



City of Fort Bragg

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

Meeting Agenda 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**

Monday, June 13, 2016

6:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A. [16-236](#) Presentation of Proclamation Declaring the Month of June 2016 as Bee Friendly Month

Attachments: [14-2016 Bee Friendly Month](#)

2. STAFF COMMENTS

3. MATTERS FROM COUNCILMEMBERS

4A. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes)

MANNER OF ADDRESSING THE CITY COUNCIL: Any member of the public desiring to address the City Council shall submit a "Speaker Card" to the City Clerk and proceed to the podium after being recognized by the Presiding Officer. Speakers will be called up in the order the Speaker Cards are received. All remarks and questions shall be addressed to the City Council and no discussion or action shall be taken on any requests, in accordance with Brown Act Requirements. No person shall enter into any discussion without being recognized by the Mayor or acting Mayor.

IF AGENDA PERMITS: A maximum of thirty (30) minutes shall be allotted to receiving public comments at the initial public comment period and, if necessary, an additional 30 minutes shall be allotted to public comments prior to action on the Consent Calendar. Any citizen, after being recognized by the Mayor or acting Mayor, may speak on any topic that may be a proper subject for discussion before the City Council for such period of time as the Mayor or acting Mayor may determine is appropriate under the circumstances of the particular meeting, including but not limited to, the number of persons wishing to speak on a particular topic or at a particular meeting, or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: Pursuant to the Brown Act the Council cannot discuss issues or take action on any requests during this comment period.

5. PUBLIC HEARING

When a Public Hearing has been underway for a period of 60 minutes, the Council must vote on whether to continue with the hearing or to continue the hearing to another meeting.

6. CONDUCT OF BUSINESS

- 6A. [16-237](#)** Receive Report and Consider Adoption of Resolution Seeking Certification of the City of Fort Bragg, California as a Bee City USA® Community
- Attachments:** [06132016 Bee City USA Designation](#)
[RESO Bee City USA](#)
- 6B. [16-238](#)** Receive Oral Presentation from Rural Communities Housing Development Corporation (RCHDC) and Mendocino County Behavioral Health and Recovery Services Regarding Siting of a Permanent Housing Facility for Mentally Ill and Homeless Persons
- Attachments:** [06132016 Oral Report RCHDC & Behavioral Health](#)
[MHSA Fort Bragg Presentation](#)
[E-Mail from Chouteau 06-13-2016](#)
- 6C. [16-239](#)** Receive Report and (1) Consider Introduction, by Title Only, and Waive Further Reading of Ordinance No. 924-2016 Amending Chapter 3.12 of the Fort Bragg Municipal Code to Increase the City's Transient Occupancy Tax From 10% to 12% Subject to Voter Approval; and (2) Review Draft Resolution Calling a Special Election for the Purpose of Submitting to the Voters a General Tax Measure and an Advisory Measure and Provide Direction to Staff
- Attachments:** [06132016 Introduce TOT Ordinance](#)
[ATT 1: ORD 924-2016 Increasing TOT Redline amended 6-13-2016](#)
[ATT 2: RESO Calling Election for TOT Measure](#)
- 6D. [16-242](#)** Receive Report and Provide Direction to Staff Regarding 2016 Community Development Block Grant "Super NOFA" Grant Application
- Attachments:** [06132016 CDBG 2016 Application Direction](#)
[Attachment 1 - 2016 CDBG NOFA Activities-Funding Chart.pdf](#)
- 6E. [16-241](#)** Receive Presentation Regarding Proposed FY 2016/17 Water Enterprise and Wastewater Enterprise Budgets and Five-Year Capital Improvement Program and Provide Direction to Staff

Attachments: [06132016 Water & Wastewater Budgets and CIP](#)

[Attachment 1 - SECTION D: Enterprise Funds](#)

[Attachment 2 - SECTION F: CIP](#)

- 6F. [16-224](#)** Receive Report and Recommendation from Finance & Administration Committee Regarding Modifications to City Council, Council Committee, and Planning Commission Meeting Minutes Format and Provide Direction to Staff

Attachments: [06132016 Brief Summary Minutes](#)

[Attachment 1 - Features & Benefits of Brief Minutes](#)

[Attachment 2 - CCAC Guidelines for Preparing Minutes](#)

4B. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes, If Necessary)

See 4A. above.

7. CONSENT CALENDAR

All items under the consent calendar will be acted upon in one motion unless a Councilmember requests that an individual item be taken up under CONDUCT OF BUSINESS

- 7A. [16-221](#)** Adopt Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg

Attachments: [RESO Declaring Continuing Local Drought Emergency](#)

- 7B. [16-244](#)** Receive and File Minutes from January 26, 2016 Community Development Committee Meeting

Attachments: [CDCM_01262016](#)

- 7C. [16-227](#)** Receive and File Minutes from April 6, 2016 Finance and Administration Committee Meeting

Attachments: [FACM2016-04-06](#)

- 7D. [16-235](#)** Receive and File Minutes from April 13, 2016 Public Safety Committee Meeting

Attachments: [PSCM2016-04-13](#)

- 7E. [16-232](#)** Receive and File Minutes from April 20, 2016 Public Works and Facilities Committee Special Meeting

Attachments: [PWM2016-04-20](#)

[PWAttachmentABM2016-04-20](#)

- 7F. [16-233](#)** Receive and File Minutes from April 27, 2016 Public Works and Facilities Committee Special Meeting

Attachments: [PWM2016-04-27](#)

- 7G. [16-226](#)** Receive and File Minutes from May 3, 2016 Finance and Administration

Committee Special Meeting

Attachments: [FACM2016-05-03_Special](#)

7H. [16-219](#) Approve Minutes of Special Closed Session of May 23, 2016

Attachments: [CCM2016-05-23_Special](#)

7I. [16-228](#) Approve Minutes of May 23, 2016

Attachments: [CCM2016-05-23](#)

8. CLOSED SESSION

ADJOURNMENT

The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.

NEXT REGULAR CITY COUNCIL MEETING: 6:00 P.M., MONDAY, JUNE 27, 2016.

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on June 8, 2016.

June Lemos, City Clerk

NOTICE TO THE PUBLIC:

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting.*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

The Council Chamber is equipped with a Wireless Stereo Headphone unit for use by the hearing impaired.

The unit operates in conjunction with the Chamber's sound system. You may request the Wireless Stereo Headphone unit from the City Clerk for personal use during the Council meetings.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



City of Fort Bragg

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Text File

File Number: 16-236

Agenda Date: 6/13/2016

Version: 1

Status: Mayor's Office

In Control: City Council

File Type: Proclamation

Agenda Number: 1A.

Presentation of Proclamation Declaring the Month of June 2016 as Bee Friendly Month



PROCLAMATION

**Bee Friendly Month
June 2016**

WHEREAS, pollinator species such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintain health, diverse urban and suburban ecosystems; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, June 20-26, 2016 has been designated National Pollinator Week by the U.S. Department of Agriculture and the U.S. Department of the Interior; and

WHEREAS, for decades the City of Fort Bragg has managed landscapes and public lands that include municipal parks and greenways, as well as wildlife habitats; and

WHEREAS, the City of Fort Bragg provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments;

NOW, THEREFORE, I, Dave Turner, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim the Month of June 2016, as Bee Friendly Month in the City of Fort Bragg and urge all citizens to recognize this observance.

SIGNED this 13th day of June, 2016.

DAVE TURNER, Mayor

ATTEST:

June Lemos, City Clerk



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Text File

File Number: 16-237

Agenda Date: 6/13/2016

Version: 1

Status: Business

In Control: City Council

File Type: Resolution

Agenda Number: 6A.

Receive Report and Consider Adoption of Resolution Seeking Certification of the City of Fort Bragg, California as a Bee City USA® Community



AGENCY:	City Council
MEETING DATE:	June 13, 2016
DEPARTMENT:	Admin Services
PRESENTED BY:	S. Schneider

AGENDA ITEM SUMMARY REPORT

TITLE:
RECEIVE REPORT AND CONSIDER ADOPTION OF RESOLUTION SEEKING CERTIFICATION OF THE CITY OF FORT BRAGG, CALIFORNIA AS A BEE CITY USA® COMMUNITY

ISSUE:

In support of Fort Bragg City Council’s goal to “Establish Fort Bragg as a Leader in Sustainable Practices,” Mayor Turner has proposed that the City Council consider adoption of a resolution seeking certification of the City of Fort Bragg, California as a Bee City USA® Community. Pollinators play a huge role in sustaining three-quarters of the world’s plant species. Being part of the Bee City USA® program would increase the awareness and dialogue of what Fort Bragg can do, as a community, to help provide pollinators with a healthier and more sustainable habitat thus helping to offset the dramatic disappearance of honeybee bee colonies and native pollinators throughout the United States.

RECOMMENDED ACTION:

Adopt a City Council resolution seeking certification of Fort Bragg, CA as a Bee City USA® Community.

ALTERNATIVE ACTION(S):

Take no action and do not seek certification of Fort Bragg, CA as a Bee City USA® Community.

ANALYSIS:

As has been discussed at multiple City Council strategy sessions, the Council is dedicated to making Fort Bragg a leader in sustainable practices. Becoming a Bee City USA Community would further that objective.

FISCAL IMPACT:

Placement of a sign proclaiming the designation as well as minimal staff time maintaining the designation and the requirements involved in ongoing designation could result in minimal fiscal impact.

IMPLEMENTATION/TIMEFRAMES:

Upon adoption of the resolution, City staff would work on finalizing the designation with Bee City USA®. As shown in the resolution, the Community Development Department and the Council’s Community Development Committee would be tasked with serving as the City’s liaison for Bee City activities.

ATTACHMENTS:

- Proposed Resolution Seeking Certification of the City of Fort Bragg, CA as a Bee City USA® Community

City Clerk’s Office Use Only

Agency Action Approved Denied Approved as Amended

Resolution No.: _____ Ordinance No.: _____

Moved by: _____ Seconded by: _____

Vote: _____

Deferred/Continued to meeting of: _____

Referred to: _____

RESOLUTION NO. ____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL SEEKING CERTIFICATION OF THE CITY OF FORT BRAGG, CALIFORNIA AS A BEE CITY USA® COMMUNITY

WHEREAS, the goal of *BEE CITY USA* is to promote healthy, sustainable habitats and communities for bees and other pollinators; and

WHEREAS, thanks to the tremendous diversity of wild native bees, along with the honey bees that were brought here from Europe in the 1700s, we have very diverse dietary choices rich in fruits, nuts and vegetables: *“One in every three bites of food we eat is courtesy of insect pollination. Even our meat and milk trace back to insects that pollinate the alfalfa and other feed for beef cattle and cows”* (Mace Vaughan, Pollinator Program Director for the Xerces Society for Invertebrate Conservation); and

WHEREAS, bees and other pollinators around the globe have experienced dramatic declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases, with grave implications for the future health of flora and fauna; and

WHEREAS, communities have the opportunity to support bees and other pollinators on both public and private land; and

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions among community stewards such as commercial and backyard beekeepers, farmers, children, educators, Master Naturalists, Master Gardeners, plant nurseries, municipalities, neighborhoods, and garden suppliers and clubs; and

WHEREAS, the economic benefits of (native and honey) bee-friendliness are:

- Healthy ecosystems--insect pollinators are required for pollination and reproduction of about 85% of flowering plants globally, plants that: 1) are vital for clean air and water; 2) provide food, fiber and shelter for people and wildlife; and 3) support the very insects that pollinate our crops and form the basis of food webs.
- Increased vegetable and fruit crop yields due to bee pollination.
- Increased habitat for natural enemies of crop pests and therefore reduced need for and costs associated with pesticides.
- Increased demand for pollinator-friendly plant materials from local nurseries and growers.
- Income earned by beekeepers and others through the sale of bee products, beekeeping equipment and supplies, and hive rentals for pollination; and, heightened prestige and premium asking prices for place-based honey, which enhances the visibility and reputation of its community of origin; and

WHEREAS, the City of Fort Bragg should be certified a *BEE CITY USA* community because one of the City Council goals is to establish Fort Bragg as a leader in sustainable practices; and

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession.
- Provides clean water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling.
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators.
- Is comprised of mostly, if not all, native species of annual and perennial wildflowers, shrubs, trees, and grasses because many native pollinators prefer or depend on the native plants with which they co-evolved.
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness.
- Provides for safe and humane removal of bees when required.
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for native pollinators; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

In order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, Fort Bragg, California agrees to meet the commitments required of all *BEE CITY USA* communities by:

1. Passing this *BEE CITY USA* resolution;
2. Designating the Community Development Department as the Bee City USA sponsor and asking the Director to designate an employee from that department as the Bee City USA “liaison;” and assigning facilitation of the local Bee City USA program to the Community Development Committee to encourage and coordinate local pollinator habitat and awareness activities. This body will serve as the intermediary between the citizenry and local government on matters of enhancing pollinator awareness, health and habitat, fulfilling the following commitments:

- Annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions that showcase the municipality’s commitment to enhancing pollinator health and habitat.
 - Annually apply for renewal of the community’s designation and submit a report of the previous year’s *BEE CITY USA* activities following the format provided.
3. Publicly acknowledge the community’s commitment by agreeing to a) install/maintain at least one authorized *BEE CITY USA* street sign in a prominent location, and b) create/maintain links on appropriate pages of the local government’s website which includes, at minimum, links to a PDF of this signed Resolution and the national *BEE CITY USA* website, contact information for the local government’s *BEE CITY USA* liaison and designated “facilitator commission or non-profit organization committee,” and reports of the pollinator-friendly activities the community has accomplished the previous year(s).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby accept the *BEE CITY USA* designation and commits to the standards of *BEE CITY USA*.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of June, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVE TURNER,
Mayor

ATTEST:

June Lemos
City Clerk



City of Fort Bragg

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Text File

File Number: 16-238

Agenda Date: 6/13/2016

Version: 1

Status: Business

In Control: City Council

File Type: Report

Agenda Number: 6B.

Receive Oral Presentation from Rural Communities Housing Development Corporation (RCHDC) and Mendocino County Behavioral Health and Recovery Services Regarding Siting of a Permanent Housing Facility for Mentally Ill and Homeless Persons



AGENCY: City Council
MEETING DATE: June 13, 2016

AGENDA ITEM SUMMARY

TITLE:

RECEIVE ORAL PRESENTATION FROM RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION (RCHDC) AND MENDOCINO COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES REGARDING SITING OF A PERMANENT HOUSING FACILITY FOR MENTALLY ILL AND HOMELESS PERSONS

**THIS WILL BE AN ORAL PRESENTATION
BY RURAL COMMUNITIES HOUSING DEVELOPMENT
CORPORATION (RCHDC) AND MENDOCINO COUNTY
BEHAVIORAL HEALTH AND RECOVERY SERVICES STAFF.**

Mental Health Services Act

Permanent Housing

Rural Communities Housing Development Corporation

Fort Bragg

June 13, 2016

Mental Health Services Act

Permanent Housing

- Mendocino County has been allocated \$1,332,379 to develop and maintain permanent housing for clients who are mentally ill and homeless or at risk of homelessness (special needs)
- RCHDC has been selected to help fulfill this goal, working with the County's Behavioral Health & Recovery Services.

Mental Health Services Act

Permanent Housing

- Housing First - HUD's principle that the way to break the vicious cycle of poverty, joblessness, homelessness, hunger, addiction, and mental illness is to provide stable, secure, supportive housing that provides a foundation for addressing the other issues.

Mental Health Services Act

Permanent Housing

- Housing First - It's important to not exclusively address this as a "bleeding heart" issue. This is an approach that works financially and socially in the short and long term.
- Think of the dollars wasted by
 - the police department,
 - hospital emergency room,
 - retailers affected by panhandlers,
 - repeated environmental cleanups,
 - citizen fear,
 - property values...

Mental Health Services Act

Permanent Housing

- <https://www.washingtonpost.com/news/local/wp/2015/03/04/housing-first-approach-works-for-homeless-study-says/>
- <http://www.endhomelessness.org/blog/entry/rerun-why-housing-first#.V1YYhfkrKUK>
- <https://www.huduser.gov/portal/publications/hsgfirst.pdf>

Mental Health Services Act

Permanent Housing

Rural Communities Housing Development Corporation (RCHDC)

- Founded and based in Ukiah since 1975
- Developed over 1000 affordable housing units in 31 facilities in Northern California
- Developed and manages 4 special needs facilities, two in Ukiah, one in Lakeport and a MHSA facility recently completed in Arcata.
- Developed and manages Cypress Ridge (Seniors) and River Gardens (Families) in Fort Bragg.

Mental Health Services Act Permanent Housing



RCHDC partnered with Humboldt Housing to develop Arcata Bay Crossing which houses MHSA and other special needs tenants.

Mental Health Services Act

Permanent Housing

There are several decisions that must be made.

- What will be the overall size of the project?
- Where will the facility be?
- Where will extra funding come from?

Mental Health Services Act

Permanent Housing

Overall size of the project - options

1. Use the MHSA funds to purchase and maintain a modest sized facility. Perhaps 8 to 10 housing units.
2. Leverage the MHSA funds with other affordable housing money for a larger facility - perhaps 30 to 40 housing units. Supervisors favor this solution.

Mental Health Services Act

Permanent Housing

Where will the facility be?

Input may come from:

- Survey
- City Councils
- Land availability and price
- BHRS

Mental Health Services Act

Permanent Housing

Example of Leveraging - Arcata Bay Crossings

Mental Health Services Act

Permanent Housing

Where will additional resources come from?

- Low Income Housing Tax Credits
- Affordable Housing Program
- Land donations...?
- CDBG - current opportunity
- Other?

Mental Health Services Act

Permanent Housing

- What do we hope for from the Fort Bragg City Council?
- A response (or no response) that can help the Board of Supervisors determine where to develop the facility.

Mental Health Services Act

Permanent Housing

- Anything from a letter or resolution (for or against) up to a financial or land contribution.
- Thank you for considering this important project.

Lemos, June

From: Alice Chouteau <alicat@mcn.org>
Sent: Monday, June 13, 2016 3:57 PM
To: Lemos, June
Subject: Permanent Housing for Mentally Ill Homeless, to the City Council

To the Fort Bragg City Council

We are shocked but not surprised that the City would consider taking grant monies for a facility in town, to house the 'mentally ill homeless.' City government has maintained a policy of taking millions in grant funding for helping the homeless, without bothering to hire a grant monitor to ensure that the grant requirements are being fulfilled. Hopes of Fort Bragg becoming a vibrant tourist destination for a healthier economy are tarnished by homeless services that seem to help only a few, while endless handouts and lenient law enforcement attract more and more transients. FBPD admitted that 75% of complaint calls are now for violations by transients, many of whom are mentally ill. We support Sheriff Allman's efforts to establish a secure facility to house the mentally ill where it belongs, in Ukiah, the county seat.

Any facility for the permanent housing of mentally ill homeless belongs in Ukiah, not our small town, where there is already a problem of too many transients, and we are experiencing a noticeable decline in Quality of Life here, with an increase in crimes, including murders, rape, and home invasions and burglaries by transients. Public health and safety, as well small businesses and property values are being undermined. Tourists will be discouraged from visiting a place overrun by transients, most of whom seem to have no interest in anything but handouts.

Obviously there is a great need for more low income housing for the working folks struggling to get by.

Grants and programs to benefit local people, young and old and in between, should be top priority, NOT maintaining "permanent housing" for clients who are homeless and mentally ill.

We urge the City Council to put the needs of the tax paying public first, and forego such a facility.

Alice and Douglas Chouteau
Fort Bragg, CA

Sent from my iPad



City of Fort Bragg

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Text File

File Number: 16-239

Agenda Date: 6/13/2016

Version: 2

Status: Business

In Control: City Council

File Type: Resolution

Agenda Number: 6C.

Receive Report and (1) Consider Introduction, by Title Only, and Waive Further Reading of Ordinance No. 924-2016 Amending Chapter 3.12 of the Fort Bragg Municipal Code to Increase the City's Transient Occupancy Tax From 10% to 12% Subject to Voter Approval; and (2) Review Draft Resolution Calling a Special Election for the Purpose of Submitting to the Voters a General Tax Measure and an Advisory Measure and Provide Direction to Staff



AGENCY: City Council
MEETING DATE: June 13, 2016
DEPARTMENT: City Manager
PRESENTED BY: Linda Ruffing

AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND (1) CONSIDER INTRODUCTION, BY TITLE ONLY, AND WAIVE FURTHER READING OF ORDINANCE NO. 924-2016 AMENDING CHAPTER 3.12 OF THE FORT BRAGG MUNICIPAL CODE TO INCREASE THE CITY'S TRANSIENT OCCUPANCY TAX FROM 10% TO 12% SUBJECT TO VOTER APPROVAL, AND (2) REVIEW DRAFT RESOLUTION CALLING A SPECIAL ELECTION FOR PURPOSE OF SUBMITTING TO THE VOTERS A GENERAL TAX MEASURE AND NON-BINDING ADVISORY MEASURE AND PROVIDE DIRECTION TO STAFF

ISSUE:

At the February 8, 2016 City Council meeting, an ad hoc committee comprised of Mayor Dave Turner and Vice Mayor Lindy Peters was formed to explore the possibility of a ballot measure to increase the Transient Occupancy Tax (TOT) rate to generate revenue for activities that will help expand Fort Bragg's slice of the California tourism business. TOT is a tax imposed on visitors staying at lodging facilities. The committee was tasked with talking to local lodging owners and operators to receive feedback on the possibility of a TOT increase. In late February and early March, the committee met with owners and/or operators of nearly all of Fort Bragg's 24 lodging establishments.

At the March 28, 2016 City Council meeting, the ad hoc committee recommended that Council direct staff to prepare two ballot measures to the electorate for consideration: (1) a general tax measure that increases the TOT rate in the City of Fort Bragg from 10% to 12% effective April 1, 2017, and (2) a companion non-binding advisory measure that informs the Council, if the voters approve the general tax measure, about how the revenues generated by the TOT increase should be used.

This agenda item allows the Council to introduce an Ordinance increasing the TOT to 12%, subject to voter approval. In addition, a draft Resolution is presented for Council review and direction. The draft Resolution calls for a special election for the purpose of submitting a general tax measure which would increase the City's Transient Occupancy Tax rate from 10 percent to 12 percent, subject to approval of a majority of the electors voting, and a non-binding advisory measure that informs the Council, if the voters approve the general tax measure, about how the revenues generated by the TOT increase should be used, and requests the Board of Supervisors of the County of Mendocino to consolidate a special and advisory election with the statewide general election to be held on Tuesday, November 8, 2016.

At the June 27, 2016 Council meeting, the Council will have the opportunity to adopt the Ordinance and to adopt a Resolution submitting the TOT increase and the advisory measure to the Fort Bragg electorate.

RECOMMENDED ACTION:

1. Introduce, by title only, and waive further reading of Ordinance No. 924-2016 amending portions of Chapter 3.12 of the Municipal Code (Uniform Transient Occupancy Tax Ordinance of the City of Fort Bragg) and make other conforming changes subject to approval of a majority of the electors voting on the tax measure at the November 8, 2016 General Election.
2. Review draft resolution calling a special election for the purpose of submitting a general tax measure which would increase the City's Transient Occupancy Tax rate from 10 percent to 12 percent, subject to approval of a majority of the electors voting, and a non-binding advisory measure that informs the Council, if the voters approve the general tax measure, about how the revenues generated by the TOT increase should be used, and requesting the Board of Supervisors of the County of Mendocino to consolidate a special and advisory election with the statewide general election to be held on Tuesday, November 8, 2016. Provide direction to staff if necessary.

ALTERNATIVE ACTION(S):

1. Take no action. Under this alternative, the TOT increase would not be placed on the November 2016 ballot.
2. Continue action on the matter and request additional information.

FISCAL IMPACT

A 2% increase in the TOT rate would generate nearly \$400,000 per year in additional revenue. If used for the purposes and in the amounts specified in the advisory measure, this would mean an additional \$200,000 per year for marketing and promotion, \$100,000 to enhance Coastal Trail maintenance and security, \$50,000 to support establishment of the Noyo Center to complete the Oceanarium, and \$50,000 for special projects that support tourism and benefit the community, including, but not limited to, repair and maintenance of the school district's athletic fields.

There would also be costs associated with the election. Because the election would be consolidated with the general statewide election, the City Council election, and possibly other local measures, the costs are estimated to be in the \$5,000 range.

ANALYSIS:

The current TOT is 10% of the cost of a room per night; the Ordinance proposes to raise the TOT from 10% to 12%. For the TOT to become effective, the Council must adopt the Ordinance by a two-thirds vote, pursuant to Government Code section 53724, and the TOT increase must be approved by a simple majority of voters in the November 8, 2016 General Election.

State law establishes procedures and requirements for conducting elections, and actions to call and consolidate elections must occur via resolution. In order to submit both the Ordinance and the advisory measure to the voters at the November 8, 2016 General Election, the City Council must adopt the Resolution calling for the special and advisory elections and requesting that the County consolidate those elections with the General Election, no later than Thursday, August 11, 2016.

Staff has worked with legal counsel to prepare an ordinance to increase the TOT from 10% to 12%, effective April 1, 2017, contingent on voter approval, and to provide that the Director of Finance, at the direction and request of the City Manager, shall keep account of how the additional proceeds of the tax are being used, and periodically render an itemized written report to the City Council detailing such expenditures. Staff has also worked with legal counsel to prepare a non-binding advisory measure that informs the Council, if the voters approve the general tax measure, about how the revenues generated by the TOT increase should be used. These documents were then reviewed by the Council’s ad hoc committee for the TOT ballot measure (Mayor Turner, Vice Mayor Peters). The ad hoc committee recommended the following language for each measure:

Measure “___” - APPROVAL OF INCREASE TO THE TRANSIENT OCCUPANCY TAX

Shall Ordinance No. 924-2016 amending portions of Chapter 3.12 of the Fort Bragg Municipal Code to increase the City of Fort Bragg’s existing Transient Occupancy Tax (a bed tax paid when overnight visitors rent a room) from ten percent (10%) to twelve percent (12%) to fund public services and maintain public areas, effective April 1, 2017, which proposed rate increase and amendment is anticipated to raise an additional \$400,000 per year in revenue and which will continue until repealed by the City Council or the city voters, be adopted?	YES	
	NO	

Advisory Vote Only.

If Measure “___” is approved by voters, shall the People of the City of Fort Bragg advise the City Council to use the additional funds in the following manner: (i) One-half of the revenues to substantially increase promotions and marketing for Fort Bragg; (ii) One-quarter of the revenues to enhance Coastal Trail maintenance and security; (iii) One-eighth of the revenues to support establishment of the Noyo Center for Marine Science as a premiere visitor attraction; and (iv) One-eighth of the revenues to undertake special projects that support tourism and benefit the community including, but not limited to, repair and enhancement of local athletic fields?	YES	
	NO	

CONSISTENCY:

The proposed ordinance and resolution are consistent with local, State and federal statutes.

IMPLEMENTATION/TIMEFRAMES:

The last day to call the election for the measures is no less than 88 days prior to the November 8, 2016 general election. Thus, the deadline for transmitting a ballot measure to the County Elections Office is in mid-August.

ATTACHMENTS:

1. Ordinance to increase the TOT subject to election.
2. Draft Resolution calling for special and advisory elections, requesting consolidation of elections, and submitting the Ordinance to increase the TOT and advisory measure to the Fort Bragg electorate.

NOTIFICATION:

1. Lodging email list

City Clerk's Office Use Only

Agency Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved as Amended Resolution No.: _____ Ordinance No.: _____ Moved by: _____ Seconded by: _____ Vote: _____ _____ <input type="checkbox"/> Deferred/Continued to meeting of: _____ <input type="checkbox"/> Referred to: _____
--

AN ORDINANCE AMENDING
CHAPTER 3.12 OF THE FORT
BRAGG MUNICIPAL CODE TO
INCREASE THE CITY'S TRANSIENT
OCCUPANCY TAX RATE FROM 10
PERCENT TO 12 PERCENT,
SUBJECT TO APPROVAL OF A
MAJORITY OF THE ELECTORS
VOTING ON THE TAX MEASURE AT
THE NOVEMBER 8, 2016 GENERAL
ELECTION

ORDINANCE NO. 924-2016

THE PEOPLE OF THE CITY OF FORT BRAGG DO ORDAIN, AS FOLLOWS:

SECTION I: AMENDMENT OF CODE.

