



# 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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Tuesday, May 26, 2020

6:00 PM

Town Hall, 363 N. Main Street

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### AMENDED

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

#### PLEASE TAKE NOTICE

*DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE CITY COUNCIL MEMBERS WILL BE PARTICIPATING BY VIDEO CONFERENCE IN THE CITY COUNCIL MEETING OF TUESDAY, MAY 26, 2020.*

*In compliance with the Shelter-In-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be live-streamed on the City's website at [city.fortbragg.com](http://city.fortbragg.com) and on Channel 3. Public Comment regarding matters on the special agenda are restricted to electronic, written and voice mail communications. Comments may be made in any of the following ways: (1) Through the City's online eComment agenda feature, (2) Emailed to City Clerk June Lemos, [jlemos@fortbragg.com](mailto:jlemos@fortbragg.com), (3) Written comments delivered through the drop-box for utility payments to the right of the front door at City Hall, 416 N. Franklin Street; or (4) Voice mail comments called in to (707) 961-1694 by 5:00 PM on the day of the meeting.*

*Comments can be made at any time prior to the meeting, in real-time while the item is being considered by the Council, and up to 12 PM on Wednesday, May 27, 2020. The Clerk will read aloud all comments received prior to or during the meeting. Any comment on agendized matters exceeding three minutes and those received after the meeting will be included in the public record as part of the agenda packet the next business day after the meeting.*

*We appreciate your patience and willingness to protect the health and wellness of our community and staff. If you have any questions regarding this meeting, please contact the City Clerk at (707) 961-1694 or [jlemos@fortbragg.com](mailto:jlemos@fortbragg.com).*

#### AGENDA REVIEW

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

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

### **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. [20-730](#)** Accept Certificate of Completion for the 2019 Sewer Lift Station Project, City Project No. WWP-00017, and Direct City Clerk to File Notice of Completion
- Attachments:** [Notice of Completion](#)  
[Certificate of Completion](#)
- 5B. [20-732](#)** Adopt City Council Resolution Confirming the Continued Existence of a Local Emergency in the City of Fort Bragg
- Attachments:** [RESO Declaring Continuing Local Emergency](#)
- 5C. [20-733](#)** Adopt City Council Resolution Modifying the City's Compensation Plan and Confirming the Pay/Rates/Ranges for All City of Fort Bragg Established Classifications Effective May 10, 2020
- Attachments:** [RESO Salary Reduction Comp Schedule](#)  
[Exhibit A to Resolution](#)
- 5D. [20-734](#)** Adopt City Council Resolution Modifying the City's Compensation Plan and Confirming the Pay/Rates/Ranges for All City of Fort Bragg Established Classifications Effective May 24, 2020
- Attachments:** [RESO CM Salary Reduction Comp Schedule](#)  
[Exhibit A 5-24-20 City Mgr Reduced Pay](#)
- 5E. [20-736](#)** Adopt City Council Resolution Approving Application for Funding and the Execution of Grant Agreements and Amendments from the 2019-20 Funding Year of the State CDBG Program
- Attachments:** [RESO CDBG 2019-20 Competitive Applications](#)
- 5F. [20-738](#)** Adopt Joint City Council/Improvement District Resolution Authorizing the Execution of First Amendment to the July 1, 2019 Employment Agreement for City Manager with Tabatha Miller
- Attachments:** [RESO CM Contract Amend](#)  
[Miller Agreement 1st Amendment](#)  
[Redline Miller Agreement 1st Amendment](#)

- 5G. [20-744](#) Approve Scope of Work for the Request for Proposals to Provide Economic Development Business Loan Development, Project Underwriting, Over-the-Counter Application Preparation, Loan Servicing, and Related Services for the City of Fort Bragg
- Attachments: [5-26-20 Scope of Work](#)
- 5H. [20-746](#) Adopt City Council Resolution Ratifying the City Manager's Approval of a Three-Month Business Loan Forbearance for Overtime Brewing, Inc. Due to the COVID-19 Pandemic
- Attachments: [RESO Ratifying Overtime Loan Forbearance](#)  
[Overtime Brewing Forbearance Letter 4-16-2020](#)
- 5I. [20-731](#) Approve Minutes of May 11, 2020
- Attachments: [CCM2020-05-11](#)
- 5J. [20-748](#) Approve Minutes of Special Closed Session of May 19, 2020
- Attachments: [CCM2020-05-19\\_Special\\_Closed](#)
- 5K. [20-750](#) Adopt Resolution Approving the Side Letter Agreement with the Fort Bragg Police Association and Authorizing City Manager to Execute
- Attachments: [RESO Side Letter FBPA](#)  
[Sworn Officer Side Letter 052420 Updated](#)

## **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. [20-735](#) Receive Report and Consider Adoption of City Council Resolution Authorizing Amendment of #16-HOME-11373 Standard Agreement to Include Tenant Based Rental Assistance Program
- Attachments: [05262020 Amend HOME Grant for TBRA](#)  
[Att 1 - RESO 2016 HOME Standard Agreement Amendment](#)  
[Public Comment 8A](#)
- 8B. [20-742](#) Receive Report and Consider Adoption of Urgency Ordinance No. 962-2020 Waiving Zoning Requirements and/or Standards to Facilitate Business Operations Affected by Public Health Orders

**Attachments:** [05262020 Urgency Ordinance Staff Report](#)  
[Att 1 - Urgency Ordinance 962-2020](#)  
[Public Comment 8B](#)

**8C. [20-739](#)** Receive Report and Consider Adoption of City Council Resolution Authorizing City Manager to Execute PG&E Loan Documents (Amount Not To Exceed \$112,921.46) Associated with the CV Starr LED Lighting Project

**Attachments:** [05262020 PG&E LED Project Finance Agreement](#)  
[Att 1 - Resolution](#)  
[Att 2 - PG&E On-Bill Financing Loan Agreement](#)

**9. CLOSED SESSION**

**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, JUNE 8, 2020**

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 May 22, 2020.

\_\_\_\_\_  
 Cristal Muñoz, Administrative Assistant

**NOTICE TO THE PUBLIC:**

**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

*Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available 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  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Text File

File Number: 20-730

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**Agenda Date:** 5/26/2020

**Version:** 2

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Certificate of  
Completion

**Agenda Number:** 5A.

Accept Certificate of Completion for the 2019 Sewer Lift Station Project, City Project No. WWP-00017, and Direct City Clerk to File Notice of Completion

The Fort Bragg Municipal Improvement District No. 1 accepted the bid and entered into contract on with the lowest responsible bidder, Fort Bragg Electric Inc., and their sub-contractors to perform work to complete the 2019 Sewer Lift Station Project identified as an important priority project for the upgrade of City Lift Stations. The construction management was performed by SHN Engineering along with City staff. The Construction contract was for an amount of \$1,411,534.00; the final contract cost at closeout was the amount of \$1,366,736.47 for a total savings by change order in the amount of \$44,797.53.

Following acceptance of the Certificate of Completion by the City Council, the City Clerk will file a Notice of Completion with the Mendocino County Recorder.

RECORDING REQUESTED BY:

City of Fort Bragg

AND WHEN RECORDED, RETURN TO:

City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, California 95437  
Attention: June Lemos, CMC, City Clerk

The City is exempt from recordation fees per Government Code §27383.

**NOTICE OF COMPLETION**

1. The undersigned is the duly authorized agent of the owner, Fort Bragg Municipal Improvement District.
2. The full name of the owner is Fort Bragg Municipal Improvement District No. 1, a municipal corporation.
3. The nature of the interest of the owner is a fee interest.
4. This project was constructed in accordance with the Construction Agreement entitled **2019 Sewer Lift Station Project**, City Project No. WWP-00017 dated March 2019.
5. The name of the contractor of the improvement work is Fort Bragg Electric, Inc., 489 S. Harrison Street, Fort Bragg, California 95437. The contract was awarded to this firm on April 8, 2019, pursuant to Resolution ID 411-2019 by the Fort Bragg Municipal Improvement District Board of Directors.
6. The address of the owner is Fort Bragg Municipal Improvement District No. 1, 416 North Franklin Street, Fort Bragg, California 95437.
7. On May 14, 2020, Tom Z. Varga, Public Works Director, executed a Certificate of Completion for the above-referenced project indicating that this project was completed as of that date. See Certificate of Completion attached hereto as Exhibit A.

State of California     )

County of Mendocino   )

I hereby certify under penalty of perjury that the forgoing is true and correct:

District Board Approval

FORT BRAGG MUNICIPAL IMPROVEMENT  
DISTRICT NO. 1

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
June Lemos, CMC  
District Clerk

PROOF OF SERVICE BY MAIL  
(Code of Civil Procedure Sections 1013a, 2015.5)

I am over the age of 18 years, employed in the County of Mendocino, and not a party to the within action; my business address is Fort Bragg City Hall, 416 North Franklin Street, Fort Bragg, California 95437.

On May \_\_\_\_, 2020, I served the attached document by placing a true copy thereof enclosed in a sealed envelope, with postage thereon fully prepaid, via Certified Mail, Return Receipt Requested, in the United States mail at Fort Bragg, California addressed as follows:

Fort Bragg Electric, Inc.  
489 S. Harrison Street  
Fort Bragg, CA 95437

Pacific Coast Cutters, Inc.  
450 Lakeville St #B  
Petaluma, CA 94952

Rose Engineering  
PO Box 347  
Mendocino, CA 95460

Pace Supply Corp.  
PO Box 6407  
Rohnert Park, CA 94927

Executed on May \_\_\_\_, 2020, at Fort Bragg, Mendocino County, California.

I declare, under penalty of perjury, that the foregoing is true and correct.

ATTEST:

\_\_\_\_\_  
June Lemos, CMC  
District Clerk





# CITY OF FORT BRAGG

*Incorporated August 5, 1889*

416 N. Franklin Street, Fort Bragg, CA 95437  
Phone: (707) 961-2823 Fax: (707) 961-2802  
[www.FortBragg.com](http://www.FortBragg.com)

## CERTIFICATE OF COMPLETION

All items of work and the provisions of the contract executed with Fort Bragg Electric for labor, materials, equipment, and supervision for the **2019 Sewer Lift Station Project**, as shown in the Plans and Specifications for the **2019 Sewer Lift Station Project**, City Project #2019-01, WWP-00017, dated March 2019, have been completed.

This project as described above was awarded by the Fort Bragg Municipal Improvement District No. 1 by resolution at its meeting of April 8, 2019.

It is recommended that the completed project be accepted by the District Board of the Fort Bragg Municipal Improvement District No. 1.

\_\_\_\_\_  
Tom Z. Varga  
\_\_\_\_\_  
Public Works Director  
\_\_\_\_\_

DATED: \_\_\_\_\_ May 14, 2020.

EXHIBIT "A"



# City of Fort Bragg

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

File Number: 20-732

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5B.

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

At a special meeting on March 24, 2020, the Fort Bragg City Council ratified the City Manager's Proclamation declaring a local emergency due to COVID-19 in its Resolution No. 4242-2020. On April 6, 2020, the City Council adopted Resolution No. 4245-2020 by which it continued the local emergency. On April 20, 2020, the City Council adopted Resolution No. 4247-2020 again confirming the continued local emergency. The local emergency was again reconfirmed on May 11, 2020 by City Council Resolution No. 4250-2020. The City is required to reconfirm the existence of a local emergency every 21 days pursuant to Fort Bragg Municipal Code Section 2.24.040.

**RESOLUTION NO. \_\_\_\_-2020**

**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;

**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;

**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;

**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;

**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 26th day of May, 2020, by the following vote:**

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

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**WILLIAM V. LEE**  
Mayor

**ATTEST:**

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**June Lemos, CMC**  
City Clerk



# City of Fort Bragg

416 N Franklin Street  
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Fax: (707) 961-2802

## Text File

File Number: 20-733

**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5C.

Adopt City Council Resolution Modifying the City's Compensation Plan and Confirming the Pay/Rates/Ranges for All City of Fort Bragg Established Classifications Effective May 10, 2020  
The City Council approves all salary schedules which include classification titles and pay rates/ranges at the time a Memorandum of Understanding (MOU) for each bargaining unit is approved; when updates to the compensation and benefits for unrepresented employees are approved; or when specific wage and/or classification title adjustments are needed. The City has a long-standing practice of posting these approved salary schedules on the City website as well as having copies available upon request. The California Public Employees' Retirement Code requires the City to have a publicly adopted and posted Compensation Schedule.

The attached Resolution and proposed Compensation Plan includes the reduction of hours for certain positions due to the financial impact of the COVID-19 and Shelter-in-Place Orders on the City's financial health:

- 1) Administrative Assistant - Administration 75% of Full-Time
- 2) Administrative Assistant - Community Development 50% of Full-Time
- 3) Assistant City Engineer - 75% of Full-Time
- 4) City Clerk - 75% of Full-Time
- 5) Director - Finance Department/City Treasurer - 75% of Full-Time
- 6) Engineering Technician - 75% of Full-Time
- 7) Finance Technician - 75% of Full-Time
- 8) Government Accountant I - 75% of Full-Time
- 9) Human Resources Analyst - 75% of Full-Time
- 10) Public Works Administrative Analyst - 75% of Full-Time
- 11) Senior Government Accountant - 75% of Full-Time
- 12) Senior Planner - 50% of Full-Time

**RESOLUTION NO. \_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL ESTABLISHING A CITY OF FORT BRAGG MASTER SALARY RATE COMPENSATION PLAN CONFIRMING THE PAY RATES/RANGES FOR ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS EFFECTIVE MAY 10, 2020**

**WHEREAS**, the Fort Bragg City Council approves all salary schedules which include classification titles and compensation rates; and

**WHEREAS**, the establishment of this Resolution meets the requirements of California Code of Regulations Section 570.5 as confirmed by CalPERS; and

**WHEREAS**, the Fort Bragg City Council approved the latest salary schedules through Resolution 4239-2020, adopted on March 9, 2020, which established salary schedules for all employees; 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**, the City, County and State economies have been significantly impacted by the shutdown of nonessential businesses; and

**WHEREAS**, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

**WHEREAS**, the California Public Employees' Retirement System code requires the City to have a publicly adopted and posted salary schedule;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby adopt the City of Fort Bragg Master Salary Rate Compensation Plan as presented in "Exhibit A" attached hereto, effective May 10, 2020.

**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 26th day of May, 2020, by the following vote:**

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

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**WILLIAM V. LEE**  
Mayor

**ATTEST:**

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**June Lemos, CMC**  
City Clerk

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Administrative Assistant - Administration (FBEO)</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,793.60	1,883.20	1,977.60	2,076.80	2,180.80
Monthly				3,886.13	4,080.27	4,284.80	4,499.73	4,725.07
Annual				46,633.60	48,963.20	51,417.60	53,996.80	56,700.80
<b>Administrative Assistant - Administration (FBEO) - 75% Full-Time</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,345.20	1,412.40	1,483.20	1,557.60	1,635.60
Monthly				2,914.60	3,060.20	3,213.60	3,374.80	3,543.80
Annual				34,975.20	36,722.40	38,563.20	40,497.60	42,525.60
<b>Administrative Assistant - Community Development (FBEO)</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,793.60	1,883.20	1,977.60	2,076.80	2,180.80
Monthly				3,886.13	4,080.27	4,284.80	4,499.73	4,725.07
Annual				46,633.60	48,963.20	51,417.60	53,996.80	56,700.80
<b>Administrative Assistant - Community Development (FBEO) - 50% Full-Time</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				896.80	941.60	988.80	1,038.40	1,090.40
Monthly				1,943.07	2,040.13	2,142.40	2,249.87	2,362.53
Annual				23,316.80	24,481.60	25,708.80	26,998.40	28,350.40
<b>Administrative Supervisor - Police (Confidential/Restricted; Non-Bargaining)</b>								
Hourly				26.71	28.04	29.44	30.91	32.46
Bi-Weekly				2,136.41	2,243.20	2,355.20	2,472.80	2,596.80
Monthly				4,628.88	4,860.27	5,102.93	5,357.73	5,626.40
Annual				55,546.57	58,323.20	61,235.20	64,292.80	67,516.80
<b>Assistant Director of Public Works (Mid-Management; Non-Bargaining)</b>								
Hourly				38.98	40.93	42.98	45.13	47.39
Bi-Weekly				3,118.40	3,274.40	3,438.40	3,610.40	3,791.20
Monthly				6,756.53	7,094.53	7,449.87	7,822.53	8,214.27
Annual				81,078.40	85,134.40	89,398.40	93,870.40	98,571.20
<b>Assistant City Engineer (FBEO)</b>								
Hourly				30.27	31.78	33.37	35.04	36.79
Bi-Weekly				2,421.60	2,542.40	2,669.60	2,803.20	2,943.20
Monthly				5,246.80	5,508.53	5,784.13	6,073.60	6,376.93
Annual				62,961.60	66,102.40	69,409.60	72,883.20	76,523.20
<b>Assistant City Engineer (FBEO) - 75% Full-Time</b>								
Hourly				30.27	31.78	33.37	35.04	36.79
Bi-Weekly				1,816.20	1,906.80	2,002.20	2,102.40	2,207.40
Monthly				3,935.10	4,131.40	4,338.10	4,555.20	4,782.70
Annual				47,221.20	49,576.80	52,057.20	54,662.40	57,392.40



# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Assistant Planner (FBEO)</b>								
Hourly				28.84	30.28	31.79	33.38	35.05
Bi-Weekly				2,307.20	2,422.40	2,543.20	2,670.40	2,804.00
Monthly				4,998.93	5,248.53	5,510.27	5,785.87	6,075.33
Annual				59,987.20	62,982.40	66,123.20	69,430.40	72,904.00
<b>Assistant to the City Manager (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Associate Planner (FBEO)</b>								
Hourly				29.86	31.35	32.92	34.57	36.30
Bi-Weekly				2,388.80	2,508.00	2,633.60	2,765.60	2,904.00
Monthly				5,175.73	5,434.00	5,706.13	5,992.13	6,292.00
Annual				62,108.80	65,208.00	68,473.60	71,905.60	75,504.00
<b>City Clerk (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>City Clerk (Mid-Management; Non-Bargaining) - 75% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,010.60	2,111.40	2,217.00	2,328.00	2,444.40
Monthly				4,356.30	4,574.70	4,803.50	5,044.00	5,296.20
Annual				52,275.60	54,896.40	57,642.00	60,528.00	63,554.40
<b>City Councilmember (Elected)</b>								
Hourly								
Bi-Weekly				138.46				
Monthly				300.00				
Annual				3,600.00	Plus \$100/mo for Special District Meeting			
<b>City Manager (Executive; At Will; Contract)</b>								
Hourly				73.37				
Bi-Weekly				5,869.60				
Monthly				12,717.47				
Annual				152,609.60				
<b>Community Services Officer (FBPA)</b>								
Hourly				20.59	21.62	22.70	23.84	25.03
Bi-Weekly				1,647.20	1,729.60	1,816.00	1,907.20	2,002.40
Monthly				3,568.93	3,747.47	3,934.67	4,132.27	4,338.53
Annual				42,827.20	44,969.60	47,216.00	49,587.20	52,062.40

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Construction Project Manager (Mid-Management; Non-Bargaining)</b>								
Hourly				38.98	40.93	42.98	45.13	47.39
Bi-Weekly				3,118.40	3,274.40	3,438.40	3,610.40	3,791.20
Monthly				6,756.53	7,094.53	7,449.87	7,822.53	8,214.27
Annual				81,078.40	85,134.40	89,398.40	93,870.40	98,571.20
<b>Director - Community Development Department (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Director - Finance Department/City Treasurer (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Director - Finance Department/City Treasurer (Executive; At Will) - 75% Full-Time</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				2,746.20	2,883.60	3,027.60	3,178.80	3,337.80
Monthly				5,950.10	6,247.80	6,559.80	6,887.40	7,231.90
Annual				71,401.20	74,973.60	78,717.60	82,648.80	86,782.80
<b>Director of Public Works (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Engineering Technician (FBEO)</b>								
Hourly				27.46	28.83	30.27	31.78	33.37
Bi-Weekly				2,196.80	2,306.40	2,421.60	2,542.40	2,669.60
Monthly				4,759.73	4,997.20	5,246.80	5,508.53	5,784.13
Annual				57,116.80	59,966.40	62,961.60	66,102.40	69,409.60
<b>Engineering Technician (FBEO) - 75% Full-Time</b>								
Hourly				27.46	28.83	30.27	31.78	33.37
Bi-Weekly				1,647.60	1,729.80	1,816.20	1,906.80	2,002.20
Monthly				3,569.80	3,747.90	3,935.10	4,131.40	4,338.10
Annual				42,837.60	44,974.80	47,221.20	49,576.80	52,057.20
<b>Environmental Compliance Coordinator (FBEO)</b>								
Hourly				31.76	33.35	35.02	36.77	38.61
Bi-Weekly				2,540.80	2,668.00	2,801.60	2,941.60	3,088.80
Monthly				5,505.07	5,780.67	6,070.13	6,373.47	6,692.40
Annual				66,060.80	69,368.00	72,841.60	76,481.60	80,308.80

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Finance Technician I (FBEO)</b>								
Hourly				20.21	21.22	22.28	23.39	24.56
Bi-Weekly				1,616.80	1,697.60	1,782.40	1,871.20	1,964.80
Monthly				3,503.07	3,678.13	3,861.87	4,054.27	4,257.07
Annual				42,036.80	44,137.60	46,342.40	48,651.20	51,084.80
<b>Finance Technician II (FBEO)</b>								
Hourly				22.28	23.39	24.56	25.79	27.08
Bi-Weekly				1,782.40	1,871.20	1,964.80	2,063.20	2,166.40
Monthly				3,861.87	4,054.27	4,257.07	4,470.27	4,693.87
Annual				46,342.40	48,651.20	51,084.80	53,643.20	56,326.40
<b>Finance Technician II (FBEO) - 75% Full-Time</b>								
Hourly				22.28	23.39	24.56	25.79	27.08
Bi-Weekly				1,336.80	1,403.40	1,473.60	1,547.40	1,624.80
Monthly				2,896.40	3,040.70	3,192.80	3,352.70	3,520.40
Annual				34,756.80	36,488.40	38,313.60	40,232.40	42,244.80
<b>Finance Technician III (FBEO)</b>								
Hourly				24.56	25.79	27.08	28.43	29.85
Bi-Weekly				1,964.80	2,063.20	2,166.40	2,274.40	2,388.00
Monthly				4,257.07	4,470.27	4,693.87	4,927.87	5,174.00
Annual				51,084.80	53,643.20	56,326.40	59,134.40	62,088.00
<b>Government Accountant I (FBEO)</b>								
Hourly				27.08	28.43	29.85	31.34	32.91
Bi-Weekly				2,166.40	2,274.40	2,388.00	2,507.20	2,632.80
Monthly				4,693.87	4,927.87	5,174.00	5,432.27	5,704.40
Annual				56,326.40	59,134.40	62,088.00	65,187.20	68,452.80
<b>Government Accountant I (FBEO) - 75% Full-Time</b>								
Hourly				27.08	28.43	29.85	31.34	32.91
Bi-Weekly				1,624.80	1,705.80	1,791.00	1,880.40	1,974.60
Monthly				3,520.40	3,695.90	3,880.50	4,074.20	4,278.30
Annual				42,244.80	44,350.80	46,566.00	48,890.40	51,339.60
<b>Housing and Economic Development Coordinator (Confidential; Non-Bargaining)</b>								
Hourly				30.28	31.79	33.38	35.05	36.80
Bi-Weekly				2,422.40	2,543.20	2,670.40	2,804.00	2,944.00
Monthly				5,248.53	5,510.27	5,785.87	6,075.33	6,378.67
Annual				62,982.40	66,123.20	69,430.40	72,904.00	76,544.00
<b>Human Resources Analyst (Confidential; Non-Bargaining)</b>								
Hourly				24.32	25.54	26.82	28.16	29.57
Bi-Weekly				1,945.60	2,043.20	2,145.60	2,252.80	2,365.60
Monthly				4,215.47	4,426.93	4,648.80	4,881.07	5,125.47
Annual				50,585.60	53,123.20	55,785.60	58,572.80	61,505.60

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Human Resources Analyst (Confidential; Non-Bargaining) - 75% Full-Time</b>					
Hourly	24.32	25.54	26.82	28.16	29.57
Bi-Weekly	1,459.20	1,532.40	1,609.20	1,689.60	1,774.20
Monthly	3,161.60	3,320.20	3,486.60	3,660.80	3,844.10
Annual	37,939.20	39,842.40	41,839.20	43,929.60	46,129.20
<b>Laborer (Part-time, Less than 20 hours week; Non-Bargaining)</b>					
Hourly	18.00				
<b>Maintenance Worker I (FBEO)</b>					
Hourly	16.28	17.09	17.94	18.84	19.78
Bi-Weekly	1,302.40	1,367.20	1,435.20	1,507.20	1,582.40
Monthly	2,821.87	2,962.27	3,109.60	3,265.60	3,428.53
Annual	33,862.40	35,547.20	37,315.20	39,187.20	41,142.40
<b>Maintenance Worker II (FBEO)</b>					
Hourly	21.53	22.61	23.74	24.93	26.18
Bi-Weekly	1,722.40	1,808.80	1,899.20	1,994.40	2,094.40
Monthly	3,731.87	3,919.07	4,114.93	4,321.20	4,537.87
Annual	44,782.40	47,028.80	49,379.20	51,854.40	54,454.40
<b>Maintenance Worker III (FBEO)</b>					
Hourly	22.60	23.73	24.92	26.17	27.48
Bi-Weekly	1,808.00	1,898.40	1,993.60	2,093.60	2,198.40
Monthly	3,917.33	4,113.20	4,319.47	4,536.13	4,763.20
Annual	47,008.00	49,358.40	51,833.60	54,433.60	57,158.40
<b>Maintenance Worker IV (FBEO)</b>					
Hourly	23.73	24.92	26.17	27.48	28.85
Bi-Weekly	1,898.40	1,993.60	2,093.60	2,198.40	2,308.00
Monthly	4,113.20	4,319.47	4,536.13	4,763.20	5,000.67
Annual	49,358.40	51,833.60	54,433.60	57,158.40	60,008.00
<b>Maintenance Worker Lead (FBEO)</b>					
Hourly	26.10	27.41	28.78	30.22	31.73
Bi-Weekly	2,088.00	2,192.80	2,302.40	2,417.60	2,538.40
Monthly	4,524.00	4,751.07	4,988.53	5,238.13	5,499.87
Annual	54,288.00	57,012.80	59,862.40	62,857.60	65,998.40
<b>Mechanic (FBEO)</b>					
Hourly	24.32	25.54	26.82	28.16	29.57
Bi-Weekly	1,945.60	2,043.20	2,145.60	2,252.80	2,365.60
Monthly	4,215.47	4,426.93	4,648.80	4,881.07	5,125.47
Annual	50,585.60	53,123.20	55,785.60	58,572.80	61,505.60
<b>Office Assistant (Temporary Position)</b>					
Hourly	15.00				

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Police Chief (Executive; At Will)</b>								
Hourly				58.14	61.05	64.10	67.31	70.68
Bi-Weekly				4,651.20	4,884.00	5,128.00	5,384.80	5,654.40
Monthly				10,077.60	10,582.00	11,110.67	11,667.07	12,251.20
Annual				120,931.20	126,984.00	133,328.00	140,004.80	147,014.40
<b>Interim Police Chief (Temporary Executive; At Will)</b>								
Hourly				58.14	61.05	64.10	67.31	70.68
<b>Police Sergeant Basic POST (FBPA)</b>								
Hourly				34.92	36.67	38.50	40.43	42.45
Bi-Weekly				2,793.60	2,933.60	3,080.00	3,234.40	3,396.00
Monthly				6,052.85	6,356.13	6,673.33	7,007.87	7,358.00
Annual				72,634.26	76,273.60	80,080.00	84,094.40	88,296.00
<b>Police Sergeant Intermediate POST (FBPA)</b>								
Hourly				36.83	38.68	40.61	42.64	44.77
Bi-Weekly				2,946.72	3,094.40	3,248.80	3,411.20	3,581.60
Monthly				6,384.57	6,704.53	7,039.07	7,390.93	7,760.13
Annual				76,614.81	80,454.40	84,468.80	88,691.20	93,121.60
<b>Police Sergeant Advance POST (FBPA)</b>								
Hourly				38.93	40.87	42.91	45.06	47.31
Bi-Weekly				3,114.12	3,269.60	3,432.80	3,604.80	3,784.80
Monthly				6,747.27	7,084.13	7,437.73	7,810.40	8,200.40
Annual				80,697.18	85,009.60	89,252.80	93,724.80	98,404.80
<b>Police Officer Basic POST (FBPA)</b>								
Hourly				28.92	30.36	31.88	33.47	35.14
Bi-Weekly				2,313.40	2,428.80	2,550.40	2,677.60	2,811.20
Monthly				5,012.38	5,262.40	5,525.87	5,801.47	6,090.93
Annual				60,148.50	63,148.80	66,310.40	69,617.60	73,091.20
<b>Police Officer Intermediate POST (FBPA)</b>								
Hourly				30.37	31.89	33.48	35.15	36.91
Bi-Weekly				2,429.88	2,551.20	2,678.40	2,812.00	2,952.80
Monthly				5,264.73	5,527.60	5,803.20	6,092.67	6,397.73
Annual				63,176.78	66,331.20	69,638.40	73,112.00	76,772.80
<b>Police Officer Advance POST (FBPA)</b>								
Hourly				31.86	33.45	35.12	36.88	38.72
Bi-Weekly				2,548.88	2,676.00	2,809.60	2,950.40	3,097.60
Monthly				5,522.57	5,798.00	6,087.47	6,392.53	6,711.47
Annual				66,270.88	69,576.00	73,049.60	76,710.40	80,537.60
<b>Police Recruit (1040 hours; FBPA)</b>								
Hourly				22.25				
Bi-Weekly				1,779.67				
Monthly				3,855.96				
Annual				23,135.76				

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Police Services Technician (FBPA)</b>								
Hourly				19.81	20.80	21.84	22.93	24.08
Bi-Weekly				1,584.80	1,664.00	1,747.20	1,834.40	1,926.40
Monthly				3,433.73	3,605.33	3,785.60	3,974.53	4,173.87
Annual				41,204.80	43,264.00	45,427.20	47,694.40	50,086.40
<b>Police Services Transporter: (Part-Time/On-Call, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				16.00				
<b>Public Works Administrative Analyst (FBEO)</b>								
Hourly				23.08	24.23	25.44	26.71	28.05
Bi -Weekly				1,846.40	1,938.40	2,035.20	2,136.80	2,244.00
Monthly				4,000.53	4,199.87	4,409.60	4,629.73	4,862.00
Annual				48,006.40	50,398.40	52,915.20	55,556.80	58,344.00
<b>Public Works Administrative Analyst (FBEO) - 75% Full-Time</b>								
Hourly				23.08	24.23	25.44	26.71	28.05
Bi -Weekly				1,384.80	1,453.80	1,526.40	1,602.60	1,683.00
Monthly				3,000.40	3,149.90	3,307.20	3,472.30	3,646.50
Annual				36,004.80	37,798.80	39,686.40	41,667.60	43,758.00
<b>Seasonal: Laborer (1000 Maximum Annual Hours; Non-Bargaining)</b>								
Hourly				14.00				
<b>Seasonal: Parking Enforcement Attendant (Part-Time, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				16.00				
<b>Senior Government Accountant (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi -Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Senior Government Accountant (Mid-Management; Non-Bargaining) - 75% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi -Weekly				2,010.60	2,111.40	2,217.00	2,328.00	2,444.40
Monthly				4,356.30	4,574.70	4,803.50	5,044.00	5,296.20
Annual				52,275.60	54,896.40	57,642.00	60,528.00	63,554.40
<b>Senior Planner (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Senior Planner (Mid-Management; Non-Bargaining)- 50% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				1,340.40	1,407.60	1,478.00	1,552.00	1,629.60
Monthly				2,904.20	3,049.80	3,202.33	3,362.67	3,530.80
Annual				34,850.40	36,597.60	38,428.00	40,352.00	42,369.60

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-10-2020 Resolution XXXX-2020 Reduction of Hours Furlough of Certain Employees

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Special Projects Assistant (80%, Part-Time; Non-Bargaining)</b>								
Hourly				23.25	24.41	25.63	26.91	28.26
Bi-Weekly				1,488.00	1,562.24	1,640.32	1,722.24	1,808.64
Monthly				3,224.00	3,384.85	3,554.03	3,731.52	3,918.72
Annual				38,688.00	40,618.24	42,648.32	44,778.24	47,024.64
<b>Systems Analyst - Lead (Confidential; Non-Bargaining)</b>								
Hourly				30.28	31.79	33.38	35.05	36.80
Bi-Weekly				2,422.40	2,543.20	2,670.40	2,804.00	2,944.00
Monthly				5,248.53	5,510.27	5,785.87	6,075.33	6,378.67
Annual				62,982.40	66,123.20	69,430.40	72,904.00	76,544.00
<b>Systems Analyst (Part-Time, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				29.52				
<b>Systems Technician (FBEO)</b>								
Hourly				20.77	21.81	22.90	24.05	25.25
Bi-Weekly				1,661.60	1,744.80	1,832.00	1,924.00	2,020.00
Monthly				3,600.13	3,780.40	3,969.33	4,168.67	4,376.67
Annual				43,201.60	45,364.80	47,632.00	50,024.00	52,520.00
<b>Treatment Plant Operator-in-Training (FBEO)</b>								
Hourly				18.46	19.38	20.35	21.37	22.44
Bi-Weekly				1,476.80	1,550.40	1,628.00	1,709.60	1,795.20
Monthly				3,199.73	3,359.20	3,527.33	3,704.13	3,889.60
Annual				38,396.80	40,310.40	42,328.00	44,449.60	46,675.20
<b>Treatment Plant Operator I (FBEO)</b>								
Hourly				22.92	24.07	25.27	26.53	27.86
Bi-Weekly				1,833.60	1,925.60	2,021.60	2,122.40	2,228.80
Monthly				3,972.80	4,172.13	4,380.13	4,598.53	4,829.07
Annual				47,673.60	50,065.60	52,561.60	55,182.40	57,948.80
<b>Treatment Plant Operator II (FBEO)</b>								
Hourly				24.07	25.27	26.53	27.86	29.25
Biweekly				1,925.60	2,021.60	2,122.40	2,228.80	2,340.00
Monthly				4,172.13	4,380.13	4,598.53	4,829.07	5,070.00
Annual				50,065.60	52,561.60	55,182.40	57,948.80	60,840.00
<b>Treatment Plant Operator - Wastewater, Lead (FBEO)</b>								
Hourly				27.68	29.06	30.51	32.04	33.64
Biweekly				2,214.40	2,324.80	2,440.80	2,563.20	2,691.20
Monthly				4,797.87	5,037.07	5,288.40	5,553.60	5,830.93
Annual				57,574.40	60,444.80	63,460.80	66,643.20	69,971.20
<b>Treatment Plant Operator - Water, Collection and Distribution, Lead (FBEO)</b>								
Hourly				29.06	30.51	32.04	33.64	35.32
Biweekly				2,324.80	2,440.80	2,563.20	2,691.20	2,825.60
Monthly				5,037.07	5,288.40	5,553.60	5,830.93	6,122.13
Annual				60,444.80	63,460.80	66,643.20	69,971.20	73,465.60



# City of Fort Bragg

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

## Text File

File Number: 20-734

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5D.

