



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, May 3, 2017

11:00 AM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

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

### ROLL CALL

Staff Present: - City Manager Linda Ruffing; Administrative Services Director Scott Schneider; Finance Director Victor Damiani; Director of Public Works Tom Varga; and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Will Lee

### 1. APPROVAL OF MINUTES

1A. [17-240](#) Approve Minutes of of April 5, 2017

A motion was made by Committee Member Lee and Seconded by Committee Member Peters, that these minutes be approved for Council review. The motion was carried by a unanimous vote.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Malcolm MacDonald commented on the vote order at City Council meetings. He proposed to rotate the order of vote to make it more fair for each Councilmember.

### 3. CONDUCT OF BUSINESS

3A. [17-244](#) Receive Report and Make Recommendation to City Council Regarding New Methodology for Calculating Storm Drainage Fees and Possible Establishment of a Storm Drainage Enterprise Fund

City Manager Ruffing gave the Introduction with background and methodology and introduced Director of Public Works Tom Varga who gave an overview of the staff report prepared for this item.

Public Comment:

Malcolm MacDonald spoke on proposed sewer rates for FY 2017/18 (page 24 of NBS report).

Discussion:

- Public Works Director Varga gave a scenario of how much the fee would change with the proposed storm drainage fee calculation on new development. He further explained what the Storm Drainage Enterprise Fund is and how it is used and regulated.

- The Committee discussed use of impervious ground coverage as a basis for fees. Staff will need to update that language in an ordinance.
- City Manager Ruffing explained the Prop 218 process through the years regarding water and wastewater rate charges. A public hearing has to be conducted to comply with the Prop 218 hearing process. The City is following State-mandated guidelines to create this new Storm Drainage Enterprise Fund. The public will have the opportunity to be involved and vote on the new process. Ruffing recommends bringing this to the budget workshop, then Finance & Administration Committee, then to full Council for direction, then to the public vote process.
- Varga commented that a lot of other cities are going to the proposed new process staff is suggesting.
- Committee discussed if revenue bonds can be used.

**3B. [17-238](#)** Review Report of Contracts Under \$25,000 for January 1, 2017 - March 31, 2017

The Committee reviewed the contracts as outlined in the report prepared for this item.

Public Comment:

None.

Committee Discussion:

Committee asked if there are any contracts that recur monthly. Staff replied, no.

**This report was received and filed.**

**3C. [17-239](#)** Receive Oral Update from Staff on Departmental Activities

Finance Director Victor Damiani reported the following:

- General Fund is looking at a deficit.
- The full Council will discuss at the budget workshop whether to use D-1 Funds or seek reimbursement for the cost of the street sweeper. This can significantly help the General Fund deficit.

#### **4. MATTERS FROM COMMITTEE / STAFF**

City Manager Ruffing discussed some items going to Council and then will come back to the Finance & Administration Committee:

1. Establish guidelines about what goes on the consent calendar.
2. How to solicit public input at meetings.
3. Rules of Conduct - add the idea of rotating the order of the vote.

#### **ADJOURNMENT**

**Committee Member Peters adjourned the meeting at 11:45 AM.**