - Improper Turning
- 12 - Traffic Signals and Signs

PCF Violation	Count	%
00 - Unknown	1	11.11%
03 - Unsafe Speed	1	11.11%
05 - Wrong Side of Road	2	22.22%
08 - Improper Turning	1	11.11%
09 - Automobile Right of Way	3	33.33%
12 - Traffic Signals and Signs	1	11.11%

Figure 2-6: City of Fort Bragg, January 2017 to December 2021, Number of Bicycle Crashes by PCF Violation

The type of information provided above was obtained from SafeTREC's TIMS (<https://tims.berkeley.edu/>) can help the enforcement department in decision-making regarding their enforcement efforts.

## **2.2 Street Story**

The Street Story program (<https://streetstory.berkeley.edu/>) is a relatively new tool developed by UC Berkeley's Safe Transportation Research and Education Center (SafeTREC) with OTS support. Street Story is a community engagement tool that allows residents, community groups and agencies to collect information about transportation crashes, near-misses, general hazards, and safe locations to travel. To promote access to the tool, SafeTREC conducts technical assistance sessions with communities and organizations on using Street Story. Street Story is free to use and publicly accessible.

Street Story features a survey where people can record travel experiences. Once a record has been entered, the information is publicly accessible on the website with maps and tables that can be downloaded.

It is suggested that City staff use this free tool to collect information from their residents for local needs assessments, transportation safety planning efforts, safety programs and project proposals.

# 3. Benchmarking Analysis Results and Suggestions

## 3.1 Benchmarking Analysis of Policies, Programs, and Practices

To assess pedestrian and bicycle safety conditions in the City of Fort Bragg, the CSSA team conducted a benchmarking survey to understand how the City’s existing conditions compared to current national best practices including consistency with the Safe System approach as shown in here. Through a holistic view of first anticipating human mistakes and keeping impact energy levels on the human body at tolerable levels, the Safe System approach aims to eliminate fatal and serious injuries for all road users.<sup>1</sup> The City staff responses to the survey questions were analyzed with a benchmarking matrix, as shown in Table 3-1, which lists the benchmarking topics that fall under the following categories:



The Safe System Approach  
Source: Fehr & Peers for FHWA

- Enhancing Safety through Accessibility
- Policies and Programs
- Safety Implementation Plans and Policies
- Safety Data Collection and Assessment
- Pedestrian and Bicycle Network Planning and Design
- Pedestrian and Bicycle Support Programs

The CSSA team also reviewed the local agency’s website and relevant documents. The CSSA team identified the local agency’s pedestrian and bicycle policies, programs, and practices and categorized these into three groups:

- Key strengths (areas where the City is exceeding national best practices)
- Enhancement areas (areas where the City is meeting national best practices)
- Opportunity areas (areas where the City appears not to meet national best practices)

<sup>1</sup> [https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA\\_SafeSystem\\_Brochure\\_V9\\_508\\_200717.pdf](https://safety.fhwa.dot.gov/zerodeaths/docs/FHWA_SafeSystem_Brochure_V9_508_200717.pdf)



While suggestions are provided for each category, cities have differing physical, demographic, and institutional characteristics that may make certain goals or policies more appropriate in some jurisdictions than others. Ultimately City staff may determine where resources and efforts are best placed for meeting local development and infrastructure goals for pedestrians and bicyclists.

Based on the City staff's responses to the questionnaire, each topic receives one of those three ratings. This analysis shares information on current national best practices and how the City compares.

The items in Table 3-1 are further elaborated in the following sections, which provide a description for each benchmarking topic. The topics incorporate the Safe System elements (Safe Road Users, Safe Vehicles, Safe Speeds, Safe Roads, and Post-Crash Care) while also incorporating best practices related to access and comfort for people walking and biking. Suggestions for better aligning with best practice benchmarks are also noted; the Local Agency could consider implementing as they determine is appropriate.

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
<b>Enhancing Safety through Accessibility</b>			
<b>Safe Road Users, Safe Roads</b>			
Implementation of Americans with Disabilities Act (ADA) Improvements	Uses state-of-the- practice (PROWAG) ADA improvements with consistent installation practices	Has clear design guidelines but no regular practices for ADA compliance	Has minimal design guidelines and practices related to ADA requirements
ADA Transition Plan for Streets and Sidewalks	Has ADA transition plan in place and an ADA coordinator	Partial or outdated ADA transition plan or an ADA coordinator	No transition plan or ADA coordinator
Ensure Safety for All Users is Prioritized, and Accessibility Maintained, During Construction and Road Maintenance Projects	Has a policy in place that details how to maintain accessibility and provide designated space for people biking and walking through a Construction Management Plan (CMP)	Occasionally requires a CMP or has outdated CMP guidelines	No CMP guidelines
<b>Policies and Programs</b>			
<b>Safe Road Users, Safe Roads, Safe Vehicles</b>			
Roadway Safety Coordinator	Has a Roadway Safety Coordinator on staff who manages the agency's pedestrian and bicycle programs (e.g. Complete Streets Program and/or Vision Zero Program) and helps with capacity building of staff	Occasionally uses a part-time contract coordinator	Does not have a Roadway Safety Coordinator
Formal Advisory Committee	Has a formal, active/on-going Transportation Advisory Committee guided by a charter or mission that includes the safety of vulnerable road users and whose activities focus on improving pedestrian and bicycle safety.	Has an ad-hoc Transportation Advisory Committee or one not guided by a charter or mission that specifically includes safety of vulnerable road users. Note: Local Agency's Planning Commission may act as Transportation Advisory Committee	Does not have a Transportation Advisory Committee

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Equitable Community Engagement Strategy that Includes Community Based Organization (CBO) Involvement	Has an equity-focused public engagement strategy and, along with a local CBO, creates opportunities for public engagement on walking and biking topics through a variety of community-specific formats (e.g. venues, times of day, languages). Community engagement is an ongoing process and does not only happen during the duration of the project, but also leading up to and after the project is completed (e.g. 311 app).	Has an equitable public outreach strategy, but formal community engagement events happen on a project-by project basis and/or without CBO partnerships.	Does not have a formal public involvement or feedback process for bicycle/pedestrian planning or safety
Traffic Calming or Speed Management Program	Has a speed management program that is reviewed annually alongside the CIP project list. Major arterials and neighborhood corridors include proactive speed management strategies and countermeasures are implemented to reach safe target speeds	Has a traffic calming program but funding and implementation of countermeasures are ad-hoc and reactive	Does not have a traffic calming program funding and implementation of countermeasures are ad-hoc and reactive
Speed Limit Setting	Regularly surveys speed and identifies locations with high deviation from target speeds. Agency uses best practices for speed management in combination with allowances from AB 43 to lower speed limits. Implementing lower speed limits is done using a consistent approach that prioritizes areas with historic under investment. <a href="https://leginfo.ca.gov/pub/01_01_bill_0001_01_faces/billNavClient.xhtml?bill_id=202120220AB43">https://leginfo.ca.gov/pub/01_01_bill_0001_01_faces/billNavClient.xhtml?bill_id=202120220AB43</a>	Seeks to include 15 mph speed limits in school zones or commercial corridors.	Prima facie speed limit for all City maintained roads
Safe Routes to Schools	Has an ongoing Safe Routes to Schools program that is included as part of the agency's safety monitoring and is integrated with other policies and programs	Has obtained funding for recent projects, but has no community-wide Safe Routes to Schools program	Does not have a Safe Routes to Schools program and has not obtained recent funding. Funding last received in 2015
Systemic Signalized Intersection Enhancements	Has a systemic signalized intersection enhancement program that follows a Safe System-based framework and proactively implements FHWA's Proven Safety Countermeasures to manage speed and crash angles, and consider risk exposure.	Reactively implements Proven Safety Countermeasures at signalized intersections	Does not routinely implement proven safety countermeasures (LPs, protected left turns, roundabouts, medians, countdown signals, etc.) at signalized intersections. City maintains no signalized intersections, All on Caltrans ROW.

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Systemic Enhancements for Uncontrolled Crossings	Has a crosswalk enhancement program that proactively implements a Safe Transportation for Every Pedestrian (STEP)-consistent countermeasure at uncontrolled crossings.	Has a crosswalk policy that is STEP-consistent but is only reactively to implementing Proven Safety Countermeasures City's Traffic Committee reviews and considers installation of crosswalks on a case-by case base in accordance with the Traffic Committee Handbook.	Does not have a policy or set practices for addressing crosswalk installation or enhancements using Proven Safety Countermeasures
Safety-focused Curbside Management	Has curbside management policy in place that prioritizes pedestrian and bicyclist safety, and provides driver education programs for fleet drivers	Has a curbside management program in place, but without a focus on safety	No curbside management program or policies in place
Policies Supporting Micromobility	Has micromobility policy in place that prioritizes low stress facilities in areas with micromobility use (e.g. downtown areas) and speed regulators in geofenced locations. Micromobility is built into network planning and design for all projects with retail or in urban space	Requirements for micromobility are noted on a project-by-project basis	No micromobility policies are in place
Connected and Automated Vehicle (CAV) Readiness	Has policy that strategizes preparation to meet and address oncoming challenges posed by CAV technology. As CAV technology is deployed, it is imperative to have strategies in place that discuss the interface between technology and human road users, the role of smart infrastructure, and the need for physical separation of AVs and vulnerable road users	Has EV charging policy and curbside management guidance, but not a full CAV readiness plan	No policy around CAV readiness
Heavy Vehicle Fleets and Truck Routing	Has policy that identifies various future fleet incorporation and funding (e.g. research on what type of fleet (Hydrogen Fuel Cell vs. Electric) best fits the agency) as well as identification of routes within City boundaries dedicated to buses, trucks, and other heavy vehicles. Identifying specific truck routes allows for parallel routes that can be identified as pedestrian and bicycle corridors	Has future fleet incorporation identified, but does not have a robust Heavy Vehicle and Truck Routing plan	No policy around future fleets and truck routing

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Public Advertisements Supporting Safety Culture	Regularly runs culturally relevant and accessible education campaigns and outreach through various communication tools (e.g. bus and bus shelter ads, radio, social media)	Culturally relevant and accessible education campaigns occur on a project-by-project basis	Does not implement culturally relevant and accessible education campaigns
<b>Safety Implementation Plans and Policies</b>			
<b>Safe Road Users, Safe Roads, Safe Vehicles</b>			
Adopted Safety Plan	Has an approved Local Road Safety Plan (LRSP) or other Caltrans-approved safety report that identifies funding sources and prioritization of projects within underserved communities. Safety upgrades are noted on the agency's High-Injury Network (HIN) and tied into repaving projects, CIP updates, etc.	Has received funding for a Safety Plan, which is underway and not yet adopted. Receives grant funding and/or developer fees, but projects are not tied to the High Injury Network or underserved communities	Does not have an LRSP or other Caltrans-approved Safety Plan. Moderately successful in obtaining grant funding or has trouble spending funds when given grants. Or unable to secure grants
Safe System Policy	Has a Safe System policy with redundancy built in for transportation projects with a checklist for the full set of incorporation of the Safe System elements. The policy includes all users and modes, affects new construction and maintenance, considers local context, and provides guidance for implementation	Has a Safe System policy, but does not identify how redundancy can be incorporated through the Safe System elements	Does not have a Safe System policy
<b>Safety Data Collection and Assessment</b>			
<b>Safe Road Users</b>			
Collection of Pedestrian and Bicyclist Volumes	Collects pedestrian and bicyclist volumes routinely with intersection counts and has a GIS database of counts. Database identifies key origin and destination locations that identifies patterns and needs in agencies policies and programs, especially in underserved communities	Collects pedestrian and bicyclist volumes on a project-by-project basis, but not routinely. Key origins and destinations are identified in a Bike, Pedestrian, or Active Transportation Plan, but need to be updated	Does not collect pedestrian and bicycle volumes
Inventory of Bikeways, Parking, Informal Pathways, and Key Bicycle Opportunity Areas	Maintains and routinely updates an AI-based inventory of missing and existing bikeways in GIS and includes bikeway projects in the CIP	Has a partial, static inventory of missing facilities and opportunity areas through Bike, Pedestrian, or Active Transportation Plans	Does not have an inventory of missing/existing bikeways, parking, informal pathways, or key bicycle areas

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Inventory of Sidewalks, Informal Pathways, and Key Pedestrian Opportunity Areas	Maintains and routinely updates an AI-based inventory of missing and existing sidewalks and crosswalks in GIS and includes sidewalk and crosswalk projects in the CIP	Maintains an inventory of missing sidewalks, crosswalks, informal pathways, or pedestrian opportunity areas	Does not have an inventory of missing sidewalks, crosswalks, informal pathways, or pedestrian opportunity areas
Traffic Control Audit (Signs, Markings, and Signals)	Maintains and updates an inventory of signs, markings, other countermeasures, and signals (including phasing) in GIS	Has some GIS-based inventories of signs, markings, other countermeasures, and signals	Does not have a GIS-based inventory of signs, markings, countermeasures, and signals
Crash History and Crash Reporting Practices	Employs a data-driven systemic safety or Vision Zero approach to regularly analyze crash data. Crash reporting is shared to key stakeholders in real time and reporting details are consistent through the agency	Reviews data only following fatalities or other high-profile incidents	Does not have set practices for data review
Surrogate Safety Measures for Proactive Monitoring	To inform safety projects, agency uses community feedback tools such as Street Story and innovative data collection techniques such as hard breaking, speed, and near miss data	Uses surrogate safety measures on a project-by-project basis	Does not use surrogate safety measures as part of data collection and assessment process
Updated Safety Action Plan	Has an LRSP that identifies routine data collection and assessment. Prioritized project list is updated based on crash data assessment	Completes crash data assessment on a project-by-project basis. Does not have an action plan that identifies regularity of assessment	Crash data assessment is ad-hoc and dependent on grant funded projects
<b>Pedestrian and Bicycle Network Planning and Design</b>			
<b>Safe Road Users, Safe Roads</b>			
Complete Streets Policy	Has a Complete Streets policy that includes all users and modes, affects new construction and maintenance, considers local context, and provides guidance for implementation	Has a Complete Streets policy that is narrow in scope or applies only to public works projects	Does not have a Complete Streets policy
Active Transportation Plans	Has a recently-updated Active Transportation Plan (or similar) with strategic prioritized list of projects that reflects current best practices (e.g. Level of Traffic Stress analysis, inclusion of Class IV protected bicycle facilities)	Has a Pedestrian or Bicycle Master Plan but it may be outdated and/or no recent projects from the Plan have been completed	Does not have a Pedestrian or Bicycle Master Plan
Existing bike network	Existing bike network includes best practice low stress facilities such as protected bikeways, bike boulevards, and protected intersections citywide or countywide	Bike network primarily includes Class I, II, and III facilities. There are gaps within the bike network and facilities do not accommodate all users	Bike network is not regularly maintained, or routes are unclear to users

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Existing pedestrian facilities	Existing pedestrian facilities includes low stress facilities, frequent crosswalks, and roadways are primarily two-to-four lane roads	Narrow sidewalks or sidewalk gaps, crosswalks with few or no safety enhancements, crosswalks are minimal, and roadways are primarily arterials	Missing key marked crosswalks and sidewalks, with few ADA improvements and no safety enhancements, and no pedestrian countdown signals
Bike Network Implementation Practices	Age 8 to 80 bicyclist considerations are included in the agency's policies and level of traffic stress is considered. A Bike or Other Safety Plan identifies low stress networks and funding mechanisms to implement a low stress network city/ countywide	Spot locations have been identified through safety plan(s) for a low stress network. Plan also identifies additional proven countermeasures to be implemented as part of the project	Treatments are implemented where they fit within the right-of-way and vehicle LOS is not affected
Pedestrian Network Implementation Practices	Pedestrian priority areas (PPA) are identified in a safety plan and the agency has policies prioritizing PPAs, crosswalk spacing, and design enhancements.	Spot PPA locations have been identified through safety plan(s). Plan also identifies additional proven countermeasures to be implemented as part of the project	Treatments are implemented on a project-by-project basis
Design guidelines and standards	Uses national best practices focused on bicycle and pedestrian safety for roadway and facility design guidelines and standards	Local standards reference national best practices, but are static or out of date, with minimal customized design policies for pedestrian and bicycle accommodations	Does not have comprehensive design guidelines or standards for pedestrian or bicyclist treatments
Roadway Surfaces for Bicycle Facilities	Roadway resurfacing projects and debris removal are prioritized for bicycle routes.	Roadway surface is acceptable on bicycle routes and routine maintenance, including debris removal, occurs.	Roadway surface conditions are poor on some bicycle facilities and maintenance is not prioritized for bicycle facilities
Attention to Bicycle Crossing Barriers	Separated bikeways and other innovative treatments, including geometric enhancements, are provided at intersections and interchanges	Higher-stress bike treatments are installed at some intersections and interchanges	Bike treatments are not installed at intersections or through interchanges
Attention to Pedestrian Crossing Barriers	Has a recently updated policy and comprehensive inventory of barriers. Has design guidelines and funding in place for addressing barriers	Has no policy, but has identified some barriers and taken steps to improve pedestrian access	Does not have a policy or practices for addressing barriers to walking
Intersection Control Evaluations	Uses intersection control evaluations to assess alternative traffic control (e.g., roundabout, signal, stop signs) performance (safety, ped/bike, etc.) and select appropriate control based on desired performance.	Uses relaxed warrants for traffic signals and/or all-way stops. If asked to by community or stakeholder may consider a roundabout or neighborhood traffic circle.	Uses MUTCD Warrants and/or does not have a practice of using Intersection Control Evaluations



**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Sidewalk furniture or other sidewalk zone policies	Design standards require implementation of the sidewalk zone system. Does not allow apron parking or attached (unbuffered) sidewalks anywhere.	Design standards require implementation of the sidewalk zone system in some districts (e.g., CBD, neighborhood commercial, etc.).	There are no design standards requiring implementation of the sidewalk zone system.
<b>Pedestrian and Bicycle Support Program</b>			
<b>Safe Road Users, Safe Speeds, Safe Roads, Post-Crash Care</b>			
Street Tree Requirements	Has a street tree ordinance that improves pedestrian safety and access. The ordinance includes details on debris maintenance and actions to take when sidewalk buckling occurs	Has a street tree ordinance, but it does not improve pedestrian safety or access	Does not have a street tree ordinance
Bicycling Supportive Amenities and Wayfinding	Bicycle supportive amenities (parking, routing/wayfinding, water fountains, repair stations) are found community-wide	Some bicycle supportive amenities are found in key areas	Bicyclist supportive amenities are not provided in the community
Bicycle Parking Requirements	A bicycle parking ordinance is enforced for all development and a program is in place to install and maintain public bike parking in existing development	A bicycle ordinance for off-street parking is in place but no requirement exists to install parking for existing development	No bike parking ordinance or program in place
Pedestrian and Bicycle Safety Education Program	Pedestrian and bicycle education programs are data-driven and focused on local safety context; education programs are customized for diverse groups. The program includes education for drivers/motorists.	Has some traffic safety education programs that address pedestrians and bicyclists	Does not have pedestrian and bicycle safety education programs
Enforcement	Police Department applies for annual OTS funding, and conducts sustained and data-driven enforcement efforts focused on education, behavior, and locations related to most severe bicycle and pedestrian crashes; enforcement is effective is KSI crashes decrease and there is lower racial disproportionality in traffic citations	Police Department conducts some data-driven enforcement activities related to bicyclist and pedestrian safety	Enforcement is not data-driven, or Police Department does not have Traffic Safety Officer(s)
Pedestrian Walking Audit Program	Has significant and ongoing programs that include regular walking audits	Has no safety program, but has conducted walking audits sporadically	Does not have a pedestrian safety program and has not conducted a walking audit
Bicycling Safety Audit Program	Has significant and ongoing programs which include bicycling audits	Has some programs and may have conducted a bicycling audit	Does not have bicycling safety audit programs

**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
General Plan: Provision for Pedestrian and Bicycle Nodes	Pedestrian and bicycle nodes are identified and pedestrian-oriented policies are in place for these nodes	Pedestrian and bicycle nodes are identified, but pedestrian and bicycle accommodations are not	Pedestrian and bicycle nodes are not identified
General Plan: Safety Element	On safety evacuation routes, agencies should identify creative solutions on how to evacuate residents safely and efficiently while maintaining and implementing low stress pedestrian and bicycle facilities	Safety Element does not identify the need to maintain low stress facilities and produce creative solutions that does not prohibit the implementation of low-stress facilities on evacuation routes	Safety Element does not mention pedestrian and bicycle facilities on evacuation routes
Bike Ordinances (Sidewalk Riding)	Local ordinances allow for context-specific flexibility in sidewalk riding policies and enforcement (e.g. is there an adjacent bike facility?)	Local ordinance does not include section on sidewalk riding	Ordinances mandate that bikes are not allowed on sidewalks under any circumstances
Vehicle Miles Traveled (VMT) Mitigation Strategies	Not Formally adopted, but written with MCOG-Has a VMT Mitigation Strategy that uses the most recent guidance from CAPCOA to measure potential impacts of pedestrian and bicycle facilities	Mitigation measures identified in CAPCOA are used independently on a project-by-project basis	Does not use CAPCOA mitigation strategies
General Plan: Densities and Mixed-Use Zones	Has moderate to high densities in the CBD and mixed-use zones and progressive parking policies, and transportation impact analysis for new development prioritizes safety	Has moderate densities with separate uses; transportation impact analysis considers safety	Has low densities with separate uses; transportation impact analysis relies on LOS
Specific Plans, Overlay Zones, and Other Area Plans	Bicyclist and pedestrian-oriented design, walkability, or placemaking is stressed in the plans	Plans require bicycle and pedestrian accommodations, and placemaking	Plans do not address bicyclist or pedestrian needs or do not exist
Historic Sites	Cultural and historic preservation plans include a wayfinding, bicycle, and walkability focus	Historic areas have been identified, and pedestrian and bicycle access are addressed	No plan is in place, and little consideration is given for pedestrian and bicycle access in historic areas
Economic Vitality	Has several business improvement districts, an established façade improvement program, and progressive downtown parking policies	Has a business improvement district, façade improvement program, or downtown parking policies	Does not have business improvement districts, a façade improvement program, or downtown parking policies



**TABLE 3-1: SUMMARY OF PROGRAMS, POLICIES, AND PRACTICES  
 BENCHMARKING ANALYSIS FOR THE CITY OF FORT BRAGG**

Benchmark Topic	Key Strength	Enhancement	Opportunity
Post-Crash Care	Agency has an adopted LRSP or Caltrans-approved Safety Plan that identifies the importance of post-crash care and how the agency will implement identified countermeasures; this includes resources for medical rehabilitation, on-going advocacy group engagement (i.e. Mothers Against Drunk Driving, Families for Safe Streets), and resources for the adjudication process to ensure offenders receive proper sentencing and treatment	The adopted LRSP or Caltrans-approved Safety Plan is vague or does not include an Action Plan that identifies countermeasure implementation	The adopted LRSP or Caltrans-approved Safety Plan does not include action items and implementation strategies surrounding post-crash care
Proactive Approach to Institutional Coordination	Has identified obstacles and proactive coordination with advocacy groups and public health services where multiple facility owners (such as Caltrans or school districts) are involved, and has implemented efforts to overcome barriers	Has reactive coordination with advocacy groups and public health services with facility owners	Projects requiring cross-jurisdictional coordination are rarely coordinated and implemented
Coordination with Emergency Response	Emergency response engages in all aspects of bicycle/pedestrian facility planning and design (including pilot testing), and they balance response times with bicyclist/pedestrian safety. Agency also works with emergency response to implement policies providing information on traffic incident management	Emergency response engages in some aspects of bicycle/pedestrian facility planning and design	Emergency response is not involved in bicycle/pedestrian facility planning and design
Coordination with Health Agencies	Coordinates regularly with health agencies in the planning of bicycle and pedestrian facilities and/or programs and collection of crash data	Health agencies have programs to promote healthy lifestyles through active transportation	Health agencies are not involved in bicycle/pedestrian safety or active transportation
Coordination with Transit Agencies	Bicycles are accommodated on all transit vehicles with overflow capacity available. The agency partners with transit providers to ensure safe and comfortable routes for biking and walking to transit stops and stations, including on roadways with both frequent bus service and bicycle facilities	Bicycles are accommodated on buses only, with accommodation limited to rack capacity. Some transit stops and stations safe and comfortable routes for biking and walking access	Bicycles are not accommodated on transit. There are few bicycle and pedestrian accommodations for accessing transit stops and stations

## **Implementation of Americans with Disabilities Act (ADA) Improvements (Enhancement)**

Implementation of ADA improvements is key to making walking accessible and safe for everyone, regardless of ability or age.

The City of Fort Bragg has clear design guidelines but no regular practices for ADA compliance.

### **Suggestions for Potential Improvement**

- Continue adding ADA ramps at intersections that currently lack them and upgrade non-complaint ramps
- Develop an ADA improvement program for items such as dual curb ramps, truncated domes, and audible pedestrian signals that applies consistent treatments. The program may provide an inventory, prioritization plan, and funding source for such improvements.

## **ADA Transition Plan for Streets and Sidewalks (Enhancement)**

ADA Transition Plans identify gaps and issues in the City's current ADA infrastructure, prioritize projects for implementation, and set forth the process for bringing public facilities into compliance with ADA regulations. Transition Plans typically a range of locations, such as public buildings, sidewalks, ramps, and other pedestrian facilities. Some cities also have ADA Coordinators, who are responsible for administering the Plan and reviewing projects for accessibility considerations.

The City has a partial or outdated ADA transition plan or an ADA coordinator.

### **Suggestions for Potential Improvement**

- Consider prioritizing sub-areas within the City that exhibit greatest pedestrian activity.
- Expand the ADA Transition Plan to include the public right-of-way, particularly the downtown area, other priority development areas, bus stops, and schools.
- Consider having a part-time, trained ADA coordinator to review projects for accessibility and implement the ADA Transition Plan.
- Provide ADA standards and best practice training for engineering staff at all levels.

## **Ensure Safety for All Users is Prioritized, and Accessibility Maintained, During Construction and Road Maintenance Projects (Key Strength)**

It is vital to ensure that dedicated space is maintained for vulnerable users during construction and road maintenance projects.

The City has a policy in place that details how to maintain accessibility and provide designated space for people biking and walking through a Construction Management Plan (CMP) and has practices related to the installation of ADA improvements such as directional curb ramps and high-contrast truncated domes.

### **Suggestions for Potential Improvement**

- Create a policy that details how to maintain accessibility and provide designated space for pedestrians and bicyclists through a Construction Management Plan (CMP)
- Cities that have created a CMP include:
  - <http://www2.oaklandnet.com/oakca1/groups/pwa/documents/memorandum/oakO62315.pdf>

### **Roadway Safety Coordinator (Opportunity)**

A roadway safety coordinator provides guidance for pedestrian/bicycle planning efforts and oversees implementation of programs and helps with capacity building of staff. In a sampling of pedestrian-oriented California cities, a common denominator among cities (with a population over 100,000) is a full-time pedestrian/bicycle coordinator.

The City does not have a Roadway Safety Coordinator.

#### **Suggestion for Potential Improvement**

- Include dedicated time for the pedestrian and bicycle staff person to write grants for both capital projects and ongoing funding for walking and biking related programs and optics as well as to liaison with local non-profit, advocacy groups, and schools.

### **Formal Advisory Committee (Key Strength)**

Advisory committees serve as important sounding boards for new policies, programs, and practices. Responding to public concerns through public feedback mechanisms represents a more proactive and inclusive approach to bicycle and pedestrian safety compared to a conventional approach of reacting to crashes.

The City has a formal, active/on-going Transportation Advisory Committee guided by a charter or mission that includes the safety of vulnerable road users and whose activities focus on improving pedestrian and bicycle safety. The City also has staff TAC member of the Mendocino Council of Governments (MCOG) who focuses mainly on transportation planning throughout the County and other committees may be formed as needed.

### **Equitable Community Engagement Strategy that Includes Community Based Organization (CBO) Involvement (Enhancement)**

Having multiple touch points with the community creates transparency and open lines of communication between the Local Agency staff, residents, and businesses. Various kinds of formats and venues for public involvement and feedback allows for broader participation from the community. Consideration of local demographics (e.g. languages spoken) and the easiest formats for people to participate (e.g. online, in person but in the course of their daily activities, or at Local Agency-organized meetings) are important for meaningful and productive community dialogue.

Community engagement is an on-going process and does not only happen during the duration of the project, but also leading up to and after the project is completed.

The City has an equitable public outreach strategy, but formal community engagement events happen on a project-by project basis and/or without CBO partnerships.

### **Suggestion for Potential Improvement**

- Add “safety” or bicycle and pedestrian specific issues as the “work type” when people place a pin in 311 for easy coding and understanding of issues.
- Provide quarterly or annual updates to the community on the “state of walking and biking,” including recently completed projects, anticipated timeline for upcoming projects, and what the Local Agency plans to fund.
- Provide notices and interpretation in the most commonly spoken languages.
- Agencies that have an equitable community engagement strategy:
  - LA DOT Livable Streets: <https://ladotlivablestreets.org/content-detail/Dignity-Infused-Community-Engagement-Strategy#:~:text=The%20Vision%20Zero%20Dignity%2DInfused,into%20the%20technical%20planning%20process>

### **Traffic Calming or Speed Management Program (Opportunity)**

Traffic calming programs and policies set forth a consensus threshold on neighborhood requests and approvals, as well as standard treatments and criteria.

The City does not have a traffic calming program funding and implementation of countermeasures are ad-hoc and reactive.

### **Suggestion for Potential Improvement**

- Increase the amount of dedicated funding available for traffic calming each year.
- Expand the Local Agency’s traffic calming toolbox to include other tools, such as raised crosswalks, raised intersections, chicanes, and traffic diverters. The Local Agency should review their speed management program annually alongside the CIP project list to identify major arterials and neighborhood corridors to include proactive speed management.
- Expand the Local Agency’s practices to include proactive traffic calming measures instead of only responding to community requests. The Local Agency could consider allocating a portion of funding to proactive traffic calming, such as on bicycle boulevard streets or safe routes to schools, and then allocate the remaining funding to react to specific community requests.
- Refer to the following resources for traffic calming best practices:
  - [www.trafficcalming.org](http://www.trafficcalming.org)
  - Traffic Calming Guidelines from the City of Danville (<https://www.danville.ca.gov/DocumentCenter/View/139/NTMP-Guidelines-Booklet-PDF>)
  - Neighborhood Traffic Management Program from the City of Anaheim (<https://www.anaheim.net/2841/NTMP3>)
  - ITE Technical Resources – Traffic Calming Measures: (<https://www.ite.org/technical-resources/traffic-calming/traffic-calming-measures/>)

## Speed Limit Settings (Opportunity)

Agencies should regularly survey speeds and identify locations with high deviation from target speeds. Local municipalities use best practices for speed management from AB 43 to lower speed limits. Implementing lower speed limits is done using a consistent approach that prioritizes areas with historic under investment.

The City uses prima facie speed limit for all City maintained roads.

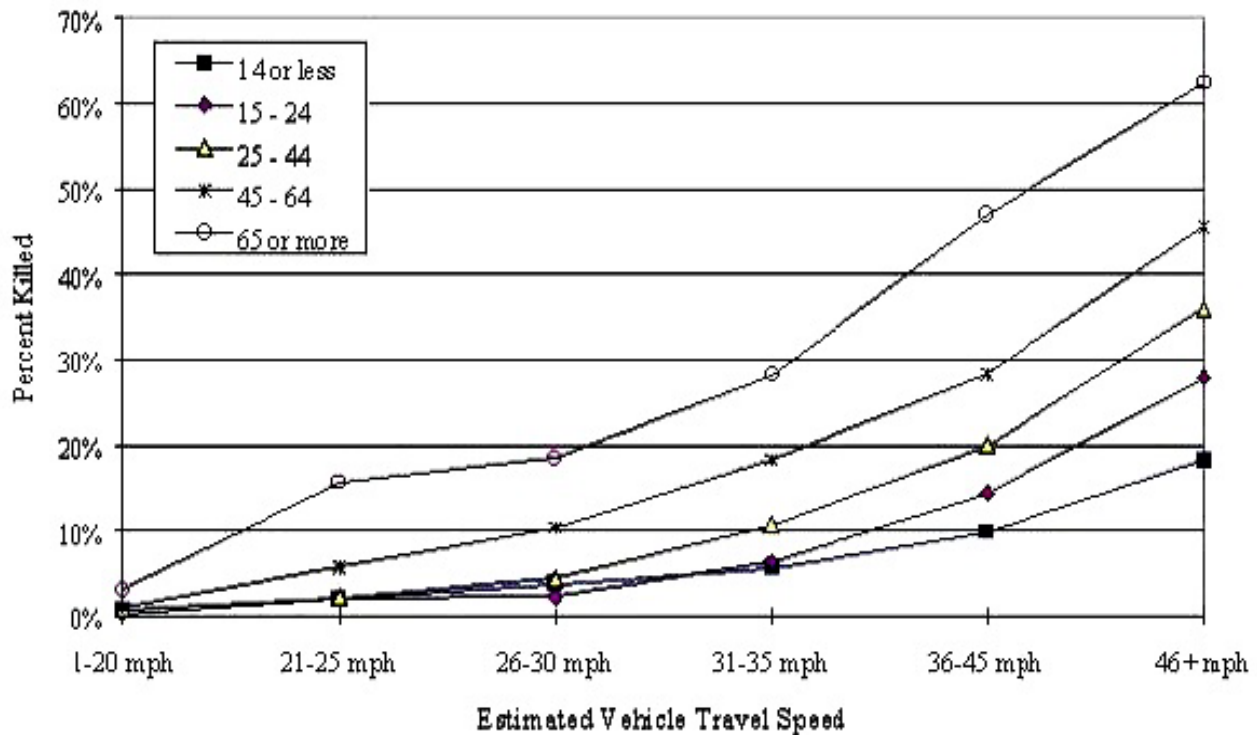


Figure 3-1: Relationship between Vehicle Speed, Victim Age, and Fatalities

### Suggestions for Potential Improvement

- Install traffic calming measures, signal coordination, and similar tools to maintain slower speeds appropriate for an urban community, particularly on streets that will be reviewed in the next speed survey.
- After complete streets improvement and other safety improvements are installed, conduct off-cycle speed surveys to review the speed limit and see if it needs to be reduced based on the improvements.
- Consider pedestrian volumes and known complete streets safety issues when setting speed limits and employ traffic calming strategies in locations where speed surveys suggest traffic speeds are too high for pedestrian and bicyclist safety.
- Ensure complete streets design standards have appropriate target design speeds for urban areas and do not contribute to a routine need for traffic calming.
- Consider the use of 15 MPH school zones.

- Additional information on AB 43 can be found here:
  - [https://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB43](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB43)
  - San Francisco’s Speed Limit Setting in Business Districts: <https://sfmayor.org/article/san-francisco-lowers-speed-limits-targeted-business-districts-under-new-state-law>

## **Safe Routes to Schools (Opportunity)**

Safe Routes to School (SRTS) programs encourage children to safely walk or bicycle to school. The Marin County Bicycle Coalition was an early champion of the concept, which has spread nationally (refer to best practices at [www.saferoutestoschools.org](http://www.saferoutestoschools.org)). SRTS programs are important both for increasing physical activity (and reducing childhood obesity) and for reducing morning traffic associated with school drop-off (as much as 30% of morning peak hour traffic).

The City does not have a Safe Routes to Schools program and has not obtained recent funding. Funding was last received in 2015.

### **Suggestion for Potential Improvement**

- Form an ongoing steering committee for the program (or each school) comprised of Local Agency staff, school district staff, PTA leaders, and other stakeholders that meets regularly to monitor efforts and identify new opportunities.
- Consider a safe route to school plan for all schools that is integrated with other policies and programs to conduct walk audits, identify recommended safety improvements, and secure funding for those improvements.

## **Systemic Signalized and Unsignalized Intersection Enhancements (Opportunity)**

Has a formal policy for systemic signalized intersection enhancements that follows a Safe System-based framework and proactively implements FHWA’s Proven Safety Countermeasures to manage speed and crash angles and considers risk exposure.

The City maintains no signalized intersections, all are on Caltrans ROW. The City’s Traffic Committee reviews and considers installation of crosswalks on a case-by-case base in accordance with the Traffic Committee Handbook.

