



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Wednesday, October 1, 2014

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:10 PM

ROLL CALL

Present: 7 - Doug Hammerstrom, Dave Turner, Linda Ruffing, Marie Jones, Jennifer Owen, Debbie Desmond and Brenda Jourdain

APPROVAL OF MINUTES

Approve Minutes from Special Meeting of May 28, 2014

A motion was made by Chair Turner, seconded by Committee Member Hammerstrom, that these Committee Minutes be approved for council review.
The motion carried by a unanimous vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

1. Receive FY 2013-14 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures

City Manager Ruffing reviewed the Summary Report prepared for this item and the spreadsheets showing how the funds were spent.

Public Comment on this agenda item was received from: Chuck Greenberg.

The following was noted during discussion of this item:

- * Ruffing explained what Asset Forfeiture funds can be used for and noted that the Education Funds can only be used for expenses that meet the mandated education and prevention guidelines.
- * A number of the expenses are for updating communications in the Emergency Operations Center (EOC).
- * The Task Force Officer Asset Forfeiture expense covers half of the cost of that officer.
- * Prior funding for the School Resource Officer was from the Education Fund (LEAA) and a Cops Grant.
- * Committee Member Hammerstrom suggested giving out a light for bicycles that creates a lit moving object costing around \$40. Housing & Economic Development Coordinator Owen suggested using a grant for this type of program.

This Staff Report was received and filed; no action was required as it was informational only.

2. Receive Report and Consider Making Recommendation to City Council Regarding City Sponsorship of Leadership Mendocino Program

City Manager Ruffing reviewed the Summary Report prepared for this item.

Public comment on this agenda item was received from: Heidi Cusick Dickerson, who stated that she is looking for financial support from the City and County and the County Chief Executive Officer stated that they will match the City dollar-for-dollar. They are asking the City to donate \$500 toward program tuition.

The following was noted during discussion of this item:

- * Committee Member Hammerstrom recommended a preference or priority be given to people serving the Fort Bragg community when scholarships are awarded. Dickerson stated that ideally the City would sponsor a participant and she would administer the program. The total cost of the program, per individual, is approximately \$2,500.
- * There is funding available to donate \$500 out of the City Council budget. In future years it will be added to the City budget as a line item.
- * Everyone who applied to the program were accepted. There is a committee that reviews the applications.

The Committee recommended taking this item to the City Council on October 24th or November 10th for approval of establishing an ongoing scholarship program to be funded, in part (\$500), by the City. Eligibility should be based on recommendations of services clubs.

3. Receive Report and Consider Habitat for Humanity Request for a Fee Waiver for Affordable Housing Project on McPherson Street

Community Development Director Jones reviewed the Summary Report prepared for this item.

Public comment on this agenda item was received from: Chuck Greenberg, Habitat for Humanity, who requested a fee waiver from the City for water & sewer connection fees.

The following was noted during discussion of this item:

- * Funding sources for a loan or grant were discussed. Ruffing noted that the funding for the Affordable Housing Trust Fund comes from Inclusionary Housing money.
- * Greenberg explained the Habitat for Humanity's financial issues
- * It was recommended that funding be provided with a no-cost loan for 50% and a grant for 50%.
- * Chair Turner suggested 0% interest and not requirement payments to start on the loan for 5 years.

The Committee recommended approval of a loan and grant from the Affordable Housing Trust Fund for Habitat for Humanity's affordable housing project on McPherson Street, with pay back when occupied at 0% interest. This item will be brought to the City Council on November 10th.

MATTERS FROM COMMITTEE / STAFF

Chair Turner commented that Redwood Empire Municipal Insurance Fund (REMIF) is protecting the City and is being careful of risks. He applied for an encroachment permit to work on his building and was told that a waiver of subrogation was needed on his workers' compensation coverage. His workers compensation coverage does not cover work on his sign. He asked if he is the only one who has had this problem. City Manager Ruffing stated she would bring the issue to REMIF and get back to him with a response.

ADJOURNMENT

Chair Turner adjourned the meeting at 4:19 p.m.