



City of Fort Bragg

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

Meeting Agenda Finance and Administration Committee

Wednesday, November 8, 2023

4:00 PM

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

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members 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: Nov 8, 2023 04:00 PM Pacific Time (US and Canada)

Topic: Finance and Administration Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82570544747>

Or Telephone:

*1 669 444 9171 US (*6 mute/unmute, *9 raise hand)*

1 719 359 4580 US

Webinar ID: 825 7054 4747

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to Administrative Analyst, Diana Sanchez, dsanchez@fortbragg.com

1. APPROVAL OF MINUTES

1A. [23-378](#) Approve Minutes of June 14, 2023

Attachments: [FAC 06142023](#)

1B. [23-380](#) Approve Minutes of August 24, 2023

Attachments: [FAC 08242023](#)

- 1C. [23-381](#) Approve Minutes of October 11, 2023

Attachments: [FAC 10112023](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [23-376](#) Receive and File Results of the 2023 Police Salary Survey as Required by Ordinance 672

Attachments: [Ordinance 672](#)
[2023 Police Salary Survey](#)

- 3B. [23-379](#) Receive Report on Selection of the Mayor and Vice-Mayor and Provide Direction to Staff Regarding Next Steps

Attachments: [Mayoral Rotation](#)
[Attachments Mayoral Rotation](#)
[Public Comment Item No. 3B](#)

- 3C. [23-377](#) Receive Oral Update from Staff on Departmental Activities

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on November 3, 2023.

Diana Sanchez, Administrative Analyst



City of Fort Bragg

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Text File

File Number: 23-378

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve Minutes of June 14, 2023



City of Fort Bragg

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

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.



City of Fort Bragg

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Text File

File Number: 23-380

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1B.

Approve Minutes of August 24, 2023



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Thursday, August 24, 2023

4:00 PM Town Hall, 363 N. Main Street and Via Video Conference

Special Meeting

MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:02 PM

ROLL CALL

Present: 2 - Marcia Rafanan and Tess Albin-Smith

1. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jenny Shattuck, and Jay Rosenquist.

2. CONDUCT OF BUSINESS

- 2A. [23-284](#)** Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 3 2023 Sales Tax and Business Activity

Thomas Adams of Avenu Insights & Analytics presented on Quarter 3 2023 Sales Tax and Business activities. The Top 25 Sales Tax Producers are about 66% of total local businesses. Primary sales tax generators are food, transportation, retail, construction and business to business. Projections are conservative going forward due to the uncertainty in the economy.

Public Comment: Paul Clark

Discussion: Councilmember Albin-Smith requested sales tax be listed in order by performance. Adams clarified that the ranking is confidential. There were questions about Amazon sales tax. Adams explained the details of process for collecting those sales taxes.

- 2B. [23-275](#)** Receive Draft Impact Fee Nexus Study Presentation and Make Recommendations to City Council for Fee Schedule Updates

Public Works Assistant Director of Engineering Chantell O'Neal gave a summary on the Draft Impact Fee Nexus Study. Alison Lechowicz presented the Impact Fee Nexus Study. She noted that Assembly Bill 602 requires impact fees be updated every eight years. Three potential fee options were given with the intention of informing the committee members of all of the different options. It was decided to recommend to Council that the over-all fees do not go up, but rather that they be allocated differently to include different departments.

Public Comment: Paul Clark, Jacob Patterson, John, and Jay Rosenquist

Discussion: There was discussion about the projected growth of Fort Bragg. However, there was concerns about increasing fees, which could potentially impede projected growth even further. The estimated cost of obtaining a permit for a single family home was also discussed.

Similarly, it was mentioned that there is potential for growth on the headlands and that this area has not been zoned yet. This makes it difficult for committee members to consider a decision about increasing fees.