### **Suggestion for Potential Improvement**

- Develop a City or County-wide crosswalk policy for the installation, removal, and enhancement of crosswalks at controlled and uncontrolled location. Ensure that it is consistent with best practices and recent research. This includes removing crosswalks only as a last resort and providing midblock crossings where they serve pedestrian desire lines.
- Consider developing a treatment selection “tool” to assist staff with the identification of applicable treatments in a given context.
- When crosswalk enhancements are identified, add them to a prioritized list that will be upgraded over time as funding is available.

FHWA resources include:

- Federal Highway Administration Safe System-Based Framework and Analytical Methodology for Assessing Intersections:  
<https://safety.fhwa.dot.gov/intersection/ssi/fhwas21008.pdf>
- Federal Highway Administration Proven Safety Countermeasures  
<https://safety.fhwa.dot.gov/provencountermeasures/>
- Federal Highway Administration STEP Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations:  
[https://safety.fhwa.dot.gov/ped\\_bike/step/docs/STEP\\_Guide\\_for\\_Improving\\_Ped\\_Safety\\_at\\_Unsig\\_Loc\\_3-2018\\_07\\_17-508compliant.pdf](https://safety.fhwa.dot.gov/ped_bike/step/docs/STEP_Guide_for_Improving_Ped_Safety_at_Unsig_Loc_3-2018_07_17-508compliant.pdf)
- National Cooperative Highway Research Program Application of Pedestrian Crossing Treatments for Streets and Highways: <http://www.trb.org/Publications/Blurbs/175419.aspx>

### **Safety-focused Curbside Management Opportunity)**

Shared mobility services are transportation services – typically offered by private companies – that offer ride-hail services (e.g. Lyft or Uber) for both solo and pooled trips, bike share, and scooter share. Policies for shared mobility services can allow agencies to encourage, prohibit, or direct how they want shared mobility to work in their agency. They can allow for curb space management, clear organization of sidewalk space, and encourage (or discourage) private vendors to come to the City/County. Curb space management is a practice that requires curb access to be planned, designed, operated, and maintained to enable curb utilization with safe, convenient, and multimodal access for all transportation users and provides driver education programs for fleet drivers.

The City has no curbside management program or policies in place.

### **Suggestion for Potential Improvement**

- Adopt a curb management plan to designate how the Local Agency will prioritize and proactive plan for curb uses (e.g. parking, passenger loading, commercial loading, ADA loading and parking, bicycle parking, bus-only lanes) and to make sure that the curb has the highest and best use of space.
- Consider micro-mobility policies (e.g. permitting, enforcement) in place to prioritize pedestrian and bicyclist safety and keep the sidewalk organized and usable for people of all abilities.
- Curbside management policy and education resources:
  - NYC Vision Zero Education:  
<https://www1.nyc.gov/content/visionzero/pages/education>
  - NYC Vision Zero Outreach:  
<https://www1.nyc.gov/site/tlc/about/tlc-vision-zero-outreach.page>
  - NYC Vision Zero Safety Toolkit for Trucks:  
<https://www1.nyc.gov/content/visionzero/pages/trucks>



## **Policies Supporting Micromobility (Opportunity)**

Micromobility should prioritize low-stress facilities in areas with high micromobility use and built into network planning and design for all projects with retail or in urban space.

The City has no shared micromobility policies in place.

### **Suggestions for Potential Improvement**

- Create a micromobility policy and implement speed regulators in geofenced locations
- NACTO Resources include: [https://nacto.org/wp-content/uploads/2019/09/NACTO\\_Shared\\_Micromobility\\_Guidelines\\_Web.pdf](https://nacto.org/wp-content/uploads/2019/09/NACTO_Shared_Micromobility_Guidelines_Web.pdf)

## **Connected and Automated Vehicle (CAV) Readiness (Opportunity)**

As CAV technology is deployed, strategies and readiness to discuss the interface between technology and human road users, the role of smart infrastructure, and the need for physical separation of AVs and vulnerable road users.

The City has no policy around C/AV readiness.

### **Suggestions for Potential Improvement**

- Create a policy that strategizes the oncoming challenges posed by CAV technology
- FHWA Resources include: <https://www.fhwa.dot.gov/policy/otps/policyanalysis.cfm>

## **Heavy Vehicle Fleets and Truck Routing (Opportunity)**

As the conversation around heavy vehicle fleets and truck routings are changing, local jurisdictions must be prepared to identify incorporation of these fleets along with funding. Identifying dedicated routes or boundaries within City/County boundaries allows for parallel routes of pedestrian and bicycle corridors.

The City has no policy around future fleets and truck routing.

### **Suggestions for Potential Improvement**

- Create a policy that identifies future fleet incorporating, funding, and dedicated routes for daily use

## **Public Advertisements Supporting Safety Culture (Enhancement)**

Culturally relevant and accessible education campaigns and outreach should occur regularly and on various platforms.

In Fort Bragg, culturally relevant and accessible education campaigns occur on a project-by-project basis.

Additional resources on successful safety culture campaigns can be found below:

- Stick to the Limits San Francisco: <https://www.sticktothelimitsf.org/>



## **Adopted Safety Plan (Key Strength)**

A Local Road Safety Plan (LRSP) or Caltrans-approved safety report identifies dedicated, annual funding stream for bicycle and pedestrian projects within underserved communities. Bicycle and pedestrian projects can also be integrated in the other work that the Local Agency does, including repaving and other routine maintenance of the roadway network.

The City has an approved LRSP or other Caltrans-approved safety report that identifies funding sources and prioritization of projects within underserved communities. Safety upgrades are noted on the agency's High-Injury Network (HIN) and tied into repaving projects, CIP updates, etc.

Dedicated Annual Funding Stream:

- General City Funds
- Local and regional impact fees
- Local tax measure funds

Apply for Grants:

- Surface Transportation Program Funding
- Highway Safety Improvement Program (HSIP)
- Active Transportation Program (ATP)
- Safe Routes to School Grant (SRTS)

## **Suggestion for Potential Improvement**

- Partner with other agencies and continue applying for grant funding for both infrastructure and non-infrastructure projects.
- Integrate bicycle and pedestrian projects into the site plan review process for new development.
- Secure additional funding for repaving projects to allow for “quick build” projects and other bicycle and pedestrian safety improvements to be integrated into those projects.
- Establish a dedicated funding source for pedestrian and bicycle projects.

## **Safe System Policy**

A Safe System policy with redundancy built in for transportation projects includes all users and modes, affects new construction and maintenance, considers local context, and provides guidance for implementation.

The City does not have a safe system policy.

## **Collection of Pedestrian and Bicyclist Volumes (Enhancement)**

Pedestrian and bicyclist volume data, along with a GIS database, is important for understand where people walk and bike. This establishes baseline data prior to project implementation and can help prioritize projects, develop crash rates, and determine appropriate bicycle and pedestrian

infrastructure. The database helps to identify patterns and needs of underserved communities in local jurisdictions policies and programs.

The City collects pedestrian and bicyclist volumes on a project-by-project basis, but not routinely. Key origins and destinations are identified in a Bike, Pedestrian, or Active Transportation Plan, but need to be updated.

#### **Suggestions for Potential Improvement**

- Routinely collect pedestrian and bicycle volumes by requiring them to be counted in conjunction with manual intersection turning movement counts.  
[https://mtc.ca.gov/sites/default/files/4\\_AOC\\_Tech\\_Transfer\\_Seminar\\_Banner\\_06032013.pdf](https://mtc.ca.gov/sites/default/files/4_AOC_Tech_Transfer_Seminar_Banner_06032013.pdf)
- Geocode pedestrian volume data with GIS software along with other data such as pedestrian control devices and crashes to analyze data for trends or hotspots related to pedestrian safety.

### **Inventory of Bikeways, Parking, Informal Pathways, and Key Bicycle Opportunity Areas (Enhancement)**

The City has a partial, static inventory of missing facilities and opportunity areas through Bike, Pedestrian, or Active Transportation Plans.

#### **Suggestions for Potential Improvement**

- Migrate the inventory of bikeways, bike parking, and future bike improvements into a GIS format for quick mapping and sharing.
- Identify a staff person responsible for maintaining the GIS data set.

### **Inventory of Sidewalks, Informal Pathways, and Key Pedestrian Opportunity Areas (Opportunity)**

A GIS-based sidewalk inventory enables project identification and prioritization, as well as project coordination with new development, roadway resurfacing, and so on. This data set can be available on the Local Agency's website for knowledge sharing with the public as well as agencies.

The City does not have an inventory of missing sidewalks, crosswalks, informal pathways, or pedestrian opportunity areas.

#### **Suggestion for Potential Improvement**

- Create a City-wide inventory of existing and missing sidewalks, informal pathways, and key pedestrian opportunity areas in GIS.
- Consider establishing a program to work with property owners to repair damaged sidewalks outside their property. This can be a condition for the sale of the property.

## **Traffic Control Audit (Signs, Markings, and Signals) (Enhancement)**

Cities have a wide variety of traffic control devices that regulate how bicyclist and pedestrians should use the street and interact safely with drivers. However, some cities do not have inventories how, when, and where this is installed. Creating a database of this information allows the City's staff to know where infrastructure may be out of date or in needed of updates. For example, countdown signals are important pedestrian safety countermeasure. The 2012 California *Manual of Uniform Traffic Control Devices* (MUTCD) requires the installation of countdown pedestrian signals for all new signals. Likewise, the CA MUTCD also requires installation of bike detection at all actuated signals. Bike detection is a basic building block of the bike network to make sure that bikes can trigger the traffic signal. Inventorying bike detection and countdown signals allows the Local Agency's staff to approach safety from a systems perspective and develop projects to close gaps in biking and walking infrastructure over time.

The City has some GIS-based inventories of signs, markings, other countermeasures, and signals.

### **Suggestion for Potential Improvement**

- Develop a City wide crosswalk inventory in GIS and maintain it over time. This would allow for a systemic safety approach to enhancing crosswalks, and allow the Local Agency to prioritize all crosswalk enhancement projects City or County wide for implementation over time and as money is available.
- Ensure that locations with pedestrian desire lines have safe crosswalks. An updated crosswalk policy can help determine the appropriate crossing treatment at uncontrolled locations without marked crosswalks.
- Include maintenance records within the GIS database inventory of signs, markings, and signals.
- Develop a proactive monitoring program for ensuring the quality and proper functioning of traffic control devices.

## **Crash History and Crash Reporting Practices (Opportunity)**

Safety is typically approach through both proactive and reactive measures. Identifying and responding to crash patterns on a regular basis and in real time is an important reactive approach to bicycle and pedestrian safety, which may be combined with other proactive measures. This is the traditional way most cities have approached safety. However, many are now looking to proactive safety to address safety issues on a system wide basis. This is often paired with a policy goal of getting to zero fatality or severe injury crash (commonly referred to as "Vision Zero").

The City does not have set practices for data review.

The City also has an LRSP that identifies routine data collection and assessment. Prioritized project list is updated based on crash data assessment.

The City uses crossroads crash data, local data from Police Services or similar (not TIMS/SWITRS), and require crash data be included in Transportation Impact Assessments.

### **Suggestion for Potential Improvement**

- Adopt a data driven systemic safety approach, which would include a systems approach to identifying, prioritizing, and ultimately implementing safety countermeasure and/or a formal commitment to Vision Zero.
- Work with elected officials and department heads to adopt a Vision Zero policy formally stating the Local Agency's commitment to reducing the number of traffic-related fatalities and severe injuries to zero.
- Additionally, with sufficient pedestrian volume data, the Local Agency could prioritize crash locations based on crash rates (i.e., crashes/daily pedestrian volume), a practice that results in a more complete safety needs assessment. Treatments could then be identified for each location and programmatic funding allocated in the Local Agency's Capital Improvements Program (CIP).
  - The City of Sacramento's Pedestrian Master Plan includes a section on how to prioritize locations based on crash rates:  
<http://www.cityofsacramento.org/transportation/engineering/publications.html>

### **Surrogate Safety Measures for Proactive Monitoring (Opportunity)**

Innovative data collection techniques such as hard breaking, speed, and near miss data can provide additional insights into crashes. Community feedback tools such as Street Story can assist local jurisdictions to collect data.

The City does not use surrogate safety measures as part of data collection and assessment process.

- <https://safetrec.berkeley.edu/tools/street-story-platform-community-engagement>

### **Complete Streets Policy (Opportunity)**

Complete Streets Policies are formal statements showing a local agency's commitment to planning and designing for all modes of travel and travelers of all ages and abilities.

The City does not have a Complete Streets policy.

#### **Suggestion for Potential Improvement**

- The following jurisdictions have established practices for complete streets, including implementation of these policies through multimodal level of service thresholds, and may serve as models:
  - Boston, Massachusetts, Boston's Complete Streets:  
<http://bostoncompletestreets.org/about/>
  - Philadelphia, Pennsylvania, Philly Free Streets:  
<http://www.phillyfreestreets.com/>
  - Baltimore, Maryland, Complete Streets Ordinance:  
<https://transportation.baltimorecity.gov/completestreets>
  - South Bend, Indiana, Complete Streets Policy:  
<https://www.smartgrowthamerica.org/app/legacy/documents/cs/policy/cs-in-south-bend-resolution.pdf>

- Town of Ashland, Massachusetts, Complete Streets Policy:  
<https://www.smartgrowthamerica.org/app/legacy/documents/cs/policy/cs-ma-ashland-policy.pdf>

## Active Transportation Plan (Opportunity)

This type of plan includes a large menu of policy, program, and practice suggestions, as well as site-specific (and prototypical) engineering treatment suggestions. Bicycle and Pedestrian Master Plan(s) documents a jurisdiction's vision for improving walkability, bikeability, and bicycle and pedestrian safety; establish policies, programs, and practices; and outline the prioritization and budgeting process for project implementation.

The City has a Pedestrian and/or Bicycle Master Plan but it may be outdated and/or no recent projects from the Plan have been completed.

### Suggestion for Potential Improvement:

- Implement the low-hanging projects in the Bicycle and Pedestrian Master Plan and seek grant funding for major projects
- Pursue additional funding opportunities for programs identified by the Plan.
- Provide regular updates to the Plan, including bicycle and pedestrian facilities and design guidelines that address the needs of bicyclists and pedestrians of all ages and abilities
- Develop high injury networks for walking and biking to identify routes with the highest incidences of fatal and severe injuries for pedestrians and bicyclists. This will create a systematic safety analysis that can help in prioritizing limited resources.
- Consider identifying existing and missing bicycle and pedestrian infrastructure for improvement.

## Existing Bike Network (Enhancement)

Innovative features such as protected bikeways, bike boulevards, and protected intersections citywide or countywide can decrease the level of traffic stress experienced by bicyclists, make biking more comfortable, and – in so doing - appeal to a wide range of bicyclists. Level of traffic stress refers to the level of comfort or discomfort a bicyclist might experience. Research conducted by the Mineta Institute in San Jose establishes levels of traffic stress on a scale for 1 to 4 with LTS 1 at the level that most children can tolerate and LTS 4 at the level characterized by “strong and fearless” cyclists (see: <http://transweb.sjsu.edu/project/1005.html>). A bicycle network that is attractive to the majority of the population would have low stress and high connectivity.

The City's existing bike network primarily includes Class I, II, and III facilities. There are gaps within the bike network and facilities do not accommodate all users.

### Suggestion for Potential Improvement:

- Continue to identify funding sources and implement the proposed projects identified in the Bicycle and Pedestrian Master Plan.
- Develop design standards for bike boulevards, trails, paths, and landscaping for bicycle network.
- Create a GIS data for existing bike network to identify gaps and opportunities for improvements.

## **Existing Pedestrian Facilities (Enhancement)**

The City's existing pedestrian facilities includes low stress facilities and frequent crosswalks, and roadways are primarily two-to-four lane roads. The City has the following pedestrian components: reduced corner radii, corner bulbs, directional curb ramps with truncated dome, raised crosswalks, speed tables, pedestrian refuge islands, advanced yield lines, advanced stop bar, and restricted parking at corners to increase visibility of crossing.

### **Suggestion for Potential Improvement:**

- Continue to identify funding sources and implement the proposed projects identified in the Bicycle and Pedestrian Master Plan.
- Create a GIS database for existing pedestrian infrastructure to identify gaps, inventory assets, and create opportunities for systemic safety analysis of all crosswalks.

## **Bike and Pedestrian Network Implementation Practices (Enhancement)**

Considering the safety and comfort of people walking and biking leads to better projects that can encourage new walking and biking trips and enhance safety for active transportation users today and in the future.

Bicycle Level of Traffic Stress (LTS) was originally developed by researchers at the Mineta Transportation Institute. LTS assesses the comfort and connectivity of bicycle networks.

In Fort Bragg, spot locations have been identified through a safety plan for a low stress network for bicycles. The plan identifies additional proven countermeasures to be implemented as part of the projects. For pedestrian network implementation practices, treatments are implemented on a project-by-project basis.

### **Suggestion for Potential Improvement:**

- Prioritize bicycle projects to align with roadway resurfacing and projects that are near school sites.
- Identify pedestrian priority areas and have a policy in place around crosswalk spacing and design enhancements
- Secure enough funding for repaving and other complete streets projects to allow for installation of protected bike and pedestrian facilities and intersection improvements.
- Prioritize use of LTS to strategically implement bikeways and traffic calming treatments that would improve LTS of existing bikeways.

## **Design Guidelines and Standards (Opportunity)**

Design guidelines and development standards create a clear set of documents that guide how all transportation improvements should be installed City or County wide. As a result, they can create a consistent, high-quality biking and walking experience.

The City's local standards reference national best practices, but are static or out of date, with minimal customized design policies for pedestrian and bicycle accommodations. The City uses NACTO Urban

Bikeway Design Guide, NACTO Urban Street Design Guide, FHWA Separated Bike Lane Planning and Design Guide, Caltrans DIB 89 Class IV Bikeway Guidance and CA MUTCD and the Highway Design Manual when making design decisions.

### **Suggestion for Potential Improvement**

- Continue adopting national bicycle and pedestrian safety best practices for roadway and facility design guidelines and standards:
  - NACTO Urban Street Design Guide:  
<http://www.nyc.gov/html/dot/downloads/pdf/2012-nacto-urban-street-design-guide.pdf>
  - CROW Design Manual for Bicycle Traffic
  - FHWA Separated Bike Lane Planning and Design Guide  
[https://nacto.org/wp-content/uploads/2016/05/2-4\\_FHWA-Separated-Bike-Lane-Guide-ch-5\\_2014.pdf](https://nacto.org/wp-content/uploads/2016/05/2-4_FHWA-Separated-Bike-Lane-Guide-ch-5_2014.pdf)
  - MassDOT Separated Bike Lane Planning & Design Guide  
<https://www.mass.gov/lists/separated-bike-lane-planning-design-guide>
  - ITE Recommended Practice for Accommodating Pedestrians and Bicyclists at Interchanges
  - AASHTO Guide for the Development of Bicycle Facilities  
[https://nacto.org/wp-content/uploads/2015/04/AASHTO\\_Bicycle-Facilities-Guide\\_2012-toc.pdf](https://nacto.org/wp-content/uploads/2015/04/AASHTO_Bicycle-Facilities-Guide_2012-toc.pdf)
  - AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities:  
[https://transops.s3.amazonaws.com/uploaded\\_files/Update%20of%20the%20AASHTO%20Guide%20for%20the%20Planning%20Design%20and%20Operation%20of%20Pedestrian%20Facilities.pdf](https://transops.s3.amazonaws.com/uploaded_files/Update%20of%20the%20AASHTO%20Guide%20for%20the%20Planning%20Design%20and%20Operation%20of%20Pedestrian%20Facilities.pdf)

### **Roadway Surfaces for Bicycle Facilities (Enhancement)**

The quality of a roadway surface along bikeways is an important consideration when choosing to bike. Rough surface in a bike lane creates an uncomfortable bicycling experience and may also pose safety hazards.

The City's roadways' surface is acceptable on bicycle routes and routine maintenance, including debris removal, occurs.

### **Suggestion for Potential Improvement:**

- Prioritize maintenance of roadways where bicycle facilities are present, particularly for closing gaps in the bikeway network or where improved pavement quality is needed on popular bicycle routes.
- Prioritize debris removal on roadways where bicycle facilities are present.
- Assess the needs for new and enhanced crosswalks and curb ramps with each repaving project. Include consideration of lane reductions and quick build projects such as paint and plastic median refuges and bulb outs; high-visibility crosswalks; and advanced yield markings.

### **Attention to Bicycle and Pedestrian Crossing Barriers (Opportunity)**

Crossing barriers - such as railroads, freeways, and major arterials - may discourage or even prohibit bicycle access and are often associated with vehicle-bicycle crashes. Large intersections and



interchanges and uncontrolled crossings can often deter bicyclists due to high speeds, high number of conflict points with vehicles, and elevated level of exposure. Identifying and removing barriers and preventing new barriers is essential for improving bicyclist safety and access. Crossing barriers also discourage or even prohibit pedestrian access and can create safety challenges for pedestrians. These can be similar to the biking barriers or present additional challenges.

The bike treatments are not installed at intersections or through interchanges. The City has no policy, but has identified some barriers and taken steps to improve pedestrian access.

The City uses the following crossing treatments at uncontrolled crossings: high visibility crosswalk striping and restricting parking at crosswalk to increase visibility of crossing.

#### **Suggestion for Potential Improvement:**

- Use green routinely to highlight conflict zones at large intersection and interchanges. See Oakland's bicycle lane striping guidance for more information:  
<http://www2.oaklandnet.com/government/o/PWA/o/EC/s/BicycleandPedestrianProgram/OAKO24653>
- To slow speeds at critical intersections, use smaller corner radii using small design vehicles appropriate for urban areas and updated standard plans to reflect this.
- Review design of slip/trap-right lanes at intersections and implement improvements.
- Implement best practice guidance on bicycle accommodation through interchanges and expressways, as appropriate, using the ITE's *Recommended Practice: Guidelines to Accommodate Bicyclist and Pedestrians at Interchanges* plus consideration of protected bike lane design.
- Identify and create an inventory of pedestrian barriers with targeted recommendations for phased improvements.
- Consider pedestrian barriers and needs in doing bicycle barriers assessment.

### **Intersection Control Evaluation (Opportunity)**

Providing alternative traffic controls such as roundabouts, signals, and stop signs may improve pedestrian and bicycle safety by reducing speeds and controlling vehicle conflicts. Installing bicycling signals and limiting stop signs on bicycle routes may enhance bicycle mobility and safety. The CA MUTCD defines warrants for installing signals and stop signs.

The City uses MUTCD Warrants and/or does not have a practice of using Intersection Control Evaluations. All signalized intersections are within Caltrans ROW, and are not maintained by City.

#### **Suggestion for Potential Improvement**

- Develop specific signal and stop sign warrants that are pedestrian- and bicycle-friendly.

### **Sidewalk Furniture or Other Sidewalk Zone Policies (Opportunity)**

Street furniture encourages walking by accommodating pedestrians with benches to rest along the route or wait for transit; trash receptacles to maintain a clean environment; street trees for shade, and



so on. Uniform street furniture requirements also enhance the design of the pedestrian realm and may improve economic vitality.

In the City, there are no design standards requiring implementation of the sidewalk zone system.

#### **Suggestion for Potential Improvement**

- Adopt a Street Furniture Ordinance to include locations and furniture amenities other than those associated with transit stops, as appropriate.

### **Street Tree Requirements (Opportunity)**

Street trees enhance the pedestrian environment by providing shade and a buffer from vehicles, which increase pedestrian safety. Street trees may also enhance property values, especially in residential neighborhoods. However, street trees, when improperly selected, planted, or maintained, may cause damage to adjacent public utilities.

Currently, the City does not have a street tree ordinance, but by request of the Council, one is in progress.

#### **Suggestion for Potential Improvement**

- Develop a Street Tree Ordinance to provide guidance on permissible tree types and permitting requirements, also specifying a requirement for new trees plantings associated with development projects.

### **Bicycling Supportive Amenities and Wayfinding (Key Strength)**

In addition to designating roadway or paths in a bicycle network, supportive amenities (including parking, water fountains, and maintenance stations) can encourage bicycling. Wayfinding can both encourage bicycling and enhance safety by navigating cyclists to facilities that have been enhanced for bicyclist use or to local retail opportunities for economic growth.

Bicycle supportive amenities (parking, routing/wayfinding, water fountains, repair stations) are found community-wide.

#### **Suggestion for Potential Improvement:**

- Create and deploy a bicycle wayfinding strategy City/County wide as recommended in the Bicycle and Pedestrian Master Plan, as well as a Biking Guide.
- Develop a Biking Guide that includes a bike map and bicycle locker and rack locations.

### **Bicycle Parking Requirements**

Safe and convenient bicycle parking is essential for encouraging bicycle travel (especially in-lieu of vehicle travel). Bicycle parking can also facilitate last-mile connections between two modes, such as bicycle parking at a transit station. To be effective, bicycle parking needs to be visible and secure and have enough capacity to accommodate bicycle demand, both long-term and short-term. Long-term and

short-term parking can be implemented through a bicycle parking ordinance as in the City of Oakland (see details at <http://www2.oaklandnet.com/Government/o/PWA/o/EC/s/BicycleandPedestrianProgram/OAK024596>).

In the City, a bicycle parking ordinance is enforced for all development and a program is in place to install and maintain public bike parking in existing development.

**Suggestion for Potential Improvement:**

- Implement short-term and long-term, secured bicycle parking at all new development, consistent with the Bicycle and Pedestrian Master Plan and the APBP Bicycle Parking Guidelines, 2nd edition.
- Site bicycle racks to be convenient for bicyclists, out of the way of pedestrians, and with good visibility for security, consistent with the APBP Bicycle Parking Guidelines, 2nd edition.
- Consider implementation of “branded” racks for the City/County (with a unique design or City/County’s symbol).

**Pedestrian and Bicycle Safety Education Program (Opportunity)**

Engineering treatments are often not enough on their own to realize full safety benefits associated with the treatment. Safety education programs complement engineering treatments and increase compliance. Education campaigns target drivers and people of all ages, especially school-age children where safe walking and biking habits may be instilled as lifelong lessons.

The City does not have pedestrian and bicycle safety education programs.

**Suggestion for Potential Improvement**

- Conduct a formal education campaign targeting people driving, walking, and biking about street safety. This includes advertisements on buses and bus shelters, an in-school curriculum, community school courses, public service announcements, and many other strategies. Consider a focus on speed and safe driving.

**Enforcement (Enhancement)**

Enforcement of pedestrian and bicycle right-of-way laws and speed limits is an important complement to engineering treatments and education programs.

The Police Department conducts some data-driven enforcement activities related to bicyclist and pedestrian safety.

**Suggestion for Potential Improvement**

- Implement sustained pedestrian safety enforcement efforts and involve the media. Use enforcement as an opportunity for education by distributing pedestrian safety pamphlets in lieu of, or in addition to, citations. The Miami-Dade Pedestrian Safety Demonstration Project provides a model for the role of media in the sustained effectiveness of

**The 3-E’s of Pedestrian Safety:**

**Engineering**

**Education**

**Enforcement**

enforcement. Information is available at:

[http://www.miamidade.gov/MPO/docs/MPO\\_ped\\_safety\\_demo\\_eval\\_report\\_200806.pdf](http://www.miamidade.gov/MPO/docs/MPO_ped_safety_demo_eval_report_200806.pdf).

- Train officers in pedestrian safety enforcement principles. The Madison, Wisconsin Department of Transportation has developed a DVD in collaboration with the Madison Police Department to train traffic officers in pedestrian and bicycle issues (for more information see <http://www.walkinginfo.org/library/details.cfm?id=2865>). The Bicycle Transportation Alliance in Portland, Oregon offers Pedestrian Safety Enforcement Training (for more information on this five-hour course see: [http://www.bta4bikes.org/at\\_work/pedestriangrants.php](http://www.bta4bikes.org/at_work/pedestriangrants.php)).
- Establish a radar gun check-out program for trained community volunteers to record speeding vehicles' license plate numbers and send letters and/or document occurrences. Radar gun check-out programs are available in Albany, Pleasanton, and Thousand Oaks, California, among other cities.

### **Pedestrian Walking Audit Program (Opportunity)**

Walking audits provide an interactive opportunity to receive feedback from key stakeholders about the study area and to discuss the feasibility of potential solutions. They can be led by Local Agency staff, advocacy groups, neighborhood groups, or consultants.

The City has no safety program, but has conducted walking audits sporadically.

#### **Suggestion for Potential Improvement**

- Include regular walking audits in City/County wide pedestrian safety program, based on the suggestions of this CSSA. This effort may complement other “green” or health-oriented programs within the Local Agency.

### **Bicycling Safety Audit Program (Opportunity)**

When Local Agency staff and key stakeholders ride along study corridors and experience key route and crossing challenges and best practices, consensus is more readily reached on a vision and action plan for safety enhancements.

The City does not have bicycling safety audit programs.

#### **Suggestion for Potential Improvement**

- Include regular bicycling audits in the City/County wide bicycle safety programs. Encourage interdepartmental participation.
- Routinely conduct bicycle safety audits of key corridors throughout the City/County, including those with recent improvements, those with heavy bicycle demand, and those with high crash rates.
- Collaborate with schools on projects beyond the school district boundaries.

### **General Plan: Provision for Pedestrian and Bicycle Nodes (Key Strength)**

Planning principles contained in a local agency's General Plan can provide an important policy context for developing pedestrian-oriented, walkable areas. Transit-oriented development, higher densities, and

mixed uses are important planning tools for pedestrian-oriented areas. The General Plan identifies pedestrian priority areas, which are zones in which high volumes of pedestrian traffic are encouraged and accommodated along the sidewalk.

In the City, pedestrian and bicycle nodes are identified and pedestrian-oriented policies are in place for these nodes.

#### **Suggestion for Potential Enhancement**

- Create an overlay district for pedestrian priority areas with special pedestrian-oriented guidelines, such as relaxing auto Level of Service standards and prioritizing pedestrian improvements. Prioritize sidewalk improvement and completion projects in these nodes.
- Utilize vehicle miles traveled (VMT) for future transportation impact analysis.

### **General Plan: Safety Element (Opportunity)**

SB 99 and AB 747 are legislation around safety evacuation during natural disasters. Local jurisdictions should identify creative solutions on how to evacuate residents safely and efficiently while maintaining and implementing low stress pedestrian and bicycle facilities.

The City's Safety Element of the General plan does not mention pedestrian and bicycle facilities on evacuation routes.

### **Bike Ordinances (Sidewalk Riding) (Opportunity)**

The City's ordinances mandate that bikes are not allowed on sidewalks in certain districts and/or when signage exists indicating such.

#### **Suggestion for Potential Improvement:**

- Consider an optional helmet ordinance for adults.
- Consider allowing for context-specific flexibility in sidewalk riding policies and enforcement

### **Vehicle Miles Traveled (VMT) Mitigation Strategies (Opportunity)**

A VMT Mitigation Strategy should use the most recent guidance from California Air Pollution Control Officers Association (CAPCOA) to measure potential impacts of pedestrian and bicycle facilities.

Not Formally adopted, but written with MCOG, the City has a VMT Mitigation Strategy that uses the most recent guidance from California Air Pollution Control Officers Association (CAPCOA) to measure potential impacts of pedestrian and bicycle facilities.

#### **Suggestion for Potential Improvement**

- CAPCOA Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity:  
[https://www.caleemod.com/documents/handbook/full\\_handbook.pdf](https://www.caleemod.com/documents/handbook/full_handbook.pdf)

## **General Plan: Densities and Mixed-Use Zones**

Planning principles contained in a local agency's General Plan can provide an important policy context for developing bicycle-oriented and walkable areas. Transit-oriented development, higher densities, and mixed uses are important planning tools for pedestrian-oriented areas.

The City has low densities with separate uses; transportation impact analysis relies on LOS

### **Suggestion for Potential Improvement**

- Utilize vehicle miles traveled (VMT) for future transportation impact analysis.
- Consider allowing moderate to high densities in the downtown and mixed-use zones as well progressive parking policies, such as shared parking and demand-based pricing.
- Consider multi-modal trade-offs in the transportation impact analysis for new development, so that the safety and needs of people walking and biking is weighed heavily, and vehicular delay is not the primary performance measure.
- Ensure that wide sidewalks, high quality, protected bike lanes, and intersection safety improvements are included with all new development projects, particularly where densities are higher
- Strongly weigh walking and biking performance measures as well as safety metrics in determining appropriate intersection improvements and street design.

## **Specific Plans, Overlay Zones, and Other Area Plans (Key Strength)**

Bicyclist and pedestrian-oriented design, walkability, or placemaking is stressed in the City's plans.

### **Suggestion for Potential Improvement**

- Emphasize bicyclist and pedestrian-oriented design, walkability, and/or placemaking in all new specific plans, overlay zones, and other area plans.

## **Historic Sites (Enhancement)**

Historic walking routes or bike trails, such as the famous Freedom Trail in Boston, encourage active transportation and enhance economic vitality.

In the City, historic areas have been identified, and pedestrian and bicycle access are addressed.

### **Suggestion for Potential Improvement**

- Continue to implement the goals, policies and programs that support walking trips included in the Historic Preservation and Community Design Element of the General Plan to showcase natural or local sites of interest, and link key features of the Local Agency. Maps of the tour route and historic documentation materials could be made available online or as a mobile app in addition to wayfinding signs, maps, and plaques could also be provided throughout the Local Agency. Consider other areas of the City/County for walking tours and historic signs.
- Consider upgrading History Walk signs with larger text to improve legibility and wayfinding.

## Economic Vitality (Enhancement and Opportunity)

Improving bicycle and pedestrian safety and walkability can enhance economic vitality. Similarly, enhancing economic vitality through innovative funding options such as Business Improvement Districts (BIDs), parking management, and facade improvement programs can lead to more active areas and encourage walking and bicycling.

The City does not have business improvement districts, a facade improvement program, or downtown parking policies. Recent work to create one was completed last year and code enforcement actively engaged to work on facade improvement program. City has applied for grant funds for parking policy updates this year.



*Sample store facades*

### Suggestion for Potential Improvement

- Activate the built environment in business areas through BIDs and facade improvement programs.
- Use wayfinding, walking routes, and events to direct pedestrians to commercial areas throughout the area.
- Install bicycle parking in commercial areas and provide safe, comfortable bike facilities in commercial areas to make it convenient and fun to get to local businesses.

## Post-Crash Care (Opportunity)

An agency's adopted LRSP or Caltrans-approved Safety Plan should include resources for the agency to implement identified countermeasure for medical rehabilitation, on-going advocacy group engagement, and resources for the adjudication process to ensure offenders receive proper sentencing and treatment.

The City has an adopted LRSP or Caltrans-approved Safety Plan, but does not include action items and implementation strategies surrounding post-crash care.

## Proactive Approach to Institutional Coordination (Enhancement and Opportunity)

Institutional coordination associated with multiple agencies and advocacy groups is a critical part of the work of any municipality. Non-local control of right-of-way and differing policies regarding pedestrian and bicyclist accommodation can make the work complex.

The City has reactive coordination with advocacy groups and public health services with facility owners. Projects requiring cross-jurisdictional coordination are rarely coordinated and implemented.

### Suggestion for Potential Improvement

- Work with the local school districts to establish a policy on neighborhood-sized and oriented schools as part of a Safe Routes to School policy.
- Work with the school districts to establish suggested walking routes and address potential barriers to pedestrian or bicycle access.

### **Coordination with Emergency Response (Enhancement)**

Emergency response requires special roadway design considerations that sometimes conflict with bicycle and pedestrian treatments. One example is the design of turning radii at intersections. Bicyclists and pedestrians benefit from the reduced vehicle speeds of smaller radii, but larger vehicles, such as fire trucks, have more difficulty performing the turn within the smaller space. These conflicts require consensus building between the Local Agency and the respective departments. Consensus building could include pilot testing of alternative treatments, such as a model traffic circle in an open field.

In the City, emergency response engages in some aspects of bicycle/pedestrian facility planning and design.

