



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, September 9, 2015

9:00 AM

City Hall Conference Room, 416 N. Franklin Street

Special Meeting

MEETING CALLED TO ORDER

The meeting was called to order at 9:05 a.m.

ROLL CALL

Staff Present: City Manager Linda Ruffing, Acting Finance Director Victor Damiani and Administrative Assistant Brenda Jourdain

Others in Attendance: John Fremont

Present: 2 - Doug Hammerstrom and Dave Turner

APPROVAL OF MINUTES

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

The Committee requested that Item No. 2 be discussed prior to Item No. 1.

2. Receive Report from Rural Fort Bragg Ad Hoc Committee

*Committee Member Turner read John Fremont's letter regarding starting a monthly Rural Ad Hoc Committee.

The following was noted during discussion of this item:

* John Fremont stated we have had 5 meetings that they call a community forum. We promote what public interest is at the time. The topics of these meetings were:

- 1 - Starting of a Charter County in Mendocino County - conducted by Agnes Woolsey
- 2 - Ad Hoc Committee Organizational Meeting - conducted by Eric Reed
- 3 - Transfer Station - conducted by Charla Thornbeck
- 4 - Forestry issues - Hakenforth
- 5 - Renaming of Fort Bragg - conducted by Silvia Erikson Bartley

The next meeting will be the third Friday instead of the regularly scheduled date due to Town Hall maintenance. Norman DeVall will speak on his recommendations and what is on the

ballot for the election. Future subjects include the Coastal Trail and Mill Site conducted by George Reinhardt (NUDGE).

The meeting attendance averages about 30 people and they expect the attendance to grow. After the first meeting, the Ad Hoc committee decided to stop taking minutes. The Committee meeting has ground rules and Fremont read those rules. The committee gives people a chance to express their concerns and interests on a subject and takes a vote on what items will be discussed at future meetings. He explained the focus of the meeting is determined in advanced but they do not regulate the time and what anyone says and if a lot of people comment on an item it is continued to a future meeting. If someone approaches a member of the committee outside of the scheduled meeting with a subject, that subject is brought to the committee for a vote for a future meeting subject. They have denied subjects such as the Recall and The Old Coast Hotel. They want to be a public voice to City Council and Mendocino County Board of Supervisors. The Ad Hoc committee does not charge a fee for participating in the committee and they encourage people to run for public office.

* Committee Member Hammerstrom's concern is with technical issues of subjects. Many times they are brought to council meetings under public comment and he will like the committee to take care of the technical parts instead of bringing them to Council and City staff. Fremont agrees not to overburden the council and staff.

* Committee Member Turner feels that the Ad Hoc tool is appropriate and he will like to rethink the ad hoc committee tool.

* City Manager Ruffing explained the Ad Hoc committees are temporary in duration.

This item was for discussion only.

1. Review and Discuss Fixed Asset Inventory Spreadsheets

Acting Finance Director Victor Damiani presented the fixed liability spreadsheets.

The following was noted during discussion of this item:

*Damiani stated depreciation started in the City's asset spreadsheet presented in 1986. The City was not required to keep track of streets since 2004. The City is using a threshold of 5,000 to add new assets. In the past there were some that are lower.

* Committee Member Hammerstrom shared with the committee methodology of a depreciation sheet from his Condo ownership. The asset sheet gives a number that can be funded and how it will be funded. Committee Member Turner asked is this possible to use the methodology presented by Committee Member Hammerstrom?

* The Committee agrees to leave out lower valued items but wants to finalize the replacement time of each item. Vehicles were discussed also. City Manager Linda Ruffing explained that vehicles are different. Only big items like a street sweeper will need to be added.

* The Committee wants to look at all of the City's general fund and how fixed assets and

depreciation are being done. How often is the Internal Services Fund (ISF) replaced and are we funding the reserve yearly? The Committee wants to ensure that a certain amount of money is put in a reserve in the budget proactively every year.

* Ruffing explained there is no policy for enterprise funds for reserves. Reserves are intended as operating reserves.

*The Committee discussed Finance setting up the general fund facilities and equipment spreadsheet and Public Works finalize it. These sheets should include what items need to be replaced after depreciation and when and the funds need to replace these items. The Finance department will work on the spreadsheet and then Public Works to finalize funds needed and replacement time.

* Ruffing stated it does not make sense to do a reserve for streets with street sales tax.

- Committee directed Staff to put together a list of city buildings, parks and equipment then populate figures, time of depreciation and money needed for future years and bring this spreadsheet back to the next Finance & Administration Committee Meeting.
- Committee further directed staff to talk to Mr. Colman at League of California Cities conference for his recommendation.

MATTERS FROM COMMITTEE / STAFF

Committee Member Hammerstrom stated that our community wants to participate in Council committee discussions and wants to ensure that Council committee meetings are not cancelled whenever possible.

ADJOURNMENT

The meeting was adjourned at 10:11 a.m.