City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
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Meeting Agenda

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

Thursday, March 10, 2016 | **3:00 PM** | **Town Hall**
363 N. Main Street

Mid-Year Budget Review

MEETING CALLED TO ORDER

ROLL CALL

1. CONDUCT OF BUSINESS

1A. 16-087 FY 2015/16 Mid-Year Budget Review- City Council Work Session

Attachments: FY 15-16 Mid-Year Discussion Outline
City Council Goals Matrix - 2015
Att A - FY14-15 Budget Amendments Detail
Att B - FY15-16 Budget Amendments YTD
Att C - FY15-16 Detail Mid-Year Budget Amendments Request
Att D - FY15-16 Summary Mid-Year Budget Amendments Request

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.

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 March 7, 2016.

_____
Brenda Jourdain, Administrative Assistant

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Text File

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FY 2015/16 Mid-Year Budget Review- City Council Work Session

FY 2015/16 MID-YEAR BUDGET REVIEW

CITY COUNCIL WORK SESSION
Thursday, March 10, 2016 – 3:00 p.m.
Fort Bragg Town Hall

DISCUSSION OUTLINE

1. INTRODUCTION & OVERVIEW

2. REVIEW CITY COUNCIL'S GOALS & PRIORITIES

3. FY 2015/16 MID-YEAR PERFORMANCE REPORT

a. FY 2014/15 Year End Report
b. FY 2015/16 Mid-Year Review
   - General Fund
   - Water Enterprise
   - Wastewater Enterprise

4. BRIEF DEPARTMENTAL PROGRESS REPORTS

a. Administration
b. Finance and Non-Departmental
c. Police
d. Community Development
e. Public Works
f. Water
g. Wastewater

5. REVIEW FY 2015/16 PROPOSED MID-YEAR BUDGET ADJUSTMENTS

(Council action on budget amendments will occur on a future agenda)

6. FY 2016/17 BUDGET PLANNING ISSUES

7. WRAP-UP

PRIORITY AREA: A Healthy Environment

Water, Sewer, Streets & Parks; Smart Growth and Green Buildings; Small-town Atmosphere; Walkable and Bike-Friendly Communities; Healthy Lifestyles

GOAL 1.0: MAINTAIN AND IMPROVE CITY INFRASTRUCTURE

Objective 1.1: Increase Water Storage Capacity

Strategies/Actions:	Priority	Year(s)	Responsible
Address Water Supply and Storage Limitations			
· Construct Summers Lane Reservoir; assemble funding; implement Timber Harvest Plan; award construction contract; build in 2016/17.	H	1-2	Public Works
· Consider feasibility of utilizing Pudding Creek Reservoir for additional water storage, particularly for new development on the Mill site.	H	4-5	Public Works

Objective 1.2: Increase Water Supply

Strategies/Actions:	Priority	Year(s)	Responsible
Promote Water Conservation			
· Publicize methods to reduce water consumption, such as rainwater collection and use of gray water, as well as landscaping wells.	H	1-5	Public Works & Admin.
Promote Leak Detection			
· Work with Springbrook regarding providing leak notices with the utility bills.	H	1	Finance
· Educate customers on how to read online stats and detect unusual usage.	H	1	Finance
Explore Possibility of Desalination Plant on the Mill Site (technology, storage, regulatory requirements, financing, location, and brine disposal)			
· As the first step, arrange for a presentation to the City Council to get more information.	M	2	City Council

Objective 1.3: Construct Necessary Repairs and Upgrades to the City's Wastewater Treatment Facilities

Strategies/Actions:	Priority	Year(s)	Responsible
· Award contract for design and engineering (evaluate energy use and opportunities for on-site energy generation).	H	1	Public Works
· Assemble construction funding.	H	1-2	Public Works

· Obtain permits; complete CEQA review.	H	1-2	Public Works
· Construct Waste Water Treatment Plant upgrades in 2017/18.	H	3-4	Public Works

Objective 1.4: Maintain City Streets and Alleys

Strategies/Actions:	Priority	Year(s)	Responsible
Complete Implementation of Downtown Streetscape Plan Improvements on Main Street	L	4-5	Public Works
Continue to Maintain and Improve City Streets (including structural repairs on South Franklin Street)	H	1-5	Public Works
Implement Improvements to Alleys Based on Priorities Established in the Alley Master Plan (focus on high-traffic commercial alleys, including alleys behind Starbucks and Sears)	M	1-5	Public Works