#### **Suggestion for Potential Improvement:**

- Include the Fire Department early in the process as a stakeholder in the Williams Street and Bancroft Street separated bikeway projects to ensure access needs are accommodated.
- Balance the trade-off between traffic calming safety treatments such as roundabouts or partial street closures and longer emergency response times.
- Encourage emergency and transit responders to participate in test runs of roadway designs that are aimed to reduce speed and improve bicycling access.
- Implement policies providing information on tragic incident management

### **Coordination with Health Agencies (Opportunity)**

Involving non-traditional partners such as public health agencies, pediatricians, etc., in the planning or design of pedestrian and bicycle facilities may create opportunities to be more proactive with pedestrian and bicycle safety, identify pedestrian and bicycle safety challenges and education venues, and secure funding. Additionally, under-reporting of pedestrian-vehicle and bicycle-vehicle crashes could be a problem that may be partially mitigated by involving the medical community in pedestrian and bicycle safety planning.<sup>2</sup>

The health agencies in Fort Bragg are not involved in bicycle/pedestrian safety or active transportation.

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<sup>2</sup> Sciortino, S., Vassar, M., Radetsky, M. and M. Knudson, "San Francisco Pedestrian Injury Surveillance: Mapping, Underreporting, and Injury Severity in Police and Hospital Records," *Accident Analysis and Prevention*, Volume 37, Issue 6, November 2005, Pages 1102-1113



## **Coordination with Transit Agencies (Enhancement)**

Providing safe and comfortable biking and walking routes to transit stops and stations, and the ability to take bicycles on-board transit vehicles increases the likelihood of multi-modal trips.

In the City, bicycles are accommodated on buses only, with accommodation limited to rack capacity. Some transit stops and stations safe and comfortable routes for biking and walking access.

Suggestion for Potential Improvement:

- Work with transit agencies, Caltrans, and other relevant partners to improve access and safety to stations and bus stops.



# 4. Complete Streets Audit Results and Suggestions

## Overview

This chapter presents the observations and recommendations from the City of Fort Bragg staff, the Fort Bragg Police Department, school officials, and staff from the County of Mendocino made during the walking audit on May 31, 2022. The recommendations are based on best practices and discussions with the participant group regarding local needs and feasibility. A glossary of the candidate treatment options is presented in **Appendices A and B**.

Walking audits are typically conducted to understand the needs, issues, and opportunities associated with walking and biking in the study area. During a walking audit, positive practices are observed, and issues and opportunity areas are noted. Observations are based on how motorists are behaving around pedestrians and bicyclists and how pedestrians and bicyclists are behaving, especially at intersections (e.g., if pedestrians are crossing at unmarked locations to avoid certain intersections, why might they feel the need to do so?).

The suggestions in this report are based on limited field observations and general knowledge of best practices in complete streets design and safety. As this report is conceptual in nature, the City may conduct more detailed studies before finalizing and implementing any physical changes. Conditions may exist in the focus areas that were not observed and are not compatible with recommendations in this report. City staff may conduct further analysis to refine or discard the recommendations in this report if they are contextually inappropriate or do not improve pedestrian safety or accessibility due to conditions including, but not limited to, high vehicular traffic volume or speeds, physical limitations on space or sight distance, or other unsafe conditions.

## 4.1 Selection of Focus Areas

Three broad focus areas were chosen based on collision data and City interest in evaluation. Locations were selected that are not part of City projects currently underway or planned for in the forthcoming year. Two of the chosen locations were near schools the third is centered around downtown and the SR 1 corridor, home to the city's largest collision hotspots.

The three focus areas selected for the audit are:

1. Harold Street from Fir Street in the north to Oak Street in the south, generally consisting of the major route to and from Fort Bragg Middle School
2. Main Street / SR 1 from Fir Street in the north to Oak Street in the south, spanning the west edge of the downtown area

3. Dana Street from Oak Street in the north to Chestnut Street in the south, covering the main roadways between Fort Bragg High School and Dana Gray Elementary School

The audit, conducted on May 31, 2022, occurred on a Tuesday following the Memorial Day long weekend. While school officials and City staff noted that conditions and phenomena observed were typical, it should be noted that school attendance on that day was lower than usual.

The following sections present the key issues identified during the walking audits, along with suggested projects responding to the issues at each site.

## 4.2 Location #1: Harold Street

Harold Street is a north-south roadway in the central part of Fort Bragg. For most of its length, it is a two-lane street with a speed limit of 25 miles per hour. It has unprotected Class II bike facilities (“bike lanes”) and on-street parking in both directions. It is wide, at approximately 50 feet from curb to curb—wide enough to accommodate two lanes of travel in each direction. It has continuous sidewalks on both sides of the street throughout. Crosswalks are striped at most legs of intersections, and some crosswalk legs across Harold Street are equipped with splitter islands (although without accompanying median refuges). With the exception of the all-way stop controlled intersections with Oak and Madrone Streets, the intersections along Harold Street are side-street stop-controlled with Harold Street being the major street. The surrounding land use is mostly single-family residential, but there is a cluster of neighborhood-serving commercial uses at the intersection with Oak Street. It also serves Fort Bragg Middle School at its northern end, for which it acts as the primary access route.

In some ways, Harold Street can be viewed as a prototypical street in Fort Bragg, as its typology and context are prevalent across much of the city: two-lane roadway with a 25 mile per hour speed limit, but with a width much more typical of a larger, faster-moving roadway.

The walk audit proceeded north from the intersection of Harold Street and Oak Street to the main entrance of Fort Bragg Middle School at the intersection of Harold Street and Fir Street. The walk audit began at 7:45 AM at Oak Street to coincide with the morning commute to Fort Bragg Middle School, whose first bell is at 8:25 AM.

### Observations

The following observations were noted during the site visit:

- There was a steady stream of traffic towards the Middle School that began around the time our audit began and continued until the first bell time, consisting of vehicles, a high number of pedestrians (schoolchildren walking alone or with a guardian), and a moderate number of bicyclists.
- There was a high proportion of taller vehicles, such as large pickup trucks and SUVs, among vehicles observed, which have blind spots that pose significant risks for middle-school age children crossing in front of such vehicles.

- Sunlight comes in at a relatively low angle, even during the summer when the audit took place, and it is understood that the sun is even lower during the winter months, which substantially impacts visibility.
- The streets, which are comparatively wide given their context, lead to long crossing distances and times for pedestrians, and encourage speeding.
- There were numerous observed instances of vehicles failing to yield to pedestrians and bicyclists, who must wait longer at intersections for an opportunity to cross.
- The splitter islands feature visual evidence of frequent impacts by vehicles.
- At the intersection with Oak Street, the westbound approach of Oak Street has a right-turn lane that is well-used but creates a situation that periodically blocks the line of sight between crossing pedestrians and motorists in the other two lanes of traffic on that approach. However, while only this particular approach is striped this way, many intersection approaches throughout this corridor and the city have identical widths, and vehicles were observed illegally using the bike lane or parking lane as a turning lane in many instances, with similar negative effects for visibility for pedestrians and bicyclists crossing.
- At Fort Bragg Middle School, the mid-block crosswalk at 545 North Harold Street was well-used, while the one further south and the one at Fir Street were not well-used. The former saw several occasions of vehicles failing to yield to crossing pedestrians.
- Vehicles dropping off students used the right lane of Harold Street but did not attempt to form a single line or pull forward to the main entrance of the school; instead, they merged into and out of the lane at random points, including at crosswalks, causing points of conflict with other vehicles and pedestrians. Many vehicles then used the intersection with Fir Street to make U-turns (a notably unsafe maneuver).

## Suggested Improvements

To improve pedestrian, bicycle, and motor vehicle access and circulation at this location, the following improvements are suggested:

### HAROLD STREET

Suggested improvements to the Harold Street corridor are documented in Figure 4-1.

- At the intersection of Oak and Harold Streets, eliminate the right-turn lane on the westbound approach of Oak Street. Implement curb extensions to reduce crossing distances.
  - While the most high-trafficked of the intersections along the corridor, the contextual and design attributes of the intersection of Harold and Oak Streets is not significantly different from that of other intersections along the corridor.
  - Consider implementing curb extensions at other intersections along the corridor. If not feasible, daylighting (i.e., designating a section of curb immediately adjacent to the intersection as no-parking red zones) can be implemented as a low-cost intermediate step that will also offer improved visibility.
- At locations along the corridor already equipped with splitter islands at intersections (Alder Street, Laurel Street, and Redwood Avenue), convert those islands to full median refuges. The FHWA recommends a minimum width of 4 feet for the pedestrian space portion of the island.

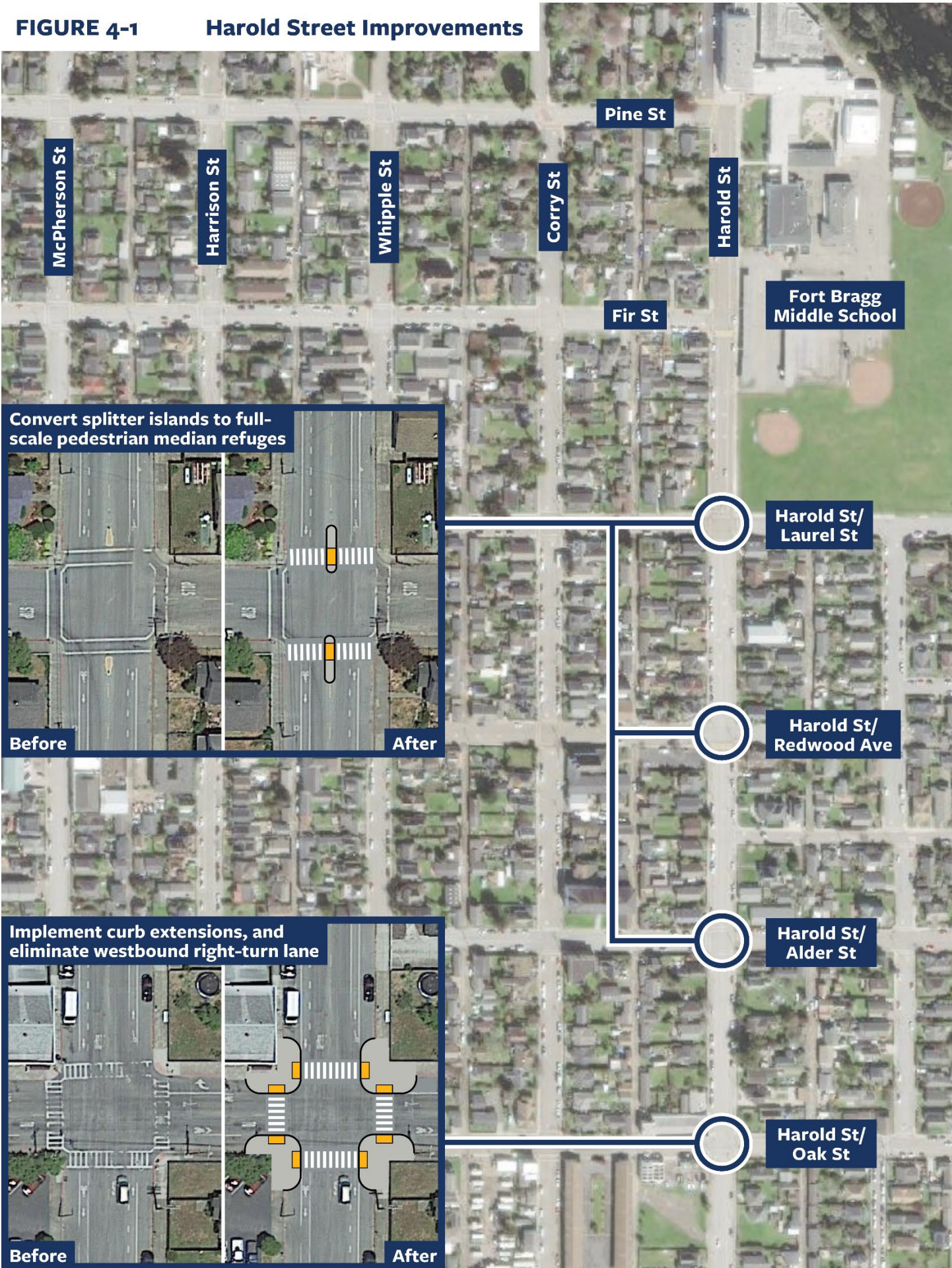
## FORT BRAGG MIDDLE SCHOOL

The following improvements to the transportation infrastructure of the two schools are also recommended, to be undertaken in partnership with Fort Bragg Unified School District:

- Two options are presented for modifying the pick-up / drop-off situation at Fort Bragg Middle School:
  - Option 1 involves formalizing the right lane of northbound Harold Street into a pick-up / drop-off lane. The lane would begin with the end of the bulb-out for the crosswalk at 525 North Harold Street and merge back into the through lane just south of the accessible parking spaces. All vehicles making a pick-up or drop-off at the front of the school would need to merge into the lane when it begins and be instructed to pull forward as far as possible, and then continue in the lane and not merge back into the through lane until the lane ends. A surface mounted channelizing system (“delineators”) can be deployed to physically separate the lane from the through lane to enforce this traffic pattern. Delineators should also be deployed on the centerline of Harold Street throughout its westward turn as it approaches the intersection with Fir Street, to prevent vehicles from making the U-turn at the intersection. There are many potential options for delineators that can be used for such a purpose, such as the FG 300 Interstate Grade Curb System. Option 1 is documented in Figure 4-2.
  - Option 2 would involve dead-ending both Fir Street and Harold Street at Fort Bragg Middle School. Two cul-de-sacs would be created, one at each terminus, to be used as drop-off / pick-up zones. School bus drop-off and pick-up would occur curbside along the east side of Harold Street between the two crosswalks. The space between the two cul-de-sacs will serve as an extension of the plaza in front of the auditorium and can be used for community events. There will be a one-lane-wide section of pavement preserved as a passage between the two cul-de-sacs for use by bicycles, school buses, and emergency vehicles. Option 2 is documented in Figure 4-3.
- Regardless of which option is selected, the crosswalk near 545 North Harold Street should be upgraded to a raised crosswalk.
- Regardless of which option is selected, the stretch of Harold Street between Pine and Fir Streets should have a speed limit of no more than 15 miles per hour on school days.
- Regardless of which option is selected, there should be additional communication with family and community members about pick-up and drop-off procedures to clarify the operations of whichever alternative is selected and traffic rules surrounding the school in general. This can happen, ideally, through a combination of in-person contact opportunities such as parent-teacher conferences and back-to-school events, flyers sent home, and proactive outreach by school staff and volunteers during pick-up and drop-off.

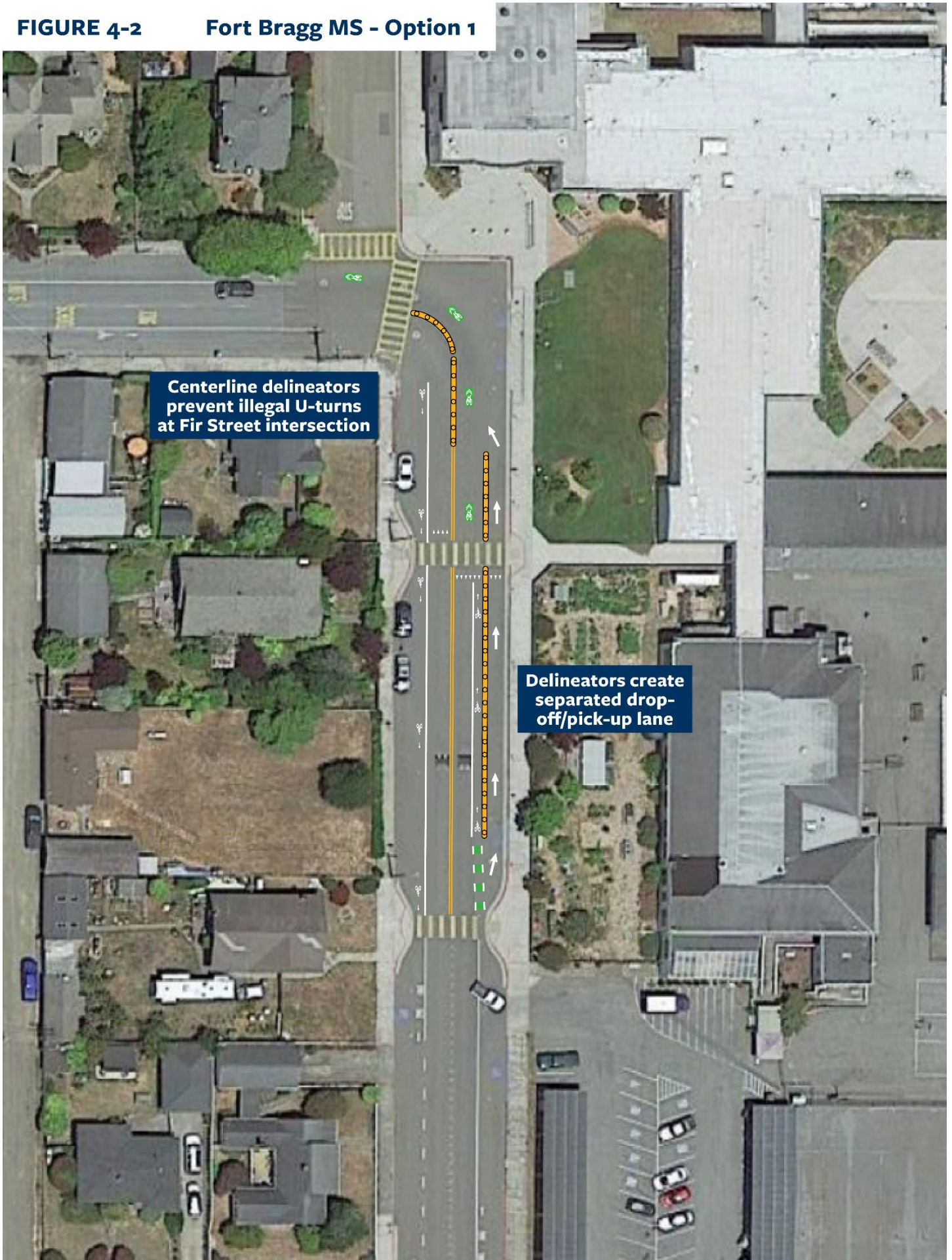


**FIGURE 4-1 Harold Street Improvements**



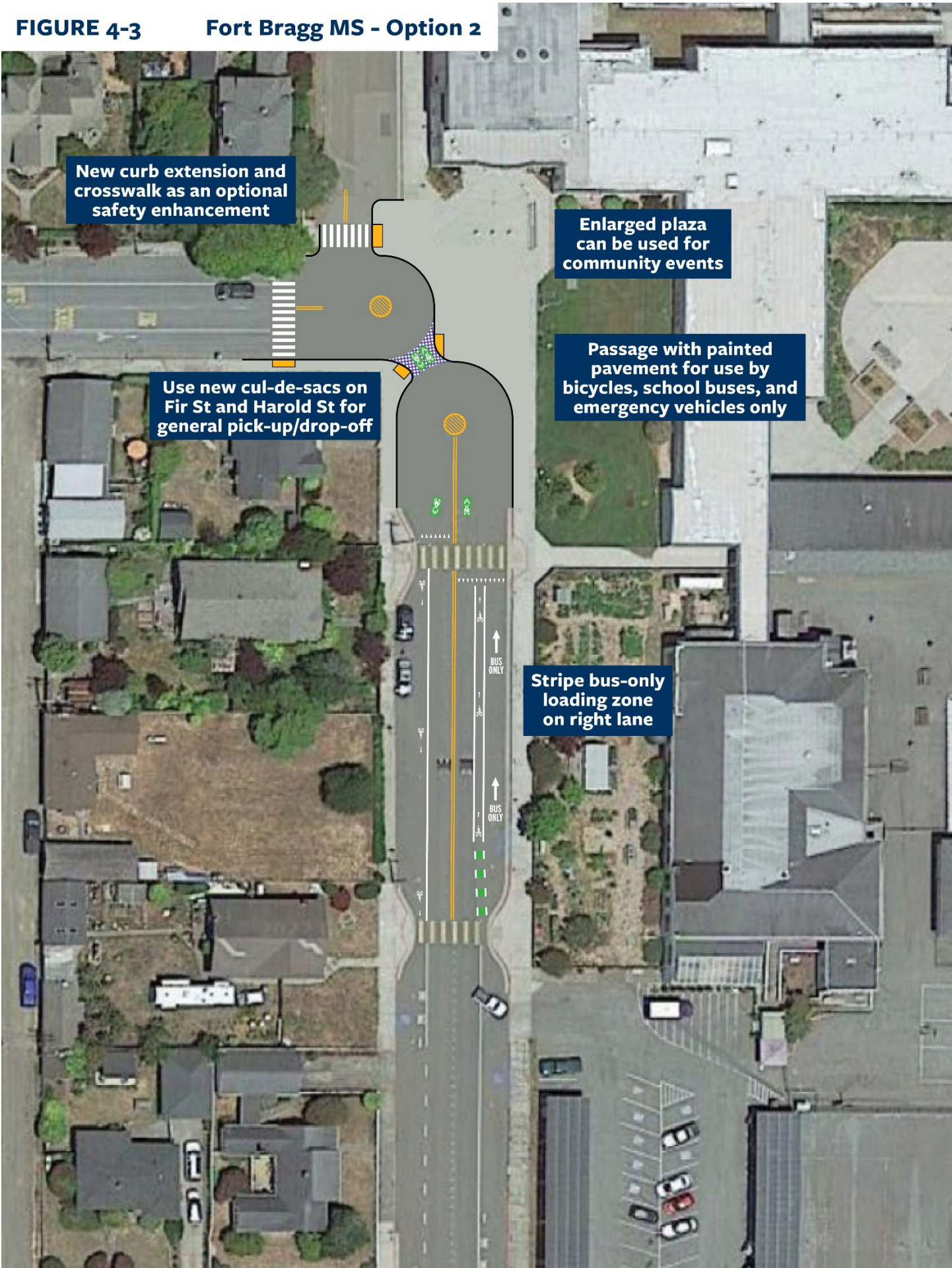


**FIGURE 4-2 Fort Bragg MS - Option 1**





**FIGURE 4-3 Fort Bragg MS - Option 2**







*The intersection of Harold Street and Oak Street, looking east*





*The intersection of Harold Street and Alder Street, looking north*



*Morning drop-off traffic at Fort Bragg Middle School, along Harold Street looking south*

## 4.3 Location #2: Main Street (State Route 1)

Main Street, which also carries the designation of SR 1, is the principal north-south arterial in the city and its main external road connection. Being a state highway, it is owned and maintained by Caltrans, and serves the dual role of being both the city's principle commercial corridor as well as a key highway corridor with large volumes of through traffic. The corridor is mostly commercial in its surrounding land use, ranging from dense, pedestrian-oriented commercial development in downtown to strip malls in the southern end of the city. Main Street varies in size and width through the city, ranging from a five-lane roadway (two through lanes in each direction with a center left-turn lane) in the south to two lanes (one through lane in each direction without a center turn lane) in parts of downtown; generally, it has two travel lanes in each direction south of Redwood Avenue, and narrows to one travel lane in each direction north of it. It has a speed limit of 35 miles per hour, except in the crosstown section between Redwood Avenue and Elm Street, where the speed limit is 25 miles per hour. Crosswalks are marked at most legs of intersections, although they vary in legibility and width. There are signalized intersections at Elm Street, Laurel Street, Redwood Avenue, Oak Street, Chestnut Street, Cypress Street, Boatyard Drive, and the State Route 20 junction, with all remaining intersections being side-street stop-controlled. Main Street has, by far, the highest concentration of collisions in Fort Bragg.

The walk audit proceeded north from the intersection of Main and Oak Streets to the intersection of Main and Fir Streets. Chief Celeri Drive from Oak Street to Redwood Avenue was also audited. The walk audit occurred following morning peak hours, at approximately 10 AM.

### Observations

The following observations were noted during the site visit:

- Many intersections feature single diagonal curb ramps (as opposed to directional curb ramps for each crosswalk leg) and many are in deteriorated condition.
- The crosswalk legs across Main Street at Alder Street are unusually narrow.
- The placement of traffic signal and wooden utility poles directly at the edge of the intersection is common across much of the city, including at the intersections with Alder and Fir Streets. Such placement affects pedestrian visibility at crossings, as they may be obscured by the poles. They also pose physical obstacles for the implementation of certain countermeasures.
- Even with non-peak period traffic, traffic speed and volumes were high enough to create an uncomfortable condition for pedestrians crossing Main Street. Vehicles often did not yield for pedestrians.
- Conflicts at signalized intersections between pedestrians crossing Main Street and vehicles turning left from side streets onto Main Street (i.e., side street permissive left-turn maneuvers conflicting with pedestrians crossing) were observed.
- Streetlights were observed to be of a design and spacing that would provide insufficient continuous light for pedestrians during the nighttime period.

## Suggested Improvements

Since the corridor is owned and maintained by Caltrans, the City lacks the ability to implement design changes to the Main Street corridor without additional review and approval from Caltrans. However, based on observations during the site visit, the following improvements to pedestrian, bicycle, and motor vehicle activity are suggested for the City to propose to and consider in partnership with Caltrans. These improvements are also illustrated in Figure 4-3.

- At the intersection with Alder Street, close the more northern of the pair of the narrow uncontrolled crosswalk legs across Main Street, widen the southern crosswalk, and install a pedestrian hybrid beacon (PHB) system for improved pedestrian crossing.
- Signalize the intersection with Pine Street.
- Implement protected left-turn phasing on side streets at all signalized intersections. This may require the installation of new poles and mast arms.
- Install curb extensions, and either install directional curb ramps or other ramp improvements consistent with ADA requirements and best practices for pedestrian access and circulation at all intersections, corridor wide, that do not have ADA accessible, directional curb ramps. Locations with strong pedestrian demand, such as those with coast/beach access, should be prioritized if prioritization is necessary.
- At all intersections where right-of-way is available, add median islands for pedestrian refuge. Space for median refuge islands can be created by shifting the through traffic lane rightward into a portion of the parking lane and the left-turn lane rightward onto the original location of the through traffic lane at intersection approaches, as illustrated in Figure 4-4.
- Improve lighting, including introduction of pedestrian-scale lighting in the core downtown area.





*The intersection of Main Street and Laurel Street, looking east*



*The intersection of Main Street and Alder Street, showing the narrow crosswalk on the south side of the intersection*

## 4.4 Location #3: Dana Street

Dana Street is a short roadway stretching for just over one block in the eastern part of Fort Bragg, beginning at a T-intersection with Chestnut Street in the south and dead-ending in a driveway and trail just north of Oak Street. It is two lanes with a parking lane on either side throughout its length and has a posted speed limit of 25 miles per hour. The roadway primarily serves two schools – Dana Gray Elementary School and Fort Bragg High School, which front the roadway for most of its length, although there is some single-family residential land use at the northern end of the roadway. The roadway has three intersections: an all-way stop-controlled intersection with Oak Street at the north; a minor side-street stop-controlled intersection with dead-end Taubold Court; and its terminus at Chestnut Street, where there is a unique stop-control pattern where eastbound Chestnut Street is free-flow, but southbound Dana Street and westbound Chestnut Street are stop-controlled.

The walk audit proceeded south from the intersection of Dana and Oak Streets to the intersection of Dana and Chestnut Streets, with subsequent audits of the two campuses. The walk audit began at 2:45 PM at Oak Street to coincide with school dismissal at 3:15 PM for the elementary school and 3:20 PM for the high school.

### Observations

The following observations were noted during the site visit:

- School buses, which must pick up at both the elementary school and the high school, made a series of complicated and tight turns, but appeared to have managed with little difficulty or delay.
- Because school buses were parked in the pick-up / drop-off loop at Dana Gray Elementary School, the loop could not accommodate any other vehicles. Almost all pick-up / drop-off occurred in the parking lot along Chestnut Street in front of the school, where schoolchildren crossing the parking lot had to dodge vehicles pulling in and out of parking spaces, often by reversing, creating many risky points of conflict.
- On-street parking along Dana Street was almost completely occupied, and most vehicles appear to belong to Fort Bragg High School students who do not park in one of the school lots.
- There was a substantial amount of queuing on southbound Dana Street at the intersection with Chestnut Street due to drivers waiting for pedestrians in the crosswalk.
- There was a substantial amount of traffic heading westbound on Chestnut Street after each of the two dismissal times. While the peak of traffic flow was in the three to five minutes immediately following the dismissal time, there was still an overlap between elementary and high school traffic.

## Suggested Improvements

To improve pedestrian, bicycle, and motor vehicle activity at this location, the following improvements are suggested:

- Closing the midblock crosswalk across Chestnut Street that lies between the one at the east side of the Woodland Drive intersection and the one at the east side of the Dana Street intersection, and paving a path along the most direct desire line between the curb ramp leading to that crosswalk to the curb ramp leading to the crosswalk across Dana Street at the intersection of Dana and Chestnut Streets. This improvement is shown in Figure 4-4.

The following improvements to the transportation infrastructure of the two schools are also recommended, to be undertaken in partnership with Fort Bragg Unified School District:

- Dana Gray Elementary School should consider parking lot reconfiguration that allows for improved pick-up and drop-off operations while prioritizing pedestrian safety and school bus access and circulation. One potential reconfiguration could include the use of at least part of the parking area in the front of the school adjoining Chestnut Street to create a one-way pick-up/drop-off loop for use by non-school bus vehicles. The concrete island on the south side of the existing pick-up loop could be repurposed, for example, by converting the parking spaces to its south into a pick-up/drop-off lane.
- School traffic peaked and then dissipated rather rapidly (within a matter of minutes), as is typical of school traffic patterns. School traffic, therefore, can be further alleviated by staggering the dismissal times at the two schools even more – to ten minutes apart as opposed to five currently – to avoid overlapping traffic peaks.



**FIGURE 4-4 Dana St / Chestnut St**







*The intersection of Chestnut Street and Dana Street, looking east*



*Fort Bragg High School*

# **Appendix A:**

# **Glossary of Pedestrian**

# **Improvement Measures**

**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
<b>Traffic Control Countermeasures</b>			
Traffic Signal or All-Way Stop	Conventional traffic control devices with warrants for use based on the Manual on Uniform Control Devices (MUTCD).	Reduces pedestrian-vehicle conflicts and slows traffic speeds.	Must meet warrants based on traffic and pedestrian volumes; however, exceptions are possible based on demonstrated pedestrian safety concerns (collision history).
HAWK Beacon Signal	HAWK (High Intensity Activated Crosswalks) are pedestrian-actuated signals that are a combination of a beacon flasher and a traffic control signal. When actuated, HAWK displays a yellow (warning) indication followed by a solid red light. During pedestrian clearance, the driver sees a flashing red “wig-wag” pattern until the clearance interval has ended and the signal goes dark.	Reduces pedestrian-vehicle conflicts and slows traffic speeds.	Useful in areas where it is difficult for pedestrians to find gaps in automobile traffic to cross safely, but where normal signal warrants are not satisfied. Appropriate for multi-lane roadways.
Overhead Flashing Beacons	Flashing amber lights are installed on overhead signs, in advance of the crosswalk or at the entrance to the crosswalk.	The blinking lights during pedestrian crossing times increase the number of drivers yielding for pedestrians and reduce pedestrian-vehicle conflicts. This measure can also improve conditions on multi-lane roadways.	Best used in places where motorists cannot see a traditional sign due to topography or other barriers.
Stutter Flash	The Overhead Flashing Beacon is enhanced by replacing the traditional slow flashing incandescent lamps with rapid flashing LED lamps. The beacons may be push-button activated or activated with pedestrian detection.	Initial studies suggest the stutter flash is very effective as measured by increased driver yielding behavior. Solar panels reduce energy costs associated with the device.	Appropriate for multi-lane roadways.
In-Roadway Warning Lights	Both sides of a crosswalk are lined with pavement markers, often containing an amber LED strobe light. The lights may be push-button activated or activated with pedestrian detection.	This measure provides a dynamic visual cue and is increasingly effective in severe weather.	Best in locations with low bicycle ridership, as the raised markers present a hazard to bicyclists. May not be appropriate in areas with heavy winter weather due to high maintenance costs. May not be appropriate for locations with bright sunlight. The lights may cause confusion when pedestrians fail to activate them and/or when they falsely activate.

**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
High-Visibility Signs and Markings	High-visibility markings include a family of crosswalk striping styles including the “ladder” and the “triple four.” One style, the zebra-style crosswalk pavement markings, were once popular in Europe, but have been phased out because the signal-controlled puffin is more effective (see notes). High-visibility fluorescent yellow green signs are made of the approved fluorescent yellow-green color and posted at crossings to increase the visibility of a pedestrian crossing ahead.	FHWA recently ended its approval process for the experimental use of fluorescent yellow crosswalk markings and found that they had no discernible benefit over white markings.	Beneficial in areas with high pedestrian activity, as near schools, and in areas where travel speeds are high and/or motorist visibility is low.
In-Street Pedestrian Crossing Signs	This measure involves posting regulatory pedestrian signage on lane edge lines and road centerlines. The In-Street Pedestrian Crossing sign may be used to remind road users of laws regarding right of way at an unsignalized pedestrian crossing. The legend STATE LAW may be shown at the top of the sign if applicable. The legends STOP FOR or YIELD TO may be used in conjunction with the appropriate symbol.	This measure is highly visible to motorists and has a positive impact on pedestrian safety at crosswalks.	Mid-block crosswalks, unsignalized intersections, low-speed areas, and two-lane roadways are ideal for this pedestrian treatment. The STOP FOR legend shall only be used in states where the state law specifically requires that a driver must stop for a pedestrian in a crosswalk.
Pedestrian Crossing Flags	Square flags of assorted colors, which are mounted on a stick and stored in sign-mounted holders on both side of the street at crossing locations; they are carried by pedestrians while crossing a roadway.	This measure makes pedestrians more visible to motorists.	Appropriate for mid-block and uncontrolled crosswalks with low visibility or poor sight distance.
Advanced Yield Lines	Standard white stop or yield limit lines are placed in advance of marked, uncontrolled crosswalks.	This measure increases the pedestrian’s visibility to motorists, reduces the number of vehicles encroaching on the crosswalk, and improves general pedestrian conditions on multi-lane roadways. It is also an affordable option.	Useful in areas where pedestrian visibility is low and in areas with aggressive drivers, as advance limit lines will help prevent drivers from encroaching on the crosswalk. Addresses the multiple-threat collision on multi-lane roads.
<b>Geometric Treatments</b>			
Pedestrian Overpass/Underpass	This measure consists of a pedestrian-only overpass or underpass over a roadway. It provides complete separation of pedestrians from motor vehicle traffic, normally where no other pedestrian facility is available, and connects off-road trails and paths across major barriers.	Pedestrian overpasses and underpasses allow for the uninterrupted flow of pedestrian movement separate from the vehicle traffic.	Grade separation via this measure is most feasible and appropriate in extreme cases where pedestrians must cross roadways such as freeways and high-speed, high-volume arterials. This measure should be considered a last resort, as it is expensive and visually intrusive.



**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Road Diet (aka Lane Reduction)	The number of lanes of travel is reduced by widening sidewalks, adding bicycle and parking lanes, and converting parallel parking to angled or perpendicular parking.	This is a good traffic calming and pedestrian safety tool, particularly in areas that would benefit from curb extensions but have infrastructure in the way. This measure also improves pedestrian conditions on multi-lane roadways.	Roadways with surplus roadway capacity (typically multi-lane roadways with less than 15,000 to 17,000 ADT) and high bicycle volumes, and roadways that would benefit from traffic calming measures.
Median Refuge Island	Raised islands are placed in the center of a roadway, separating opposing lanes of traffic with cutouts for accessibility along the pedestrian path.	This measure allows pedestrians to focus on each direction of traffic separately, and the refuge provides pedestrians with a better view of oncoming traffic as well as allowing drivers to see pedestrians more easily. It can also split up a multi-lane road and act as a supplement to additional pedestrian tools.	Recommended for multi-lane roads wide enough to accommodate an ADA-accessible median.
Staggered Median Refuge Island	This measure is similar to traditional median refuge islands; the only difference is that the crosswalks in the roadway are staggered such that a pedestrian crosses half the street and then must walk towards traffic to reach the second half of the crosswalk. This measure must be designed for accessibility by including rails and truncated domes to direct sight-impaired pedestrians along the path of travel.	Benefits of this tool include an increase in the concentration of pedestrians at a crossing and the provision of better traffic views for pedestrians. Additionally, motorists are better able to see pedestrians as they walk through the staggered refuge.	Best used on multi-lane roads with obstructed pedestrian visibility or with off-set intersections.
Curb Extension	Also known as a pedestrian bulb-out, this traffic-calming measure is meant to slow traffic and increase driver awareness. It consists of an extension of the curb into the street, making the pedestrian space (sidewalk) wider.	Curb extensions narrow the distance that a pedestrian has to cross and increases the sidewalk space on the corners. They also improve emergency vehicle access and make it difficult for drivers to turn illegally.	Due to the high cost of installation, this tool would only be suitable on streets with high pedestrian activity, on-street parking, and infrequent (or no) curb-edge transit service. It is often used in combination with crosswalks or other markings.
Reduced Curb Radii	The radius of a curb can be reduced to require motorists to make a tighter turn.	Shorter radii narrow the distance that pedestrians have to cross; they also reduce traffic speeds and increase driver awareness (like curb extensions), but are less difficult and expensive to implement.	This measure would be beneficial on streets with high pedestrian activity, on-street parking, and no curb-edge transit service. It is more suitable for wider roadways and roadways with low volumes of heavy truck traffic.



