



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 3, 2018

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:00 AM.

ROLL CALL

Staff Present: City Manager Tabatha Miller, Finance Director Victor Damiani, Senior Government Accountant Isaac Whippy, Administrative Services Director Scott Schneider, Chief of Police Fabian Lizarraga, Administrative Coordinator Debbie Desmond and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

1A. [18-394](#) Approve Minutes of August 1, 2018

A motion was made by Committee Member Lee, seconded by Chair Peters, that these Committee Minutes be approved for Council review. The motion carried by an unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [18-392](#) Receive Year-End Report and Budget Reconciliation for FY2017-18 Asset Forfeiture Fund Expenditures

The Committee reviewed the report prepared for this item. The Committee report was presented by Cheif of Police Lizarraga who further gave a detailed overview of Year-End report and Budget reconciliation for FY2017-18 Forfeiture Fund Expenditures.

Public Comment:

None.

Discussion:

* It was mentioned that officers are using carriers for their armor to prevent officer injuries.

* The Committee and staff discussed: taggings in town and is their asset forfeiture funds to take care of paint, supplies and inforcement; Canine Task Force Officer funding; what asset forfeiture funds can be used for and if we will see more money in this fund in the future; and education funds for the Cadet program and how it may be a way to recruit new officers.

This report was received and filed.

3B. [18-387](#) Receive Report and Consider Recommendation to City Council Regarding Proposed Implementation of Hiring and Recruiting Bonuses for the Police Officer Classification

The Committee reviewed the report prepared for this item. The Committee report was presented by Administrative Services Director Scott Schneider who further explained recruiting difficulties. He explained we are not alone; other Cities are having difficulties also. He further explained the proposed bonus procedure.

Public Comment:

* None.

Discussion:

* The Committee discussed using the Press Democrat newspaper for further advertising of the police officer recruitment.

* There was discussion on how to market our City as a, safe, beautiful and desirable town to work for to attract officers and Schneider commented on how the human resources and information technology departments are working together on recruitment videos.

* Reaching out to Veteran groups, using a small town atmosphere to recruit laterals from larger cities, recruiting seminars, using bonuses and attractive retirement packages, obtaining new equipment, helping with housing and recruiting out of our local high school and our own community was discussed by the Committee and staff.

* The Committee suggested a comparison of lifestyle, expenses and salaries from other cities be given to candidates to attract them.

* Overtime because of loss of officers and being short staffed was discussed.

Committee recommends moving forward on implementation of hiring and Recruiting Bonuses for the Police Officer classification and a comparison of benefits and lifestyle to show our City is competitive to other cities.

3C. [18-393](#) Receive Oral Update from Staff on Departmental Activities

* Whippy explained budget appropriation requests from last quarter and rolling over unused funds from FY 17/18 budget.

* The Finance Department is finalizing the year end close in preparation for the City wide audit visit and updating the City fee schedule for 2019.

4. MATTERS FROM COMMITTEE / STAFF

Chief Lizarraga mentioned graffiti has spiked and is now on the downside.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:49 AM.