Objective 1.5: Build New Solid Waste Transfer Station

Strategies/Actions:	Priority	Year(s)	Responsible
Complete CEQA process, select site, and contract with a design-build-operate contractor.	H	1-2	Admin. & MSWMA

GOAL 2.0: CREATE A WALKABLE AND BIKE-FRIENDLY COMMUNITY AND PROMOTE HEALTHY LIFESTYLES

Objective 2.1: Continue to Implement the "City Surrounded By A Park" Vision from the General Plan

Strategies/Actions:	Priority	Year(s)	Responsible
Complete Construction of Northern Segment of Coastal Trail			
· Schedule a Grand Opening of the Coastal Trail (media event; invite GP and donors).	H	1	Comm. Dev. / Public Works
· Provide more parking at the Elm Street parking lot.	H	2	Comm. Dev. / Public Works
· Pursue Coastal Trail Connection to Downtown within the next 6 months (Economic Development Strategy 2.1).	H	1	Comm. Dev. / Public Works
Complete Construction of Southern Segment of Coastal Trail	H	1-2	Public Works
Complete Construction of Middle Connecting Segment of Coastal Trail Around the Mill Pond Area	M	3-4	Comm. Dev. / Public Works
· Provide a path along day-lighted creeks on the Mill site.	L	5+	Comm. Dev. / Public Works

Ensure Adequate Funding to Provide For Ongoing Management of Noyo Headlands Park, including maintenance and public safety needs			
· Consider 1% TOT increase to fund ongoing maintenance; discuss the issue in conjunction with current proposal to modify the countywide Business Improvement District for promotions.	H	1-2	City Council / Admin.
· Provide for ongoing "adaptive management" of Noyo Headlands Park with high level of interdepartmental coordination.	H	1-5	City Council / Admin.
· Consider whether to allow vendors and concessionaires and/or special events (i.e., weddings) at the Park.	H	2	City Council / Admin.

Objective 2.2: Address Homelessness in Fort Bragg

Strategies/Actions:	**Priority**	**Year(s)**	**Responsible**
Form a Citizens Advisory Council (CAC) On Homelessness and Conduct Town Hall Meeting	H	1	Public Safety Committee
Coordinate With Other Agencies in the County and Research How Other Communities and Agencies Work With Homeless People to Encourage Good Behavior and Minimize Community Impacts	H	1-5	City Council
Support the Establishment of Transitional Housing to Help Move Homeless Persons/Families Into Permanent Housing	M	1-5	City Council
Increase Police Presence in Downtown With More Day-Time Foot and Bike Patrols; Consider Re-Establishing a Downtown Substation	H	1-5	Police

Objective 2.3: Pursue Development of Additional Active Recreational Facilities and Bicycle and Pedestrian Access Projects

Strategies/Actions:	**Priority**	**Year(s)**	**Responsible**
Implement Main St. Merge Relocation	H	1	Comm. Dev.
Implement South Fort Bragg Access Plan	M	2-3	Comm. Dev.
Implement (for funding) Residential Street Safety Plan	M	2-3	Finance

GOAL 3.0: ESTABLISH FORT BRAGG AS A LEADER IN SUSTAINABLE PRACTICES

Objective 3.1: Zero Net Energy

Strategies/Actions:	**Priority**	**Year(s)**	**Responsible**
Comply with California Building Code (2020 = Zero Net Energy)	M	1-5	Comm. Dev.

Train Contractors to Retrofit Homes to Conserve Energy (REDI Program, Housing Rehab Loans)	M	1-2	Comm. Dev.