Adopt City Council Resolution Modifying the City's Compensation Plan and Confirming the Pay/Rates/Ranges for All City of Fort Bragg Established Classifications Effective May 24, 2020  
The City Council approves all salary schedules which include classification titles and pay rates/ranges at the time a Memorandum of Understanding (MOU) for each bargaining unit is approved; when updates to the compensation and benefits for unrepresented employees are approved; or when specific wage and/or classification title adjustments are needed. The City has a long-standing practice of posting these approved salary schedules on the City website as well as having copies available upon request. The California Public Employees' Retirement Code requires the City to have a publicly adopted and posted Compensation Schedule.

The City Council will approve a voluntary salary reduction for the City Manager by approving a First Amendment to the City Manager Employment Agreement. The revised salary is reflected in the attached Exhibit A to the Resolution.



**RESOLUTION NO. \_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL ESTABLISHING A CITY OF FORT BRAGG MASTER SALARY RATE COMPENSATION PLAN CONFIRMING THE PAY RATES/RANGES FOR ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS EFFECTIVE MAY 24, 2020**

**WHEREAS**, the Fort Bragg City Council approves all salary schedules which include classification titles and compensation rates; and

**WHEREAS**, the establishment of this Resolution meets the requirements of California Code of Regulations Section 570.5 as confirmed by CalPERS; and

**WHEREAS**, the Fort Bragg City Council approved the latest salary schedules through Resolution 4239-2020, adopted on March 9, 2020, which established salary schedules for all employees; 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**, the City, County and State economies have been significantly impacted by the shutdown of nonessential businesses; and

**WHEREAS**, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

**WHEREAS**, the City Manager volunteered to reduce her annual salary; and

**WHEREAS**, the California Public Employees' Retirement System code requires the City to have a publicly adopted and posted salary schedule;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby adopt the City of Fort Bragg Master Salary Rate Compensation Plan as presented in "Exhibit A" attached hereto, effective May 24, 2020.

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 26th day of May, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

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**WILLIAM V. LEE**  
Mayor

**ATTEST:**

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**June Lemos, CMC**  
City Clerk

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Administrative Assistant - Administration (FBEO)</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,793.60	1,883.20	1,977.60	2,076.80	2,180.80
Monthly				3,886.13	4,080.27	4,284.80	4,499.73	4,725.07
Annual				46,633.60	48,963.20	51,417.60	53,996.80	56,700.80
<b>Administrative Assistant - Administration (FBEO) - 75% Full-Time</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,345.20	1,412.40	1,483.20	1,557.60	1,635.60
Monthly				2,914.60	3,060.20	3,213.60	3,374.80	3,543.80
Annual				34,975.20	36,722.40	38,563.20	40,497.60	42,525.60
<b>Administrative Assistant - Community Development (FBEO)</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				1,793.60	1,883.20	1,977.60	2,076.80	2,180.80
Monthly				3,886.13	4,080.27	4,284.80	4,499.73	4,725.07
Annual				46,633.60	48,963.20	51,417.60	53,996.80	56,700.80
<b>Administrative Assistant - Community Development (FBEO) - 50% Full-Time</b>								
Hourly				22.42	23.54	24.72	25.96	27.26
Bi-Weekly				896.80	941.60	988.80	1,038.40	1,090.40
Monthly				1,943.07	2,040.13	2,142.40	2,249.87	2,362.53
Annual				23,316.80	24,481.60	25,708.80	26,998.40	28,350.40
<b>Administrative Supervisor - Police (Confidential/Restricted; Non-Bargaining)</b>								
Hourly				26.71	28.04	29.44	30.91	32.46
Bi-Weekly				2,136.41	2,243.20	2,355.20	2,472.80	2,596.80
Monthly				4,628.88	4,860.27	5,102.93	5,357.73	5,626.40
Annual				55,546.57	58,323.20	61,235.20	64,292.80	67,516.80
<b>Assistant Director of Public Works (Mid-Management; Non-Bargaining)</b>								
Hourly				38.98	40.93	42.98	45.13	47.39
Bi-Weekly				3,118.40	3,274.40	3,438.40	3,610.40	3,791.20
Monthly				6,756.53	7,094.53	7,449.87	7,822.53	8,214.27
Annual				81,078.40	85,134.40	89,398.40	93,870.40	98,571.20
<b>Assistant City Engineer (FBEO)</b>								
Hourly				30.27	31.78	33.37	35.04	36.79
Bi-Weekly				2,421.60	2,542.40	2,669.60	2,803.20	2,943.20
Monthly				5,246.80	5,508.53	5,784.13	6,073.60	6,376.93
Annual				62,961.60	66,102.40	69,409.60	72,883.20	76,523.20
<b>Assistant City Engineer (FBEO) - 75% Full-Time</b>								
Hourly				30.27	31.78	33.37	35.04	36.79
Bi-Weekly				1,816.20	1,906.80	2,002.20	2,102.40	2,207.40
Monthly				3,935.10	4,131.40	4,338.10	4,555.20	4,782.70
Annual				47,221.20	49,576.80	52,057.20	54,662.40	57,392.40

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Assistant Planner (FBEO)</b>								
Hourly				28.84	30.28	31.79	33.38	35.05
Bi-Weekly				2,307.20	2,422.40	2,543.20	2,670.40	2,804.00
Monthly				4,998.93	5,248.53	5,510.27	5,785.87	6,075.33
Annual				59,987.20	62,982.40	66,123.20	69,430.40	72,904.00
<b>Assistant to the City Manager (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Associate Planner (FBEO)</b>								
Hourly				29.86	31.35	32.92	34.57	36.30
Bi-Weekly				2,388.80	2,508.00	2,633.60	2,765.60	2,904.00
Monthly				5,175.73	5,434.00	5,706.13	5,992.13	6,292.00
Annual				62,108.80	65,208.00	68,473.60	71,905.60	75,504.00
<b>City Clerk (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>City Clerk (Mid-Management; Non-Bargaining) - 75% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,010.60	2,111.40	2,217.00	2,328.00	2,444.40
Monthly				4,356.30	4,574.70	4,803.50	5,044.00	5,296.20
Annual				52,275.60	54,896.40	57,642.00	60,528.00	63,554.40
<b>City Councilmember (Elected)</b>								
Hourly								
Bi-Weekly				138.46				
Monthly				300.00				
Annual				3,600.00	Plus \$100/mo for Special District Meeting			
<b>City Manager (Executive; At Will; Contract)</b>								
Hourly				73.37				
Bi-Weekly				5,869.60				
Monthly				11,883.58				
Annual				142,603.00				
<b>Community Services Officer (FBPA)</b>								
Hourly				20.59	21.62	22.70	23.84	25.03
Bi-Weekly				1,647.20	1,729.60	1,816.00	1,907.20	2,002.40
Monthly				3,568.93	3,747.47	3,934.67	4,132.27	4,338.53
Annual				42,827.20	44,969.60	47,216.00	49,587.20	52,062.40

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Construction Project Manager (Mid-Management; Non-Bargaining)</b>								
Hourly				38.98	40.93	42.98	45.13	47.39
Bi-Weekly				3,118.40	3,274.40	3,438.40	3,610.40	3,791.20
Monthly				6,756.53	7,094.53	7,449.87	7,822.53	8,214.27
Annual				81,078.40	85,134.40	89,398.40	93,870.40	98,571.20
<b>Director - Community Development Department (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Director - Finance Department/City Treasurer (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Director - Finance Department/City Treasurer (Executive; At Will) - 75% Full-Time</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				2,746.20	2,883.60	3,027.60	3,178.80	3,337.80
Monthly				5,950.10	6,247.80	6,559.80	6,887.40	7,231.90
Annual				71,401.20	74,973.60	78,717.60	82,648.80	86,782.80
<b>Director of Public Works (Executive; At Will)</b>								
Hourly				45.77	48.06	50.46	52.98	55.63
Bi-Weekly				3,661.60	3,844.80	4,036.80	4,238.40	4,450.40
Monthly				7,933.47	8,330.40	8,746.40	9,183.20	9,642.53
Annual				95,201.60	99,964.80	104,956.80	110,198.40	115,710.40
<b>Engineering Technician (FBEO)</b>								
Hourly				27.46	28.83	30.27	31.78	33.37
Bi-Weekly				2,196.80	2,306.40	2,421.60	2,542.40	2,669.60
Monthly				4,759.73	4,997.20	5,246.80	5,508.53	5,784.13
Annual				57,116.80	59,966.40	62,961.60	66,102.40	69,409.60
<b>Engineering Technician (FBEO) - 75% Full-Time</b>								
Hourly				27.46	28.83	30.27	31.78	33.37
Bi-Weekly				1,647.60	1,729.80	1,816.20	1,906.80	2,002.20
Monthly				3,569.80	3,747.90	3,935.10	4,131.40	4,338.10
Annual				42,837.60	44,974.80	47,221.20	49,576.80	52,057.20
<b>Environmental Compliance Coordinator (FBEO)</b>								
Hourly				31.76	33.35	35.02	36.77	38.61
Bi-Weekly				2,540.80	2,668.00	2,801.60	2,941.60	3,088.80
Monthly				5,505.07	5,780.67	6,070.13	6,373.47	6,692.40
Annual				66,060.80	69,368.00	72,841.60	76,481.60	80,308.80

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Finance Technician I (FBEO)</b>								
Hourly				20.21	21.22	22.28	23.39	24.56
Bi-Weekly				1,616.80	1,697.60	1,782.40	1,871.20	1,964.80
Monthly				3,503.07	3,678.13	3,861.87	4,054.27	4,257.07
Annual				42,036.80	44,137.60	46,342.40	48,651.20	51,084.80
<b>Finance Technician II (FBEO)</b>								
Hourly				22.28	23.39	24.56	25.79	27.08
Bi-Weekly				1,782.40	1,871.20	1,964.80	2,063.20	2,166.40
Monthly				3,861.87	4,054.27	4,257.07	4,470.27	4,693.87
Annual				46,342.40	48,651.20	51,084.80	53,643.20	56,326.40
<b>Finance Technician II (FBEO) - 75% Full-Time</b>								
Hourly				22.28	23.39	24.56	25.79	27.08
Bi-Weekly				1,336.80	1,403.40	1,473.60	1,547.40	1,624.80
Monthly				2,896.40	3,040.70	3,192.80	3,352.70	3,520.40
Annual				34,756.80	36,488.40	38,313.60	40,232.40	42,244.80
<b>Finance Technician III (FBEO)</b>								
Hourly				24.56	25.79	27.08	28.43	29.85
Bi-Weekly				1,964.80	2,063.20	2,166.40	2,274.40	2,388.00
Monthly				4,257.07	4,470.27	4,693.87	4,927.87	5,174.00
Annual				51,084.80	53,643.20	56,326.40	59,134.40	62,088.00
<b>Government Accountant I (FBEO)</b>								
Hourly				27.08	28.43	29.85	31.34	32.91
Bi-Weekly				2,166.40	2,274.40	2,388.00	2,507.20	2,632.80
Monthly				4,693.87	4,927.87	5,174.00	5,432.27	5,704.40
Annual				56,326.40	59,134.40	62,088.00	65,187.20	68,452.80
<b>Government Accountant I (FBEO) - 75% Full-Time</b>								
Hourly				27.08	28.43	29.85	31.34	32.91
Bi-Weekly				1,624.80	1,705.80	1,791.00	1,880.40	1,974.60
Monthly				3,520.40	3,695.90	3,880.50	4,074.20	4,278.30
Annual				42,244.80	44,350.80	46,566.00	48,890.40	51,339.60
<b>Housing and Economic Development Coordinator (Confidential; Non-Bargaining)</b>								
Hourly				30.28	31.79	33.38	35.05	36.80
Bi-Weekly				2,422.40	2,543.20	2,670.40	2,804.00	2,944.00
Monthly				5,248.53	5,510.27	5,785.87	6,075.33	6,378.67
Annual				62,982.40	66,123.20	69,430.40	72,904.00	76,544.00
<b>Human Resources Analyst (Confidential; Non-Bargaining)</b>								
Hourly				24.32	25.54	26.82	28.16	29.57
Bi-Weekly				1,945.60	2,043.20	2,145.60	2,252.80	2,365.60
Monthly				4,215.47	4,426.93	4,648.80	4,881.07	5,125.47
Annual				50,585.60	53,123.20	55,785.60	58,572.80	61,505.60

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Human Resources Analyst (Confidential; Non-Bargaining) - 75% Full-Time</b>								
Hourly				24.32	25.54	26.82	28.16	29.57
Bi-Weekly				1,459.20	1,532.40	1,609.20	1,689.60	1,774.20
Monthly				3,161.60	3,320.20	3,486.60	3,660.80	3,844.10
Annual				37,939.20	39,842.40	41,839.20	43,929.60	46,129.20
<b>Laborer (Part-time, Less than 20 hours week; Non-Bargaining)</b>								
Hourly				18.00				
<b>Maintenance Worker I (FBEO)</b>								
Hourly				16.28	17.09	17.94	18.84	19.78
Bi-Weekly				1,302.40	1,367.20	1,435.20	1,507.20	1,582.40
Monthly				2,821.87	2,962.27	3,109.60	3,265.60	3,428.53
Annual				33,862.40	35,547.20	37,315.20	39,187.20	41,142.40
<b>Maintenance Worker II (FBEO)</b>								
Hourly				21.53	22.61	23.74	24.93	26.18
Bi-Weekly				1,722.40	1,808.80	1,899.20	1,994.40	2,094.40
Monthly				3,731.87	3,919.07	4,114.93	4,321.20	4,537.87
Annual				44,782.40	47,028.80	49,379.20	51,854.40	54,454.40
<b>Maintenance Worker III (FBEO)</b>								
Hourly				22.60	23.73	24.92	26.17	27.48
Bi-Weekly				1,808.00	1,898.40	1,993.60	2,093.60	2,198.40
Monthly				3,917.33	4,113.20	4,319.47	4,536.13	4,763.20
Annual				47,008.00	49,358.40	51,833.60	54,433.60	57,158.40
<b>Maintenance Worker IV (FBEO)</b>								
Hourly				23.73	24.92	26.17	27.48	28.85
Bi-Weekly				1,898.40	1,993.60	2,093.60	2,198.40	2,308.00
Monthly				4,113.20	4,319.47	4,536.13	4,763.20	5,000.67
Annual				49,358.40	51,833.60	54,433.60	57,158.40	60,008.00
<b>Maintenance Worker Lead (FBEO)</b>								
Hourly				26.10	27.41	28.78	30.22	31.73
Bi-Weekly				2,088.00	2,192.80	2,302.40	2,417.60	2,538.40
Monthly				4,524.00	4,751.07	4,988.53	5,238.13	5,499.87
Annual				54,288.00	57,012.80	59,862.40	62,857.60	65,998.40
<b>Mechanic (FBEO)</b>								
Hourly				24.32	25.54	26.82	28.16	29.57
Bi-Weekly				1,945.60	2,043.20	2,145.60	2,252.80	2,365.60
Monthly				4,215.47	4,426.93	4,648.80	4,881.07	5,125.47
Annual				50,585.60	53,123.20	55,785.60	58,572.80	61,505.60
<b>Office Assistant (Temporary Position)</b>								
Hourly				15.00				