2C. [23-285](#) Receive Report on Credit Card Fees/Processing Fee Set-up for Non-Utility Payments

Finance Director Isaac Whippy presented the staff report on credit card fees and processing fees set up for non-utility payments. A 3% convenience fee is proposed in order to pass the cost of using the terminal to the customer. There are other options for customers to pay that do not incur fees including paying by check or cash.

Public Comment: Jay Rosenquist

Discussion: The \$5 fee for paying over the phone was discussed. It was clarified that this fee is only for phone transactions and not in person transactions.

2D. [23-286](#) Receive Oral Update from Staff on Departmental Activities

Government Accountant III Laura Bianchi-Limbird gave an update on departmental activities. The internal control audit is underway. Single family home meters have been back-ordered since April; they have only received 500 of about 2000 that need to be installed. Staff is currently being cross-trained. There are still 55 unpaid business licenses that are currently being followed up on. Finance Director Whippy informed us that they are looking for an online portal that would allow businesses to renew their business licenses online. They are also currently working with the CV Starr Ad-hoc Committee for the transition of the CV Starr to the city. Processes and personnel needs are being evaluated.

Public Comment: None.

Discussion: There was discussion about the door hangers that Coleman is putting up about the water meter replacements being only in one language. A request is going to be made to Coleman to print them in double-sided in both English and Spanish. It was explained that the old water meters are by radio and require an employee to go to every home every month and read them and the new ones will automatically be sending updates every hour. There was also discussion about fee changes for CV Starr and how a workshop about proposed increased fees may be helpful to give a clear picture of the financial needs of CV Starr.

3. MATTERS FROM COMMITTEE / STAFF

City Manager Peggy Ducey thanked the Human Resources Manager for expanding her recruitment efforts. There were 28 applicants for the Administrative Assistant position of which three will be hired in different departments. Other staff is continuing to train in City Clerk duties.

ADJOURNMENT

Councilmember Rafanan adjourned the meeting at 5:54 PM.



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Text File

File Number: 23-381

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1C.

Approve Minutes of October 11, 2023



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, October 11, 2023

4:00 PM Town Hall, 363 N. Main Street and Via Video Conference

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jacob Patterson

3. CONDUCT OF BUSINESS

- 3A. [23-235](#)** Adopt City Council Resolution Approving an Update to the City of Fort Bragg Personnel Rules and Regulations Regarding Catastrophic Leave Program

Finance Director, Isaac Whippy presented the proposed changes with redline of the Resolution Approving an Update to the City of Fort Bragg's Personnel Rules and Regulations Regarding Catastrophic Leave Program. The committee members recommended that this item be presented to council as a Conduct of Business item.

Public Comment: Jacob Patterson.

Discussion: There was discussion about how long the catastrophic period should be. Whippy reminded the council that when an employee goes on an extended medical leave, they will seek state disability, he also noted that there would be possible implications to the budget if the period is extended and/or if the employee donating the leave is paid at a lower rate than the receiving employee.

- 3B. [23-337](#)** Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2022-23

Administrative Analyst, Lesley Bryant presented the Asset Forfeiture Annual Report. The larger expenditures from the general discretionary fund include license plate reader cameras, the traffic cameras and the Tough Books for the police fleet.

Public Comment: None.

Discussion: Councilmember Albin-Smith expressed happiness to see that there was a donation to a non-profit. They also discussed how the money comes into The Asset Forfeiture Fund, Bryant clarified the money comes from the County of Mendocino Asset Foreiture Program in random amounts.

Whippy stated discretionary spending is as follows:

Police Chief up to \$5k
City Manager \$5k to \$10k
City Council over \$10k

- 3C.** [23-305](#) 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 gave a detailed report on Q4 2023 Reportable Items including the city's total investment portfolio, interdepartmental budget transfers, contracts under \$25k approved by the City Manager, contract change orders and disbursement listing.

Public Comment: None.

Discussion: There was in depth discussion about the 8 contracts under \$25k that were approved by the City Manager. Whippy clarified what the contracts included. Interdepartmental budget transfers were also discussed.