Chapter 3.12 of the Fort Bragg Municipal Code is hereby amended as set forth below in italics:

3.12.030 Amount of Tax.

- A. Pursuant to the authority of Cal. Revenue and Taxation Code § 7280, there is levied an occupancy tax on the privilege of occupying a room or rooms in any hotel as defined by § 3.12.020 unless the occupancy is for a period of more than 30 days. ***Effective April 1, 2017, the amount of the tax shall be 12%*** of the room rent charged by the hotel operator. It is the responsibility of the hotel operator to collect the occupancy tax in full at the time of renting a room or rooms to a transient. It is the further responsibility of the hotel operator to remit the ***12%*** occupancy tax to the City within the time limits set forth in this chapter.
- B. For purposes of this chapter, the phrase "the privilege of occupying a room or rooms in any hotel" shall be applied and interpreted as described in Cal. Revenue and Taxation Code § 7280(b), as amended from time to time.
- C. In the event that a transient occupies a room or rooms beyond the period originally contracted for with the hotel operator, it is the responsibility of the hotel operator to collect any unpaid occupancy tax upon the transient's ceasing to occupy space in the hotel. In the event that the hotel operator fails to collect the tax from the transient, the hotel operator shall be responsible for payment in full of the occupancy tax to the City.
- D. ***The Director of Finance, at the direction and request of the City Manager, shall keep account of how the ~~additional~~ proceeds of the 2% of the tax added by Ordinance No. 924-2016 are being used, and shall annually render an itemized written report to the City Council detailing such expenditures.***

SECTION II: SEVERABILITY.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby. The City Council finds and declares that it would have adopted each and every provision of this ordinance, even if it had not adopted any other provision.

SECTION III: STATUTORY AUTHORITY FOR TAX.

This ordinance is adopted pursuant to Revenue and Taxation Code section 7280.

SECTION IV: ELECTION REQUIRED.

This ordinance shall not become operative unless and until a majority of the electors voting on this ordinance approve the imposition of the tax at the General Election to be held on November 8, 2016.

SECTION V: EFFECTIVE DATE.

This ordinance relates to the levying and collecting of the City transient occupancy tax ("TOT") and shall take effect only if approved by a majority of the voters voting on the measure at the November 8, 2016 General Election, and if approved, shall become effective April 1, 2017.

PASSED AND ADOPTED by the City Council of the City of Fort Bragg on the _____ day of June, 2016, by at least a two-thirds vote of the City Council, as follows:

AYES:

NOES:

ABSENT:

Dave Turner
Mayor

ATTEST:

June Lemos
City Clerk

RESOLUTION NO. ____-2016

A RESOLUTION OF THE FORT BRAGG CITY COUNCIL CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL ELECTION TO SUBMIT TO THE VOTERS A GENERAL TAX MEASURE WHICH WOULD INCREASE THE CITY'S TRANSIENT OCCUPANCY TAX RATE FROM 10 PERCENT TO 12 PERCENT, SUBJECT TO APPROVAL OF A MAJORITY OF THE ELECTORS VOTING, AND AN ADVISORY ELECTION TO INFORM THE CITY COUNCIL, IF THE VOTERS APPROVE THE GENERAL TAX MEASURE, ABOUT HOW THE GENERATED REVENUES SHOULD BE USED, TO BE HELD ON TUESDAY, NOVEMBER 8, 2016, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF MENDOCINO TO CONSOLIDATE A SPECIAL ELECTION AND AN ADVISORY ELECTION TO BE HELD ON NOVEMBER 8, 2016, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

WHEREAS, a statewide general election is scheduled for November 8, 2016; and

WHEREAS, the City Council desires to submit to the voters at a Special Election to be held on November 8, 2016 a question relating to increasing the City's Transient Occupancy Tax ("TOT") from the existing 10 percent to 12 percent, subject to voter approval, for general purposes; and

WHEREAS, the City Council also desires to submit to the voters at an Advisory Election to be held on November 8, 2016 a non-binding advisory measure that informs the Council, if the voters approve the general tax measure, about how the revenues generated by the TOT increase should be used; and

WHEREAS, it is desirable that the Special Election and Advisory Election be consolidated with the Statewide General Election to be held on the same date, and that within the City, the precincts, polling places, and election officers of the two elections be the same, and that the County Election Department of the County of Mendocino canvass the returns of the Special Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fort Bragg does hereby resolve, declare and order as follows:

Section 1 – Order Calling for a Special Election and an Advisory Election.

A. That pursuant to the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of Fort Bragg, California, a Special Election, on Tuesday, November 8, 2016, for the purpose of placing on the

ballot a measure to increase the City of Fort Bragg's Transient Occupancy Tax from ten percent (10%) to twelve percent (12%), effective April 1, 2017. The complete text of the proposed ordinance is attached to this Resolution as **Exhibit A** ("General Tax Measure") and is not to be printed in the voter pamphlet. The full text of the ordinance shall be made available to any voter on request. (Cal. Elections Code §§ 9223, 9280.) The vote requirement for the measure to pass is a majority (50%+1) of the votes cast.

B. That pursuant to the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of Fort Bragg, California, an Advisory Election, on Tuesday, November 8, 2016, for the purpose of placing on the ballot a non-binding advisory measure to inform the City Council, if the voters approve the General Tax Measure, about how the revenues generated by the Transient Occupancy Tax increase should be used ("Advisory Measure"). The results of the advisory vote will in no manner be controlling on the City Council, pursuant to Elections Code section 9603(c).

C. That pursuant to the requirements of section 10403 of the Elections Code, the Board of Supervisors of the County of Mendocino is hereby requested to consent and agree to the consolidation of a Special Election and an Advisory Election with the Statewide General Election on Tuesday, November 8, 2016, for the purpose of the submission of the General Tax Measure and the Advisory Measure to the voters.

D. That the City Council hereby orders each measure to be placed on the ballot in the following form ***[appears on the following page]***:

Measure “ ____ ” APPROVAL OF INCREASE TO THE TRANSIENT OCCUPANCY TAX

<p>Shall Ordinance No. 924-2016 amending portions of Chapter 3.12 of the Fort Bragg Municipal Code to increase the City of Fort Bragg’s existing Transient Occupancy Tax (a bed tax paid when overnight visitors rent a room) from ten percent (10%) to twelve percent (12%) to fund public services and maintain public areas, effective April 1, 2017, which proposed rate increase and amendment is anticipated to raise an additional \$400,000 per year in revenue and which will continue until repealed by the City Council or the city voters, be adopted?</p>	YES	
	NO	

Advisory Vote Only.

<p>If Measure “ ____ ” is approved by voters, shall the People of the City of Fort Bragg advise the City Council to use the additional funds in the following manner: (i) One-half of the revenues to substantially increase promotions and marketing for Fort Bragg; (ii) One-quarter of the revenues to enhance Coastal Trail maintenance and security; (iii) One-eighth of the revenues to support establishment of the Noyo Center for Marine Science as a premiere visitor attraction; and (iv) One-eighth of the revenues to undertake special projects that support tourism and benefit the community including, but not limited to, repair and enhancement of local athletic fields?</p>	YES	
	NO	

E. The City Council hereby directs the City Attorney to prepare an Impartial Analysis of the General Tax Measure and Advisory Measure in accordance with section 9280 of the Elections Code showing the effect of each measure on existing law and the operation of each measure.

F. That the full text of the General Tax Measure shall not be printed in the Voter Information Pamphlet, but a statement shall appear under the Impartial Analysis informing voters that the information may be obtained from the City Clerk’s office and the City’s website.

G. The election shall be held and conducted and the votes thereof canvassed and returns thereof made and the results thereof ascertained and determined as provided by law for the holding of municipal elections in the City and the consolidation of municipal elections with other elections.

H. The proposed Ordinance is not subject to CEQA because it is not a "project" pursuant to Public Resource Code section 21065 and section 15378(b)(4) of the CEQA Guidelines; further if the proposed Ordinance were to be found a "project," it is statutorily exempt from CEQA pursuant to section 15273(a)(1) of the CEQA Guidelines, as the purpose of the increase to the transient occupancy tax is to meet operating expenses.

Section 2 – Request for Election Services

A. Pursuant to the requirements of Elections Code section 10403 of the California Elections Code, the Mendocino County Board of Supervisors is hereby requested to consent and agree to the consolidation of the City's Special Election and Advisory Election with the General Election on November 8, 2016. The consolidated elections will be held and conducted in the manner prescribed in Elections Code section 10418.

B. That the County elections department is authorized to canvass the returns of the Special Election and Advisory Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

C. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

D. That the City of Fort Bragg recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

E. That the City Clerk is authorized, instructed, and directed to coordinate with the Mendocino County Clerk to procure and furnish any and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

F. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.

G. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 3 – Designation of Duties

A. The County Clerk, in conducting the City's election is requested to provide the following services:

1. Establish precinct boundaries to coincide with the General Election;
2. Designate polling places and appoint election officers;
3. Notify election officers of their appointment and instruct inspectors concerning their duties;
4. Hire and pay election officers;
5. Arrange for the availability of polling places and all supplies necessary for casting ballots, and setting up voting booths;
6. Publish lists of precincts, election officers, polling places, and the hours that polls will be open;
8. Provide sample ballots to each voter;
9. Receive absentee voter applications; supply absentee voter ballots to applicants; accept absentee voter ballot returns; retain custody of absentee voter ballots; count absentee voter ballots;
10. Provide Certificate of County Clerk as to Result of the Canvass, for approval by the Fort Bragg City Council.

B. The City Clerk in conducting the City's election shall provide the following services:

1. Publish the Notice of Election;
2. Receive ballot arguments, impartial analysis, and rebuttal arguments.

Section 4 – Ballot Arguments

A. The last day for submission of direct arguments for or against the ballot measures shall be by 5:00 p.m. on (City clerk will select date prior to August 10, 2016).

B. The last day for submission of rebuttal arguments for or against the ballot measures shall be by 5:00 p.m. on (10 days after deadline for arguments in favor/against).

C. The City Attorney shall prepare an impartial analysis of the ballot measures. The impartial analysis shall be filed by 5:00 p.m. on (same as B, above).

D. Pursuant to Section 9285 of the California Elections Code, when the City Clerk has selected the arguments for and against each measure, which arguments will be printed and distributed to the voters, the City Clerk shall send copies of the arguments in favor of each measure to the authors of the argument against, and copies of the argument against to the authors of the argument in favor. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument, which it seeks to rebut.

E The provisions of Section 9285(a) of the Elections Code relating to arguments are hereby adopted and made applicable.

F. If there is any inconsistency between this Resolution and the schedule of the County Clerk for filing the impartial analysis and the arguments, the schedule of the County Clerk for the County of Mendocino controls.

Section 5 – Direction to City Clerk

The City Clerk is directed to forward without delay a certified copy of this resolution to the Board of Supervisors and to the County Elections Department. The City Clerk is hereby authorized and directed to take all steps necessary to place the Ordinance on the ballot and to cause the Ordinance to be printed. A copy of the Ordinance shall be made available to any voter upon request.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the _____ day of _____, 2016, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

**DAVE TURNER,
Mayor**

ATTEST:

**June Lemos
City Clerk**

Exhibit A

[full text of Ordinance to be attached]

DRAFT



City of Fort Bragg

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

Text File

File Number: 16-242

Agenda Date: 6/13/2016

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 6D.

Receive Report and Provide Direction to Staff Regarding 2016 Community Development
Block Grant "Super NOFA" Grant Application



AGENCY: City Council
MEETING DATE: June 13, 2016
DEPARTMENT: Community Devel.
PRESENTED BY: J. Owen

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE REPORT AND PROVIDE DIRECTION TO STAFF REGARDING 2016 COMMUNITY DEVELOPMENT BLOCK GRANT “SUPER NOFA” GRANT APPLICATION

ISSUE:

The California Department of Housing and Community Development (HCD) released the 2016 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) on May 17, 2016. This is the fifth cycle of the CDBG “Super-NOFA” that includes all CDBG activities in one application. The City of Fort Bragg is eligible to apply for the 2016 cycle because more than 50% of the City’s 2014 Super-NOFA grant will be expended by the application date. The 2016 application is due July 27, 2016.

As required by the CDBG program, staff conducted a Design Phase hearing on November 16, 2015, to solicit community input and to assess needs for 2016 CDBG applications. Staff also requested and reviewed City priorities for CDBG funding. Based on the Design Phase hearing and activities proposed by City departments, a list has been prepared identifying several potential activities for the 2016 Super-NOFA application. Many of these activities were reviewed by City Council on December 14, 2015, to provide direction on preliminary priorities. Staff has analyzed the potential grant activities to estimate likelihood of award and to assist City Council in determining the best strategy for applying for funding under this and future Super-NOFAs.

At this time, staff seeks Council’s direction on priority activities for the 2016 CDBG grant cycle under the Super-NOFA. Only three major activities may be applied for in the Super-NOFA for a maximum application amount of \$2 million, and up to three Supplemental Activities may also be included. After the application is prepared and before it is submitted to CDBG, City Council must hold a Public Hearing to disclose activities in the application and the amount of funds requested and to receive public comments on the CDBG program.

RECOMMENDED ACTION:

Receive report and provide direction to staff regarding City Council’s priorities for activities to be included in the 2016 CDBG Super-NOFA application.

ALTERNATIVE ACTION(S):

No action will be taken other than to provide direction to staff, so no alternative actions are needed.

ANALYSIS:

The 2016 Super-NOFA provides approximately \$27 million for funding year 2016, allocated as follows:

- \$400,000 (1.25%) for Native American (NA) activities;
- \$1.4 million (5%) for Colonias, defined as distressed, non-entitlement jurisdictions within 150 miles of the California–Mexico border. Fort Bragg is not eligible for this allocation;
- \$1.2 million for Planning and Technical Assistance (PTA) activities. The PTA allocation is further split to provide \$600,000 for PTA-ED activities and \$600,000 for PTA-CD (Community Development) activities;
- \$8.2 million (30%) for Economic Development (ED) activities. The ED allocation is split 70% (\$5.74 million) to Enterprise Fund activities and 30% (\$2.46 million) to Over-the-Counter

(OTC) activities. OTC applications are submitted in a separate process outside the Super-NOFA application. The ED allocation may be adjusted up or down based on demand for funding. The ED allocation also includes the \$600,000 PTA allocation described above;

- \$17 million (63%) is available for Community Development (CD). The CD allocation is calculated as all funds remaining after subtracting the above special allocations. The CD allocation includes the \$600,000 PTA-CD allocation described above.

Available funding for the 2016 NOFA at \$27 million reflects a downward trend in funding over the past four years. The following table shows funding allocated and awarded as well as number of awards for the past four years that the Super-NOFA process has been in place.

Table 1: CDBG Allocation and Funding History

NOFA Year	Allocated Funding	Awarded Funding**	Number of Awards
2015	\$28 million	\$26.7 million	15
2014	\$28.5 million	\$35.4 million	27
2013	\$41 million*	\$50.4 million	42
2012	\$42.9 million*	\$42.9 million	54

* 2012 and 2013 allocations included 1½ years' funding to implement the new combined Super-NOFA process.

** Awarded funding may exceed Allocated Funding due to carry-over of unexpended allocations.

The NOFA is available only for non-entitlement jurisdictions, including incorporated cities that are under 50,000 in population and counties with unincorporated area population of under 200,000 persons. Per 2016 CDBG tables, there are approximately 260 California cities and counties that are eligible non-entitlement jurisdictions.

All CDBG activities must meet one of three National Objectives, including (1) benefit to low- and moderate-income persons; or (2) prevention or elimination of slums or blight; or (3) urgent need. The most commonly used National Objective is benefit to low- and moderate-income individuals or households (LMI). The LMI household income thresholds are calculated annually by the U.S. Department of Housing and Urban Development (HUD). Elimination and prevention of slums and blight is only allowed for Economic Development activities.

In order to assess potential grant activities that were generated from the CDBG-required "Design Phase" hearing and other inputs, it is important to first understand the CDBG NOFA rules and their implications for the City's likelihood of achieving grant awards. A list of significant NOFA characteristics is discussed below, followed by description and assessment of potential activities for the grant application. A discussion of considerations for selection of grant activities follows the activity assessment.

CDBG Super-NOFA Elements

As noted above, 2016 is the fifth year of the new Super-NOFA application process. The City was awarded funding for all activities applied for in the 2012 and 2014 Super-NOFAs. The City was unable to apply in 2015 because as anticipated, 2014 grant expenditures had not reached the required 50% expenditure threshold by the April 2015 application due date. Expenditures from the 2014 grant have reached the required 50% threshold, so the City is eligible to apply in 2016.

The primary goals of the CDBG Super-NOFA process are (a) to increase CDBG administrative efficiency at the State level to compensate for decreased department funding; and (b) to speed up issuance and expenditure of CDBG funds. The following summarizes important elements of the

2016 Super-NOFA:

1. **Single application.** All CDBG activities except “Over-the-Counter” (OTC) activities are included in one Super-NOFA application. Jurisdictions receive one contract for all activities awarded in a program year. Available funding is to be *allocated* to each of the major activity categories depending upon demand (number of applications). Funding is to be *awarded* based on points scored in each major activity category, subject to adjustment to reach the 30% statutory minimum funding percentage for Economic Development activities.
2. **Ranking and rating.** Scoring is split into four major categories including Capacity/Performance (up to 200 points), Need (up to 400 points), Readiness (up to 300 points), and State Objectives (up to 100 points), for an available total of 1,000 points. State Objectives for 2016 will be awarded as follows:
 - 100 points for activities that address or mitigate impacts of a state- or federally-declared disaster;
 - 100 points for activities that meet the Urgent Need National Objective;
 - Homeownership Assistance Program applications that are not part of a Combo Housing Program will receive 50 points;
 - Fair Housing Public Services activities that offer services such as counseling on housing discrimination will receive 100 points.
3. **Scoring by Bucket.** Each activity will only be rated and ranked as compared to other similar activities. Similar activities are grouped into activity “Buckets” for the purpose of scoring and assignment of funding limits. For example, Microenterprise and Business Assistance Loan Program Activities will only be scored against other Enterprise Fund activities. Each type of activity is assigned a separate scoring matrix.
4. **Planning and technical assistance (PTA) applications.** PTA applications count as one of the three major activities in an application. However, they are not ranked and instead are funded “first come, first served” if any other grant activity is awarded, until funds are exhausted. A tie-breaker based on community poverty percentage may be utilized if eligible applications exceed funding available. Before establishing the funding order, PTA applications will be split into two “pots” comprised of (a) “stand alone” PTA applications and (b) PTA applications submitted as one of the three allowable major activities. Amounts available to fund each “pot” of PTA applications will be based on demand.
5. **Timelines.** The 2016 NOFA was released five months later than usual. Per the 2016 NOFA schedule, awards are to be announced by October 2016. Based on prior timelines, it is estimated that funding will be available March 2017. Grants are generally issued for three year terms beginning at the agreement execution date, which generally pre-dates funding availability by several months. It is anticipated that the grant expenditure period will be approximately 30 months.
6. **50% Expenditure Rule.** CDBG award recipients cannot apply for future CDBG grants (excluding OTC grants) until at least 50% of any current grant awards are expended. The result of the 50% Rule is that jurisdictions are usually able to apply for funding no more frequently than every other year. In order for 2016 awardees to be eligible to apply in a 2018 CDBG Super-NOFA grant on an every-other-year cycle, 2016 awards will need to be 50% expended by approximately April 2018.
5. **Eligible Activities and Activity Buckets.** The list of eligible activities, activity groupings, and funding limits by activity and by activity “Bucket” are listed in the attached “2016 CDBG Application Funding Limits and Eligible Activities” chart (see Attachment 1). Grant applications

can include activities in up to three Activity Buckets, with a total maximum application amount of \$2 million. For Planning Activities, if any other major activity is funded, Planning Activities are automatically funded. If no other Planning Activities are funded, no Planning Activities are funded.

6. **Supplemental Activities.** In addition to the application for activities in up to three major Activity Buckets, jurisdictions may apply for up to three Supplemental Activities. These activities are funded by Program Income received during the grant term. Any Program Income on hand must be expended on grant activities before grant funds can be requested. Expenditure of Program Income frees up grant funds. In order to allow jurisdictions to expend all the grant funds, Supplemental Activities may be identified in the grant application. Supplemental Activities are not competitive applications, and if any activity in the grant is awarded, the Supplemental Activities are also awarded. Supplemental Activities may be any eligible CDBG activity except Planning Activities. Supplemental Activities must be funded and expended within the grant expenditure term.

Activities and funding limits for the 2016 CDBG Application are summarized in the table below. Note that Supplemental Activities may be requested in addition to the limitations provided in this table.

Table 2: 2016 CDBG Funding Limits by Activity (see also Attachment 1):

Major "Bucket"	Activity	Activity Limit	Combo Allowed?	Combo Limit
Enterprise Fund (select 1 activity or Combo)	Microenterprise Assistance OR Business Assistance Loan Program OR Combo	\$300,000	Yes	\$500,000
Housing Maximum: \$1,000,000 to include up to 1 program and 1 project	<u>Programs:</u> Homeownership Assistance or Housing Rehab Single Family OR Combo	\$600,000	Yes	\$1,000,000 for Programs only
	<u>Projects:</u> Land Purchase for Multi-Family Housing (MFH) or MFH Rental Rehab (with or without land acquisition)	\$1,000,000	No	N/A
Public Improvements (max: 1 project)	Acquisition, construction, installation; including in-support-of-housing	\$1,500,000	No	N/A
Public Facilities (max: 1 project)	Acquisition, new construction or rehab of building/grounds for public purposes.	\$1,500,000	No	N/A
Public Services (max: 3 services)	Operating & maintenance costs including labor, supplies, etc. for eligible activities.	\$500,000	N/A	N/A
Planning Activities (PTA) (max: 2 studies)	Research, analysis, planning for housing & other CD activities; ED studies to focus on business development or job creations/retention, needs analysis & ED strategies.	\$100,000	N/A	N/A

Potential Application Activities

On November 16, 2015, staff held the mandatory annual CDBG Design Phase Public Hearing. Announcements of the meeting were published in the Fort Bragg Advocate News; emailed to a list of 44 local non-profit organizations; sent to the City’s Press Release media list; posted on Facebook; posted on the City website; and sent to 113 email addresses on the City’s CDBG “Notify Me” list. In addition, the Public Hearing notice and press release were translated into Spanish and posted at various venues throughout Fort Bragg.

A total of eight individuals attended the public hearing, including representatives of four non-profit organizations and four private individuals. A total of 11 preliminary applications for grant activities from non-profit entities have been received to date. Of those, five activities have been withdrawn by the applicants because they are not ready for implementation. In addition, 11 City activities are identified for consideration.

Potential activities in funding “buckets” along with assessment of award are in Table 3 below.

Table 3: Potential Activities for Inclusion into the Super-NOFA grant application.

Funding Bucket	Activity	Requester	Amount Requested	Assessment
A. Enterprise Fund <i>Options: Could include #1 or #2</i>	1. Microenterprise Assistance (technical assistance, support services, micro loans)	West Company/ City*	\$233,000	Enterprise Fund (EF) activities have been non-competitive for 3 years. Provides unique Economic Development (ED) services for low/mod entrepreneurs.
	2. Combo Microenterprise and Business Loan Program (business loans and all above Microenterprise activities)	City	\$400,000	EF activities have been non-competitive for 3 years. Allows transfer of funds between Business Assistance (BA) and Microenterprise (ME) activities as needed. Flexible BA terms may promote ED but eligible borrowers hard to find.
B. Housing Activities <i>Options: Could include #1 or #2</i>	1. Housing Rehab Program (1 to 4 units- for low-mod income property owners).	City	\$400,000	City applications are competitive. Alternative funding is available through HOME.
	2. Combo HR and Home Ownership Assistance (HOA) Program (“silent second” loans for LMI home buyers)	City*	\$600,000	Prior HOA funding was returned to CDBG due to lack of eligible applicants. Alternative funding for both programs is available through HOME.
C. Public Facility Rehab	1. Footlighters Community Facility (rehab of 2000 SF in the rear of facility at 248 E Laurel Street for non-profit & community use)	Footlighters	\$300,000	Provides needed low-cost meeting space for community non-profits This is a highly competitive Activity Bucket so maximum points are needed. The Footlighters project would not serve 100% low-income people and therefore would be assigned the Citywide LMI percentage of 58.2%, so it would

Funding Bucket	Activity	Requester	Amount Requested	Assessment
				not be highly competitive.
D. Public Improvements	1. Water tank installation	City*	\$1.5 million	Would earn State Objective points as it is tied to State Drought. This is a highly competitive Activity Bucket so maximum points are necessary for award. The project meets the Serious need requirement and the State emergency requirement, including health & safety threat and/or Urgent Need, this would boost points.
E. Planning Activities <i>Options: Allowed a maximum of 2 studies for total of \$100,000</i>	1. Mill Site Specific Plan Would be implemented in-house by City Staff	City	\$50,000	All planning activities are non-competitive. If any grant activity is awarded, PTA activities are automatically awarded.
	2. Economic Development Strategy Implementation focused on business attraction, expansion and retention Would be implemented in-house by City Staff	City	\$50,000	
	3. Alternative Water Technologies Feasibility Study	City	\$100,000	
	4. Noyo Center for Marine Science Design Development Phase	Noyo Center	\$100,000	
	5. Conference/ Performing Arts Center Feasibility Study Could be implemented in house by City Staff	City	\$20,000	
	6. Sanderson Way Housing Feasibility Study	CDC	\$25,000	
F. Supplemental Activities <i>Options: Up to 3</i>	1. Housing Project: CDC/Glass Beach Apartments Minor Rehab (energy efficiency, health & safety repairs)	Community Development Commission (CDC)	\$75,000 to \$150,000	Non-competitive. Funded by Program Income.

Funding Bucket	Activity	Requester	Amount Requested	Assessment
<i>allowed</i>	2. Boatyard Drive Sidewalk Project	City	Up to \$150,000	
	3. Slip Line Project	City	Up to \$150,000	

Considerations for Selection of Grant Activities

City Council may only include activities in three separate Activity Buckets for the application, for an application of no more than \$2 million. In addition, up to three Supplemental Activities may be included in the application. The above list includes activities in five Activity Buckets. Following are additional considerations for selection of grant activities:

- City Council’s direction at the December 14, 2015, meeting was that the new Water Tank (Item D, Public Improvements Bucket) was a high priority item. Assuming it can meet the competitive threshold described above, and if City Council still considers the Water Tank a priority for the application, it would use \$1.5 million of the total \$2 million available, leaving up to \$500,000 for two other Activity Buckets. If the Water Tank is funded, completion of this project would be required to meet the 50% rule for future applications. Installation is expected to be relatively quick, which would allow the City to stay on the every-other-year CDBG application cycle.
- The Enterprise Fund items (Microenterprise Assistance or Combo Program with Business Assistance loans) are typically non-competitive and likely to be awarded if the application meets threshold requirements. If one of the two alternatives in this category is selected, any Planning Activities that are included in the application would automatically be awarded.
- The HOME Program provides alternative funding sources for the Housing Program activities. A HOME Program application is anticipated to become available in October 2016.
- The Footlighters activity would provide a needed low-cost venue for local non-profit organizations. Unfortunately, it is not likely to be competitive as a major grant activity. A good funding alternative for activities that are not expected to be competitive is to fund them as a Supplemental Activity. However, the sprinkler system alone would cost approximately \$150,000 per Footlighters quotes, because the entire building would require upgrade. There are also other health and safety upgrades necessary to implement the activity. If CDBG funding is used, the entire project would be subject to prevailing wage.
- Planning activities are automatically funded if any other activity is funded. With a limit of \$100,000, planning studies have little impact on the 50% expenditure rate. Staff recommends that the Economic Development Strategy Implementation be selected as one of the planning activities for the 2016 NOFA application. This would allow the Community Development Department to hone in on business attraction, retention and expansion and would help to support CDD staff time, providing needed relief to the General Fund. Staff also recommends inclusion of the Mill Site Specific Plan in the 2016 NOFA application. The existing preliminary draft Specific Plan is fast becoming stale. The CDBG funds give the City an opportunity to finalize a Specific Plan and prepare it for adoption. Once the Specific Plan is complete, the City could apply for CDBG funding in a later cycle to complete the necessary EIR. These two planning activities have the greatest potential to result in job creation and economic development in Fort Bragg.