Objective 2.4: Integrate Concepts of Sustainability into City Plans, Projects, and Purchases

Strategies/Actions:	Priority	Year(s)	Responsible
Implement Climate Action Plan	M	1-5	City Council / Public Works

PRIORITY AREA: A Prosperous Economy

Economic Development, Living Wages, Affordable Housing, a Diversified & Sustainable Economy

GOAL 4.0: FOSTER A STRONG, RESILIENT AND PROSPEROUS LOCAL ECONOMY

Objective 4.1: Ensure that Redevelopment of the Georgia-Pacific Mill Site Benefits the Community

Strategies/Actions:	Priority	Year(s)	Responsible
· Continue to work with the North Coast Brewery to encourage their proposed 'destination" brewery expansion project.	H	1	City Council / Admin. / Comm. Dev.
· Complete the Mill Site Reuse Planning Process (Economic Development Strategy 1.3). Review preliminary draft Mill Site Specific Plan and consider options for moving forward with rezoning of property on the Mill Site. Discuss with Coastal Commission Staff. Conduct joint Council/Planning Commission workshops to discuss Mill Site reuse strategy.	H	1	City Council / Admin. / Comm. Dev.
· Use Successor Agency's Polanco authority to ensure appropriate clean-up of the Mill Site and to provide immunities to future redevelopers.	H	1	City Council / Admin. / Comm. Dev.
· Consider City-initiated efforts to help market the Mill Site.	H	1-2	City Council / Admin. / Comm. Dev.
· Arrange meeting with GP Executives in Atlanta to convey how important this development is for the economic health and vitality of the community.	H	1-2	City Council / Admin. / Comm. Dev.
Continue to Support Efforts to Develop Noyo Center For Marine Science (Economic Development Strategy 1.6)	H	1-5	City Council
Pursue Development of Industrial & Fine Arts Center (Economic Development Strategy 3.2)	M	2-4	City Council

Prepare Feasibility Study for a Conference/Performing Arts Center (Economic Development Strategy 3.1)	L	4-5	Comm. Dev.

Objective 4.2: Support Local Businesses and Increase the Number of Sustainable Wage Jobs in Fort Bragg

Strategies/Actions:	Priority	Year(s)	Responsible
Consider Changing the City's Marketing and Promotion Strategy			
· Market quality of life.	H	1	City Council / Admin. / Comm. Dev.
· Support bicycle tourism.	H	1	
· Consider marketing "Old Town Fort Bragg."	H	1	
Continue to Provide Excellent Business Assistance Services Through West Company and also Consider Establishing an "Ombudsman" or Business Liaison Position	H	1-5	Comm. Dev.
Encourage Preservation of Historic Buildings in Downtown Fort Bragg			
· Consider establishment of historic preservation tax incentives under Mills Act.	M	2-4	Comm. Dev.
· Consider establishment of "affirmative maintenance" ordinance to require downtown property owners to maintain historic properties.	M	2-4	Comm. Dev.
· Consider tax on vacant storefronts to incentivize occupancy.	M	2-4	Comm. Dev.
Pursue Business Expansion, Attraction and Retention with a Focus on Generating New Living Wage Jobs (Economic Development Strategy 1.1, Item 2)	H	1-5	Comm. Dev.

Objective 4.3: Implement Overall Information Technology Upgrade

Strategies/Actions:	Priority	Year(s)	Responsible
Improve Access to Technology in and Around Fort Bragg (Economic Development Strategy 1.7)	M	2-5	City Council / Public Works
Encourage Local Schools (Including College) to Teach Technology	M	3-5	City Council

Objective 4.4: Support the Development and Retention of Affordable Housing in Fort Bragg

Strategies/Actions:	Priority	Year(s)	Responsible
Plan For Tri-Level Housing on the Mill Site	L	3-5	Comm. Dev.

Objective 4.5: **Encourage Cultural Heritage Events in Fort Bragg** (Economic Development Strategy 3.4)

Strategies/Actions:	Priority	Year(s)	Responsible
Cinco de Mayo Event – May 9th, Bainbridge Park	H	1-5	Council Member Peters

PRIORITY AREA: An Engaged Community

Partnerships With Various Communities, Community Groups and Agencies

GOAL 5.0: IMPROVE COMMUNITY ACCESS TO CITY SERVICES

Objective 5.1: **Increase the Availability of Services, Communication and Outreach to the General Public**

Strategies/Actions:	Priority	Year(s)	Responsible
Continue Bi-Weekly Newspaper Column to Keep The Community Informed	M	1-5	Admin.
Enhance the Public Input Process	H	1-5	Admin.
All City Projects Under Development Go Through Committees	H	1-5	Admin.
Conduct Single Issue Workshops to Get More Public Input on Projects (set times for meetings based on stakeholder availability)	H	1-5	Admin.
Consider Alternating Times of the City Dialogue Roundtables to allow for broader participation by community members	H	1	Admin.
Publicize Important Upcoming Meetings Via Press Releases, the City's Website, and Social Media	H	1-5	Admin.
Utilize Public Access Channel (PEG) For Notifications and Indicate Where Members of the Public Can Get Information	M	1-5	Admin.
Consider Creating a "City News Show"	L	5	Admin.