- 3D.** [23-334](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy gave an update on staff activities. He stated that they are still in the water meter change out process. All of the bigger meters have been changed out and they are currently working on replacing the approximately 2500 smaller meters for residential. There will be a report presented at the next City Council Meeting on the CV Starr transition plans, including the restructure, and financial analysis.

Public Comment: None.

Discussion: Councilmember Albin-Smith asked if Whippy had any concerns about the budget. He stated that the main concern is the instability in the market and inflation. He stated they will get a better picture of the financial situation at the Mid Term Budget Workshop.

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Councilmember Albin-Smith adjourned the meeting at 5:05 PM.



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Text File

File Number: 23-376

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3A.

Receive and File Results of the 2023 Police Salary Survey as Required by Ordinance 672

RESOLUTION 1474-86

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT BRAGG
DECLARING THE RESULTS OF THE NOVEMBER 4, 1986
CONSOLIDATED SPECIAL ELECTION

WHEREAS, Section 17111 of the California Elections Code requires a declaration of the results of a local election; and

WHEREAS, the Mendocino County Clerk-Recorder has officially certified, in accordance with Section 17088 of the Elections Code, the results of the Consolidated Special Election held on November 4, 1986.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg hereby declares the results of the November 4, 1986 Consolidated Special Election to be as stated in the Certificate of the Mendocino County Clerk-Recorder dated December 1, 1986, which is attached hereto and made a part hereof as Exhibit "A".

BE IT FURTHER RESOLVED that the City Council declares that the following ordinance was adopted by a vote of 768 "YES" and 753 "NO":

- A. Initiative Ordinance; An Ordinance Establishing Minimum Standards of Compensation, Benefits and Salaries for Members of the Police Department of the City of Fort Bragg. (Exhibit "B; Ordinance 672).


BE IT FURTHER RESOLVED that pursuant to the Judgement for Petitioner dated May 13, 1986, in the matter of Robert H. Heeb vs: City of Fort Bragg, the above referenced ordinance shall be considered as adopted and shall go into effect 10 days after the date of the adoption of this Resolution.

The above and foregoing Resolution was introduced by Councilman Lang, was seconded by Councilman Huber, and passed and adopted at a regular meeting of the Council of the City of Fort Bragg held on the 8th day of December, 1986, by the following vote:

AYES: Meskis, Huber, Lang, Thurman, Schade.

NOES: None.

ABSENT: None.



ANDRE L. SCHADE,
Mayor

ATTEST:

s/ DeeLynn R. Carpenter
DeeLynn R. Carpenter,
City Clerk

NOTE: Exhibit "A" as referenced above is available for review or copying during normal office hours in the Office of the City Clerk, City Hall, 416 North Franklin Street, Fort Bragg, California 95437.

PUBLISH: December 24, 1986.

ORDINANCE NO. 672

"AN ORDINANCE ESTABLISHING MINIMUM STANDARDS OF COMPENSATION, BENEFITS AND SALARIES FOR MEMBERS OF THE POLICE DEPARTMENT OF THE CITY OF FORT BRAGG. The People of the City of Fort Bragg, County of Mendocino, State of California, DO ORDAIN AS FOLLOWS:

Section 1. Purpose.

The public health, safety, and welfare of the residents of said City of Fort Bragg demand competent, qualified, trained, and experienced police officers and employees of its Police Department. This goal can only be reached and maintained in the future by maintaining compensation, salaries, and benefits competitive with other law enforcement agencies within the County of Mendocino of the State of California.

Section 2. Salary.

Beginning the first day of the month following the effective date of this ordinance, and the first day of January of each succeeding January thereafter, the City council of said City of Fort Bragg shall determine the then existing monthly salaries of each classification of like or comparable grades or ranks (including experience, education, and training) of the Police Departments of the City of Willits and the City of Ukiah of said County of Mendocino, State of California, and of the Sheriff's Department of said County of Mendocino of the State of California. The average of the salaries for each of the comparable grades or ranks (including experience, education, and training) of the members of the Police Department of the said City of Willits, the Police Department of the said City of Ukiah, and the Sheriff's Department of the said County of Mendocino shall be the minimum salaries payable by the said City of Fort Bragg to the members and employees of its Police Department of the same or comparable grades or ranks (including experience, education and training) as so adjusted on the first day of the month following the effective date of this ordinance, and the first day of January of each succeeding January thereafter.