FISCAL IMPACT:

CDBG funds allow the City to conduct activities and complete projects to benefit the community, and in particular the City’s low- and moderate-income residents, for which funding would otherwise

be unavailable. CDBG activities also create job opportunities in the community by bringing outside funding into the community and by creating jobs and increasing economic opportunities through expending CDBG funds and implementing CDBG activities. CDBG grant administration requires significant commitment of staff time, but CDBG provides funding for administrative activities (7.5% of grant funds) that is generally adequate to service the program.

CONSISTENCY:

The State CDBG mission is to improve the lives of low-and moderate-income residents through the creation and expansion of community and economic development opportunities, which supports livable communities for all residents. This mission is consistent with City Priority Areas established in City Council's February 2015 Goal Setting process including Priority Area 1 "A Healthy Environment" (water and wastewater improvements); Priority Area 2 "A Prosperous Economy" (economic development and affordable housing activities); and Priority Area 3 "An Engaged Community" (partnerships with community groups). The City's 2014 Housing Element includes "provide additional affordable housing" and "maintain and preserve existing housing stock" as two of four broad housing priorities. The City's 2014 Economic Development Strategy includes growing and retaining businesses with business technical support and resources (Strategies 1.1 and 1.2); completion of the Mill Site Specific Plan (Strategy 1.3); development of the Noyo Center (Strategy 1.5); Conference/Performing Arts Center Feasibility Study (Strategy 3.1); efficient water use via natural drainage (Strategy 4.2); and improvement of City infrastructure (Appendix A: Ongoing Priorities).

IMPLEMENTATION/TIMEFRAMES:

After Council provides direction for the grant activities to include in the application, staff will proceed with application preparation. A public hearing must be held prior to the application submittal date of July 27, 2016, and the hearing is tentatively planned for July 11, 2016. Per the NOFA, awards are to be announced in October 2016. The grant execution process takes 30 to 60 days, and grant Special Conditions must then be cleared, for which up to 90 days is allowed after grant execution date. Funds are expected to be available March 2017. The grant expenditure period is expected to terminate around December 2019.

ATTACHMENTS:

1. 2016 CBBG Application Funding Limits and Eligible Activities Chart

NOTIFICATION:

1. Pamela Patterson, West Company
2. Junice Gleason, Fort Bragg Footlighters
3. Sheila Semans, Noyo Center
4. Craig Schlatter, CDC
5. Subscribers to CDBG Activities "Notify Me" email list

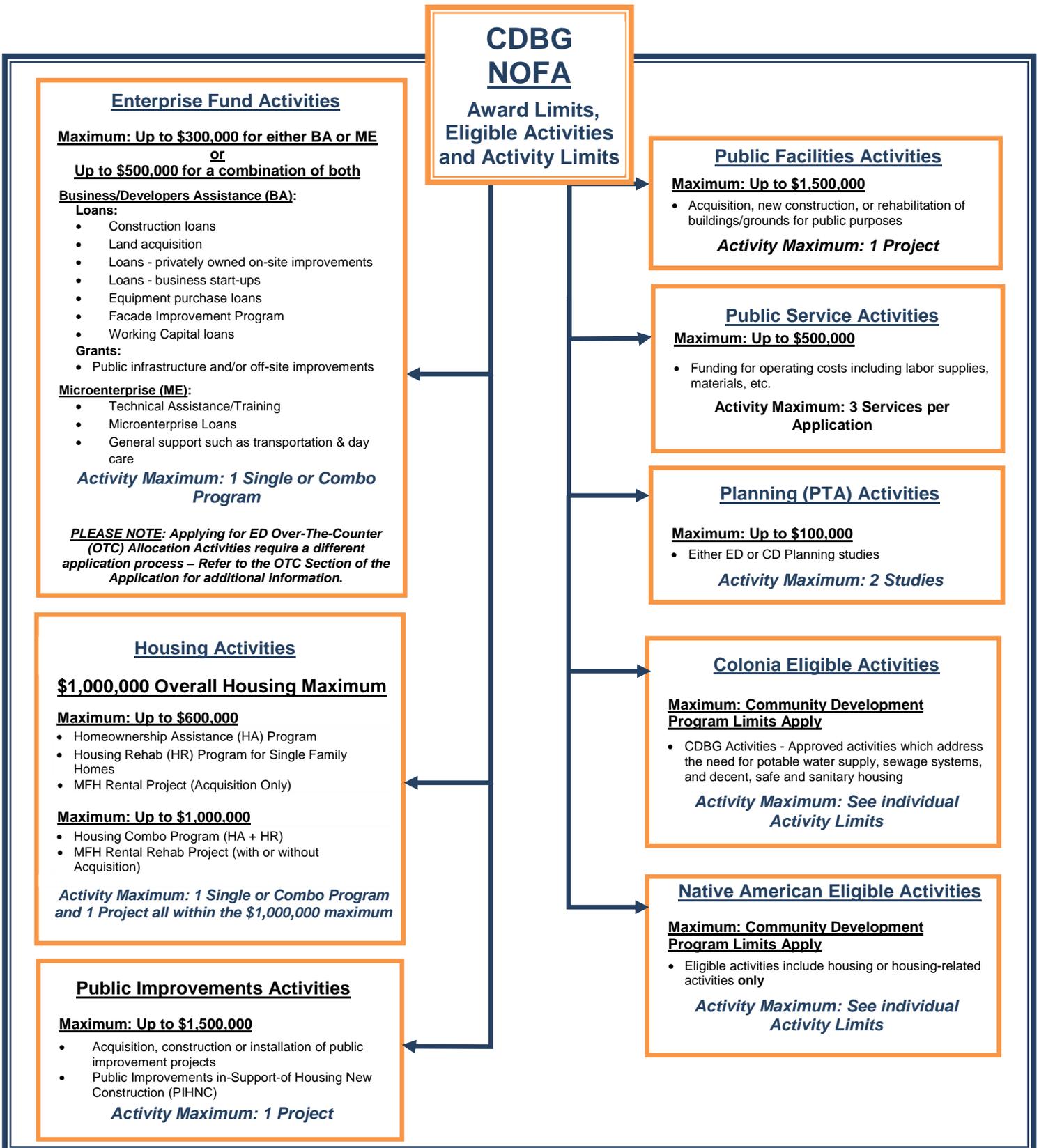
City Clerk's Office Use Only

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote: _____			
<input type="checkbox"/> Deferred/Continued to meeting of: _____			
<input type="checkbox"/> Referred to: _____			

2016 CDBG APPLICATION

Funding Limits and Eligible Activities Chart

Application Maximum is \$2,000,000, excluding Colonia and Native American Activities.





City of Fort Bragg

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

Text File

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Agenda Number: 6E.

Receive Presentation Regarding Proposed FY 2016/17 Water Enterprise and Wastewater Enterprise Budgets and Five-Year Capital Improvement Program and Provide Direction to Staff



AGENCY: City Council, MID
MEETING DATE: June 13, 2016
DEPARTMENT: Public Works
PRESENTED BY: T. Varga

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE PRESENTATION REGARDING PROPOSED FY 2016/17 WATER ENTERPRISE AND WASTEWATER ENTERPRISE BUDGETS AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM AND PROVIDE DIRECTION TO STAFF

ISSUE:

At the May 25, 2016 Budget Workshop, the presentation of the proposed FY 2016/17 budgets for the Water and Wastewater Enterprises occurred at the very end of the evening and was very cursory due to the late hour. The Capital Improvement Program and Capital Projects Budget were not reviewed. These elements of the proposed FY 2016/17 Budget are brought forward for Council/Improvement District Board consideration at this time. The final budget will be placed on the agenda for Council/District Board approval at the June 27, 2016 regular meeting.

RECOMMENDED ACTION:

Receive presentation and provide direction to staff.

ALTERNATIVE ACTION(S):

None are needed.

ANALYSIS:

Attachment 1 presents the Water and Wastewater Enterprise budgets for FY 2016/17. Attachment 2 presents the Five-Year Capital Improvement Program and the Capital Projects Budget for FY 2016/17. Public Works Director Tom Varga will lead the Council through these documents. *Please note that the attached documents have been updated since the Budget Workshop to include revised fund balances, as discussed at the workshop.*

FISCAL IMPACT:

The budget clearly identifies fiscal impacts associated with various projects and activities.

CONSISTENCY:

The Fort Bragg Planning Commission is tasked with determining consistency of the City's Capital Improvement Program with the City's General Plan.

IMPLEMENTATION/TIMEFRAMES:

The Budget covers appropriations for FY 2016/17. The Capital Improvement Program presents a five-year plan for various capital projects.

ATTACHMENTS:

1. FY 2016/17 Budget Section D; Enterprise Funds
2. FY 2016/17 Budget Section F; Capital Improvement Program

NOTIFICATION:

None

City Clerk's Office Use Only

Agency Action Approved Denied Approved as Amended

Resolution No.: _____ Ordinance No.: _____

Moved by: _____ Seconded by: _____

Vote: _____

Deferred/Continued to meeting of: _____

Referred to: _____

WATER ENTERPRISE

PURPOSE

The Water Enterprise is responsible for ensuring the provision of safe, clean water at adequate pressures and volumes to serve residents, businesses and public facilities in the City of Fort Bragg.

SUMMARY OF SERVICES

The services provided by the Water Enterprise include raw water collection, transmission, water treatment, and distribution of treated water for domestic and commercial use for Fort Bragg. The Water Enterprise meets and reports water treatment levels of regulatory agencies, provides for water conservation, provides for maintenance and construction of capital improvements, reviews new development projects, assists with public education, and engages in data collection and analysis.

GOALS AND OBJECTIVES

- Ensure an adequate supply of high quality drinking water to meet existing and future customer needs.
- Manage the City's water sources in a manner that is protective of both environmental and human health.
- Improve the reliability of the City's water supply, treatment and distribution system through on-going maintenance and replacement of aging infrastructure.
- Seek grant funding and other low-cost financing for capital projects.
- Operate the City's water system in an efficient and cost-effective manner and establish fair and reasonable utility rates.

FY 2015/16 TOP ACCOMPLISHMENTS

- Kept the City's water supply system operational during Stage 3 Water Emergency.
- Continued to expand monitoring, reporting and testing procedures to meet the State Water Resources Control Board Division of Drinking Water requirements.
- Cleared the property for Summers Lane Reservoir.
- Received amended water rights license allowing storage of water in Summers Lane Reservoir.
- Began construction of Summers Lane Reservoir.
- Installed turbidimeters in the waste troughs of the filter units saving thousands of gallons of finished water per month.

FY 2016/17 TOP PRIORITIES

- Continue to improve the water plant's efficiencies in order to conserve water.
- Complete construction of Summers Lane Reservoir.
- Drill test wells to provide groundwater as a supplemental water source.
- Identify funding for a new 1.5 million gallon finished water tank.
- Continue to seek funding for replacement of key segments of the raw water line between the Waterfall Gulch water source and the Water Treatment Plant.
- Identify funding for implementation of the East Fort Bragg Pressure Zone improvement projects.
- Continue to replace valves in the distribution system.
- Chemically clean the filter media and underdrain system of the water treatment units to extend the life of the filter media and improve efficiency.

BUDGET SUMMARY

OVERVIEW

The fiscal year (FY) 2016/17 Water Enterprise Fund operating budget is \$2.2 million. Revenues for the Water Enterprise Fund are primarily received in the form of rates charged to customers. In 2006, the California Supreme Court ruled that utility rates charged by governmental entities are considered property-related fees and therefore are subject to the procedural requirements of Proposition 218, Article 130 of the California Constitution. Prop 218 requires governmental agencies that charge for utility services to conduct a majority protest hearing prior to adopting any changes in utility rates. The legislation provided for future rate increases within prescribed limits to be approved without holding a hearing each year for up to an additional four years. In June 2013, the City Council adopted a five-year schedule of rate increases based on a Utility Rate Study. In FY 2016/17, the adopted rate schedule establishes a water rate increase of 10% which is scheduled to take effect on July 1, 2016. Due to the City's new Cost Allocation Plan, the Water Enterprise will receive a lower allocation of administrative shared costs and staff therefore recommends suspension of the July 1 rate increase. A new utility rate study will be prepared in FY 2016/17.

NET POSITION (FUND BALANCE)

In an Enterprise Fund, fund balance is presented as Net Position, and a year to year analysis of Net Position can help to identify current or potential future problems that could impact the fiscal health of the Enterprise Fund. The FY 2015/16 projected year-end Net Position for the Water Enterprise is expected to be \$1.8 million and the FY 2016/17 Net Position is budgeted at \$3 million.

The following table includes the operating fund as well as the capacity fees fund and the capital reserve.

	Audited FY 2014/15	Projected FY 2015/16	Adopted FY 2016/17
Water Operating Fund Unrestricted Net Position	\$ 2,295,569	\$ 1,769,945	\$ 2,978,090

As shown above, the Net Position of the Water Enterprise operating fund declined by approximately \$526k between FY 2014/15 and FY 2015/16. This is primary attributable to capital expenditures on the Summers Lane Reservoir project (\$1.1 million) offset by grant funds received for the Brush Creek Road Water Line Replacement project. At the May 25th Budget Workshop, Council directed staff to reimburse the Water and Wastewater Enterprise funds for prior year over-allocations with a transfer from fund balance (including reserves) in the General Fund. The Water Enterprise will receive a transfer of \$871k in FY2016/17.

WATER ENTERPRISE FUND RESERVES

The Water Enterprise Fund Capital Reserve is established in accordance with the City's Fund Balance & Reserve Policy which is intended to plan for future capital projects and unanticipated emergencies. Each year, all unrestricted fund balance in the Water Enterprise Fund in excess of 25% of the prior year's operating expenditures is transferred to the Capital Reserve. The City Council periodically reviews and updates its reserve policies and budgeted reserve amounts to ensure that the Water Enterprise has sufficient resources to adequately provide for emergencies and capital projects. In FY2016/17 the threshold is projected to be \$621k. Excess fund balance in the amount of \$1 million is expected to be transferred to the capital reserve.

In FY 2015/16, \$365k in capital reserves are budgeted to be used for construction of the Summers Lane Reservoir. This expense accounts for the decline in net position from FY 2014/15 to FY 2015/16.

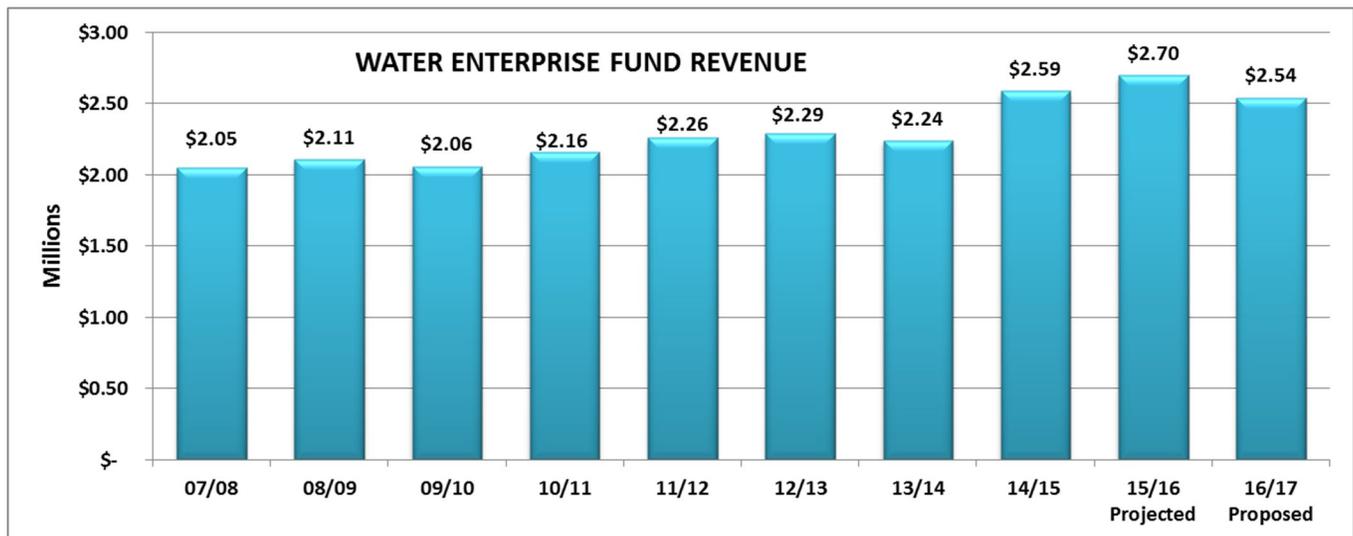
The City collects water capacity charges for new water connections. These fees are committed for improvements to facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future.

These fees are accounted for in the Water Enterprise Capacity Fees Fund. In FY 2015/16, \$800k in capacity fees is budgeted to be used for construction of the Summers Lane Reservoir. This expense additionally accounts for the decline in net position from FY 2014/15 to FY 2015/16.

	Audited FY 2014/15	Projected FY 2015/16	Adopted FY 2016/17
Water Enterprise Capacity Fees Fund	\$ 809,043	\$ 121,510	\$ 131,510
Water Enterprise Capital Reserve	1,140,393	1,197,678	2,225,717
Unrestricted Balance	346,133	450,757	620,863
	<u>\$ 2,295,569</u>	<u>\$ 1,769,945</u>	<u>\$ 2,978,090</u>

DISCUSSION OF WATER ENTERPRISE FUND REVENUE TRENDS

FY 2016/17 Water Enterprise Fund revenues (before transfers in) are projected to total \$2.54 million, a decrease of 6% from the \$2.7 million projected in FY 2015/16. Substantially all of the Fund’s revenue is from the charges for services. Since Council has directed staff to suspend the FY 2016/17 rate increases, revenue forecasts have been set equal to the FY 2015/16 budget forecasts. Other Revenue in FY 2015/16 included \$27k in reimbursements received from the State of California to cover costs incurred by the City in connection with the declaration of a Stage 3 water emergency in the fall of 2015. This was a one-time revenue and no similar amount is anticipated in FY 2016/17. A 10-year comparison of the Water Enterprise Fund’s revenue follows.



DISCUSSION OF WATER ENTERPRISE FUND EXPENDITURE TRENDS

Water Enterprise Fund expenditures are expected to decrease from \$2.5 million in FY 2015/16 to \$2.2 million in FY 2016/17 which equates to a 13% decrease (\$334k). The decrease is related to the City’s new Cost Allocation Plan which produced \$374k less in administrative allocation to the Water Enterprise over the prior year.

Salary and Benefit allocations of \$685k (paid to the General Fund and the Wastewater Enterprise Fund) are the Fund’s largest expense representing 32% of total expenses in FY 2016/17, followed by Debt Service (23%) and Materials & Services (16%).

	<u>Audited</u>	<u>Projected</u>	<u>Adopted</u>
	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>
Salary/Benefit Allocation	\$ 669,320	\$ 647,846	\$ 684,929
Facilities, Fleet, and Administration Allocations	757,535	755,747	311,619
Materials and Services	347,602	471,489	422,124
Miscellaneous	3,708	5,476	5,500
Capital Expenditures	31,891	21,059	210,000
Debt Service	527,102	581,836	581,512
	<u>\$ 2,337,159</u>	<u>\$ 2,483,454</u>	<u>\$ 2,215,683</u>

The Salary/Benefit Allocation includes wages and the City's contributions to health benefits and retirement costs for those employees who perform services on behalf of the Water Enterprise Fund. This allocation increased 5.7% in FY 2016/17 when compared to FY 2015/16 due to increased benefits costs coupled with cost of living adjustments for employees.

Non-Personnel Services

Water Enterprise Fund Materials and Services are budgeted to decrease \$49k. While legal costs are budgeted at \$25k to provide legal and technical support in preparing and processing LSAA Notifications/Agreements for the City's three water diversions, decreases are budgeted in other areas. General supplies are budgeted \$17k lower than the prior year, while allocations to Internal Service Funds are budgeted \$70k lower. Internal Service allocations are set according to long-term plans which detail future maintenance and capital replacement needs. Based on improved long-term plans in the Internal Service Funds, allocations for FY2016/17 were set lower than the previous year.

WATER ENTERPRISE BUDGET SUMMARY

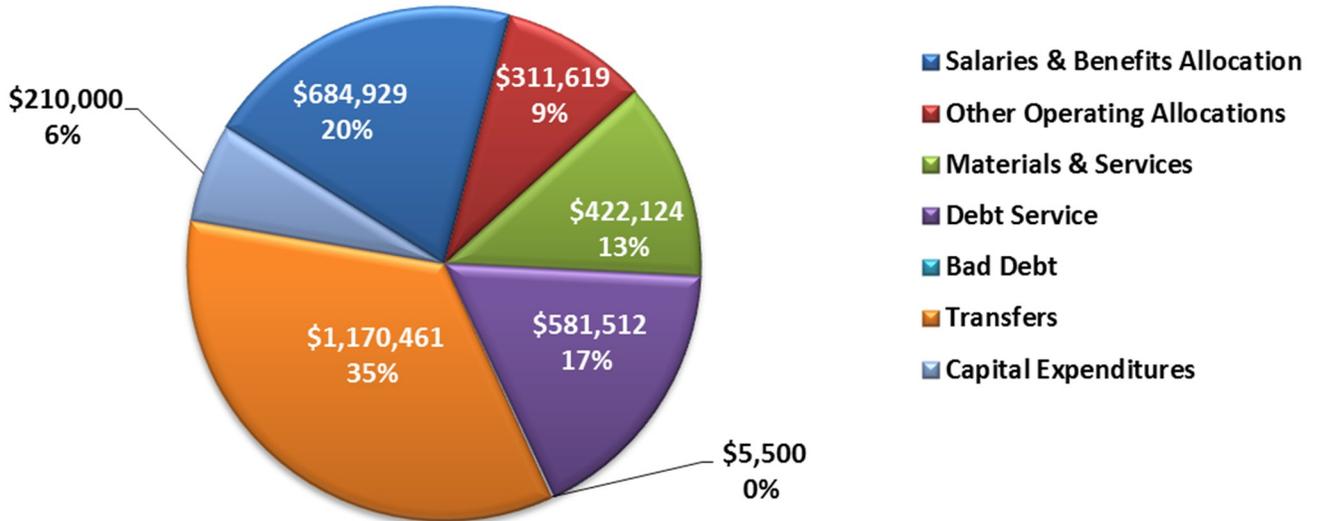
Fund 610

Department: 4610,4611 AND 4612

Description	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17	%
	Audited	YTD Budget	Projected	Adopted Budget	
Salary/Benefit Allocation	\$ 669,320	\$ 647,846	\$ 647,846	\$ 684,929	5.72%
Other Operating Allocations	757,535	755,747	755,747	311,619	-59%
Non-Personnel Services	910,304	1,064,975	1,079,861	1,219,136	13%
Total Expenditures	2,337,159	2,468,568	2,483,454	2,215,683	-11%
Charges for Services	2,528,450	2,538,807	2,644,865	2,528,355	-4%
Other Revenue	58,070	20,000	53,016	13,530	-74%
Total Operating Revenue	2,586,520	2,558,807	2,697,881	2,541,885	-6%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENDITURES	249,361	90,239	214,427	326,201	52%
Transfers In	1,809,025	48,100	479,421	2,052,405	328%
Transfers Out	(1,710,009)	(1,214,050)	(1,218,702)	(1,170,461)	-4%
CHANGE IN NET POSITION	\$ 348,377	\$ (1,075,711)	\$ (524,854)	\$ 1,208,145	-330%

* To arrive at audited change in net position on the full accrual basis subtract depreciation expense and add back loan principle paid. \$348,377 less \$332,729 (depreciation) plus \$383,740 (loan principle) equals \$399,388 (as published in the FY2014/15 CAFR)

FY 2016/17 EXPENDITURES BY CATEGORY



BUDGET DETAIL:

Fund #610

Department: 4610, 4611, 4612

Object	Description	FY 2014/15	FY 2015/16	FY 2015/16	FY 2016/17	%
		Audited	YTD Budget	Projected	Adopted Budget	
0801	Salary/Benefits Allocation	669,320	647,846	647,846	684,929	6%
	Personnel Services	669,320	647,846	647,846	684,929	6%
0310	Engineering	4,000	-	-	-	
0311	Legal	3,180	2,000	6,285	25,000	298%
0312	Auditing & Accounting	6,264	5,625	7,800	6,624	-15%
0313	Laboratory	5,921	9,700	11,237	15,000	33%
0319	Professional Services	51,473	67,832	65,922	75,400	14%
0320	Dues & Memberships	1,494	2,800	1,505	800	-47%
0342	Laboratory Supplies	9,681	12,050	10,473	12,000	15%
0343	Chemicals	35,500	33,000	33,000	37,000	12%
0350	Vehicle Repair & Maint	3,516	28,866	28,866	-	
0351	Equipment Repair & Maint	28,534	37,700	28,000	37,500	34%
0352	Vehicle Repair & Maint	147	-	-	-	
0353	Building Repair & Maint	5,061	6,000	1,500	6,000	300%
0354	Laundry/Cleaning/Janitorial	554	550	550	500	-9%
0355	Equipment Leases	-	1,700	-	-	
0360	Property Premium	17,781	17,000	17,000	17,000	0%
0362	Telephone & Communication	2,224	2,200	2,200	2,200	0%
0364	Legal Notices	367	-	-	-	
0366	Training/Travel Reimbursement	7,886	11,000	5,821	9,000	55%
0372	Postage	11,262	10,000	9,000	9,400	4%
0373	Licenses & Permits	18,749	20,500	20,500	20,000	-2%
0375	General Supplies	10,311	46,508	45,828	28,500	-38%
0376	Medical/Safety Supplies	792	2,000	661	2,000	202%
0380	Finance Charges	16	-	-	-	
0381	Small Tools & Equipment	4,527	7,000	8,168	8,000	-2%
0382	Fuels & Lubricants	84	600	-	-	
0383	Utilities	106,887	115,000	112,164	110,000	-2%
0384	Books & Subscriptions	153	200	-	200	
0619	Miscellaneous	11,240	16,250	22,356	-	
0619/0630	Stage Three Water Emergency	-	-	32,653	-	
	Materials & Services	347,602	456,081	471,489	422,124	-10%
0911	Principle	383,740	448,285	448,285	464,495	4%
0912	Interest	142,593	130,150	130,151	113,617	-13%
0913	Fees	769	3,400	3,400	3,400	0%
	Debt Service	527,102	581,835	581,836	581,512	0%
0606	Bad Debt Sent to Collection	3,708	6,000	5,476	5,500	0%
	Bad Debt	3,708	6,000	5,476	5,500	0%
0731	Construction	-	-	-	66,000	
0741	Machinery & Equipment	31,891	21,059	21,059	144,000	
	Capital Expenditures	31,891	21,059	21,059	210,000	897%
	Total Non-Personnel Services	910,304	1,064,975	1,079,861	1,219,136	13%
0322	Fleet Services	120,698	101,415	101,415	41,696	-59%
0396	Allocation to IT Int Serv Fund	82,875	109,492	109,492	68,655	-37%
0397	Alloc to Facilities Maint	68,300	50,241	50,241	81,025	61%
0399	Admin Costs Allocation	485,662	494,599	494,599	120,243	-76%
	Other Operating Allocations	757,535	755,747	755,747	311,619	-59%
0799	Transfer to Other Funds	1,710,009	1,214,050	1,218,702	1,170,461	-4%
	Total Water Enterprise	\$ 4,047,168	\$ 3,682,618	\$ 3,702,156	\$ 3,386,144	-9%

Water Enterprise Administration Division
Line Item Detail

Fund #610	Account	Category	FY 2016/17
Department: 4610	Detail	Detail	Adopted
Materials & Services	Detail	Detail	Budget
610-4610-0311 Legal		\$ 25,000	
610-4610-0312 Auditing & Accounting		6,624	
610-4610-0319 Professional Services		47,500	
Bank fees - Lockbox	\$ 11,000		
General account services	8,580		
ACH & credit card fees	8,200		
Print services	6,790		
48 Hour phone calls	430		
	35,000		
610-4610-0360 Property Insurance		17,000	
610-4610-0362 Telephone & Communication		2,200	
610-4610-0372 Postage		9,400	
	Total Material & Services		\$ 107,724
Other Expenditures			
610-4610-0606 Bad Debts Sent to Collection		5,500	
	Total Other Expenditures		5,500
Allocations			
610-4610-0396 IT Internal Service Fund		68,655	
610-4610-0399 Admin Costs		120,243	
610-4610-0801 Salary/Benefits		684,929	
	Total Allocations		873,826
	Total - Water Enterprise Administration Division		\$ 987,050