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Police Chief (Executive; At Will)</b>								
Hourly				58.14	61.05	64.10	67.31	70.68
Bi-Weekly				4,651.20	4,884.00	5,128.00	5,384.80	5,654.40
Monthly				10,077.60	10,582.00	11,110.67	11,667.07	12,251.20
Annual				120,931.20	126,984.00	133,328.00	140,004.80	147,014.40
<b>Interim Police Chief (Temporary Executive; At Will)</b>								
Hourly				58.14	61.05	64.10	67.31	70.68
<b>Police Sergeant Basic POST (FBPA)</b>								
Hourly				34.92	36.67	38.50	40.43	42.45
Bi-Weekly				2,793.60	2,933.60	3,080.00	3,234.40	3,396.00
Monthly				6,052.85	6,356.13	6,673.33	7,007.87	7,358.00
Annual				72,634.26	76,273.60	80,080.00	84,094.40	88,296.00
<b>Police Sergeant Intermediate POST (FBPA)</b>								
Hourly				36.83	38.68	40.61	42.64	44.77
Bi-Weekly				2,946.72	3,094.40	3,248.80	3,411.20	3,581.60
Monthly				6,384.57	6,704.53	7,039.07	7,390.93	7,760.13
Annual				76,614.81	80,454.40	84,468.80	88,691.20	93,121.60
<b>Police Sergeant Advance POST (FBPA)</b>								
Hourly				38.93	40.87	42.91	45.06	47.31
Bi-Weekly				3,114.12	3,269.60	3,432.80	3,604.80	3,784.80
Monthly				6,747.27	7,084.13	7,437.73	7,810.40	8,200.40
Annual				80,697.18	85,009.60	89,252.80	93,724.80	98,404.80
<b>Police Officer Basic POST (FBPA)</b>								
Hourly				28.92	30.36	31.88	33.47	35.14
Bi-Weekly				2,313.40	2,428.80	2,550.40	2,677.60	2,811.20
Monthly				5,012.38	5,262.40	5,525.87	5,801.47	6,090.93
Annual				60,148.50	63,148.80	66,310.40	69,617.60	73,091.20
<b>Police Officer Intermediate POST (FBPA)</b>								
Hourly				30.37	31.89	33.48	35.15	36.91
Bi-Weekly				2,429.88	2,551.20	2,678.40	2,812.00	2,952.80
Monthly				5,264.73	5,527.60	5,803.20	6,092.67	6,397.73
Annual				63,176.78	66,331.20	69,638.40	73,112.00	76,772.80
<b>Police Officer Advance POST (FBPA)</b>								
Hourly				31.86	33.45	35.12	36.88	38.72
Bi-Weekly				2,548.88	2,676.00	2,809.60	2,950.40	3,097.60
Monthly				5,522.57	5,798.00	6,087.47	6,392.53	6,711.47
Annual				66,270.88	69,576.00	73,049.60	76,710.40	80,537.60
<b>Police Recruit (1040 hours; FBPA)</b>								
Hourly				22.25				
Bi-Weekly				1,779.67				
Monthly				3,855.96				
Annual				23,135.76				



# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Police Services Technician (FBPA)</b>								
Hourly				19.81	20.80	21.84	22.93	24.08
Bi-Weekly				1,584.80	1,664.00	1,747.20	1,834.40	1,926.40
Monthly				3,433.73	3,605.33	3,785.60	3,974.53	4,173.87
Annual				41,204.80	43,264.00	45,427.20	47,694.40	50,086.40
<b>Police Services Transporter: (Part-Time/On-Call, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				16.00				
<b>Public Works Administrative Analyst (FBEO)</b>								
Hourly				23.08	24.23	25.44	26.71	28.05
Bi -Weekly				1,846.40	1,938.40	2,035.20	2,136.80	2,244.00
Monthly				4,000.53	4,199.87	4,409.60	4,629.73	4,862.00
Annual				48,006.40	50,398.40	52,915.20	55,556.80	58,344.00
<b>Public Works Administrative Analyst (FBEO) - 75% Full-Time</b>								
Hourly				23.08	24.23	25.44	26.71	28.05
Bi -Weekly				1,384.80	1,453.80	1,526.40	1,602.60	1,683.00
Monthly				3,000.40	3,149.90	3,307.20	3,472.30	3,646.50
Annual				36,004.80	37,798.80	39,686.40	41,667.60	43,758.00
<b>Seasonal: Laborer (1000 Maximum Annual Hours; Non-Bargaining)</b>								
Hourly				14.00				
<b>Seasonal: Parking Enforcement Attendant (Part-Time, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				16.00				
<b>Senior Government Accountant (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi -Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Senior Government Accountant (Mid-Management; Non-Bargaining) - 75% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi -Weekly				2,010.60	2,111.40	2,217.00	2,328.00	2,444.40
Monthly				4,356.30	4,574.70	4,803.50	5,044.00	5,296.20
Annual				52,275.60	54,896.40	57,642.00	60,528.00	63,554.40
<b>Senior Planner (Mid-Management; Non-Bargaining)</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				2,680.80	2,815.20	2,956.00	3,104.00	3,259.20
Monthly				5,808.40	6,099.60	6,404.67	6,725.33	7,061.60
Annual				69,700.80	73,195.20	76,856.00	80,704.00	84,739.20
<b>Senior Planner (Mid-Management; Non-Bargaining)- 50% Full-Time</b>								
Hourly				33.51	35.19	36.95	38.80	40.74
Bi-Weekly				1,340.40	1,407.60	1,478.00	1,552.00	1,629.60
Monthly				2,904.20	3,049.80	3,202.33	3,362.67	3,530.80
Annual				34,850.40	36,597.60	38,428.00	40,352.00	42,369.60

# CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 5-24-2020 Resolution XXXX-2020 Voluntary Salary Reduction City Manager

				Step 1	Step 2	Step 3	Step 4	Step 5
<b>Special Projects Assistant (80%, Part-Time; Non-Bargaining)</b>								
Hourly				23.25	24.41	25.63	26.91	28.26
Bi-Weekly				1,488.00	1,562.24	1,640.32	1,722.24	1,808.64
Monthly				3,224.00	3,384.85	3,554.03	3,731.52	3,918.72
Annual				38,688.00	40,618.24	42,648.32	44,778.24	47,024.64
<b>Systems Analyst - Lead (Confidential; Non-Bargaining)</b>								
Hourly				30.28	31.79	33.38	35.05	36.80
Bi-Weekly				2,422.40	2,543.20	2,670.40	2,804.00	2,944.00
Monthly				5,248.53	5,510.27	5,785.87	6,075.33	6,378.67
Annual				62,982.40	66,123.20	69,430.40	72,904.00	76,544.00
<b>Systems Analyst (Part-Time, 1000 Max Annual Hours; Non-Bargaining)</b>								
Hourly				29.52				
<b>Systems Technician (FBEO)</b>								
Hourly				20.77	21.81	22.90	24.05	25.25
Bi-Weekly				1,661.60	1,744.80	1,832.00	1,924.00	2,020.00
Monthly				3,600.13	3,780.40	3,969.33	4,168.67	4,376.67
Annual				43,201.60	45,364.80	47,632.00	50,024.00	52,520.00
<b>Treatment Plant Operator-in-Training (FBEO)</b>								
Hourly				18.46	19.38	20.35	21.37	22.44
Bi-Weekly				1,476.80	1,550.40	1,628.00	1,709.60	1,795.20
Monthly				3,199.73	3,359.20	3,527.33	3,704.13	3,889.60
Annual				38,396.80	40,310.40	42,328.00	44,449.60	46,675.20
<b>Treatment Plant Operator I (FBEO)</b>								
Hourly				22.92	24.07	25.27	26.53	27.86
Bi-Weekly				1,833.60	1,925.60	2,021.60	2,122.40	2,228.80
Monthly				3,972.80	4,172.13	4,380.13	4,598.53	4,829.07
Annual				47,673.60	50,065.60	52,561.60	55,182.40	57,948.80
<b>Treatment Plant Operator II (FBEO)</b>								
Hourly				24.07	25.27	26.53	27.86	29.25
Biweekly				1,925.60	2,021.60	2,122.40	2,228.80	2,340.00
Monthly				4,172.13	4,380.13	4,598.53	4,829.07	5,070.00
Annual				50,065.60	52,561.60	55,182.40	57,948.80	60,840.00
<b>Treatment Plant Operator - Wastewater, Lead (FBEO)</b>								
Hourly				27.68	29.06	30.51	32.04	33.64
Biweekly				2,214.40	2,324.80	2,440.80	2,563.20	2,691.20
Monthly				4,797.87	5,037.07	5,288.40	5,553.60	5,830.93
Annual				57,574.40	60,444.80	63,460.80	66,643.20	69,971.20
<b>Treatment Plant Operator - Water, Collection and Distribution, Lead (FBEO)</b>								
Hourly				29.06	30.51	32.04	33.64	35.32
Biweekly				2,324.80	2,440.80	2,563.20	2,691.20	2,825.60
Monthly				5,037.07	5,288.40	5,553.60	5,830.93	6,122.13
Annual				60,444.80	63,460.80	66,643.20	69,971.20	73,465.60



# City of Fort Bragg

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

## Text File

File Number: 20-736

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5E.

Adopt City Council Resolution Approving Application for Funding and the Execution of Grant Agreements and Amendments from the 2019-20 Funding Year of the State CDBG Program  
On May 11, 2020, City Council gave direction to apply for five activities under the 2019-20 Community Development Block Grant Program (CDBG) through the California Department of Housing and Community Development. The City Council must adopt a Resolution authorizing application for funding and execution of agreement and any amendments for the selected activities.

**RESOLUTION NO. \_\_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL  
APPROVING APPLICATIONS FOR FUNDING AND THE EXECUTION OF  
GRANT AGREEMENTS AND ANY AMENDMENTS THERETO FROM THE  
2019-2020 FUNDING YEAR OF THE STATE CDBG PROGRAM**

**BE IT RESOLVED** by the City Council of the City of Fort Bragg as follows:

**SECTION 1:**

The City Council has reviewed and hereby approves five applications in the aggregate amount of \$1,387,452 for the following CDBG activities, pursuant to the January 2020 CDBG NOFA:

- 1. Economic Development – Business Assistance Loan Program: \$ 750,000.**
- 2. Economic Development – Microenterprise Assistance Program: \$ 117,000.**
- 3. Planning Activity – Fire Station Rehabilitation Planning Project: \$ 203,703.**
- 4. Planning Activity – Mill Site Planning: \$ 100,000.**
- 5. Code Enforcement Activity – Code Enforcement Program: \$ 216,749**

**SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$231,000 for the CDBG activities described in Section 1.

**SECTION 3:**

The City acknowledges compliance with state and federal public participation requirements in the development of this application.

**SECTION 3:**

The City hereby authorizes and directs the City Manager, or designee, to sign this application and act on the City's behalf in all matters pertaining to this application.

**SECTION 4:**

If the application is approved, the City Manager, or designee, is authorized to enter into and sign the grant agreement and any subsequent amendments thereto with the State of California for the purposes of this grant.

**SECTION 5:**

If the application is approved, the City Manager, or designee, is authorized to sign Funds Requests and other required reporting forms.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Fort Bragg held on the 26<sup>th</sup> day of May, 2020, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**

**ABSTAIN:  
RECUSED:**

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**WILLIAM V. LEE  
Mayor**

**ATTEST:**

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**June Lemos, CMC  
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: 20-738

**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5F.

Adopt Joint City Council/Improvement District Resolution Authorizing the Execution of First Amendment to the July 1, 2019 Employment Agreement for City Manager with Tabatha Miller  
On February 26, 2018, the City Council approved a City Manager Employment Agreement with Tabatha Miller with a term from March 5, 2018 to March 6, 2021. On July 8, 2019, the City Council approved a new Employment Agreement with Tabatha Miller, which provided for additional benefits and extended the term of the contract to July 1, 2022. In response to the impacts to the local economy and the City of Fort Bragg's financial outlook, City Council directed the City Manager to make expense reductions through staff layoffs and furloughs. The City Council directed the City Manager to not furlough or reduce the number of hours worked by the City Manager. The City Manager, as part of the budget reductions, suggested instead a voluntary salary reduction.

Attached to this Resolution is the First Amendment to the July 1, 2019 Employment Agreement with Tabatha Miller for the Council's consideration and approval. The First Amendment:

- 1) Reduces the salary of the City Manager from \$152,603 to \$142,603 annually.
- 2) Increases the cap or maximum number of vacation hours the City Manager may accrue from 360 to 450. This was approved by City Council on April 20, 2020 as reported out of closed session by Mayor Lee. The increased accrual limit allows the City Manager to continue to accrue vacation time without having to cash out vacation time, as provided for in the Employment Agreement, which would increase expenses or use vacation time during the COVID-19 Emergency.
- 3) Provides that if the City Manager is terminated, Severance Pay will be based on the salary prior to the voluntary reduction as will any payment for unused leave balances.

**RESOLUTION NO. \_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING THE EXECUTION OF FIRST AMENDMENT TO JULY 1, 2019 EMPLOYMENT AGREEMENT FOR CITY MANAGER WITH TABATHA MILLER**

and

**RESOLUTION NO. ID \_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT BOARD AUTHORIZING THE EXECUTION OF FIRST AMENDMENT TO JULY 1, 2019 EMPLOYMENT AGREEMENT FOR AGENCY MANAGER WITH TABATHA MILLER**

**WHEREAS**, in June, 2019, the City Council/District Board reviewed the performance, experience and qualifications of Tabatha Miller to serve as City Manager of the City and District Manager of the District and has determined on the basis of her experience and qualifications that she is knowledgeable in the field of governmental and municipal administration; and

**WHEREAS**, the City Council/District Board executed a new Employment Agreement with Tabatha Miller as City/District Manager, effective July 1, 2019 to provide for the terms and conditions of City/District Manager's employment through an employment agreement;

**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**, the City, County and State economies have been significantly impacted by the shutdown of nonessential businesses; and

**WHEREAS**, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

**WHEREAS**, the City Manager volunteered to reduce her annual salary; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Fort Bragg/District Board of the Fort Bragg Municipal Improvement District No. 1 as follows:

**Section 1.** The City Council/District Board and Tabatha Miller have agreed to the modification of the terms and conditions set forth in the City/District Manager's July 1, 2019 Employment Agreement.

**Section 2.** The City Council/District Board approve the First Amendment to the City Manager Employment Agreement, attached hereto as Exhibit "A," and incorporated herein by this reference, and authorize the Mayor to execute the First Amendment to July 1, 2019, City Manager Employment Agreement with Tabatha Miller.

The above and foregoing Resolution was introduced by Council/Board Member \_\_\_\_\_, seconded by Council/Board Member \_\_\_\_\_, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg/District Board of the Fort Bragg Municipal Improvement District No. 1 held on the 26<sup>th</sup> day of May, 2020, by the following vote:

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

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**William V. Lee**  
**Mayor/Chair**

**ATTEST:**

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**June Lemos, CMC**  
**City/District Clerk**



**FIRST AMENDMENT TO  
CITY MANAGER EMPLOYMENT AGREEMENT**

This First Amendment to City Manager Employment Agreement ("Agreement") is entered into by and between the City of Fort Bragg ("City") and Tabatha Miller ("City Manager"), and shall be effective as of May 24, 2020. Collectively, City and City Manager are referred to as the "Parties."

WHEREAS, on February 14, 2018, City and City Manager entered into an Agreement whereby the City Manager was employed by the City to serve as its City Manager; and

WHEREAS, on July 1, 2019, the Parties to the Agreement entered into a new Employment Agreement modifying certain terms of the Agreement; and

WHEREAS, on March 18, 2020, the Mendocino County Health Official issued a Shelter-in-Place Order to respond to the COVID-19 pandemic, which order has been revised several times but remains in place; and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20 which orders California Residents to stay at home except for certain critical activities. Due to directives from federal, state, and local health officers, residents have been advised to avoid public gatherings and stay at home to prevent the spread of this disease; and

WHEREAS, the City, County and State economies have been significantly impacted by these "Shelter-in-Place" orders and the shutdown of nonessential businesses; and

WHEREAS, in response to the COVID-19 pandemic, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

WHEREAS, the City Manager volunteered to reduce her salary; and

NOW, THEREFORE, for the aforementioned reasons, the Parties hereby amend the Agreement of July 1, 2019 as follows:

1. Section 4(A)(1) is amended as follows:

1. The annual base salary for the position of City Manager shall be temporarily and voluntarily reduced from \$152,603.00 to \$142,603.00, effective May 24, 2020. This voluntary salary reduction is in response to the economic impact of COVID-19 and shall expire on May 22, 2021. This salary may be increased or decreased by additional amendment to the Agreement as appropriate based on future circumstances.

2. Section 4(B)(4)(b) is amended as follows:

(b) Vacation Leave: Vacation hours shall accrue at a rate of 120 hours per year. The vacation hours' accrual rate shall increase to 160 hours per year upon the anniversary of City Manager's 10th year of service, and increase to 200 hours per year at 15 years of service. City Manager accrual of vacation hours shall be capped at 450 hours. Accrued vacation time may be used, at a minimum, in blocks of one (1) hour or more. The date of vacation may be selected by the City Manager. Once during each fiscal

year, a maximum of 80 hours of vacation leave may be cashed in. At the time the cash-in option is exercised, the City Manager must retain a minimum of 40 hours of vacation leave.

3. Section 5(C)(1) is amended as follows:

1. In the event the City Manager is terminated by the City Council during such time that the City Manager is willing and able to perform the City Manager's duties under this Agreement, the City shall pay the City Manager a lump sum cash payment equal to the lesser of (a) the actual number of months' salary remaining on the current term of employment at the rate prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19 and the cash equivalent of health (medical, dental and vision) benefits for that same period, or (b) six (6) months' base salary at the rate prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19 and cash equivalent of health (medical, dental and vision) benefits then in effect as provided in Section 4 above. It is the intention of the parties that this paragraph complies with the requirements of Government Code Section 53260 et seq. In the event of any conflict between this provision and those code sections, the terms of those code sections shall govern the contractual relationship between the employer and employee.

