



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*

Wednesday, March 15, 2017

9:00 AM

Town Hall, 363 N. Main Street

FY 2016-17 Mid-Year Budet Review Work Session

CALL TO ORDER

Mayor Peters called the meeting to order at 9:05 AM.

ROLL CALL

Present: 5 - Mayor Lindy Peters, Vice Mayor Will Lee, Councilmember Michael Cimolino, Councilmember Bernie Norvell and Councilmember Dave Turner

1. PUBLIC COMMENTS

None.

2. CONDUCT OF BUSINESS - WORKSHOP

[17-150](#)

FY 2016/17 Mid-Year Budget Review - City Council Work Session

1. INTRODUCTION AND OVERVIEW.

City Manager Ruffing noted that there were no surprises in this mid-year budget review.

2. PUBLIC COMMENT.

- Aaron Burton, SEIU 1021 Representative talked about upcoming negotiations and encouraged working together for a productive outcome.

3. OVERVIEW OF CITY COUNCIL GOALS & PRIORITIES.

City Manager Ruffing gave a brief update of each goal and recommended that Council go into detail at the Council Retreat scheduled for April 8, 2017. The various City Council Goals were discussed, summarized as follows:

- Goal 1.0: Maintain and Improve City Infrastructure
 - ❖ Increase Water Storage Capacity
 - ❖ Increase Water Supply
 - ❖ Construct Necessary Repairs and Upgrades to the City's Wastewater Treatment Facilities
 - ❖ Maintain City Streets and Alleys
 - ❖ Build New Solid Waste Transfer Station
- Goal 2.0: Create a Walkable and Bike-Friendly Community and Promote Healthy Lifestyles
 - ❖ Continue to Implement the "City of Trails" Vision from the General Plan:
 - ❖ Pursue Development of Additional Active Recreational Facilities and Bicycle and Pedestrian Access Projects

- Goal 3.0: Establish Fort Bragg as a Leader in Sustainable Practices
 - ❖ Zero Net Energy
 - ❖ Integrate Concepts of Sustainability into City Plans, Projects and Purchases
 - Goal 4.0: Foster a Strong, Resilient and prosperous Local Economy
 - ❖ Ensure that Redevelopment of the Georgia-Pacific Mill Site Benefits the Community
 - ❖ Support Local Businesses and Increase the Number of Sustainable Wage Jobs in Fort Bragg
 - ❖ Implement Overall Information Technology Upgrade
 - ❖ Support the Development and Retention of Affordable Housing in Fort Bragg
 - ❖ Address Homelessness in Fort Bragg
 - ❖ Increase Police Presence in Downtown
 - ❖ Encourage Cultural Heritage Events in Fort Bragg (Economic Development Strategy 3.4)
 - Goal 5.0: Improve Community Access to City Services
 - ❖ Increase the Availability of Services, Communication and Outreach to the General Public
 - Goal 6.0: Develop Partnerships with Various Community Groups and Agencies
 - ❖ Strengthen Neighborhoods and Increase Public Safety on our Streets
 - ❖ Establish partnerships with community groups and agencies that provide vital local services
 - ❖ Update City's Emergency Plans and Educate Community about Emergency Preparedness
 - Goal 7.0: Maintain City's Financial Strength & Resiliency
 - ❖ Develop a Long-term Financial Plan for the City & for Capital Projects
4. BRIEF DEPARTMENTAL PROGRESS REPORTS.
- a. City Manager - Linda Ruffing
 - ❖ Best Accomplishment - Management gelled as a team.
 - ❖ Brought in a new Council with City Clerk's help (Council Handbook)
 - ❖ Emergency Preparedness - Scott & Fabian
 - ❖ Measure AA and AB
 - ❖ Lake and Streambed Alteration - with Public Works Director's help
 - ❖ Caspar Transfer Station - with Waste Management
 - ❖ Homelessness
 - ❖ Redwood Empire Municipal Insurance (REMIF) Board - Longest serving board member. Council asked why REMIF is so successful now after they became self-funded. Staff will follow up on this question.
 - ❖ Noyo Center - Sheila Semans
 - ❖ Pudding Creek Dam and Water Line
 - ❖ Negotiations
 - ❖ FY 2017-18 Budget process
 - ❖ Mill Site, Coastal Trail, Daylighting
 - b. Administrative Services - Director Scott Schneider
 - ❖ City Safety Program - John Smith
 - ❖ Labor Negotiations
 - ❖ Staff Trainings - City Clerk's CMC certification
 - ❖ Tabletop Exercise for Emergency Preparedness and updated Emergency Preparedness and Action Plan
 - ❖ MCN for Downtown WiFi - expand up to Bainbridge Park