**Water Enterprise Maintenance Division
Line Item Detail**

		Account Detail	Category Detail	FY 2016/17 Adopted Budget
Fund #610				
Department: 4611				
<hr/>				
Materials & Services				
	610-4611-0366	Training/Travel Reimbursement	\$ 2,000	
	610-4611-0375	General Supplies	25,000	
	610-4611-0381	Small Tools & Equipment	5,000	
		Total Material & Services	\$ 32,000	
Allocations				
	610-4611-0397	Facilities Maintenance	81,025	
		Total Allocations	81,025	
		Total - Water Enterprise Maintenance Division	\$ 113,025	

**Water Enterprise Treatment Division
Line Item Detail**

Fund #610 Department: 4612	Account Detail	Category Detail	FY 2016/17 Adopted Budget
Materials & Services			
610-4612-0313	Laboratory	\$	15,000
	Analysis	\$ 8,200	
	License	1,600	
	Supplies	2,900	
	Well testing	2,300	
		15,000	
610-4612-0319	Professional Services		27,900
	Backwash sludge removal (roll over)	10,000	
	PLC support	10,000	
	Backflow services	4,000	
	Tank cathodic protection	3,500	
	Fire extinguisher service	400	
		27,900	
610-4612-0320	Dues & Memberships		800
	Operator/lab certification	800	
		800	
610-4612-0342	Laboratory Supplies		12,000
	Analytical equip parts/service	4,500	
	Lab supplies	4,000	
	Reagents and buffers	3,500	
		12,000	
610-4612-0343	Chemicals		37,000
610-4612-0351	Equipment Repair & Maintenance		37,500
	Pumps and controls	15,000	
	Equipment replacement	10,000	
	Treatment unit parts	7,500	
	Electrical parts	5,000	
		37,500	
610-4612-0353	Building Repair & Maintenance		6,000
610-4612-0354	Laundry/Cleaning/Janitorial		500
610-4612-0366	Training/Travel Reimbursement		7,000
	Safety training	4,000	
	Technical training	3,000	
		7,000	
610-4612-0373	Licenses & Permits		20,000
	SWRCB fees	18,000	
	County haz mat	1,000	
	AQMD	1,000	
		20,000	
610-4612-0375	General Supplies		3,500
610-4612-0376	Medical/Safety Supplies		2,000
610-4612-0381	Small Tools & Equipment		3,000
610-4612-0383	Utilities		110,000
610-4612-0384	Books & Subscriptions		200
Total Material & Services			\$ 282,400

(continued on next page)

Fund #610	Account	Category	FY 2016/17
Department: 4612: Continued	Detail	Detail	Adopted Budget
Routine Repair and Maintenance			
Total Routine Repair and Maintenance			-
Allocations			
610-4612-0322 Fleet Services		41,696	
Total Allocations			41,696
Debt Service			
610-4612-0911 Principal		464,495	
610-4612-0912 Interest		113,617	
610-4612-0913 Fees		3,400	
Total Debt Service			581,512
Transfers Out			
610-7999-0799		1,236,461	
To 615 Capital Project, Groundwater Production Wells	66,000		
To 614, Non-routine maintenance	142,422		
To 651, Sweep Excess Fund Balance to Capital Reserve	1,028,039		
	<u>1,236,461</u>		1,236,461
Total - Water Enterprise Treatment Division			<u>\$ 2,142,069</u>

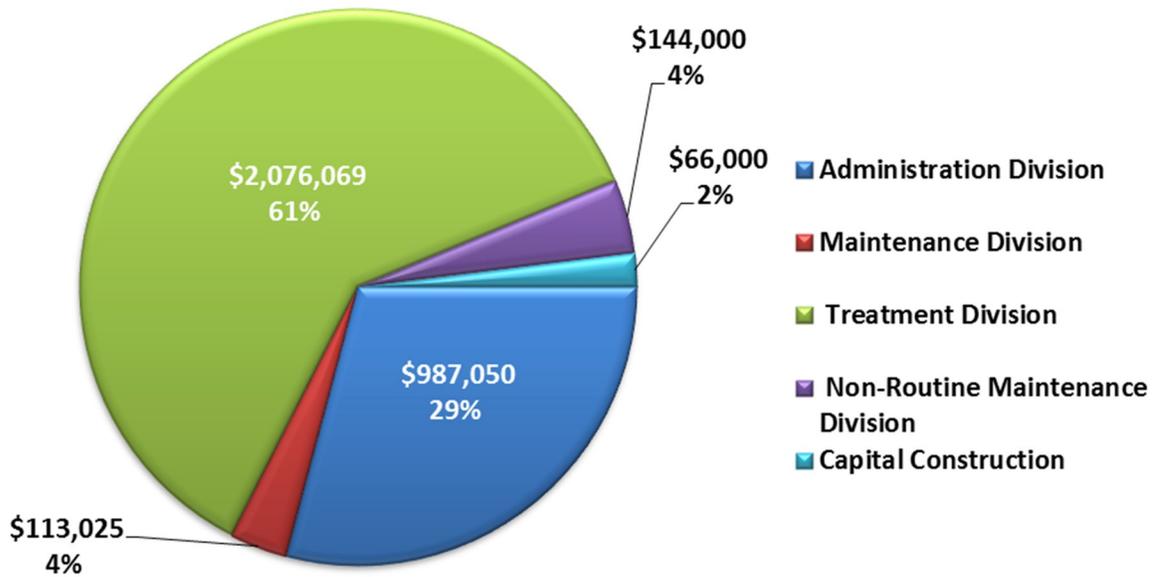
**Water Enterprise Non-Routine Maintenance
Line Item Detail**

Fund #614	Account	Category	FY 2016/17
Department: 4614	Detail	Detail	Proposed Budget
Materials & Services			
614-4614-0741 Machinery & Equipment		\$ 144,000	
Wireless connection - plant to Madson Hole and Pressure Zone	44,000		
Chem clean filters - extend life and improve efficiency	40,000		
Waterfall Gulch Fence/flow meter/power drop	45,000		
Silt removal (roll over)	10,000		
Chlorine analyzer	5,000		
Total Material & Services			144,000
Total - Water Enterprise Non-Routine Maintenance			<u>\$ 144,000</u>

Water Enterprise Capital Expenditures
Line Item Detail

Fund #615 Department: 6004		Account Detail	Category Detail	FY 2016/17 Adopted Budget
Construction				
	615-6004-0731 Construction		\$	66,000
Total Construction				66,000
Total - Water Enterprise Capital Construction				<u>\$ 66,000</u>

FY 2016/17 EXPENDITURES BY DIVISION





WASTEWATER ENTERPRISE

PURPOSE

The Wastewater Enterprise is operated by the Municipal Improvement District No. 1 and is responsible for ensuring the provision of a safe and effective sanitary sewer system to serve residents, businesses and public facilities in the City of Fort Bragg. It also is responsible for operation of a wastewater treatment facility in compliance with State and federal regulations.

SUMMARY OF SERVICES

Services provided by the Wastewater Enterprise include coordinating operations, monitoring, maintenance and related activities of the wastewater treatment plant and sanitary pumping stations. The Enterprise provides primary and secondary treatment of sanitary wastewater as well as treatment and conditioning of the solids removed at the treatment plant facility resulting in a high quality effluent that can be discharged into the ocean.

GOALS AND OBJECTIVES

- Operate, maintain, and upgrade the City's wastewater collection system and treatment facilities.
- Ensure compliance with all regulatory requirements, including discharge limitations, monitoring and reporting, and safety procedures.
- Seek grant funding and other low-cost financing for capital projects.
- Manage the City's wastewater system in a cost-effective and efficient manner and establish fair and reasonable utility rates.

FY 2015/16 TOP ACCOMPLISHMENTS

- HDR has nearly completed the design and engineering for the Wastewater Treatment Plant Upgrade project/
- Installed fencing on west side of plant.
- Sludge hauled to Redwood Landfill in Novato.
- Installed concrete containment for hypochlorite and bisulfite tanks.
- Sodium hypochlorite and bisulfite project completed and online December 1, 2015.
- Installed sulfite and Hypochlorite analyzers.
- Installed diesel generator at Pudding Creek lift station.
- Purchased new Wemco grit pump assemblies.
- Purchased new mobile emergency generator.

FY 2016/17 TOP PRIORITIES

- Complete engineering and design of new activated sludge components at Wastewater Treatment Facility.
- Identify inflow and infiltration projects that require immediate attention and complete slip-lining projects as funding allows for repair of deficiencies at specific locations.
- Install backup generator at Elm Street Lift Station.
- Add wireless communications to lift stations.
- Install influent flow meter.
- Install Jetta New Jetta Drive for grit removal system.
- Install Wemco grit pump assemblies.

BUDGET SUMMARY

OVERVIEW

The fiscal year (FY) 2016/17 Wastewater Enterprise Fund operating budget is \$2.4 million, a decrease of 35% or \$1.3 million over the previous fiscal year.

The Wastewater Enterprise's primary revenue source is user fees charged to customers. In 2006, the California Supreme Court ruled that utility rates charged by governmental entities are considered property-related fees and are subject to the procedural requirements of Proposition 218, Article 130 of the California Constitution. Proposition 218 requires governmental agencies that charge for utility services to conduct a majority protest hearing prior to adopting any changes in utility rates. The legislation provided for future rate increases within prescribed limits to be approved without holding a hearing each year for up to an additional four years. In FY 2016/17, the adopted rate schedule establishes a water rate increase of 6% which is scheduled to take effect on July 1, 2016. Due to the City's new Cost Allocation Plan, the Water Enterprise will receive a lower allocation of administrative shared costs and staff recommends suspension of the July 1 rate increase. An updated utility rate study will be prepared in FY 2016/17.

NET POSITION (FUND BALANCE)

In an Enterprise Fund, fund balance is presented as Net Position. Over time, net position trends can help identify current and potential future problems that could undermine the fiscal health of an enterprise fund. The FY 2015/16 projected year-end Net Position is expected to be \$1.3 million and the FY 2016/17 year-end Net Position is budgeted at \$3.3 million.

The following table includes the operating fund as well as the capacity fees fund and the capital reserve:

	Audited FY 2014/15	Projected FY 2015/16	Adopted FY 2016/17
Wastewater Operating Fund Net Position	\$ 847,312	\$ 1,258,487	\$ 3,332,701

At the May 25th Budget Workshop, Council directed staff to reimburse the Water and Wastewater Enterprise funds for prior year over-allocations with a transfer from fund balance (including reserves) in the General Fund. The Wastewater Enterprise will receive a transfer of \$871k in FY2016/17. Net Position is growing at a strong year over year rate which will bode well in the years to come as multiple capital improvement projects are undertaken.

WASTEWATER ENTERPRISE RESERVES

The Wastewater Enterprise Fund Capital Reserve is established in accordance with the Fund Balance & Reserve Policy which is intended to ensure the continued financial well-being of the City by planning for unanticipated emergency and contingency needs as well as future capital projects. Each year, all unrestricted fund balance in the Wastewater Enterprise Fund in excess of 25% of the prior year's operating expenditures is transferred to the Capital Reserve. The Improvement District Board periodically reviews and updates its reserve policy and budgeted reserve amounts to ensure that the Wastewater Enterprise has sufficient resources to adequately provide for capital projects and unforeseen emergencies. In FY 2016/17, the threshold is projected to be \$745k. Excess fund balance in the amount of \$2 million is expected to be transferred to the capital reserve. At the May 25th Budget Workshop, Council directed staff to reimburse the Water and Wastewater Enterprise funds for prior year over-allocations with a transfer from fund balance (including reserves) in the General Fund. The Wastewater Enterprise will receive a transfer of \$1.1 million in FY2016/17.

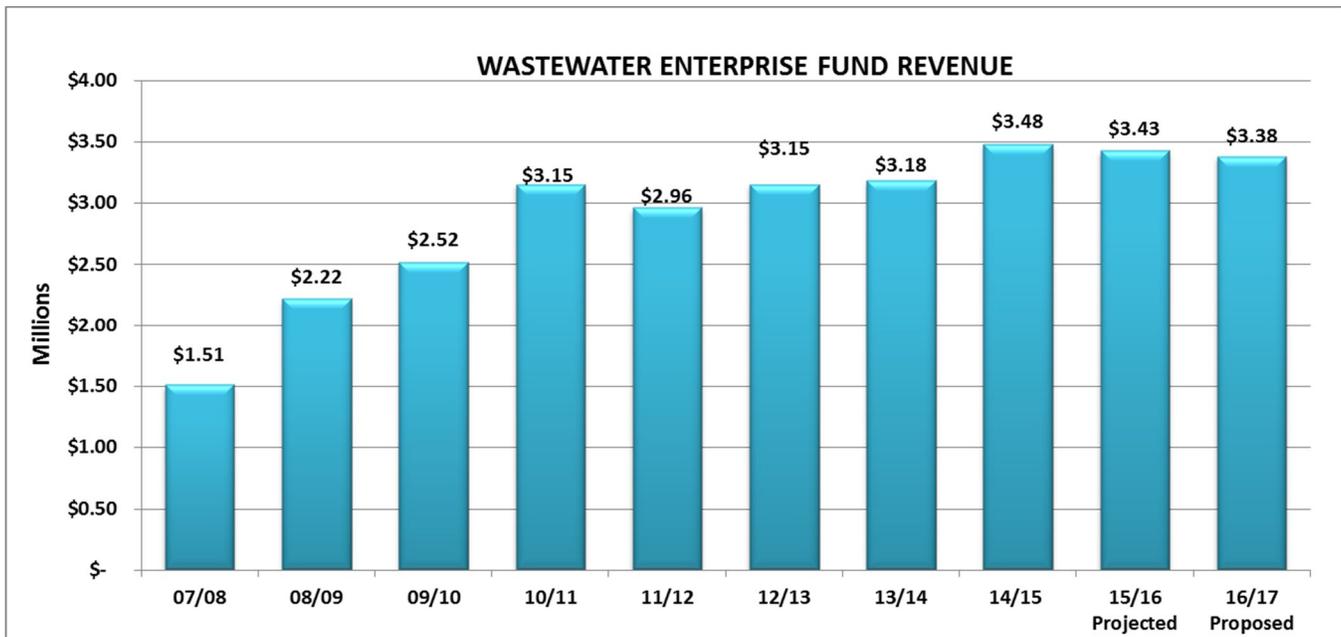
The City collects capacity charges for new wastewater connections. These fees are committed for improvements to facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future. These fees are accounted for in the Wastewater Enterprise Capacity Fees Fund. The balance of the capacity fees fund has grown steadily over the years and is expected to reach \$291k in FY 2016/17.

WASTEWATER ENTERPRISE

	Audited FY 2014/15	Projected FY 2015/16	Adopted FY 2016/17
Wastewater Capacity Fees Fund (committed)	\$ 219,014	\$ 274,025	\$ 290,766
Wastewater Education Fund (committed)	5,289	5,329	5,375
Wastewater Enterprise Capital Reserve (committed)	15,156	232,724	2,262,670
Unrestricted Balance	607,852	746,409	773,890
	<u>\$ 847,312</u>	<u>\$ 1,258,487</u>	<u>\$ 3,332,701</u>

DISCUSSION OF WASTEWATER ENTERPRISE FUND REVENUE TRENDS

FY 2016/17 Wastewater Enterprise Fund revenues (before transfers in) are projected to total \$3.38 million, a decrease of 1% from the \$3.43 million projected in FY 2015/16. Substantially all of the Fund's revenue is from the charges for services. Since Council has directed staff to suspend the FY 2016/17 rate increases, revenue forecasts have been set equal to the FY 2015/16 budget forecasts. Other Revenue in FY 2015/16 included \$30k in installation fees. Installation fees are hard to predict as to timing and amount and therefore are generally not budgeted. A 10-year comparison of the Wastewater Enterprise Fund's revenue follows.



DISCUSSION OF WASTEWATER ENTERPRISE FUND EXPENDITURE TRENDS

Wastewater Enterprise Fund expenditures (including transfers-out) are budgeted for FY 2015/16 at \$2.4 million, a decrease of 35% or \$500k from FY 2014/15. The decrease is related to the City's new Cost Allocation Plan which produced \$535k less in administrative allocation to the Wastewater Enterprise over the prior year. Additionally, less capital project work is scheduled in FY2016/17 compared to FY2015/16 (\$872k).

WASTEWATER ENTERPRISE

	Audited	Projected	Adopted
	FY 2014/15	FY 2015/16	FY 2016/17
Salaries/Wages/Benefits	\$ 800,413	\$ 800,921	\$ 855,140
Salary/Benefit Allocation	327,585	296,830	351,313
Fleet, IT and Administration Allocations	944,418	1,002,203	394,700
Materials and Services	390,980	453,396	502,700
Miscellaneous	1,716	3,107	3,000
Capital Expenditures	4,917	1,140,050	268,500
Debt Service	61,456	62,005	59,355
Net Transfers	9,650	5,336	-
	<u>\$ 2,541,134</u>	<u>\$ 3,763,848</u>	<u>\$ 2,434,709</u>

Personnel Services

Salaries/Wages/Benefits increased \$54k or 7% primarily due to increased benefits costs with healthcare alone increasing by 8%. The Salary/Benefit Allocation to the General Fund includes wages and the City's contributions to health benefits and retirement costs for those General Fund employees who perform services on behalf of the Wastewater Enterprise Fund. This allocation increased \$54k (18%) in FY 2016/17 when compared to FY 2015/16. The Wastewater Enterprise Fund is in the beginning stages of an upgrade to the City's aging Wastewater treatment facility and, therefore, adjustments in the staffing percentages were made to better reflect the anticipated work flow.

Non-Personnel Services

Wastewater Enterprise Fund Materials and Services are budgeted to decrease approximately 50%. The decrease is the result of fluctuating capital project costs. FY 2015/16 included initial engineering and design services (\$750k) for the wastewater treatment facility. Additional planning and financing activities will continue in FY2016/17 while construction is not slated to begin until FY2017/18. Capital Machinery & Equipment also shows a budgeted decrease over FY 2015/16 (\$103k). It is not unusual for machinery & equipment costs to fluctuate from year to year since machinery and equipment is replaced as needed.

Other Operating Allocations

Allocations to Internal Service Funds are budgeted \$72k lower in FY 2016/17 than in the previous year. Internal Service allocations are set according to long term plans which detail future maintenance and capital replacement needs. Based on improved long term plans in the Internal Service Funds, allocations for FY 2016/17 were set lower than the previous year.

**Municipal Improvement District #1; Wastewater Enterprise
Fund 710**

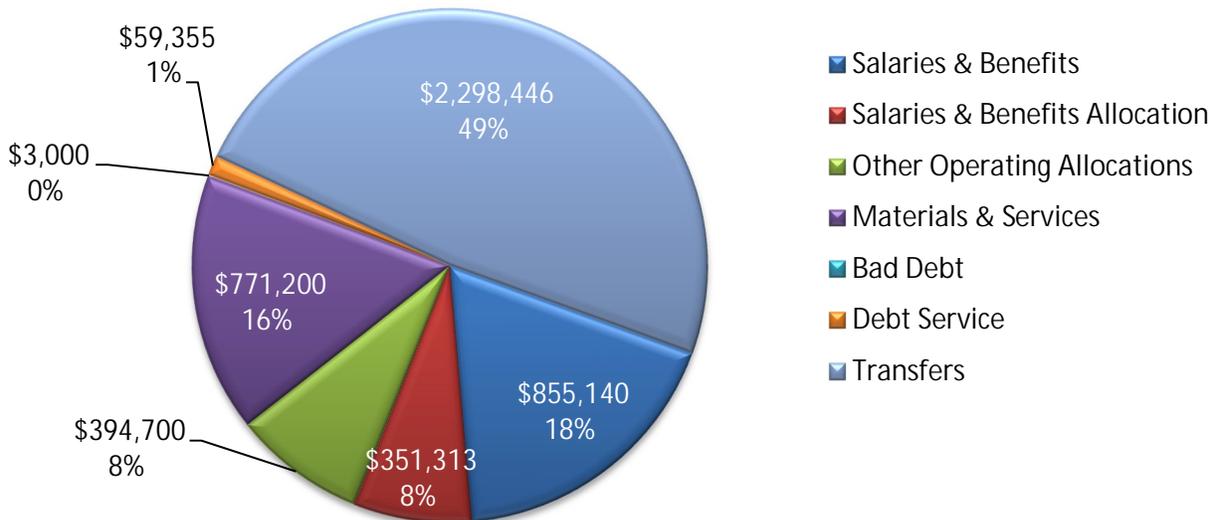
Department: 4710, 4711 & 4712

Appropriations & Revenue

Description	FY 2014/15	FY 2015/16	15/16	FY 2016/17	% + /-
	Audited	YTD Budget	Projected	Adopted Budget	
Salaries & Benefits	\$ 800,413	\$ 810,692	\$ 800,921	\$ 855,140	7%
Salary/Benefit Allocation	327,585	296,830	296,830	351,313	18%
Other Operating Allocations	944,418	1,002,203	1,002,203	394,700	-61%
Non-Personnel Services	459,068	1,685,669	1,658,558	833,555	-50%
Total Appropriations	2,531,484	3,795,394	3,758,512	2,434,709	-35%
Charges for Services	3,194,150	3,332,215	3,306,098	3,298,438	0%
Other Revenue	64,467	80,540	119,050	81,429	-32%
Total Operating Revenue	3,258,617	3,412,755	3,425,148	3,379,867	-1%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	727,132	(382,639)	(333,364)	945,159	-384%
Transfers In	933,394	333,000	578,712	3,427,502	492%
Transfers Out	(943,044)	(359,350)	(584,048)	(2,298,446)	294%
NET CHANGE IN FUND BALANCE	\$ 717,482	\$ (408,989)	\$ (338,700)	\$ 2,074,215	-712%

* To arrive at audited change in net position on the full accrual basis subtract depreciation expense and add back loan principle paid. \$717,482 less \$314,016 (depreciation) plus \$45,000 (loan principle) equals \$448,466 (as published in the FY2014/15 CAFR)

FY 2016/17 EXPENDITURES BY CATEGORY



WASTEWATER ENTERPRISE

BUDGET DETAIL:
Municipal Improvement District #1; Wastewater Enterprise
Fund #710
Department: 4710,4711,4712

Object	Description	FY 2014/15	FY 2015/16	FY15/16	FY 2016/17	% +/-
		Audited	YTD Budget	Projected	Adopted Budget	
0100	Salaries & Wages	\$ 505,807	\$ 506,368	\$ 515,360	\$ 537,668	4%
0200	Employee Benefits	294,606	304,324	285,562	317,473	11%
	Salaries & Benefits	800,413	810,692	800,921	855,140	7%
0801	Salary/Benefits Allocation	327,585	296,830	296,830	351,313	18%
	Salary/Benefits Allocation	327,585	296,830	296,830	351,313	18%
	Personnel Services	1,127,998	1,107,522	1,097,751	1,206,454	10%
0312	Auditing & Accounting	7,243	8,025	7,122	9,450	33%
0313	Laboratory	15,172	25,340	12,153	28,400	134%
0319	Professional Services	61,529	63,050	87,525	121,000	38%
0320	Dues & Memberships	3,025	2,200	2,200	2,300	5%
0342	Laboratory Supplies	6,016	8,300	8,539	-	-100%
0343	Chemicals	31,171	68,800	50,887	60,000	18%
0351	Equipment Repair & Maint	59,790	84,264	78,264	73,000	-7%
0353	Building Repair & Maint	4,113	5,300	3,354	5,000	49%
0354	Laundry/Cleaning/Janitorial	1,467	2,000	1,456	2,000	37%
0359	Liability Deductible	6,453	1,000	172	1,000	482%
0360	Property Premium	17,368	18,000	18,000	18,000	0%
0361	Property Deductible	-	1,000	-	1,000	
0362	Telephone & Communication	756	750	750	750	0%
0365	Copying/Printing	-	300	-	-	
0366	Training/Travel Reimbursement	5,249	9,500	1,924	7,500	290%
0372	Postage	11,264	10,000	10,000	10,000	0%
0375	General Supplies	7,911	6,000	4,715	10,500	123%
0376	Medical/Safety Supplies	10,603	10,800	6,173	5,500	-11%
0377	Boot Expense	1,455	1,800	1,274	1,800	41%
0381	Small Tools & Equipment	10,145	10,300	8,624	10,500	22%
0383	Utilities	119,030	125,000	121,526	120,000	-1%
0384	Books & Subscriptions	-	300	-	300	
0619	Miscellaneous	-	16,250	14,233	-	
	Materials & Services	390,980	509,029	453,396	502,700	11%
0606	Bad Debt Sent to Collection	1,716	3,000	3,107	3,000	
	Bad Debt	1,716	3,000	3,107	3,000	-3%
0310	Engineering	125	749,875	749,875	-	
0319	Professional Services	1,710	-	-	-	
0630	Grant Activity	1,361	-	-	-	
0731	Construction in Progress	-	-	28,143	-	
0741	Machinery & Equipment	1,721	241,760	241,760	138,500	
0741	Machinery & Equipment	-	-	272	-	
0741	Machinery & Equipment	1,721	241,760	242,031	138,500	
0751	Infrastructure	-	120,000	120,000	130,000	
	Capital Expenditures	4,917	1,111,635	1,140,050	268,500	-76%
0911	Principal	45,000	50,000	50,000	50,000	0%
0912	Interest	11,726	9,805	9,805	7,155	
0913	Fees	4,730	2,200	2,200	2,200	0%
	Debt Service	61,456	62,005	62,005	59,355	-4%
	Non-Personnel Services	459,068	1,685,669	1,658,558	833,555	-50%
0322	Fleet Services	90,324	104,991	104,991	43,166	-59%
0396	Allocation to IT Int Serv Fund	82,875	109,492	109,492	68,655	-37%
0397	Alloc to Facilities Maint	68,300	50,241	50,241	81,025	61%
0399	Admin Costs Allocation	702,919	737,479	737,479	201,854	-73%
	Other Operating Allocations	944,418	1,002,203	1,002,203	394,700	-61%
0799	Transfer to Other Funds	943,044	359,350	584,048	2,298,446	294%
	Total Wastewater Enterprise	\$ 3,474,528	\$ 4,154,744	\$ 4,342,560	\$ 4,733,155	9%

**Municipal Improvement District #1
Wastewater Enterprise Administration Division
Line Item Detail**

Fund #710		Account	Category	FY 2016/17
Department: 4710		Detail	Detail	Adopted Budget
Materials & Services				
710-4710-0312	Auditing & Accounting		\$ 9,450	
710-4710-0319	Professional Services		40,500	
	Bank fees - lockbox	\$ 8,830		
	General account services	6,870		
	ACH & credit card fees	6,570		
	Print services	5,390		
	48 Hour phone calls	340		
		28,000		
710-4710-0359	Liability Deductible		1,000	
710-4710-0360	Property Premium		18,000	
710-4710-0361	Property Deductible		1,000	
710-4710-0362	Telephone & Communication		750	
710-4710-0372	Postage		10,000	
	Total Material & Services		\$ 80,700	
Other Expenditures				
710-4710-0606	Bad Debts Sent to Collection		3,000	
	Total Other Expenditures		3,000	
Allocations				
710-4710-0396	IT Internal Service Fund		68,655	
710-4710-0399	Admin Costs		201,854	
710-4710-0801	Salary/Benefits		351,313	
	Total Allocations		621,822	
Operating Transfers				
710-4710-0799	Transfers to Other Funds		-	
	To 714 - Non Routine Maintenance	268,500		
	To 715, Sweep Excess Fund Balance to Capital Reserve	2,029,946		
		2,298,446		
	Total Operating Transfers		2,298,446	
	Total - Wastewater Enterprise Administration Division		\$ 3,003,968	