4. Section 5(F)(1) is amended as follows:

1. On separation from City employment, the City Manager shall be paid for all unused accrued leave allowances provided in Section 4.B. Accumulated leave balances shall be paid at the City Manager's monthly base salary rate prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19.

5. Except as expressly amended herein, the Employment Agreement between City and City Manager dated July 1, 2019, is hereby reaffirmed.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment the day and year first written above.

Dated: \_\_\_\_\_

By \_\_\_\_\_

William V. Lee, Mayor  
City of Fort Bragg

Dated: \_\_\_\_\_

By \_\_\_\_\_

Tabatha Miller  
City Manager

**FIRST AMENDMENT TO  
CITY MANAGER EMPLOYMENT AGREEMENT**

This First Amendment to City Manager Employment Agreement ("Agreement") is entered into by and between the City of Fort Bragg ("City") and Tabatha Miller ("City Manager"), and shall be effective as of May 24, 2020. Collectively, City and City Manager are referred to as the "Parties."

WHEREAS, on February 14, 2018, City and City Manager entered into an Agreement whereby the City Manager was employed by the City to serve as its City Manager; and

WHEREAS, on July 1, 2019, the Parties to the Agreement entered into a new Employment Agreement modifying certain terms of the Agreement; and

WHEREAS, on March 18, 2020, the Mendocino County Health Official issued a Shelter-in-Place Order to respond to the COVID-19 pandemic, which order has been revised several times but remains in place; and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20 which orders California Residents to stay at home except for certain critical activities. Due to directives from federal, state, and local health officers, residents have been advised to avoid public gatherings and stay at home to prevent the spread of this disease; and

WHEREAS, the City, County and State economies have been significantly impacted by these "Shelter-in-Place" orders and the shutdown of nonessential businesses; and

WHEREAS, in response to the COVID-19 pandemic, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

WHEREAS, the City Manager volunteered to reduce her salary; and

NOW, THEREFORE, for the aforementioned reasons, the Parties hereby amend the Agreement of July 1, 2019 as follows:

1. Section 4(A)(1) is amended as follows:

1. The annual base salary for the position of City Manager shall be temporarily and voluntarily reduced from \$152,603.00 to \$142,603.00, effective May 24, 2020. This voluntary salary reduction is in response to the economic impact of COVID-19 and shall expire on May 22, 2021. This salary may be increased or decreased by additional amendment to the Agreement as appropriate based on future circumstances.

2. Section 4(B)(4)(b) is amended as follows:

(b) Vacation Leave: Vacation hours shall accrue at a rate of 120 hours per year. The vacation hours' accrual rate shall increase to 160 hours per year upon the anniversary of City Manager's 10th year of service, and increase to 200 hours per year at 15 years of service. City Manager accrual of vacation hours shall be capped at 360-450 hours. Accrued vacation time may be used, at a minimum, in blocks of one (1) hour or more. The date of vacation may be selected by the City Manager. Once during each

fiscal year, a maximum of 80 hours of vacation leave may be cashed in. At the time the cash-in option is exercised, the City Manager must retain a minimum of 40 hours of vacation leave.

3. Section 5(C)(1) is amended as follows:

1. In the event the City Manager is terminated by the City Council during such time that the City Manager is willing and able to perform the City Manager's duties under this Agreement, the City shall pay the City Manager a lump sum cash payment equal to the lesser of (a) the actual number of months' salary remaining on the current term of employment at the rate prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19 and the cash equivalent of health (medical, dental and vision) benefits for that same period, or (b) six (6) months' base salary at the rate prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19 and cash equivalent of health (medical, dental and vision) benefits then in effect as provided in Section 4 above. It is the intention of the parties that this paragraph complies with the requirements of Government Code Section 53260 et seq. In the event of any conflict between this provision and those code sections, the terms of those code sections shall govern the contractual relationship between the employer and employee.

4. Section 5(F)(1) is amended as follows:

1. On separation from City employment, the City Manager shall be paid for all unused accrued leave allowances provided in Section 4.B. Accumulated leave balances shall be paid at the City Manager's monthly base salary rate at the effective date of separation prior to the May 24, 2020 voluntary salary reduction in response to the economic impact of COVID-19.

5. Except as expressly amended herein, the Employment Agreement between City and City Manager dated July 1, 2019, is hereby reaffirmed.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment the day and year first written above.

Dated: \_\_\_\_\_

By \_\_\_\_\_

William V. Lee, Mayor  
City of Fort Bragg

Dated: \_\_\_\_\_

By \_\_\_\_\_

Tabatha Miller  
City Manager



# City of Fort Bragg

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

## Text File

File Number: 20-744

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Scope of Work

**Agenda Number:** 5G.

Approve Scope of Work for the Request for Proposals to Provide Economic Development Business Loan Development, Project Underwriting, Over-the-Counter Application Preparation, Loan Servicing, and Related Services for the City of Fort Bragg

Staff is seeking approval of the scope of work for the Request for Proposals (RFP) to provide economic development business loan development as well as project underwriting and related services for Community Development Block Grant (CDBG) business assistance activities. Once procured, the consultant will assist the City with future CDBG business assistance programs as relates to 2019-20 CDBG activities and potential COVID-19 related activities.

**DRAFT  
SCOPE OF WORK**

**CITY OF FORT BRAGG**

**REQUEST FOR PROPOSALS TO PROVIDE ECONOMIC DEVELOPMENT BUSINESS LOAN  
DEVELOPMENT, PROJECT UNDERWRITING, OVER-THE-COUNTER APPLICATION  
PREPARATION, LOAN SERVICING, AND RELATED SERVICES  
FOR THE CITY OF FORT BRAGG**

The City of Fort Bragg wishes to be proactive in the creation of economic development opportunities for the community. Each year, the City is eligible to apply for Over-the-Counter (OTC) funding from the State of California Department of Housing and Community Development (HCD), Community Development Block Grant Program (CDBG), for economic development activities in the community. In addition, the City may periodically provide economic development assistance with CDBG Business Assistance Loan Program funding, Microenterprise Financial Assistance funding, Program Income funds or from other CDBG funding. Applications for CDBG business loan funds require that the City conducts underwriting and other analyses of participating private businesses to help ensure that funds are supporting viable business that can meet CDBG job creation or retention requirements. Such underwriting and analyses require specialized knowledge. Upon funding, specific Public Benefit requirements must be met, documented, and monitored. The City desires to enter into an agreement with a qualified individual or firm to provide such services on an as-needed basis for a term of up to five years.

**SCOPE OF WORK**

Consultant services are needed for CDBG OTC business underwriting and grant application preparation assistance and for other CDBG-funded business loan underwriting and loan activities. If loan applications are funded, additional consultant services are needed for loan closing and post-closing requirements. The successful consultant will coordinate with the City to ensure that applications are complete, all program requirements are fulfilled, and all deadlines are met.

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

1. Networking, consultation, analysis, financial underwriting and other tasks necessary to develop CDBG-eligible Business Assistance and/or OTC loans pursuant to State HCD requirements and City guidance.
2. Absence of necessary in-house cost analysis, procurement documentation, or federal language in the procurement documents.
3. For funded OTC projects, assistance with completion of Special Conditions documentation, loan closing documents, documentation of Public Benefit, and assurance of compliance with other HCD OTC and other CDBG funding requirements; and development and implementation of post-funding loan servicing procedures.
4. Completion of annual and as-needed CDBG loan verifications, analyses, and reporting for funded loans, excluding loan payment processing and Form 1099-Interest preparation tasks that are completed by City staff.
5. Other economic development activities as may be appropriate and mutually agreed upon between City and consultant.



# City of Fort Bragg

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

## Text File

File Number: 20-746

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5H.

Adopt City Council Resolution Ratifying the City Manager's Approval of a Three-Month Business Loan Forbearance for Overtime Brewing, Inc. Due to the COVID-19 Pandemic

The City has provided forbearance of CDBG loans for businesses impacted by the COVID-19 pandemic and the economic impact from the Shelter-in-Place Orders. The forbearance allows the business to not pay the monthly loan payment for three months from April 1 to June 30. The three payments are simply added to the end of the loan to extend the term of the debt, without additional interest charges.

**RESOLUTION NO. \_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL RATIFYING  
THE CITY MANAGER'S APPROVAL OF A THREE-MONTH BUSINESS LOAN  
FORBEARANCE FOR OVERTIME BREWING, INC. DUE TO THE COVID-19  
PANDEMIC**

**WHEREAS**, Fort Bragg Municipal Code Section 2.24.040(B) empowers the City Manager, as the Director of Emergency Services for the City of Fort Bragg, to declare the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity; and

**WHEREAS**, Government Code Section 8550, et seq., including Section 8558(c), authorize the City Council to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

**WHEREAS**, the Governor on March 12, 2020 issued Executive Order N-25-20, ordering, *inter alia*, that all residents are to heed the orders and guidance of state and local public health officials; 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**, on March 18, 2020, the Mendocino County Health Official issued a Shelter-in-Place Order, which has been revised; and

**WHEREAS**, on March 19, 2020, the Governor issued Executive Order N-33-20 which orders California residents to stay at home except for certain critical activities. Due to directives from federal, state, and local health Officers, residents have been advised to avoid public gatherings and stay at home to prevent the spread of this disease; and

**WHEREAS**, state and local public health officials may, as they deem necessary in the interest of public health, issue orders limiting attendance at public assemblies, conferences, or other mass events, which will cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property have arisen due to the potential introduction of COVID-19 to Fort Bragg and Mendocino County; 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**, the City Council has extended the declaration of local emergency on April 6, 2020, April 20, 2020, May 11, 2020, and May 26, 2020; and

**WHEREAS**, the County and State Shelter-in-Place Orders have closed many businesses in the City of Fort Bragg resulting in the loss of jobs for many local residents, a substantial decrease in revenues generated by local businesses and had a profound negative impact on the economy both locally, statewide and nationally.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg hereby approves and ratifies the City Manager's forbearance of collection on a Business Loan between the City of Fort Bragg and Overtime Brewing, Inc. for a three-month period beginning on April 1, 2020 and continuing through June 30, 2020 as set forth in Exhibit A.

**The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_ seconded by Councilmember \_\_\_\_\_, and passed and adopted at a special meeting of the City Council of the City of Fort Bragg held on the 26<sup>th</sup> day of May, 2020, by the following vote:**

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

---

**WILLIAM V. LEE  
Mayor**

**ATTEST:**

---

**June Lemos, CMC  
City Clerk**



## CITY OF FORT BRAGG

*Incorporated August 5, 1889*  
416 N. Franklin Street  
Fort Bragg, CA 95437  
Fax: (707) 961-2913  
Phone: (707) 961-2825

City of Fort Bragg  
Business Loan Program  
416 N. Franklin Street  
Fort Bragg, CA 95437

Re: Overtime Brewing, Inc. Loan  
Principal: \$140,000  
Loan Date: 12/27/17  
Maturity: 02/01/2023  
Borrower: Overtime Brewing, Inc.  
190 E. Elm Street  
Fort Bragg, CA 95437


April 16, 2020


Dear Mr. Simons,

At your request, and due to the current state of emergency caused by the COVID-19 pandemic, the City of Fort Bragg has agreed to forbear collection of the above referenced loan for a period of three (3) months beginning April 1, 2020 and continuing through June 30, 2020. During this period of forbearance, your obligation to make monthly payments of \$1,288.19 is suspended. The date for final payment is extended by three (3) months, with the total number of payments remaining the same. We agree that amortization will freeze and that the amortization schedule is hereby amended to reflect these changes. Interest will not accrue during this period of forbearance, and we agree that no other terms or conditions of the above referenced loan are waived or modified.


City of Fort Bragg

Overtime Brewing, Inc.

  
\_\_\_\_\_  
Tabatha Miller, City Manager

  
\_\_\_\_\_  
David Simons, Vice President

Attest:

  
\_\_\_\_\_  
June Lemos, 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: 20-731

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** 5I.

Approve Minutes of May 11, 2020



# 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*

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Monday, May 11, 2020

6:00 PM

Town Hall, 363 N. Main Street

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### AMENDED

### CALL TO ORDER

Mayor Lee called the meeting to order at 6:05 PM.

### ROLL CALL

**Present:** 5 - Mayor Will Lee, Vice Mayor Bernie Norvell, Councilmember Tess Albin-Smith, Councilmember Jessica Morsell-Haye and Councilmember Lindy Peters

### AGENDA REVIEW

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

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

Public Comment was read into the record by the City Clerk as follows:

(1) Non-Agenda Items:

- Gabriel Maroney requested that all Council meetings be discontinued until the Brown Act is fully reinstated.

(2) Consent Calendar Items:

- Gabriel Maroney said closing City facilities on Wednesday would be better for the public than on Friday (Item 5E).
- Jacob Patterson asked that Councilmembers weigh in on closing City Hall and the Police Department on Fridays (Item 5E).

(3) Closed Session Items:

- None.

#### **3. STAFF COMMENTS**

City Manager Miller reported on the following items:

- The Great Plates Delivered program is underway in Fort Bragg. Any seniors or restaurants wishing to participate may call 1-707-463-7900 for information.
- The City reached out to the Water Board regarding enrolling in a COVID-19 sewer testing program being conducted by Biobot.
- The Wastewater Treatment Plant Upgrade Project is going well, with all testing running smoothly.

- The Sewer Lift Station Project is completed and the certificate of completion will be filed soon.
- Three Coastal Development Permits are underway: Avalon Hotel, Grocery Outlet, and Parents & Friends project. Other permits in progress include Chapel By The Sea and Franco Subdivision.
- This week City and PG&E officials will discuss future Public Safety Power Shutoff events and wildfire safety programs.
- West Company is holding a series of classes for the business community.

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

Councilmember Albin-Smith reported on the status of countywide broadband. Vice Mayor Norvell spoke about the graffiti problem on news stands and garbage cans in the city. Mayor Lee reported on the hospital's COVID-19 testing capabilities. He said that a drive-through diploma parade is being organized for graduating high school seniors on Friday, June 5. Councilmember Peters reported on his interview program, What's Goin' On. He commented on the public restroom situation during COVID-19. The Mayor and Vice Mayor requested that the City send a letter requesting a mobile testing lab for the County.

#### **5. CONSENT CALENDAR**

Councilmember Peters requested that Item 5E be removed from the Consent Calendar for further discussion. Councilmember Albin-Smith requested that Item 5A be removed from the Consent Calendar for further discussion.

#### **Approval of the Consent Calendar**

**A motion was made by Vice Mayor Norvell, seconded by Councilmember Morsell-Haye, to approve the Consent Calendar with the exception of Items 5A and 5E. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lee, Vice Mayor Norvell, Councilmember Albin-Smith, Councilmember Morsell-Haye and Councilmember Peters

**5B. [20-722](#)** 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 4250-2020

**5C. [20-711](#)** Approve Minutes of Special Meeting of April 20, 2020

**These Minutes were approved on the Consent Calendar.**

**5D. [20-717](#)** Approve Minutes of Special City Council Closed Session of April 27, 2020

**These Minutes were approved on the Consent Calendar.**

#### **ITEMS REMOVED FROM CONSENT CALENDAR**

**5A. [20-723](#)** Adopt City Council Resolution Approving Budget Amendment No. 2020-09

for Fiscal Year 2019-20

Assistant Director of Public Works Smith responded to questions from Councilmember Albin-Smith regarding the need for the Vactor truck and where the funds were coming from.

**A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lee, Vice Mayor Norvell, Councilmember Albin-Smith, Councilmember Morsell-Haye and Councilmember Peters

Enactment No: RES 4249-2020

**5E. [20-728](#)** Adopt City Council Resolution Establishing Business Hours for the City of Fort Bragg

After a brief discussion on this item, Councilmembers agreed to approve the new hours of City Hall and the Police Department as stated in the proposed Resolution.

**A motion was made by Councilmember Peters, seconded by Vice Mayor Norvell, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lee, Vice Mayor Norvell, Councilmember Albin-Smith, Councilmember Morsell-Haye and Councilmember Peters

Enactment No: RES 4251-2020

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

None.

**7. PUBLIC HEARING**

**7A. [20-718](#)** Receive Report, Conduct Public Hearing and Provide Direction to Staff Regarding 2020 Community Development Block Grant Program Competitive Applications

**Mayor Lee opened the public hearing at 6:41 PM.**

Special Projects Assistant McLaughlin presented the staff report on this agenda item and responded to questions from Councilmembers.

Public Comment was read into the record by the City Clerk as follows:

- Fort Bragg Fire Department Chief Steve Orsi urged the Council to approve the firehouse roof repair project.

- Jacob Patterson objected to funding West Company overhead.

Discussion: After discussing the pros and cons of each potential CDBG activity, the Council consensus was to proceed with the following programs and projects:

- Business assistance loan program
- Microenterprise financial assistance program
- Fire station roof rehabilitation project
- Mill Site planning
- Code enforcement program

**This Staff Report was referred to staff with direction to proceed with the five**

identified CDBG activities.

