



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, June 14, 2023

4:00 PM

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

AMENDED

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Marcia Rafanan and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [23-148](#) Approve Minutes of April 12, 2023

A motion was made by Chair Albin-Smith, seconded by Co-Chair Rafanan, that the Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

Aye: 2 - Committee Member Rafanan and Committee Member Albin-Smith

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [23-146](#) Receive Consultant Draft Impact Fee Nexus Study Presentation and Make Recommendations for Next Steps

Finance Director, Isaac Whippy introduced Allison Lechowicz of Lechowicz & Tseng (L&T) who presented a comprehensive analysis on the Impact Fee Nexus Study in accordance with AB 602. Committee members would like to see a more gradual increase in fees, and requested that the Finance and Administration Committee present additional scenario's for a more gradual increase in fees.

Public Comment: Jacob Patterson, Jenny Shattuck, Paul Clark, and Jay Rosenquist.

Discussion: There was discussion about the projected population growth. There was also discussion about the large dollar amount increase in fees for new developments, including single family residences, multi-family, commercial, industrial and lodging.

3B. [23-190](#) Receive the 2022 City of Fort Bragg Compensation Study and Provide Direction to Staff

City Manager, Peggy Ducey reported on the City of Fort Bragg 2022 Compensation Study Report. The study included salary and cost of benefits comparison. Compensation was then

compared to other cities. Most positions are considered competitive within the City. Nine positions are above comparable market rate, seven positions are considered competitive and three positions were below the median compensation rate. The three positions below the median compensation rate were the Director of Community Development, the City Clerk and the Public Works Operations Manager. The recommendation to City Council is to create a new salary schedule for the City Clerk and for the PW Operations Manager due to the fact that they were so below the market.

Public Comment: Jacob Patterson, and Jay Rosenquist

Discussion: There was discussion about whether job descriptions and tasks lists were obtained to compare job descriptions with other cities. It was noted that more clerical support is needed.

- 3C. [23-188](#)** Review Proposed Fees for the CV Starr Center and Receive Recommendation from the Finance & Administration Committee to Conduct a Public Hearing to Review the CV Starr Fees for Fiscal Year 2023-24

CV Starr Administrator Moneque Wooden presented the proposed fees for fiscal year 2023-24. It was noted that the current fees are the same from 2012 when the minimum wage was \$8 dollars per hour. Today the minimum wage is \$15.50 per hour. Also noted that the cost of propane has doubled. Finance Director, Isaac Whippy suggested that this proposal be brought back to the July 12th Finance and Administration Committee Meeting.

Public Comment: Jay Rosenquist.

Discussion: There was discussion about other ways to fund the cost of running the CV Starr Center other than increasing the fees. Whippy stated that they will be taking another look at the fees and provide the feedback to the CV Starr Ad-hoc Committee to make a recommendation to the Finance and Administration Committee.

- 3D. [23-179](#)** Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

Finance Director, Isaac Whippy presented on reportable items. Whippy gave a summary on the treasury report, including all of the city's assets, investments and disbursements. He noted that the interest income has exceeded budget expectations. He also mentioned that investment Certificate of Deposit's are kept under \$250k in order for the principal to remain FDIC insured. There are also investments in Local Agency Investment Fund (LAIF) which is the state pool which yields great returns and additional investments in government bonds. Whippy also gave a brief update on contract change orders for the Water Meter Replacement Project and the Bollard Streets Project. The three contracts approved by the City Manager included PARS, Foster & Foster Consulting Actuaries and Waterworks Industries were also presented.

Public Comment: None.

Discussion: Councilmember Albin-Smith had questions about the disbursements which Whippy clarified. He mentioned that employee credit cards will be issued to CV Starr employees in order to eliminate charges on employees personal credit cards. Councilmember Rafanan also had questions on expenditures and Whippy offered to pull invoices in order to clarify.

- 3E. [23-157](#)** Receive Oral Update from Staff on Departmental Activities

Government Accountant, Laura Bianchi Limbird informed that they have set up a credit card

payment system called MuniPay and can now take credit card payments for everything, not just utility payments. As for utility assistance, she also mentioned that large balances have been paid down for the most part. LIWEAP is still available for utility assistance. The new Water Smart Program is more useful for the new meters and it detects leaks. 73 delinquent business license notices were mailed out last week. The new single family residential water meters should arrive next week. The CV Starr transition to the city is going smoothly. They are now able to revert accounts into property owners names. Finance is fully staffed.

Public Comment: None.

Discussion: Councilmember Albin-Smith asked if the decrease in electricity cost has been reviewed since putting in the LED lighting. Mr. Whippy stated they are waiting for the next bill in order to make comparisons.

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 6:10 PM.