**Municipal Improvement District #1
Wastewater Enterprise Maintenance Division
Line Item Detail**

Fund #710 Department: 4711	Account Detail	Category Detail	FY 2016/17 Adopted Budget
Materials & Services			
710-4711-0366	Training/Travel Reimbursement	\$ 1,000	
710-4711-0375	General Supplies		6,000
710-4711-0381	Small Tools & Equipment		6,000
	All materials locator 1/2 share	\$ 3,000	
	Tool replacement	3,000	
		6,000	
	Total Material & Services		\$ 13,000
Allocations			
710-4711-0397	Facilities Maintenance Allocation	81,025	
	Total Allocations	81,025	81,025
	Total - Wastewater Enterprise Maintenance Division		\$ 94,025

**Municipal Improvement District #1
Wastewater Enterprise Treatment Division
Line Item Detail**

Fund #710 Department: 4712	Account Detail	Category Detail	FY 2016/17 Adopted Budget
Personnel Costs			
	Salaries & Wages	\$ 537,668	
	Employee Benefits	317,473	
	Total Personnel Costs	\$ 855,140	
Materials & Services			
710-4712-0313	Laboratory		28,400
710-4712-0319	Professional Services		80,500
	Receiving water monitoring	40,000	
	Annual sludge hauling	35,000	
	Annual flow meter calibration	2,500	
	Backflow testing	1,500	
	Fire extinguisher maintenance	1,500	
		80,500	
710-4712-0320	Dues & Memberships		2,300
710-4712-0343	Chemicals		60,000
710-4712-0351	Equipment Repair & Maintenance		73,000
	Pump repair	20,000	
	Electric motors and controls	12,000	
	Lift station replacement fittings	10,000	
	Electrical hardware	6,000	
	Boiler annual maintenance	1,500	
	Stainless steel/PVC Hardware	1,500	
	Replacement press belts	2,000	
	Small projects and improvements	20,000	
		73,000	
710-4712-0353	Building Repair & Maintenance		5,000
	Roof and door maintenance	1,400	
	Lift stations	1,800	
	Fencing and gates	1,000	
	SWPPP BMPs	800	
		5,000	
710-4712-0354	Laundry/Cleaning/Janitorial		2,000
710-4712-0366	Training/Travel Reimbursement		6,500

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WASTEWATER ENTERPRISE

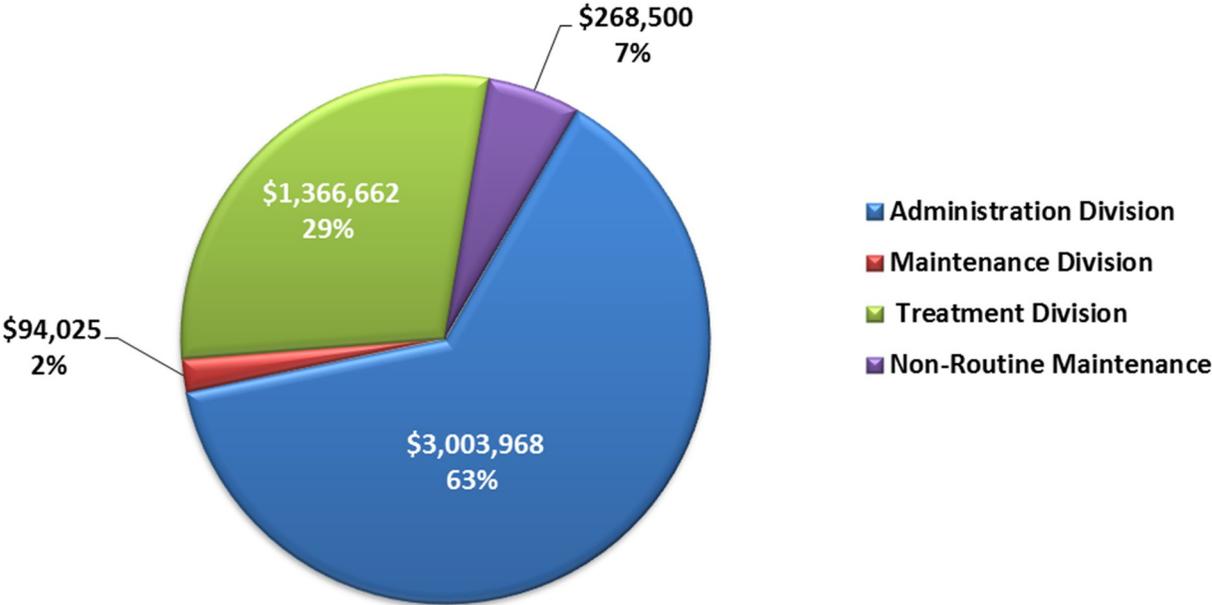
Fund #710			Account	Category	FY 2016/17
Department: 4712			Detail	Detail	Adopted Budget
Materials & Services, Continued					
710-4712-0373	Licenses & Permits			\$ 14,700	
	Annual fee		\$ 11,000		
	County haz mat		1,700		
	AQMD		2,000		
			<u>14,700</u>		
710-4712-0375	General Supplies			4,500	
710-4712-0376	Medical/Safety Supplies			5,500	
	Safety supplies		4,500		
	Confined space		500		
	Respirator maintenance		500		
			<u>5,500</u>		
710-4712-0377	Boot Expense			1,800	
710-4712-0381	Small Tools & Equipment			4,500	
710-4712-0383	Utilities			120,000	
710-4712-0384	Books & Subscriptions			300	
				<u>300</u>	
		Total Material & Services			\$ 409,000
Allocations					
710-4712-0322	Fleet Services			43,166	
		Total Allocations		<u>43,166</u>	43,166
Debt Service					
710-4712-0911	Principal			50,000	
710-4712-0912	Interest			7,155	
710-4712-0913	Fees			2,200	
				<u>59,355</u>	
		Total Debt Service			59,355
		Total - Wastewater Enterprise Treatment Division			<u><u>\$ 1,366,662</u></u>

**Municipal Improvement District #1
Wastewater Enterprise Non-Routine Maintenance**

Line Item Detail
Fund # 714
Department: 4713

		Account Detail	Category Detail	Proposed Budget
Materials & Services				
714-4713-0741	Machinery & Equipment		\$	138,500
	Influent flow meter (roll over)	45,000		
	SCADA	30,000		
	2nd Sulfite tank and parts	26,000		
	Native American lift station rehab (roll over)	20,000		
	Sulfite analyzer	8,500		
	Garage door for Cl2 storage building	5,000		
	Chlorine analyzer	4,000		
		<u>138,500</u>		
714-4713-0751	Infrastructure		\$	130,000
	Slip line	60,000		
	Outfall rehab	70,000		
		<u>130,000</u>		
Total Material & Services				268,500
Total - Water Enterprise Non-Routine Maintenance				<u>\$ 268,500</u>

FY 2016/17 EXPENDITURES BY DIVISION



FY 2016/17 TO 2020/21

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM



FY 2016/17 to FY 2020/21 CAPITAL IMPROVEMENT PROGRAM OVERVIEW

The City of Fort Bragg's Five-Year Capital Improvement Program (CIP) outlines current and future infrastructure needs and capital funding priorities in the following areas: Municipal Facilities, Parks & Community Services, Street Maintenance & Traffic Safety, Storm Drains, Water Enterprise and Wastewater Enterprise. The CIP is an important planning tool that identifies and prioritizes all major capital projects in the City and identifies funding sources and deficiencies.

In general, the CIP provides funding for infrastructure construction and non-routine maintenance, while funding for routine infrastructure maintenance is appropriated in the operating budget and in other special revenue funds. CIP projects, including streets, buildings, recreational facilities, and parks are defined as assets with an initial individual cost of at least \$50k and an estimated useful life of greater than two years. Acquisitions of other capital assets (such as machinery, furniture, and vehicles) are generally accounted for in the fund that is responsible for financing each expenditure. Cost estimates are prepared for each capital project using current year dollars. It should be noted that, although the cost estimates include consultant costs where anticipated, they do not include in-house staff salary costs for permitting, design, inspection or management services.

The CIP shows detailed expenditures and funding for capital projects over the next five years, covering FY 2016/17 through FY 2020/21. "Prior Year" funding for projects which span multiple years is also shown. The CIP also includes a "Beyond CIP" category that recognizes the importance of planning for future significant capital projects beyond the five-year CIP timeframe.

The projects planned for FY 2016/17 include expenditures that will be appropriated through the FY 2016/17 Budget adoption process. Projected expenditures shown for FY 2016/17 through FY 2020/21 and Beyond CIP are provided primarily for project planning and long-range financial planning purposes and do not reflect a commitment of funds. Expenditure approval will be sought for these projects during the appropriate fiscal year.

The CIP is comprised of 31 projects with a total cost of nearly \$30 million. For FY 2016/17, nine projects totaling approximately \$2.6 million are recommended for appropriation. The four most important projects are: the Street Resurfacing/Repair Project (\$1.5 million), Alley Rehabilitation (\$300,000), City Hall & East City Hall projects (\$312,000), and Guest House renovations (\$270,000). Future CIPs will include: the Wastewater Treatment Plant Upgrade, a four phase, multi-year raw water line replacement program, and an overhaul of the water treatment plant.

The CIP is organized as follows:

1. FY 2015/16 Capital Projects Status Report
2. FY 2016/17 Capital Projects & Appropriations
3. FY 2016/17 & Beyond Capital Projects
4. FY 2016-2021 Five Year Capital Improvement Program – Expenditures by Category
5. FY 2016-2021 Five Year Capital Improvement Program – Expenditures by Source

FY 2015/16 CAPITAL PROJECTS STATUS REPORT

The following projects and appropriations were adopted in the FY 2015/16 Capital Projects Budget:

Project Name	Project cost	Prior Year(s)	FY 15/16
			ADOPTED
Emergency Fueling Station	\$ 75,000	\$ -	\$ 75,000
Guest House Rehabilitation	450,000	-	250,000
Total Municipal Facilities			325,000
Coastal Restoration & Trail Project	6,303,008	5,203,008	1,100,000
Chestnut Street Multi Use Trail	1,009,000	16,000	100,000
Total Parks & Community Services			1,200,000
SRTS Cycle 3, Non Infrastructure	20,000	2,228	17,712
Annual Alley Rehab	300,000	-	300,000
Downtown Crosswalk Rehab	50,000	-	50,000
Street Resurfacing & Structural Repairs	1,500,000	-	1,500,000
Total Street Maint. & Traffic Safety			1,867,712
Green (LID) Alleys Project	643,379	349,379	294,000
Total Storm Drains			294,000
Summers Lane Reservoir Construction	2,052,251	187,251	1,865,000
Raw Water Line Replacement Phase I (Waterfall Gulch)*	535,000	535,000	(195,000)
Total Water Enterprise			1,670,000
WW Treatment Facility Upgrade- Activated Sludge	10,000,000	793,000	-
Total Wastewater Enterprise			-
Total FY 2015/16 Capital Projects			\$ 5,356,712

*The negative amount for Raw Water Line, Phase I is an outstanding adjustment for a change in the funding match amount

The following FY 2015/16 capital projects have been completed:

- Raw Water Line Replacement, Phase 1 (Waterfall gulch)
- Green (LID) Alleys Project
- Safe Routes to Schools – Cycle 3, Non Infrastructure
- Coastal Restoration and Trail Project, Phase 1
- Emergency Fueling Station.

The status of the FY 2015/16 capital projects that are still in progress is as follows:

- **Guest House Rehabilitation:** The Guest House was donated to the City of Fort Bragg in 1985 and only minimal improvements to the exterior of the structure have been undertaken since that time. The building needs a new roof, repairs to the shingles, and a fresh coat of paint. Rehabilitation of the existing brick foundation and chimneys is also needed. The 2012 Guest House Master Plan recommends other upgrades as well, including: upgrade of windows for ultraviolet light protection, improved pedestrian facilities, and updated exterior signage and lighting. This project will be phased over two fiscal years and cost \$450k with the roof and siding repair occurring in FY 2015/16 at an expected cost of \$180k and the foundation work and repainting occurring in FY 2016/17.

- **Chestnut Street Multi Use Trail:** The City completed a community planning process for the conceptual design of the trail and solicited proposals for the design and engineering of the improvements. It is anticipated that construction will commence in FY 2016/17. The total cost of the project is expected to be \$1 million and is funded by a \$750k Caltrans federal grant, and a \$259k Caltrans Active Transportation Program (ATP) grant. The remaining funds will be spent on construction in FY 2016/17.
- **Alley Rehabilitation Project:** The City did not complete an alley rehabilitation project in FY 2015/16. This will be consolidated into one project. Design and construction will be undertaken in FY 2016/17. Now that funding for alley rehabilitation is available from the special sales tax for Street Repairs, the City plans to rehab an average of two alley blocks each year.
- **Summers Lane Reservoir:** This project has an estimated cost of \$1.86 million and will provide 45 acre-feet of raw water storage and greatly improve the reliability of the City's water system. Approximately 2,500 feet of raw water transmission line in the vicinity of the new reservoir site will also be replaced. The water stored at the reservoir will come from the Waterfall Gulch water source. Construction of the reservoir began in May 2016 and filling of the reservoir is expected to commence in July 2016. This project is anticipated to be completed at the end of FY 2016/17.
- **Waste Water Treatment Facility Upgrade Project:** A Request for Proposals for design and engineering of the project was distributed in early 2015 and a contract was awarded in the amount of \$750k. Design is expected to be completed in early FY 2016/17. Staff is seeking grants and other low cost financing for construction. The total cost of this project is expected to be \$10 million of which \$9,207,000 is currently estimated for construction and related costs.

The following capital projects and appropriations are proposed for inclusion in the FY 2016/17 Capital Projects Budget:

FY 2016/17 CAPITAL PROJECTS & APPROPRIATIONS

Project Name	Project cost	Prior Year(s)	FY 16/17 Proposed
Guest House Rehabilitation	\$ 450,000	\$ 180,000	\$ 270,000
City Hall Maintenance - Painting & Deferred Maintenance	277,000	-	185,000
East City Hall - Structural & Pool Bldg Stabilization	337,000	-	127,000
Total Municipal Facilities			582,000
Coastal Restoration & Trail Project - Phase 2	1,375,000	25,231	50,000
Bainbridge Park Improvements	75,000	-	75,000
Total Parks & Community Services			125,000
Chestnut Street Multi Use Trail	1,009,000	1,009,000	-
Annual Alley Rehab *	300,000	-	300,000
Downtown Crosswalk Rehab	50,000	-	50,000
Street Resurfacing & Structural Repairs *	1,500,000	-	1,500,000
Total Street Maint. & Traffic Safety			1,850,000
Summers Lane Reservoir Construction	1,865,000	1,865,000	-
New Groundwater Production Wells	66,000	-	66,000
Total Water Enterprise			66,000
WW Treatment Facility Upgrade	10,000,000	793,000	-
Total Wastewater Enterprise			-
Total FY 2016/17 Capital Projects			\$ 2,623,000

In addition to the projects which are carried forward from FY 2015/16, the following new Capital Projects are included in the FY 2016/17 Capital Projects Budget:

- **Guest House Rehabilitation - \$450,000:** The Guest House was donated to the City of Fort Bragg in 1985. Since that time, there have been minimal improvements to the exterior of the structure and there are a number of items that are increasingly requiring attention. Roof shingles have been coming loose creating leaks inside the building. Repairs to solve immediate problems have been made, but the entire Guest House needs a new roof. A roof repair project will be undertaken during FY 2015/16 for an estimated cost of \$180,000. The next portion of rehabilitation is proposed to be done in FY 2016/17. This work will include siding repairs and related carpentry, painting, and foundation improvements. The estimated cost for all these tasks is \$270,000.
- **City Hall Maintenance-Painting & Deferred Maintenance - \$185,000:** As an important historic asset of our community, the Fort Bragg City Hall requires regular and timely maintenance. It has been over 10 years since the building was checked to ensure that it is weather-tight and since it has been fully repainted. Spot painting has been done in the interim, but the building is ready for a thorough cleaning, repair and painting of its exterior. A painting project as well as various deferred maintenance work will be performed in FY 2015/16 for which \$180,000 has been obligated. In FY 2016/17, \$270,000 will go towards the upgrade of the front doors to the current standards of the Americans with Disabilities Act (ADA), installation of an electric vehicle charging station and a new roof.
- **City Hall East, Structural & Pool Building Stabilization - \$337,000:** In 2010, Indigo Hammond + Playle Architects in association with Point 2 Structural Engineers produced the "Structural and Use Study of City Hall East." Various recommendations were made to repair parts of the gymnasium and the old indoor pool. The first priority is to save the structure if feasible. Substantial structural repairs are

necessary to accomplish this. The loft/mezzanine structures should be removed. The gymnasium needs some structural work as well. Long-term mechanical and engineering improvements will need to be considered. For FY 2016/17, the following work is planned: the roof for the entire City Hall East complex is to be replaced at an estimated cost of \$127,000. In addition, initial stabilization of the old pool building is proposed at an estimated cost of \$210,000. Further rehabilitation work is estimated to cost about \$330,000 and is presently beyond the current five-year CIP.

- **Coastal Trail, Phase 2- Central Connector Trails - \$1,375,000:** This project will connect the northern and southern portions of the Coastal Trail within Noyo Headlands Park. An approximately 1.1 mile multi-use trail loop will be built around the mill pond area. A gravel side trail is anticipated to also connect the north and south trails across the beach berm. Access will be extended to downtown from the new loop trail to the west end of Alder Street. The beach at Soldier Bay will be reached by new stairs. Drainage will be upgraded to include bio-infiltration techniques. The design of the improvements is underway in FY 2015/16 and will continue at a cost of \$50,000 in FY 2016/17. Construction is pending the securing of funding.
- **Bainbridge Park Improvements - \$75,000:** This has developed as a collaborative project between Police, Community Development, and Public Works departments to restore the “family friendly” environment at Bainbridge Park. This project will use Community Development Block Grant (CDBG) program income as it becomes available. After a series of public meetings and workshops, a Bainbridge Park master plan was developed. Improvements include: a pavilion, additional fencing/gates, replacement of trees and landscaping, a “story walk”, petanque courts, tennis court upgrades and basketball court expansion.
- **Annual Alley Rehab - \$300,000:** Within the City of Fort Bragg, nearly every block is bisected with a 20-foot wide alley which is also City right of way and requires maintenance. The alleys make up approximately an additional seven miles of public right of way that was never constructed to the same level as street surfaces, but are increasingly utilized for access to secondary dwellings and businesses. Up to four alleys are planned to be repaired in FY 2016/17: “Starbuck’s” alley, “Sear’s” alley, “Portuguese Hall” alley, and a residential alley. This project will be financed by the special sales tax for street and alley repairs.
- **Downtown Crosswalk Rehab (thermoplastic) - \$50,000:** Replacing downtown painted crosswalks with those made of thermoplastic will reduce the long-term maintenance expenses of these street markings. In turn, safety of the pedestrians using these crosswalks will be improved. This project may be consolidated with a larger street project for economy of scale.
- **Street Resurfacing & Structural Repairs - \$1,500,000:** This project will be financed by the special sales tax for street and alley repairs. Previous projects have been performing very well and staff is optimistic that this program will give added life to many streets for years to come. The 2013 Pavement Management System Update was used as a primary guide after accounting for street rehabilitation work already completed. The current priorities are: N. Sanderson Street, S. Franklin Street, and Boatyard Drive. Repairs are scheduled for FY 2016/17.
- **New Groundwater Production Wells - \$66,000:** In response to the unprecedented drought conditions experienced in 2015, new sources of raw water are being pursued. Among these sources is the development of new groundwater wells. Two locations have been identified for installation of test wells: next to the raw water ponds at the City’s water treatment facility and the City’s pump station near the CV Starr Center. Test wells will be drilled to confirm production flows and perform water quality tests. If the water is suitable, it will be added to the City’s water system.

CAPITAL PROJECTS - FY 2016/17 & BEYOND

The following projects are included in the Five-Year CIP, but funding is not appropriated for these projects in the FY 2016/17 Capital Projects Budget:

MUNICIPAL FACILITIES

- Main Street Fire Station Rehab - \$1,950,000** In March 2007, the City completed a Public Facilities Master Plan to evaluate all City structures. As a part of the master plan, a preliminary structural analysis of the Main Street Fire Station was completed, with findings and recommendations incorporated into the report. This analysis identified numerous deficiencies in the Fire Station and the risk of structural damage in the event of a major earthquake. The report identified that making necessary seismic upgrades to the north wing would cost about \$175 per square foot; the south wing would cost about \$50 per square foot and, for the newer middle section costs would be about \$20 per square foot. As a follow up to the Facilities Master Plan, the City secured a Community Development Block Grant to complete a more extensive evaluation of the structure and foundation to better identify structural fixes to bring the building to current standards. I.L. Welty and Associates completed the structural review and provided recommendations as well as estimates for repair. This work was completed in March 2009 and includes recommendations and estimates. Under a separate contract with I.L. Welty & Associates, the Fire JPA has authorized preparation of plans and specifications for construction of Fire Station improvements as outlined within the master plan and follow up structural evaluation. This project is presently beyond the current five year CIP.
- Hwy 20 Fire Station - \$500,000:** The City of Fort Bragg owns property at the northeast corner of State Hwy 20 and Babcock Lane that contains a 300,000 gallon water storage tank, and a large storage facility that houses fire equipment for the Fire Joint Powers Authority. Old structures have been replaced. The site has City water service. City sewer service from the Old Willits Road has not been extended to this location yet. The remaining goal is to construct an apartment and extend sewer service to the area. This project is presently beyond the current five year CIP.
- Rule 20A (utility undergrounding) - \$1,100,000:** California Public Utilities Commission (PUC) Rule 20A creates a fund that can be used by local agencies to underground aerial and surface utility infrastructure. Previously, City Council has considered area(s) in the southern commercial area of town as a candidate(s) for utility undergrounding. In general, allocating funds and completing the undergrounding is an approximately two to three year process. Rule 20A projects are best utilized by combining them with a street project to underground utilities before street improvements are undertaken. By the end of 2015, Rule 20A funds available to the City should amount to about \$1,100,000. This project is presently beyond the current five year CIP.

STREET MAINTENANCE & TRAFFIC FACILITIES

- South Main Street Bicycle & Pedestrian Improvements - \$800,000:** Install modified curb returns, pedestrian ramps, and median island(s) for pedestrian crossing on the west side of the intersection of N. Noyo Point Rd and State Route 1. Install new curb gutter and sidewalk along the westerly side of State Route 1 from N. Noyo Point Road to existing facilities in the vicinity of Oak St. This would include fencing, signage and striping as necessary.

WATER ENTERPRISE

- Raw Water Line Replacement:** Previously, this was a series of projects under a combination of names, descriptions, and project numbers. These have been consolidated into one overall project broken into five phases that are similar in scope to the original designations. Please see the included sketch for a depiction of where these phases are. In addition, one portion of the raw water replacement project has been incorporated into the Summers Lane Reservoir project.

The City of Fort Bragg receives water from three sources: Waterfall Gulch, Newman Gulch, and the Noyo River. The raw water from Waterfall Gulch and Newman Gulch gravity flows through a transmission system of PVC, old asbestos cement, ductile iron and steel pipe. Much of this raw water transmission line has been in place for decades and has reached a point that failures are more and more common. Public Works personnel are called on to repair breaks on a more frequent basis. With the exception of the Noyo River pump station, the other two water sources are largely free water (i.e., no pumping costs associated with transmitting the water to the Water Treatment Facility), these sources are among the purest available to the City. Therefore, it is essential that the transmission line remains operational. Replacement of the entire length of the Raw Water Transmission line is warranted, and is projected to be undertaken in five phases. The phases are described in more detail below:

Phase II - \$250,000, The next portion and most inaccessible alignment is replacement of approximately 1100 lineal feet of asbestos cement (AC) line from State Forest Road 450 to Hare Creek. Cost estimate for construction portion of this section is estimated at \$175,000.

Phase III - \$430,000, This section is the line that runs from Covington Gulch (Hare Creek) to Hwy 20. The pipe is located in a more stable terrain, is buried and not as susceptible to damage as the sections that have trestles or contain steel pipe. This section would require replacement of approximately 2500 lineal feet of AC pipe.

Phase IV - \$658,000, This is the raw water transmission line running between Newman Reservoir and the Noyo River crossing. This phase will be more closely evaluated to better coordinate it with the Summers Lane Reservoir project.

Phase V - \$825,000, This is the raw water transmission line running between the Noyo River crossing and the Water Treatment ponds just north of Sherwood Road. As with phase IV, this phase will be more closely evaluated to better coordinate it with the Summers Lane Reservoir project

- **Cedar St Water Distribution Line Replacement - \$420,000:** The City of Fort Bragg has two water transmission lines from the Water Treatment storage tanks that provide water for the entire City. A 20-inch water line runs south from the tanks to Sherwood Road, then west along Sherwood Road/Oak Street to feed the City. The second line runs off of the transmission line to Sherwood Road/Oak Street on the City Water treatment facility site then northeast across private property to Cedar Street. City mapping indicates that the 8 inch transmission line feeding the City from Cedar Street runs directly from the tanks to Cedar Street, Public Works personnel located the line as part of the Water Treatment Plant improvements and traced it across private property. Staff has been unable to locate any easement for the pipe's current location, and the property owner has asked staff when the City plans to move the line, as the current location impacts any future development of the site. Staff has made no commitments at this time for any removal or relocation of the water main, and will be conducting additional investigations to determine the options available. This project could consist of relocation of the distribution line onto City property and then into public right of way; securing an easement for leaving the line in the current location or securing an easement and relocating the line when the private property develops. The cost of this project will depend on the final option developed and the amount of materials required and the distance traveled. Funding for this project has yet to be identified, but will be directed through the Water Enterprise fund.
- **East Fort Bragg Pressure Zone (EFBPZ), Ph 1 - \$525,000, Ph 2 - \$320,000, Ph 3 - \$560,000:** The three phases of this capital project are intended to increase the service levels within the water pressure zone serving a portion of east Fort Bragg. The most significant use for this service enhancement was planned for Fort Bragg High School., Fort Bragg Unified School District (FBUSD) originally intended to share in the cost of this project Since the original proposal was made, the school district has reprioritized its expenditures and cannot participate in the costs at this time. This project has been moved to the "Beyond CIP" category.
- **Water Treatment Plant Overhaul, Ph 1 - \$840,000, Ph 2 - \$500,000:** For the past 30 years our 2 Microfloc Trident 420c units have clarified and filtered the City's water. In 1998 the filter media was replaced and in 2006 clarifier media was added. The units are worn and are in need of rehabilitation to bring them up to current operating standards. Over the years Microfloc has made several improvements to the design, making them more efficient and achieving better filtration, as well as conserving water. Items included in this overhaul are: increase the filter to waste pipe size (this will allow filters to stay in compliance during operational problems), replace filter media, replace-upgrade filter underdrain, filter

wash system, replace clarifier media, replace air manifold, water inlet headers, and sandblast and paint the units.

WASTE WATER ENTERPRISE

- **Waste Water Treatment Plant (WWTP) Upgrade Project - \$10,000,000:** The Wastewater Treatment Plant (WWTP) Upgrade Project will provide a major updating of Fort Bragg's 40 year old wastewater treatment facility. While repairs and upgrades have been performed over the years, much of the WWTP's equipment is reaching the end of a normal 25-30 year service life. Key parts of the project include: (1) Replacing the existing trickling filters with an activated sludge system, (2) Re-purposing the clarifiers into emergency/surge storage, (3) Increased system redundancy, (4) On-site treatment of storm water. In addition to the conversion of waste water treatment to an activated sludge system, the design will include: high levels of energy efficiency, alternate energy sources to power the treatment train, and alternate use of treated effluents as well as sludge. Design will be complete in June 2016. The project will then be ready for bidding. Funding is being pursued for the construction of this project.. Construction could begin as early as 2017 and is projected to take up to two.
- **Sanderson Way Sewer Main Replacement, Oak to Cedar - \$775,000:** The main sewer line running north/south on N. Sanderson Way between Oak and Cedar Streets is in need of replacement. Not only does the line have high inflow and infiltration (I&I), but it has areas of high grease build up and is undersized for the area being serviced. When the line was originally installed, there was limited development east of Sanderson Way, but since that additional development has tied into the existing main line. The line currently runs at full capacity much of the time and continues to be a maintenance issue for public works personnel. This project will consist of designing a new main line sewer utilizing either a 10" or 12" main line to replace the existing 6" running between the manhole at Oak Street on the south to the manhole in Cedar Street to the north, and connecting and replacing all laterals within the right of way. This will address both the I&I issues as well as capacity issues.

