



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda Community Meetings

Wednesday, September 17, 2025

5:30 PM

Town Hall

Local Advisory Committee Prop 47

MEETING CALLED TO ORDER

ROLL CALL

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

MANNER OF ADDRESSING THE COMMITTEE: All remarks and questions shall be addressed to the Committee; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Chairperson or Vice Chairperson. Public comments are restricted to three (3) minutes per speaker.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Chairperson or Vice Chairperson may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. Any citizen, after being recognized by the Chairperson or Vice-Chairperson, may speak on any topic that may be a proper subject for discussion before the Committee for such period of time as the Chairperson or Vice-Chairperson may determine is appropriate under the circumstances of the particular meeting, including number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Committee's response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Committee members as soon as possible after receipt and are available for inspection at the Fort Bragg Police Department, 250 Cypress Street, Fort Bragg, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Jenni Ponts, at jponts@fortbraggca.gov.

3. CONDUCT OF BUSINESS

- 3A. [25-258](#) Receive Report on Recommended Committee Bylaws

Attachments: [Prop 47 Local Advisory Committee Bylaws](#)

- 3B. [25-259](#) Receive Recommendation to add Committee Member from Mendocino County Sheriff's Office

3C. [25-260](#) Receive Update on Grant Progress**ADJOURNMENT**

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on September 9, 2025.

Jennifer Ponto, Grants Analyst

NOTICE TO THE PUBLIC**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



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Text File

File Number: 25-258

Agenda Date: 9/17/2025

Version: 1

Status: Business

In Control: Community Meetings

File Type: Staff Report

Agenda Number: 3A.

Receive Report on Recommended Committee Bylaws

PROPOSITION 47 LOCAL ADVISORY COMMITTEE BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The official name of this body shall be the Fort Bragg Proposition 47 Local Advisory Committee ("LAC").

Section 2. Purpose

The purpose of the LAC is to advise on the planning, implementation, oversight, and evaluation of Proposition 47-funded programs. Passed by California voters in 2014, Proposition 47 reclassified certain nonviolent offenses from felonies to misdemeanors, with the goal of reducing incarceration and redirecting the resulting state savings into prevention and rehabilitation services. The LAC is committed to ensuring that such programs effectively address mental health challenges, substance use disorders, and reduce recidivism in the community by investing in community-based services and supports. The LAC provides a forum for community engagement, transparency, and accountability in the use of Prop 47 funds.

ARTICLE II: AUTHORITY

The LAC is established under the authority of the Fort Bragg Police Department governing body and operates in accordance with the requirements of the California Board of State and Community Corrections (BSCC) Proposition 47 grant program. These bylaws govern the structure and function of the LAC.

ARTICLE III: MEMBERSHIP

Section 1. Composition

Membership shall be comprised of a diverse representation of stakeholders, including but not limited to:

- Local government representatives (e.g., city council, mayor's office)
- Behavioral health and public health agencies
- Law enforcement and criminal justice agencies
- Education and youth services
- Community-based organizations
- Faith-based organizations
- Individuals with lived experience in the criminal justice system or with substance use disorders
- Advocacy groups
- Members of the general public

Section 2. Appointment and Terms

Members shall be appointed by the Fort Bragg Police Department and the Care Response Unit (CRU) Team. Community representatives are selected through an open application process to ensure diverse and inclusive participation. Terms of service shall be the length of the Prop 47 Cohort 4 funding cycle (ending June 30, 2028), with the possibility of reappointment for additional terms.

Section 3. Number of Members

The LAC shall consist of no greater than 14 voting members.

Section 4. Resignation and Removal

A member may resign at any time by written notice. A member may be removed by majority vote of the LAC for reasons including, but not limited to, conflict of interest violations, conduct detrimental to the purpose of the committee, or failure to attend 2 meetings in a row without prior approval.

Section 5. New Member Approval

Vacancies on the committee may be filled upon recommendation by the CRU team or by any current standing member of the committee. The names of prospective appointees shall be placed on the agenda for the next regularly scheduled committee meeting and made available to the public in accordance with applicable notice requirements. Appointments shall be subject to approval by a 50% majority vote of the full committee membership.

ARTICLE IV: OFFICERS

Section 1. Officers

The officers of the LAC shall include a Chairperson and a Vice-Chairperson.

