



# 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*

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Thursday, March 10, 2016

3:00 PM

Town Hall, 363 N. Main Street  
AND  
411 Park Street, Fort Bragg

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### AMENDED Mid-Year Budget Review

#### MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 3:01 PM.

#### ROLL CALL

Vice Mayor Peters appeared by telephone from 411 Park Street, Fort Bragg.

**Present:** 5 - Vice Mayor Lindy Peters, Councilmember Michael Cimolino, Councilmember Scott Deitz, Councilmember Doug Hammerstrom and Mayor Dave Turner

#### 1. CONDUCT OF BUSINESS

1A. [16-087](#) FY 2015/16 Mid-Year Budget Review- City Council Work Session

1. **Introduction & Overview** - City Manager Ruffing

2. **Review City Council's Goals & Priorities** - City Manager Ruffing

- Goal 1.0: Maintain & Improve City Infrastructure
  - ❖ Summers Lane Reservoir: bid opening, March 31; completion date, early July; anticipate reservoir to be partially full in the fall.
  - ❖ Waste Water Treatment Facility plans: grant funding requests ongoing; CEQA review in progress; plans completion date, early June; construction anticipated in 2017/2018, depending on availability of funding.
  - ❖ Streets & Alleys Repair: Ongoing.
  - ❖ Solid Waste Transfer Station: Ongoing.
- Goal 2.0: Create Walkable & Bike-Friendly Community/Promote Healthy Lifestyles
  - ❖ Coastal Trail: Grand Opening of Coastal Trail set for early June.
  - ❖ Coastal Trail Phase II (Middle Segment): RFP for design services open March 8 to April 29.
  - ❖ Park Maintenance: Ad hoc committee appointed to investigate Transient Occupancy Tax (TOT) increase of 1%; will report to Council before June.
  - ❖ Sidewalks: Public Works Director Varga to conduct sidewalk assessment and work with Caltrans and Mendocino Council of Government (MCOG) staff regarding funding to fix trip and fall hazards.
  - ❖ City of Trails: Conceptual design and feasibility study by WRA Environmental

Consultants completion date, June 30.

- Goal 3.0: Establish Fort Bragg as Leader in Sustainable Practices
  - ❖ Climate Action Plan needs refreshing.
- Goal 4.0: Foster a Strong, Resilient and Prosperous Local Economy
  - ❖ Mill Site Operable Units C&D, action taken this year; Unit E, next year.
  - ❖ Ruffing to explore possible meeting with Georgia-Pacific decision makers regarding disposition of Mill Site property.
  - ❖ Make Preservation of Historic Buildings in Downtown a higher priority.
- Goal 5.0: Improve Community Access to City Services
- Goal 6.0: Develop Partnerships with Various Community Groups and Agencies
  - ❖ Downtown Watch meetings have been productive.
  - ❖ Marijuana legalization report from Public Safety Committee to be brought to Council in May.
- Goal 7.0: Update City's Emergency Plans and Educate Community about Emergency Preparedness

Public Comment: George Reinhardt remarked on the low attendance of community members at this meeting, saying it should be the City's responsibility to make budget meetings fun and inclusive. He spoke about incentivizing water catchment systems, planting bee-friendly plants, the challenges of Housing First, teaching technology in Fort Bragg, and the ineffectiveness of the City's website.

**3. FY 2015/16 Mid-Year Performance Report** - Finance Director Damiani

Director Damiani introduced Isaac Whippy, new Government Accountant II. Damiani gave the mid-year performance report followed by the FY 2015/16 Mid-Year Budget Review. The bottom line is that at mid-year, there are no red flags and no major issues. **Mayor Turner recessed the meeting at 5:08 PM; the meeting reconvened at 5:28 PM.**

**4. Departmental Progress Reports**

- Community Development Department - Director Jones
  - ❖ Updates on projects completed, started, and in progress.
  - ❖ Mill Site remediation work underway with Department of Toxic Substances Control.
  - ❖ Ordinance regarding home sharing and vacation rentals being drafted.
- Administration - City Manager Ruffing; Administrative Services Director Schneider
  - ❖ Summarized six months of Council action, water emergency, ordinances, litigation, and voter initiative.
  - ❖ Updates on website, social media, downtown Wi-Fi, telephone system.
- Finance - Director Damiani
  - ❖ Fully staffed department; personnel being cross-trained.
  - ❖ Comprehensive Annual Financial Report completed more quickly than last year.
  - ❖ Grant recording and invoicing process being updated.
- Police Department - Chief Lizarraga
  - ❖ Updates on personnel and acquisition of new K-9, Takoda.
  - ❖ New drone purchase for trail monitoring and special events.
  - ❖ Police Department Annual Report in progress.
  - ❖ Working with Downtown Business Watch to research video surveillance cameras for local businesses.

- Public Works/Water/Wastewater - Director Varga, Operations Manager Smith & Project Analyst Prairie
  - ❖ Updates on projects completed, started, and in progress.
  - ❖ Researching desalination plants and other water supply and availability methods.
  - ❖ Working with Rural Community Assistance Corporation to apply for funding for upgrades to the Waste Water Treatment Facility (WWTF).
  - ❖ WWTF upgrade project: HDR, Inc. has completed the 50% plans; environmental documents are being drafted; design is on time and under budget; construction projected for 2018.
- 5. **FY 2015/16 Proposed Mid-Year Budget Adjustments** - City Manager Ruffing  
Ruffing went over the list of Mid-Year Budget Adjustments. Brief discussion was held regarding purchase of equipment and vehicles.
- 6. **FY 2016/17 Budget Planning Issues** - City Manager Ruffing  
Issues are:
  - ❖ Keeping Revenues and Expenditures in balance.
  - ❖ Concern with relatively flat sales tax. Ruffing distributed a chart showing sales tax forecast by fiscal year.
  - ❖ How to increase both sales tax and Transient Occupancy Tax.
  - ❖ Successor Agency activities have wound down and admin fee is declining.
  - ❖ Personnel costs continue to go up.
  - ❖ Health premiums will increase this year; REMIF will advise in April what the increase will be.
  - ❖ Staffing: Addition of a facilities/maintenance worker in Public Works and a Community Services Officer in the Police Department.
  - ❖ Capital Improvement Projects will slow down a bit in 2016/17.
- 7. **Wrap-Up**  
A City Council budget workshop will be held in mid-May.

This Staff Report was received and filed; direction was given to staff regarding several items that will return for action on future agendas.

## ADJOURNMENT

Mayor Turner adjourned the meeting at 7:17 PM.

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DAVE TURNER, MAYOR

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June Lemos, City Clerk

IMAGED (\_\_\_\_\_)