FY 2016/17 TO FY 2020/21 PROJECTS BY CATEGORY

FY 2016/17 TO FY 20/21 PROJECTS BY CATEGORY

FY 2016-2020 CAPITAL IMPROVEMENT PROGRAM BY CATEGORY										
Project Number	Project Category/Name	Prior FY(s)	FY 16/17 Budget	FY 17/18 Projected	FY 18/19 Projected	FY 19/20 Projected	FY 20/21 Projected	5 year Project Total	Beyond CIP	Grand Total
MUNICIPAL FACILITIES										
PWP-00094	Guest House Rehabilitation	180,000	270,000					270,000	-	270,000
PWP-00095	City Hall Maintenance - Painting & Deferred Maint.		185,000	32,000	60,000			277,000	-	277,000
PWP-00102	East City Hall, Structural & Pool Bldg Stabilization	-	127,000	160,000	-	50,000		337,000	330,000	667,000
N/A	Main St Fire Station Rehab	-						-	1,950,000	1,950,000
N/A	Highway 20 Fire Station	-						-	500,000	500,000
N/A	Rule 20 Project (undergrounding utilities)	-						-	1,100,000	1,100,000
	Total Municipal Facilities	190,673	582,000	192,000	60,000	50,000	-	884,000	3,880,000	4,764,000
PARKS & COMMUNITY SERVICES										
CDD-00020	Coastal Restoration & Trail Project Phase 1 (North & South)	6,045,000	-					-	-	-
CDD-00020	Coastal Trail Project - Phase 2 (central segment)	25,231	50,000	125,000	1,174,769			1,349,769	-	1,349,769
PWP-00096	Bainbridge Park Improvements		75,000					75,000	-	75,000
	Total Parks & Community Services	6,070,231	125,000	125,000	1,174,769	-	-	1,424,769	-	1,424,769
STREET MAINTENANCE & TRAFFIC SAFETY										
PWP-00097	Annual Alley Rehab (Street Sales Tax)		300,000	300,000	300,000	300,000	300,000	1,500,000		1,500,000
PWP-00099	Downtown Crosswalk Rehab (in thermoplastic)		50,000					50,000		50,000
PWP-00100	Street Resurfacing & Structural Repairs		1,500,000		1,500,000		1,500,000	4,500,000		4,500,000
PWP-00079	Chestnut Street Multi Use Trail	1,009,000						-		-
PWP-00101	South Main St Bike & Ped Improvements							-	800,000	800,000
	Total Street Maint. & Traffic Safety	1,009,000	1,850,000	300,000	1,800,000	300,000	1,800,000	6,050,000	800,000	6,850,000
WATER ENTERPRISE										
PWP-00017	Summers Lane Reservoir Construction	1,865,000						-		-
PWP-00093	Emergency Fueling Station	5,336						-		-
	New Groundwater Production Wells		66,000					66,000		66,000
	Raw Water Line Replacement: Phase II - Road 450 to Hare Creek			250,000				250,000		250,000
	Raw Water Line Replacement: Phase III - Hare Creek to SR 20				430,000			430,000		430,000
	Raw Water Line Replacement: Phase IV - Newman to Noyo					658,000		658,000		658,000
	Raw Water Line Replacement: Phase V - Noyo to Water Treatment Facility						825,000	825,000		825,000
	Cedar Street Water Distribution Line Replacement			420,000				420,000		420,000
WTR-00012	East FB Pressure Zone (EFPZ), Phase 1							-	525,000	525,000
N/A	EFPZ - Phase 2							-	320,000	320,000
N/A	EFPZ - Phase 3							-	560,000	560,000
PWP-00092	Water Treatment Plant Overhaul, Ph 1				840,000			840,000		840,000
	Water Treatment Plant Overhaul, Ph 2					500,000		500,000		500,000
	Total Water Enterprise	1,870,336	66,000	670,000	1,270,000	1,158,000	825,000	3,989,000	1,405,000	5,394,000
WASTEWATER ENTERPRISE										
PWP-00093	Emergency Fueling Station	5,336						-		-
PWP-00092	WW Treatment Facility Upgrade- Activated Sludge	793,000	-	9,207,000				9,207,000	-	9,207,000
WWP-00011	Sanderson Way Sewer Main Replacement - Oak to Cedar				775,000			775,000		775,000
	Total Wastewater Enterprise	798,336	-	9,207,000	775,000	-	-	9,982,000	-	9,982,000
		\$ 9,938,576	\$ 2,623,000	\$ 10,494,000	\$ 5,079,769	\$ 1,508,000	\$ 2,625,000	\$ 22,329,769	\$ 6,085,000	\$ 28,414,769

CAPITAL IMPROVEMENT PROGRAM

FY 2016/17 TO FY 20/21 PROJECTS BY FUNDING SOURCE

FY 2016-2020 CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE										
Project Number	Funding Source/ Project Name	Prior FY(s)	FY 16/17 Projected	FY 17/18 Projected	FY 18/19 Projected	FY 19/20 Projected	FY 20/21 Projected	Estimated 5 Year Total	Beyond CIP	Estimated Total
	GENERAL FUND									
	FUNDS TRANSFERRED IN FROM ISF									
PWP-00094	Guest House Rehabilitation	180,000	270,000					270,000		270,000
PWP-00095	City Hall - Painting & Defer Maint		185,000	32,000	60,000			277,000		277,000
PWP-00102	East City Hall, Structural & Pool Stabilize		127,000	160,000	-	50,000		337,000	-	337,000
	Total General Fund	190,673	582,000	192,000	60,000	50,000	-	884,000	-	884,000
	GRANTS									
PWP-00017	Summers Lane Reservoir Construction	700,000						-	-	-
CDD-00020	Coastal Restoration & Trail Project Ph 1	6,045,000						-	-	-
CDD-00020	Coastal Restoration & Trail Project Ph 2	25,231	50,000	125,000	249,769			424,769	-	424,769
N/A	Rule 20 Project (undergrounding utilities)							-	1,100,000	1,100,000
PWP-00079	Chestnut Street Multi Use Trail	1,009,000						-	-	-
PWP-00096	Bainbridge Park Improvements		75,000					75,000	-	75,000
	Total Grants	7,779,231	125,000	125,000	249,769	-	-	499,769	1,100,000	1,599,769
	WATER ENTERPRISE									
PWP-00093	Emergency Fueling Station	5,336						-		-
PWP-00017	Summers Lane Reservoir Construction	365,000						-		-
	New Groundwater Production Wells		66,000					66,000		66,000
	WATER CAPACITY FEES									
PWP-00017	Summers Lane Reservoir Construction	800,000						-		-
	Total Water Revenue	1,170,336	66,000	-	-	-	-	66,000	-	66,000
	WASTEWATER ENTERPRISE									
PWP-00093	Emergency Fueling Station	5,336						-		-
WWP-00010	WW Treatment Facility Upgrade- Activated Sludge	793,000						-		-
WWP-00011	Sanderson Way Sewer Main Replacement - Oak to Cedar				775,000			775,000		775,000
	Total Wastewater Revenue	798,336	-	-	775,000	-	-	775,000	-	775,000
	STREET REPAIR SALES TAX									
PWP-00100	Street Resurfacing & Structural Repairs		1,500,000		1,500,000		1,500,000	4,500,000		4,500,000
PWP-00097	Annual Alley Rehab (2)		300,000	300,000	300,000	300,000	300,000	1,500,000		1,500,000
PWP-00099	Downtown Crosswalk Rehab		50,000					50,000		50,000
	Total Street Repair Tax	-	1,850,000	300,000	1,800,000	300,000	1,800,000	6,050,000	-	6,050,000
	UNIDENTIFIED FUNDING									
	Cedar Street Water Distribution Line Replacement			420,000				420,000	-	420,000
PWP-00092	Water Treatment - Overhaul Phase 1				840,000			840,000	-	840,000
	Water Treatment - Overhaul Phase 2					500,000		500,000	-	500,000
	Raw Water Line Replacement - Phase II			250,000				250,000	-	250,000
	Raw Water Line Replacement - Phase III				430,000			430,000	-	430,000
	Raw Water Line Replacement - Phase IV					658,000		658,000	-	658,000
	Raw Water Line Replacement - Phase V						825,000	825,000	-	825,000
WTR-00012	Water - East FB Pressure Zone - Phase 1 Improvements							-	525,000	525,000
N/A	Water - EFBPZ - Phase 2							-	320,000	320,000
N/A	Water - EFBPZ - Phase 3							-	560,000	560,000
N/A	Main St Fire Station Rehab							-	1,950,000	1,950,000
N/A	Hwy 20 Fire Station							-	500,000	500,000
PWP-00102	East City Hall, Structural							-	330,000	330,000
CDD-00020	Coastal Restoration & Trail Project Ph 2				925,000			925,000	-	925,000
PWP-00101	S. Main St Bike & Ped Improvements							-	800,000	800,000
PWP-00092	WW Treatment Facility Upgrade- Activated Sludge			9,207,000				9,207,000	-	9,207,000
	Total Unidentified Funding	-	-	670,000	2,195,000	1,158,000	825,000	14,055,000	4,985,000	19,040,000
	TOTALS	\$ 9,938,576	\$ 2,623,000	\$ 1,287,000	\$ 5,079,769	\$ 1,508,000	\$ 2,625,000	\$ 22,329,769	\$ 6,085,000	\$ 28,414,769





City of Fort Bragg

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

Text File

File Number: 16-224

Agenda Date: 6/13/2016

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 6F.

Receive Report and Recommendation from Finance & Administration Committee Regarding Modifications to City Council, Council Committee, and Planning Commission Meeting Minutes Format and Provide Direction to Staff



AGENCY: City Council
MEETING DATE: June 13, 2016
DEPARTMENT: Administration
PRESENTED BY: J. Lemos

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE REPORT AND RECOMMENDATION FROM FINANCE & ADMINISTRATION COMMITTEE REGARDING MODIFICATIONS TO CITY COUNCIL, COUNCIL COMMITTEE, AND PLANNING COMMISSION MEETING MINUTES FORMAT AND PROVIDE DIRECTION TO STAFF

ISSUE:

The long-form style of minutes currently used by the City of Fort Bragg takes a significant amount of staff time to prepare, is unnecessary in light of audio/video recordings of meetings readily available to the public, and is not required by California Government Code regulations pertaining to the accurate recording of proceedings of a legislative body. Brief summary minutes are the preferred method of minute taking.

RECOMMENDED ACTION:

With the exception of minutes for public hearings, the Finance & Administration Committee recommends transitioning to "brief summary style" format for the official minutes of the City Council, Council Committees, and Planning Commission as outlined in the City Clerks Association of California Guidelines for Preparing Minutes, and that the City Clerk be directed to train staff members who prepare minutes for the various Council-appointed bodies.

ALTERNATIVE ACTION(S):

Make no modifications to the minute-taking format and retain the long-form style of minutes currently in use.

ANALYSIS:

On June 1, the Finance & Administration Committee discussed the way minutes are maintained by the City of Fort Bragg. The City Clerks Association of California (CCAC) has published its Guidelines for Preparing Minutes and recommends that municipalities consider adopting guidelines that call for either brief summary or action style minutes. Attachment 1 is a chart describing the features and benefits of both brief summary and action style minutes.

Presently, the City uses long-form style minutes, as opposed to brief summary or action minutes. Long-form (also called "verbatim style") minutes provide a very detailed account of the meeting, covering major points, speaker comments (both legislative body and public), and the flow of the discussion. In past years, this type of minutes served a necessary purpose, since the public had limited access to live streaming, audio/video recordings, and electronic copies of agenda reports and supporting materials. Today, the majority of the City's public records requests related to legislative body meetings are for recordings, electronic copies of supporting documents, and occasionally minute excerpts. Few requests are received for the official minutes.

Most California cities have transitioned from long-form minutes to brief summary or action minutes, as these provide a more efficient, succinct, and cost-effective manner of preparing a record of City Council, Council committee, and Planning Commission actions. Auditors, judicial officers, the public, and other stakeholders rely on minutes to accurately reflect the final decisions of the body.

Transitioning to brief summary or action style minutes removes the ambiguity and misdirection that is unintentionally created by long-form minutes when the flow of the conversation is included in the written record.

In case someone wishes to review the discussion leading up to the Council's final decision, audio/video recordings of the Council's proceedings, as well as agenda packets are permanently maintained pursuant to the City's records retention policy.

It is recommended that the City Council direct the City Clerk to transition from long-form style minutes to brief summary minutes following the CCAC guidelines (Attachment 2). A similar transition is recommended for the minutes of all Council Committee and Planning Commission meetings.

Long-form minutes should continue to be prepared for quasi-judicial public hearings and administrative hearings which involve the taking of evidence and result in the rendering of a written decision and adoption of findings.

FISCAL IMPACT:

Streamlining to brief summary or action minutes reduces the amount of staff time spent in minute preparation. Other cities that have made the transition are spending 50 to 75 percent less time transcribing and preparing minutes. Another cost savings is a reduction in materials (pages, books) used for preserving archival minutes. If requested, staff can provide a status report to the City Council in six months on the amount of staff time saved, the affiliated public records requests, and feedback, if any, received from stakeholders.

CONSISTENCY:

Brief summary minutes as recommended by the CCAC are consistent with the California Government Code (specific sections listed in Attachment 2).

IMPLEMENTATION/TIMEFRAMES:

The new format for minutes can be implemented immediately following the training of staff, which is estimated to be in approximately one month.

ATTACHMENTS:

1. Features and Benefits of Action and Brief Summary Style Minutes
2. CCAC Guidelines for Preparing Minutes

NOTIFICATION:

None.

City Clerk's Office Use Only

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		

FEATURES AND BENEFITS OF ACTION AND BRIEF SUMMARY STYLE MINUTES

Features of Action Style Minutes

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)

Features of Brief Summary Style Minutes

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)
- Summarizes Only Main Points that Lead to a Final Decision
- Records Only Fully Developed Points in Final Form
- Consolidates Points Made by Several Speakers Into One Sentence or Short Paragraph
- Attributes Views and Points to the Collective City Council, Not Individual Persons
- Records the Thought Process of the Entire City Council as a Body, Not Individuals’ Thoughts
- May Record Key Advice Given to the Council in Making the Final Decision
- May Note Brief Reason for Dissention of One or More Members
- For Oral Communications/Public Comments – Lists Speaker’s Name, Overall Topic, Stance/Position
- For Ceremonial Presentations, Announcements, Non-Business Items – Lists Subject Matter

Benefits of Both Action and Brief Summary Style Minutes

- Provides Brevity and Clarity for Audits & Judicial Review
- Reduces Staff Time
- Removes Staff Interpretation of Statements and Determination of What Comments Should Be Included
- Eliminates Ambiguity by Omitting Discussion Not Relevant to Final Decision
- Eliminates Single-Member Opinions
- Places Emphasis on a Collective City Council, Not Individual Persons

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.

- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.
- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).

- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.
- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).



City of Fort Bragg

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

Text File

File Number: 16-221

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 7A.

Adopt Resolution Confirming the Continued Existence of a Local Drought Emergency in the City of Fort Bragg

RESOLUTION NO. _____-2016

RESOLUTION OF THE FORT BRAGG CITY COUNCIL CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL DROUGHT EMERGENCY IN THE CITY OF FORT BRAGG

WHEREAS, California Government Code section 8630 empowers the Fort Bragg City Council to proclaim the existence of a local emergency when the City is threatened or likely to be threatened by the conditions of extreme peril to the safety of persons and property that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City; and

WHEREAS, California Government Code section 8558(c) states that a “local emergency” means the duly proclaimed existence of conditions of extreme peril to the safety of persons and property within the territorial limits of the City, including conditions caused by the drought; and

WHEREAS, on August 10, 2015, the Fort Bragg City Council adopted Resolution No. 3837-2015 declaring a Stage 1 Water Emergency and calling for immediate implementation of water conservation measures; and

WHEREAS, on September 30, 2015, the Fort Bragg City Council conducted an emergency meeting at which the City Manager reported that the City’s Noyo River diversion was not reliably providing water due to low flows and high salinity content, thus critically impairing the City’s ability to replenish water; and

WHEREAS, based on the aforementioned circumstances, the Fort Bragg City Council adopted Resolution No. 3856-2015, by which it declared a Stage 3 Water Emergency and instituted mandatory water conservation measures intended to reduce water use by 30% from the same period in the previous year as described in Title 14, Section 14.06 of the City of Fort Bragg Municipal Code; and

WHEREAS, at a regular meeting on October 13, 2015, the Fort Bragg City Council adopted Resolution No. 3857-2015, by which it reaffirmed Resolution No. 3856-2015 and its declaration of a Stage 3 Water Emergency; and

WHEREAS, at a regular meeting on October 13, 2015, the Fort Bragg City Council adopted Resolution No. 3858-2015, declaring a local drought emergency in the City of Fort Bragg; and

WHEREAS, at a regular meeting on November 9, 2015, the City Council of the City of Fort Bragg adopted Resolution No. 3865-2015, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on December 14, 2015, the City Council of the City of Fort Bragg adopted Resolution No. 3875-2015, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on December 14, 2015, the Fort Bragg City Council unanimously voted to reduce the Stage 3 Water Emergency to a Stage 1 Water Emergency; and

WHEREAS, at a regular meeting on January 11, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3883-2016, by which it continued the local drought

emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on February 8, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3887-2016, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on March 14, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3890-2016, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on April 11, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3893-2016, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, at a regular meeting on May 9, 2016, the City Council of the City of Fort Bragg adopted Resolution No. 3900-2016, by which it continued the local drought emergency for an additional 30 days in accordance with California Government Code section 8630(c); and

WHEREAS, while the immediate threat to the Noyo River diversion has receded as a result of recent precipitation, the City of Fort Bragg's water system remains imperiled unless and until the Summers Lane Reservoir is constructed, filled, and capable of providing supplemental water during periods of extreme low flows in the Noyo River;

NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED by the City Council of the City of Fort Bragg that for reasons set forth herein, said local emergency shall be deemed to continue to exist until the City Council of the City of Fort Bragg, State of California, proclaims its termination; and

BE IT FURTHER RESOLVED that the City Council of the City of Fort Bragg will review the need for continuing the local drought emergency at least once every 30 days until the City Council terminates the local drought emergency; and

BE IT FURTHER RESOLVED that this resolution confirming the continued existence of a local drought emergency shall be forwarded to the Director of the Governor's Office of Emergency Services and the Governor of the State of California, as well as the Mendocino County Office of Emergency Services.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of June 2016, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

DAVE TURNER
Mayor

ATTEST:

June Lemos
City Clerk



City of Fort Bragg

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

Text File

File Number: 16-244

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7B.

Receive and File Minutes from January 26, 2016 Community Development Committee Meeting



City of Fort Bragg

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

Meeting Minutes Community Development Committee

Tuesday, January 26, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Committee Member Deitz called the meeting to order at 3:00 PM.

ROLL CALL

Present: 2 - Scott Deitz and Michael Cimolino

1. APPROVAL OF MINUTES

1A. [15-463](#) Approve Minutes of October 27, 2015

A motion was made by Committee Member Deitz, seconded by Committee Member Cimolino, that the Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Director Jones, brought copies of two e-mails she received on non-agenda items. Jones introduced the topics of the emails as interest groups; 1) Pétanque and 2) Paul Bunyan Days Logging Show coordinator; that have shown interest in utilizing the coastal trail property for various recreational opportunities.

3. CONDUCT OF BUSINESS

3A. [16-019](#) Receive Mid-Year Progress Report from Fort Bragg Promotion Committee

Special Projects Manager Owen reported on the membership, status of marketing plan and implementation, accountability through standardized contracts, and scope of work for the Fort Bragg Promotion Committee (FBPC) Mid-Year report. Owen pointed out the website and its' "About" page were a primary focus of the committee. Agendas, Minutes, and information about the committee will be accessible on the new site. FBPC has hired Cathryn Hrudicka to do various Marketing Communications and Social Media tasks. Hrudicka's start date has been delayed due to an inadequate response in the first round of hiring and a second time due to insurance requirements. Owen introduced the FBPC members in attendance and turned the meeting over to Chamber Administrator Sharon Davis.

Davis presented a slide show depicting various components of the new website and hi-lighting its clean modern design. All the content from the old site has been merged in. Some primary components of the new interface include the display of 3 dramatic images which change each time you refresh the page, a Local Attractions section with links to blog posts, the Categories section includes *Eat, Shop, and Stay*, and a Business Directory section. The Business Directory is

organized by business category and links to an interactive map section, a review section, and a place for owners to "claim" their business. As the new site rolls out, FBPC will be providing local business owners ample opportunities to polish the quality of their Directory content upon "claiming" their business on the site. FBPC will hold several "Claim your Business" events at Town Hall and will be hiring and sending out student liaisons to the businesses with loot bags, post cards, and their iPad so they can take pictures and update the directory with the owners on the spot. The students will also be available on an appointment basis.

Other Progress Report items included:

- The website will have an adaptive layout which will auto fit contents for cell phone viewing
- Shop Small Promotion during Thanksgiving
- New decorations
- Promotion during Holiday Lights Parade
- Coastal National Monument page and a larger Coastal National Monument at the visitor site
- Replacing existing picture banners in the Central Business District with more event advertising focused themes
- Working on downtown map which will be available for handout and also on the website
- Radio ads with a "beating the heat" theme will be airing mostly in the valley to advertise the Coastal Trail and Skunk Train tourist opportunities
- Local attraction videos will be posted to the website, YouTube, and shown at the theatre
- Social Media and website views of recent posts has increased significantly
- Budget is small in relation to the "tremendous" productivity of the current group
- Link Fortbragg.com to the Splash page

Committee Members showed their appreciation for the hard work and dedication of FBPC Volunteers, Council, and Chamber of Commerce staff.

3B. [16-028](#) Receive Report and Make a Recommendation to City Council Regarding the Selection of a Welcome Sign Design and Contractor for the City's Welcome Sign

Community Development Director Jones gave a general description of the project Request for Proposals (RFP) which was sent out before the holidays. Jones presented the three proposals; these included Artstruct, the Sign Shop, and Bragadoon. Jones used the table in the staff report to summarize and differentiate components of each sign proposal. Then referred to the image on page 3; a visual aid showing the sign options superimposed over the current Welcome Sign as frame of reference. Artstruct and Sign Shop signs are carved and painted in keeping with the RFP requirements where Bragadoon's sign is a simplistic modern interpretation which does not necessarily meet the direction provided by Council.

Jones explained the Artstruct sign will be created using a Computerized Numeric Controls (CNC) machine which produces a textured three dimensional carving. Artstruct sign designer Kvinfosland; spoke about the inspiration for various sign components. Kvinfosland; pointed out that the CNC machine is extremely precise, the post on the right hand side of the redwood sign will be fluted to speak to the wood working crowd, and the goal of the design was to create an Entryway into our community. Kvinfosland also described the three dimensional lettering which will be created out of recycled crushed bottles to provide additional textures.

A lengthy conversation ensued regarding the Bragadoon signs colorfastness. Many participants in the discussion expressed concerns about redwood surface fading quickly, greying out the

background, and thus decreasing the visual differentiation between the silver letters and the redwood backdrop. Some possible solutions discussed were; 1) painting the wood red, 2) changing the letter color, or 3) changing the led lighting. Director Jones expressed additional concerns about the Bragadoon sign design as requiring the most upkeep and the response to the RFP did not include total costs of sign nor incorporate components outlined in Councils guidelines.

The final design discussed was the Sign shop which provided 3 sign designs in response to the RFP. Director Jones expressed concern that these are the smallest; and enlarging will increase the cost. The sign effect will be accomplished using a combination of carving and sand blasting.

Other topics discussed included:

- Organizational signage is going away
- Lighting (connection concerns, easements and access rights, spotlighting from ground upwards, led lights, and solar options)
- Removing the lights from the top of the Artstruct sign
- Adding a boat or whale in the design of the Artstruct sign
- Adjusting the text color and sizes on the Artstruct sign to make it “pop”
- Getting a quote on a larger version of Choice C for the Sign Shop sign
- Acquiring a real cost estimate on the Bragadoon sign with LED lighting

Both Committee Members Deitz and Cimolino expressed their preferences for Artstruct’s sign as it was the most consistent with the RFP and Bragadoon signs’ simplistic and modern feel. City Manager Ruffing; preferred the Artstruct design as art is subjective and this one will be a conversation starter.

Committee Members recommended working with the designers to make the changes suggested in the discussion points and bring the updated designs to City Council.

3C. [16-024](#) Receive Report and Provide Direction to Staff Regarding City Business Recognition Program

Special Projects Manager Owen summarized the staff report, reciting the city introduced the Business Retention and Expansion (BRE) Program in 2014. A business awards program was one of the original components designed to recognize businesses for what they offer to the community. The goal is to help local businesses feel appreciated for what they bring to the City.

Committee Member Deitz recommended creating and aligning the timing of the awards with a “Business Month” then hi-light them on fortbragg.com, Facebook, the City website, and other social media outlets. Committee Members Deitz and Cimolino agreed awarding nominated recipients annually would be sufficient.

Other recommendations included:

- Using an online surveys like survey monkey to come up with a list of candidates
- Post links to the survey on Facebook, FortBragg.com, and the City’s website
- Advertise survey link in Linda’s City Notes section of the Advocate
- Disseminate handout sized paper surveys to business for a more broad reach
- Focus the survey so that people can hone in on specific topics
- All survey data should remain anonymous due to the probability inappropriate content
- Winners could be selected by a committee and which will be appointed by CDC

- Categories listed in the staff report are a good start for the first year
- Expect challenges with getting participation as evidenced by other survey results
- Minimize the number of awards so they retain their prestige

Committee Member Deitz recommended the committee who selects the winners should consist of Special Projects Manager Owen and Community Development Director Jones for their ongoing work as business liaisons, a Chamber of Commerce representative like Director Davis, and a Fort Bragg Promotion Committee representative, as these individuals know the business community.

The Committee Members recommended a small committee be formed to select the award nominees, then the recipients would be finalized at an ad hoc subcommittee meeting.

3D. [16-037](#) Recieve Oral Report Regarding Current and Long Range Planning Activities

Community Development Director Jones provided Council Members with a spreadsheet handout and reviewed all the current departmental projects one by one.

4. MATTERS FROM COMMITTEE / STAFF

Community Development Director Jones requested Committee direction for whether or not to prepare a staff report addressing the email correspondence introduced in the Public Comments on Non-Agenda Items. One staff report could be prepared to incorporate generic recreational uses on the Coastal Trail.

Committee Members recommended Director Jones prepare a staff report for generic recreational uses on the Coastal Trail and present it at the next regularly scheduled meeting.

ADJOURNMENT

Committee Member Deitz adjourned the meeting at 4:50 PM.



City of Fort Bragg

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

Text File

File Number: 16-227

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7C.

Receive and File Minutes from April 6, 2016 Finance and Administration Committee Meeting



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, April 6, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

The Committee Members were delayed and could not arrive at the Finance and Administration Committee meeting by the scheduled Call to Order time. A Notice of Adjournment was posted at the meeting location, announcing that the meeting would reconvene at 3:30 PM.

Chair Turner called the meeting to order at 3:31 PM.

ROLL CALL

Staff Present: Linda Ruffing, Victor Damiani and June Lemos.
Others in Attendance: Ginny Feth-Michel.

Present: 2 - Doug Hammerstrom and Dave Turner

1. APPROVAL OF MINUTES

Committee Member Hammerstrom requested two changes to the minutes of March 2, 2016: (1) Last sentence on page 1, change the word "where" to "were;" and (2) Last bullet point on page 2, delete all but the last sentence of the paragraph.

1A. [16-119](#) Approve Minutes of Meeting of March 2, 2016

A motion was made by Committee Member Hammerstrom, seconded by Chair Turner, that these Committee Minutes be approved as amended for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [16-116](#) Review Report of Contracts Under \$25,000 for January 1 - March 31, 2016

This Report was received and filed.

