



# City of Fort Bragg

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

## 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 5, 2020

9:00 AM

Town Hall, 363 N Main Street

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### Special Meeting - City Mid-Year Budget Review

#### CALL TO ORDER

Mayor Lee called the meeting to order at 9:00 AM.

#### ROLL CALL

**Present:** 5 - Mayor Will Lee, Vice Mayor Bernie Norvell, Councilmember Lindy Peters, Councilmember Jessica Morsell-Haye and Councilmember Tess Albin-Smith

#### 1. CONDUCT OF BUSINESS

**1A.** [20-646](#) FY 2019/20 Mid-Year Budget Review - City Council Work Session

##### **1. Introduction & Overview**

City Manager Miller gave a brief introduction and overview, providing an economic view on a local, national, and worldwide basis. She summarized the City Manager's mid-term budget recommendations.

##### **2. Public Comments**

- Rebecca Walker, Fort Bragg Unified School District Superintendent, urged the Council to retain the Transient Occupancy Tax (TOT) allocation for school district athletic fields. She presented a proposal from Fort Bragg Electric for providing more water storage for the schools to help with field irrigation.
- Gabriel Quinn Maroney spoke about historic, educational, and healthcare resources.
- Rex Gressett said the Council should consider adding more parks in town and forming a citizen support group rather than hiring a sales tax measure consultant.
- Jenny Shattuck suggested lowering the amount Visit Fort Bragg receives from the TOT allocation to help balance the budget.

##### **3. Brief Departmental/Project Progress Reports**

- City Manager - This report was combined with item 3.b.
- Administrative Services Department - City Manager Miller reported a savings in staff costs in the Administrative Assistant position in addition to cost savings due to streamlined and automated processes.
- Finance and Non-Departmental - Government Accountant Whippy reported that the banking services transition from Wells Fargo to US Bank resulted in cost savings on banking fees. Finance Director Damiani briefly reported on non-departmental costs.
- Police - Chief Naulty noted that the salary increase for officers will serve to draw more

police officers to the City. One officer's salary is now being paid for by a grant.

e. Community Development - Temporary Community Development Director Varga said costs are being saved by not replacing the Community Development Director position. He gave a brief update on projects and developments in the department.

f. Public Works - Public Works Director Varga said there were cost savings on the project analyst position and the new fire alarm system. Assistant Director of Public Works Smith noted that the Coastal Trail maintenance is the greatest load on the budget. He gave a brief update on projects in progress. Repair of the Guest House town clock was discussed. Staff was directed to contact Jeff at Chernoff's regarding cost of repair.

g. Water - Assistant Director of Public Works Smith recapped maintenance and repair work and the water meter installation project.

h. Wastewater - Smith reported on repairs throughout the system and new sewer installs. He stated that a ribbon cutting ceremony for the new Wastewater Treatment Plant will be scheduled for June of this year.

i. Capital Improvement Projects - Public Works Director Varga summarized eight or nine significant projects this year.

Public Comment was received from Rex Gressett and Jenny Shattuck.

**Mayor Lee recessed the meeting at 10:20 AM; the meeting reconvened at 10:30 AM.**

#### **4. FY 2019/20 Mid-Year Performance Report**

a. Damiani and Whippy gave the mid-year report in detail. Public Comment was received from Dave Turner, Rex Gressett, David Jensen, Sheila Semans, Jenny Shattuck, and Gabriel Quinn Maroney.

b. In addition to the budget adjustments requested, Assistant Director of Public Works Smith made an additional request for \$32,000 for replacement of approximately 600 oval water meter boxes which constitute a tripping hazard, to be replaced with square boxes with a lid that is flush with the concrete. The Council discussed the Fort Bragg Electric proposal brought forward by Superintendent Rebecca Walker. This item does not need a budget amendment as it would be paid for through TOT funds. Council approved the base bid but not additive option #1. Assistant Director of Public Works Smith mentioned two large water tanks that the City is not currently using which might be given to the school to assist with water storage. Discussion was held regarding pursuing a sales tax measure for the November 3, 2020 ballot by hiring a consultant to do polling and assisting the City with the measure. A majority of the Council approved of hiring a consultant. After discussing the requested budget amendments, Councilmembers unanimously approved all of the adjustments, including the additional \$32,000 for water meter box replacements.

c. Finance Director Damiani recapped the long term financial planning and budget planning issues. Public Comment was received from Dave Turner, Jenny Shattuck, Rex Gressett, David Jensen and Gabriel Quinn Maroney.

**Mayor Lee recessed the meeting at 12:10 PM; the meeting reconvened at 12:40 PM.**

#### **5. Council Priority Areas and Goals**

The Council unanimously approved the existing set of prioritized financial goals as outlined on page 21 of the FY 2019/20 Mid-Year Financial Report. City Manager Miller requested that the Council narrow the list of City Council Priority Areas and Goals to the top two. Council consensus was as follows:

(1) Priority Area 1, Jobs/Industry; Goals 1, 2 and 3; and

(2) Priority Area 3, Housing; Goals 1, 2 and 3.

Public Comment was received from Rex Gressett.

The City Council directed staff to amend the agenda for March 9, 2020 to add a Council discussion item regarding what it means to be business friendly.

Finance Director Damiani recapped the schedule for next fiscal year's budget preparation.

**6. Wrap-up**

In summary, Council decided not to cut expenses or reallocate revenues for the current FY 2019/20 budget. Council supports placing a sales tax measure on the November 3, 2020 election and approves of spending funds on a ballot measure consultant.

**This Staff Report was referred to staff for actions as directed above.**

**ADJOURNMENT**

**Mayor Lee adjourned the meeting at 1:14 PM.**

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WILLIAM V. LEE, MAYOR

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June Lemos, CMC, City Clerk

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