**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Curb Ramps	Curb ramps are sloped ramps that are constructed at the edge of a curb (normally at intersections) as a transition between the sidewalk and a crosswalk.	Curb ramps provide easy access between the sidewalk and roadway for people using wheelchairs, strollers, walkers, crutches, handcars, bicycles, and also for pedestrians with mobility impairments who have trouble stepping up and down high curbs.	Curb ramps must be installed at all intersections and mid-block locations where pedestrian crossings exist, as mandated by federal legislation (1973 Rehabilitation Act and 1990 Americans with Disabilities Act). Where feasible, separate curb ramps for each crosswalk at an intersection should be provided rather than having a single ramp at a corner for both crosswalks.
Raised Crosswalk	A crosswalk whose surface is elevated above the travel lanes.	Attracts drivers' attention; encourages lower travel speeds by providing visual and tactile feedback when approaching the crosswalk.	Appropriate for multi-lane roadways, roadways with lower speed limits that are not emergency routes, and roadways with high levels of pedestrian activity, such as near schools, shopping malls, etc.
Improved Right-Turn Slip-Lane Design	Right-turn slip lanes (aka channelized right-turn lanes) are separated from the rest of the travel lanes by a pork chop-shaped striped area. This measure separates right-turning traffic and streamlines right-turning movements. Improved right-turn slip lanes would provide pedestrian crossing islands within the intersection and be designed to optimize the right-turning motorist's view of the pedestrian and of vehicles to his or her left.	This measure reduces the pedestrian's crossing distance and turning vehicle speeds.	Appropriate for intersections with high volumes of right-turning vehicles.
Chicanes	A chicane is a sequence of tight serpentine curves (usually an S-shape curve) in a roadway, used on city streets to slow cars.	This is a traffic-calming measure that can improve the pedestrian environment and pedestrian safety.	Chicanes can be created on streets with higher volumes, given that the number of through lanes is maintained; they can also be created on higher-volume residential streets to slow traffic. Chicanes may be constructed by alternating parallel or angled parking in combination with curb extensions.

**Pedestrian Access and Amenities**

**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Marked Crosswalk	Marked crosswalks should be installed to provide designated pedestrian crossings at major pedestrian generators, crossings with significant pedestrian volumes (at least 15 per hour), crossings with high vehicle-pedestrian collisions, and other areas based on engineering judgment.	Marked crosswalks provide a designated crossing, which may improve walkability and reduce jaywalking.	Marked crosswalks alone should not be installed on multi-lane roads with more than about 10,000 vehicles/day. Enhanced crosswalk treatments (as presented in this table) should supplement the marked crosswalk.
Textured Pavers	Textured pavers come in a variety of materials (for example, concrete, brick, and stone) and can be constructed to create a textured pedestrian surface such as a crosswalk or sidewalk. Crosswalks are constructed with the pavers, or can be made of stamped concrete or asphalt.	Highly visible to motorists, this measure provides a visual and tactile cue to motorists and delineates a separate space for pedestrians, as it provides a different texture to the street for pedestrians and motorists. It also aesthetically enhances the streetscape.	Appropriate for areas with high volumes of pedestrian traffic and roadways with low visibility and/or narrow travel ways, as in the downtown area of towns and small cities.
Anti-Skid Surfacing	Surface treatment is applied to streets to improve skid resistance during wet weather. This is a supplementary tool that can be used to reduce skidding in wet conditions.	Improves driver and pedestrian safety.	Appropriate for multi-lane roadways and roadways with higher posted speed limit and/or high vehicle volumes or collision rates.
Accessibility Upgrades	Treatments such as audible pedestrian signals, accessible push buttons, and truncated domes should be installed at crossings to accommodate disabled pedestrians.	Improves accessibility of pedestrian facilities for all users.	Accessibility upgrades should be provided for all pedestrian facilities following a citywide ADA Transition Plan.
Pedestrian Countdown Signal	Displays a “countdown” of the number of seconds remaining for the pedestrian crossing interval. In some jurisdictions the countdown includes the walk phase. In other jurisdictions, the countdown is only displayed during the flashing don’t walk phase.	Increases pedestrian awareness and allows them the flexibility to know when to speed up if the pedestrian phase is about to expire.	The forthcoming 2009 MUTCD is expected to require all pedestrian signals to incorporate countdown signals within ten years. The signals should be prioritized for areas with pedestrian activity, roadways with high volumes of vehicular traffic, multi-lane roadways, and areas with elderly or disabled persons (who may walk slower than others may).

Transit

**PEDESTRIAN IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
High-Visibility Bus Stop Locations	This measure should include siting bus stops on the far side of intersections, with paved connections to sidewalks where landscape buffers exist.	Provides safe, convenient, and inviting access for transit users; can improve roadway efficiency and driver sight distance.	Appropriate for all bus stops subject to sight distance and right-of-way constraints.
Transit Bulb	Transit bulbs or bus bulbs, also known as nubs, curb extensions, or bus bulges are a section of sidewalk that extends from the curb of a parking lane to the edge of the through lane.	Creates additional space at a bus stop for shelters, benches, and other passenger amenities.	Appropriate at sites with high patron volumes, crowded city sidewalks, and curbside parking.
Enhanced Bus Stop Amenities	Adequate bus stop signing, lighting, a bus shelter with seating, trash receptacles, and bicycle parking are desirable features at bus stops.	Increase pedestrian visibility at bus stops and encourage transit ridership.	Appropriate at sites with high patron volumes.

# **Appendix B:**

# **Glossary of Bicycling**

# **Improvement Measures**

**BICYCLING IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
<b>LINKS /ROADWAY SEGMENTS</b>			
<b>A. Road Design and Operations to Slow Traffic</b>			
Traffic Calming	There are a variety of measures too numerous to list here. See ITE Institute of Transportation Engineers, "Traffic Calming: State of the Practice".	Reduces motor vehicle speeds, which improves safety for all modes and increases bicyclist's comfort.	Urban and suburban settings; suggested for urban major streets with prevailing speeds of 35 mph and higher and for suburban major streets with prevailing speeds 45 mph or higher; and for all local streets with speeds of 30+ mph.
Bicycle Boulevard	A minor street on which traffic control devices are designed and placed to encourage cycling; these include unwarranted stop signs along bike route are removed; crossing assistance at major arterials is provided (see examples in Nodes-Section E below).	Allows cyclists to maintain their travel speeds, significantly reducing their travel time; provides cyclists with a low volume, low speed street where motorists are aware that it is a bicycle-priority street.	On minor streets with less than 3000 vehicles per day especially useful when Bike Blvd is parallel to and within ¼ mile of a major arterial with many desirable destinations.
Signal Coordination at 15-25 mph	The signal timing along a corridor is set so that traffic which receives a green light at the first intersection will subsequently receive a green light at all downstream intersections if they travel at the design speed; aka a "green wave."	Encourages motorists to travel at slower speeds, provides a more comfortable experience for cyclists and increases overall traffic safety; also allows cyclists to hit the green lights, so that they can maintain their travel speeds, significantly reducing their travel time.	Urban settings, typically downtown and other areas with relatively short blocks and with traffic signals at every intersection.
Woonerf/Shared Space	A shared space concept where the entire public right of way is available for all modes, often with no sidewalks, and with no lane striping, and little if any signage.	Access for motor vehicles is maintained, unlike a pedestrian zone, but motor vehicle speeds are constrained to 5 mph by design and the presence of other modes. Safety for all modes is improved.	Low volume residential streets where families can gather, and children are encouraged to play; also commercial areas with high pedestrian volumes, bicyclists, and transit.
<b>B. Road Design to Provide Bicycle Infrastructure</b>			
Bike Lanes	A painted lane for the exclusive use of bicyclists; it is one-way and is 5 feet minimum in width. They can be retrofitted onto an existing street by either a) narrowing existing wide travel lanes; b) removing a parking lane; c) removing a travel lane, or d) widening the roadway. A common method to retrofit bike lanes is described below.	Provides cyclists with their own travel lane so that they can safely pass and be passed by motor vehicles.	Roadways with over 4000 vehicles per day (if less than 4000 vehicles per day see Bicycle Boulevards above).

## BICYCLING IMPROVEMENT MEASURES

Measure	Description	Benefits	Application
Road Diet (aka Lane Reduction)	One to two travel lanes are replaced with a bike lane in each direction, and in most cases by also adding left-turn lanes at intersections or a center two-way left-turn lane; variations include widening sidewalks, and replacing parallel parking with angled or perpendicular parking.	Improves traffic safety for all modes by a) eliminating the double-threat to pedestrians posed by the two or more travel lanes in each direction; b) providing bike lanes for cyclists; c) providing a left-turn pocket for motorists, reducing rear-end collisions and improving visibility to oncoming traffic.	Classic application is a four-lane undivided roadway with less than 15,000 to 17,000 ADT though conversions of four-lane streets may work up to 23,000 ADT. Also applies to three-lane roadways and to 5 or 6-lane undivided roadways
Buffer adjacent to bike lanes	A three to five-foot buffer area is provided on one or both sides of the bike lane.	Right-side buffer (between bike lane and on-street parking): Removes cyclists from the door zone; Left-side (between bike lane and adjacent travel lane): provides greater separation from passing motor vehicle traffic.	This measure is particularly beneficial in the following conditions: Right-side: on streets with parallel on-street parking particularly in cities with a collision history of dooring; Left-side: on streets with traffic with prevailing speeds of 40 mph and higher.
Cycle Tracks	A bikeway within the roadway right of way that is separated from both traffic lanes and the sidewalks by either a parking lane, street furniture, curbs, or other physical means.	Reduces sidewalk riding, provides greater separation between motorists and cyclists.	Urban settings with parallel sidewalks and heavy traffic.
<b>C Other Traffic Control Devices</b>			
Except Bicycles placard	A Regulatory sign placard for use with other regulatory signs.	Increases or maintains the access and circulation capabilities of bicyclists.	Used at locations where the restriction in question does not apply to bicyclists, such as No Left Turn or Do Not Enter.
Sharrows	A pavement legend that indicates the location within the travel lane where bicyclists are expected to occupy.	The sharrow encourages cyclists to ride outside of the door zone and studies have shown that sharrows reduce the incidence of cyclists riding on the sidewalk and wrong-way riding.	Two or more lane city streets where the right-most lane is too narrow for a motor vehicle to safely pass a cyclist within the travel lane.
Bike Lanes May Use Full Lane sign (MUTCD R4-11)	Regulatory Sign	Informs motorists and cyclists that cyclists may be travelling in the center of a narrow lane.	Two or more lane city streets where the right-most lane is too narrow for a motor vehicle to safely pass a cyclist within the travel lane.
Share the Road sign (MUTCD W-11/ W16-1p)	Warning sign and placard	Informs motorists to expect cyclists on the roadway.	Two-lane roads particularly in rural areas where shoulders are less than four feet.
Bike Directional Signs (MUTCD D1 series or similar)	Informational signs indicating place names and arrows, with distances as a recommended option (D1-2C)	Informs bicyclists of the most common destination served by the bike route in question.	Particularly useful to direct cyclists to a facility such as a bike bridge or to use a street to access a major destination that might not otherwise be readily apparent.

## BICYCLING IMPROVEMENT MEASURES

Measure	Description	Benefits	Application
<b>D. New infrastructure to improve bicycle connectivity</b>			
Bike Path	A paved pathway for the exclusive use of non-motorized traffic within its own right of way;	Provides additional connectivity and route options that otherwise would not be available to bicyclists.	Wherever a continuous right of way exists, typically found along active or abandoned railroad ROW, shorelines, creeks, and river levees.
Pathway connections	Short pathway segments for non-motorized traffic, for example, which join the ends of two cul-de-sacs or provide other connectivity not provided by road network.	Provides short-cuts for bicyclists that reduce their travel distance and travel time.	Varies by community; suggested at the end of every newly constructed cul-de-sac.
Bicycle Overpass/ Underpass	A bicycle overpass or underpass is a bridge or tunnel built for the exclusive use of non-motorized traffic and is typically built where at-grade crossings cannot be provided such as to cross freeways, rivers, creeks, and railroad tracks. They can also be built to cross major arterials where, for example, a bike path must cross a major roadway.	A bike bridge / tunnel complements a local roadway system that is discontinuous due to man-made or natural barriers. They reduce the distance traveled by cyclists, and provide a safer conflict-free crossing, particularly if it is an alternative to a freeway interchange.	Grade separation via this measure is most feasible and appropriate when it would provide direct access to major bicyclist destinations such as a school or college, employment site, major transit station or would reduce the travel distance by one mile or more.
<b>NODES / INTERSECTIONS</b>			
<b>E. Intersection Design for Motor Vehicles</b>			
Reduced Curb Radii	The radius of a curb is reduced to require motorists to make the turn at slower speeds and to make a tighter turn.	Shorter curb radii reduce the speed of turning traffic thereby enabling a more comfortable weave between through cyclists and right-turning motorists.	This measure is suitable for downtown settings, at all cross streets with minor streets, all residential streets and all roadways that are not designated truck routes.
Remove/Control Free Right-Turn Lanes	Where a separate right-turn lane continues as its own lane after the turn, it may be redesigned to eliminate the free turn. A short-term solution is to control the turning movement with a stop sign or signal control and to redesign the island as discussed below.	Improves bicyclist safety since this design forces through cyclists on the cross street to end up in between two lanes of through motor vehicle traffic.	All locations where there are free right-turn lanes except those leading onto freeway on-ramps.
Remove/Redesign Right-Turn Slip-Lane Design	Right-turn slip lanes (aka channelized right-turn lanes) are separated from the rest of the travel lanes by a pork chop-shaped raised island which typically is designed to facilitate fast right turns, and right-turning vehicles are often not subject to the traffic signal or stop sign.	Improves bicyclist safety by slowing right-turning motorists and facilitates the weave between through bicyclists and right-turning motorists.	All locations with a channelized right-turn.



**BICYCLING IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Remove Optional Right-Turn Lane in Combination with a Right-Turn Only Lane	At locations where there is an optional right-turn lane in combination with a right-turn only lane, convert the optional right-turn lane to a through-only lane.	Improves bicyclist safety since cyclists have no way of knowing how to correctly position themselves in the optional (through /right turn) lane.	All locations where there is an optional right-turn lane in combination with a right-turn only lane per HDM 403.6(1) (except on freeways).
Redesign Ramp Termini	Redesign high speed free flow freeway ramps to intersection local streets as standard intersections with signal control.	Improves bicyclist and pedestrian safety on intersections of local streets with freeway ramps.	All freeway interchanges with high speed ramps
<b>F. Intersection Design Treatments - Bicycle-Specific</b>			
Bicycle Signal Detection and Pavement Marking	Provide signal detectors that also detect bicyclists in the rightmost through lane and in left-turn lanes with left-turn phasing. Provide pavement marking to indicate to cyclists where to position themselves in order to activate the detector.	Enables cyclists to be detected when motor vehicles are not present to trigger the needed signal phase. Improves bicyclists' safety.	Per CA MUTCD 4D.105 and CVC 21450.5, all new and modified traffic detection installations must detect bicyclists; All other traffic-actuated signals may be retrofitted to detect bicyclists as soon as feasible.
Bicycle Signal Timing	Provides signal timing to account for the speed of cyclists to cross an intersection.	Improves bicyclists' safety by reducing the probability of a bicyclist being in an intersection when the phase terminates and being hit by traffic that receives the next green phase.	Signal timing that accounts for cyclists is particularly important for cyclists on a minor street approach to a major arterial which crosses a greater distance due to the width of the arterial, hence requiring a longer time interval.
Bicycle Signal Heads	A traffic signal indication in the shape of a bicycle, with full red, yellow green capability.	Improves bicyclist safety by providing a bicycle -only phase, where appropriate, given the geometry and phasing of the particular intersection.	Where intersection geometry is such that a bicycle-only phase is provided and/or bicycle signal heads would improve safety at the intersection. See also CA MUTCD for warrants for bicycle signal heads.
Widen Bike Lane at Intersection Approach	Within the last 200 feet of an intersection, widen the bike lane and narrow the travel; for example from 5 foot bike lane and 12 feet travel lane would become a 7 foot bike lane and 10 foot travel lane.	Improves cyclist safety by encouraging right-turning motorists to enter the bike lane to turn right, (as required by the CVC), which reduces the chance of a right-turn hook collision in which a through cyclist remains to the right of a right-turning motorist.	On roads with bike lanes approaching an intersection without a right-turn only lane and there is noncompliance with right-turning vehicles merging into the bike lane as required by the CVC and UVC.
Bike Lane inside Right-Turn Only Lane ("Combined Bicycle/Right-Turn Lane")	Provide a bike lane line inside and on the left side of a right-turn only lane.	Encourages cyclists to ride on the left side of the right-turn only lane thus reducing the chance of a right hook collision, where a cyclist remains to the right of a right-turning motorist.	On roads with bike lanes approaching an intersection with a right-turn only lane and there is not enough roadway width to provide a bike lane to the left of the right-turn lane.

**BICYCLING IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Bike Boxes	Area between an Advance Stop Line and a marked crosswalk which is designated as the queue space for cyclists to wait for a green light ahead of queued motor vehicle traffic; sometimes painted green.	Primary benefits are to reduce conflicts between bicyclists and right-turning traffic at the onset of the green signal phase, and to reduce vehicle and bicyclist encroachment in a crosswalk during a red signal phase.	Locations where there are at least three cyclists at the beginning of the green phase and moderate to high pedestrian volumes.
Marked Crosswalk with Distinct Marked Area for Bicyclists separate from Pedestrians	A marked crosswalk that has two distinct areas, one for pedestrians and one for bicyclists.	Reduces conflicts between bicyclists and pedestrians by indicating the part of the crosswalk intended for the two different modes.	At a typical intersection, cyclists would not be riding within the crosswalk, so this measure is intended for those few locations where the intersection design is such that bicyclists are tracked into a crosswalk such as at a midblock bike path crossing or possibly a cycle track.
Pedestrian Countdown Signal	Displays a “countdown” of the number of seconds remaining for the pedestrian crossing interval. In some jurisdictions the countdown includes the walk phase. In other jurisdictions, the countdown is only displayed during the flashing don’t walk phase.	While designed for pedestrians, this measure also assists bicyclists in knowing how much time they have to left to cross the intersection.	The 2012 MUTCD requires all pedestrian signals to incorporate countdown signals within ten years

**G. Geometric Countermeasures to Assist crossing a Major Street**

Median Refuge Island	A raised island placed in the center of a roadway, separating opposing lanes of traffic, with ramps for cyclists and ADA accessibility	This measure allows bicyclists to cross one direction of traffic at a time; it allows drivers to see bicyclists crossing from the center more easily.	Suggested for multilane roads at uncontrolled crossings where an 8-foot (min.) wide by 15-foot (min.) long median can be provided.
Staggered Refuge Pedestrian Island	This measure is similar to traditional median refuge islands; the only difference is that the crosswalk is staggered such that a pedestrian crosses one direction of traffic street and then must turn to their right facing oncoming to reach the second part of the crosswalk. This measure must be designed for accessibility by including rails and truncated domes to direct sight-impaired pedestrians along the path of travel.	Benefits of this measure include forcing the bicyclists and pedestrians to face the oncoming motorists, increasing their awareness of the impending conflict. Additionally, can improve motorists’ visibility to those persons in the crosswalk.	Best used on multilane roads with obstructed pedestrian visibility or with off-set intersections

**BICYCLING IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Raised Crosswalk/Speed Table	A crosswalk whose surface is elevated above the travel lanes at the same level as the approaching sidewalk. For bicyclists, a typical location would be at a bike path crossing, where the bike path elevation would remain constant while roadway cross traffic would experience a speed-hump type effect.	Attracts drivers' attention to the fact there will be non-motorized users crossing the roadway and slows traffic by providing a speed-hump effect for motorists approaching the crosswalk.	Appropriate for multi-lane roadways, roadways with lower speed limits that are not emergency routes, and roadways with high levels of pedestrian activity, such as near schools, shopping malls, etc.
<b>H. Traffic Control Countermeasures to Assist Crossing a Major Street</b>			
Traffic Signal or All-Way Stop Sign	Conventional traffic control devices with warrants for use based on the Manual on Uniform Control Devices (MUTCD)	Provides the gap needed in traffic flow so that cyclists can cross the street, reducing bicycle-vehicle conflicts and risk-taking by cyclists to	Must meet warrants based on traffic/ pedestrian / bicycle volumes, collision history, and/ or other factors.
Modern Roundabout	A traffic circle combined with splitter island on all approaches and entering traffic must YIELD to traffic within the roundabout; typically designed for traffic speed within the roundabout of between 15 and 23 mph.	Slows traffic on cross street so that cyclists can more easily cross.	Roundabouts are a better alternative than an All-Way Stop signs when the side street volume is approximately 30 % of the total intersection traffic volume and total peak hour volume is less than 2300 vehicles per day.
Hawk Beacon Signal	HAWK (High Intensity Activated Crosswalks) are pedestrian-bicyclist actuated signals that are a combination of a beacon flasher and a traffic control signal. When actuated, HAWK displays a yellow (warning) indication followed by a solid red light. During the cross-street phase, the driver sees a flashing red "wig-wag" pattern until the clearance interval has ended and the signal goes dark.	Provides the need gaps in traffic so bicyclists can safely cross the street, can be timed separately for bicycles and pedestrians. Reduces pedestrian-vehicle conflicts and slows traffic speeds	Useful in areas where it is difficult for bicyclists /pedestrians to find gaps in automobile traffic to cross safely, but where normal signal warrants are not satisfied. Appropriate for multilane roadways.
Rectangular Rapid Flashing Beacon (RRFB/Stutter Flash)	A warning sign that also contains rapid flashing LED lamps. The beacon may be push-button activated or activated with pedestrian detection.	Initial studies suggest the stutter flash is very effective as measured by increased driver yielding behavior. Solar panels reduce energy costs associated with the device.	Locations not controlled by any measures listed above. Appropriate for multi-lane roadways.
In-Roadway Warning Lights	Both sides of a crosswalk are lined with pavement markers, often containing an amber LED strobe light. The lights may be push-button activated or activated with pedestrian detection.	This measure provides a dynamic visual cue of the uncontrolled crosswalk and is especially effective at night and in severe weather.	Locations not controlled by any measures listed above. Best in locations with low bicycle ridership on the cross street, as the raised markers may present difficulty to bicyclists. May not be appropriate in areas with heavy winter weather due to high maintenance costs. May not be appropriate for locations with bright sunlight.

**BICYCLING IMPROVEMENT MEASURES**

Measure	Description	Benefits	Application
Bicycle Crossing Sign (MUTCD W11-1) or Trail Crossing sign (MUTCD W11-15/W11-15p)	Warning Sign and placard.	Alerts motorists to a location where bicyclists or bicyclists and pedestrians will be crossing the roadway at an uncontrolled location.	Typical application is at bike path crossing of a roadway. (At a typical pedestrian crosswalk at an intersection, use the Pedestrian warning sign W11-2)
In-Street Pedestrian Crossing Signs (MUTCD R1-6)	This measure involves posting this regulatory sign on road centerlines that read, "YIELD for Pedestrians in crosswalk." (Depending on state law, the word STOP may replace the word YIELD).	This measure improves the visibility of the crossing to motorists and has a positive impact on pedestrian safety at crosswalks.	Mid-block crosswalks, unsignalized intersections, low-speed areas, and two-lane roadways.
Advanced Yield Lines	Standard white stop or yield limit lines are placed 20-50 feet in advance of marked, uncontrolled crosswalks.	This measure increases the pedestrian's visibility to motorists, reduces the number of vehicles encroaching on the crosswalk, and improves general pedestrian conditions on multi-lane roadways. It is also an affordable option.	Useful in areas where pedestrian visibility is low and in areas with aggressive drivers, as advance limit lines will help prevent drivers from encroaching on the crosswalk. Addresses the multiple-threat collision on multi-lane roads.
<b>Transit</b>			
Bike Racks on Buses	A rack on the front of the bus that typically holds two or three bicycles.	Increases the trip length distance that a person can make.	Appropriate for all buses; most urban transit agencies have already implemented this measure.
Bikes allowed inside buses when bike rack is full	A policy adopted by a transit agency that allows passengers to bring bicycles inside the bus when the bike rack is full and there is room inside.	Prevents cyclists from needless being left behind to wait for the next bus if the bike rack is full yet there is room inside the bus.	Appropriate for all buses; most urban transit agencies have already implemented this measure.
Folding bikes allowed inside buses	A policy adopted by a transit agency that treats a folding bicycle as luggage, thereby allowing it inside the bus at all times.	Removes cyclists' uncertainty as to whether they will be able to fit their bike either on the bike rack or inside the bus; thus, they can reliably plan on being able to catch their intended bus.	Appropriate for all buses; most urban transit agencies have already implemented this measure.

# Appendix C:

## Resource List and References

Resource List
A Guide for Reducing Collisions Involving Pedestrians (NCHRP Report 500) <a href="http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_500v10.pdf">http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_500v10.pdf</a>
Pedestrian and Bicycle Information Center <a href="http://www.walkinginfo.org/">http://www.walkinginfo.org/</a>
National Center for Safe Routes to School <a href="http://www.saferoutesinfo.org/">http://www.saferoutesinfo.org/</a>
Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations (HRT-04-100) <a href="http://www.thrc.gov/safety/pubs/04100/index.htm">http://www.thrc.gov/safety/pubs/04100/index.htm</a>
How to Develop a Pedestrian Safety Action Plan (FHWA-SA-05-12) <a href="http://www.walkinginfo.org/pp/howtoguide2006.pdf">http://www.walkinginfo.org/pp/howtoguide2006.pdf</a>
Improving Pedestrian Safety at Unsignalized Crossings (NCHRP Report 562) <a href="http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_562.pdf">http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_562.pdf</a>
Road Safety Audits: Case Studies (FHWA-SA-06-17) <a href="http://safety.fhwa.dot.gov/rsa/rsa_cstudies.htm">http://safety.fhwa.dot.gov/rsa/rsa_cstudies.htm</a>
Pedestrian Road Safety Audit Guidelines and Prompt Lists <a href="http://drusilla.hsrrc.unc.edu/cms/downloads/PedRSA.reduced.pdf">http://drusilla.hsrrc.unc.edu/cms/downloads/PedRSA.reduced.pdf</a>
PEDSAFE: The Pedestrian Safety Guide and Countermeasure Selection System (FHWA-SA-04-003) <a href="http://www.walkinginfo.org/pedsafe/">http://www.walkinginfo.org/pedsafe/</a>
Pedestrian and Bicycle Crash Analysis Tool (PBCAT) <a href="http://www.bicyclinginfo.org/bc/pbcat.cfm">http://www.bicyclinginfo.org/bc/pbcat.cfm</a>
FHWA, A Resident's Guide for Creating Safe and Walkable Communities <a href="http://safety.fhwa.dot.gov/ped_bicycle/ped/ped_walkguide/index.htm">http://safety.fhwa.dot.gov/ped_bicycle/ped/ped_walkguide/index.htm</a>
FHWA, Pedestrian Safety Guide for Transit Agencies (FHWA-SA-07-017) <a href="http://safety.fhwa.dot.gov/ped_bicycle/ped/ped_transguide/">http://safety.fhwa.dot.gov/ped_bicycle/ped/ped_transguide/</a>
<b>FHWA Pedestrian Safety Training Courses:</b>
<b>Developing a pedestrian safety action plan (two-day course)</b> <i>next California course:</i> <a href="http://www.google.com/calendar/embed?src=Issandt@email.unc.edu">http://www.google.com/calendar/embed?src=Issandt@email.unc.edu</a>
<b>Designing for pedestrian safety (two-day course)</b> <i>next California course:</i> <a href="http://www.google.com/calendar/embed?src=Issandt@email.unc.edu">http://www.google.com/calendar/embed?src=Issandt@email.unc.edu</a>
<b>Planning and designing for pedestrian safety (three-day course)</b> <i>next California course:</i> <a href="http://www.google.com/calendar/embed?src=Issandt@email.unc.edu">http://www.google.com/calendar/embed?src=Issandt@email.unc.edu</a>
<i>Adapted from FHWA Pedestrian Road Safety Audit Guidelines and Prompt Lists</i>

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CROW, Design Manual for Bicycle Traffic, The Netherlands <a href="http://www.crow.nl/nl/Publicaties/publicatiedetail?code=REC25">http://www.crow.nl/nl/Publicaties/publicatiedetail?code=REC25</a> From the CROW English website, <a href="http://www.crow.nl/English">http://www.crow.nl/English</a> CROW is The Netherlands technology platform for transport, infrastructure, and public space. It is a not-for-profit organization in which the government and businesses work together in pursuit of their common interests through the design, construction and management of roads and other traffic and transport facilities. Active in research and in issuing regulations, CROW focuses on distributing knowledge products to all target groups.
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DeRobertis, Michelle and Rhonda Rae, Buses and Bicycles: Design Options for Sharing The Road, ITE Journal, May 2001
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Hillsman, Edward L. et al, A Summary of Design, Policies and Operational Characteristics for Shared Bicycle/Bus Lanes, Project No. BDK85 977-32, University of South Florida, July 2012
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# Appendix D: Street Connectivity

### Importance of Street Connectivity

Providing direct paths for bicyclists and pedestrians via well-connected street networks is important for encouraging bicycling and walking by helping people overcome real and perceived senses of distance.

Street connectivity is also associated with public health benefits. The SMARTRAQ Project analysis in Atlanta, Georgia, found that doubling the current regional average intersection density, from 8.3 to 16.6 intersections per square kilometer was associated with a reduction in average per capita vehicle mileage of about 1.6 percent. Furthermore, the Frank et al. (2006) study of King County, Washington, found that per-household VMT declines with increased street connectivity, all else held constant.

### Policies for Street Connectivity

*A network of safe, direct, and comfortable routes and facilities:* A 2004 PAS report recommends that pedestrian (and bicycle) path connections to be every 300 to 500 feet; for motor vehicles, they recommend 500 to 1,000 feet.<sup>3 4</sup> For new development, such standards can be implemented through ordinances, like those of the regional government of Portland Oregon, Metro, which requires street connectivity in its Regional Transportation Plan and in the development codes and design standards of its constituent local governments.<sup>5</sup>

### Measuring Connectivity

The following discussion of measuring street connectivity is provided as a resource and not officially a part of regular BSA processes. However, individuals are certainly encouraged to make such calculations. Jennifer Dill (2004) presents the following measures of street connectivity:

- Intersection density
- Street density
- Average block length
- Link/node ratio
- Connected node ratio = intersections/ (intersections + cul-de-sacs)
- Alpha index = number of actual circuits/ maximum number of circuits
  - Where a circuit is a finite, closed path starting and ending at a single node
- Gamma index = number of links in the network/ maximum possible number of links between nodes
- Effective walking area = number of parcels within a one-quarter mile walking distance of a point/ total number of parcels within a one-quarter mile radius of that point
- Route directness = route distance/ straight-line distance for two selected points

Dill suggests that route directness (RD) is perhaps the best connectivity measure to reflect minimizing trip distances, but may be difficult to use in research and policy. However, it may be applied in practice by randomly selecting origin-destination pairs and calculating a sample for the subject area.

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<sup>3</sup> Susan Handy, Robert G. Paterson, and Kent Butler, 2004, *Planning for Street Connectivity: Getting from Here to There*, PAS Report #515 (Chicago: APA Planners Press).

<sup>4</sup> For more information on this topic, see American Association of State Highway and Transportation Officials (AASHTO), *AASHTO Guide for the Design of Pedestrian Facilities* (Washington, D.C., AASHTO, 2004); *AASHTO Guide for the Development of Bicycle Facilities* (Washington, D.C., AASHTO, 1999; updated 2009); Institute of Traffic Engineers (ITE), *Traffic Calming Guidelines and ITE Context-Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities?* (Washington, D.C.: ITE, 2006), <http://www.ite.org/bookstore/RP036.pdf> (accessed September 3, 2008).

<sup>5</sup> The regional government of Portland Oregon, Metro, requires street connectivity in its Regional Transportation Plan and in the development codes and design standards of its constituent local governments as follows: local and arterial streets be spaced no more than 530 feet apart (except where barriers exist), bicycle and pedestrian connections must be made (via pathways or on road right of ways) every 330 feet, cul-de-sacs (or dead-end streets) are discouraged and can be no longer than 200 feet, and have no more than 25 dwelling units.

Susan Handy, Robert G. Paterson, and Kent Butler, 2004, *Planning for Street Connectivity: Getting from Here to There*, PAS Report #515 (Chicago: APA Planners Press).

For more information on this topic, see American Association of State Highway and Transportation Officials (AASHTO), *AASHTO Guide for the Design of Pedestrian Facilities* (Washington, D.C., AASHTO, 2004); *AASHTO Guide for the Development of Bicycle Facilities* (Washington, D.C., AASHTO, 1999; updated 2009); Institute of Traffic Engineers (ITE), Traffic Calming Guidelines and ITE *Context-Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities?* (Washington, D.C.: ITE, 2006), <http://www.ite.org/bookstore/RP036.pdf> (accessed September 3, 2008).

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# Berkeley SafeTREC

**SAFE TRANSPORTATION RESEARCH  
AND EDUCATION CENTER  
(SAFETREC)  
UNIVERSITY OF CALIFORNIA, BERKELEY**

2614 Dwight Way #7374  
Berkeley, CA 94720-7374  
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[safetrec@berkeley.edu](mailto:safetrec@berkeley.edu)  
[www.safetrec.berkeley.edu](http://www.safetrec.berkeley.edu)

## **About SafeTREC**

SafeTREC's mission is the reduction of transportation-related injuries and fatalities through research, education, outreach, and community service. Motor vehicle crashes are the number one cause of death for people aged 1 to 34 in the U.S.—and a major cause of minor and debilitating injuries for all age groups.



# City of Fort Bragg

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

## Text File

File Number: 23-015

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5D.

Adopt AMENDED City Council Resolution No. 4647-2023 Approving Redwood Waste Solutions Proposed Residential, Commercial and Multifamily, and Rolloff Rate Changes

Adoption of this Amended Resolution will modify Resolution No. 4647-2023 approved by City Council on January 9, 2023 to update Exhibit A by inserting actual numbers instead of rounded numbers.



**AMENDED**  
**RESOLUTION NO. 4647-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL  
APPROVING REDWOOD WASTE SOLUTIONS PROPOSED RESIDENTIAL,  
COMMERCIAL AND MULTIFAMILY, AND ROLLOFF RATE CHANGES**

**WHEREAS**, the Legislature of the State of California, by enactment of the California Integrated Waste Management Act of 1989, has declared that it is within the public interest to authorize and require local agencies to make adequate provisions for Solid Waste handling within their jurisdictions; and

**WHEREAS**, pursuant to California Public Resources Code Section 40059 (a) (2), the City Council of the City of Fort Bragg (City) determined that the public health, safety and well-being require that an exclusive franchise be awarded to a qualified Solid Waste enterprise for the collection and recovery of solid waste from certain residential, industrial and commercial areas in the City; and

**WHEREAS**, the City and Redwood Waste Solutions, Inc. (RWS), executed a Franchise Agreement (Agreement) dated December 1, 2021; and

**WHEREAS**, the City's intention in executing the Agreement with RWS was to maintain reasonable rates for collection and transportation of solid waste, discarded recyclable materials and green waste within the area covered by the Agreement; and

**WHEREAS**, the Agreement provides for approval by the City Council of rates and charges by RWS; and

**WHEREAS**, the Agreement provides for pass-through adjustments, cost-of-living, fuel rate, and commodity price adjustments, when applicable; and

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

1. That the rate adjustments set forth in Exhibit A are consistent with the Franchise Agreement.
2. That the 13.23% rate increase associated with the pass-through disposal adjustment, cost-of-living, fuel rate, and commodity price adjustments is to be applied January 9, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby approve the rate adjustments as set forth in Exhibit A for Residential, Commercial and Multifamily, and Roll-off services within the City limits, with the pass-through disposal adjustment, cost-of-living, fuel rate, and commodity price adjustments, effective January 9, 2023.