3B. [16-117](#) Review Draft Cost Allocation Plan

Finance Director Damiani explained the cost allocation spreadsheets. The following was noted during discussion of this item:

- Methods for ascertaining allocations for City Council were discussed.
- Adding explanations to the spreadsheets would provide more transparency.
- Auditors look for a reasonable, consistent basis for making estimates, so the City's methods of

allocation should be reasonable and consistent.

- The City's actuals are not far off from the estimates.
- Staffing allocations need to be considered further.

No action was taken on this agenda item.

3C. [16-118](#) Review Municipal Financial Health Diagnostic Tool, Preliminary Results for FY 2015/16

Finance Director Damiani and Ginny Feth-Michel reviewed the information contained in the diagnostic tool with the Committee Members. Feth-Michel noted that FY 14/15 data is from the Comprehensive Annual Financial Report (CAFR), FY 15/16 is based on the mid-year report, and FY 16/17 and FY 17/18 are based on assumptions. The following was noted during discussion of this item:

- The diagnostic tool's warning signs show that the City is not in crisis.
- The City should be cognizant of its past history of reliance on grants.
- Regarding the General Fund:
 - Item 1: The indicator on page 7 should be changed from red to yellow because this category does not show "persistent & increasing deficits over consecutive years." The deficit is actually decreasing.
 - Item 3: Because of the Coastal Trail, this category shows a persistent substantially negative trend. Feth-Michel will refine the estimate so that this big capital asset addition does not skew the result. This diagnostic tool may not be the best way to determine capital asset condition. Indicator on page 10 should be changed from red to either yellow or green.
 - Item 5: Over 70% of the City's fixed costs are salary and benefit costs, which are constrained by the City's service level needs and agreements with employee organizations. The only way to reduce these percentages would be to reduce personnel, which would have an impact on services to constituents. The takeaway is that the City is still functioning in this situation and is doing pretty well.
 - Item 6: This will be taken out, because the Noyo Center subsidy was a General Fund expenditure and watering playing fields is Water Enterprise.
 - Item 8: The indicator on page 13 should be changed from green to yellow. The City has balanced the budget with reserves and or by deferring asset maintenance. Feth-Michel will assist in developing a comprehensive policy about making annual required contribution in the fiscal policies.
 - Item 12: The indicator on page 14 should be changed from green to yellow based on the use of funds from the Redevelopment Successor Agency and grants. Long-range financial plans and policies should be a priority in the future.
 - Item 13: The indicator on page 14 should be changed from green to yellow, as the CAFR was not timely filed due to special circumstances.
- Regarding the Water Fund: Transfers out are what is causing this category to be negative. The Finance Department will reanalyze, remove the capital items that skew the data, and revise the numbers.
- Regarding the Waste Water Fund: A similar analysis will be done for Waste Water Fund as for the Water Fund.

The bottom line is that this diagnostic tool will be reworked and revised, then brought forward at a budget workshop with draft policies for Council review to give everyone a bigger overview of the overall financial situation.

This Staff Report was referred to staff.

MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Turner adjourned the meeting at 5:37 PM.



City of Fort Bragg

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

Text File

File Number: 16-235

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7D.

Receive and File Minutes from April 13, 2016 Public Safety Committee Meeting



City of Fort Bragg

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

Meeting Minutes Public Safety Committee

Wednesday, April 13, 2016

3:00 PM

Police Department Conference Room
250 Cypress Street

MEETING CALLED TO ORDER

Committee Member Peters called the meeting to order at 3:00p.m.

ROLL CALL

Present: 5 - Scott Deitz, Lindy Peters, Linda Ruffing, Fabian Lizarraga and Debbie Desmond

Absent: 2 - Steve Orsi and Tom Varga

APPROVAL OF MINUTES

Approve Minutes of Special Meeting of February 17, 2016

A motion was made by Committee Member Deitz, seconded by Committee Member Peters, that the Committee Minutes be approved. The motion was carried by unanimous vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

- Mark Ruedrich, the president of the North Coast Brewing Company, addressed the committee about the traffic flow at the intersection of Main and Pine Streets. The previous Friday, one of his employees was struck by a pickup truck in that intersection, running over his foot. He was released from the hospital with no broken bones. It was very fortunate that he was not injured worse than he was.

Mark has known for years that the intersection is dangerous and they have safety meetings with their employees reminding them to be vigilant when crossing in that crosswalk. The worst problems are with motorists that are entering Main Street from Pine Street from either side. Most drivers are focused on the traffic as they wait to pull out and not on the crosswalk. There have been numerous times when employees have almost been hit at this intersection.

The Brewery has considered putting vests on their employees when they are going to be crossing the street or giving them caution signs. In the wake of the recent accident, they have forbidden any of their employees from crossing Highway One to go from any of their facilities to any other of their other facilities at the Pine Street intersection. They have been instructed to cross Highway One at the Main and Laurel Streets intersection that has a light. Any goods going across the street go in a truck now instead of on a hand truck. It's an inconvenience, but the safety of their employees is paramount.

They have many concerns about the safety of the general public and their customers that are also crossing at the Pine Street intersection as it is very dangerous. They have contacted Congressman Huffman's office and Assemblyman Woods' office to look into

beginning the process for an evaluation of the intersection for some sort of traffic control, be it a signal or something else. They felt it was critically important that this matter be brought officially to the attention of the City and ask for the City's participation and cooperation in doing whatever it can with perhaps more police patrols in the area, or any input that they can give to CalTrans on the issue to help get the unsafe situation at this intersection addressed.

Committee Member Peters asked that this item be placed on the Public Safety Committee meeting agenda for May so that it can be discussed further. Public Works Director Varga will be asked to notice CalTrans and hopefully bring a CalTrans representative to the May meeting.

CONDUCT OF BUSINESS

1. Receive Report and Make Recommendations to City Council Regarding Medical Marijuana Regulations

Public comment on this item was received by: Derek Hoyle and Wes Buckerfield.

- City manager Ruffing presented her report on the follow up of an item heard by the Committee in December. At that time the report focused on the Medical Marijuana Regulation and Safety Act (MMRSA). The new legislative framework preserves local control, so for every license the state issues, the local agency has the ability to create its own framework and permitting structure, which will be a prerequisite of the state license.
- The City is now looking at the primary activities around the marijuana industry. The question before the Committee and that will ultimately be before the City Council, is do you want to do anything to either modify the regulations that the City has or to create new regulations.
- Marijuana Cultivation - The City has had regulations on the books for a number of years for marijuana cultivation. The City does not allow for commercial warehouse cultivation. The zoning codes establish very clear limitations on square footage, which is generally 50 square feet. With the proper medical marijuana permits and a use permit up to 100 square feet is allowed. The grow has to be indoors and cannot be near parks or schools.
- The City can decide what they want to allow, which will most likely be no commercial grows. The state will only issue licenses for grows over 100 square feet and anything under that will be exempt. Going by these guidelines, anything in Fort Bragg will be exempt unless the current regulations change. The state will not issue licenses for grows over 100 square feet because the City doesn't currently allow them.
- The City's current code seems to be working. There have not been many requests for commercial grows. The staff recommendation to the Committee is that the City's marijuana cultivation regulations, as they are presented in the Fort Bragg municipal code, are sufficient and there is nothing that needs to be done to address the new state licensing.
- Medical Marijuana Dispensaries and Delivery Services - The City has had a marijuana dispensary ordinance in place for many years. Dispensaries are only allowed in industrial districts and not in the central business district. The first step in the application process is to get background checks of the owners and employees through the Police Department. It is then sent to Community Development for processing. There are two dispensaries just south of town and one in Mendocino. The City regulations for dispensaries are strict. It has been determined that it is legal to prohibit dispensaries.
- If a City does not expressly prohibit delivery services for marijuana, then they will be permitted by the state. The City needs to decide if it wants to allow for delivery services within the City limits. If not, then an ordinance needs to be enacted to specifically prohibit

delivery services. If yes, then it needs to be decided if the City wants to regulate delivery locally or just let the state regulate it. This part of the law is not expected to take effect until January 2018, so there is no hurry in making these decisions. The state framework currently says that the delivery service will need to be connected to a brick and mortar dispensary.

- There is currently a lot of grey area which is why the state is trying to set up a regulatory structure. Everyone is expecting that there will be an initiative passed in November that will allow for the personal use of marijuana and this is just the beginning of the regulatory process.
- It will be interesting to see how well the cultivation and dispensing of marijuana transitions out of the black market to legal use.
- Transporters - the difference between delivery and transporting is that delivery services deliver the product to customers and transporters bring marijuana from a cultivator or lab to a manufacturing facility or dispensary. The transport regulation structure will be very similar to alcohol distribution, with a special driver's license, special licensing, special hours of operation and special inspections of the vehicles. A cultivator or manufacturer cannot also be licensed as a transporter. Ruffing recommends that the City take a wait and see approach to transporter regulation for now and see what draft regulations the state comes up with and possibly leave it to the state to regulate.
- Medical Marijuana Manufacturing - it is currently not permitted under the City's existing zoning regulations. The question for the Committee and ultimately for the City Council, is do you want to create a regulatory framework to allow medical marijuana manufacturing within the City limits? If the answer is yes, there are many different models you can use. Many of the concerns are similar to the City's dispensary ordinance such as the public safety issues, security of the premises, fire safety and environmental safety. You wouldn't want the facility to become a target or gathering place for criminal activities. These changes will create a significant impact on Police Department resources. If a City allows manufacturing they can let the state take care of the licensing, but that is not recommended. If the City is going to allow manufacturing it would want to regulate it locally. If the City did allow manufacturing, it is possible that they could limit how many licenses would be issued.
- One question now, is how does someone legally transport several pounds of marijuana to a dispensary? The CHP (California Highway Patrol) is currently requiring a bill of lading, noting the amount of each package and where it is coming from and going to, that the product be sealed and unavailable to the driver, notation of the weight and any other requirements that would be in place for any other kind of delivery.
- Salinas and Greenfield in Monterey County allow marijuana manufacturing in their Cities. They are currently requiring a permit fee of twenty dollars per square foot for manufacturers. Other towns like this could be good resources for information on regulation. McColley will get these ordinances to Ruffing for her review.
- The revenue side of the marijuana industry is not yet very clear as far as how you tax it. The city of Point Arena just passed a regulatory structure for marijuana. Every municipality can regulate it however they want. Some are requiring community outreach for manufacturers. California is attempting to have regulation make the black market go away. Medical Marijuana manufacturing could be allowed now if the City decided to do that.
- A big part of what the state framework is regulating is the lab testing area of the marijuana industry. It insures the quality of the marijuana, the potency, the doses and distribution. Setting up a medical marijuana manufacturing structure in the absence of the whole state framework is not recommended. The state should deal with those elements of the industry. Local regulations can't be less strict than the state regulations.

- Committee member Peters would like to see this move forward within the framework of the law. Route One Botanicals is a company that could create jobs and generate revenue for the City. A great deal of staff time has gone into this so far and he believes it is time to move this to a Council agenda to get the other members' input. Committee member Deitz asked the Root One Botanicals representatives what they would think of making their presentation to Council. They would like to do that and receive input from other community members.
- It was stated by a citizen that deliveries of cannabis should be allowed within the City limits. Also, he questions if current pharmacy drivers have specific delivery regulations like those being proposed for cannabis delivery drivers. He recommended that medical cannabis not be taxed, as many who require medical cannabis can't afford it. If he doesn't have it, he can't participate in the community. Medical and Recreational Cannabis can be very beneficial to our community economically if it is legalized. He would like the City to review the current regulation that limits growing medical marijuana near parks.
- It was asked if marijuana becomes legal for recreational use, if the access to recreational marijuana will be the same as the access that those using medical marijuana have. It was suggested they review the pending Adult Use of Marijuana Act that may be on the November ballot, as it has a great deal of information on recreational use of marijuana.
- Both Committee Members believe that the cultivation and dispensary ordinances that the City currently has are fine. They believe the City should allow deliveries and the state regulations and licensing of deliveries will be fine for the City. They agree that the state should regulate transportation. The City would not look at labs and testing at this point. The revenue issue can be discussed at another time. It is helpful to have an interested business to work with while developing these regulations for the City.
- The current focus of the Council will be on manufacturing. Ruffing will check with the City Attorney on the limiting and what issues there might be. She asked that any further information received on how other communities are handling the manufacturing regulations be given to her to prepare for the presentation to Council. This will be brought back to the Council for a full discussion. It will be up to Jon and Dave of Root One Botanicals to do some outreach to get interested community members and stake holders to the Council meeting. The Council will either say yes or no to creating new regulations. It will most likely come back to this Committee and then go to Community Development.

This item will be brought to the City Council at the May 9th meeting for direction to staff to move forward. Once it goes to staff more research can be done on what other communities are doing.

MATTERS FROM COMMITTEE / STAFF

- Chief Lizarraga mentioned that the Police Department would like to purchase three new Zero electric dual sport motorcycles to be used primarily as patrol on the Coastal Trail. This would allow the officers to provide a quick response to calls in the City from the Coastal Trail. They can also be used for regular patrol, traffic enforcement and patrol in the alley ways. The bikes are quiet, can go up to up to 90 mph and can be charged from a regular electrical outlet. They are very functional and reliable. The motor officers will take the bikes to their homes so no special storage will be needed. One of our Sergeants is already certified to ride the motorcycle and more will be sent to training. The Police Department is planning on using its Asset Forfeiture funds to purchase the motorcycles and due to the amount of the expenditure, which is estimated to be around \$66,000, the purchase will need to be approved by City Council. Last week one of the motorcycles was brought to the department for the officers to view and test drive. They all had positive comments about the

bike and feel it will be beneficial for the department, the City and the community.

- Ruffing mentioned that she had met with Mark Ruedrich and Doug Moody of the Brewery that morning on another matter and Doug had mentioned his ongoing concerns about the intersection at Stewart and Elm Streets that he had brought to the City's attention months ago. Public Works looked at it and the immediate solution was to cut back some of the vegetation in front of Holme's Lumber at that corner that was obscuring the view for south bound vehicles on Stewart. It still seems to be a problem, especially with the increased traffic due to the Coastal Trail and a lot of foot traffic with people walking back and forth to the preschool. Doug witnessed a very near miss with a vehicle and pedestrians that would have effected a mother and two children had the mother not pulled the children back away from the traffic. She believes Tom Varga did an analysis and there is no stop sign warranted at that intersection and stop signs are not generally used to slow traffic down anyway. This can be brought up at the next Public Safety Committee meeting also.
- Peters requested more downtown foot patrol in the central business district as often as possible, especially with summer coming up. Even if the officers could just stop in and say hello to the business owners, it would create good public relations for the Police Department. Deitz agreed, especially if there are two or three calls coming in a day from the downtown area. The Chief will look into confirming the number of calls coming in.
- Deitz also wanted to congratulate the Police Department. When the local hotels and motels were asked about the Department there was only one negative comment and all the rest were positive, which is very impressive.

ADJOURNMENT

The meeting was adjourned at 4:35p.m. by Committee Member Peters.



City of Fort Bragg

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

Text File

File Number: 16-232

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7E.

Receive and File Minutes from April 20, 2016 Public Works and Facilities Committee Special Meeting



City of Fort Bragg

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

Meeting Minutes - Draft Public Works and Facilities Committee

Wednesday, April 20, 2016

6:00 PM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Meeting called to order by Committee Member Turner at 6:00pm.

ROLL CALL

Present: 2 - Dave Turner and Lindy Peters

APPROVAL OF MINUTES

1 Approve Minutes of February 18, 2016

Approved as presented.

2 Approve Minutes of March 17, 2016

Approved as presented.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

3 Receive Presentation from ABM Identifying Possible Savings in Public Works Department

ABM gave a powerpoint presentation, attached. In addition to ABM, there were also partners from Energy Solutions and EV Alliance present. There was talk about Drinking Water Supply, Wastewater Treatment, Street Lighting, and Energy Conservation and Zero Net Energy. Mentioned they were successful in securing \$3M of public money for another City. ABM would actually act as if they were the "General" contractor for any project they may help the City to secure.

Measurement verification is part of the process, and any shortfalls would be paid for by ABM themselves. There was discussion of reducing the public works "workload" by having ABM handle a project themselves. ABM could help identify other projects and funding for those projects as well. The work would be done by local people. Committee Member Peters recommended the presentation be brought before the full Council. There was discussion of the fact that the City has twice before dealt with similar consultants. There was discussion about possible help financing the Wastewater Treatment Facility Upgrade Project. Before it comes to Council Committee Member Turner suggested ABM talk with staff.

This Staff Report was referred to staff

4 Receive Report and Discuss Cedar Street Traffic Calming Features

Public Works Director Varga gave a brief overview of the staff report. City Manager Ruffing mentioned how important it is to seek community input, which have been gathered prior to removal of the "speed cushion." Committee Member Turner mentioned speed cushions on Fir street and that there would be a meeting prior to any possible removal of those. Committee Member Peters mentioned he used to live in the 700 block of Cedar Street and has perspective in this area. Committee Member Turner asked for community input.

Mike Mihos stated that the speed bumps on Fir Street just made people switch streets. On Cedar, you have no choice. 20 new signs up and speed bumps. A lot of streets could use a "slow down." 3 of his cars scrape as they are so low. He approves of the removal. A smaller bump might be okay. He mentioned Paul Clark will write in his comments.

Steve Funk stated his truck was hit 3 times in the last 40 years. Per the Chief there have only been 3 tickets in the last 27 months. Better enforcement and more courteous people would be helpful. He disapproves of the decision to take them out. He feels that Public Safety Committee should have been notified. He wants them back in and wants more of them. There are many speeders, and the police rarely issue tickets. He mentioned that one of the Seargents who was at his house after the accident didn't notice that the speed cushions had been removed 2 months prior. He would like another one added at the City Limit Sign.

Ronald Souza lives right next to where the speed cushion was removed. Several of his cats have been run killed due to speeders. He would like it put back.

Joel Hendricks lives right next to where the speed cushion was removed. The new sidewalks and speed reduction features made it safer. Since removal traffic has increased. The numbers of speeders have increased. He is concerned that one of his children will get hurt. Would like the cushion put back.

Scott Mayberry lives at 1345 Cedar St. He mentioned that the grant that funded the installation was for school safety and the speed cushion needs to be put back. West bound traffic has a tendency to speed. He would like it back and wants to know why it was removed in the first place. It was grant funded, and it shouldn't have been removed without notifying Caltrans and neighborhood residents. He appreciates that the City accepted responsibility for removal without consulting neighborhood.

Kathy Shotsky 1231 Cedar. Intersection of Sanderson and Cedar. Extra car traffic since removal during the hours when people are taking their kids to school, and during school lunch hours, as well as when school is over. A lot of foot traffic, children and dog-walkers. The speed cushion really made a difference and she would like to see it come back.

Teri Jo Barber who lives at 1050 Cedar Street would like them back.

Natalie Richards 169 N Sanderson thinks it's important to bring them back. At Sanderson between Cedar and Oak she would like to see another one. When the parking was made to only one side, it made speeding worse.

Marilyn Costa 1012 Cedar Street would like them put back and has noticed an increase in traffic.

Tanya Souza 1060 Cedar Street. She would like it back.

Mike White 1318 Cedar Street would like them put back. Would like another at the City limit. He has animals and grandkids that he is concerned about.

Ed Jones lives on Sanderson Way is very much against it. It's very intrusive. It's terrible to drive over.

Steve Funk returned to the podium and mentioned that there was supposed to be another speed bump at Morrow Street. It was discussed with Dave Goble when he was here. He believes they weren't put in because they cost too much money. Better enforcement will help with the problem as well. He invited the Committee Members to come and take a look in the mornings.

Committee Member Peters stated he thinks they should be put back, based on the comments that he heard at the meeting. They shouldn't have been taken out without notice or Committee review. The meeting was held at Town Hall at 6pm in order to accommodate as many people as possible so the public could comment. Public safety is a concern of an elected official.

Committee Member Turner stated that he thinks that they should be put back.

Public Works Director Varga stated they would be put back as quickly as possible.

City Manager Ruffing will speak to the Chief about more enforcement during the school hours.

This Staff Report was referred to staff

5 Receive Report and Discuss Draft Guidelines Regarding Neighborhood Notifications

City Manager Ruffing went over the staff report and stated that the reason that this item was put on the PWC agenda is because the issue came up when a contractor was hired to remove some very large eucalyptus trees on the north end of Harrison Street. The project had been programmed for over a year before it was actually completed. There was one neighbor (a forester) who was really upset about the tree removal. She had met with this neighbor and promised her that a notification policy would be created.

There was discussion about having meetings at a time in the evening for those people that work. This could be added to the guidelines, that the neighborhood meetings would be held later.

Committee Member Peters mentioned getting "Neighborhood Watch" involved.

Committee Member Turner stated that "notification" of as many as 500 addresses should still be sent out.

City Manager Ruffing mentioned that parking in alleys needed to be added to "Major" notification.

There was discussion of painting the curb red where there is "No Parking Anytime."

"Questionable" items could be added to the PWC Pending Agenda Items and it can be discussed.

The "guidelines" will go forward. If anything needs to be modified in the future the item can be

brought back to committee for review.

MATTERS FROM COMMITTEE / STAFF

Committee Member Peters mentioned the bad potholes on Boatyard Drive that need to be taken care of.

ADJOURNMENT

Meeting was adjourned by Committee Member Turner at 7:47pm.



ZNE ALLIANCE TEAM CLIENT ENGAGEMENT- LETTER OF AUTHORIZATION (LOA)

4/20/2016

To: City of Fort Bragg California

ABM Building Solutions, Energy Solutions, and ZNE Alliance (herein after referred to as the "Team") are working as a team to help companies and communities leverage public and private financing to accelerate adoption of clean energy technologies and advance a Zero Net Energy future. The Team seeks to work with the City of Fort Bragg (City) to implement an integrated distributed energy resource (DER) project using public funding available through the California Energy Commission (CEC), California Air Resources Board, US Department of Energy, Investor Owned ratepayer funded programs and other private sources. To successfully engage with the City, the Team needs to work with the customer to complete the following tasks in advance of developing a proposal for funding:

- Review relevant facility and energy data
- Review the City's capital plan and facility management needs to match the city needs with available funding sources.
- Assess energy and operational savings opportunities.
- Assess zero emissions vehicle planning and development opportunities.
- Identify technology providers.

It is the intention of the Team to complete these engineering and market coordination tasks without charging fees. In return, we ask that the City of Fort Bragg:

- Provide access to energy bills and facility asset data
- Cooperate with the Team to scope the project and source data for the grant application
- Implement specified energy projects if the projects receive funding and are cost effective.

The Team will establish an energy and operational savings program at City facilities. Depending on the City of Fort Bragg needs and opportunities, cost-saving and revenue generating clean energy strategies may include, but are not limited to:

- High efficiency interior and exterior LED lighting
- High efficiency HVAC, motors, water heating and mechanical processes
- Advanced building energy management systems and strategies
- Thermal and/or battery energy storage
- Solar PV and solar thermal
- Electric vehicles and charging stations
- Demand charge mitigation
- Demand response program participation
- Energy resilience and assurance for critical poer needs
- Advance energy policies (Including energy ordinances and codes)
- Water efficiency and infrastructure.
- Wastewater systems

The results from this program will yield the following benefits to the City of Fort Bragg:

- Energy savings and related cost savings
- Expected positive cash flow
- Greenhouse gas emissions (GHG) reductions
- Improved facility operations, resiliency and occupant comfort.

By signing this document the City of Fort Bragg agrees and commits to the following:

- The City of Fort Bragg will provide the Team access to facility energy and asset data
- The City of Fort Bragg will implement energy conservation measures that will be cash flow positive
- The City of Fort Bragg will implement energy strategies mutually determined to be advantageous (which may include energy efficiency, energy storage, renewable energy, demand response, demand management and electric vehicle technologies and strategies.)
- If the project cannot be funded and the Team is unable to identify a viable project, The City of Fort Bragg is not obligated to compensate the Team for the Engineering Analysis.
- All project services will be completed by the Team or by mutually approved subcontractors.

The Team is pleased to work with The City of Fort Bragg and looks forward to helping achieve financial and energy saving goals. Please contact Boone Birdsell (boone.birdsell@abm.com) if you have questions or comments regarding this proposal.

Sincerely,
Boone Birdsell

The City of Fort Bragg

ABM Building Solutions
ZNE Alliance, Team

The City of Fort Bragg
Date: _____

By signing above, The City of Fort Bragg acknowledges and accepts all terms and conditions set forth in this letter, and further commits that they have the signing authority to do so.



Project Development Schedule

Team Members

Process Step	Date	City of Fort Bragg	ZNE Alliance
Introduction to Team Solutions	04-20-2016	<ul style="list-style-type: none"> • CI Committee 	<ul style="list-style-type: none"> • Boone Birdsell • Kathy Hughes • Richard Schorske • Brian Barnacle
Letter of Authorization	05-09-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Kathy Hughes • Richard Schorske • Brian Barnacle
Preliminary Facility Survey	05-10-2016	<ul style="list-style-type: none"> • Public Works or city designee 	<ul style="list-style-type: none"> • Boone Birdsell • Richard Schorske • Brian Barnacle
Present Results & Determine Next Steps	06-13-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Richard Schorske • Brian Barnacle
Comprehensive Engineering Study to begin	06-27-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Richard Schorske • Brian Barnacle
Present Final ZNE Solutions Proposal	10-10-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Kathy Hughes • Richard Schorske • Brian Barnacle
Project Approval	10-24-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Richard Schorske • Brian Barnacle
Project Mobilization	11-01-2016	<ul style="list-style-type: none"> • City Council 	<ul style="list-style-type: none"> • Boone Birdsell • Richard Schorske • Brian Barnacle
On-Going Support and Service	Through the end of the Contract term	<ul style="list-style-type: none"> • City of Fort Bragg 	<ul style="list-style-type: none"> • ABM • Energy Solutions • EV Alliance

Presentation Agenda

- ❖ Introductions
- ❖ Priority Opportunities
- ❖ ZNE Alliance Team and Approach
- ❖ Project Development Process
- ❖ Q&A



FORT BRAGG



EV//Alliance

Priority Opportunities

❖ Drinking Water Supply

- Increasing Capacity for future Growth
- Present Water Losses in existing Infrastructure
- Item # 1 on City Council Goals List



❖ Wastewater Treatment

- Facing upcoming renovations
- Item # 1.3 on City Council Goals List

FORT BRAGG

❖ Street Lighting

- Revamp Main street with better lighting
- Homeless problem in unlit areas
- Item # 1.4 on City Council Goals List

❖ Energy Conservation and Zero Net Energy

- Item # 3 on City Council's Goals List is to *Be a Net Zero Energy City by 2020*

About the ZNE Alliance

MISSION. The ZNE Alliance creates public-private partnerships with leading companies and public agencies to advance a Zero Net Energy & Zero Net Emissions future.

RESULTS.

- Dramatically reduce energy costs & emissions.
- Accelerate adoption of clean energy & mobility technologies.
- Improve facility performance & comfort.

STRATEGY. Develop and deploy ZNE Master Plans and market acceleration strategies to achieve client goals. Access public and private funds to improve project economics.