Section 2. Duties

- **Chairperson:** The Chairperson will be a Representative of the Fort Bragg Police Department, and will preside over all meetings, set agendas in collaboration with staff, and serve as the official spokesperson.
- **Vice-Chairperson:** The Vice-Chairperson will be a Representative of the City of Fort Bragg and will assist the Chairperson and preside in their absence.
- **Members:** Actively participate in meetings and subcommittees. Provide input on program planning and evaluation. Engage with the community to gather feedback and disseminate information.

ARTICLE V: MEETINGS

Section 1. Frequency

The LAC shall meet quarterly, on the third Wednesday of the last month of the quarter. Special meetings may be convened as needed.

Section 2. Ad Hoc and Special Meetings

The Chair of the LAC may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section 3. Notice and Public Access and Brown Act Requirements

All meetings shall be conducted in accordance with the Brown Act. Notice of meetings and agendas shall be posted publicly at least 72 hours in advance.

Section 4. Quorum

A quorum shall consist of a simple majority of the current members. Decisions on new members or amendments to the bylaws shall be made by majority vote of members present, provided a quorum is met.

Section 5. Voting

Each LAC member has one vote. Authorized designees may vote on behalf of a member only in the absence of the principal member and if they have been identified by the member in written correspondence addressed to the Chair and LAC members. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

Section 6. Reporting

The LAC shall oversee and contribute to the preparation of all required Proposition 47 reports to the California Board of State and Community Corrections (BSCC). This includes ensuring transparency and community input in the development of progress reports, data collection, and outcome evaluation.

Section 7. Report Schedule

Reports will be created by Captain Thomas O’Neal and the Care Response Unit (CRU) and will be provided to the LAC. Reports must be submitted in accordance with the BSCC’s prescribed timeline, which includes:

- **Quarterly Progress Reports:** Due at the end of each quarter, detailing implementation progress, budget expenditures, challenges, and qualitative and quantitative data.
- **Annual Outcome Reports:** Summarizing overall program impact, participant outcomes, and effectiveness of funded services.
- **Final Grant Report:** Due at the end of the grant cycle, encompassing comprehensive performance data, lessons learned, and sustainability plans.

Section 8. Public Availability

All reports submitted to the BSCC shall be made available to the public on the City of Fort Bragg website, and their submission will be acknowledged in LAC meetings.

All committee meetings shall be open to the public. Members of the public are welcome to attend, ask questions, and provide input during designated public comment periods in accordance with the committee’s meeting procedures.

ARTICLE VI: SUBCOMMITTEES

Subcommittee members shall be drawn from the LAC membership and may include non-members with relevant expertise. Each subcommittee shall have a designated chair approved by the LAC.

ARTICLE VII: CONFLICT OF INTEREST

Members shall disclose any actual or potential conflicts of interest and abstain from voting or participating in discussions where a conflict exists. All members shall comply with applicable ethics and conflict of interest laws and regulations.

ARTICLE VIII: ATTENDANCE REQUIREMENTS

Members are expected to attend all scheduled meetings. Participation is essential to fulfilling the advisory

responsibilities of the LAC. Failure to attend 2 meetings in a row without prior approval will result in removal from the committee.

ARTICLE XI: COMMUNITY ENGAGEMENT AND TRANSPARENCY

Section 1. Community Input

The LAC shall provide opportunities for community feedback, including at least one community listening session annually, to gather public input on the effectiveness of Proposition 47-funded initiatives.

Section 2. Public Reporting

Summaries of public input and committee responses shall be posted on the City of Fort Bragg website and made available upon request.

Section 3. Accessibility

Meetings and materials shall be made accessible to individuals with disabilities and, when possible, include language access resources.

ARTICLE XIV: EVALUATION AND SELF-ASSESSMENT

Section 1. Annual Review

The LAC shall conduct an annual self-assessment to evaluate member participation, committee effectiveness, community impact, and progress toward program goals.

Section 2. Findings Report

A summary of the self-assessment findings shall be presented during the first meeting of the following calendar year and included in the public record.

Article XV: Adoption and Amendments

Section 1. Amendments

Proposed amendments to the bylaws shall be included on the agenda of the next regularly scheduled committee meeting and shall be subject to a vote by the committee. Adoption of any amendment shall require approval by a 50% majority of the full committee membership.

Section 2. Adoption

These bylaws shall become effective upon adoption by the LAC.



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Receive Recommendation to add Committee Member from Mendocino County Sheriff's Office



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Receive Update on Grant Progress