Section 3. Benefits and Additional Compensation.

Except as provided in immediately preceeding Section 2 hereof, all other benefits and additional compensation provided or payable by said City of Fort Bragg to or for the members and employees of its Police Department shall be no less than those set forth in Resolution 1296-85 ("A Resolution of the City Council of the City of Fort Bragg Adopting the Compensation Plan

for Fort Bragg Police Employees") as passed and adopted at a regular meeting of the City Council of the City of Fort Bragg on January 14, 1985.

The foregoing ordinance shall be considered as adopted on the date the vote of a majority of the voters on the ordinance in its favor is declared by the City Council of said City of Fort Bragg and shall go into effect 10 days after that date."

	1	2	3	4	5	6	7	8
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Police Chief

Fort Bragg	\$155,343.55	\$163,133.60	\$171,267.20	\$179,836.80	\$188,822.40	\$188,822.40	\$188,822.40	
Willits	\$134,109.04	\$140,814.49	\$147,855.22	\$155,247.98	\$167,636.42	\$167,636.42	\$167,636.42	
Ukiah	\$167,085.91	\$175,440.24	\$184,212.24	\$193,422.84	\$203,094.00	\$208,171.32	\$213,375.60	
County	\$193,468.70	\$193,468.70	\$193,468.70	\$193,468.70	\$193,468.70	\$193,468.70	\$193,468.70	
Average	\$164,887.88	\$169,907.81	\$175,178.72	\$180,713.17	\$188,066.37	\$189,758.81	\$191,493.57	
% Difference	6.14%	4.15%	2.28%	0.49%	-0.40%	0.50%	1.41%	

Police Captain

Fort Bragg	\$117,854.88	\$123,739.20	\$129,916.80	\$136,406.40	\$143,228.80	\$143,228.80	\$143,228.80	
Willits								
Ukiah	\$137,394.19	\$144,263.88	\$151,477.80	\$159,050.88	\$167,003.40	\$171,178.44	\$175,457.88	
County	\$122,220.80	\$128,336.00	\$134,742.40	\$141,481.60	\$148,553.60	\$148,553.60	\$148,553.60	
Average	\$129,807.50	\$136,299.94	\$143,110.10	\$150,266.24	\$157,778.50	\$159,866.02	\$162,005.74	
% Difference	10.14%	10.15%	10.16%	10.16%	10.16%	11.62%	13.11%	

Police Sergeant - Intermediate POST

Fort Bragg	\$89,295.23	\$93,766.40	\$98,446.40	\$103,376.00	\$108,555.20	\$108,555.20	\$108,555.20	\$108,555.20
Willits	\$71,587.39	\$75,166.76	\$78,925.10	\$82,871.35	\$87,014.92	\$91,365.67	\$95,933.95	\$95,933.95
Ukiah	\$95,621.38	\$100,402.44	\$105,422.52	\$110,693.64	\$116,228.28	\$122,039.64	\$125,090.64	\$128,217.96
County	\$91,936.00	\$96,532.80	\$101,379.20	\$106,433.60	\$111,758.40	\$111,758.40	\$111,758.40	\$111,758.40
Average	\$86,381.59	\$90,700.67	\$95,242.27	\$99,999.53	\$105,000.53	\$108,387.90	\$110,927.66	\$111,970.10
% Difference	-3.26%	-3.27%	-3.25%	-3.27%	-3.27%	-0.15%	2.19%	3.15%