Upcoming Energy Commission Grants

Anticipated Solicitations

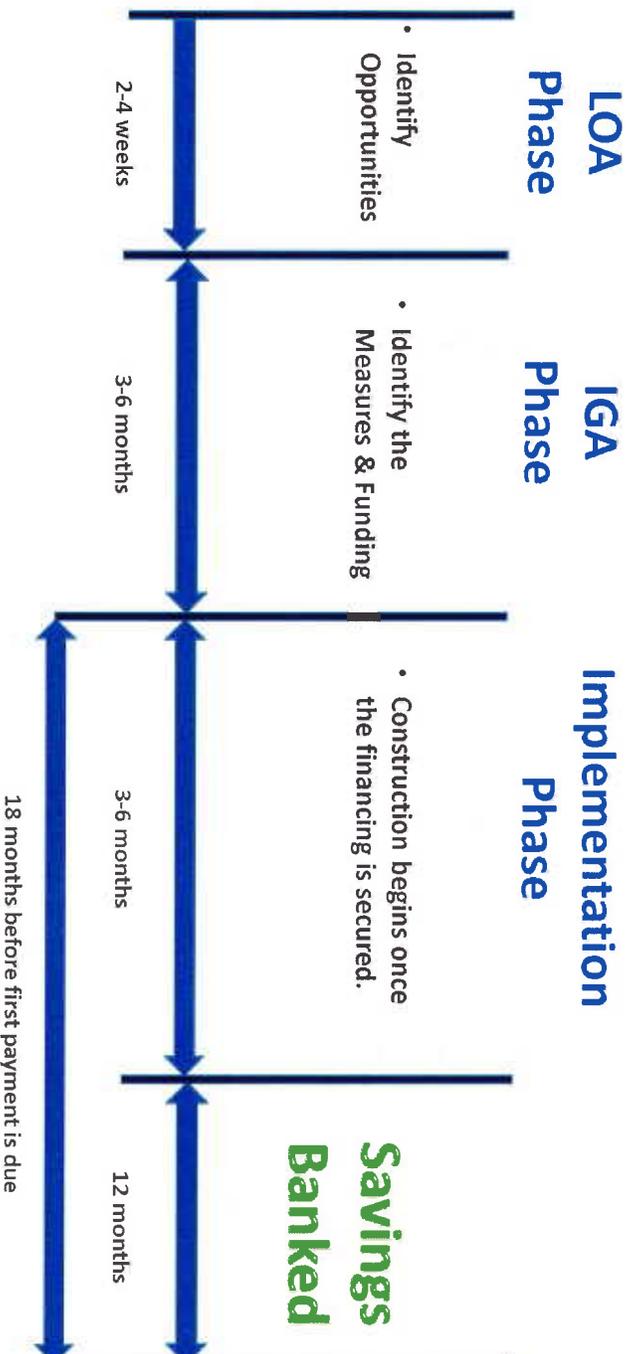
Solicitation Title	Release Date	Program Area/Strategic Objective	Estimated Funding Amount
Innovative Water and Energy Efficiency Demonstrations for the Commercial, Industrial or Water/Wastewater Sectors	April 2016 – June 2016	Technology Demonstration and Deployment (\$12)	\$4 million
Development, Demonstration, and Deployment of Environmentally and Economically Sustainable Biomass-to-Energy Systems for the Forest and Food Waste Sectors	May 2016 – Jun, 2016	Applied Research and Development (\$3) Technology Demonstration and Deployment (\$13)	\$23 million
Addressing Air Quality and Environmental Impacts of Conventional and Emerging Electricity Sector Technologies	Jun, 2016 – Aug, 2016	Applied Research and Development (\$5)	\$4.7 million
Develop and Test Industrial, Agricultural, Water and Demand Response Technologies and Strategies to Reduce Energy Use and Costs	Jun, 2016 – Sept 2016	Applied Research and Development (\$1)	\$28 million

\$100M+ of funding is issued annually

Keys To Winning

- Commitment from partners
- Proactive identification of opportunities
- Detailed scope of work in proposal

Project Development Timeline



LOA – Letter of Authorization allowing the Team access to utility interval billing data, facility asset data, and permission to access the facilities to assess and identify opportunities.

IGA – Investment Grade Audit is where the team develops detailed engineering calculations to model expected project performance.

LOA Needs and Process

Needs from City

- Approve LOA
- Provide access to energy bills and facility asset data
- Cooperate with the Team to gain access to facilities

Team Process

- Review relevant facility and energy data
- Review the City's capital plan and facility management needs
- Assess energy and operational savings opportunities
- Assess zero emissions vehicle planning and development opportunities



Thank You – Questions??



- Boone Birdsell | boone.birdsell@abm.com | 707-205-0348
- Kathy Hughes | kathy.hughes@abm.com | 707-205-0254



- Steve McCarty | smccarty@energy-solution.com | 925-330-4776
- Brian Barnacle | bbarnacle@energy-solution.com | 707-373-6414



- Richard Schorske | richards@dsnetwork.org | 415-310-2407



City of Fort Bragg

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

Text File

File Number: 16-233

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7F.

Receive and File Minutes from April 27, 2016 Public Works and Facilities Committee Special Meeting



City of Fort Bragg

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

Meeting Minutes Public Works and Facilities Committee

Wednesday, April 27, 2016

9:00 AM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Meeting called to order by Committee Member turner at 9:02am.

Present: 2 - Dave Turner and Lindy Peters

ROLL CALL

Staff members present: Public Works Director Tom Varga, City Manager Linda Ruffing, Public Works Project Analyst Crystal Prairie, Planner Scott Perkins.

APPROVAL OF MINUTES

None to approve at this time.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

- 2 [16-163](#) Receive Report and Provide Recommendation to City Council Regarding Placement of Steps in the Public Right of Way in Front of 144 East Laurel Street

Item was moved to first item on Agenda. Public Works Director Varga gave a brief overview of the staff report.

There was discussion about whether or not there were other areas in town where there were steps that encroach onto City sidewalk. It was mentioned there are some at City Hall, and on Main Street.

The property owner proposed putting hand rails so that there was not a tripping hazard, and proposed that the bench in front of the store next door be moved. There would be only one step, that would be only 12" into the sidewalk. That would require a relocation of a sign and pole. The property owner would be willing to pay for the relocation of the sign. To put the step inside would be a hardship as the office is only a couple hundred square feet in area.

There was discussion regarding the many other stores in town that are not ADA accessible, and the possibility of setting precedent of encroachment onto the sidewalk, which could be a potential issue in the future. There are businesses that are out of compliance with ADA that are open to potential litigation that may request to put a ramp into the sidewalk. This is a unique case. There is currently a 10" rise to get into the building that the property owner is concerned about regarding safety.

Committee Member Peters stated that Council wants to help anyone trying to improve their business as long as it doesn't hurt other businesses.

Items will be handled on a case by case basis for now, if a problem becomes evident, will come back to committee to set a policy.

City Manager Ruffing stated that the Resolution would include the special conditions in order to make it clear that this issue was looked at as a singular case.

Committee recommended that this item go back to Council on the Consent Calendar with their recommendation for approval of the plan as submitted.

This Staff Report was recommended for approval

- 1 [16-162](#) Receive Report and Provide Recommendation to City Council Regarding Use of Electric Personal Assistive Mobility Devices on Sidewalks and Streets in Fort Bragg

Public Works Director Varga gave a brief overview of the staff report.

There was discussion of insurance for individuals on EPAMDs. There was discussion of the insurance policy and having the City as an additional insured on the policy and policy limits. As a general practice, the more an activity is regulated, the more potential there is for litigation.

There was discussion about disallowing use of EPAMDs on Main Street, which would have to include Caltrans as that is a state right of way.

Lynne Baumgartner spoke and made a point to say that San Francisco allows Segways on all bike paths, as she had spoken with someone with the City yesterday. She has come up with alternative routes, such as through the cemetery, up Elm street. Potentially out to the trestle and back (not on the Coastal Trail, but on the other side.) Use Harold Street and go up to CV Starr. Potentially Timberwolf stadium. Looking for safe, educational, and historical route through Fort Bragg. Mentioned that there are Segways all over the world, and it could potentially bring tourists to town who are just interested in riding Segways. She is not interested in downtown as it is congested and narrow. There will be a guide, and a trailing person on the tours.

City Manager Ruffing asked about a new law that took effect in January prohibiting people wearing ear buds while driving. There was discussion that the tour leader would wear a headset with a microphone. Committee Member Peters asked if the headset would cover both ears or only just one. Lynne was unclear as to whether both would be covered. She stated that people would be able to hear traffic even with headset on.

There was discussion about the possibility of licenses and how to regulate individuals on personal EPAMDs.

There was discussion about adding language to the Municipal Code stating that EPAMDs are not pedestrians. This brings up a potential issue regarding using crosswalks and being able to press the button to change the light if there are not cars present in order for the light to change.

Committee Member Peters stated that he felt they should be allowed on bike paths, but not on

sidewalks. There are a lot of bike paths in town. He travels town on his bike quite often. Public Works Director Varga mentioned that it may be appropriate to say that EPAMDs could be used on paths outside of parks, lanes, shoulders and other parts of public streets. Language could be added from the CVC as well.

There was a question about riding into Otis Johnson Park. City Manager Ruffing mentioned that the Segways should be parked at the top, and people could walk into the park.

There was mention of the Chestnut Street Project and if EPAMDs would be allowed. It would not be appropriate when there are school children present. The tours would be scheduled at certain times, in order to avoid this. It is possible to except this trail.

There was a question as to how STOP signs are approached. If there are eight people on Segways they all stop together and then go through as a group.

Lynne has applied to the State Park for a concession, to try and get tours on the Haul Road.

There was a question if a Segway could be "walked" like a bicycle. They weigh about 25kilos and they can be powered by bluetooth, if the stick is removed. They can be parked.

Public Works Director Varga suggested that he have a meeting with Lynne to brainstorm regulations in order to set policy.

There was discussion of employees present taking a tour prior to the next meeting.

Committee recommends disallowing EPAMDs in Central Business District, allowing them in bike lanes and on bike paths. Work out the insurance limits. Have the route plan approved by Public Works Director. Possibly use the Encroachment Permit Process. Run it by the City Attorney and then bring it back to this Committee.

This Staff Report was referred to staff

- 3** [16-165](#) Receive Report and Provide Recommendation to City Council Regarding Commercial Use of Coastal Trail

Public Works Director Varga gave a brief summary of the staff report.

There was discussion about what is considered "commercial" use. There was a question as to where there was a restriction of commercial use on the trail from the Coastal Commission. There are restrictions to "passive recreational activity."

There was discussion regarding weddings and if the ceremony or reception would be allowed on the trail. It would be limited to the people there, not chairs or anything else, and would not restrict access to anyone else using the trail. Potentially the wedding would be allowed but not the ceremony. Will be necessary to limit parking spaces. No amplified sound. Scott Perkins mentioned what State Parks requires for a wedding as he is currently involved in planning one. It was suggested that the City get a copy of their policy. There was a question about what fees to charge, if any. A service charge would be necessary in order to cover expenses of the permit process.

There was discussion of potentially limiting areas where events could take place on the trail, or to have specific areas that could be "reserved." There was discussion of having larger weddings at the Noyo Center property.

City Manager Ruffing read the covenant from the Coastal Conservancy regarding the Coastal Trail. There was discussion of the Coastal Commission Requirements, which would trigger a Coastal Development Permit, and would need to be approved by the Commission. There are several criteria which need to be met for this.

There was discussion of the Independence Day celebration and Paul Bunyan Days celebration.

There was discussion regarding filming on the Coastal Trail. It doesn't seem reasonable to close down the entire park at any point. Perhaps a specific location could be "reserved" for a length of time. The film industry has brought some important things to town, including money to the community. What would be the appropriate Fee Schedule? The goal is to not be a hindrance.

It was stated that the commercialization of the Coastal Trail is not an option. If a person is required to have a business license, then the activity should be disallowed at the Coastal Trail. There will be no allowance for commercial transactions.

Recommendation was to have staff do additional research, and bring back to this Committee before presentation to the full Council.

This Staff Report was referred to staff

MATTERS FROM COMMITTEE / STAFF

Committee Member Peters questioned when the speed cushions at Cedar would be installed. One was installed yesterday, and the other one is to be installed today.

ADJOURNMENT

Meeting was adjourned by Committee Member Turner at 11:15 am.



City of Fort Bragg

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

Text File

File Number: 16-226

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 7G.

Receive and File Minutes from May 3, 2016 Finance and Administration Committee Special Meeting



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

Tuesday, May 3, 2016

9:00 AM

City Hall Conference Room, 416 N. Franklin Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 9:04 AM

ROLL CALL

Staff Present: Linda Ruffing, Victor Damiani and Brenda Jourdain.

Others in Attendance: Consultant Ginny Feth-Michel.

Present: 2 - Doug Hammerstrom and Dave Turner

1. APPROVAL OF MINUTES

Committee Member Hammerstrom requested one change to the minutes of April 6, 2016. On 3C, Municipal Financial Health Diagnostic Tool, Item 8 change second sentence to: The City has balanced the budget with reserves and/or by deferring asset maintenance.

1A. [16-164](#) Approve Minutes of April 6, 2016

A motion was made by Committee Member Hammerstrom, seconded by Chair Turner, that these Committee Minutes be approved as amended for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [16-173](#) Present Finalized Municipal Financial Health Diagnostic Tool

The following was noted during discussion of this item:

*There was discussion on how to share the sections of the Municipal Financial Health Diagnostic Tool with Council and how to incorporate it in the budget workshop.

*Staff suggested if Council wants to discuss the tool further, it can be agendaized for a future City Council meeting.

*Item 1: Change to yellow (not red)

*Item 5: There was discussion on why indicator is red. The City is at 93%. This is a rough indicator only. The City's percentages are stable. This indicator is a chance to educate the community and council that the City has fixed costs. It is useful for service conservancy.

- * Item 8: There was discussion on seeing where the fund balance is in a ten or fifteen year period. This will show trends. Deferred maintenance was discussed.
- * There was discussion on liability for unfunded PERS and how it is reflected in fund balance.

Accept the Municipal Financial Health Diagnostic Tool as presented, with the corrected values in the Water and Wastewater Fund Tools and change item #1 indicator to yellow.

3B. [16-172](#) Discuss Cost Allocation Plan Options for FY16-17 Budget

The following was noted during discussion of this item:

- *There was extensive discussion on the allocations of salary and benefit costs, non-personnel overhead costs and fleet and equipment services and how they were allocated in prior years.
- * Staff figured out how the cost allocation plan was done in the past and created new plan options and with committee input discussed how fast to implement a new cost allocation plan.
- * The Committee discussed how to allocate costs. Staff looked at other cities to see how they established their cost allocation plans. It was noted that each city is set up differently but they all have common similarities. There is not one way every city calculates it.
- *There was discussion on the general fund share.
- * The C.V. Starr Community Center was not affected by how the cost allocation plan was done in the past.
- * There was discussion on a loan repayment plan.
- *Consultant recommended additional transparency and cross training to prevent this from happening in the future.
- * Committee discussed additional services from consultant Ginny Feth-Michel to help with implementing the new cost allocation plan.

Committee directed staff to fully increase the General Fund allocation of non-personnel overhead costs to 60% in the FY16-17 Budget and both staff and Council will work diligently to enhance General Fund revenue streams in future years.

3C. [16-174](#) Receive Oral Update from Staff on Departmental Activities

The following was noted during discussion of this item:

- *The FY 2016/17 Budget development is going well.
- *Staff will be doing cross training for payroll.
- *The temporary Finance Office Clerk employee term will discontinue the end of May.

This Report was received and filed.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Turner adjourned the meeting at 10:35 AM



City of Fort Bragg

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Fort Bragg, CA 95437
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Text File

File Number: 16-219

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 7H.

Approve Minutes of Special Closed Session of May 23, 2016



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*

Monday, May 23, 2016

3:00 PM

Upstairs Conference Room
416 N. Franklin Street

Special Closed Session - AMENDED

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 3:00 PM.

ROLL CALL

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

1. PUBLIC COMMENTS CLOSED SESSION ITEM

None.

2. CLOSED SESSION

Mayor Turner recessed the meeting at 3:02 PM. The meeting reconvened to Closed Session at 3:03 PM.

2A. [16-188](#) Public Employee Performance Evaluation; Pursuant to Government Code Section 54957: Title: City Attorney

2B. [16-210](#) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION; Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9; Number of potential cases: One (1)

Mayor Turner reconvened the meeting to Open Session at 4:32 PM and reported that no reportable action was taken in Closed Session.

ADJOURNMENT

Mayor Turner adjourned the meeting at 4:32 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
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Fax: (707) 961-2802

Text File

File Number: 16-228

Agenda Date: 6/13/2016

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 71.

Approve Minutes of May 23, 2016



City of Fort Bragg

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

Meeting Minutes 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*

Monday, May 23, 2016

6:00 PM

Town Hall, 363 N. Main Street

AMENDED

MEETING CALLED TO ORDER

Mayor Turner called the meeting to order at 6:04 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

AGENDA REVIEW

Mayor Turner moved Agenda Item 6A after Item 6D.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A.** [16-207](#) Presentation from Will Thomson Regarding Fort Bragg's Sister City - Otsuchi, Japan

Mayor Turner announced that Fort Bragg's sister city, Otsuchi, Japan, sent the City a surfboard in thanks for the beach glass recently given to Otsuchi. Will Thomson reported that he will leave for Otsuchi in one week to implement an early English education program there. Vice Mayor Peters gave Thomson a Giants baseball cap and program to present to Otsuchi's Mayor.

- 1B.** [16-194](#) Proclamation Declaring June 4, 2016 as National Trails Day

Vice Mayor Peters read a proclamation declaring June 4, 2016 National Trails Day.

2. STAFF COMMENTS

City Manager Ruffing provided an update on the Transient Occupancy Tax ballot measure. Police Chief Lizarraga briefed the Council on the recent K-9 Foundation fundraising event. Administrative Services Director Schneider provided details on the June 4 Coastal Trail Celebration event.

3. MATTERS FROM COUNCILMEMBERS

Vice Mayor Peters announced that a Mendocino Transit Authority trolley will be available for the June 4 Coastal Trail Celebration event. He reported on the recent Public Safety Committee meeting regarding raccoons and cats in Noyo Harbor. Vice Mayor Peters spoke in opposition to

Measure U.

Councilmember Cimolino spoke on cats in the harbor, the spaghetti feed fundraiser for the K-9 Foundation, the broadband situation in Mendocino County, a recent Economic Development and Financing Corporation meeting, and the possibility of the new wool mill opening a blanket factory in Fort Bragg. He advised voters to research Measure U carefully.

Councilmember Deitz reported that the Community Development Committee will review the Promotion Committee's marketing plan and make recommendations to Council. He commented on the Fire Department appreciation dinner held last weekend. Councilmember Deitz stated he will vote against Measure U.

Councilmember Hammerstrom commented that he cast a No vote on Measure U and encouraged everyone to join him.

Mayor Turner said the City is fortunate to have firefighters voluntarily serving the community. He stated he is voting No on Measure U.

4A. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes)

- Jim Britt remarked on the administration of the Giving Garden portion of the Mendocino Coast Hospitality Center grant.
- Rex Gressett spoke in support of Measure U.
- Kaitlin Alexander of the Visit Fort Bragg Committee spoke about efforts to promote the City of Fort Bragg.
- Sue Bocker described the toxic nature of dioxins.
- Ann Rennacker spoke against the use of asset forfeiture funds to purchase three electric motorcycles as set forth in Agenda Item 7C.

5. PUBLIC HEARING

6. CONDUCT OF BUSINESS

- 6B. [16-189](#)** Receive Report and Consider Adoption of City Council Resolution Approving a Forgivable Loan Agreement with Mendocino Food & Nutrition, Inc. for the Food Bank Solar Project Using Program Income Funds through Community Development Block Grant #14-CDBG-9881 and Authorizing City Manager to Execute Same (Amount Not to Exceed: \$75,000; Account No. 315-5030-0630)

Special Projects Manager Owen presented the staff report on the CDBG grant for rooftop solar installation project at the Fort Bragg Food Bank, and recommended approval of a forgivable loan agreement with Mendocino Food & Nutrition, Inc. She stated that several minor corrections needed to be made to the loan agreement, including use of Post Office box for notifications, correction of the legal name of the entity, and amending item 3(2)(b) on page 4 to note that the facility provides emergency food to the poor.

Public Comment: None.

Discussion: Timing of the grant expenditures was discussed.

A motion was made by Vice Mayor Peters, seconded by Councilmember Hammerstrom, that this Resolution be adopted. The motion carried by the

following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Enactment No: RES 3901-2016

6C. [16-203](#) Receive Report Regarding Capacity Fees for Overtime Brewery Project and Provide Direction to Staff

Mayor Turner recused himself, citing a business interest located adjacent to the applicant's project. He turned the gavel over to Vice Mayor Peters and left the chamber at 7:12 PM.

City Manager Ruffing provided a background on the project and reported on her meeting with applicants about application obstacles and communication breakdowns. She requested that the focus of the meeting be on the amount of capacity fees and a payment plan. Public Works Director Varga gave the staff report and responded to questions from Councilmembers regarding connection fees, calculations, and credits for prior use.

Public Comment was received from:

- David Simons, on behalf of applicant, said that the new brewery would provide jobs to locals. He indicated that if informed of the high fees at an earlier date, they might have changed strategies or possibly abandoned the project. He requested a payment plan for the impact fees.
- Sam Waldman urged the Council to reduce the fees so the project will be allowed to happen.
- Heidi Kraut, Planning Commissioner, stated there is overwhelming public support for the project and that applicant has responded to all requests from the City. She urged Council to help the applicant build a successful business.
- Bailey Oakes spoke about the desperate need for new jobs in the community.
- Rex Gressett said all fees should be eliminated if the City is to grow, stating that this is the most business unfriendly place in California.
- Sue Bocker urged the Council to help the applicants.
- Hilary White suggested that the City's Municipal Code and internal communications should be discussed by the Council. She requested that the City revisit the "business liaison" position and offered to be on the team.
- Brian Storms noted that the City's economic development strategy should encourage the growth of small businesses, saying that Overtime Brewery is a small local business, part of a new "beer tourist" movement, and a continually growing industry that the City should embrace.
- Sarah Logan remarked that tourists want to go to places that have more than one brewery and it would be in the best interests of the City to support this project to help tourists stay in town longer.
- Kyle Burns noted that craft beer is not about drinking, but about appreciating beer. He urged the Council to approve a reduction in fees.
- Naka Hassell said the Overtime Brewery would enhance the attraction of the area for tourists. The permitting process was difficult when she wanted to open a taxi service.
- Amy Wynn recommended the utilization of a liaison to help improve the application process for new businesses. She said having another brewery in town will be another pearl in the necklace and asked the Council to consider a reduction in fees.
- Simon Smith added support to Overtime Brewery, saying it is time to reevaluate the Municipal Code to look at how these fees are assessed.
- Eric Dwyer said it is within the Council's authority to waive the fees and that it would not set a precedent, noting that a \$60,000 fee is easy for large corporations to pay, but for "mom and pop" organizations, it is a lot of money.

Discussion: The Councilmembers generally agreed that the policy addressing new business in the City needs to be a separate issue for discussion at a future date. The Council agreed to a

reduction of \$7,500 off the impact fees for the Overtime Brewery and that the City should allow amortized payments.

The City Council directed as follows: The fee calculation for the capacity fees will use the retail/brewery calculation, \$30,000 for capacity fees. The drainage fees would be waived because of prior use of the property. The City would contribute \$7,500 from the Waste Management Community Benefit Fund toward the capacity fees. In addition, the higher credit of the two prior uses would be used. Staff is given authority to negotiate the payment plan set out in the staff report.

Aye: 4 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz and Councilmember Hammerstrom

Abstain: 1 - Mayor Turner

6D. [16-205](#) Receive Overview of Operable Unit E Removal Action Work Plan (OU-E RAW) from City's Environmental Consultant Glenn Young and Provide Direction to Staff

Vice Mayor Peters recessed the meeting at 8:31 PM; the meeting reconvened at 8:43 PM. Mayor Turner rejoined the meeting at 8:43 PM.

The Council received a PowerPoint presentation from Glenn Young, who has worked over ten years on the mill site remediation project. Young noted that the Council is being asked to approve the Removal Action Plan (RAW) before the Department of Toxic Substance Control takes action. Public Comment on this agenda item was received from: George Reinhardt, Sheila Dawn Tracey, Ann Rennacker, Hilary White, Katie Turner and Eric Dwyer.

A motion was made by Councilmember Hammerstrom, seconded by Councilmember Cimolino, to continue the meeting past 10:00 PM. The motion passed unanimously.

Discussion: The dioxin threshold for sediments established by DTSC was discussed. It was noted that the RAW does not address sediments in Pond 8. The Council questioned whether residual contamination in the area where the fuel line was removed previously might impact creek daylighting. As the volume of sediments in Pond 8 is over 60,000 cubic yards, removal would require 3,000 truckloads. Councilmembers also discussed whether building the Coastal Trail would inhibit cleanup of Pond 8. The Council reiterated its vision (and that of the community) that supports the daylighting of creeks on the mill site and that cleanup efforts should not impede future daylighting. The general consensus of the Council was to support the removal actions under the RAW, with the caveat that the Remedial Action Plan will be the final work on the cleanup of Operable Unit-E.

The Council expressed support for the removal actions under the Removal Action Workplan.

6A. [16-201](#) Receive Report Regarding Coastal Trail Phase 2 Design Decisions and Active Transportation Program (ATP) Grant Application and Provide Direction to Staff

Community Development Director Jones delivered her staff report regarding the Phase 2 design of the Coastal Trail. Jones answered questions regarding storm drain interceptors, parking lot location, paving, circulation and signage.

Public Comment on this agenda item was received from: Sheila Dawn Tracey, George Reinhardt, David Gurney, Eric Dwyer and Mike Grady.

Discussion: The Council discussed the efforts to obtain funding for Phase 2 of the Coastal Trail project. All Councilmembers were in agreement that Lee Welty's design should be used.

City Council provided direction to staff as follows:

- Construct trail alignment A-B-D with Proposition 84 funds in 2017. This trail alignment will connect Otsuchi Point to the old mill road around the Mill Pond. Provide for Oak Street access to the Georgia-Pacific parking lot located at the end of Alder Street and Oak Street for the short term, until such time as the City can afford to complete improvements to the parking lot in the lowland area and the street access from Alder Street.
- Try to construct B-C alignment with D1 funds next year if possible.
- Construct the parking lot, restroom, and welcome plaza as feasible with grant funds or D1 funds as they are obtained.
- Construct trail alignments D-E-F and A-E with ATP funds in 2020, if the City is successful in securing these funds.
- Proceed with Lee Welty for the design and engineering of the entire project.
- Include public art and signage in the project.

4B. PUBLIC COMMENTS ON NON-AGENDA, CONSENT CALENDAR & CLOSED SESSION ITEMS (30 Minutes, If Necessary)

7. CONSENT CALENDAR

Councilmember Hammerstrom requested that Item 7C be removed from the Consent Calendar for further discussion.

Approval of the Consent Calendar

A motion was made by Vice Mayor Peters, seconded by Councilmember Deitz, to approve the Consent Calendar, with the exception of Item 7C. The motion carried by the following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

- 7A. [16-204](#)** Adopt City Council Resolution Approving a Professional Services Agreement with KASL Consulting Engineers for Preparation of Plans and Specifications for the 2016 Streets and Alleys Rehabilitation Project and Authorizing City Manager to Execute Same (Amount Not to Exceed \$93,950; Account No. 414-4870-0731)

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3902-2016

- 7B. [16-193](#)** Adopt City Council Resolution Approving a Professional Services Agreement with The Sign Shop for Construction of a City of Fort Bragg Welcome Sign and Authorizing City Manager to Execute Same (Amount Not to Exceed \$17,217.06; Account No. 110-4840-0375)

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 3903-2016

- 7D. [16-208](#)** Approve City Council Letter in Support of Active Trails Program Grant to Repave the MacKerricher Haul Road from Ward Avenue to the Pudding Creek Trestle

This Council Letter was approved on the Consent Calendar.

7E. [16-199](#) Approve Minutes of May 9, 2016

These Minutes were approved on the Consent Calendar.

7F. [16-200](#) Approve Minutes of Special Meeting of May 16, 2016

These Minutes were approved on the Consent Calendar.

ITEMS REMOVED FROM CONSENT CALENDAR

7C. [16-198](#) Adopt City Council Resolution Amending Resolution 3968-2016 Authorizing Expenditure of Asset Forfeiture Funds and Amending the FY 2015-16 Budget to Purchase Three Fully-Equipped Police Electric Motorcycles (Amount Not to Exceed \$70,000; Transferred from Asset Forfeiture Account # 167-7999-0799 to Fleet Services Internal Service Account #522-4550-0742).

Chief Lizarraga provided background and clarification regarding the use of electric motorcycles by the Fort Bragg Police Department.

A motion was made by Councilmember Hammerstrom, seconded by Vice Mayor Peters, that Resolution 3968-2016 be adopted as amended. The motion carried by the following vote:

Aye: 5 - Vice Mayor Peters, Councilmember Cimolino, Councilmember Deitz, Councilmember Hammerstrom and Mayor Turner

Enactment No: RES 3968-2016 AMENDED

8. CLOSED SESSION

ADJOURNMENT

Mayor Turner adjourned the meeting at 11:10 PM.

DAVE TURNER, MAYOR

June Lemos, City Clerk

IMAGED (_____)