



City of Fort Bragg

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Meeting Minutes Special City Council

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

Thursday, March 4, 2021

9:00 AM

Via Video Conference

Special Meeting - City Mid-Year Budget Review

CALL TO ORDER

Mayor Norvell called the meeting to order at 9:02 AM, all Councilmembers appearing by video conference.

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jessica Morsell-Haye, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

1. CONDUCT OF BUSINESS

1A. [21-091](#) Conduct FY 2020/21 Mid-Year Budget Review - City Council Work Session

1. Introduction and Overview

City Manager Miller gave an introduction and overview of today's workshop.

2. Public Comment - None.

3. Brief Project/Department Progress Report

a. City Manager - City Manager Miller listed the things the City has done to help reduce the financial impact of the Covid-19 pandemic for local residents and businesses.

b. Administrative Services - Miller highlighted the projects and accomplishments of the HR Department, City Clerk's Office, IT and Visit Fort Bragg during the last fiscal year.

c. Finance and Grants - Senior Government Accountant Whippy gave an overview of Finance Department activities and accomplishments. Special Projects Assistant McLaughlin gave a presentation of all grant-operated programs.

d. Police - Chief Naulty spoke about the challenges the Police Department has experienced and summarized the current status of department personnel/staffing and succession planning. Captain O'Neal said that volunteers are being called upon to help with special events, social services workers are helping to handle issues that aren't typically police matters, and the cadet program will resume.

e. Community Development - Assistant Director-Engineering Division O'Neal gave an update on the Community Development Department activities, projects and staffing.

f. Public Works - Public Works Director Smith summarized Public Works projects and gave an update on the City fleet of vehicles.

Mayor Norvell recessed the meeting at 10:33 AM; it reconvened at 10:50 AM.

g. Water - Public Works Director Smith gave an overview of the water enterprise. The City is focused on responding to water leaks, earthquakes, and other emergencies.

h. Wastewater - Smith talked about the wastewater plant, stating that the remainder of funds from the wastewater facility upgrade project is being used for other small projects.

Maintenance crews are taking a proactive approach to the sewer system, flushing lines, maintaining manhole covers, reducing blockages, improving flows and slip-lining pipes.

i. Capital Improvement Projects - Smith recapped the City's CIP projects, including the water meter project, code enforcement, mill site development, and fire station rehabilitation. The Water Treatment Plant improvement project is expected to be out for bid in October. The City is working on funding for the Raw Water Line project. The Pudding Creek Bridge water line project with CalTrans is expected to start in 2022, with the Hare Creek Bridge project to follow in 2023. The CV Starr LED lighting project will be completed soon.

4. FY 2020/21 Mid-Year Performance Report

Public Comments from Jacob Patterson and Sage Statham were read into the record.

a. FY 2020/21 Mid-Year Budget Review - Senior Government Accountant Whippy narrated a slide show presentation on the current status of the budget, the general fund, internal service funds, and enterprise funds.

b. Budget Adjustment Requests - City Manager Miller spoke about the general fund forecast and the requested mid-year budget expenditure adjustments. Public Comment was received from Jacob Patterson via Zoom. Council directed staff to bring back the budget amendments on a future Consent Calendar for formal approval. The Council was in favor of a salary survey to take a holistic review of citywide salaries. Council requested that staff bring forward an amendment to include the costs of a salary survey. Funds for a fireworks show and for an alleyway art project were also discussed. Mayor Norvell asked staff to arrange for a presentation to Council by the alley project group and to include \$18,000 for the alleyway art project in the next budget amendment.

c. Long Term Financial Planning and Budget Planning - City Manager Miller commented on the five-year general fund forecast. She spoke about the prioritized list of financial goals and recommended that additional sources of revenue be added to the list. Council directed that the matter of financial goals be referred to the Finance and Administration Committee for further discussion and input.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 1:12 PM.

BERNIE NORVELL, MAYOR

June Lemos, CMC, City Clerk

IMAGED (_____)