Police Sergeant - Advanced POST

Fort Bragg	\$94,415.57	\$99,132.80	\$104,083.20	\$109,283.20	\$114,753.60	\$114,753.60	\$114,753.60	\$114,753.60
Willits	\$75,253.06	\$79,015.71	\$82,966.50	\$87,114.82	\$91,470.57	\$96,044.09	\$100,846.70	\$100,846.70
Ukiah	\$100,180.30	\$105,189.36	\$110,448.84	\$115,971.24	\$121,769.76	\$127,858.20	\$131,054.64	\$134,331.00
County	\$96,324.80	\$101,108.80	\$106,184.00	\$111,508.80	\$117,083.20	\$117,083.20	\$117,083.20	\$117,083.20
Average	\$90,586.05	\$95,104.62	\$99,866.45	\$104,864.95	\$110,107.84	\$113,661.83	\$116,328.18	\$117,420.30
% Difference	-4.06%	-4.06%	-4.05%	-4.04%	-4.05%	-0.95%	1.37%	2.32%

Police Recruit (hourly rate)

Fort Bragg	\$28.72	\$	28.72	\$	28.72	\$	28.72	\$	28.72
Willits	\$30.00	\$	30.00	\$	30.00	\$	30.00	\$	30.00
Ukiah									
County	\$23.48		24.65		25.89		27.18		28.54
Average	\$26.74		\$27.33		\$27.95		\$28.59		\$29.27
% Difference	-6.89%		-4.86%		-2.70%		-0.45%		1.92%

Deputy Sheriff Coroner-Training



City of Fort Bragg

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Text File

File Number: 23-379

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3B.

**Receive Report on Selection of the Mayor and Vice-Mayor and Provide Direction to Staff
Regarding Next Steps**



AGENCY: Finance and Administration
Committee
MEETING DATE: November 8, 2023
DEPARTMENT: City Manager/Administration
PRESENTED BY: Peggy Ducey

AGENDA ITEM SUMMARY

TITLE:

Receive Report on Selection of the Mayor and Vice-Mayor and Provide Direction to Staff Regarding Next Steps

ISSUE:

Staff requests direction from the Finance and Administration Committee whether to revise the way the City Council appoints the Mayor and Vice-Mayor positions.

ANALYSIS:

The City of Fort Bragg currently chooses the Mayor and Vice-Mayor through a nomination process, which the City Council then cast their votes for nominees during a public meeting. However, a number of California cities have adopted an annual rotational system to appoint the Mayor and Vice-Mayor, which permits every Councilmember to serve at least one year as mayor or Vice-Mayor. In general, the rotation is based on seniority, with the longest-serving Councilmember serving as Mayor for one year. The second longest-serving Councilmember is appointed as Vice-Mayor.

California cities that have a rotational system for Mayor and Vice-Mayor include, but is not limited to the following:

- Arcata
- Pt. Arena
- Millbrae
- Vernon
- Palmdale
- Redlands
- Palm Springs
- Palm Desert
- Indio
- Rancho Mirage
- Cathedral City
- Rancho Cordova
- Banning

Some cities have adopted a rotational system both through a majority vote of the City Council, which is then codified via an ordinance. Other cities have taken the approval process through a vote of their electorate. For instance, Desert Hot Springs sponsored an election in 2018 for a rotational system but it failed 65% to 35%.

Attached are examples of how the cities of Banning, Cathedral City, and Arcata each implemented their rotational system.

RECOMMENDED ACTION:

Receive report and provide direction to staff regarding next steps.