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 23<sup>rd</sup> day of January 2023, by the following vote:

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

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**BERNIE NORVELL**  
Mayor

**ATTEST:**

---

**June Lemos, MMC**  
City Clerk



# EXHIBIT A

City of Fort Bragg  
 Rate Schedule - Single Family  
 Effective January 9, 2023

AUTOMATED CART SERVICE				
TRASH		Current	New	
96 gallon cart	Weekly	\$99.36	\$112.51	per mo.
64 gallon cart	Weekly	\$66.22	\$74.98	per mo.
32 gallon cart	Weekly	\$33.11	\$37.49	per mo.
20 gallon cart	Weekly	\$22.01	\$24.92	per mo.
RECYCLING				
96 gallon cart	Weekly	Included		
ORGANIC WASTE				
96 gallon cart	Weekly	Included		
ADDITIONAL CARTS				
TRASH				
96 gallon cart	Weekly	\$74.52	\$84.38	per mo.
64 gallon cart	Weekly	\$49.67	\$56.24	per mo.
32 gallon cart	Weekly	\$24.83	\$28.12	per mo.
20 gallon cart	Weekly	\$16.51	\$18.70	per mo.
RECYCLING				
96 gallon cart	Weekly	\$15.00	\$16.99	each after first two
ORGANIC WASTE				
96 gallon cart	Weekly	\$15.00	\$16.99	each after first two
ADDITIONAL SERVICES				
Bulky item collection	per occurrence	\$45.00	\$50.96	after first two
Drive in/ backyard service less than 100 ft.	per month	\$15.00	\$16.99	
Extra residential pickup	per occurrence	\$12.00	\$13.59	
Extra bag on service day up to 20 lbs.	per occurrence	\$8.00	\$9.06	
Animal resistant cart	per month	Please call our office for pricing		
ADDITIONAL FEES				
Contamination fee	per occurrence	\$25.00	\$28.31	
Overflowing cart fee	per occurrence	\$8.00	\$9.06	
Return check fee	per occurrence	\$25.00	\$28.31	
Late fee/finance charge	per month	1.50%	2%	
Cart Delivery	per occurrence	\$45.00	\$50.96	after one time per year
Cart Removal	per occurrence	\$45.00	\$50.96	after one time per year
Cart Exchange	per occurrence	\$55.00	\$62.28	after one time per year
Cart Replacement				
96 gallon cart	per occurrence	\$115.00	\$130.22	after one time per year
64 gallon cart	per occurrence	\$110.00	\$124.56	after one time per year
32 gallon cart	per occurrence	\$105.00	\$118.90	after one time per year
20 gallon cart	per occurrence	\$100.00	\$113.23	after one time per year



City of Fort Bragg  
Rate Schedule - Multi-Family  
Effective January 9, 2023

Current

TRASH COLLECTION (Includes 96-Gallon Recycling and 96-Gallon Organics)						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
32-Gallon Cart	\$39.99					
64-Gallon Cart	\$79.96					
96-Gallon Cart	\$119.95					
1 CY Bin	\$240.78	\$343.06	\$456.69			
1.5 CY Bin	\$322.90	\$507.96	\$666.03			
2 CY Bin	\$416.68	\$679.08	\$882.14	\$1,144.37	\$1,264.10	
3 CY Bin	\$488.97	\$868.85	\$1,248.50	\$1,628.32	\$2,008.13	
4 CY Bin	\$761.88	\$1,367.78				
2 CY Compactor	\$678.17	\$1,171.41				
3 CY Compactor	\$739.41	\$1,233.50				
4 CY Compactor	\$874.20	\$1,659.80				

RECYCLING ONLY COLLECTION						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
96-Gallon Cart	\$59.97					
1 CY Bin	\$120.39	\$171.53	\$228.34			
1.5 CY Bin	\$161.45	\$253.98	\$333.02			
2 CY Bin	\$208.34	\$339.54	\$441.07	\$572.18	\$632.05	
3 CY Bin	\$244.48	\$434.43	\$624.25	\$814.16	\$1,004.07	
4 CY Bin	\$380.94	\$683.89	\$873.35	\$1,176.07	\$1,478.95	
2 CY Compactor	\$339.09	\$585.71				
3 CY Compactor	\$369.71	\$616.75				
4 CY Compactor	\$437.10	\$829.90				

ORGANICS COLLECTION (Green Waste and Food Waste Only)						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
96-Gallon Cart	\$89.96					
1 CY Bin	\$180.59	\$257.30	\$342.52			
1.5 CY Bin	\$242.18	\$380.97	\$499.52			
2 CY Bin	\$312.51	\$509.31	\$661.61	\$858.27	\$948.07	
3 CY Bin	\$366.73	\$651.64	\$936.37	\$1,221.24	\$1,506.10	
4 CY Bin	\$571.41	\$1,025.84	\$1,310.03	\$1,764.10	\$2,218.43	

New

TRASH COLLECTION (Includes 96-Gallon Recycling and 96-Gallon Organics)						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
32-Gallon Cart	\$45.28					
64-Gallon Cart	\$90.54					
96-Gallon Cart	\$135.83					
1 CY Bin	\$272.65	\$388.46	\$517.13			
1.5 CY Bin	\$365.64	\$575.19	\$754.18			
2 CY Bin	\$471.83	\$768.96	\$998.89	\$1,295.83	\$1,431.40	
3 CY Bin	\$553.68	\$983.84	\$1,413.74	\$1,843.83	\$2,273.90	
4 CY Bin	\$862.71	\$1,548.80				
2 CY Compactor	\$767.92	\$1,326.44				
3 CY Compactor	\$837.27	\$1,396.75				
4 CY Compactor	\$989.90	\$1,879.47				

RECYCLING ONLY COLLECTION						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
96-Gallon Cart	\$67.91					
1 CY Bin	\$136.32	\$194.23	\$258.56			
1.5 CY Bin	\$182.82	\$287.59	\$377.09			
2 CY Bin	\$235.91	\$384.48	\$499.45	\$647.91	\$715.70	
3 CY Bin	\$276.84	\$491.93	\$706.87	\$921.91	\$1,136.96	
4 CY Bin	\$431.36	\$774.40	\$988.94	\$1,331.72	\$1,674.69	
2 CY Compactor	\$383.97	\$663.23				
3 CY Compactor	\$418.64	\$698.38				
4 CY Compactor	\$494.95	\$939.74				

ORGANICS COLLECTION (Green Waste and Food Waste Only)						
SERVICE LEVEL	COLLECTION FREQUENCY					
	1/week	2/week	3/week	4/week	5/week	6/week
96-Gallon Cart	\$101.87					
1 CY Bin	\$204.49	\$291.35	\$387.85			
1.5 CY Bin	\$274.23	\$431.39	\$565.63			
2 CY Bin	\$353.87	\$576.72	\$749.17	\$971.86	\$1,073.55	
3 CY Bin	\$415.27	\$737.88	\$1,060.30	\$1,382.87	\$1,705.43	
4 CY Bin	\$647.04	\$1,161.61	\$1,483.41	\$1,997.58	\$2,512.04	



**City of Fort Bragg**  
**Rate Schedule - Temp Services**  
**Effective January 9, 2023**

TEMPORARY SERVICES	Unit	Current	New	Notes
Special Pick-Up up to 3 cubic yards	each	\$150.00	\$169.85	
Additional Standby and Loading Time	per hour	\$55.00	\$62.28	
<b>TEMPORARY BINS</b>				
<b>3 Cubic Yard Temporary Bin</b>				
Delivery, Removal and up to 7 days rental	per bin	\$195.00	\$220.81	
Each additional pickup	per occurrence	\$95.00	\$107.57	
<b>4 Cubic Yard Temporary Bin</b>				
Delivery, Removal and up to 7 days rental	per bin	\$275.00	\$311.40	
Each additional pickup	per occurrence	\$145.00	\$164.19	
<b>OTHER SERVICES</b>				
Locking Bin, Lock on Gate, enclosure Monthly Fee	per lock, per month	\$12.50	\$14.15	
Trip Charge/Dry Run	per occurrence	\$125.00	\$141.54	
Delivery Charge	per occurrence	\$85.00	\$96.25	after one time per year
Delivery Charge Commercial Carts	per occurrence	\$45.00	\$50.96	after one time per year
Cart Contamination fee: Trash, Recycle, Organics				
First time warning, no charge.	per occurrence	\$30.00	\$33.97	
Bin Contamination fee: Trash, Recycle, Organics				
First time warning, no charge.	per occurrence	\$125.00	\$141.54	
Exchange – Cart - One free each year	per occurrence	\$65.00	\$73.60	
Exchange – Bin - One free each year	per occurrence	\$150.00	\$169.85	
Compactor Cleaning (2, 3 & 4 cy)	per occurrence	\$450.00	\$509.56	
Container Cleaning	per occurrence	\$225.00	\$254.78	
Overflowing Cart Fee	per occurrence	\$10.00	\$11.32	
Overflowing Bin Fee	per occurrence	\$38.60	\$43.71	per 1/2 yard
Locking Bar Installation with Lock/Key	per occurrence	\$125.00	\$141.54	
Replacement Key	per occurrence	\$15.00	\$16.99	
Pal Out Charge - Container	per month	\$95.00	\$107.57	
Per Day Temp Bin Rent after 7 days	per occurrence	\$15.00	\$16.99	
Roll-off Compactor Charge per Pull (20 & 30 cy)	per pull	\$525.00	\$594.48	Plus Disposal & FF
Roll-off Relocation	per occurrence	\$50.00	\$56.62	
Return Check Fee	per occurrence	\$25.00	\$28.31	
Late Fee / Finance Charge	per month	1.50%	1.50%	



**City of Fort Bragg**  
**Rate Schedule - Additional Services**  
**Effective January 9, 2023**

<b>TEMPORARY SERVICES</b>		<b>Current</b>	<b>New</b>	<b>Notes</b>
Special Pick-Up up to 3 cubic yards	each	\$150.00	\$169.85	
Additional Standby and Loading Time	per hour	\$55.00	\$62.28	
<b>TEMPORARY BINS</b>				
3 Cubic Yard Temporary Bin				
Delivery, Removal and up to 7 days rental	per bin	\$195.00	\$220.81	
Each additional pickup	per occurrence	\$95.00	\$107.57	
4 Cubic Yard Temporary Bin				
Delivery, Removal and up to 7 days rental	per bin	\$275.00	\$311.40	
Each additional pickup	per occurrence	\$145.00	\$164.19	
<b>OTHER SERVICES</b>				
<b>ROLL-OFF PULL RATES</b>				
Roll-Off Containers billed on a per pull plus disposal fee				
10 Cubic Yard Container	per pull per haul	\$425.00	\$481.25	plus Disposal and FF
20 Cubic Yard Container	per pull per haul	\$425.00	\$481.25	plus Disposal and FF
30 Cubic Yard Container	per pull per haul	\$425.00	\$481.25	plus Disposal and FF
40 Cubic Yard Container	per pull per haul	\$425.00	\$481.25	plus Disposal and FF





## Annual Rate Adjustment Calculation City of Fort Bragg

Cost-of-Fuel Adjustment (COFA)		
	Index	
Average Monthly Value for 12 Mths Leading up to Oct-21	3.91	
Average Monthly Value for 12 Mths Leading up to Oct-22	5.86	
	Δ	1.942
	%	49.61%
OCT-YTD Fuel Amount	\$320,843	
OCT-YTD Cost of Ops	\$3,008,821	
Total Fuel / Total Cost of Ops	11%	
<b>Total</b>		<b>5.29%</b>

Total RA	
Fort Bragg	13.23%

Cost-of-Living Adjustment (COLA)		
	21-Oct	313.26
	22-Oct	332.06
	Δ	18.8
	%	6.00%
OCT-YTD Op. Ex - D&F	\$1,866,250	
OCT-YTD Cost of Ops	\$3,008,821	
Total Op. Exp less Disposal & Fuel / Total Cost of Ops	62%	
<b>Total</b>		<b>3.35%</b>

Pass Through Disposal + Pass-Through Recycling + Pass-Through Organics Rate Adjustments (PTDRA+RCVA+OCFA)	
Fort Bragg	
MSW	1.35%
Organics	3.24%
Recycling	0.00%
<b>Total</b>	<b>4.59%</b>

**From:** [jay@mcn.org](mailto:jay@mcn.org)  
**To:** [Lemos, June](#)  
**Cc:** [Ducey, Peggy](#)  
**Subject:** Public Comment Consent Calendar  
**Date:** Monday, January 23, 2023 4:57:16 PM

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Dear Council Members,

Re Waste hauling increases 5:D

It was stated due to increased Fuel costs of Diesel-2 our trash hauling costs would go up.

I looked at the chart for Diesel-2 fuel prices and it seems they have gone down from July of 2022 through December of 2022. I don't think the fuel increase is pertinent to the increase in costs of our trash hauling in the City of Fort Bragg and don't understand how that could be a finding to increase the rates. I think this finding is erroneous and most likely no Council Member even looked at chart for Diesel-2. I think the percentage for increased fuel costs should not be included. I think this should be revisited and accurate findings be made.

Re: 5:B Parking Study for Downtown

I think we could hold off on this until the Paving and Potholes are fixed in the CDB.

I thought there was already a tentative plan that either Chantel was working on or Visit Fort Bragg.

Why reinvent the wheel if there is already a tentative plan developed by the City?



# City of Fort Bragg

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

## Text File

File Number: 23-005

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5E.

Adopt City Council Resolution Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL  
MAKING THE LEGALLY REQUIRED FINDINGS TO CONTINUE TO  
AUTHORIZE THE CONDUCT OF REMOTE “TELEPHONIC”  
MEETINGS DURING THE STATE OF EMERGENCY**

**WHEREAS**, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency; and

**WHEREAS**, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation; and

**WHEREAS**, AB 361 added subsection (e) to Gov. Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

**WHEREAS**, as of January 12, 2023, the COVID-19 pandemic has killed more than 102,000 Californians; and

**WHEREAS**, social distancing measures decrease the chance of spread of COVID-19; and

**WHEREAS**, this legislative body previously adopted a resolution to authorize this legislative body to conduct remote “telephonic” meetings; and

**WHEREAS**, Government Code 54953(e)(3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provided that it has timely made the findings specified therein;

**NOW, THEREFORE, IT IS RESOLVED** by the City Council of the City of Fort Bragg as follows:

1. This legislative body declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) state or local officials continue to impose or recommend measures to promote social distancing.

**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 23rd day of January, 2023, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

---

**BERNIE NORVELL**  
Mayor

**ATTEST:**

---

**June Lemos, MMC**  
City Clerk



# City of Fort Bragg

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

## Text File

File Number: 23-006

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5F.

Adopt City Council Resolution Confirming the Continued Existence of a Local Emergency in the City of Fort Bragg

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL  
CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY IN  
THE CITY OF FORT BRAGG**

**WHEREAS**, California Government Code section 8630 empowers the Fort Bragg City Council to proclaim the existence of a local emergency when the City is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City; and

**WHEREAS**, California Government Code section 8558(c) states that a “local emergency” means the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city; and

**WHEREAS**, COVID-19, a novel coronavirus causing infectious disease, was first detected in China in December 2019 and has spread across the world and to the United States. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and, in some cases, death. The Center for Disease Control and Prevention (CDC) has indicated the virus is a tremendous public health threat; and

**WHEREAS**, on March 13, 2020, the President of the United States issued a proclamation declaring the COVID-19 outbreak in the United States as a national emergency, beginning March 1, 2020; and

**WHEREAS**, the Governor of the State of California and the Public Health Officer of the County of Mendocino have both issued Shelter-in-Place orders to combat the spread of COVID-19; and

**WHEREAS**, on March 17, 2020 the City Manager, as the City’s Director of Emergency Services, issued Proclamation No. CM-2020-01 declaring a local emergency as authorized by Government Code section 8630 and Fort Bragg Municipal Code section 2.24.040(B); and

**WHEREAS**, at a special meeting on March 24, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4242-2020, ratifying the City Manager’s Proclamation declaring the existence of a local emergency; and

**WHEREAS**, at a special meeting on April 6, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4245-2020 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on April 20, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4247-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 11, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4250-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 26, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4253-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 8, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4266-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 22, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4270-2020 by which it continued the local emergency; and



**WHEREAS**, at a regular meeting on July 13, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4284-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on July 27, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4289-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on August 10, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4294-2020 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on August 31, 2020, the City Council of the City of Fort Bragg adopted Resolution No. 4300-2020 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on September 21, 2020, the City Council of the City of Fort Bragg adopted Resolution 4304-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 13, 2020, the City Council of the City of Fort Bragg adopted Resolution 4317-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 26, 2020, the City Council of the City of Fort Bragg adopted Resolution 4319-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 9, 2020, the City Council of the City of Fort Bragg adopted Resolution 4323-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 23, 2020, the City Council of the City of Fort Bragg adopted Resolution 4329-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on December 14, 2020, the City Council of the City of Fort Bragg adopted Resolution 4333-2020 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on December 22, 2020, the City Council of the City of Fort Bragg adopted Resolution 4340-2020 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on January 11, 2021, the City Council of the City of Fort Bragg adopted Resolution 4343-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on January 25, 2021, the City Council of the City of Fort Bragg adopted Resolution 4347-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on February 8, 2021, the City Council of the City of Fort Bragg adopted Resolution 4351-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on February 22, 2021, the City Council of the City of Fort Bragg adopted Resolution 4358-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on March 8, 2021, the City Council of the City of Fort Bragg adopted Resolution 4363-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on March 22, 2021, the City Council of the City of Fort Bragg adopted Resolution 4366-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on April 12, 2021, the City Council of the City of Fort Bragg adopted Resolution 4376-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on April 26, 2021, the City Council of the City of Fort Bragg adopted Resolution 4381-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 10, 2021, the City Council of the City of Fort Bragg adopted Resolution 4385-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 24, 2021, the City Council of the City of Fort Bragg adopted Resolution 4391-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 14, 2021, the City Council of the City of Fort Bragg adopted Resolution 4396-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 28, 2021, the City Council of the City of Fort Bragg adopted Resolution 4405-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on July 12, 2021, the City Council of the City of Fort Bragg adopted Resolution 4418-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on July 26, 2021, the City Council of the City of Fort Bragg adopted Resolution 4422-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on August 9, 2021, the City Council of the City of Fort Bragg adopted Resolution 4427-2021 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on August 30, 2021, the City Council of the City of Fort Bragg adopted Resolution 4434-2021 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on September 20, 2021, the City Council of the City of Fort Bragg adopted Resolution 4447-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 12, 2021, the City Council of the City of Fort Bragg adopted Resolution 4451-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 25, 2021, the City Council of the City of Fort Bragg adopted Resolution 4460-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 8, 2021, the City Council of the City of Fort Bragg adopted Resolution 4463-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 22, 2021, the City Council of the City of Fort Bragg adopted Resolution 4473-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on December 13, 2021, the City Council of the City of Fort Bragg adopted Resolution 4480-2021 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on December 27, 2021, the City Council of the City of Fort Bragg adopted Resolution 4491-2021 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on January 10, 2022, the City Council of the City of Fort Bragg adopted Resolution 4497-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on January 24, 2022, the City Council of the City of Fort Bragg adopted Resolution 4504-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on February 14, 2022, the City Council of the City of Fort Bragg adopted Resolution 4509-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on February 28, 2022, the City Council of the City of Fort Bragg adopted Resolution 4513-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on March 14, 2022, the City Council of the City of Fort Bragg adopted Resolution 4518-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on March 28, 2022, the City Council of the City of Fort Bragg adopted Resolution 4525-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on April 11, 2022, the City Council of the City of Fort Bragg adopted Resolution 4529-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on April 25, 2022, the City Council of the City of Fort Bragg adopted Resolution 4535-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 9, 2022, the City Council of the City of Fort Bragg adopted Resolution 4540-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on May 23, 2022, the City Council of the City of Fort Bragg adopted Resolution 4543-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 13, 2022, the City Council of the City of Fort Bragg adopted Resolution 4553-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on June 27, 2022, the City Council of the City of Fort Bragg adopted Resolution 4557-2022 by which it continued the local emergency; and

**WHEREAS**, at a special meeting on July 18, 2022, the City Council of the City of Fort Bragg adopted Resolution 4565-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on August 8, 2022, the City Council of the City of Fort Bragg adopted Resolution 4575-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on September 12, 2022, the City Council of the City of Fort Bragg adopted Resolution 4591-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on September 26, 2022, the City Council of the City of Fort Bragg adopted Resolution 4600-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 11, 2022, the City Council of the City of Fort Bragg adopted Resolution 4608-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on October 24, 2022, the City Council of the City of Fort Bragg adopted Resolution 4612-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 14, 2022, the City Council of the City of Fort Bragg adopted Resolution 4623-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on November 28, 2022, the City Council of the City of Fort Bragg adopted Resolution 4631-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on December 12, 2022, the City Council of the City of Fort Bragg adopted Resolution 4637-2022 by which it continued the local emergency; and

**WHEREAS**, at a regular meeting on January 9, 2023 the City Council of the City of Fort Bragg adopted Resolution 4643-2023 by which it continued the local emergency;

**NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED** by the City Council of the City of Fort Bragg that for reasons set forth herein, said local emergency shall be deemed to continue to exist until the City Council of the City of Fort Bragg, State of California, proclaims its termination; and

**BE IT FURTHER RESOLVED** that the City Council of the City of Fort Bragg will review the need for continuing the local emergency at least once every 21 days until the City Council terminates the local emergency; and

**BE IT FURTHER RESOLVED** that this resolution confirming the continued existence of a local emergency shall be forwarded to the Director of the Governor's Office of Emergency

Services and the Governor of the State of California, as well as the Mendocino County Office of Emergency Services.

The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 23rd day of January, 2023 by the following vote:

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

\_\_\_\_\_  
**BERNIE NORVELL**  
Mayor

**ATTEST:**

\_\_\_\_\_  
**June Lemos, MMC**  
City Clerk



# City of Fort Bragg

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

## Text File

File Number: 23-007

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5G.

Adopt City Council Resolution Appointing Representatives to Represent and Vote on Behalf of the City at the League of California Cities Redwood Empire Division Business Meeting and Legislative Committee Meetings

The City of Fort Bragg is an active member of the Redwood Empire Division of the League of California Cities. The Division's bylaws state that representatives of each member city shall cast one vote by city. The League has requested that each city designate by resolution its representative to the Division Business meetings and the Division Legislative Committee meetings.

The attached resolution reflects appointment of the City's representatives with Mayor Norvell serving as the primary voting representative and Councilmember Peters serving as the alternate voting representative.

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPOINTING REPRESENTATIVES TO REPRESENT AND VOTE ON BEHALF OF THE CITY AT THE LEAGUE OF CALIFORNIA CITIES REDWOOD EMPIRE DIVISION BUSINESS MEETINGS AND LEGISLATIVE COMMITTEE MEETINGS**

**WHEREAS**, the City of Fort Bragg is a member of the League of California Cities, an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities; and

**WHEREAS**, mayors, councilmembers and other officials set League policies and priorities from member cities who serve on the League Board of Directors, League policy committees, regional division boards, departments, caucuses, and task forces where League policies and priorities are formulated and set; and

**WHEREAS**, the City of Fort Bragg is an active member of the Redwood Empire Division, League of California Cities; and

**WHEREAS**, the Redwood Empire Division Bylaws, Article III, Section 3, states representatives of each member city shall cast one vote by city; and

**WHEREAS**, the Redwood Empire Division Bylaws, Article VIII, creates a Redwood Empire Division Legislative Committee to review and respond to bills that impact Redwood Empire Cities; and

**WHEREAS**, the City Council must appoint one elected official to attend and represent the City at Division Business meetings who can vote on behalf of the City; and

**WHEREAS**, the City Council must appoint one elected official to attend and represent the City at Legislative Committee meetings who can vote on behalf of the City; and

**WHEREAS**, an alternate elected official should be appointed to represent the City in the event the regular member is not available to attend; and

**WHEREAS**, appointments will be reviewed and updated annually;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby make the following 2023 appointments for the Redwood Empire Division:

**Division Business Meeting Primary:** Mayor Bernie Norvell

**Division Business Meeting Alternate:** Councilmember Lindy Peters

**Legislative Committee Primary:** Mayor Bernie Norvell

**Legislative Committee Alternate:** Councilmember Lindy Peters

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 23rd day of January, 2023, by the

**following vote:**

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

---

**BERNIE NORVELL  
Mayor**

**ATTEST:**

---

**June Lemos, MMC  
City Clerk**





# City of Fort Bragg

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

## Text File

**File Number: 23-012**

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5H.

Adopt City Council Resolution Approving Budget Amendment No. 2022/2023-12 of \$28,200 and Authorize the City Manager to Approve a Two-year Contract with Flock Safety to Purchase Seven Flock License Plate Reader Cameras in an Amount Not to Exceed \$28,200

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING BUDGET AMENDMENT NO. 2022/2023-12 FOR THE FISCAL YEAR 2022/23 AND AUTHORIZING THE CITY MANAGER TO APPROVE A TWO-YEAR CONTRACT WITH FLOCK SAFETY TO PURCHASE SEVEN FLOCK LICENSE PLATE READER CAMERAS IN AN AMOUNT NOT TO EXCEED \$28,200 FOR THE FIRST YEAR**

**WHEREAS**, Flock License Plate Reader cameras have demonstrated the ability to locate dangerous suspects, missing persons, and solve crimes; and

**WHEREAS**, there are documented incidents of wanted fugitives coming to the Fort Bragg area to evade capture; and

**WHEREAS**, Flock License Plate Reader cameras are used throughout Mendocino County, the State of California, and the United States; and

**WHEREAS**, Flock License Plate Reader cameras are a passive force multiplier for law enforcement; and

**WHEREAS**, Flock License Plate Reader cameras would greatly enhance the safety of the residents of Fort Bragg as well as critical infrastructure; and

**WHEREAS**, there are available funds in the Asset Forfeiture Fund - General allocation to cover this purchase. As of December 30, 2022, the available balance was \$140,456; and

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

1. The adjustments to the FY 2022-23 Budget have been identified and are necessary, as shown in Exhibit A.
2. There are sufficient funds available in the Asset Forfeiture fund to cover this purchase.
3. The foregoing recitals are true and correct and are made a part of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby amend the previously adopted FY 2022-23 Budget to incorporate the changes enumerated in Exhibit A and authorize the City Manager to approve a two-year contract with Flock Safety; and purchase seven Flock License Plate Reader cameras in an amount not to exceed \$28,200 for the first year.

**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 January 23, 2023, by the following vote:**

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

---

**BERNIE NORVELL**  
**Mayor**

**ATTEST:**

---

**June Lemos, MMC**  
**City Clerk**

**EXHIBIT A**

BUDGET AMENDMENT FY 2022/23								
						Budget Adjustment #:	2022/23-12	
						Budget FY:	FY 2022/23	
Account Description	Account #			FY 22/23	Increase (+)	Decrease (-)	Revised Total	Description
				Current Budget	Budget Amt	Budget Amt	Budget Amt	
<b>Expenditures</b>								
Small Tools & Equipment	167	4215	0381	\$ -	\$ 28,200		\$ 28,200	Purchase 7 Flock Cameras
Funding Source: Asset Forfeiture Funds (General)- \$140k available Funds								
Total Expenditures				\$ -	\$ 28,200		\$ 28,200	
						\$ -	\$ -	
<b>Reason for Amendment:</b>		<div style="border: 1px solid black; padding: 2px; background-color: #4F81BD; color: white; display: inline-block;">RESOLUTION # :</div>						
<b>Authorization:</b>								
Requested By:	Sandy Arellano		Signature:			Date:		
Approval:	Isaac Whippy		_____			_____		
Finance Use:	Adriana Moreno Ramos		_____			_____		
<i>Attach copies of Resolution or other documentation</i>								

**FLOCK GROUP INC.  
SERVICES AGREEMENT  
ORDER FORM**

This Order Form together with the Terms (as defined herein) describe the relationship between Flock Group Inc. (“**Flock**”) and the customer identified below (“**Agency**”) (each of Flock and Customer, a “**Party**”). This order form (“**Order Form**”) hereby incorporates and includes the “GOVERNMENT AGENCY AGREEMENT” attached (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the “**Agreement**”). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

The Agreement will become effective when this Order Form is executed by both Parties (the “**Effective Date**”).

<b>Agency:</b> CA - Fort Bragg PD  <b>Legal Entity Name:</b>	<b>Contact Name:</b> Thomas O'Neal
<b>Address:</b> 250 Cypress St Fort Bragg, California 95437	<b>Phone:</b> (707) 961-2800 <b>E-Mail:</b> toneal@fortbragg.com
<b>Expected Payment Method:</b>	<b>Billing Contact:</b> (if different than above)

<b>Initial Term:</b> 24 months <b>Renewal Term:</b> 24 months	<b>Billing Term:</b> Annual payment due Net 30 per terms and conditions
--	---

## Professional Services and One-Time Purchases

Name	Price/Usage Fee	QTY	Subtotal
Professional Services - Standard Implementation Fee	\$350.00	7.00	\$2,450.00
Professional Services - Advanced Implementation Fee	\$750.00	1.00	\$750.00

## Hardware and Software Products

Annual recurring amounts over subscription term

Name	Price/Usage Fee	QTY	Subtotal
Falcon	\$2,500.00	8.00	\$20,000.00
Flock Safety Advanced Search	\$2,500.00	1.00	\$2,500.00

<b>Subtotal Year 1:</b>	\$28,200.00
<b>Subscription Term:</b>	24 Months
<b>Annual Recurring Total:</b>	\$22,500.00
<b>Estimated Sales Tax:</b>	\$0.00
<b>Total Contract Amount:</b>	\$48,200.00

I have reviewed and agree to the Customer Implementation Guide on Schedule B at the end of this agreement.

**By executing this Order Form, Agency represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms attached.** The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Agency: CA - Fort Bragg PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# flock safety

## GOVERNMENT AGENCY AGREEMENT

This Government Agency Agreement (this “**Agreement**”) is entered into by and between Flock Group, Inc. with a place of business at 1170 Howell Mill Rd NW Suite 210, Atlanta, GA 30318 (“**Flock**”) and the police department or government agency identified in the signature block of the Order Form (“**Agency**”) (each a “**Party**,” and together, the “**Parties**”).

### RECITALS

**WHEREAS**, Flock offers a software and hardware situational awareness solution for automatic license plates, video and audio detection through Flock’s technology platform (the “**Flock Service**”), and upon detection, the Flock Services are capable of capturing audio, video, image, and recording data and can provide notifications to Agency upon the instructions of Non-Agency End User (as defined below) (“**Notifications**”);

**WHEREAS**, Agency desires access to the Flock Service on existing cameras, provided by Agency, or Flock provided Flock Hardware (as defined below) in order to create, view, search and archive Footage and receive Notifications, including those from Non-Agency End Users of the Flock Service (where there is an investigative or bona fide lawful purpose) such as schools, neighborhood homeowners associations, businesses, and individual users;

**WHEREAS**, Flock deletes all Footage on a rolling thirty (30) day basis, excluding Wing Replay which is deleted after seven (7) days. Agency is responsible for extracting, downloading and archiving Footage from the Flock System on its own storage devices for auditing for prosecutorial/administrative purposes; and

**WHEREAS**, Flock desires to provide Agency the Flock Service and any access thereto, subject to the terms and conditions of this Agreement, solely for the awareness, prevention, and prosecution of crime, bona fide investigations by police departments, and archiving for evidence gathering (“**Permitted Purpose**”).

### AGREEMENT

**NOW, THEREFORE**, Flock and Agency agree that this Agreement, and any addenda attached hereto or referenced herein, constitute the complete and exclusive statement of the Agreement of the Parties with respect to the subject matter of this Agreement, and replace and supersede all prior agreements, term sheets, purchase orders, correspondence, oral or written communications and negotiations by and between the Parties.

### 1. DEFINITIONS

Certain capitalized terms, not otherwise defined herein, have the meanings set forth or cross-referenced in this Section 1.

1.1 “**Advanced Search**” means the provision of Services, via the web interface using Flock’s software applications, which utilize advanced evidence delivery capabilities including convoy analysis, multi-geo search, visual search, cradlepoint integration for automatic vehicle location, and common plate analysis.

1.2 “**Agency Data**” means the data, media and content provided by Agency through the Services. For the avoidance of doubt, the Agency Data will include the Footage.

1.3 “**Agency Generated Data**” means the messages, text, illustrations, files, images, graphics, photos, comments, sounds, music, videos, information, content, ratings, reviews, data, questions, suggestions, other information or materials posted, uploaded, displayed, published, distributed, transmitted, broadcasted, or otherwise made available on or submitted through the Wing Suite.

1.4. “**Agency Hardware**” means the third-party camera owned or provided by Agency and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Services.

1.5. “**Aggregated Data**” means information that relates to a group or category of individuals, from which any potential individuals’ personal identifying information has been permanently “anonymized” by commercially available standards to irreversibly alter data in such a way that a data subject (i.e., individual person or impersonal entity) can no longer be identified directly or indirectly.

1.6 “**Authorized End User(s)**” means any individual employees, agents, or contractors of Agency accessing or using the Services through the Web Interface, under the rights granted to Agency pursuant to this Agreement.

1.7 “**Deployment Plan**” means the strategic geographic mapping of the location(s) and implementation of Flock Hardware, and/or other relevant Services required under this Agreement.

1.8 “**Documentation**” means text and/or graphical documentation, whether in electronic or printed format, that describe the features, functions and operation of the Services which are provided by Flock to Agency in accordance with the terms of this Agreement.

1.9 “**Embedded Software**” means the software and/or firmware embedded or preinstalled on the Flock Hardware or Agency Hardware.

1.10 “**Falcon Flex**” means an infrastructure-free, location-flexible license plate reader camera that enables the Agency to self-install.

1.11 “**Flock Hardware**” means the Flock cameras or device, pole, clamps, solar panel, installation components, and any other physical elements that interact with the Embedded Software and the Web Interface to provide the Flock Services.

1.12 “**Flock IP**” means the Services, the Documentation, the Embedded Software, the Installation Services, and any and all intellectual property therein or otherwise provided to Agency and/or its Authorized End Users in connection with the foregoing.

1.13 “**Flock Safety Falcon™**” means an infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint™ technology to capture vehicular attributes.

1.14 “**Flock Safety Raven™**” means an audio detection device that provides real-time alerting to law enforcement based on programmed audio events such as gunshots, breaking glass, and street racing.

1.15 “**Flock Safety Sparrow™**” means an infrastructure-free license plate reader camera for residential roadways that utilizes Vehicle Fingerprint™ technology to capture vehicular attributes.

1.17 “**Footage**” means still images, video, audio and other data captured by the Flock Hardware or Agency Hardware in the course of and provided via the Services.

1.18 “**Hotlist(s)**” means a digital file containing alphanumeric license plate related information pertaining to vehicles of interest, which may include stolen vehicles, stolen vehicle license plates, vehicles owned or associated with wanted or missing person(s), vehicles suspected of being involved with criminal or terrorist activities, and other legitimate law enforcement purposes. Hotlist also includes, but is not limited to, national data (i.e. NCIC) for similar categories, license plates associated with AMBER Alerts or Missing Persons/Vulnerable Adult Alerts, and includes manually entered license plate information associated with crimes that have occurred in any local jurisdiction.

1.19 “**Implementation Fee(s)**” means the monetary fees associated with the Installation Services, as defined below.

1.20 “**Installation Services**” means the services provided by Flock for installation of Agency Hardware and/or Flock Hardware, including any applicable installation of Embedded Software on Agency Hardware.

1.21 “**Non-Agency End User(s)**” means any individual, entity, or derivative therefrom, authorized to use the Services through the Web Interface, under the rights granted to pursuant to the terms (or to those materially similar) of this Agreement.

1.22 “**Services**” or “**Flock Services**” means the provision, via the Web Interface, of Flock’s software applications for automatic license plate detection, alerts, audio detection, searching image records, video and sharing Footage.

1.23 “**Support Services**” means Monitoring Services, as defined in Section 2.10 below.

1.24 “**Usage Fee**” means the subscription fees to be paid by the Agency for ongoing access to Services.

