



City of Fort Bragg

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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, March 20, 2024

2:00 PM Town Hall, 363 N Main Street and Via Video Conference

Mid Year Budget Workshop

CALL TO ORDER

Mayor Norvell called the meeting to order at 2:04 PM.

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

1. CONDUCT OF BUSINESS

1A. [24-661](#) Conduct FY 2023/24 Mid-Year Budget Review - City Council Work Session

1. INTRODUCTION & OVERVIEW

City Manager Isaac Whippy provided an introduction and overview, emphasizing the FY 2023/2024 Budget Policy Changes. These changes include strengthening the city reserves, allocating additional funding to Section 115 Trust, making investments in our community, implementing COLA adjustments, and ensuring personnel funding for all city departments to be fully staffed.

2. PUBLIC COMMENT: None.

3. CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATES

Assistant City Engineer Chantell O'Neal provided an overview of this year's projects, highlighting a total of 36 projects designated for expenditure. Currently, only 7 projects have yet to commence. During the overview, she detailed the various projects and the respective stages of progress for each one. Public Works Director John Smith provided an update on the Capital Improvement Program (CIP) Projects, covering areas such as Street Maintenance & Traffic Safety, CV Starr, Water Enterprise, and Storm Water.

Public Comment: None.

4. EMERGENCY PLANNING

Police Captain Thomas O'Neal presented an overview of Fort Bragg's Emergency Management Program, emphasizing notable achievements such as the update of the Emergency Operations Plan (EOP), implementation of Veoci software, and upcoming management exercises. He also provided recommendations for future funding.

Public Comment: None.

5. BRIEF PROJECT/ DEPARTMENT PROGRESS REPORTS

a) City Manager & Administrative Services

The City Manager provided an update on his vision for the future of the City, which encompasses

several key initiatives:

- One-on-One Meetings: Conducting individual meetings with City employees to foster communication and address concerns.
- Core Employee Values: Developing core values to guide employee behavior and decision-making.
- Redefining Mission Statement: Updating the mission statement to reflect the City's current goals and priorities.
- Community Survey: Conducting a survey to gather feedback from residents and stakeholders on important issues and priorities.
- Strategic Vision Planning: Collaborating with the City Council, residents, business owners, and employees to develop a strategic vision for the future of the City.
- Fiscal Stability: Ensuring the City's financial health and stability through sound budgeting and financial management practices.

Human Resources Manager Juli Mortensen delivered an Administrative Services Update, covering several areas:

- Staffing Changes: Provided information about recent staffing changes within the administrative services department.
- City Clerk Achievements: Highlighted achievements and milestones reached by the City Clerk's office during the reporting period.
- Human Resources Achievements: Shared accomplishments and advancements made by the Human Resources department in supporting the city's workforce.

b) Visit Fort Bragg

Administrative Analyst Cristal Munoz presented on the goals of the Visit Fort Bragg's Committee, which focus on increasing events during the shoulder season (October through May) and promoting local downtown shopping among residents. She provided a brief summary of each event organized by the committee.

c) Finance

City Manager Isaac Whippy provided an update on the accomplishments of Finance Operations and Utility Billing and Operations, highlighting key achievements. Additionally, he outlined the goals for Finance Operations moving forward.

d) Information Technology (IT)

Systems Analyst-Lead Deb Smith provided an update on IT's accomplishments and goals, focusing on:

- Cybersecurity measures and enhancements
- Implementation of new systems and technologies across various departments.

e) Police

Police Chief Neil Cervenka provided an update on the department's achievements, highlighting several key initiatives:

- Electric Vehicle (EV) Implementation
- Social Services Program, including the Care Response Unit and Project Right Now
- Enhanced Training for officers
- Recruitment of new staff members
- A commitment to achieving 30% women recruits by 2030
- Community support efforts, such as asset forfeiture use, support for the Special Olympics, and participation in community events.

f) Community Development

Assistant Planner Sarah Peters presented an update on behalf of the Community Development

Department, covering the following points:

- Staffing changes within the department
- Utilization of consultants on an as-needed basis
- Summary of permits the department has been processing
- Highlights of any changes made to the municipal code
- Provided housing activities summary and update

g) Grants

Grants Coordinator Lacy Peterson provided an update on various Community Development Block Grant (CDBG) initiatives across different fiscal years:

- Past Fiscal Year (FY): Overview of completed CDBG projects
- Present FY: Current status and progress of ongoing projects
- Future FY: Plans and allocations for upcoming projects

Additionally, she shared information about the Business Assistance Loan Program and the Microenterprise Financial Assistance Program, detailing the remaining funds available and announcing a workshop for interested businesses.

Specific grant-funded projects mentioned include:

- CDBG-Water Meter Replacement Project
- CDBG Fire Station Planning
- Code Enforcement Program
- Other CDD Grant Opportunities, such as Affordable Housing and Pomo Education & Visibility

h) Special Projects

Special Projects Manager Sarah McCormick discussed several initiatives aimed at increasing housing opportunities:

- Grants to Increase Housing Opportunities, specifically the SB-2 Local/Regional Early Action Planning (LEAP/REAP) & Permanent Local Housing Allocation (PHL) Programs.
- California Coastal Commission Local Coastal Program Grant Funding.
- Regional Blue Economy Initiatives.

These efforts are focused on addressing housing challenges, securing funding for coastal program development, and promoting regional economic growth through blue economy initiatives.

i) CV Starr

The CV Starr Manager Moneque Wooden provided an update on upcoming events and initiatives at the facility, including:

- Pumpkin Splash event
- Membership updates
- Recognition of May as Water Safety Month, with plans for the Council to present a proclamation for the occasion.

j) Public Works

Public Works Director John Smith gave an update on current projects

Public Comment: None.

6. FY 2024 MID-YEAR PERFORMANCE REPORT

City Manager Isaac Whippy presented the Mid-Term Budget Requests, highlighting the significance of salary savings resulting from vacant positions. He delivered a detailed presentation outlining the budget requests for each department.

Public Comment: Jay Rosenquist

7. FY BUDGET GOALS & LONG-TERM FINANCIAL PLANNING

City Manager Isaac Whippy provided a report on the Long-Term Financial Plan, addressing

various uncertainties and considerations:

- Inflation
- Economic downturn or recession
- Pension unfunded liability
- Future police association contract costs
- Future SEIU contract costs
- Service Changes/Council Priorities: Housing, Infrastructure, Broadband Jobs Industry, Economic Development

He presented a chart depicting General Fund Expenditure categories and the General Fund Five-Year Forecast. Additionally, he discussed potential new revenue sources.

The City Council provided direction on the preferred revenue sources to pursue, which include raising the Transient Occupancy Tax (TOT) to 2% and implementing a 3/8 cent general sales tax increase.

Public Comment: None.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 5:23 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)