ATTACHMENTS:

City of Banning Ordinance No. 1458
City of Cathedral City
City of Arcata

ORDINANCE NO. 1458

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BANNING, CALIFORNIA, AMENDING ORDINANCE NO. 1442 SETTING FORTH A PROCEDURE FOR THE ROTATION OF THE OFFICE OF MAYOR AND OTHER POSITIONS HELD BY COUNCILMEMBERS

WHEREAS the City of Banning is currently operating under Ordinance No. 1442, setting forth a procedure for the rotation of the office of mayor and other positions held by Councilmembers;

WHEREAS Ordinance No. 1442 rotates each of the five (5) members of the City Council through the position of Mayor, Mayor Pro Tem, Chair of the Community Redevelopment Agency (“Agency”), Chair of the Housing Authority (“Authority”), and Vice Chair of the Agency and Vice Chair of the Authority;

WHEREAS redevelopment agencies were dissolved in the State of California on February 1, 2012, pursuant to ABx1 26 and AB 1484, thereby eliminating the positions of Chair of the Agency, and Vice Chair of the Agency; and

WHEREAS it is necessary to change the rotation established by Ordinance 1442 to eliminate the offices of the former Agency. Such change in rotation is urgent given that the next mayoral appoint occurs at the first regular meeting in December of this year. If the change and update in rotation to meet current law does not take effect prior to the time for mayoral rotation, appointment of a mayor will be confounded or delayed to the public’s detriment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BANNING, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1.

Section 2.04.070 of the Banning Municipal Code is amended to read in its entirety as follows:

“2.04.070. Rotation of Mayor and Other Offices

A. General. The City of Banning has a council/manager form of city government. All five members of the city council are elected at large to four-year terms. Additionally, the city has related agencies including the housing authority. These entities have various officers, including chair person and vice chair person. The city council believes that all councilmembers have the capability of performing these offices and should be given the opportunity to do so through a rotational system.

B. Rotation of councilmembers through the office of mayor and other offices.

- E. Office of the mayor pro tem. The mayor pro tem will serve as mayor in the event of the absence of the mayor and will be appointed as the mayor when there is a vacancy in the office of mayor. The selection of the mayor pro tem will follow the rotation policy stated above in subsection 2.04.070(A).
- F. Duties. The mayor, if present, shall preside as chairperson at all meetings of the city council. In the absence of the mayor, the mayor pro tem shall preside. In the absence of both the mayor and mayor pro tem, the next officer in the rotation succession list shall serve as chairperson. The chairperson shall preserve order and decorum. The chairperson may make or second any motion and present and discuss any matter as a member of the city council. The person serving as mayor accepts the responsibility to be the city's official representative for all events where representation is necessary, except where otherwise provided by the council, and for signing all contracts and official documents and correspondence.

SECTION 2. Effective Date.

The City Clerk shall certify to the passage and adoption of this ordinance by the City Council of the City of Banning and shall, within 15 days after its final passage, cause the same to be published once in the Record Gazette, a newspaper of general circulation which is hereby designated for that purpose. This ordinance shall take effect immediately after its passage.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Banning hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

SECTION 4. Supersedes.

This ordinance supersedes any conflicting resolutions or ordinances, and any such resolutions or ordinances shall be construed so as to carry out the intent of this ordinance.

SECTION 5. Urgency and Effective Date.

This ordinance is hereby declared to be an urgency measure and shall take effect immediately upon its adoption. The findings set out above in the recitals of this ordinance support the need for this urgency measure and are incorporated herein by reference. Additionally, in accordance with the requirements of Government Code section 36937, subdivision (b), the City Council hereby declares that the provisions contained herein are necessary for the immediate preservation of the public peace, health or safety for the following reasons: (i) the mayoral seat is a critical component of the City's policy-making and administration of public business, and (ii) the mayor serves as the chair of all City Council

Cathedral City, California Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.04 COUNCIL

2.04.180 Appointment of mayor and mayor pro tem.

A. The purpose of this section is to implement a rotating system for appointing council members to the honorary positions of mayor and mayor pro tem pursuant to Section 603 of the City Charter. The appointment of individuals to serve as mayor and mayor pro tem must follow the requirements of this section.

