



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, July 26, 2017

11:00 AM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:06 AM.

ROLL CALL

Staff Present: City Manager Linda Ruffing; Finance Director Victor Damiani; City Clerk June Lemos

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

1A. [17-398](#) Approve Minutes of July 5, 2017

A motion was made by Councilmember Lee, seconded by Councilmember Peters, that these Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [17-401](#) Review FY 2017/18 Adopted Budget and Consider Making Recommendations to City Council

Finance Director Damiani asked the Committee Members if they had any clarifying questions as a result of reviewing the staff report. Items of discussion included:

- Spread emergency reserves between all the funds
- Economic contingency
- Educate the community on the budget via City Notes
- Increase in services, including PEG, Economic Development Department, promotions and Coastal Trail maintenance
- Robust capital improvement projects
- Cost of Living increase for employees
- Fleet and building maintenance plans
- Operating reserve and litigation reserve funding
- City Council budget principles

Public Comment was received at various times throughout the meeting by Rex Gressett.

Discussion: After lengthy discussion, the Committee agreed to bring this item forward to the full City Council for discussion and direction. The Committee decided and recommended as follows:

- Reorder the bullet points on page 14 of the budget to put bullet point 4 of the guidelines first
- Add language to guideline 5 addressing the need for a continuing resolution if the budget is not adopted prior to July 1
- For fiscal policy 9, Committee recommends that Water and Waste Water Enterprise funds contribute to emergency reserves and stabilization reserves as presented in staff report.
- Committee does not recommend any specific cost cutting measures at this time
- In terms of revenue enhancements, the Committee supports the Council direction already received to proceed with a storm drain enterprise study
- Committee recommends that Council consider establishment of a commercial business license tax for cannabis in November 2018
- Committee recommends increasing parking fines by at least \$10
- Council to consider possibility of a parcel tax for fire protection services and the possibility of a quarter cent general sales tax
- Bring forward to Council a utility tax increase without recommendation from Committee.

3B. [17-403](#) Receive Oral Update from Staff on Departmental Activities

No report from staff was given.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Peters adjourned the meeting at 1:10 PM.