GOAL 6.0: DEVELOP PARTNERSHIPS WITH VARIOUS COMMUNITY GROUPS AND AGENCIES

Objective 6.1: **Strengthen Neighborhoods and Increase Public Safety on our Streets**

Strategies/Actions:	Priority	Year(s)	Responsible
Increase Daytime Foot and Bike Patrols to Increase Police Visibility and to help address the issue of homelessness in the downtown area	H	1	Police
Support a Downtown Watch Group to increase communication between downtown business/property owners and the City	H	1	City Council / Comm. Dev.

Objective 6.2: **Establish partnerships with community groups and agencies that provide vital local services.**

Strategies/Actions:	Priority	Year(s)	Responsible
Assign City Representative (Deitz) to County's Marijuana Legalization Committee	H	1	City Council

Objective 6.3: **Update City's Emergency Plans and Educate Community about Emergency Preparedness**

Strategies/Actions:	Priority	Year(s)	Responsible
Presentation to City Council Regarding Emergency Preparedness	M	1	Admin.

PRIORITY AREA: A Strong Organization

Image, Staffing, Resources, Capacity, Organization Structure

GOAL 7.0: MAINTAIN CITY'S FINANCIAL STRENGTH & RESILIENCY

Objective 7.1: **Develop a Long-term Financial Plan for the City & Capital Projects**

Strategies/Actions:	Priority	Year(s)	Responsible
Identify new funding mechanisms to replace the funding for economic development, revitalization, and business assistance that was lost when redevelopment agencies were dissolved	M	1-5	Admin. / Finance
Explore various revenue generating strategies and continue to be vigilant in seeking and obtaining grants for priority projects and activities	H	1-5	Admin. / Finance
Develop long-term financing plans for non-recurring maintenance costs and for the City's Capital Improvement Program	H	1-3	Public Works / Finance

Attachment A

City of Fort Bragg
FY 2014-2015 General Fund Budget Amendments

PURPOSE	ADJ #	RESO #	FUND	DEPT	ACCT	AMOUNT
MOU w/FBEO - COLA one time payment	1	3725-2014	110	4131	0109	13,563.90
Non- Bargaining and confidential classification - COLA one time pymt.	2	3727-2014	110	4130	0101	2,153.00
Police Chief Recruitment	6	3747-2014	110	4130	0317	26,500.00
Purchase Order Roll Over - legal services, Dollar Tree appeal	9	Fiscal Policy	110	4120	0311	1,476.96
Purchase Order Roll Over - labor negotiations	9	Fiscal Policy	110	4130	0319	1,500.00
Purchase Order Roll Over - window washing contract - City Hall and PD	9	Fiscal Policy	110	4190	0319	6,645.00
Purchase Order Roll Over - orthoimagery fly over of City	9	Fiscal Policy	110	4330	0319	8,171.25
Purchase Order Roll Over - street signs	9	Fiscal Policy	110	4840	0375	7,587.85
Transfer funds to pay SCA Environmental - Eliminated from RDA ROPS	12	3765-2014	110	7999	0799	55,353.27
Mid-Year Adjust - increase budget for retiring employee	20	3795-2015	110	4130	0104	22,900.00
Mid-Year Adjust -increase budget for change in employee coverage	20	3795-2015	110	4130	0213	8,425.00
Mid-Year Adjust -add funding for two more recruitments	20	3795-2015	110	4130	0317	9,500.00
Mid-Year Adjust -Municipal Code updates and labor negotiation fees	20	3795-2015	110	4130	0319	7,750.00
Mid-Year Adjust -additional audit fees for F/S and TDA	20	3795-2015	110	4150	0312	13,000.00
Mid-Year Adjust - Cost Allocation Plan	20	3795-2015	110	4150	0319	7,000.00
Mid-Year Adjust -Polanco oversight	20	3795-2015	110	4190	0319	15,000.00
Mid-Year Adjust -Failed generator	20	3795-2015	110	4200	0322	30,000.00
Mid-Year Adjust -higher telecommunications cost than expected	20	3795-2015	110	4200	0362	5,600.00
Mid-Year Adjust -printing of moving citation books	20	3795-2015	110	4200	0365	2,400.00
Mid-Year Adjust -police recruitment training	20	3795-2015	110	4200	0367	20,000.00
Mid-Year Adjust -ammunition	20	3795-2015	110	4200	0381	3,000.00
Mid-Year Adjust -housing costs for interim police chief	20	3795-2015	110	4200	0619	9,200.00
Mid-Year Adjust -Utility vehicle	20	3795-2015	110	4522	0322	19,550.00
Mid-Year Adjust -Prior year invoices paid in 14/15. Landfill	20	3795-2015	110	4915	0319	170,000.00
						466,276.23