1.25 “**Web Interface**” means the website(s) or application(s) through which Agency and its Authorized End Users can access the Services, in accordance with the terms of this Agreement.

1.26 “**Wing Suite**” means the Flock interface which provides real-time access to the Flock Services, location of Flock Hardware, Agency Hardware, third-party cameras, live-stream video, Wing Livestream, Wing LPR, Wing Replay, alerts and other integrations.

1.27 “**Wing Livestream**” means real-time video integration with third-party cameras via the Flock interface.

1.28 “**Wing LPR**” means software integration with third-party cameras utilizing Flock’s Vehicle Fingerprint Technology™ for license plate capture.

1.29 “**Wing Replay**” means enhanced situational awareness encompassing Footage retention, replay ability, and downloadable content from Hot Lists integrated from third-party cameras.

1.30 “*Vehicle Fingerprint™*” means the unique vehicular attributes captured through Services such as: type, make, color, state registration, missing/covered plates, bumper stickers, decals, roof racks, and bike racks.

## 2. SERVICES AND SUPPORT

2.1 **Provision of Access.** Subject to the terms of this Agreement, Flock hereby grants to Agency a non-exclusive, non-transferable right to access the features and functions of the Services via the Web Interface during the Term, solely for the Authorized End Users. The Footage will be available for Agency’s designated administrator, listed on the Order Form, and any Authorized End Users to access and download via the Web Interface for thirty (30) days. Authorized End Users will be required to sign up for an account and select a password and username (“*User ID*”). Flock will also provide Agency with the Documentation to be used in accessing and using the Services. Agency shall be responsible for all acts and omissions of Authorized End Users, and any act or omission by an Authorized End User which, if undertaken by Agency, would constitute a breach of this Agreement, shall be deemed a breach of this Agreement by Agency. Agency shall undertake reasonable efforts to make all Authorized End Users aware of the provisions of this Agreement as applicable to such Authorized End User’s use of the Services and shall cause Authorized End Users to comply with such provisions. Flock may use the services of one or more third parties to deliver any part of the Services, (such as using a third party to host the Web Interface for cloud storage or a cell phone provider for wireless cellular coverage) which makes the Services available to Agency and Authorized End Users. Warranties provided by said third party service providers are the agency’s sole and exclusive remedy and Flock’s sole and exclusive liability with regard to such third-party services, including without limitation hosting the Web Interface. Agency agrees to comply with any acceptable use policies and other terms of any third-party service provider that are provided or otherwise made available to Agency from time to time.

2.2 **Embedded Software License.** Subject to all terms of this Agreement, Flock grants Agency a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Embedded Software as installed on the Flock Hardware or Agency Hardware; in each case, solely as necessary for Agency to use the Services.

2.3 **Documentation License.** Subject to the terms of this Agreement, Flock hereby grants to Agency a non-exclusive, non-transferable right and license to use the Documentation during the Term in connection with its use of the Services as contemplated herein, and under Section 2.5 below.

2.4 **Wing Suite License.** Subject to all terms of this Agreement, Flock grants Agency a limited, non-exclusive, non-transferable, non-sublicensable (except to the Authorized End Users), revocable right to use the Wing Suite software and interface.

2.5 **Usage Restrictions.**

**2.5.1 Flock IP.** The permitted purpose for usage of the Flock Hardware, Agency Hardware, Documentation, Services, support, and Flock IP are solely to facilitate gathering evidence that could be used in a lawful criminal investigation by the appropriate government agency (“*Permitted Purpose*”). Agency will not, and will not permit any Authorized End Users to, (i) copy or duplicate any of the Flock IP; (ii) decompile, disassemble, reverse engineer, or otherwise attempt to obtain or perceive the source code from which any software component of any of the Flock IP is compiled or interpreted, or apply any other process or procedure to derive the source code of any software included in the Flock IP; (iii) attempt to modify, alter, tamper with or repair any of the Flock IP, or attempt to create any derivative product from any of the foregoing; (iv) interfere or attempt to interfere in any manner with the functionality or proper working of any of the Flock IP; (v) remove, obscure, or alter any notice of any intellectual property or proprietary right appearing on or contained within any of the Services or Flock IP; (vi) use the Services, support, Flock Hardware, Documentation, or the Flock IP for anything other than the Permitted Purpose; or (vii) assign, sublicense, sell, resell, lease, rent, or otherwise transfer, convey, pledge as security, or otherwise encumber, Agency’s rights under Sections 2.1, 2.2, 2.3, or 2.4.

**2.5.2. Flock Hardware.** Agency understands that all Flock Hardware is owned exclusively by Flock, and that title to any Flock Hardware does not pass to Agency upon execution of this Agreement. Except for Falcon Flex products, which are designed for self-installation, Agency is not permitted to remove, reposition, re-install, tamper with, alter, adjust or otherwise take possession or control of Flock Hardware. Notwithstanding the notice and cure period set for in Section 6.3, Agency agrees and understands that in the event Agency is found to engage in any of the restricted actions of this Section 2.5.2, all warranties herein shall be null and void, and this Agreement shall be subject to immediate termination (without opportunity to cure) for material breach by Agency.

**2.6 Retained Rights; Ownership.** As between the Parties, subject to the rights granted in this Agreement, Flock and its licensors retain all right, title and interest in and to the Flock IP and its components, and Agency acknowledges that it neither owns nor acquires any additional rights in and to the foregoing not expressly granted by this Agreement. Agency further acknowledges that Flock retains the right to use the foregoing for any purpose in Flock’s sole discretion. There are no implied rights.

## **2.7 Suspension.**

**2.7.1 Service Suspension.** Notwithstanding anything to the contrary in this Agreement, Flock may temporarily suspend Agency’s and any Authorized End User’s access to any portion or all of the Flock IP or Flock Service if Flock reasonably determines that (a) there is a threat or attack on any of the Flock IP by Agency; (b) Agency’s or any Authorized End User’s use of the Flock IP disrupts or poses a security risk to the Flock IP or any other customer or vendor of Flock; (c) Agency or any Authorized End User is/are using the Flock IP for fraudulent or illegal activities; (d) Agency has violated any term of this provision, including, but not limited to, utilizing the Services for

anything other than the Permitted Purpose; or (e) any unauthorized access to Flock Services through Agency's account ("**Service Suspension**"). Agency shall not be entitled to any remedy for the Service Suspension period, including any reimbursement, tolling, or credit.

**2.7.2 Service Interruption.** Services may be interrupted in the event that: (a) Flock's provision of the Services to Agency or any Authorized End User is prohibited by applicable law; (b) any third-party services required for Services are interrupted; (c) if Flock reasonably believe Services are being used for malicious, unlawful, or otherwise unauthorized use; (d) there is a threat or attack on any of the Flock IP by a third party; or (e) scheduled or emergency maintenance ("**Service Interruption**"). Flock will make commercially reasonable efforts to provide written notice of any Service Interruption to Agency and to provide updates regarding resumption of access to Flock Services. Flock will use commercially reasonable efforts to resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Interruption is cured. Flock will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Agency or any Authorized End User may incur as a result of a Service Interruption. To the extent that the Service Interruption is not caused by Agency's direct actions or by the actions of parties associated with the Agency, the expiration of the Term will be tolled by the duration of the Service Interruption (for any continuous suspension lasting at least one full day) prorated for the proportion of cameras on the Agency's account that have been impacted. For example, in the event of a Service Interruption lasting five (5) continuous days, Agency will receive a credit for five (5) free days at the end of the Term.

## **2.8 Installation Services.**

**2.8.1 Designated Locations.** For installation of Flock Hardware, excluding Falcon Flex products, prior to performing the physical installation of the Flock Hardware, Flock shall advise Agency on the location and positioning of the Flock Hardware for optimal license plate image capture, as conditions and location allow. Flock may consider input from Agency regarding location, position and angle of the Flock Hardware ("**Designated Location**") and collaborate with Agency to design the Deployment Plan confirming the Designated Locations. Flock shall have final discretion on location of Flock Hardware. Flock shall have no liability to Agency resulting from any poor performance, functionality or Footage resulting from or otherwise relating to the Designated Locations or delay in installation due to Agency's delay in confirming Designated Locations, in ordering and/or having the Designated Location ready for installation including having all electrical work preinstalled and permits ready, if necessary. After installation, any subsequent changes to the Deployment Plan ("**Reinstalls**") will incur a charge for Flock's then-current list price for Reinstalls, as listed in the then-current Reinstall policy (available at <https://www.flocksafety.com/reinstall-fee-schedule>) and any equipment fees. For clarity, Agency will receive prior notice and provide approval for any such fees. These changes include but are not limited to re-positioning, adjusting of the mounting, re-angling, removing foliage, replacement, changes to heights of poles, regardless of whether the need for Reinstalls related to vandalism, weather, theft, lack of criminal activity in view, and the like. Flock shall have full discretion on decision to reinstall Flock Hardware.

**2.8.2 Agency Installation Obligations.** Agency agrees to allow Flock and its agents reasonable access in and near the Designated Locations at all reasonable times upon reasonable notice for the purpose of performing the installation work. Although Flock Hardware is designed to utilize solar power, certain Designated Locations may require a reliable source of 120V or 240V AC power. In the event adequate solar power is not available, Agency is solely responsible for costs associated with providing a reliable source of 120V or 240V AC power to Flock Hardware. Flock will provide solar options to supply power at each Designated Location. If Agency refuses recommended solar options, Agency waives any reimbursement, tolling, or credit for any suspension period of Flock Services due to low solar power. Additionally, Agency is solely responsible for (i) any permits or associated costs, and managing the permitting process of installation of cameras or AC power; (ii) any federal, state, or local taxes including property, license, privilege, sales, use, excise, gross receipts, or other similar taxes which may now or hereafter become applicable to, measured by or imposed upon or with respect to the installation of the Flock Hardware, its use (excluding tax exempt entities), or (iii) any other supplementary cost for services performed in connection with installation of the Flock Hardware, including but not limited to contractor licensing, engineered drawings, rental of specialized equipment, or vehicles, third-party personnel (i.e. Traffic Control Officers, Electricians, State DOT-approved poles, etc., if necessary), such costs to be approved by the Agency (“**Agency Installation Obligations**”). In the event that a Designated Location for Flock Hardware requires permits, Flock may provide the Agency with a temporary alternate location for installation pending the permitting process. Once the required permits are obtained, Flock will relocate the Flock Hardware from the temporary alternate location to the permitted location at no additional cost. Without being obligated or taking any responsibility for the foregoing, Flock may pay and invoice related costs to Agency if Agency did not address them prior to the execution of this Agreement or a third party requires Flock to pay. Agency represents and warrants that it has, or shall lawfully obtain, all necessary right title and authority and hereby authorizes Flock to install the Flock Hardware at the Designated Locations and to make any necessary inspections or tests in connection with such installation.

**2.8.3 Flock’s Obligations.** Installation of Flock Hardware shall be installed in a workmanlike manner in accordance with Flock’s standard installation procedures, and the installation will be completed within a reasonable time from the time that the Designated Locations are confirmed. Upon removal of Flock Hardware, Flock shall restore the location to its original condition, ordinary wear and tear excepted. Following the initial installation of the Flock Hardware and any subsequent Reinstalls or maintenance operations, Flock’s obligation to perform installation work shall cease; however, for the sole purpose of validating installation, Flock will continue to monitor the performance of Flock Hardware for the length of the Term and will receive access to the Footage for a period of seven (7) business days after the initial installation for quality control and provide any necessary maintenance. Labor may be provided by Flock or a third-party. Flock is not obligated to install, reinstall, or provide physical maintenance to Agency Hardware. Notwithstanding anything to the contrary, Agency understands that Flock will not provide installation services for Falcon Flex products.

**2.8.4 Ownership of Hardware.** Flock Hardware shall remain the personal property of Flock and will be removed upon the natural expiration of this Agreement at no additional cost to Agency. Agency shall not perform any acts which would interfere with the retention of title of the Flock Hardware by Flock. Should Agency default on any



payment of the Flock Services, Flock may remove Flock Hardware at Flock's discretion. Such removal, if made by Flock, shall not be deemed a waiver of Flock's rights to any damages Flock may sustain as a result of Agency's default and Flock shall have the right to enforce any other legal remedy or right.

**2.9 Hazardous Conditions.** Unless otherwise stated in the Agreement, Flock's price for its services under this Agreement does not contemplate work in any areas that contain hazardous materials, or other hazardous conditions, including, without limit, asbestos, lead, toxic or flammable substances. In the event any such hazardous materials are discovered in the designated locations in which Flock is to perform services under this Agreement, Flock shall have the right to cease work immediately in the area affected until such materials are removed or rendered harmless.

**2.10 Support Services.** Subject to the payment of fees, Flock shall monitor the performance and functionality of Flock Services and may, from time to time, advise Agency on changes to the Flock Services, Installation Services, or the Designated Locations which may improve the performance or functionality of the Services or may improve the quality of the Footage. The work, its timing, and the fees payable relating to such work shall be agreed by the Parties prior to any alterations to or changes of the Services or the Designated Locations ("**Monitoring Services**"). Flock will use commercially reasonable efforts to respond to requests for support. Flock will provide Agency with reasonable technical and on-site support and maintenance services ("**On-Site Services**") in-person or by email at [support@flocksafety.com](mailto:support@flocksafety.com), at no additional cost. Notwithstanding anything to the contrary, Agency is solely responsible for installation of Falcon Flex products. Agency further understands and agrees that Flock will not provide monitoring services or on-site services for Falcon Flex.

**2.11 Special Terms.** From time to time, Flock may offer certain special terms related to guarantees, service and support which are indicated in the proposal and on the Order Form and will become part of this Agreement, upon Agency's prior written consent ("**Special Terms**"). To the extent that any terms of this Agreement are inconsistent or conflict with the Special Terms, the Special Terms shall control.

**2.12 Upgrades to Platform.** Flock may, in its sole discretion, make any upgrades to system or platform that it deems necessary or useful to (i) maintain or enhance (a) the quality or delivery of Flock's products or services to its agencies, (b) the competitive strength of, or market for, Flock's products or services, (c) such platform or system's cost efficiency or performance, or (ii) to comply with applicable law. Parties understand that such upgrades are necessary from time to time and will not materially change any terms or conditions within this Agreement.

### **3. RESTRICTIONS AND RESPONSIBILITIES**

**3.1 Agency Obligations.** Flock will assist Agency Authorized End Users in the creation of a User ID. Agency agrees to provide Flock with accurate, complete, and updated registration information. Agency may not select as its User ID a name that Agency does not have the right to use, or another person's name with the intent to impersonate that person. Agency may not transfer its account to anyone else without prior written permission of Flock. Agency

will not share its account or password with anyone and must protect the security of its account and password. Unless otherwise stated and defined in this Agreement, Agency may not designate Authorized End Users for persons who are not officers, employees, or agents of Agency. Authorized End Users shall only use Agency-issued email addresses for the creation of their User ID. Agency is responsible for any activity associated with its account. Agency shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services. Agency will, at its own expense, provide assistance to Flock, including, but not limited to, by means of access to, and use of, Agency facilities, as well as by means of assistance from Agency personnel to the limited extent any of the foregoing may be reasonably necessary to enable Flock to perform its obligations hereunder, including, without limitation, any obligations with respect to Support Services or any Installation Services.

**3.2 Agency Representations and Warranties.** Agency represents, covenants, and warrants that Agency will use the Services only in compliance with this Agreement and all applicable laws and regulations, including but not limited to any laws relating to the recording or sharing of video, photo, or audio content. Although Flock has no obligation to monitor Agency 's use of the Services, Flock may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

#### **4. CONFIDENTIALITY; AGENCY DATA**

**4.1 Confidentiality.** To the extent allowable by applicable FOIA and state-specific Public Records Acts, each Party (the "**Receiving Party**") understands that the other Party (the "**Disclosing Party**") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "**Proprietary Information**" of the Disclosing Party). Proprietary Information of Flock includes non-public information regarding features, functionality and performance of the Services. Proprietary Information of Agency includes non-public data provided by Agency to Flock or collected by Flock via the Flock Hardware or Agency Hardware, to enable the provision of the Services, which includes but is not limited to geolocation information and environmental data collected by sensors . The Receiving Party agrees: (i) to take the same security precautions to protect against disclosure or unauthorized use of such Proprietary Information that the Party takes with its own proprietary information, but in no event will a Party apply less than reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. Flock's use of the Proprietary Information may include processing the Proprietary Information to send Agency alerts, or to analyze the data collected to identify motion or other events. The Disclosing Party agrees that the foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party. Nothing in this Agreement will prevent the Receiving Party from disclosing the Proprietary Information pursuant to any judicial or governmental order, provided that the Receiving Party gives the Disclosing

Party reasonable prior notice of such disclosure to contest such order. For clarity, Flock may access, use, preserve and/or disclose the Footage to law enforcement authorities, government officials, and/or third parties, if legally required to do so or if Flock has a good faith belief that such access, use, preservation or disclosure is reasonably necessary to: (a) comply with a legal process or request; (b) enforce this Agreement, including investigation of any potential violation thereof; (c) detect, prevent or otherwise address security, fraud or technical issues; or (d) protect the rights, property or safety of Flock, its users, a third party, or the public as required or permitted by law, including respond to an emergency situation. Flock may store deleted Footage in order to comply with certain legal obligations, but such retained Footage will not be retrievable without a valid court order.

**4.2 Agency Data.** As between Flock and Agency, all right, title and interest in the Agency Data, belong to and are retained solely by Agency. Agency hereby grants to Flock a limited, non-exclusive, royalty-free, worldwide license to (i) use the Agency Data and perform all acts with respect to the Agency Data as may be necessary for Flock to provide the Flock Services to Agency, including without limitation the Support Services set forth in Section 2.10 above, and a non-exclusive, perpetual, irrevocable, worldwide, royalty-free, fully paid license to use, reproduce, modify, display, and distribute the Agency Data as a part of the Aggregated Data, (ii) disclose the Agency Data (both inclusive of any Footage) to enable law enforcement monitoring for elected law enforcement Hotlists as well as provide Footage search access to law enforcement for investigative purposes only, and (iii) and obtain Aggregated Data as set forth below in Section 4.5. As between Agency and Non-Agency End Users that have prescribed access of Footage to Agency, each of Agency and Non-Agency End Users will share all right, title and interest in the Non-Agency End User Data. This Agreement does not by itself make any Non-Agency End User Data the sole property or the Proprietary Information of Agency. Flock will automatically delete Footage older than thirty (30) days. Agency has a thirty (30) day window to view, save and/or transmit Footage to the relevant government agency prior to its deletion. Notwithstanding the foregoing, Flock automatically deletes Wing Replay after seven (7) days, during which time Agency may view, save and/or transmit such data to the relevant government agency prior to deletion. Flock does not own and shall not sell Agency Data.

**4.3 Agency Generated Data in Wing Suite.** Parties understand that Flock does not own any right, title, or interest to third-party video integrated into the Wing Suite. Flock may provide Agency with the opportunity to post, upload, display, publish, distribute, transmit, broadcast, or otherwise make available on or submit through the Wing Suite, messages, text, illustrations, files, images, graphics, photos, comments, sounds, music, videos, information, content, ratings, reviews, data, questions, suggestions, or other information or materials produced by Agency. Agency shall retain whatever legally cognizable right, title, and interest that Agency has in Agency Generated Data. Agency understands and acknowledges that Flock has no obligation to monitor or enforce Agency's intellectual property rights to Agency Generated Data. To the extent legally permissible, Agency grants Flock a non-exclusive, perpetual, irrevocable, worldwide, royalty-free, fully paid license to use, reproduce, modify, display, and distribute the Agency Generated Data for the sole purpose of providing Flock Services. Flock does not own and shall not sell Agency Generated Data.

4.4 **Feedback.** If Agency provides any suggestions, ideas, enhancement requests, feedback, recommendations or other information relating to the subject matter hereunder, Agency hereby assigns (and will cause its agents and representatives to assign) to Flock all right, title and interest (including intellectual property rights) with respect to or resulting from any of the foregoing.

4.5 **Aggregated Data.** Flock shall have the right to collect, analyze, and anonymize Agency Data and Agency Generated Data to create Aggregated Data to use and perform the Services and related systems and technologies, including the training of machine learning algorithms. Agency hereby grants Flock a non-exclusive, worldwide, perpetual, royalty-free right (during and after the Term hereof) to use and distribute such Aggregated Data to improve and enhance the Services and for other development, diagnostic and corrective purposes, other Flock offerings, and crime prevention efforts. Parties understand that the aforementioned license is required for continuity of Services. No rights or licenses are granted except as expressly set forth herein. Flock does not sell Aggregated Data.

## 5. PAYMENT OF FEES

5.1.1 **Software Product Fees.** For Order Forms listing Wing Suite, Advanced Search and other software-only products, Agency will pay Flock the fees for the Initial Term (as described on the Order Form attached hereto) on or before the 30<sup>th</sup> day from the date of invoice. For any Renewal Terms, Agency shall pay invoice on or before the 30<sup>th</sup> day from the date of renewal invoice.

5.1.2 **Hardware Product Fees.** For Order Forms listing Falcon, Sparrow, Raven and Falcon Flex products, Agency will pay Flock fifty percent (50%) of the fees for the Initial Term as set forth on the Order Form on or before the 30<sup>th</sup> day from date of invoice. Upon commencement of installation, Flock will issue an invoice for twenty-five percent (25%) of total fees, and Agency shall pay on or before 30<sup>th</sup> day following date of invoice. Upon completion of installation, Flock will issue an invoice for the remaining balance and Agency shall pay on or before 30<sup>th</sup> day following date of final invoice. Flock is not obligated to commence the Installation Services unless and until the first payment has been made and shall have no liability resulting from any delay related thereto. For any Renewal Terms, Agency shall pay the total invoice on or before the 30<sup>th</sup> day from the date of renewal invoice.

5.2 **Notice of Changes to Fees.** Flock reserves the right to change the fees or applicable charges and to institute new charges and fees on subsequent terms by providing sixty (60) days' notice prior to the end of such Initial Term or Renewal Term (as applicable) to Agency (which may be sent by email).

5.3 **Invoicing, Late Fees; Taxes.** Flock may choose to bill through an invoice, in which case, full payment for invoices must be received by Flock thirty (30) days after the receipt of invoice. If Agency is a non-tax-exempt entity, Agency shall be responsible for all taxes associated with Services other than U.S. taxes based on Flock's net income. If Agency believes that Flock has billed Agency incorrectly, Agency must contact Flock no later than sixty (60) days after the closing date on the first billing statement in which the error or problem appeared, in order to

receive an adjustment or credit. Agency acknowledges and agrees that a failure to contact Flock within this sixty (60) day period will serve as a waiver of any claim Agency may have had as a result of such billing error.

## 6. TERM AND TERMINATION

6.1 **Term.** The initial term of this Agreement shall be for the period of time set forth on the Order Form and shall commence at the time outlined in this section below (the “**Term**”). Following the Term, unless otherwise indicated on the Order Form, this Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

- a. For Wing Suite products: the Term shall commence upon execution of this Agreement and continue for one (1) year, after which, the Term may be extended by mutual consent of the Parties, unless terminated by either Party.
- b. For Falcon and Sparrow products: the Term shall commence upon first installation and validation of Flock Hardware.
- c. For Raven products: the Term shall commence upon first installation and validation of Flock Hardware.
- d. For Falcon Flex products: the Term shall commence upon execution of this Agreement.
- e. For Advanced Search products: the Term shall commence upon execution of this Agreement.

6.2 **Termination for Convenience.** At any time during the agreed upon Term, either Party may terminate this Agreement for convenience. Termination for convenience of the Agreement by the Agency will be effective immediately. Termination for convenience by Agency will result in a one-time removal fee of \$500 per Flock Hardware. Termination for convenience by Flock will not result in any removal fees. Upon termination for convenience, a refund will be provided for Flock Hardware, prorated for any fees for the remaining Term length set forth previously. Wing Suite products and Advanced Search are not subject to refund for early termination. Flock will provide advanced written notice and remove all Flock Hardware at Flock’s own convenience, within a commercially reasonable period of time upon termination. Agency’s termination of this Agreement for Flock’s material breach of this Agreement shall not be considered a termination for convenience for the purposes of this Section 6.2.

6.3 **Termination.** Notwithstanding the termination provisions in Section 2.5.2, in the event of any material breach of this Agreement, the non-breaching Party may terminate this Agreement prior to the end of the Term by giving thirty (30) days prior written notice to the breaching Party; provided, however, that this Agreement will not terminate if the breaching Party has cured the breach prior to the expiration of such thirty (30) day period. Either Party may terminate this Agreement, without notice, (i) upon the institution by or against the other Party of insolvency, receivership or bankruptcy proceedings, (ii) upon the other Party's making an assignment for the benefit of creditors, or (iii) upon the other Party's dissolution or ceasing to do business. Upon termination for Flock’s material breach, Flock will refund to Agency a pro-rata portion of the pre-paid fees for Services not received due to such termination.

**6.4 No-Fee Term.** Flock will provide Agency with complimentary access to Hotlist alerts, as further described in Section 4.2 (“*No-Fee Term*”). In the event a Non-Agency End User grants Agency access to Footage and/or notifications from a Non-Agency End User, Agency will have access to Non-Agency End User Footage and/or notifications until deletion, subject to a thirty (30) day retention policy for all products except Wing Replay, which is subject to a seven (7) day retention policy. Flock may, in their sole discretion, provide access or immediately terminate the No-Fee Term. The No-Fee Term will survive the Term of this Agreement. Flock, in its sole discretion, can determine to impose a price per No-Fee Term upon thirty (30) days’ notice to Agency. Agency may terminate any No-Fee Term or access to future No-Fee Terms upon thirty (30) days’ notice.

**6.5 Survival.** The following Sections will survive termination: 2.5, 2.6, 3, 4, 5, 6.4, 7.3, 7.4, 8.1, 8.2, 8.3, 8.4, 9.1 and 9.6.

## **7. REMEDY; WARRANTY AND DISCLAIMER**

**7.1 Remedy.** Upon a malfunction or failure of Flock Hardware or Embedded Software (a “*Defect*”), Agency must notify Flock’s technical support as described in Section 2.10 above. If Flock is unable to correct the Defect, Flock shall, or shall instruct one of its contractors to repair or replace the Flock Hardware or Embedded Software suffering from the Defect. Flock reserves the right in their sole discretion to refuse or delay replacement or its choice of remedy for a Defect until after it has inspected and tested the affected Flock Hardware provided that such inspection and test shall occur within a commercially reasonable time, but no longer than seven (7) business days after Agency notifies the Flock of a known Defect. In the event of a Defect, Flock will repair or replace the defective Flock Hardware at no additional cost to Agency. Absent a Defect, in the event that Flock Hardware is lost, stolen, or damaged, Agency may request that Flock replace the Flock Hardware at a fee according to the then-current Reinstall policy (<https://www.flocksafety.com/reinstall-fee-schedule>). Agency shall not be required to replace subsequently lost, damaged or stolen Flock Hardware, however, Agency understands and agrees that functionality, including Footage, will be materially affected due to such subsequently lost, damaged or stolen Flock Hardware and that Flock will have no liability to Agency regarding such affected functionality nor shall the Usage Fee or Implementation Fees owed be impacted. Flock is under no obligation to replace or repair Flock Hardware or Agency Hardware.

**7.2 Exclusions.** Flock will not provide the remedy described in Section 7.1 if Agency has misused the Flock Hardware, Agency Hardware, or Service in any manner.

**7.3 Warranty.** Flock shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Installation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Flock or by third-party providers, or because of

other causes beyond Flock's reasonable control, but Flock shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption.

**7.4 Disclaimer.** THE REMEDY DESCRIBED IN SECTION 7.1 ABOVE IS AGENCY'S SOLE REMEDY, AND FLOCK'S SOLE LIABILITY, WITH RESPECT TO DEFECTIVE EMBEDDED SOFTWARE. FLOCK DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES ARE PROVIDED "AS IS" AND FLOCK DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. THIS DISCLAIMER OF SECTION 7.4 ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 9.6.

**7.5 Insurance.** Flock will maintain commercial general liability policies with policy limits reasonably commensurate with the magnitude of Flock's business risk. Certificates of Insurance can be provided upon request.

**7.6 Force Majeure.** Parties are not responsible or liable for any delays or failures in performance from any cause beyond their control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, acts or omissions of third-Party technology providers, riots, fires, earthquakes, floods, power blackouts, strikes, supply chain shortages of equipment or supplies, weather conditions or acts of hackers, internet service providers or any other third Party acts or omissions. Force Majeure includes the novel coronavirus Covid-19 pandemic, and the potential spread of variants, which is ongoing as of the date of the execution of this Agreement.

## **8. LIMITATION OF LIABILITY; NO FEE TERM; INDEMNITY**

**8.1 Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, FLOCK AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL HARDWARE AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY, INCOMPLETENESS OR CORRUPTION OF DATA OR FOOTAGE OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND FLOCK'S ACTUAL KNOWLEDGE OR REASONABLE CONTROL INCLUDING REPEAT CRIMINAL ACTIVITY OR INABILITY TO CAPTURE FOOTAGE OR IDENTIFY AND/OR CORRELATE A LICENSE PLATE WITH THE FBI DATABASE; (D) FOR ANY PUBLIC DISCLOSURE OF PROPRIETARY INFORMATION MADE IN GOOD FAITH; (E) FOR CRIME PREVENTION; OR (F) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH



ALL OTHER CLAIMS, EXCEED THE FEES PAID AND/OR PAYABLE BY AGENCY TO FLOCK FOR THE SERVICES UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRIOR TO THE ACT OR OMISSION THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT FLOCK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION OF LIABILITY OF SECTION 8 ONLY APPLIES TO THE EXTENT ALLOWED BY THE GOVERNING LAW OF THE STATE MENTIONED IN SECTION 9.6.

**8.2 Additional No-Fee Term Requirements.** IN NO EVENT SHALL FLOCK'S AGGREGATE LIABILITY, IF ANY, ARISING OUT OF OR IN ANY WAY RELATED TO THE COMPLIMENTARY NO-FEE TERM AS DESCRIBED IN SECTION 6.4 EXCEED \$100, WITHOUT REGARD TO WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE. Parties acknowledge and agree that the essential purpose of this Section 8.2 is to allocate the risks under the No-Fee Term described in Section 6.4 and limit potential liability given the aforementioned complimentary service, which would have been substantially higher if Flock were to assume any further liability other than as set forth herein. Flock has relied on these limitations in determining whether to provide the complementary No-Fee Term. The limitations set forth in this Section 8.2 shall not apply to claims or damages resulting from Flock's other obligations under this Agreement.

**8.3 Responsibility.** Each Party to this Agreement shall assume the responsibility and liability for the acts and omissions of its own employees, deputies, officers, or agents, in connection with the performance of their official duties under this Agreement. Each Party to this Agreement shall be liable (if at all) only for the torts of its own officers, agents, or employees.

## 9. INDEMNIFICATION

Agency hereby agrees to indemnify and hold harmless Flock against any damages, losses, liabilities, settlements and expenses in connection with any claim or action that arises from an alleged violation of Section 3.1, a breach of this Agreement, Agency's Installation Obligations, Agency's sharing of any data in connection with the Flock system, Flock employees or agent or Non-Agency End Users, or otherwise from Agency's use of the Services, Flock Hardware, Agency Hardware and any Embedded Software, including any claim that such actions violate any applicable law or third Party right. Although Flock has no obligation to monitor Agency's use of the Services, Flock may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of Section 3.1 or this Agreement.

## 10. MISCELLANEOUS

**10.1 Compliance With Laws.** The Agency agrees to comply with all applicable local, state and federal laws, regulations, policies and ordinances and their associated record retention schedules, including responding to any

subpoena request(s). In the event Flock is legally compelled to comply with a judicial order, subpoena, or government mandate, to disclose Agency Data or Agency Generated Data, Flock will provide Agency with notice.

**10.2 Severability.** If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect.

**10.3 Assignment.** This Agreement is not assignable, transferable or sublicensable by either Party, without prior consent. Notwithstanding the foregoing, either Party may assign this Agreement, without the other Party's consent, (i) to any parent, subsidiary, or affiliate entity, or (ii) to any purchaser of all or substantially all of such Party's assets or to any successor by way of merger, consolidation or similar transaction.

**10.4 Entire Agreement.** This Agreement, together with the Order Form(s), the then-current Reinstall policy (<https://www.flocksafety.com/reinstall-fee-schedule>), Deployment Plan(s), and any attached addenda are the complete and exclusive statement of the mutual understanding of the Parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both Parties, except as otherwise provided herein. None of Agency's purchase orders, authorizations or similar documents will alter the terms of this Agreement, and any such conflicting terms are expressly rejected. In the event of any conflict of terms found in this Agreement or any other terms and conditions, the terms of this Agreement shall prevail.

**10.5 Relationship.** No agency, partnership, joint venture, or employment is created as a result of this Agreement and Agency does not have any authority of any kind to bind Flock in any respect whatsoever. Flock shall at all times be and act as an independent contractor.

**10.6 Governing Law; Venue.** This Agreement shall be governed by the laws of the State in which the Agency is located. The Parties hereto agree that venue would be proper in the chosen courts of the State of which the Agency is located. The Parties agree that the United Nations Convention for the International Sale of Goods is excluded in its entirety from this Agreement.

**10.7 Publicity.** Upon prior consent from Agency, Flock has the right to reference and use Agency's name and trademarks and disclose the nature of the Services provided hereunder in each case in business and development and marketing efforts, including without limitation on Flock's website.

**10.8 Export.** Agency may not remove or export from the United States or allow the export or re-export of the Flock IP or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in Federal Acquisition Regulation ("FAR"), section 2.101, the Services, the Flock Hardware and Documentation are "commercial items" and

according to the Department of Defense Federal Acquisition Regulation (“DFAR”) section 252.2277014(a)(1) and are deemed to be “commercial computer software” and “commercial computer software documentation.” Flock is compliant with FAR Section 889 and does not contract or do business with, use any equipment, system, or service that uses the enumerated banned Chinese telecommunication companies, equipment or services as a substantial or essential component of any system, or as critical technology as part of any Flock system. Consistent with DFAR section 227.7202 and FAR section 12.212, any use, modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

**10.9 Headings.** The headings are merely for organization and should not be construed as adding meaning to the Agreement or interpreting the associated sections.

**10.10 Authority.** Each of the below signers of this Agreement represent that they understand this Agreement and have the authority to sign on behalf of and bind the Parties they are representing.

**10.11 Notices.** All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested.

**FLOCK NOTICES ADDRESS:**

1170 HOWELL MILL ROAD, NW SUITE 210  
ATLANTA, GA 30318  
ATTN: LEGAL DEPARTMENT  
EMAIL: legal@flocksafety.com

**AGENCY NOTICES ADDRESS:**

ADDRESS:

ATTN:  
EMAIL:

# flock safety

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## What is Flock Safety?

Flock Safety is a public safety operating system that helps communities and law enforcement in 1200+ cities work together to eliminate crime, protect privacy, and mitigate bias. We build devices that capture objective evidence and use machine learning to detect, decode, and deliver unbiased investigative leads to law enforcement. Our proprietary devices are solar powered, utilize cloud-based software, infrastructure free, and above all, assist in reducing crime.

## Frequently Asked Issues for Legal

- Flock Safety provides crime-fighting technology (cameras + software) under a service subscription model.
- Flock Safety's subscription service is a flat annual fee. Flock Safety's services include the ALPR camera hardware, hardware maintenance, ALPR software, software updates, unlimited users, 30 days unlimited data storage, LTE connectivity, solar panels, poles, mounting equipment, and monitoring.
- Flock Safety works together with the Agency to select the most ideal locations for cameras (sunlight, efficiency, LTE availability, impact).
- Flock Safety will assist the Agency in obtaining any permits or additional licenses needed to install the cameras in public roadways. If a camera suffers from a manufacturer defect, Flock will replace the camera at no additional cost. If a camera is lost, stolen, vandalized, or damaged, the Agency will be responsible for replacement.