## **8. CONDUCT OF BUSINESS**

- 8A. [20-724](#)** Receive Report and Consider Adoption of City Council Resolution Approving Submittal of a BUILD grant on behalf of the Mendocino Railway / California Western Railroad / Skunk Train (Skunk Train) to Fund the Following Activities: Repair of Tunnel #1, Repair of the Noyo Canyon Train Tracks, Repair of the Engine House, and Various Maintenance and Safety Improvements

City Manager Miller presented the staff report on this agenda item. Skunk Train representative Robert Pinoli provided further information and responded to questions from Councilmembers.

Public Comment was read into the record by the City Clerk as follows:

- Jacob Patterson spoke in support of the grant application.

Discussion: After discussing this item, Council agreed to authorize the City Manager to submit the BUILD grant on behalf of the Skunk Train.

**Mayor Lee recessed the meeting at 8:02 PM; the meeting reconvened at 8:11 PM.**

**A motion was made by Vice Mayor Norvell, seconded by Councilmember Peters, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lee, Vice Mayor Norvell, Councilmember Albin-Smith, Councilmember Morsell-Haye and Councilmember Peters

Enactment No: RES 4252-2020

- 8B. [20-726](#)** Updates and Discussion from the City Council COVID-19 Ad Hoc Committee

Councilmembers provided a brief update on COVID-19 ad hoc committee activities during the past few weeks.

Public Comment: None.

**This Report was accepted.**

- 8C. [20-725](#)** City Council Discussion on Reopening Local Businesses

Council discussed opening businesses back up for business in stages.

Public Comments from Jacob Patterson and Gabriel Maroney were read into the record by the City Clerk.

Discussion: Council consensus was to remain in conformity with the Mendocino County Health Officer's orders regarding reopening businesses in order to keep the community safe.

**No action was taken on this discussion matter.**

- 8D. [20-721](#)** Receive Report and Consider Adoption of Urgency Ordinance No. 961-2020 Establishing Administrative Penalties for Violations of the Mendocino County Public Health Officer's Orders Pertaining to the Coronavirus (COVID-19) Pandemic

City Manager Miller presented the staff report on this agenda item and recommended that if

the Council wanted to proceed with administrative penalties for violation of County Health Officer orders, it should apply to individuals as well as to commercial businesses. She strongly urged the Council to build flexibility into the ordinance.

Public Comment was read into the record by the City Clerk as follows:

- Denise, a local business/restaurant owner, supports penalties for individuals as well as for businesses.
- Gabriel Maroney opposes administrative penalties.
- Jenny Shattuck supports penalties for individuals and businesses.
- Annemarie Weibel opposes the ordinance.
- Judith Valadao supports penalties for individuals and businesses.

Discussion: After discussing the matter, Council agreed to amend the ordinance to include administrative penalties for individuals as well as commercial businesses and to establish tiers for penalties as follows: Individual violators, \$25, \$50, \$75; commercial business violators, \$100, \$250, \$500, \$1,000.

**A motion was made by Councilmember Albin-Smith, seconded by Vice Mayor Norvell, that this Urgency Ordinance be adopted as amended. The motion carried by the following vote:**

**Aye:** 5 - Mayor Lee, Vice Mayor Norvell, Councilmember Albin-Smith, Councilmember Morsell-Haye and Councilmember Peters

Enactment No: ORD 961-2020

**9. CLOSED SESSION**

**ADJOURNMENT**

**Mayor Lee adjourned the meeting at 9:45 PM.**

\_\_\_\_\_  
WILLIAM V. LEE, MAYOR

\_\_\_\_\_  
June Lemos, CMC, 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: 20-748

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Minutes

**Agenda Number:** 5J.

Approve Minutes of Special Closed Session of May 19, 2020



# 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*

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Tuesday, May 19, 2020

5:00 PM

Via Video Conference

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### Special Closed Session

#### CALL TO ORDER

#### ROLL CALL

**Present:** 5 - Mayor Will Lee, Vice Mayor Bernie Norvell, Councilmember Lindy Peters, Councilmember Jessica Morsell-Haye and Councilmember Tess Albin-Smith

#### 1. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

#### 2. CLOSED SESSION

Mayor Lee recessed the meeting at 5:10 PM; the meeting reconvened to Closed Session at 5:10 PM.

**2A.** [20-740](#)

CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6: City Negotiator: Tabatha Miller, City Manager; Employee Organization: Fort Bragg Police Association

**2B.** [20-741](#)

CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6: City Negotiator: William V. Lee, Mayor. Employee Classification: City Manager

Mayor Lee reconvened the meeting to Open Session at 5:46 PM and reported that no reportable action was taken on the Closed Session items.

#### ADJOURNMENT

Mayor Lee adjourned the meeting at 5:46 PM.

---

WILLIAM V. LEE, MAYOR

---

June Lemos, CMC, City Clerk

IMAGED (\_\_\_\_\_)

**Mayor Lee called the meeting to order at 5:10 PM.**



# City of Fort Bragg

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

## Text File

File Number: 20-750

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 5K.

Adopt Resolution Approving the Side Letter Agreement with the Fort Bragg Police Association and Authorizing City Manager to Execute

**RESOLUTION NO. -2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING THE SIDE LETTER AGREEMENT WITH THE FORT BRAGG POLICE ASSOCIATION AND AUTHORIZING CITY MANAGER TO EXECUTE SAME**

**WHEREAS**, the City and the Fort Bragg Police Association (FBPA) commenced negotiations on April 8, 2019 for a new two-year Memorandum of Understanding (MOU); and

**WHEREAS**, the sessions concluded on June 5, 2019, when the parties agreed to an agreement package, which was ratified by the FBPA membership; and

**WHEREAS**, the new MOU was approved by the City Council on June 10, 2019; 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**, the City, County and State economies have been significantly impacted by the shutdown of nonessential businesses as a result of the Shelter-in-Place orders; and

**WHEREAS**, the City found it necessary to reduce staff levels through a combination of layoffs and furloughs; and

**WHEREAS**, the Fort Bragg Sworn Police Officers voluntarily agreed to forgo special pays in order to reduce public safety expenditures for the City; and

**WHEREAS**, the value of those special pays is approximately \$88,000.

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

1. That by voluntarily forgoing special pays, the Sworn Officers of the Fort Bragg Police Association have provided a valuable and much appreciated contribution to reducing the City's budget without impacting public safety services in Fort Bragg.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby approve the Side Letter, effective May 24, 2020, to the Memorandum of Understanding with the Fort Bragg Police Association and authorizes the City Manager to execute same.

**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 26<sup>th</sup> day of May, 2020, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSE:**

---

**William V. Lee,**  
**Mayor**

**ATTEST:**

---

**June Lemos, CMC**  
**City Clerk**



**Fort Bragg Police Association**  
**P.O. Box 368**  
**Fort Bragg, CA 95437**

---

**Proposed Side Letter Title:** Salary Reductions due to reduced City income as a result of the COVID 19 Pandemic.

**Related MOU Articles(s):** Article V Compensation

**Date:** May 24, 2020

**Association interest:**

The Fort Bragg Police Association recognizes the City of Fort Bragg's current financial hardships, and further recognizes that there needs to be a city-wide effort to shorten the approximately \$1,400,000 budget deficit which is projected for the upcoming fiscal year.

**Association proposes:**

The Association proposes that all employees covered under the current MOU, suspend the following premium incentive pay for one (1) calendar year, effective on the day these side letters are agreed to and signed by The City of Fort Bragg, and the Fort Bragg Police Association. Sworn Staff (Police Officer) and (Police Sergeant) do not agree to suspend any step increases, or increases in base salary as a result of P.O.S.T Certificate status change.

1. FTO Pay
2. Bilingual Pay
3. Shift Differential Pay
4. Relief Shift Pay
5. K-9 Officer Pay
6. Standby Pay
7. Officer in Charge Pay
8. Motor Officer Pay
9. Detective Pay
10. Call Back Pay, will be reduced from a rate of 2.0 times the employee's regular rate of pay to 1.5 times the employee's regular rate of pay.

The association requests that the City of Fort Bragg agree to increase all sworn employees covered under the current MOU vacation time by rounding up to the next whole number and adding one (1) hour of additional hour to that number for the duration of this side letter. The cap on the vacation accrual bank will be increased to 450 total hours, while this side letter is in effect. The sworn employee will not be forced to take vacation, or lose any accrued hours upon the expiration of this side letter. Employees covered under the current MOU will also have the option to have hours accrued in their Compensatory Time Off bank to be paid out in a separate check on the first pay period of each quarter of the Fiscal Year.

This proposal will be effective from 05/24/2020 to 05/23/2021.

FOR THE CITY OF FORT BRAGG:

DATE: \_\_\_\_\_

\_\_\_\_\_  
TABATHA MILLER  
CITY MANAGER

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
JUNE LEMOS, CMC  
CITY CLERK

FOR THE FORT BRAGG POLICE  
ASSOCIATION, INC.:

DATE: \_\_\_\_\_

\_\_\_\_\_  
ANTHONY MELENDEZ  
ACTING PRESIDENT

DATE: \_\_\_\_\_

\_\_\_\_\_  
OSCAR LOPEZ  
ACTING VICE PRESIDENT





# City of Fort Bragg

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

## Text File

File Number: 20-735

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Business

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 8A.

Receive Report and Consider Adoption of City Council Resolution Authorizing Amendment of #16-HOME-11373 Standard Agreement to Include Tenant Based Rental Assistance Program



AGENCY: City Council  
MEETING DATE: May 26, 2020  
DEPARTMENT: City Managers  
PRESENTED BY: N. McLaughlin/T. Miller  
EMAIL ADDRESS: [nmclaughlin@fortbragg.com](mailto:nmclaughlin@fortbragg.com)

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Adoption of City Council Resolution Authorizing Amendment of #16-HOME-11373 Standard Agreement to Include Tenant Based Rental Assistance Program**

**ISSUE:**

The City was awarded a HOME grant in July 2017 in the amount of \$500,000 for the Owner-Occupied Rehabilitation program. On May 13, 2020, the City was notified of the opportunity to add a Tenant Based Rental Assistance (TBRA) program for low and moderate income residents affected by COVID-19 to the City's HOME grant award. The strict requirements of the HOME grants have made it very difficult to find owner-occupied rehabilitation projects that will qualify for the grant funds. To date, the City has not been able to qualify any properties and was facing the possibility of disencumbering the funds. This could make us less eligible for HOME grants going forward. Adding the TBRA program to the City's current HOME grant provides the City an opportunity to use funds that may not otherwise be spent.

**ANALYSIS:**

The State HOME program provides grants and loans to assist cities, counties and nonprofit community housing development organizations to create and retain affordable housing. HOME activities typically include housing rehabilitation, new construction, and rehabilitation for both single-family and multi-family projects. All activities must benefit lower income renters or owners. HOME funds that are awarded to jurisdictions are generally paid out on a reimbursement basis, after eligible use and documentation of expenditures is approved by Department of Housing and Community Development (HCD). HOME income limits for project and program beneficiaries (that is, residential renters and homeowners) are the same as Community Development Block Grant (CDBG) income limits. Cities such as Fort Bragg that do not receive HOME funds directly from the Federal Department of Housing and Urban Development (HUD) are eligible to apply for competitive HOME funding from the State Department of Housing and Community Development.

Concurrent with the waiver that allows for the contract amendment to add TBRA, the HCD released a memo that greatly loosens the requirements for the TBRA. Assistance in the form of rent, deposit and utility assistance could be provided. Requirements that have been eased include:

- Grantees can agree to any term of assistance that ends by December 31, 2020, if using one or more of these waivers.
- Grantees can accept household's self-certification of income, with household's written explanation of economic impact of COVID-19 on household if not homeless.

- Grantees can eliminate Rent Standards and can have tenant contribution to housing costs from 0-30% of household income, with TBRA program paying actual security deposits, rent, and submitted utility bills rather than based on a Utility Allowance Schedule. HUD Fair Market Rents would not be a limiting factor. Full assistance could allow household to be able to pay back rent in arrears.
- No Housing Quality Standards (HQS) inspection required upfront by the grantee, but will require procedures to minimize risks that housing may not meet HQS, and that if pre-1978 construction there is no disturbed lead-based paint.
- No Rent Reasonableness analysis required by grantees.
- Possibly up to 25% of HOME Program Income Admin for COVID TBRA Administration.
- For existing TBRA households, annual TBRA HQS inspections may be deferred to as late as 4/30/2021.
- No lease addendum by grantee.

Rent HCD will issue additional guidance and procedures within the next 30 days. The City anticipates adding hours back to furloughed employees, in particular those with bilingual skills, to provide COVID TBRA Administration, which would be funded from the grant.

**RECOMMENDED ACTION:**

Adopt a Resolution to authorize amendment of #16-HOME-11373 Standard Agreement to include Tenant Based Rental Assistance Program.

**ALTERNATIVE ACTION(S):**

Do not adopt Resolution and/or provide staff additional direction.

**FISCAL IMPACT:**

The original grant amount was \$500,000. The costs of administering the program should be paid by the grant. This may provide an opportunity for furloughed staff to increase or return to full-time status.

**GREENHOUSE GAS EMISSIONS IMPACT:**

Assistance with rent, deposits or utilities should not impact greenhouse gas emissions.

**CONSISTENCY:**

Keeping people housed and supporting affordable housing is consistent with the City's Emergency Eviction Moratorium and programs and policies within the City's 2019 Housing Element.

**IMPLEMENTATION/TIMEFRAMES:**

As additional guidance is issued by HCD, the City will develop a work plan and implementation timeframe.

**ATTACHMENTS:**

1. Resolution

**NOTIFICATION:**

1. Affordable Housing, Notify Me subscriber list

**RESOLUTION NO. \_\_\_\_\_-2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING AMENDMENT OF #16-HOME-11373 STANDARD AGREEMENT TO INCLUDE TENANT BASED RENTAL ASSISTANCE PROGRAM**

**WHEREAS**, the California Department of Housing and Community Development (“the Department”) is authorized to allocate HOME Investment Partnerships Program (“HOME”) funds made available from the U.S. Department of Housing and Urban Development (“HUD”); and

**WHEREAS**, HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in Federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, Part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

**WHEREAS**, on December 20, 2017, the Department executed Standard Agreement #16-HOME-11373 with the City of Fort Bragg in the amount of \$500,000 for Owner-Occupied Rehabilitation (OOR) program activities; and

**WHEREAS**, on May 13, 2020, the City was notified of the opportunity to add Tenant Based Rental Assistance (TBRA) program activities to the City’s 2016 grant award to provide COVID-19 related housing rental assistance; and

**WHEREAS**, HOME funded activities must comply with the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321), NEPA related laws and authorities, and the implementing regulations (24 CFR Part 58); and

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

1. Obtaining and providing funding for TBRA in addition to OOR for low and moderate income residents is a priority of the City Council and there are households in the City that are in need of housing rental assistance due to COVID-19.

**NOW, THEREFORE, BE IT RESOLVED** that in response to COVID-19, the City shall request an amendment to #16-HOME-11373 Standard Agreement to the Department to add TBRA activities to the City’s HOME program.

**BE IT FURTHER RESOLVED** that the City Council of the City of Fort Bragg does hereby agree that if the amendment is approved, the City will use HOME funds for eligible activities in the manner presented in its Standard Agreement as approved by the Department in accordance with the statutes and regulations cited above.

**BE IT FURTHER RESOLVED** that the City Manager or her designee is hereby authorized to execute, in the name of the City, the required documents and to act on the City’s behalf in all matters pertaining to this agreement.

**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 26th day of May, 2020, by the following vote:**

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

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**WILL LEE  
Mayor**

**ATTEST:**

---

**June Lemos  
City Clerk**

# City Council - Town Hall - AMENDED

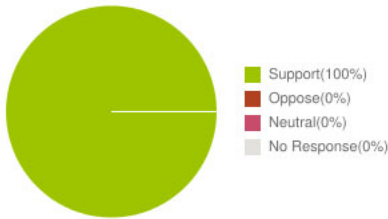
05-26-20 18:00

Agenda Name	Comments	Support	Oppose	Neutral
8A. 20-735 Receive Report and Consider Adoption of City Council Resolution Authorizing Amendment of #16-HOME-11373 Standard Agreement to Include Tenant Based Rental Assistance Program	1	1	0	0

## Sentiments for All Agenda Items

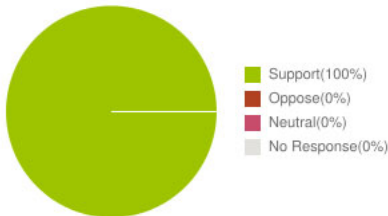
The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

### Overall Sentiment



### Agenda Item: eComments for 8A. 20-735 Receive Report and Consider Adoption of City Council Resolution Authorizing Amendment of #16-HOME-11373 Standard Agreement to Include Tenant Based Rental Assistance Program

### Overall Sentiment



### Jacob Patterson

Location:

Submitted At: 7:35pm 05-21-20

This is an exciting opportunity for the City to offer a program that could be very useful for many local residents, particularly considering the lack of activity under the existing owner-occupied rehabilitation program.