B. At the first city council meeting in December of each calendar year, the city council shall approve a council rotation list and appoint council members to serve as mayor and mayor pro tem based on the approved rotation list. The rotation list shall be prepared in accordance with the following:

1. The current mayor pro tem shall succeed to the position of mayor. The outgoing mayor shall go to the bottom of the rotation list, except that in a regular election year any newly-elected first-term council member (not an incumbent re-elected to serve) shall be placed behind the outgoing mayor on the rotation list. The council member in third position on the rotation list shall move into the mayor pro tem position.

2. If an individual is appointed to fill, or a special election is held to fill, a council vacancy, the appointed or elected individual shall be placed at the bottom of the rotation list. Any council members who were below the outgoing council member on the rotation list shall move up one spot.

3. A council member shall not serve as mayor or mayor pro tem during their first year on the City Council.

C. In the event that there are two or more new council members who join the council at the same time, for the purposes of this section their placement on the rotation list shall be determined by drawing cards. One suit from a standard deck of playing cards will be utilized, with no jokers and aces high. Seniority will be determined by the cards drawn, with the highest card being the most senior. This draw shall only be done once, and the seniority determined by the draw will apply to the council members for so long as the subject council members are on the city council.

D. If at any point in time a council member serving as mayor or mayor pro tem resigns from the position, is removed from the position, or their seat becomes vacant, the position shall be filled in the same manner as the annual appointments. At the first council meeting in December thereafter, the process for selecting a new mayor and mayor pro tem shall be modified as follows:

1. If the council member serving as mayor has only served a partial term, as defined below, that council member shall continue to serve as mayor and the annual rotation will not occur.

2.3—Selection of Mayor and Vice Mayor

The Council rotates/selects the Mayor and Vice Mayor each year on the Thursday immediately following the second Wednesday in December. The City Council believes that experience as a Councilmember will assist those who are selected to serve as Mayor or Vice Mayor, and has outlined a process that provides Councilmembers an opportunity to gain experience in cycles of governing prior to assuming their respective offices. Rotation to Vice Mayor is based on the length of time a councilmember has served since last being elected mayor and if needed the total vote count of his/her last election and works as follows:

1. The Vice Mayor rotates to the position of Mayor.
2. The member with the most continuous time of service on the Council who has not previously served as Mayor will be selected as Vice Mayor.
3. If two or more members have equal time of continuous service, the member who received the highest number of votes at his/her election shall be selected.
4. If a Councilmember is appointed to fill a mid-term vacancy, that Councilmember will go to the bottom of the rotational list.
5. Incumbent Councilmembers, when re-elected, do not begin anew at the bottom of the list, but rather retain their placement in the rotation.
6. A Councilmember may decline to serve as Mayor or Vice Mayor. In this case, the office would pass to the next Councilmember on the list. The Councilmember who declined may drop back one position in the rotation.
7. When the Council reorganizes, the outgoing Mayor will nominate the Vice Mayor to succeed him/her. The newly appointed Mayor will then nominate the next Councilmember in the rotational sequence to serve as Vice Mayor for the coming year.

The process described above shall guide the Council's selection of the Mayor and Vice Mayor; however, a majority of the City Council retains the authority to disregard the process and select any member of the City Council for these positions.

From: [Jacob Patterson](#)
To: [City Clerk](#)
Subject: Public Comment -- 11/8/23 F&AC Mtg., Item No. 3B, Mayor Selection
Date: Tuesday, November 07, 2023 11:38:27 AM

Committee Members,

This agenda item is a waste of staff resources and the committee should recommend no action. It really just seems like a vanity project for egocentric council members to ensure that they can be mayor at some point. Ordinances cost money and what we are doing now works just fine so there is no reason to change it. I would have a different opinion if we had district-based elections but without a fully at-large electoral system, the current practice is very functional. Frankly, not every council member is suited to serve as mayor and the town shouldn't be stuck with someone presiding over meetings who isn't good at it.

What a waste of time. Why is this taking thought and resources when actually important topics aren't being addressed?

This is ridiculous,

--Jacob



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Text File

File Number: 23-377

Agenda Date: 11/8/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3C.

Receive Oral Update from Staff on Departmental Activities