



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, February 1, 2017

3:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 3:02 PM.

ROLL CALL

Staff Present: City Manager Linda Ruffing; City Clerk June Lemos

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

1A. [17-070](#) Approve Minutes of January 23, 2017 Special Meeting

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 a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [17-026](#) Receive Report and Make Recommendation to City Council Regarding Water and Sewer Capacity Charges/Connection Fees in Response to New State Laws for Accessory Dwelling Units

City Manager Ruffing presented the staff report for this agenda item, noting that Public Works and Community Development contributed to the preparation of the report. She explained how capacity fees are calculated and established and set forth the recommendations of staff.

Public Comment was received from:

- Rex Gressett recommended that the City delete all connection and capacity fees.

Discussion: The general consensus of the Committee was that the City should encourage the development of affordable housing. To that end, the Committee recommends that Accessory Dwelling Units (ADUs) should not be required to pay any capacity fees. However, if new laterals are installed in conjunction with an ADU, then the property owner should be charged a connection fee to help cover the costs of installation.

Committee recommends to Council that: (1) the City charge connection fees for new ADUs to cover the costs of installation of new laterals; (2) the City waive all capacity fees for ADUs; and (3) the City's 2017 Fee Schedule be updated to reflect these changes.

3B. [17-068](#) Receive Report Regarding Procedures for Placing Items on Council/Committee Agendas

City Manager Ruffing summarized the staff report on this item and explained the purpose of administrative regulations. She noted that although the City Manager is responsible for preparation of Council agendas, Councilmembers can request that items be placed on an agenda during the Matters from Councilmembers portion of the meeting. The Committee briefly discussed under what circumstances a Councilmember can bring an item to closed session. The Committee Members were in agreement that the synopsis on page 2 of the staff report should be placed on the City's website, included in City Notes, and inserted in the Councilmember Handbook.

This Staff Report was referred to staff.

3C. [17-069](#) Receive Oral Update from Staff on Departmental Activities

City Manager Ruffing reported on departmental activities as follows:

- She has been appointed to the League of California Cities' policy committee on government transparency and labor relations and attended her first meeting on Friday.
- The REMIF annual meeting was held last week. Premiums are expected to decrease because workers comp claims have declined.
- Regarding the self-funded health plan, the first year did not perform well and premium surcharges were needed to increase reserves. With reserves now fully funded, rates are stable and this year will be considerably less.
- The Finance Department is busy with mid-year budget preparation.

MATTERS FROM COMMITTEE / STAFF

Committee Member Lee suggested some updates to the City's website. Chair Peters suggested taking a look at increasing the salary of City Councilmembers at a future Finance and Administration Committee meeting.

ADJOURNMENT

Chair Peters adjourned the meeting at 4:30 PM.