# City of Fort Bragg

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

## Text File

File Number: 20-742

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Business

**In Control:** City Council

**File Type:** Ordinance

**Agenda Number:** 8B.

Receive Report and Consider Adoption of Urgency Ordinance No. 962-2020 Waiving Zoning Requirements and/or Standards to Facilitate Business Operations Affected by Public Health Orders



AGENCY: City Council  
MEETING DATE: May 26, 2020  
DEPARTMENT: City Manager  
PRESENTED BY: S McCormick  
EMAIL ADDRESS: [smccormick@fortbragg.com](mailto:smccormick@fortbragg.com)

## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Adoption of Urgency Ordinance No. 962-2020 Waiving Zoning Requirements and/or Standards to Facilitate Business Operations Affected by Public Health Orders**

**ISSUE:**

The Mendocino County Health Officer, Dr. Noemi Doohan, declared a local health emergency on March 4, 2020. The County Health Officer issued a Recommended Shelter-in-Place Order on March 16, 2020, and a Mandatory Shelter-in-Place Order on March 18, 2020, most recently revised on May 15, 2020. These County orders are part of a larger statewide stay-at-home order issued on March 19, 2020 by Governor Newsom.

Modifications to the Shelter-in-Place Order are guided by health risk and will take a gradual phased approach that includes four stages, referred to as California's Resilience Roadmap. We are now in early Stage 2, where retail (curbside and delivery only), related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, and childcare programs can open with modifications.

It is anticipated that most businesses will need to adapt to operate during the COVID-19 pandemic. Specific modifications to adhere to the Shelter-in-Place Order and Social Distancing requirements will vary depending on guidance prepared for specific industries. Businesses that are not anticipated to reopen until Stage 3 or Stage 4 may need to reconsider their business model entirely in order to stay economically viable.

**ANALYSIS:**

Regulatory flexibility and streamlining of approval processes could support the implementation of creative adaptations of business operations during the COVID-19 pandemic. Adaptations will likely be industry specific, site specific and differ depending on the proprietor's approach. For example, restaurants allowed to reopen with less capacity may desire to move tables outdoors and request to waive parking requirements, or serve meals at an off-site location. Likewise, retail shops may wish to move products outdoors or request to waive the maximum sign allowance.

The State and County are issuing guidance to help workplaces reopen safely. Businesses are encouraged to use innovative methods to build upon issued guidelines, but before opening, all facilities must perform a detailed risk assessment and implement a site-specific protection plan. The goal of these protective measures is to offer a safe environment for workers and customers. Counties that have met the readiness criteria will be able to move faster and be able to open more workplaces.



The purpose of the attached ordinance is to provide a process for business owners to request flexibility of zoning requirements and/or standards and receive timely responses for effective implementation. Requests would be made directly to the City Manager for approval; appeals would be considered by the Community Development Committee for initial determination and recommendation to the City Council.

The ordinance is a Municipal Code amendment to Title 2: Administration and Personnel, Chapter 2.24 Emergency Organization and Functions, Section 2.24.070 Powers and Duties of the Director During Emergency as follows:

## **2.24.070 POWERS AND DUTIES OF DIRECTOR DURING EMERGENCY.**

**A. In the event of a proclamation of a local emergency, or the proclamation of a state of emergency, or state of war emergency by the Governor, or the existence of a national emergency by the president, the Director is hereby empowered:**

**1. To promulgate orders and regulations necessary to provide for the protection for the life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. The orders and regulations shall be in writing and shall be confirmed at the earliest practical time by the City Council;**

**2. To obtain vital supplies, equipment, and any other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof, and, if required immediately, to commandeer the same for the public use;**

**3. To require emergency services of any City officer or employee, and to command the aid of as many citizens of this community as the Director deems necessary in the execution of the Director's duties. In the event the aid of private citizens is necessary, the persons shall register as volunteers in accordance with the City emergency operations plan. The persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;**

**4. To requisition necessary personnel or material of any City department or agency; and**

**5. To execute all of his or her ordinary powers as City Manager, as well as to execute all of his or her special powers conferred by this chapter, emergency operations plan, contingency plans, any agreement approved by the City Council, or by any other lawful authority.**

**6. To waive zoning requirements and/or standards to facilitate business operations of established businesses affected by public health orders of the federal, state, or county government, to the extent that such waivers would not result in an increase in general intensity of use beyond what is otherwise allowed, as applicable to zoning district.**

**B. Notwithstanding the provisions of the section, the Director is not authorized to commandeer any newspaper, newspaper wire service, or radio or television station, but if no other means of communication is available, the Director may utilize any news service, and the City shall pay the reasonable value of the use. In so utilizing any such facilities, the Director shall interfere as little as possible with the facilities' transmission of news.**

Many businesses have been closed since March 19<sup>th</sup> and the economic impact of this closure is catastrophic. The path forward for each individual business is unknown, and this Urgency Ordinance would allow the City to respond to site specific, individual requests. Requests would be granted to the extent that waivers comply with the Shelter-in-Place Order and that such requests would involve negligible or no expansion of use.

Local businesses are already developing creative solutions. City staff was approached by a proprietor of a Bed & Breakfast concerned their business would not survive until Stage 4 and inquired about temporarily transforming the lodging kitchen into a bakery for curbside/delivery. Another potential option for a lodging facility might be to transform their property into a multifamily project with long-term rentals. Perhaps the yoga or fitness studio decides to apply for a limited term permit to host small outdoor classes, and then follows up with a request to waive the time limit. There are many possibilities for our local business community to explore and this ordinance supports Council's goal to be "Business Friendly" while maintaining the safety and wellbeing of the public.

**RECOMMENDED ACTION:**

City Council upon review may waive the reading of the Ordinance and adopt by title only an Urgency Ordinance of the City of Fort Bragg establishing authority to the Director of Emergency Services to waive zoning requirements and/or standards to the return to business operations during the COVID-19 pandemic.

**ALTERNATIVE ACTION(S):**

The City Council may choose to decline to adopt the Urgency Ordinance and/or provide other direction to staff.

**FISCAL IMPACT:**

There is no cost to business owners. The General Fund would support staff time to process requests.

**GREENHOUSE GAS EMISSIONS IMPACT:**

None to negligible impacts associated with greenhouse gas emissions.

**CONSISTENCY:**

The proposed urgency ordinance is consistent with all state laws, city ordinances, and emergency orders currently in effect.

**IMPLEMENTATION/TIMEFRAMES:**

If adopted by a four-fifths vote of the entire membership of the City Council, the proposed Urgency Ordinance will become effective immediately.

**ATTACHMENTS:**

1. Urgency Ordinance 962-2020

**NOTIFICATION:**

1. "Notify Me" subscriber lists: Fort Bragg Downtown Businesses; and Economic Development Planning.

**BEFORE THE CITY COUNCIL OF THE CITY OF FORT BRAGG**

**AN UNCODIFIED URGENCY  
ORDINANCE AUTHORIZING THE  
DIRECTOR OF EMERGENCY SERVICES  
TO WAIVE ZONING REQUIREMENTS  
AND/OR STANDARDS TO FACILITATE  
BUSINESS OPERATIONS AFFECTED BY  
PUBLIC HEALTH ORDERS**

**URGENCY ORDINANCE  
NO. 962-2020**

**WHEREAS**, on March 4, 2020, the Governor declared a State of Emergency in California due to the threat of Coronavirus Disease 2019 (“COVID-19”); and

**WHEREAS**, on March 17, 2020, the Fort Bragg City Manager, acting as the Director of Emergency Services, declared a local emergency due to COVID-19, which was ratified by the City Council at its March 24, 2020 City Council meeting; and

**WHEREAS**, on March 18, 2020, the Mendocino County Health Officer issued a Shelter-in-Place Order, which was revised on March 24, 2020, May 8, 2020, and May 15, 2020; and

**WHEREAS**, the easing of restrictions to health orders is anticipated and a return to business operations during COVID-19 will occur in a gradual four-stage phased approach following California’s Pandemic Resilience Roadmap; and

**WHEREAS**, on May 4, 2020 Executive Order N-60-20 directed continued compliance with State Public Health Directives, and the May 7, 2020 State Public Health Officer Order allows for all local health jurisdictions to begin gradual movement into Stage 2; and

**WHEREAS**, the Mendocino County Health Officer has filed for attestation with the State of California and anticipates moving through Stage 2 at an increased pace; and

**WHEREAS**, local businesses are an integral part of the community for the jobs, essential services and amenities they provide and the revenues they generate; and

**WHEREAS**, businesses will likely need to modify operations to adapt to Social Distancing requirements, as well as to meet current market demands, and the specific needs of individual businesses are an unknown; and

**WHEREAS**, to facilitate the return to business operations, this Urgency Ordinance would authorize the Director of Emergency Services to waive strict application of zoning standards and/or regulations to the extent that such waivers would not result in an increase in general intensity of use beyond that which is generally allowed; and

**NOW, THEREFORE, the Fort Bragg City Council ordains as follows:**

**Section 1. Findings.** The foregoing recitals are true and correct and are made a part of this ordinance.

**Section 2. Municipal Code Amendment.** Title 2, Chapter 2.24, Section 2.24.070, subdivision A(6) is hereby added to the Fort Bragg Municipal Code to read as follows:

**2.24.070 POWERS AND DUTIES OF DIRECTOR DURING EMERGENCY.**

6. To waive zoning requirements and/or standards to facilitate business operations of established businesses affected by public health orders of federal, state and local government to the extent that such waivers would not result in an increase in general intensity of use beyond what is otherwise allowed, as applicable to zoning district.

**Section 3. Urgency Finding and Declaration.** City Council finds and declares there is an immediate threat to public health, safety and/or welfare and that this Ordinance is hereby declared to be necessary and will take effect immediately upon its adoption by a four-fifths (4/5) vote of the members of the Fort Bragg City Council. The facts constituting the urgency are as follows:

1. On March 4, 2020, the Governor declared a State of Emergency in California due to the threat of Coronavirus Disease 2019 ("COVID-19"). On March 17, 2020, the City's Director of Emergency Services declared a local emergency due to COVID-19, which was ratified by the City Council at its March 24, 2020 Special City Council meeting. Due to directives from federal, state, and local health officers, residents have been advised to avoid public gatherings and stay at home to prevent the spread of this disease.
2. On March 18, 2020, the Mendocino County Health Official issued a Shelter-in-Place Order, which was revised on March 24, 2020, May 8, 2020, and May 15, 2020; and
3. On May 4, 2020 the Governor issued Executive Order N-60-20 directing continued compliance with State Public Health Directives, and on May 7, 2020 the State Public Health Officer issued an order allowing all local health jurisdictions to begin gradual movement into Stage 2; and
4. The City, County and State economies have been significantly impacted by the shutdown of nonessential businesses, as a result of the COVID-19 pandemic. The tourism industry in Fort Bragg is particularly vulnerable to adverse impacts from closure of nonessential businesses and the ban on nonessential travel required by the public health orders; and
5. The specific needs of individual businesses as they return to operations during the COVID-19 pandemic in a gradual phased approach following California's Pandemic Resilience Roadmap are an unknown. Businesses will likely need to modify operations to adapt to Social Distancing requirements, as well as to meet current market demands, and the City desires to be responsive, flexible, and accommodating to requests from our local business community, while maintaining the safety and wellbeing of the public; and

6. It would substantially defeat the purpose of this ordinance, if the effective date were delayed to permit introduction at one City Council meeting, adoption at a second meeting and a referendum period of 30 days following adoption of the Ordinance.

**Section 4. CEQA Compliance.** The City Council finds that the adoption and implementation of this ordinance is exempt from requirements of CEQA pursuant to CEQA Guidelines Section 15301 (Existing Facilities) because it would involve negligible or no expansion of use.

**Section 5. Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council of the City of Fort Bragg hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases may be held invalid or unconstitutional.

**Section 6. Effective Date.** Following adoption by at least a four-fifths vote of City Council, this Ordinance shall take effect and be enforced immediately, and shall remain in effect for six (6) months from the date of adoption or until the expiration of any order of the state or county government to slow the transmission of COVID-19, whichever occurs first.

**The foregoing Urgency Ordinance was introduced by \_\_\_\_\_ and adopted at a regular meeting of the City Council of the City of Fort Bragg held on May 26, 2020 by the following vote:**

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSE:**

\_\_\_\_\_  
**William V. Lee,**  
**Mayor**

**ATTEST:**

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

**PUBLISH: June 4, 2020.**  
**EFFECTIVE DATE: May 26, 2020.**

# City Council - Town Hall - AMENDED

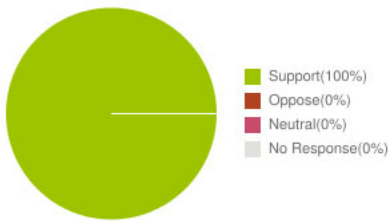
05-26-20 18:00

Agenda Name	Comments	Support	Oppose	Neutral
8B. 20-742 Receive Report and Consider Adoption of Urgency Ordinance No. 962-2020 Waiving Zoning Requirements and/or Standards to Facilitate Business Operations Affected by Public Health Orders	1	1	0	0

## Sentiments for All Agenda Items

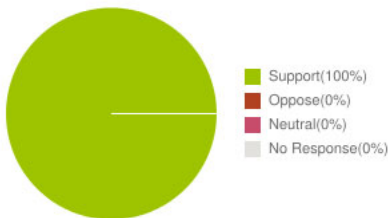
The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

### Overall Sentiment



### Agenda Item: eComments for 8B. 20-742 Receive Report and Consider Adoption of Urgency Ordinance No. 962-2020 Waiving Zoning Requirements and/or Standards to Facilitate Business Operations Affected by Public Health Orders

### Overall Sentiment



### Jacob Patterson

Location:

Submitted At: 7:43pm 05-21-20

In reviewing this agenda item, please also consider the potential for continuing economic development opportunities that could result from review and revision of our use tables. To foster local commerce and economic recovery after the Covid-19 emergency, we may want to consider permanently relaxing some regulations or other requirements for local businesses (e.g., removing use permit requirements and permitting additional uses by right). Regardless, I urge your support for this action tonight.



# City of Fort Bragg

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

## Text File

File Number: 20-739

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**Agenda Date:** 5/26/2020

**Version:** 1

**Status:** Business

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:** 8C.

Receive Report and Consider Adoption of City Council Resolution Authorizing City Manager to Execute PG&E Loan Documents (Amount Not To Exceed \$112,921.46) Associated with the CV Starr LED Lighting Project





AGENCY: City Council  
MEETING DATE: May 26, 2020  
DEPARTMENT: City Manager  
PRESENTED BY: Tabatha Miller  
EMAIL ADDRESS: [tmiller@fortbragg.com](mailto:tmiller@fortbragg.com)

## AGENDA ITEM SUMMARY

### **TITLE:**

**Receive Report and Consider Adoption of City Council Resolution Authorizing City Manager to Execute PG&E Loan Documents (Amount Not To Exceed \$112,921.46) Associated with the CV Starr LED Lighting Project**

### **ISSUE:**

Bids for the CV Starr LED Lighting Project ("Project") were opened September 11, 2019. Three bids were received. Two of the three bids were considered by staff to be responsive; including WESCO Services and Fort Bragg Electric. WESCO Services was awarded the bid for \$106,562.72 on October 24, 2020.

The October 24, 2019 staff report discussed the PG&E On-Bill Financing that would be used to finance the Project with no interest, but the Resolution awarding the bid to WESCO did not include language authorizing the City Manager to execute the PG&E loan documents.

### **ANALYSIS:**

The CV Starr Community Center and Sigrid and Harry Spath Aquatic Facility opened to the public in 2009 and houses two pools, fitness and dance rooms, conference rooms and Mendocino Coast Recreation and Park District (MCRPD) business offices. The CV Starr Center is owned by the City of Fort Bragg and operated by the MCRPD in accordance with the Operating Agreement between the two entities.

The project includes the removal and replacement of various lighting components at the CV Starr Community Center for the completion of Energy Saving Recommendations. This work will be funded through On-Bill Financing provided by PG&E. This program provides the opportunity for public agencies to pay back a no-interest loan based on projected energy savings, via installments on their monthly PG&E bill. The payments of this loan will be a flat monthly rate, irrespective of seasonal energy use/savings variations. After the loan is repaid, any energy savings that result from the new energy efficiency equipment will translate into lower utility costs. To attempt to meet bill neutrality, actual savings from the project are used to calculate the loan by PG&E. Prior to calculation of the loan amount, energy efficiency rebates and incentives will be applied.

The estimated loan balance is \$112,921.46 but may be adjusted if the total cost of the project is more or less than this estimate. Based on this loan balance, the no-interest loan will be repaid in 4.23 years. The loan term is set at 52 months, which equals a monthly payment of \$2,171.57. The estimated average energy cost savings is \$2,222.90. The City has the option to apply for a six-month deferral of the first loan payment. This will be helpful as we continue to try and manage costs with the shortfall in revenue from the dedicated half-cent City sales tax.

**RECOMMENDED ACTION:**

Adopt the Resolution approving the PG&E On-Bill Loan Documents and authorize the City Manager to execute the necessary loan documents.

**ALTERNATIVE ACTION(S):**

Do not approve the On-Bill Financing Loan Agreement and any other necessary documents.

**FISCAL IMPACT:**

The monthly cost of the loan will be added to the CV Starr electric bill but should be offset by the energy savings.

