



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**

Wednesday, May 25, 2016

3:00 PM

Town Hall, 363 N Main Street

Budget Workshop

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 3:02 PM.

ROLL CALL

Present: 4 - Councilmember Michael Cimolino, Councilmember Scott Deitz, Councilmember Doug Hammerstrom and Mayor Dave Turner
Absent: 1 - Vice Mayor Lindy Peters

AGENDA REVIEW

1. CONDUCT OF BUSINESS

[16-212](#)

Conduct City Council Workshop to Review Draft Fiscal Year 2016/17 Budget Including General Fund Operating Budget, Water Enterprise Budget, Wastewater Enterprise (Municipal Improvement District No. 1) Budget, and Capital Projects Budget and Provide Direction to Staff

1. Introduction - City Manager Ruffing

- ❖ Municipal Financial Health Diagnostic Tool results
- ❖ Acknowledged Councilmember Hammerstrom for his service on the Finance and Administration Committee
- ❖ Cost Allocation Plan (CAP)
- ❖ Redevelopment Agency administrative fee reduction this year
- ❖ Decrease in sales tax
- ❖ Water & Wastewater Funds in good shape
- ❖ Overall message this year is keep belt tightened

2. Public Comments - None.

3. Budget Guidelines & Fiscal Policies - Finance Director Damiani

4. Budget Summary - Finance Director Damiani

- ❖ Tracking balance of MCOG Streets and Highway D1 fund
- ❖ Triple flip program terminated
- ❖ Transient Occupancy Tax expected to increase over last year
- ❖ Capacity fees to be discussed at future Community Development Committee meeting

Mayor Turner recessed the meeting at 5:02 PM; the meeting reconvened at 5:12 PM.

- ❖ Cost Allocation Plan review and explanation of General Fund accounting error
- ❖ Fleet and equipment services allocation costs

- ❖ More data needed on CV Starr Enterprise for next year's budget
- ❖ CAP fix - how to repay Water and Wastewater Enterprises:
 - ❖ Apply approximately \$600,000 of undesignated fund balance
 - ❖ Reduce litigation reserve by \$100,000
 - ❖ Use all funds in Economic Contingency Reserve
 - ❖ Use all funds in Emergency Reserve
 - ❖ Establish five-year loan to pay back remainder

Mayor Turner recessed the meeting at 6:13 PM; the meeting reconvened at 6:30 PM.

5. Operating Budget Detail

- a. City Council - *City Manager Ruffing*
- b. Administration - *Administrative Services Director Schneider*
 - ❖ Labor negotiations
 - ❖ Possible comprehensive classification study
- c. Finance - *Director Damiani*
- d. Non-Departmental - *Finance Director Damiani & City Manager Ruffing*
 - ❖ Supplemental Economic Development and Financing Corporation \$5,000 contribution
 - ❖ Add \$18,000 from Waste Management Community Benefit Fund for marketing study and pay it back
- e. Public Safety - *Police Chief Lizarraga*
 - ❖ Expanding Neighborhood Watch Program
 - ❖ Citizen Emergency Response Team program
 - ❖ Seeking funding for School Resource Officer position
 - ❖ More foot patrols
 - ❖ Police Activity League report
 - ❖ Animal Control payment of late invoices, \$22,000
- f. Community Development - *Director Jones & Special Projects Manager Owen*
 - ❖ 2016-2017 Priorities
 - ❖ New Development Checklist
- g. Public Works - *Director Varga, Operations Manager Smith, Analyst Prairie*
 - ❖ Seasonal Maintenance Worker
 - ❖ Capital projects summary
 - ❖ Grant funding for projects
- h. Internal Service Fund - *Public Works Director Varga*
 - ❖ Change street sweeping pattern and publicize
- i. Debt Service - *Finance Director Damiani & City Manager Ruffing*
- j. Interfund Loan - *City Manager Ruffing*

6. Enterprise Funds

- a. Water Enterprise - *Operations Manager Smith*
 - ❖ Savings in costs realized this year
 - ❖ Lake and streambed alteration discussed
- b. Wastewater Enterprise - *Operations Manager Smith*
 - ❖ Recommend a goat for Wastewater Treatment Facility to obviate mowing
 - ❖ Rebuilding bit by bit to pay for expensive upgrade
- c. C.V. Starr Community Center - Continued to City Council meeting of June 13, 2016

7. Special Revenues

- a. Special Revenue Funds - *City Manager Ruffing*
- b. Grants - *Special Projects Manager Owen*
 - ❖ Two salaries in Community Development Department covered by grants
 - ❖ Assigning staff time to various grants more of a priority in FY16/17
 - ❖ Carefully consider which grants to apply for
- c. Fort Bragg Redevelopment Successor Agency - *City Manager Ruffing*

8. **Capital Improvement Program** - Continued to City Council meeting of June 13, 2016

9. **Wrap-Up**

- ❖ The budget will be brought forward to the City Council on June 27, 2016 for adoption.

ADJOURNMENT

Mayor Turner adjourned the meeting at 9:15 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)