



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Friday, September 8, 2017

11:00 AM

Town Hall, 363 N. Main Street

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### Special Meeting

#### MEETING CALLED TO ORDER

Committee Member Lee called the meeting to order at 11:01 AM.

#### ROLL CALL

Councilmember Turner substituted for Committee Member Peters who was not available to attend this meeting.

**Present:** 2 - Will Lee and Dave Turner

**Absent:** 1 - Lindy Peters

#### 1. APPROVAL OF MINUTES

**1A.** [17-431](#) Approve Minutes of Special Meeting of July 26, 2017

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

**1B.** [17-482](#) Approve Minutes of September 6, 2017

A motion was made by Committee Member Lee, seconded by Committee Member Turner, 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.** [17-375](#) Receive Report and Make Recommendation to City Council Regarding Cost Recovery for Appeals of Decisions on Development Applications

Community Development Director Jones summarized the staff report for this agenda item, noting that staff recommends dividing appeals into two categories, those requiring California Environmental Quality Act (CEQA) review and those not requiring CEQA. For projects needing CEQA, the applicants would deposit \$10,000 in a Development Deposit Account (DDA) toward an appeal; if no CEQA review, the deposit amount would be \$3,000. The Committee agreed to recommend to the Council that a combination of surcharge and DDA be used to cover the cost of appeals. Committee Members recommended 30% of actual cost of an appeal should be funded

through this appeal fee with the remainder funded by the applicant. The Committee requested that staff develop a method for establishing an appeal fee that would apply to all planning permit applicants to help offset the costs of appeals. This fee would accrue in an appeal fund that could only be used for City costs associated with appeals not fully covered by the DDA deposits.

**This Staff Report was referred to staff to prepare a report and recommendations for the full City Council at its next meeting on September 25, 2017.**

**3B. [17-465](#) Receive Report and Consider Amending Insurance Matrix Establishing Insurance Limits for Contracts and Activities**

Administrative Services Director Schneider gave the staff report on this item. Committee Members approved of the new matrix and recommended sending it to Council for approval. Staff was directed to share the new matrix with REMIF after City Council approval.

**This Staff Report was recommended for approval by City Council at its meeting of September 25, 2017.**

**3C. [17-446](#) Receive Oral Update from Staff on Departmental Activities**

None.

**4. MATTERS FROM COMMITTEE / STAFF**

None.

**ADJOURNMENT**

**Committee Member Lee adjourned the meeting at 11:29 AM.**