**GREENHOUSE GAS EMISSIONS IMPACT:**

There will be reduction in GHG emissions. The amount is yet to be determined but in general replacing incandescent lights with LED lights can reduce energy use by up to 75%.

**CONSISTENCY:**

This project is consistent with the ongoing push to reduce power grid load and reduction of maintenance and operating costs wherever feasible.

**IMPLEMENTATION/TIMEFRAMES:**

Project is expected to be complete prior to the end of summer.

**ATTACHMENTS:**

1. Resolution
2. PG&E On-Bill Financing Loan Agreement

**NOTIFICATION:**

N/A

**RESOLUTION NO. -2020**

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL  
AUTHORIZING CITY MANAGER TO EXECUTE LOAN DOCUMENTS  
(AMOUNT NOT TO EXCEED \$112,921.46) ASSOCIATED WITH THE CV  
STARR LED LIGHTING PROJECT**

**WHEREAS**, CV Starr staff has pursued energy saving projects to reduce operating costs at the facility; and

**WHEREAS**, PG&E provides no-interest loans for the purpose of lighting upgrades to reduce energy usage for public agencies; and

**WHEREAS**, loan payments will be added to PG&E account invoices and are anticipated to be cost neutral; and

**WHEREAS**, the City received (3) bids for this Project; Gel America, Inc., Fort Bragg Electric and WESCO Services LLC; and

**WHEREAS**, City Council awarded the bid to WESCO Services and approved a project agreement on October 24, 2019; and

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

1. This project is a positive step in the reduction of greenhouse gas and operating costs at the CV Staff Community Center.
2. PG&E will provide an interest-free loan to finance the project with the monthly loan payments included in the monthly account invoices at approximately the amount of energy cost savings realized from the upgrade to LED lighting for a period of approximately 52 months.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby authorize the City Manager to execute the On-bill Financing Loan Agreement and any other necessary loan documents for the LED Lighting Project with WESCO Services (Amount Not to Exceed \$112,921.46).

**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 26<sup>th</sup> day of May, 2020, by the following vote:**

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

---

**WILLIAM V. LEE**  
Mayor

**ATTEST:**

---

**June Lemos, CMC**  
City Clerk



**LOCAL AGENCY AND DISTRICT CUSTOMERS ON-BILL FINANCING LOAN AGREEMENT**

The undersigned Local Agency or District<sup>1</sup> Customer (“Customer”) has contracted for the provision of energy efficiency/demand response equipment and services (the “Work”) which qualify for one or more of PG&E’s applicable rebate or incentive programs. Subject to the conditions (including the process for Adjustment and preconditions to funding) set forth below, Pacific Gas and Electric Company (“PG&E”) shall extend a loan (the “Loan”) to Customer in the amount of the loan balance (the “Loan Balance”) pursuant to the terms of this On-Bill Financing Loan Agreement (“Loan Agreement”) and PG&E’s rate schedules E-OBF and/or G-OBF, as applicable (the “Schedule”).

To request the Loan, Customer has submitted a completed On-Bill Financing Application and associated documentation as required by PG&E (the “Application”). Collectively the Application and this Loan Agreement (including any Adjustment hereunder) comprise the “Agreement”.

1. Customer shall arrange for its Contractor, as identified at the end of this Agreement (“Contractor”), to provide the Work as described in the Application.
2. The estimated Loan Balance is set forth below. The total cost of the Work as installed, rebate/incentive for qualifying energy efficiency measures, Loan Balance, monthly payment, and loan term specified in this Loan Agreement may be adjusted, if necessary, after the Work and the post-installation inspection described in the Application and/or herein are completed (the “Adjustment”). The Adjustment will be calculated using the actual total cost of the Work, as installed, and the estimated energy savings (as described in the Application) of such Work. In no event will the Loan Balance be increased without Customer’s written consent, even if Customer is eligible for such increased Loan Balance. Moreover, in no event will the Loan Balance exceed the maximum loan amount stipulated in the Application. Customer understands that in order to be eligible for the Loan, the initial Loan Balance for Work may not fall below the minimum loan amount, nor may the payback period exceed the maximum payback period. **Accordingly, if after the Adjustment, the Loan Balance falls below the minimum loan amount or if the simple payback period exceeds the program maximum payback period, each as described in the Application, PG&E shall have no obligation to extend the Loan, as the Work would not meet program requirements.** The Adjustment described in this paragraph will be communicated to the Customer in writing and will automatically become part of this Loan Agreement, except that any proposed increase in the Loan Balance will only become part of this Loan Agreement upon Customer’s written consent to such increase.
3. **PG&E shall have no liability in connection with, and makes no warranties, expressed or implied, regarding the Work.** The Parties acknowledge and agree that PG&E is only providing the Local Agency or District cited here with financing. The Customer has independently hired contractors (“Local Agency or District Contractors”) to perform the work on behalf of the Customer to qualify for financing. The Customer acknowledges and agrees that the Local Agency or District Contractors are not third party beneficiaries to this agreement between the Customer and PG&E. To the extent authorized by law and subject to appropriation of the Legislature, the Customer agrees that it will look only to Local Agency or District Contractors for any claims related to the installed equipment or its performance and that PG&E shall have no responsibility or liability, except for the payment of the loan proceeds, and the Customer shall indemnify PG&E for any claims made by the Local Agency or District Contractors against PG&E.
4. Customer represents and warrants that (a) Customer is receiving this Loan solely for Work obtained in connection with Customer’s business, and not for personal, family or household purposes; (b) Customer, if not an individual or a government agency, is duly organized, validly existing and in good standing under the laws of its state of formation, and has full power and authority to enter into this Agreement and to carry out the provisions of this Agreement. Customer is duly qualified and in good standing to do business in all jurisdictions where such qualification is required; (c) this Loan Agreement has been duly authorized by all necessary proceedings, has been duly executed and delivered by Customer and is a valid and legally binding agreement of Customer duly enforceable in accordance with its terms; (d) no consent, approval, authorization, order, registration or qualification of or with any court or regulatory authority or other governmental body having jurisdiction over Customer is required for, and the absence of which would adversely affect, the legal and valid execution and delivery of this Loan Agreement, and the performance of the transactions contemplated by this Loan Agreement; (e) the execution and delivery of this Loan Agreement by Customer hereunder and the compliance by Customer with all provisions of this Loan Agreement: (i) will not conflict with or violate any Applicable Law; and (ii) will not conflict with or result in a breach of or default under any of the terms or provisions of any loan agreement or other contract or agreement under which Customer is an obligor or by which its property is bound; and (f) all factual information furnished by Customer to PG&E in the Application and pursuant to this Agreement is true and accurate.
5. The Application must include the Federal Tax Identification Number or Social Security Number of the party who will be the recipient of the checks for the rebate/incentive or any Loan proceeds. Checks may be issued directly to the Customer or its designated Contractor or both, for the benefit of the Customer, as specified below. Customer acknowledges that PG&E will not be responsible for any tax liability imposed on the Customer or its contractor in connection with the transactions contemplated under the Agreement, whether by virtue of the Loan contemplated under the Agreement, or otherwise, and Customer shall indemnify PG&E for any tax liability imposed upon PG&E as a result of the transactions contemplated under the Agreement.

<sup>1</sup> Local Agency or District as defined in California Government Code §50001 and §58004.

6. Upon completion of the Work, Customer shall send a written confirmation of completion to PG&E's On-Bill Financing Program Administrator at the address listed in Section 15. Within 60 days after receiving the confirmation, PG&E (a) will conduct a post installation inspection and project verification, including review of invoices, receipts and other documents as required by PG&E to verify the correctness of any amounts claimed by Customer; and (b) will adjust, if necessary, the total cost, incentive, Loan Balance, monthly payment, and loan term as stated above. Customer shall give PG&E reasonable access to its premises and the Work. If the Work conforms to all requirements of the Agreement and all amounts claimed by Customer as Work costs are substantiated to PG&E's reasonable satisfaction, PG&E will issue a check ("**Check**") to Customer or Contractor (as designated by Customer in Section 15) for all amounts PG&E approves for payment in accordance with the Agreement. The date of such issuance is the "**Issuance Date**". If the Check is issued to Customer, Customer shall be responsible for paying any outstanding fees due to Contractor for the Work. If the Check is less than the amount due from Customer to Contractor, Customer shall be responsible for the excess due to the Contractor.
7. Customer shall repay the Loan Balance to PG&E as provided in this Loan Agreement irrespective of whether or when the Work is completed, or whether the Work is in any way defective or deficient, and whether or not the Work delivers energy efficiency savings to Customer.
8. The monthly payments will be included by PG&E on the Account's regular energy service bills, or by separate bill, in PG&E's discretion. Regardless whether the monthly payments are included in the regular utility bill or a separate loan installment bill, the following repayment terms will apply:
  - a. The Customer agrees to repay to PG&E the Loan Balance in the number of payments listed below and in equal installments (with the final installment adjusted to account for rounding), by the due date set forth in each PG&E utility bill or loan installment bill rendered in connection with Customer's account (identified by the number set forth below ("Account")), commencing with the bill which has a due date falling at least 30 days after the Issuance Date.
  - b. If separate energy service bills and loan installment bills are provided, amounts due under this Loan Agreement as shown in the loan installment bill shall be deemed to be amounts due under each energy services bill to the Account, and a default under this Loan Agreement shall be treated as a default under the Account.
  - c. If the Customer is unable to make a full utility bill payment in a given month, payment arrangements may be made at PG&E's discretion.
  - d. Any partial bill payments received for a month will be applied in equal proportion to the energy charges and the loan obligation for that month, and the Customer may be considered in default of both the energy bill and the loan installment bill.
  - e. Further payment details are set forth below.
9. Any notice from PG&E to Customer regarding the Program or the transactions contemplated under the Loan Agreement may be provided within a PG&E utility bill or loan installment bill, and any such notices may also be provided to Customer at the address below or to the Customer's billing address of record in PG&E's customer billing system from time to time, and in each case shall be effective five (5) days after they have been mailed.
10. The Loan Balance shall not bear interest.
11. Customer may, without prepayment penalty, pay the entire outstanding loan balance in one lump sum payment provided the customer first notifies PG&E by telephoning the toll free phone number (1-800-468-4743), and by sending written notice to PG&E On-Bill Financing Program Administrator at the address listed below, in advance of making the lump sum payment. Accelerated payments that are received from Customer without PG&E's prior approval may, at PG&E's sole discretion, be applied proportionally to subsequent energy charges and Loan repayments and PG&E shall have no obligation to apply accelerated payments exclusively to reduction of the outstanding Loan.
12. The entire outstanding Loan Balance will become immediately due and payable, and shall be paid by Customer within 30 days if: (i) the Account is closed or terminated for any reason; (ii) Customer defaults under the Agreement; (iii) Customer sells the equipment forming part of the Work to any third party; or (iv) Customer becomes Insolvent. Customer becomes "Insolvent" if: (i) Customer is unable to pay its debts as they become due or otherwise becomes insolvent, makes a general assignment for the benefit of its creditors, or suffers or permits the appointment of a receiver for its business or assets or otherwise ceases to conduct business in the normal course; or (ii) any proceeding is commenced by or against Customer under any bankruptcy or insolvency law that is not dismissed or stayed within 45 days.
13. Customer understands that without limiting any other remedy available to PG&E against Contractor or Customer, **failure to repay the Loan Balance in accordance with the terms of the Agreement could result in shut-off of utility energy service, adverse credit reporting, and collection procedures, including, without limitation, legal action.**
14. If there is any conflict among the documents comprising the Agreement, the following order of priority shall apply: 1. this Loan Agreement; 2. the Application; 3. any documents attached to the Application.

15. LOCAL AGENCY OR DISTRICT REQUIREMENT

a. All Payment Obligations Subject to Appropriation

The Customer acknowledges that the cost incurred pursuant to this Loan Agreement will be part of the monthly bill for electric use. All payment obligations and the Work replacement obligations of the Customer under this Loan Agreement or any related agreement or application is subject to appropriation by the Legislative body belonging to Local Agency or District cited in this loan agreement.

b. No Lien or Encumbrance; Subordination:

(1) Notwithstanding any other provision in this Loan Agreement – , PG&E acknowledges that nothing in this Loan Agreement shall constitute a mortgage, charge, assignment, transfer, pledge, lien or encumbrance upon either the Work or any part of the buildings, structures or related facilities in which the Work is constructed, installed or situated (collectively, the “Related Facilities”). Accordingly, PG&E agrees it will not record or file any instrument that would indicate or imply it has a security interest in the Related Facilities, including but not limited to a UCC-1.

(2) In addition to the preceding paragraph (a), if this Loan Agreement were ever construed or deemed to create any such encumbrance, then: (i) this Loan Agreement shall be junior and subordinate and subject in all respects to the terms and conditions of any and all leases, and indentures related to lease revenue bonds issued by the Local Agency or District cited here or any other issuer of bonds on behalf of the Local Agency or District concerning the Related Facilities entered into in the past, the present or the future (the “Senior Security Documents”); and (ii) any term or condition of this Loan Agreement relating to any right, title or interest in the Related Facilities or other benefits derived there from shall be in all respects junior and subordinate to, and subject to the terms of, the Senior Security Documents.

15. Loan Particulars.

*This table is to be completed by PG&E*

Total Cost	Incentive	Customer Buy- Down (if applicable)	Loan Balance <sup>1</sup>	Monthly Payment	Term <sup>2</sup> (months)	Number of Payments
\$ 112,921.46	\$ -	\$ -	\$ 112,921.46	\$ 2,171.57	52	52

**Check Made Payable to Customer  or Contractor**   
**[customer to select payment method. Note that only one check can be issued]**

16. This agreement at all times shall be subject to such modifications as the California Public Utilities Commission may direct from time to time in the exercise of its jurisdiction.

Federal Tax ID or Social Security #, Customer	Federal Tax ID or Social Security #, Contractor
46-0575946	

PG&E Account # / Service Agreement #
4518650976 / 4518650523

Account Name, Customer	Name, Contractor
Primary Customer Name: CITY OF FORT BRAGG - 300 S LINCOLN ST Primary MDSS Application Number: TIF ID: 010639	WESCO SERVICES LLC, KEVIN KEANE

Customer Address (For OBF Check Delivery)	Contractor Address (For OBF Check Delivery)
	2455 MERCANTILE DR STE 150
	RANCHO CODOVA CA 95742

Name and Title of Authorized Representative of Customer	Name and Title of Authorized Representative of Contractor
	KEVIN KEANE, WESCO SERVICES LLC

Signature of Authorized Representative of Customer

Date

**ACCEPTED: Pacific Gas and Electric Company**

By	Date
PG&E On-Bill Financing Authorized Representative	

Address:  
 On-Bill Financing Program  
 Mail Code N6G  
 Pacific Gas and Electric Company  
 PO Box 770000  
 San Francisco, CA 94177-0001

<sup>1</sup> The Loan Balance shall not exceed one-hundred thousand dollars (\$100,000) for commercial customers and shall not exceed two-hundred fifty thousand dollars (\$250,000) for government agency and multi-family customers, excepting loans to government agency and multi-family customers where, in PG&E's sole opinion, the opportunity for uniquely large energy savings exist, in which case the Loan Balance may exceed two-hundred fifty thousand dollars (\$250,000) but shall not exceed two million dollars (\$2,000,000).

<sup>2</sup> The loan term in months will be established by PG&E at the time of the OBF Loan Agreement initiation. The maximum loan term shall be sixty (60) months excepting: 1) loans to Government agency Customers or Multi-Family Customers will have a maximum loan term of one hundred and twenty (120) months or the expected useful life (EUL) of the installed energy efficiency measures, which ever is less; and 2) loans to customers where, in PG&E's sole opinion, credit and risk factors support a loan term longer than sixty (60) months.



**On-Bill Financing Program (OBF)  
 Loan Calculation Summary Sheet  
 Simple project payback per meter**

**Customer Name:** CITY OF FORT BRAGG - 300 S LINCOLN ST

**Project Number:** TIF: 010639

**Calculations from:** Original

(A) PROJECT COST FOR MEASURES	(B) REBATES or INCENTIVES	Customer Down Payment or Buy-Down	CUSTOMER TOTAL LOAN AMOUNT	(C) CUSTOMER AVERAGE RATE <i>PER kWh</i>	(D) CUSTOMER AVERAGE RATE <i>PER Therm</i>	(E) ESTIMATED ANNUAL ENERGY SAVINGS <i>(kWh)</i>	(F) ESTIMATED ANNUAL GAS SAVINGS <i>(Therm)</i>	ESTIMATED ANNUAL ENERGY COST SAVINGS	SIMPLE PAYBACK IN YEARS
\$ 112,921.46	\$ -	\$ -	\$ 112,921.46	\$ 0.21		127,023.00	-	\$ 26,674.83	4.23

PAYBACK IN MONTHS BASED ON EXPECTED ENERGY SAVINGS	LOAN TERM (MONTHS) (1 month added for bill neutrality)	CUSTOMER FIXED MONTHLY LOAN PAYMENT	ESTIMATED MONTHLY ENERGY COST SAVINGS
51	52	\$ 2,171.57	\$ 2,222.90

(C) = (From utility bill) Total \$ amount (12-month) / Total kWh (same 12-month)  
 (D) = (From utility bill) Total \$ amount (12-month) / Total therm (same 12-month)