- ❖ Expanded Livestreaming of City Meetings
 - ❖ Website & Social Media - Goal is to Engage Locals
 - ❖ Market Research Study
 - ❖ Support other City Departments
 - ❖ Human Resources completed 15 Recruitments. The City is fully staffed excluding seasonal workers.
 - ❖ Bee City USA
 - ❖ Electric Charging Stations - Anticipated installation by tourist season
 - ❖ Administration of Workers Comp Claims
- c. Finance and Non-Departmental - Director Victor Damiani & Government Accountant II Isaac Whippy
- ❖ Exploring revenues and generating income
 - ❖ Long term financing plans
 - ❖ Staffing has stabilized
 - ❖ Develop and implement continued education plan for training department
 - ❖ Comprehensive Annual Financial Report (CAFR)
 - ❖ Work with city departments to contain costs and identify New Sources of Revenue
 - Investment portfolios and identified funds to be invested
 - Increase in Transient Occupancy Tax (TOT) revenue
 - Strategy to identify cost saving methods.
 - ❖ Reconciliation of Grants and Special Revenue Funds
 - ❖ Process Accounts Payable and ensure vendors are paid on a timely and weekly basis.
 - ❖ Business License Renewals
 - ❖ Transient Occupancy Tax (TOT) Increase - Two Notices
 - ❖ FY 2017-18 Budget Process - Change in format to include program revenues. Will show how much money each department generates, reimbursements from outside sources. Caspar Post Landfill Costs Invoices. At year end Finance will true up cost allocations.
 - ❖ Webpage updates on City's Finance page
- d. Police - Chief Fabian Lizarraga
- ❖ K-9 Program now includes 2 Dogs (Takoda and Maverick)
 - ❖ Established a Motorcycle Unit consisting of 2 motorcycles, 3 officers trained
 - ❖ Grant for Highway Vehicles and ATV's
 - ❖ Recruitment and Retention of staff - Fully staffed, happy and motivated
 - ❖ Staff training and community development
 - ❖ Police Activities League (PAL) Cadet Program - 15 cadets will be used for 4th of July events, whale festival and other events. Possible acknowledgement of cadets at City Council Meeting.
 - ❖ Neighborhood Watch Program
 - ❖ CERT Program - 20 people completed training
 - ❖ Coalition for Gang Awareness Prevention (CGAP) - Proactive Drug Program , Day in the Park, School Resource Officer
 - ❖ Mendocino County Major Crimes Task Force - One full-time Officer
 - ❖ Crime prevention with Schools
 - ❖ Increased foot and bike patrols downtown for crime prevention and interaction with public
 - ❖ Updates to Lexipol Policy Manual
 - ❖ Fleet Management - Rotate old vehicles out of fleet

- ❖ Body Worn Cameras
- e. Community Development - Director Marie Jones
 - ❖ Special Projects
 - Coastal Trail Phase I
 - Coastal Trail Phase II
 - Bainbridge Park Master Plan
 - Water Tank Replacement project
 - ❖ Long-Range Projects
 - Mill Site
 - Creek Daylighting
 - ILUDC Update
 - ❖ Economic Development
 - Medical Marijuana
 - Residential Housing Units Program
 - City Promotions and marketing
 - Downtown watch & revitalization
 - Art Mural Program
 - Daylighting
 - Hare Creek Draft EIR
 - Cow Shed Art Project
 - Building Permits are on the up rise
 - Limited Term Permits for events - about 20
 - Code Enforcement
 - ❖ Affordable Housing
 - DANCO Development market rate housing

Mayor Peters recessed the meeting 10:35 AM; the meeting reconvened at 10:47 AM.

- f. Public Works - Director Tom Varga
 - ❖ Department is fully staffed - 2 engineering technicians now
 - ❖ Work on project backlog:
 - Coastal Trail Phase I & II maintenance has gone up; signage and trail repair
 - Bainbridge Park Master Plan - Signage, tables, maintenance issues because of damage
 - Glass Beach Stairs - Bid in April
 - Guest House and City Hall Roof - scheduled for Spring
 - Guest House and City Hall Painting - scheduled for Spring
 - Chestnut Street Project to finish about May
 - Streets and Alley Rehabilitation - Franklin South of Oak to N. Harbor, N. Sanderson North of Cedar St., Boatyard; Alley behind Starbucks, Sears, Portuguese Hall, between Whipple & Grove and Chestnut & Walnut
 - Pot hole repair program
 - LED Streetlights program
 - Storm drainage pipe repairs Oak St. & Sanderson Way
 - Pudding Creek Dam overtopping event, stabilized main water line
 - Training of Corporation Yard staff
 - Welcome Sign foundation to start soon
 - Wayfinding Signage installation as time permits or by Memorial Day

- It was suggested that materials to project prevailing wage rules be placed in bid packages to encourage local contractors to bid on projects. Staff to create a checklist that contractors can use; this item will be placed on a future Public Works Committee agenda.