## Clarifications of Definitions/Clauses in the Agreement

- An example of a "Non-Agency User" would be Flock Safety's private customer (HOA, Shopping Center, Apartment Complex, etc.) These "Non-Agency Users" can choose to share their data with local law enforcement.
- "Aggregate Data" is the small fraction (<1%) of anonymously compiled data from Flock cameras that have been stripped of any metadata, which is used for product enhancements to teach our software how to find specific types of vehicles, objects, descriptions ("machine learning") and is never sold to third parties.
- "Special Terms" is a section on the front Order Form of the agreement where parties can make a mutually agreed upon change to the agreement without the need of altering the master agreement.
- The "No-Fee Term" refers to the complimentary access that we provide to Agencies, which includes 'Hot-List' alerts. Agencies will have free access to this feature whether or not they purchase any cameras. As such, Flock limits liability in regards to the "No-Fee Term" since it is provided at no cost.

## How Does Flock Safety Protect Privacy?

Flock Safety understands the concerns with technology capturing any public information, and we built the technology to protect people and equitably promote public safety. Here's how:

- We focus on objective evidence: vehicles and license plates. We capture car features (make, model, color, license plate, state of the plate, timestamp) and do not record any personally identifiable information such as names, addresses, or phone numbers.
- We do not use facial recognition technology of any kind.
- Agencies completely own their data. Flock Safety does not sell the data to any third parties.
- Since the Agency owns their data, a limited license grant is required for Flock Safety to use the data; however, this use is strictly limited to that which is necessary for Flock Safety to provide services.
- Criminal Justice Information Services ("CJIS") footage is stored, secured, and encrypted in AWS Government Cloud and automatically deleted every thirty (30) days on a rolling basis. Our Privacy Policy can be found at <https://www.flocksafety.com/privacy-policy/>
- Flock Safety cameras take photos, and there is no live feed. Flock Safety does not monitor the system and it is not used for the purpose of surveillance.
- Flock Safety does not work in any capacity for traffic enforcement, unpaid fines, or speeding violations, nor do we work with any type of immigration services.
- Flock Safety provides an audit trail of searches for accountability purposes.

## Contact Information Flock Safety

For any questions or concerns regarding the Agreement, please contact:

Mike Molina, Esq.

*Counsel*

[Michael.Molina@FlockSafety.com](mailto:Michael.Molina@FlockSafety.com)



# City of Fort Bragg

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

## Text File

File Number: 23-004

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Filed

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** 5I.

Approve Minutes of January 9, 2023



# City of Fort Bragg

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

## 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, January 9, 2023

6:00 PM

Town Hall, 363 N. Main Street  
and Via Video Conference

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### ROLL CALL

**Present:** 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

### AGENDA REVIEW

#### 1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

Mayor Norvell read a proclamation recognizing Law Enforcement Appreciation Day, January 9, 2023. He presented it to the Chief of Police, Neil Cervenka, and also acknowledged Mendocino County District Attorney, David Eyster.

The Mayor announced the following appointments to the standing City Council Committees:

- Community Development Committee - Mayor Norvell, Vice Mayor Godeke
- Finance and Administration Committee - Councilmember Albin-Smith, Councilmember Rafanan
- Public Safety Committee - Councilmember Peters, Mayor Norvell
- Public Works and Facilities Committee - Councilmember Peters, Councilmember Albin-Smith

Mayor Norvell made the following appointments to inter-agency and joint powers boards:

- Economic Development Financing Corporation (EDFC) - Councilmember Albin-Smith
- Fort Bragg Fire Protection Authority - Mayor Norvell, Councilmember Peters
- League of California Cities, Redwood Empire Division - Mayor Norvell (Primary), Councilmember Peters (Alternate)
- Mendocino Council of Governments (MCOG) - Mayor Norvell
- Mendocino Solid Waste Management Authority (MSWA) - Vice Mayor Godeke
- Mendocino Transit Authority (MTA) - Councilmember Albin-Smith
- Sonoma Clean Power - Councilmember Peters
- Climate Mayors - Vice Mayor Godeke

The Mayor appointed the following persons to ad hoc committees:

- Homeless Action Committee - Mayor Norvell, Vice Mayor Godeke

- Mill Site Committee - Mayor Norvell, Councilmember Peters, Planning Commissioner Deitz
- Visit Fort Bragg Committee - Councilmember Albin-Smith, Councilmember Rafanan (plus up to 7 members of the community chosen by the committee)
- Revenue/Tax Sharing Committee (joint ad hoc with County) - Councilmember Peters
- CV Starr Center Reserves for Maintenance Committee - Councilmember Albin-Smith (with MCRPD board member Barbara Burkey)
- Local Cultural Committee - Vice Mayor Godeke, Councilmember Rafanan

## **2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS**

### (1) Public Comment on Non-Agenda Items:

- Mendocino County District Attorney David Eyster presented Chief Cervenka and the Fort Bragg Police Department with a new TruNarc narcotics analyzer, a \$30,000 piece of equipment that can identify narcotics in the field without having to open containers.
- Dennis Miller commented on the procedure for selecting mayor and vice mayor at the meeting of December 12, 2022.
- Jacob Patterson said that the City Council follows a modified version of Rosenberg's Rules of Order, not Roberts Rules of Order.
- Carrie Durkee recommended that the City offer childcare services to members of City Council.
- Michael Lang asked for support for local middle school students who were invited to attend a mock trial in San Luis Obispo next month.
- Jenny Shattuck thanked first responders for their assistance in recent emergency situations.
- Marcy Snyder congratulated and welcomed new and old Councilmembers for being willing to represent the community and said the Grassroots Institute looks forward to making progressive suggestions to the Council in the future.

### (2) Public Comment on Consent Calendar Items:

None.

### (3) Public Comment on Closed Session Items:

N/A.

## **3. STAFF COMMENTS**

City Manager Ducey thanked all City employees who were working out in the rain during the recent storms. Chief Cervenka gave a forecast for more storms, including water spouts and tornados with tornado-force winds. He noted that the all-volunteer Fire Department responded to nonstop calls last weekend. Public Works Director Smith reported that Fort Bragg has received about 20 inches of rain to date, which is a good start for recharging the groundwater. Maintenance crews and operators with the assistance of Fort Bragg Electric have been dealing with issues caused by recent storms. He warned that slides have occurred on Noyo Beach near the dredge sands area, and people need to keep clear of that area and the eastern bluff face at the beach because it is not stable. He reminded residents not to throw hot ash in the green waste bins as it causes fires. Assistant Director - Engineering O'Neal said she will give an update on an upcoming streets projects at a meeting for local business owners and merchants on Saturday. Assistant City Manager McCormick reported that a quarterly meeting will be held Saturday, January 14, from 9 to 11 AM at Town Hall. The Community Land Trust requested congressional earmark funds; Housing Mendocino County was selected to be a recipient of \$820K for a pilot project.



#### **4. MATTERS FROM COUNCILMEMBERS**

Vice Mayor Godeke said he was grateful for the opportunity to shadow a member of the CRU team while she registered people to the Winter Shelter and at the Hospitality Center. Councilmember Albin-Smith thanked City Manager Ducey for the emergency meeting about the City's preparation for the upcoming storms. She reported that there will be a Finance and Administration Committee meeting at 4PM on Wednesday. Councilmember Peters spoke about the Police Department's flock camera system. Councilmember Rafanan reported on her ride-along with Officer Zavala, stating that the community should be proud of the local police for their courage, empathy, and dedication to the City. She also spoke about a recent visit to the desalination plant. Mayor Norvell stated that the Fort Bragg Police Department is extremely compassionate and expressed his thanks to Chief Cervenka as well as former Chief Naulty.

#### **5. CONSENT CALENDAR**

Councilmember Albin-Smith requested that Item 5B be removed from the Consent Calendar for further discussion.

#### **Approval of the Consent Calendar**

**A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, to approve the Consent Calendar with the exception of Item 5B. The motion carried by the following vote:**

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

**5A. [22-614](#)** Adopt Certificate of Completion for the CV Starr Center's Lighting Controller Watt Stopper Upgrade Project and Direct City Clerk to File Notice of Completion

**This Certificate of Completion was accepted on the Consent Calendar.**

**5C. [22-626](#)** Adopt City Council Resolution Approving the Establishment of Administrative Analyst - Police Classification and Establish Salary Rate Compensation Plan and Confirming All City of Fort Bragg Established Classifications

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4639-2023

**5D. [22-632](#)** Adopt Resolution of the Fort Bragg Redevelopment Successor Agency Approving Recognized Obligation Payment Schedule (ROPS) 23-24 (FY 23/24; July 1, 2023 - June 30, 2024) Pursuant to Health and Safety Code Section 34177(l)

**This RS Resolution was adopted on the Consent Calendar.**

Enactment No: RES RS 35-2023

**5E. [22-639](#)** Adopt City Council Resolution Approving an Amendment to the Agreement Between the City of Fort Bragg and M-Group for the Provision of Planning

Services to Process CDP 6-22 And Design Review 18-22 CalTrans ADA Upgrades Increasing Contract Amount by \$2,889 for a Total Not To Exceed Amount of \$16,114

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4640-2023

- 5F.** [22-640](#) Adopt Updated City Council Resolution Authorizing City Manager to Represent the City of Fort Bragg During the Application Process for Funding Assistance from the Drinking Water State Revolving Fund for the Rehabilitation of the City's Water Treatment Plant and Finished Water Tank Project

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4641-2023

- 5G.** [22-641](#) Ratification of the Existence of Emergency Situation Regarding Severe Weather Event Authorizing January 3, 2023 Emergency City Council Meeting

**The calling of a special emergency City Council meeting on January 3, 2023 due to the existence of an emergency situation was ratified on the Consent Calendar.**

- 5H.** [22-643](#) Adopt City Council Resolution Making the Legally Required Findings to Continue to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4642-2023

- 5I.** [22-644](#) Adopt City Council Resolution Confirming the Continued Existence of a Local Emergency in the City of Fort Bragg

**This Resolution was adopted on the Consent Calendar.**

Enactment No: RES 4643-2023

- 5J.** [22-646](#) Receive and File Minutes of the August 11, 2022 Public Works and Facilities Committee Meeting

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

- 5K.** [22-647](#) Receive and File Minutes of the September 8, 2022 Public Works and Facilities Committee Meeting

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

- 5L.** [22-627](#) Receive and File Minutes of the February 16, 2022 Public Safety Committee Meeting

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

- 5M.** [22-648](#) Approve Minutes of December 12, 2022

These Minutes were approved on the Consent Calendar.

5N. [22-649](#) Approve Minutes of Special Emergency Meeting of January 3, 2023

These Minutes were approved on the Consent Calendar.

## ITEMS REMOVED FROM CONSENT CALENDAR

5B. [22-615](#) Adopt City Council Resolution Authorizing Amendment to the FY 2022-23 Budget (Amendment No. 2022/23-11) to Roll Over Unused Police Vehicle Fleet Funds from FY 2021-22

Councilmember Albin-Smith asked for an explanation of the fleet replacement schedule, specifically about the police van, and inquired about where the money to replace vehicles comes from. Public Works Director Smith explained that the City is behind on acquiring vehicles, as it is taking quite some time to purchase replacements, and this will assist in catching up to where the fleet should be by now. The City has a ten-year plan that adds two vehicles per year for ten years. The van will be coming up for review at the 10-year mark; the City mechanic provides information on whether to keep or sell at that point. The Chief and his staff also have input on whether to keep or sell.

Public Comment: None.

**A motion was made by Councilmember Albin-Smith, seconded by Councilmember Peters, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4644-2023

## 6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

## 7. PUBLIC HEARING

7A. [22-622](#) Conduct Public Hearing, Receive Report, Receive Finance & Administration Committee Recommendation, and Consider Adoption of City Council Resolution Approving the City's General Plan Maintenance Fee

**Mayor Norvell opened the public meeting at 6:56 PM.**

Assistant City Manager McCormick presented the staff report for this agenda item. She introduced Khushboo Ingle of Matrix Consulting Group who summarized their analysis determining the reasonable cost for the general plan maintenance fee. Ms. Ingle and McCormick responded to questions from Council.

Public Comment was received from:

- Dennis Miller noted that contractors and developers will have to pay \$53 per \$1000 of project cost if this is passed, which he thought was too high.
- Jacob Patterson stated that the presentation was pretty good superficially, but the data set has a bunch of stuff missing and no support for external costs at all. He said there is case law on

what is acceptable and the data does not meet the requirements based on the case law. He recommended that the Council not vote on this tonight.

**Mayor Norvell closed the public hearing at 7:23 PM.**

Discussion: The Council discussed the history of the general plan maintenance fee (1.5% from 2004 to 2019; waived from 2019 to 2022; now being reinstated at .53%); the annual report of expenditures, revenues and fund balance; and monitoring and audits of the maintenance fee account. The Council unanimously agreed that the fee should be reinstated at the rate of .53%.

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

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4645-2023

## **8. CONDUCT OF BUSINESS**

- 8A. [22-621](#)** Receive Report and Consider Adoption of City Council Resolution Approving Professional Services Agreement with HDR Engineering, Inc for the Preparation of the Water Distribution System Master Plan, City Project No. WTR-00023, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$818,505; Account No. 651-6128-0731)

Assistant Director Engineering O'Neal presented the staff report for this agenda item.

Public Comment was received from Dennis Miller.

Discussion: A brief discussion was held regarding the possibility of purple pipe for irrigation of parks and lawns. Mayor Norvell said that the Public Works and Facilities Committee can discuss purple pipe at a future committee meeting.

**A motion was made by Councilmember Rafanan, seconded by Councilmember Albin-Smith, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4646-2023

- 8B. [22-636](#)** Receive Report and Consider Adoption of City Council Resolution Approving Redwood Waste Solutions Residential, Commercial and Multifamily, and Rolloff Rate Increases

Public Works Director Smith presented the staff report for this agenda item. Bruce McCracken of Redwood Waste Solutions (RWS) said that the change in rates is based on many factors including cost of fuel, tipping fees, etc.

Public Comment was received from Dennis Miller.

Discussion: This is an increase authorized by the contract with RWS. The Mayor noted that the City Council does review each of these increases; it is not just a rubber stamp.

**A motion was made by Councilmember Peters, seconded by Vice Mayor Godeke, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4647-2023

**9. CLOSED SESSION**

**ADJOURNMENT**

**Mayor Norvell adjourned the meeting at 8:09 PM.**

\_\_\_\_\_  
BERNIE NORVELL, MAYOR

\_\_\_\_\_  
June Lemos, MMC, City Clerk

IMAGED (\_\_\_\_\_)



# City of Fort Bragg

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

## Text File

File Number: 23-013

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Filed

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** 5J.

Approve Minutes of Special City Council Meeting of January 16, 2023



# City of Fort Bragg

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

## Meeting Minutes Special City Council

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

Monday, January 16, 2023

1:00 PM

Via Video Conference

### Special Meeting

#### CALL TO ORDER

Mayor Norvell called the meeting to order at 1:00 PM.

#### ROLL CALL

**Present:** 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

#### 1. PUBLIC COMMENTS ON SPECIAL AGENDA ITEMS

None.

#### 2. CONDUCT OF BUSINESS

- 2A. [22-662](#) Receive Report on the Extreme Weather Shelter (EWS) Operations and Consider Approval to Designate \$25,000 from the City Council Goals Budget for Continued EWS Operations

Police Chief Cervenka presented the staff report on this agenda item.

Public Comment: None.

Discussion: Council consensus was to transfer funds from the City Council budget to continue to provide funding for the Emergency Weather Shelter (EWS) to house homeless persons during cold and stormy weather. The Council agreed that if and when state or federal funding provides reimbursement for these costs, the money received would be used for the EWS to continue to help shelter homeless persons in inclement weather.

**A motion was made by Councilmember Peters, seconded by Mayor Norvell, that funds be transferred from the City Council budget to continue funding the Emergency Weather Shelter, and that any reimbursement of funds from state or federal programs also be transferred to the EWS budget. The motion carried by the following vote:**

**Aye:** 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

#### ADJOURNMENT

Mayor Norvell adjourned the meeting at 1:15 PM.

\_\_\_\_\_  
BERNIE NORVELL, MAYOR

\_\_\_\_\_  
June Lemos, MMC, City Clerk

IMAGED (\_\_\_\_\_)





# City of Fort Bragg

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

## Text File

File Number: 23-008

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Staff Report

**Agenda Number:** 8A.

Receive Report and Consider Approval of Policy Regarding Donations to the City of Fort Bragg



<b>AGENCY:</b>	City Council
<b>MEETING DATE:</b>	01/23/2023
<b>DEPARTMENT:</b>	Administration
<b>PRESENTED BY:</b>	C. Munoz
<b>EMAIL ADDRESS:</b>	cmunoz@fortbragg.com

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Approval of Policy Regarding Donations to the City of Fort Bragg**

**ISSUE:**

The City of Fort Bragg currently does not have a written donation policy. Staff was tasked to prepare a policy for consideration. The purpose of this policy is to establish a formal process to accept and document donations made to the City and to provide guidance when individuals, community groups, and businesses wish to make donations to the City. It also aims to establish the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

**ANALYSIS:**

The Finance and Administration Committee reviewed the Policy and the Acknowledgment of Donation form and provided direction that is included in the policy presented to Council. This policy will allow the City to be transparent and accountable regarding private donations and will ensure consistency with the City's strategic goals when individuals, community groups, charitable organizations, and businesses make donations to the City of Fort Bragg. City staff has also provided a form to acknowledge donations. This form allows those making donations to designate how they would like to have the funds used. This will also allow staff to monitor any donation requests and provide updates to City Council.

**RECOMMENDED ACTION:**

Approve the City of Fort Bragg Donation Policy and Acknowledgment of Donation Form.

**ALTERNATIVE ACTION(S):**

Provide alternative direction to staff regarding policy.

**FISCAL IMPACT:**

None.

**GREENHOUSE GAS EMISSIONS IMPACT:**

None.

**CONSISTENCY:**

None.

**IMPLEMENTATION/TIMEFRAMES:**

If approved, the policy would be implemented immediately.

**ATTACHMENTS:**

1. Administrative Regulation on Donation Policy
2. Acknowledgment of Donation - City of Fort Bragg

**NOTIFICATION:**

None.



**City of Fort Bragg**  
**Administrative Regulation No. \_\_\_\_\_**

**Donation and Gift Policy**

**I. OBJECTIVE**

The purpose of this Policy is to establish a formal process to accept and document donations made by individuals, community groups, and businesses to the City of Fort Bragg, as well as establish the standards for City employees and officials to accept gifts during the performance of City business. This Policy is specific to the City of Fort Bragg and the regulations prescribed herein are in addition to those mandated by the State of California, including those regulations related to what constitutes the receipt or acceptance of a gift. Nothing in this Policy supersedes State law or Fair Political Practices Commission (FPPC) requirements. Employees are encouraged to review the appropriate regulations for specific information related to the Conflict of Interest Code and the filing of Statements of Economic Interest.

**II. PROCEDURES**

1. Donations do not become the property of the City of Fort Bragg until accepted by the City in a manner consistent with this Policy.
2. Undesignated donations that are given to the City as a whole with no direction as to the specifics, shall be forwarded to the City Manager or the City Manager's designee.
3. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City. The City of Fort Bragg must always consider the public trust and comply with all applicable laws when accepting donations.
4. The City Manager or the City Manager's designee shall review each gift and determine the specifics of who shall use the gift. The gift shall be used solely for official business.
5. Gifts that are consumable or usable on the work premises may be accepted by an employee with the condition that they remain on the premises to be enjoyed by all.
6. Gifts with a fair market value of over \$50 that are not consumable on the premises shall be returned to the gift giver, donated to the City for use by the Employee Recognition Committee, or as a door prize at a City event, or donated to a community organization. Such use is subject to the City Manager's review and approval.
7. Acknowledgment of the donation can be accomplished by having the donor fill out the Acknowledgment of Donation form (sample attached) available from the City Clerk's office. With the exception of consumable items, which may stay in the department to which they are given, the City Manager will control how the gift is used and/or distributed.
8. Monetary Donations in the form of cash, check, money order, or credit card will be received through the City's cash receipting system. Departments that do not have their own cash receipting stations will forward donations to the Finance Department.

**III. RESPONSIBILITY**

1. This Policy is intended to guide the manner in which City staff accepts donations on behalf of the City.
2. This Policy will establish guidelines that ensure the City of Fort Bragg has no

Title \_\_\_\_\_  
Regulation \_\_\_\_

obligation to accept any donation proposed by a donor. The City reserves the right to decline any donation, upon review. Acceptance of the donation is determined at the sole discretion of the City of Fort Bragg.

3. Designated donations will be deposited into the appropriate revenue account for the designated City department.
4. Undesignated donations will be deposited into the City's General Fund donation account.
5. Anonymous gifts shall be delivered to the City Manager for appropriate disposition.
6. This Policy ensures that donations do not cause unbudgeted expenditures or significant ongoing maintenance responsibility for the City of Fort Bragg.
7. The City of Fort Bragg shall comply with all applicable laws and regulations of the Internal Revenue Service regarding the acceptance of donations.
8. The City of Fort Bragg shall revise this Policy as necessary.

#### IV. DEFINITIONS

1. Donation or Gift shall mean a monetary contribution, personal property, real property, equipment, or any other asset that the City of Fort Bragg has accepted and for which the donor has not received any legal consideration in return. For purposes of this Policy, the terms "donation" and "gift" shall be synonymous.
2. Donor shall mean a person or legal entity that proposes or provides a donation to the City.
3. Endowment shall mean monetary donations that are restricted by the respective donor to the extent that only earnings, and not principal, may be expended by the City for the donor's designated or intended purposes. Such donations are restricted donations in the sense that the donor-specified purpose is to preserve the corpus of the initial donation.
4. Restricted Donation shall mean monetary donations whose expenditure is restricted to a donor-specified purpose, which may identify a particular City department, program, project, or other purposes as the beneficiary of the donation.
5. Unrestricted donation shall mean a donation made to the City by a donor without any limitations or restrictions being placed upon its use.

Approved by City Manager

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Made a part of the City's Administrative Regulations  
binder and distributed to all City staff

\_\_\_\_\_ (Date)

City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, CA 95437  
Tel: (707) 961-2827  
Fax: (707) 961-2802  
<http://city.fortbragg.com>



City of Fort Bragg  
Donation Acknowledgment Form  
**DONOR INFORMATION**  
Tax ID: 94-600335

Company/Individual:

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Contact person:

---

Address:

---

City/State/Zip:

---

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DONATION INFORMATION**

Value of Monetary Donation:

---

Stated Purpose for Donation:

---

Any Donor-Specified Restrictions on the Use of the Donation:

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Donor Signature: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Signature of City Representative: \_\_\_\_\_

*Thank you for your donation to the City of Fort Bragg.*

**From:** [jay@mcn.org](mailto:jay@mcn.org)  
**To:** [Lemos, June](#)  
**Cc:** [Ducey, Peggy](#)  
**Subject:** Donation Policy  
**Date:** Monday, January 23, 2023 5:26:27 PM

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Re the proposed Donation Policy re Procedure II. 5 gifts that are consumable.

I am not clear on the wording here and if it applies to all City Employees including the FBPD who regularly receive consumable gifts from a variety of individuals and businesses. I think a bit more wording should be included as it is very vaguely written. It has no donation cap on it.

II. 6 Gifts over the amount of the fair market rate of \$50 should be returned or donated. I would think if the Individual wanted to donate to a Community Organization they would do so directly.

I am not sure what the background is for this new policy but hope Peggy can provide that.

Jay



# City of Fort Bragg

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

## Text File

File Number: 23-010

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Business

**In Control:** City Council

**File Type:** Staff Report

**Agenda Number:** 8B.

Receive Report and Consider Approval of Policy Regarding Public Comments During City Council and Other Public Meetings





**AGENCY:** City Council  
**MEETING DATE:** 01/23/2023  
**DEPARTMENT:** Administration  
**PRESENTED BY:** C. Munoz  
**EMAIL ADDRESS:** cmunoz@fortbragg.com

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Approval of Policy Regarding Public Comments During City Council and Other Public Meetings**

**ISSUE:**

In accordance with the Ralph M. Brown Act, every public meeting of the City Council and Planning Commission will provide the public an opportunity to address the City Council and Planning Commission on matters on the agenda and non-agenda items but within the City Council's and Planning Commission's subject matter jurisdiction.

Public Comment guidelines have not been formalized into a City Policy until now. The public can speak about anything within the jurisdiction of the City Council and Planning Commission, but the legislative body generally cannot act on or discuss an item that is not on the agenda, pursuant to the Brown Act.

The Brown Act also protects the public's right to attend, observe, and participate in meetings. Members of the public who wish to make a comment to the City Council or Planning Commission can do so. This Policy will also establish guidelines for members of the public that submit written or printed comments. In either circumstance, comments must be presented in a polite and professional manner. While the Brown Act permits public comments, it provides no immunity for defamatory statements against City staff.

**ANALYSIS:**

Public comments are for the public to provide their views to City Council and Planning Commission, providing a way for the public to participate and express their views directly to the decision-makers. This policy will eliminate grandstanding and streamline the process to ensure the City's ability to get business done efficiently and smoothly.

This Public Comment policy was presented to the Finance and Administration Committee who provided reasonable feedback on this policy. Written comments will always be forwarded to the City Council and Planning Commission immediately upon receipt by the City. Additionally, all public comments received by 2 PM on the date of the meeting will be stored in a separate electronic file which may be viewed online before the public meeting. All comments received for any public meeting will be published with the final agenda the following day. This will help alleviate the time-consuming process of republishing that agenda after each comment is received.

**RECOMMENDED ACTION:**

Approve the City of Fort Bragg Policy on Public Comments.

**ALTERNATIVE ACTION(S):**

Provide alternative direction to staff regarding policy.

**FISCAL IMPACT:**

None.

**GREENHOUSE GAS EMISSIONS IMPACT:**

None.

**CONSISTENCY:**

None.

**IMPLEMENTATION/TIMEFRAMES:**

None.

**ATTACHMENTS:**

1. Administrative Regulation on Public Comments.

**NOTIFICATION:**

"Notify Me" subscriber list.



**City of Fort Bragg**  
**Administrative Regulation No. \_\_\_\_\_**

**PUBLIC COMMENTS**

**I. OBJECTIVE**

The objective of this Administrative Regulation aims to establish policies and procedures for receiving and distributing public comments in a consistent manner and style.

**II. PROCEDURES**

**Verbal Comments**

1. The public can speak about anything within the jurisdiction of the City Council and Planning Commission, but the legislative body generally cannot act on or discuss an item that is not on the agenda, pursuant to the Ralph M. Brown Act.
2. The public members who wish to address the City Council or Planning Commission on the non-agenda, consent calendar, closed session, public hearing, or conduct of business items may do so when the Mayor calls for public comments at the meeting.
3. For hybrid meetings where the Zoom platform will be used, the public can use the "raise hand" feature to notify staff that they would like to make a public comment during designated public comment times. The speaker will need to provide their name in the Zoom application to allow the City Clerk to identify them.
4. All speakers before the City Council and Planning Commission shall approach the public microphone and wait to be recognized by the Mayor/Acting Mayor or the Planning Commission Chair/Acting Chair. A member of the public is not required to provide his or her name prior to addressing the Council (Government Code §54953.3).
5. Questions to staff from the public and staff responses should be directed through the Mayor or Chair.
6. To encourage and respect the expression of all views, meeting rules prohibit clapping, booing, shouts of approval or disagreement, or other disruptive audience participation.
7. The audience is requested to be seated in the Council Chambers. Standing or obstructing aisles is prohibited, unless they are in queue to provide a verbal comment at the podium.
8. In accordance with the Brown Act [Government Code section 54954.3, subdivision (b)], reasonable regulations may be adopted limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony, but in no event to less than three (3) minutes per individual.
9. All verbal and written comments will be non-defamatory and courteous.
10. All verbal comments will be limited to one per agenda item.

### Written Comments

1. The public can provide written comments for any public meeting on a specific agenda item. Written comments should include the agenda item topic, number, and date of the meeting.
2. Written comments for Council meetings may be submitted to the City Clerk, by mail to 416 N. Franklin Street, Fort Bragg, CA 95437, or emailed to [cityclerk@fortbragg.com](mailto:cityclerk@fortbragg.com) or to the attention of the current City Clerk at the email address noted on the agenda. Written comments for Planning Commission meetings may be submitted by email to [cdd@fortbragg.com](mailto:cdd@fortbragg.com).
3. Written comments are recommended to be submitted by 2 pm on the day of the public meeting so that the deciding body has time to review them.
4. Written comments submitted by 2 pm on the day of the public meeting will be published with a separate link, and will provide public comments in the order received.
5. All communications shall be deemed received without any formal action by the hearing body.
6. All written 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.
7. Upon receipt, written comments will be distributed to the appropriate Board, City Council, or Planning Commission members.
8. All writings or documents, including but not limited to emails and attachments to emails, submitted to the City regarding any item(s) listed or not listed on this agenda are public records.
9. While written comments become part of the record, they will not be read aloud at the meeting.

### III. RESPONSIBILITY

1. The Community Development Department Administrative Assistant, or his/her designee, is responsible for forwarding written comments to the Planning Commission and Community Development Committee meetings.
2. The City Clerk, or his/her designee, is responsible for forwarding written comments to the City Council and Finance/Administration Committee meetings.
3. The Public Works Administrative Analyst, or his/her designee, is responsible for forwarding written comments to the Public Works Committee.
4. The Police Department Administrative Assistant, or his/her designee, is responsible for forwarding written comments to the Public Safety Committee.

### IV. DEFINITIONS

1. "Agendas" are the official document stating items to be discussed by the City Council, Planning Commission or Council Committees.
2. "Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individuals or entities unless permitted by the Presiding Officer.
3. "Written Public Comments" are defined as comments provided in writing or print.

Public Comments  
Regulation \_\_\_\_

Approved by City Manager	_____	_____
	(Signature)	(Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		_____
		(Date)

**From:** [Ducey, Peggy](#)  
**To:** [Lemos, June](#)  
**Subject:** FW: Public Comment -- 1/23/23 CC Mtg., Item No. 8B, Draft Public Comment Policy  
**Date:** Monday, January 23, 2023 9:49:48 AM

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**From:** Jacob Patterson <jacob.patterson.esq@gmail.com>  
**Sent:** Friday, January 20, 2023 10:12 AM  
**To:** Lemos, June <jlemos@fortbragg.com>; City Clerk <cityclerk@fortbragg.com>  
**Subject:** Public Comment -- 1/23/23 CC Mtg., Item No. 8B, Draft Public Comment Policy

City Council,

As a protest against the draft public comment policy, which, in my opinion, is poorly-drafted and not enforceable because doing so could violate people's protected rights, I am writing this comment in a manner that would purposefully violate the draft policy. If you don't like my form of protest, too bad...

What idiot thinks this is a good idea? Based on past behavior, including a history of blatant grandstanding by certain councilmembers--I'm looking at you Lindy--I fully expect you all to exhibit poor judgment and approve it without amendment or even meaningful discussion. In my opinion, this work product comes across as so incompetent and ridiculous to rise to the level of being offensive. Just one example: trying to regulate whether or not members of the public choose to sit or stand while they attend City meetings. There are numerous reasons why some members of the public may choose to sit or stand for portions of a public meeting and what does that have to do with public comment procedures anyway? When people are making public comments in person, they inherently have to stand in order to queue up and go to the public comment lectern in order to make their comments so people who may be sitting aren't even making public comments.

This foolish draft policy won't even do anything to address the concerns that led to our City Manager proposing it, a City Manager who, in my opinion, has been acting more and more unstable and unhinged over time and who is now trying to get you to adopt this crazy policy. Are you sure you want someone like that in charge of anything? What are any of you thinking?

Disregards,

--Jacob



# City of Fort Bragg

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

## Text File

File Number: 22-624

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 8C.

Receive Report and Consider Adoption of City Council Resolution Authorizing the City Manager to Execute Agreement with Precision Wireless Services for Procurement and Installation of Four (4) Police Vehicle Build Kits (Amount Not to Exceed \$91,054.64, Fleet Account No. 522-4550-0742)



AGENCY: City Council  
MEETING DATE: January 23, 2023  
DEPARTMENT: Public Works  
PRESENTED BY: John Smith  
EMAIL ADDRESS: [Jsmith@fortbragg.com](mailto:Jsmith@fortbragg.com)

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Adoption of City Council Resolution Authorizing City Manager to Execute Agreement with Precision Wireless Services for Procurement and Installation of Four (4) Police Vehicle Upfit Kits (Amount not exceed \$91,054.64, Fleet Account No. 522-4550-0742)**

**ISSUE:**

Public Works staff sought quotes for the procurement of equipment hardware and installation of four (4) police vehicle patrol upfit and received one responsive quote from Precision Wireless Service. An upfit consists of safety hardware for police patrol vehicles, equipment and accessories; light bar and mount kit, sirens, speakers, strobe lighting units, push bumpers, weapons mount system, window barriers, faceplate, microphone, radio and scanner including speakers, antenna and other related hardware. Additionally, Precision Wireless Service, has demonstrated they possess the necessary experience and propensity to provide and perform the service. Sufficient Fleet funds are available to cover these costs.

**ANALYSIS:**

Staff has ordered four (4) police vehicles as per the Fiscal Year 2022/2023 Vehicle Replacement Plan budgeted under the same Fiscal Year. The pre-order of the four (4) vehicle build kits is necessary to assure proper equipment, tools and supplies are provided, and made available for when the ordered vehicles arrive. Precision wireless has agreed to enter into an agreement for the procurement of upfit equipment.

**RECOMMENDED ACTION:**

Adopt Resolution.

**ALTERNATIVE ACTION(S):**

1. Do not adopt Resolution.
2. Provide alternative direction to staff.

**FISCAL IMPACT:**

The FY 2022/23 Adopted Budget has committed funds to fund the purchase of said vehicles and supplementary build kits. Additionally, \$155,300 USDA granted funds are to be used towards the purchase and build of the four (4) vehicles.

**GREENHOUSE GAS EMISSIONS IMPACT:**

No impacts.

**CONSISTENCY:**

Consistent per the budgeted Vehicle Replacement Plan FY 2022/23.

AGENDA ITEM NO. 8C



**IMPLEMENTATION/TIMEFRAMES:**

Proceed with purchase agreement once Resolution has been signed.

**ATTACHMENTS:**

1. Resolution
2. Exhibit A

**NOTIFICATION:**

1. Precision Wireless Service

**RESOLUTION NO. \_\_\_\_-2023**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENT WITH PRECISION WIRELESS FOR THE PROCUREMENT AND INSTALLATION OF FOUR (4) POLICE PATROL UPFIT KITS (AMOUNT NOT TO EXCEED \$91,054.64, ACCOUNT 522-4550-0742)**

**WHEREAS**, staff sought quotes for the procurement and installation of four (4) police patrol build kits; and

**WHEREAS**, only one responsive quote was received from Precision Wireless Service; and

**WHEREAS**, Precision Wireless Service cost proposal is attached hereto as Exhibit A; and

**WHEREAS**, the cost of each upfit purchase and installation is \$22,763.00, for a total of \$91,054.64; and

**WHEREAS**, Precision Wireless Service was the only company identified who provided both the procurement and installation needed for the four new police patrol vehicles; and

**WHEREAS**, per Fort Bragg Municipal Code Section 3.20.040, contracts in excess of \$25,000 require City Council approval; and

**WHEREAS**, there are available funds in the approved FY 22/23 Adopted Budget (Account 522-4550-0742) to cover the purchase, the available balance in the Fleet Account is \$164,000.00; and

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

1. There are sufficient funds available in this Fleet Vehicle Replacement fund to cover this purchase.
2. Precision Wireless Service has demonstrated they possess the necessary experience and propensity to provide the service.
3. The foregoing recitals are true and correct and are made a part of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby authorize the City Manager to execute Agreement with Precision Wireless Service (Amount Not to Exceed \$91,054.64 Account 522-4550-0742).