g. Water - Assistant Public Works Director John Smith

- ❖ Education tours on water & wastewater
- ❖ Noyo River Pump Lift Station - Clean or replace screens
- ❖ Newman Gulch Reservoir
- ❖ Valve replacements in distribution stations - 450 to 460 valves
- ❖ 1.5 million gallon water tank - installed this fall, will use old tank while installing new tank
- ❖ Chemical cleaning with new filters, standard maintenance in plant
- ❖ SCADA System upgrades (wireless communication) - this will save money and water
- ❖ Distribution System - City at only 7% water loss; State at 10%
- ❖ Newman Reservoir up and running, energy efficient, on site hypochlorite generation - very successful

h. Wastewater - Assistant Public Works Director John Smith

- ❖ New Treatment Plant - bid in August; replace grease lagoon
- ❖ Hyperchloride System Data
- ❖ Slip Line Project
- ❖ Engineering complete for Wastewater Treatment Facility project
- ❖ Lift Station improvements
- ❖ Elm Street Generator
- ❖ Wireless Communications for lift stations, alarm systems rather than AT&T
- ❖ Influent flow meter project
- ❖ Install grit removal system for new plant
- ❖ North Noyo Point Road Lift Station

5. FY 2015/16 MID-YEAR PERFORMANCE REPORT.

Finance Director Damiani explained the performance report and went over the list of Mid-Year Budget Adjustments. A detailed table is attached to the report. There were no Council questions regarding the FY 2015/16 Year End Report. There was Council discussion on the FY 2016/17 Mid-Year Review regarding cost allocation plan corrections, Business License revenue, increasing fuel prices and overall budget projections. It was noted by staff that the CV Starr Center will not be reported in this report and a joint meeting with MCRPD is scheduled for March 20, 2017.

Mayor Peters recessed the meeting 12:16 PM; the meeting reconvened at 12:35 PM.

6. REVIEW FY 2016/17 PROPOSED MID-YEAR BUDGET ADJUSTMENTS.

Finance Director Damiani went over the list of Mid-Year Budget Adjustments. Brief discussion was held regarding vehicle replacement for a Public Works Dodge Dakota/Mechanic truck budgeted to the Internal Services Fund Water and Wastewater vehicle budget. Council is fine with this budget adjustment. Direction from Council is to bring all budget adjustments to future City Council Meeting under Consent Calendar. Requested Mid-Year Budget Adjustments were reviewed.

7. FY 2017/18 BUDGET PLANNING ISSUES.

- a. Health benefits - Expect approximately 5% increase this year (\$45,000 estimated cost to the City). Final rates will be determined by REMIF in April.
- b. CalPERS contribution costs - PERS lowered the discount rate over the next three years which will significantly increase costs to the city - especially for Classic

- members (employed prior to 1/1/2013).
- c. 5-year budget forecast. Sales tax is expected to be flat. Staff will give Council non-confidential portion of sales tax analysis and possibly do some training to understand the implications outlined in the report. The General Fund is in a downward projection.
 - d. Healing a structural deficit - new marketing plan will hopefully increase TOT tax revenue. Ruffing suggested increasing revenues might be the way to help fix the deficit. Sustaining existing revenues is very important.
 - e. Measure AA/AB expenditures:
 - Marketing, promotions and special events budget is increasing to about \$285,000 for 17/18. Community Development Department will take the lead in the preparation and implementation of the new marketing plan. It was suggested to increase two positions currently part-time to full-time to assist with the implementation of the increased marketing and promotions activities. Council direction is to use staff as indicated above with Measure AA/AB. It was requested that staff document hours spent on marketing, promotion and special events, especially in the first year. Council directed that a marketing plan implementation discussion be held at a future City Council meeting.
 - Coastal Trail Maintenance - \$100,000 a year. Ruffing suggested the City needs to start setting aside funds for ongoing maintenance. Council direction is to hire a full time maintenance worker.
 - f. Utility - Cannot currently move storm drain cost from General Fund to wastewater enterprise funds. Utility Rate Study recommended a rate increase surcharge. One idea is to set up a storm drain enterprise fund. A discussion of a possible Water and Wastewater rate increase will be brought to a Finance and Administration Committee future meeting.

8. WRAP-UP.

A City Council Budget Workshop will be held in mid-May. Council agreed to have Staff bring the proposed budget amendments to a future Council consent agenda for approval/discussion. Council thanked Staff for the comprehensive update on activities and productive discussion on the current and future budget. Council is appreciative of all of the work of all City Staff.

ADJOURNMENT

Mayor Peters adjourned the meeting at 2:35 PM.

LINDY PETERS, MAYOR

Brenda Jourdain, City Clerk Pro Tem

IMAGED (_____)