**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 23<sup>rd</sup> day of January, 2023, by the following vote:

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

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**BERNIE NORVELL**  
**Mayor**

**ATTEST:**

---

**June Lemos, MMC**  
**City Clerk**

# Exhibit A

## Precision Wireless Service

## EQUIPMENT PROPOSAL

930 Shiloh Rd.  
 Building 40, Suite 4  
 Windsor, CA 95492

Date	Quote Number
12/2/2022	6796

(707) 836-6855

NAME / ADDRESS
<b>Fort Bragg Police Dept.</b> <b>416 N. Franklin St.</b> <b>Fort Bragg, CA. 95437</b>

Ship To
Fort Bragg Police Dept. 416 N. Franklin St. Fort Bragg, CA 95437

P. O. Number	Terms	Due Date	Rep		Phone	
New F150s	Due on receipt	12/2/2022	SRW			
ITEM	DESCRIPTION			QTY	COST	TOTAL
IB2DEDE	Lightbar, 54" DUO+™ Color, Red/Clear, Blue/Clear TA			1	2,243.00	2,243.00T
Whelen	Light Bar Mount Kit			1	0.00	0.00T
CCSRNTA3	CENCOM SAFFIRE SIREN, PA AND LIGHT BAR CONTROLLER			1	795.00	795.00T
SA315P	Siren Speaker 123 dB Speaker, Nylon composite			1	199.00	199.00T
SAK52	Siren Speaker Bracket PI SUV Title 13 Compliant			1	41.00	41.00T
I2SM(D)	Surface Mount Light head, Red/White Individual Control of each Color, Black Housing			2	163.00	326.00T
I2SM(E)	Surface Mount Light head, Blue/White Individual Control of each Color, Black Housing			2	163.00	326.00T
VTX609K	Vertex Light Split Red/Amber Taillight strobes			1	140.70	140.70T
VTX609M	Vertex light Split Blue/Amber Taillight strobes			1	140.70	140.70T
BK2019FDT15F150	Push Bumper, Four Lights, PB450L4 Aluminum Bumper ION, F-150, 2020			1	1,119.00	1,119.00T
PK0715FDT15F150	#8VS RP 75/25 Coated Poly Partition, 2023 F150			1	909.00	909.00T
GK0068E	BLAC-RAC Weapons Mount System with T-Rail			2	769.00	1,538.00T
WK0595FDT15F150	Window Barrier Poly Driver and Passenger side, back seat			1	339.00	339.00T
Thank you for choosing Precision Wireless Service!					<b>TOTAL</b>	

Accepted By:

# Precision Wireless Service

# EQUIPMENT PROPOSAL

930 Shiloh Rd.  
 Building 40, Suite 4  
 Windsor, CA 95492

Date	Quote Number
12/2/2022	6796

(707) 836-6855

NAME / ADDRESS
<b>Fort Bragg Police Dept.</b> <b>416 N. Franklin St.</b> <b>Fort Bragg, CA. 95437</b>

Ship To
Fort Bragg Police Dept. 416 N. Franklin St. Fort Bragg, CA 95437

P. O. Number	Terms	Due Date	Rep		Phone
New F150s	Due on receipt	12/2/2022	SRW		
ITEM	DESCRIPTION		QTY	COST	TOTAL
WK0595FDT15FP	Polycarbonate Rear Window Barrier F150 2023		1	339.00	339.00T
DK0598FDT15F150	Door Panel Aluminum, F150 2023			219.00	219.00T
Troy Products	PS-21F1-OSPST-CWS Plastic seat system w/square punched rear cab window, No storage options included Manufacturer states this seat fits the F150 Lightning Electric Vehicle		1	3,204.00	3,204.00T
CC-WBOS-25	Troy Wide Body w/Open Storage 25" Console		1	764.00	764.00T
AC-BH95	Dual Beverage Holder		1	51.00	51.00T
AC-SIDEARM-6	Arm Rest, Troy Console		1	90.00	90.00T
FP-CDM1250	Faceplate CDM Series		1	0.00	0.00T
FP-WCENCOM JD	Faceplate for Cencom Saffire Controller Troy		1	0.00	0.00T
FP-BC350	Faceplate BC355 Scanner		1	0.00	0.00T
FP-BLNK4	Faceplate Blank 4"		2	0.00	0.00T
AC-TICK-2	Internal Open-Top Storage Tray uses 3"		1	49.00	49.00T
AC-MIC-Z-FPI	MICROPHONE CLIP HEIGHT-ADJUSTABLE PLATE ASSEMBLY		2	27.00	54.00T
MMSU-1	Magnetic Mic Kit		2	49.00	98.00T
BC355C	Uniden Scanner 300 User Channels		1	120.00	120.00T
14.0553.USB	3-12v Outlet 4-USB outlet		1	45.00	45.00T
LF12TRB	Map Light 12 in, LITTLELITE, 12 RHEO		1	80.00	80.00T
CG-X	ChargeGuard, 30 amp on/off timer switch		1	98.00	98.00T
Misc Parts	Radio speakers installed in console wall		2	59.00	118.00T
Anten & line	Antenna, line kit and connector Unity gain roofmount one for radio, one for scanner		2	49.00	98.00T
Thank you for choosing Precision Wireless Service!				<b>TOTAL</b>	

Accepted By:

# Precision Wireless Service

# EQUIPMENT PROPOSAL

930 Shiloh Rd.  
 Building 40, Suite 4  
 Windsor, CA 95492

Date	Quote Number
12/2/2022	6796

(707) 836-6855

<b>NAME / ADDRESS</b>
<b>Fort Bragg Police Dept.          416 N. Franklin St.          Fort Bragg, CA. 95437</b>

Ship To
Fort Bragg Police Dept. 416 N. Franklin St. Fort Bragg, CA 95437

P. O. Number	Terms	Due Date	Rep		Phone
New F150s	Due on receipt	12/2/2022	SRW		
ITEM	DESCRIPTION		QTY	COST	TOTAL
BTHUN1IA	Universal cell phone cradle with antenna port and charging leads		1	75.00	75.00T
Charge Cable Iphone5/6	Charge cable adapter for Iphone 5/6 For use with Universal Cradle charge port		1	24.00	24.00T
727-06	6" Slimline Mount w/Knobs SKU 67383 for cell phone cradle		1	29.25	29.25T
IHK UPFITTER	INSTALLATION HARDWARE KIT FOR UPFITTER CAR BUILDS		1	475.00	475.00T
Misc Parts	DECKED bed storage box with Truck Bed Battle Mat		1	1,674.00	1,674.00T
NX-700HK	Maybe keyed the same if possible NX-700 NEXEDGE digital/analog conventional/trunked, 25-50 watt, 512 CH-GID, mic, bracket, power cable, VHF Refurb		1	495.00	495.00T
Installation	Installation Labor Installation of above equipment into new F150 Responder electric vehicle.  There are a LOT of things unknown about the new Electric F150 truck. We cannot find parts that are made for the vehicle, only parts made for the gas powered F150. In the past there has been a lot of fabrication in order to make a product fit an electric or hybrid vehicle.		1	5,000.00	5,000.00
Thank you for choosing Precision Wireless Service!				<b>TOTAL</b>	

Accepted By:

# Precision Wireless Service

930 Shiloh Rd.  
 Building 40, Suite 4  
 Windsor, CA 95492

(707) 836-6855

# EQUIPMENT PROPOSAL

Date	Quote Number
12/2/2022	6796

NAME / ADDRESS
<b>Fort Bragg Police Dept.</b> <b>416 N. Franklin St.</b> <b>Fort Bragg, CA. 95437</b>

Ship To
Fort Bragg Police Dept. 416 N. Franklin St. Fort Bragg, CA 95437

P. O. Number	Terms	Due Date	Rep		Phone	
New F150s	Due on receipt	12/2/2022	SRW			
ITEM	DESCRIPTION			QTY	COST	TOTAL
	Quote is for ONE/per vehicle.  Progress payments.  Upon receipt of parts and equipment at Precision Wireless Service' facility in Lakeport, payment for these parts and equipment will be due and payable. Invoices will be sent.  Labor will be invoiced after the work is completed and vehicle delivered to the City.  Sales Tax				8.875%	1,448.01
Thank you for choosing Precision Wireless Service!					<b>TOTAL</b>	<b>\$22,763.66</b>

Information herein is proprietary and confidential and cannot be shared outside of your company without written consent from owners of Precision Wireless Service.

Accepted By: \_\_\_\_\_



# City of Fort Bragg

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

## Text File

**File Number: 22-594**

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Passed

**In Control:** City Council

**File Type:** Staff Report

**Agenda Number:** 8D.

Receive Fiscal Year 2022-23 First Quarter Financial Report





**FY 2022/23**  
**Quarter 1 Financial Report**



## REPORT OVERVIEW

This report summarizes the City's financial performance for the first quarter of the Fiscal Year 2022/23 ending September 30, 2022. This report's financial analysis is provided for the General Fund and the Water and Wastewater Enterprise Fund on a modified accrual basis. This report is not an audited financial statement; no data on revenues and expenditures are final until the City has completed its annual audit and finalized its Annual Comprehensive Financial Report (ACFR).

## GENERAL FUND

The General Fund is the general operating fund for the City and includes direct programs, activities, and services provided to the citizens of Fort Bragg.

### GENERAL FUND REVENUES

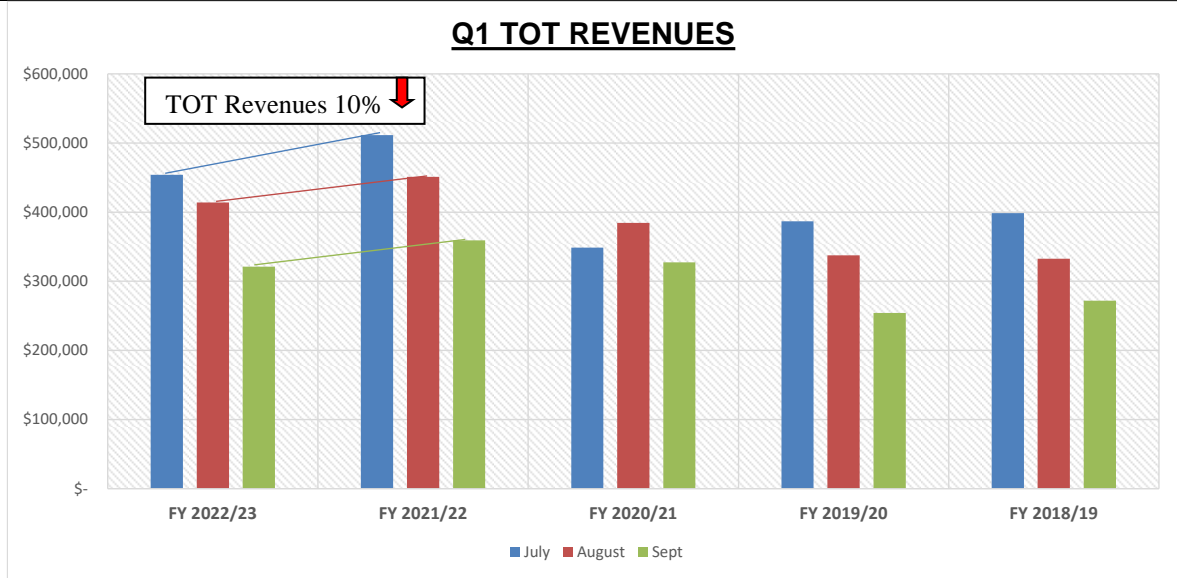
The original adopted revenue budget for the General Fund was \$11.1 million, an increase of 6 percent from the prior fiscal year.

Summary of FY 2022/23 Q1 General Fund Operating Results							
	Prior FY Q1 Actuals	Original Budget FY 22/23	Amended Budget FY 22/23	FY 22/23		Variance vs. Quarterly Budget	% of Total Budget
				Q1 Budget	Q1 Actual Results		
Transient Occupancy Taxes	\$1,257,884	\$ 3,371,081	\$ 3,371,081	\$ 1,091,083	\$ 1,188,729	\$ 97,646	35%
Sales Taxes	598,877	2,178,000	2,178,000	527,979	574,984	47,005	26%
Property Taxes	11,169	1,176,309	1,176,309	8,641	8,641	0	1%
Other Taxes	152,403	832,442	832,442	144,450	188,244	43,794	23%
Reimbursements	695,128	2,771,850	2,771,850	692,962	626,513	(66,449)	23%
Charges for Services	21,549	70,546	70,546	17,637	30,320	12,683	43%
Licenses & Permits	10,459	95,413	95,413	23,853	14,492	(9,361)	15%
Use of Money & Property	2,849	61,300	61,300	15,325	13,255	(2,070)	22%
Fines & Forfeitures	10,513	31,500	31,500	7,875	7,589	(286)	24%
Other Revenues	9,760	24,500	24,500	6,125	35,432	29,307	145%
Intergovernmental/Grant Reimb	-	517,555	517,555	129,389	118,410	(10,979)	23%
<b>Total Revenue</b>	<b>\$2,770,591</b>	<b>\$ 11,130,495</b>	<b>\$ 11,130,495</b>	<b>\$ 2,665,319</b>	<b>\$ 2,806,610</b>	<b>\$ 141,291</b>	<b>25%</b>

For the quarter that ended September 30, 2022, General Fund operating revenues totaled \$2.8 million, beating quarterly budget projections by \$141k or 25 percent of the amended budget.

- **Transient Occupancy Tax (TOT)** accounts for 31 percent of the total General Fund's revenue. During the last quarter of FY 19/20, this revenue category was hit hard by COVID restrictions and ended the fiscal year falling short of budget projections by \$660k, resulting in an overall budget deficit for the general fund. In FY 20/21, TOT rebounded and recorded its best year to date ending the fiscal year at \$3.3 million. In part, international and domestic travel restrictions due to the Pandemic contributed to the increase in local visitor numbers. Furthermore, Visit Fort Bragg has continued marketing campaign efforts to attract more visitors to Fort Bragg.

In Q1, FY 22/23, TOT again recorded a solid quarter-one result, 35 percent of the budget, 18% or \$186k growth compared to pre-pandemic numbers. Still, receipts declined by 10% compared to the best quarter the City has seen in FY 21/22—the historic revenues in the previous quarters are illustrated on the next page.



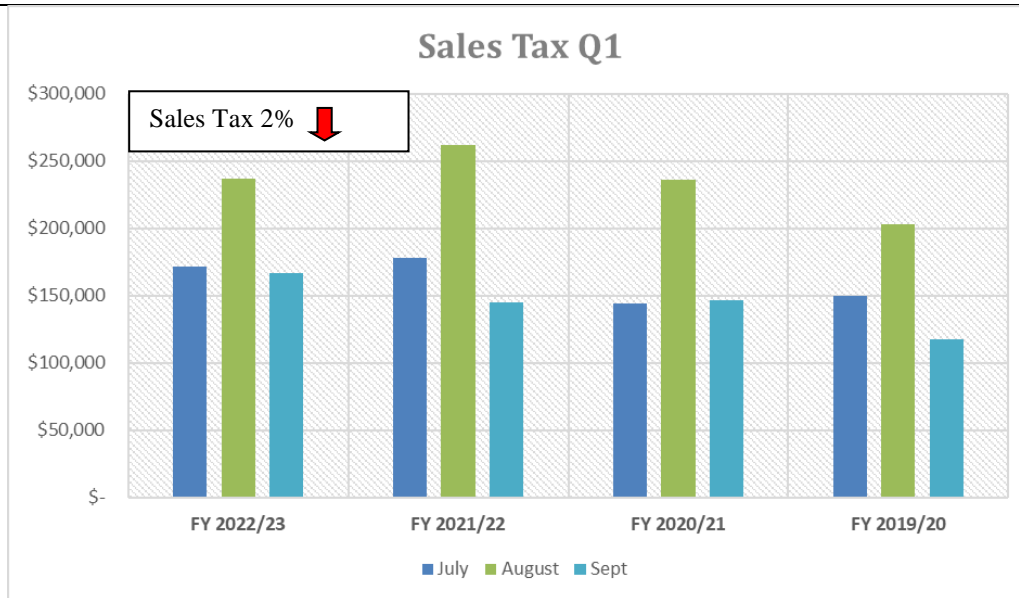
- Sales Tax** The local sales tax rate is 8.875%, of which the State receives 6%, 0.25% to the County, 1.625% Special Tax and the City receives 1% (known as the Bradley Burns Local Sales and Use Tax).

Inflation accelerated last year as the U.S. economy recovered from the Covid-19 Pandemic. Prices rose as strong consumer demand—stoked by lower interest rates and government stimulus—collided with constrained supply chains and pandemic-related shortages. Russia’s invasion of Ukraine in 2022 further spurred inflation worldwide, hitting food, energy, and other commodity prices.

The overall Consumer Price Index (CPI) increased 8.2% in September 2022 from the same month a year ago, pulled down by a drop in gasoline prices that was partially offset by higher food costs. The reading was down from 8.3% in August and 9.1% in June, which was the highest inflation rate in four decades. The CPI measures what consumers pay for goods and services.

In FY 22/23, Quarter-one results were 26 percent of the total budget. Sales Tax was only down 2 percent compared to the same period last year but still up 22 percent compared to Pre-Pandemic, which is optimistic news for the City as this revenue category continues to record gains. All sales tax categories have experienced year-over-year growth, the largest of which includes Food Products, Construction, and transportation. In addition, the County Pool, which is where the majority of online transactions are captured, has continued to grow. This growth is attributable to the Pandemic’s sustained impact of redirecting significant activity to online sales. The recent growth in County Pool receipts has been fueled by online purchases during the Pandemic and is facilitated by the South Dakota vs. Wayfair, Inc. Supreme Court decision in 2018, which provided states with the authority to require online retailers to collect sales tax even without a local presence in that State. The County Pool revenue is distributed to all cities within Mendocino County based on a distribution formula administered by the CDTFA.

The City’s Sales Tax conservative projections are that revenues will end the fiscal year at \$2 million, down 2% from the FY 21/22 year-end result of \$2.2 million, as the Fed has aggressively raised interest rates to slow price increases despite a slightly more optimistic outlook for inflation. Inflation has eased from the 9.1% in June to 6.5% in December and is expected to fall to 3.1% by the end of 2023 and end in 2024 at 2.4%, which will impact consumer spending habits, particularly when making large purchases.



- **Property Taxes:** receipts are received in lump sums in December, April, and July rather than evenly throughout the year. Housing costs have risen by the most since the early 1980s as a strong labor market continues to push up rental rates. Median home prices in the 95437 zip code have continued to increase year-over-year. According to Zillow, as of September 2022, median home prices were \$565k, up from \$480k or 14.9 % over the past year, with 129 residential units sold in the last ten months of the fiscal year.
- **Other taxes** include Franchise Fees and Business License taxes. Actuals totaled \$188k, which is \$44k over the quarterly Budget estimates. The revenues from solid waste removal were up \$33k from quarterly budget projections due to the new solid waste franchise agreement with Redwood Waste Solutions. Conversely, revenues from Cable television franchise fees have slowly declined as more customers move to satellite and internet-based services. Business License Tax is collected during the business license renewal season in February to March of each year.
- **Reimbursements** include the annual Citizens' Option for Public Safety (COPS) reimbursements for the City's Community Service Officers (CSO), admin cost reimbursement from grants, Highway user tax, special sales tax allocation, developer deposit reimbursements, and cost allocations transfers, which are considered a cost to the Enterprise funds but revenue to the General Fund. This revenue ended the quarter at \$66k below the quarterly budget due to the timing of some of the reimbursements, which is expected to pick up in the remaining quarters.
- **Intergovernmental** are reimbursements for staff time work on grants, including the School Resource Officer reimbursement, Social Services Liason Grant, Economic Development Agency (EDA), Community Development Block Grants (CDBG) for code enforcement, business assistance loan, Utility Bill assistance, and general administration. The Quarter ended result was 23% of the total Budget.



## GENERAL FUND EXPENDITURES

The General Fund’s adopted budget for FY 2022/23 was \$10.9 million. The amended budget is \$11.2 million, with Budget amendments of \$207,561, excluding Purchase order rollovers from the prior fiscal year.

EXPENDITURES	Prior FY Q1 Actuals	Original Budget FY 22/23	Amended Budget FY 22/23	FY 22/23		Variance vs. Quarterly Budget	% of Total Budget
				Q1 Budget	Q1 Actual Results		
<b>General Government</b>							
City Council	\$ 58,044	\$ 193,718	\$ 193,718	\$ 48,430	\$ 47,827	\$ 602	25%
Administrative Services	201,943	970,375	1,006,262	251,565	200,791	50,775	20%
City Attorney/Legal	73,862	300,000	300,000	75,000	110,807	(35,807)	37%
Finance	141,336	606,653	617,639	154,410	130,325	24,084	21%
Non-departmental (overhead)	258,698	1,158,450	1,160,286	290,072	439,162	(149,090)	38%
<b>General Government Subtotal</b>	<b>733,883</b>	<b>3,229,196</b>	<b>3,277,905</b>	<b>819,476</b>	<b>928,912</b>	<b>(109,436)</b>	<b>28%</b>
<b>Public Safety</b>							
Fire	136,577	439,962	439,962	109,990	118,281	(8,291)	27%
Police	90,485	3,805,179	3,855,620	963,905	960,764	3,141	25%
<b>Public Safety Subtotal</b>	<b>227,062</b>	<b>4,245,141</b>	<b>4,295,582</b>	<b>1,073,895</b>	<b>1,079,045</b>	<b>(5,150)</b>	<b>25%</b>
<b>Community Services</b>							
Public Works	285,357	1,297,221	1,383,186	345,796	373,348	(27,551)	27%
Fort Bragg Marketing	31,809	220,500	220,500	55,125	43,385	11,740	20%
Community Development	91,993	436,471	458,917	114,729	73,894	40,836	16%
Community Contributions	14,890	152,962	152,962	38,240	17,558	20,683	11%
Annual Debt Payments	-	687,563	687,563	239,375	239,375	-	35%
<b>Community Services Subtotal</b>	<b>424,049</b>	<b>2,794,716</b>	<b>2,903,127</b>	<b>793,266</b>	<b>747,559</b>	<b>45,707</b>	<b>26%</b>
<b>Allocation to Internal Service</b>	<b>171,540</b>	<b>686,131</b>	<b>686,131</b>	<b>171,533</b>	<b>171,533</b>	<b>-</b>	<b>25%</b>
<b>Total Expenditure</b>	<b>\$1,556,534</b>	<b>\$ 10,955,184</b>	<b>\$ 11,162,745</b>	<b>\$ 2,858,170</b>	<b>\$ 2,927,048</b>	<b>\$ (68,878)</b>	<b>26%</b>
<b>Net Revenue /(Expenditure)</b>	<b>\$1,214,057</b>	<b>\$ 175,312</b>	<b>\$ (32,250)</b>	<b>\$ (192,851)</b>	<b>\$ (120,439)</b>	<b>\$ 72,412</b>	

General Fund operating expenditures ended the quarter at \$2.9 million, or 26 percent of the amended budget.

- **Administrative Services** were just 20% of the total budget, primarily due to personnel cost savings from the unfilled City Manager position. The position was backfilled by an interim City Manager position through September 2022, which excluded benefit costs.
- **City Attorney/Legal Costs** were 37% of the total budget and \$35k over the quarterly budget due to the increased legal costs incurred in the quarter. Still, legal costs are expected to be within budget towards the end of the fiscal year.
- **Non-departmental** is at 38% of the total budget attributed to the nature of California Intergovernmental Risk Authority (CIRA) liability and property premium payments, which are paid in the first quarter. Overall, property insurance has increased by 83%, and worker's compensation and general liability also recorded a cost increase of 19% year-over-year.

Additionally, \$150k was budgeted to contribute to Section 115 Trust to diversify the City’s Investments to address the likelihood of increases to the California Public Employees’ Retirement System (CALPERS) unfunded liability.



- **The Police Department** budget is at 25% of the total budget and on track with quarterly projections. In 2023, dispatch costs will increase by 5 percent per the operating agreement with the City of Ukiah. Additionally, the department currently has a few open positions, which are expected to be filled in quarter three of the fiscal year.
- **Community Contributions** include the budget for Noyo Center, Special projects from Measure AB, Sister City Program, and Economic Development & Financing Corporation (EDFC). Only one payment to Noyo Center has been made in the first quarter. The Special Projects have a remaining balance of \$36,606
- **Community Development** department is 41k under the quarter one Budget primarily due to the vacant Planner position, which is budgeted for in the adopted budget. Additionally, the Public Works Director and the Assistant Director of Engineering have filled the vacant Community Development Director position and contracted out some of the planning work. The adopted budget does not include a budget for a Community Development Director.
- **Fort Bragg's Marketing** budget includes expenditures such as professional marketing, events, and Public relations services. The quarterly budget is \$12k under budget due to the timing of payments to Consultants and partner agencies, including Creative Thinking- Marketing.
- **Debt Payments** A significant accomplishment for the City in FY 2020/21 was developing and adopting a Pension funding policy. These included issuing Lease Revenue Bonds to reduce the City's Unfunded pension Liability by \$7.5 million in November 2021 to achieve a 90-100 percent funding status with CALPERS. FY 2022/23 Budget includes the City's first annual debt payment for these bonds, in which interest is paid in quarter one, and the principal is to be paid in the fourth quarter.

Overall, most of the general fund expenditures are in line with or below quarterly budget projections.

## GENERAL FUND NET RESULTS

The General Fund is the chief operating fund for the City and relies on TOT and Sales Tax revenues. Both revenue categories recorded the best years to date in FY 20/21 and continued the strong performance into FY 21/22 with a slight decline in the Q1 of FY 22/23.

The first-quarter revenues were \$2.8 million (25 percent of the annual budget), and expenditures were \$2.9 million (26 percent of the annual budget), outpacing revenues by \$120,439. As the fiscal year progresses, Staff will continue monitoring revenues to ensure they are keeping up with expenditure levels. The Mid-Term Budget workshop scheduled for March 2023 will be an excellent opportunity to gauge the impacts of the looming recession on the City's revenues and expenditures.

	Prior FY Q1 Actuals	Original Budget FY 22/23	Amended Budget FY 22/23	FY 22/23		Variance vs. Quarterly Budget	% of Total Budget
				Q1 Budget	Q1 Actual Results		
<b>Total Revenue</b>	\$2,770,591	\$ 11,130,495	\$ 11,130,495	\$ 2,665,319	\$ 2,806,610	\$ 141,291	25%
<b>Total Expenditure</b>	\$1,556,534	\$ 10,955,184	\$ 11,162,745	\$ 2,858,170	\$ 2,927,048	\$ (68,878)	26%
<b>Net Revenue /(Expenditure)</b>	\$1,214,057	\$ 175,312	\$ (32,250)	\$ (192,851)	\$ (120,439)	\$ 72,412	



**MEASUE AA/AB UPDATE**

**1. Special Projects Allocation – 0.25%**

	C/F Balance 6/30/21:	\$	<b>67,000</b>
<b>FY 21/22</b>			
FY 21/22 Allocation			60,000
Dana Grey Water System Upgrade			(28,097)
Bainbridge Park Soccer			(51,228)
Purchase Groomer/Renovator			(9,300)
	Balance 6/30/22	\$	<b>38,375</b>
<b>FY 22/23</b>			
Allocation FY 22/23		\$	70,231
Repair & Resurface of 4 Tennis & Pickle Ball Courts			(72,000)
	<b>Est. Balance 6/30/23</b>	<b>\$</b>	<b>36,606</b>

**2. Noyo Center Allocation – 0.25%**

	C/F Balance 6/30/21:	\$	-
<b>FY 21/22</b>			
FY 21/22 Allocation			60,000
Quarter 1			(15,000)
Quarter 2			(15,000)
Quarter 3			(15,000)
Quarter 4			(15,000)
	Balance 6/30/22	\$	-
<b>FY 22/23</b>			
Allocation FY 22/23		\$	70,231
Noyo Center Q1 Allocation			(17,558)
	<b>Est. Balance 6/30/23</b>	<b>\$</b>	<b>52,673.25</b>





**WATER ENTERPRISE FUND**

Water Enterprise's revenue ended the quarter at \$791k or 26 percent of the total budget, and expenditures ended the quarter at \$853k or 30 percent of the total budget.

Summary of FY 2022/23 Q1 Water Enterprise Operating Results							
	Prior FY Q1 Actuals	Original Budget FY 22/23	Amended Budget FY 22/23	FY 22/23		variance vs. Quarterly Budget	% of Total Budget
				Q1 Budget	Q1 Actual Results		
Charges for Services	\$ 788,734	\$ 2,970,342	\$ 2,970,342	\$ 843,232	\$ 773,645	\$ (69,587)	26%
Other Revenue	1,874	28,500	\$ 28,500	7,125	17,828	10,703	63%
<b>Total Revenue</b>	<b>\$ 790,608</b>	<b>\$ 2,998,842</b>	<b>\$ 2,998,842</b>	<b>\$ 850,357</b>	<b>\$ 791,472</b>	<b>\$ (58,885)</b>	<b>26%</b>
<b>Expenditure by Category</b>							
Debt Service	\$ 326,749	782,993	\$ 782,993	\$ 326,749	\$ 329,976	\$ (3,227)	42%
Personnel services	154,203	919,986	931,137	232,784	198,426	34,359	21%
Administration	111,906	515,531	515,531	128,883	127,438	1,445	25%
Contractual services	16,668	127,500	173,533	43,383	34,579	8,804	20%
Materials & supplies	26,096	157,000	157,000	39,250	41,244	(1,994)	26%
Utilities	36,902	144,000	144,000	36,000	49,568	(13,568)	34%
Repairs & maintenance	3,540	102,200	102,200	25,550	4,687	20,863	5%
Insurance	-	40,442	40,442	10,110	63,962	(53,852)	158%
Other operating	3,167	3,000	3,000	750	3,806	(3,056)	127%
<b>Total Expenditure</b>	<b>\$ 679,230</b>	<b>\$ 2,792,652</b>	<b>\$ 2,849,836</b>	<b>\$ 843,460</b>	<b>\$ 853,685</b>	<b>\$ (10,226)</b>	<b>30%</b>
<b>Net Revenue /(Expenditure)</b>	<b>\$ 111,377</b>	<b>\$ 206,190</b>	<b>\$ 149,006</b>	<b>\$ 6,897</b>	<b>\$ (62,213)</b>	<b>\$ (69,110)</b>	

- **Charges for Services** fully support the revenues for the Water Enterprise Fund. Quarter-one revenues performed consistently to the prior fiscal year and are typically higher in the first quarter due to seasonality.

The City of Fort Bragg declared a Stage 2 water warning and implemented mandatory stage two water conservation measures to reduce water consumption by 10-20% in quarter one. In the prior fiscal year, ratepayers took proactive steps in the Summer to conserve water as the City of Fort Bragg has experienced significantly less rainfall over the past several years, causing the City's three raw water sources to continue a downward trend. Due to these, water consumption has decreased compared to the last prior fiscal years as customers have adapted to conserving water during the summer months.

Additionally, the City undertook steps to detect leaks and notify customers accordingly. New Water Meters funded by CDBG Grant are being installed in Quarters two and three, which will better detect leaks in real-time, and the improvements to the customer portal through Water Smart will provide customers with analytics on their usage and other helpful information to address leaks and high water usage.

- **Debt Service** adopted a budget of \$783k. Currently, the Water Enterprise Fund has two Debts: The state of California Department of Water Resources Loan of \$476k (budgeted to be paid off this fiscal year) and the 2014 Water Revenue Refunding Bond of \$672,135 which matures in the next fiscal year. Debt services are at 42% of the Budget due to the timing of the payments, which are paid in Quarter one per the Debt Schedule.





- **Contractual Services** budget covers Utility Billing costs for printing, mailing, and compliance with Senate Bill 998. Additionally, \$25k is budgeted for water conservation costs. These costs have come in below budget in the first quarter.
- **Utilities** are up \$13k or 34% of the total Budget. Energy costs for Electric have risen by 35% per month compared to last year due to rate increases with a slight increase in consumption.
- **Insurance costs**, including Property & ADP Contributions, DIC Earthquake, and flood deductible buy-down, are paid in the first quarter annually. As mentioned earlier, CIRA insurance costs have recorded year-over-year increases. Property Insurance increased by 83% and DIC by 43% overall. Currently, the Insurance costs are over budget by \$53k. Staff is working with CIRA to confirm the allocation of property insurance before the mid-term budget.

Overall, most expenditures are in line with quarterly budget projections, and staff anticipates that revenues will outpace expenditure estimates come year-end.

**WASTEWATER ENTERPRISE FUND**

Wastewater Enterprise's revenue ended the quarter at \$925k, which is 28 percent of the total budget, and expenditures ended the first quarter at \$622k, in line with overall quarter one budget projections.

Summary of FY 2022/23 Q1 Wastewater Enterprise Operating Results							
	Prior FY Q1 Actuals	Original Budget FY 22/23	Amended Budget FY 22/23	FY 22/23		Variance vs. Quarterly Budget	% of Total Budget
				Q1 Budget	Q1 Actual Results		
Charges for Services	\$ 898,407	\$ 3,122,050	\$ 3,122,050	\$ 780,513	\$ 873,566	\$ 93,053	28%
Other Revenue	-	139,000	139,000	34,750	52,218	17,468	38%
<b>Total Revenue</b>	<b>\$ 898,407</b>	<b>\$ 3,261,050</b>	<b>\$ 3,261,050</b>	<b>\$ 815,263</b>	<b>\$ 925,784</b>	<b>\$ 110,521</b>	<b>28%</b>
<b>Expenditure by Category</b>							
Debt Service	\$ -	\$ 93,850	\$ 93,850	\$ -	\$ -	\$ -	0%
Personnel services	148,826	576,890	589,541	147,385	148,287	(902)	25%
Administration	169,755	702,284	702,284	175,571	171,905	3,666	24%
Contractual services	96,364	235,000	440,495	110,124	27,122	83,002	6%
Materials & supplies	33,274	256,244	333,453	83,363	77,648	5,716	23%
Utilities	52,863	220,000	220,000	55,000	96,367	(41,367)	44%
Repairs & maintenance	27,827	88,700	88,700	22,175	19,583	2,592	22%
Insurance	-	64,240	64,240	16,060	81,174	(65,115)	126%
<b>Total Expenditure</b>	<b>\$ 528,909</b>	<b>\$ 2,237,208</b>	<b>\$ 2,532,562</b>	<b>\$ 609,678</b>	<b>\$ 622,087</b>	<b>\$ (12,409)</b>	<b>25%</b>
<b>Net Revenue /(Expenditure)</b>	<b>\$ 369,498</b>	<b>\$ 1,023,842</b>	<b>\$ 728,488</b>	<b>\$ 205,584</b>	<b>\$ 303,697</b>	<b>\$ 98,113</b>	

- Like the Water Enterprise Fund, revenues did rebound to pre-COVID levels in FY 20/21, recording \$898k or 28 percent of the total budget. In FY 22/23, revenues are trending well, up 28% of the total budget.
- **Utilities** are up \$13k or 44% of the total Budget. Energy costs for Electric have risen by 60% or \$12k/month compared to the last year due to rate increases.



- **Insurance costs**, including Property & ADP Contributions, DIC Earthquake, and flood deductible buy-down, are paid in the first quarter annually. As mentioned earlier, CIRA insurance costs have recorded year-over-year increases. The new Wastewater Treatment Plant has certainly increased the Property

Insurance for the fund in the last couple of years. Property Insurance increased by 83% and DIC by 43% overall. Currently, the Insurance costs are over budget by \$53k. Staff is working with CIRA to confirm the allocation of property insurance before the mid-term budget to determine if a Budget Amendment is needed.

Overall, most expenditures are in line with quarterly budget projections, and staff anticipates that revenues will outpace expenditure estimates come year-end.



**AGENCY:** City Council  
**MEETING DATE:** January 23, 2023  
**DEPARTMENT:** Finance Department  
**PRESENTED BY:** Isaac Whippy  
**EMAIL ADDRESS:** iwhippy@fortbragg.com

## AGENDA ITEM SUMMARY

**TITLE:**

Receive Fiscal Year 2022-23 First Quarter Financial Report

**ISSUE/ANALYSIS:**

The Municipal Code and fiscal policies of the City of Fort Bragg require periodic financial status reports. Finance Director, Isaac Whippy, will present the FY 2022/23 First Quarter Financial Report for the three major funds.

**RECOMMENDED ACTION:**

Accept report.

**ALTERNATIVE ACTION(S):**

Request additional information related to the report.

**FISCAL IMPACT:**

N/A.

**GREENHOUSE GAS EMISSIONS IMPACT:**

N/A.

**CONSISTENCY:**

This report is consistent with the Fort Bragg Municipal Code and fiscal policies of the City.

**IMPLEMENTATION/TIMEFRAMES:**

N/A.

**ATTACHMENTS:**

1. FY 2022/23 First Quarter Financial Report.

**NOTIFICATION:**

None.



# City of Fort Bragg

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## Text File

File Number: 23-014

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**Agenda Date:** 1/23/2023

**Version:** 1

**Status:** Closed Session

**In Control:** City Council

**File Type:** Report

**Agenda Number:** 9A.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Initiation of Litigation  
Pursuant to Paragraph (4) of Subdivision (d) of Gov. Code Section 54956.9: (One Case)