Attachment B

City of Fort Bragg
FY 2015-2016 General Fund Budget Amendments

PURPOSE	ADJ #	RESO #	FUND	DEPT	ACCT	AMOUNT
Roll forward FY 14/15 professional services budget to be used to pay contract planner	3	3847-2015	110	4320	0319	8,232.00
Roll forward FY 14/15 budget to complete equipment purchases for PEG in 15/16	4	Fiscal Policy	110	4390	0623	10,167.78
Contract for env services under Polanco for Mill Site remediation	14	3859-2015	110	4190	0319	75,000.00
D1 funds for tree removal in street right of way	17	3876-2015	110	4840	0375	20,694.00
Temporary Engineer - Grant reimbursable	19	3889-2016	110	4330	0101	32,500.00
Purchase Order Roll Over - window washing contract - City Hall and PD	20	Fiscal Policy	110	4190	0319	6,645.00
Purchase Order Roll Over - LACO Associates Engineering support	20	Fiscal Policy	110	4330	0319	8,271.34
Purchase Order Roll Over - IT equipment	20	Fiscal Policy	110	4390	0623	1,222.92
Purchase Order Roll Over - Pave cut-outs Boatyard Dr. and E Oak	20	Fiscal Policy	110	4520	0319	27,492.00
Purchase Order Roll Over - Street signs	20	Fiscal Policy	110	4840	0375	556.85
Purchase Order Roll Over - Caspar Landfill	20	Fiscal Policy	110	4915	0319	260,000.00
						450,781.89

Attachment C

FY 2015/16 Requested Mid-Year Budget Adjustments

Account Number	Account Description	Department	Budget	Increase	Budget	Justification
110-4130-0316	Pre-employment costs	Administrative Services	$ 7,000	$ 7,000	$ 14,000	Number of recruitments has exceeded expectations.
110-4130-0366	Travel/Training	Administrative Services	6,050	3,000	9,050	Additional training needed for new staff.
110-4130-0381	Small Tools & Equipment	Administrative Services	-	3,000	3,000	Per ergonomics audit, new desks, chairs needed.
110-4131-0381	Small Tools & Equipment	City Clerk	-	700	700	Per ergonomics audit, new furnishings needed.
110-4131-0315	Elections Costs	City Clerk	-	4,000	4,000	Costs for June 8, 2016 election for Measure U.
110-4131-0381	Small Tools & Equipment	City Clerk	-	950	950	New metal shelves needed for archival storage.
110-4131-0741	Machinery & Equipment	City Clerk	-	6,450	6,450	2 Fire proof file cabinets needed to properly and safely store historical documents.
110-4131-0366	Travel/Training	City Clerk	2,500	5,500	8,000	Additional training for the City Clerk. Costs partially offset with scholarships.
110-4131-0364	Legal Notices	City Clerk	2,500	1,500	4,000	Unanticipated expenses associated with legal notices for multiple ordinances.
110-4200-0381	Small Tools and Equipment	Police Department	17,700	7,000	24,700	8 Officer's radios at $900 each plus ammunition.
110-4200-0366	Travel/Training	Police Department	24,000	20,000	44,000	Increased need for POST and other mandated trainings. Costs partially offset by approximately $6,400 in POST reimbursements.
110-4200-0319	Professional Services	Police Department	335,100	1,700	336,800	Additional funds needed for evidence tows.
110-4392-0375	General Supplies	Public Works Parks	15,000	8,000	23,000	Funds for erosion repairs at Noyo Headlands Park. May be offset by grant funds, if available.
	General Fund; Total Requested Budget Amendments			68,800		

Attachment C

FY 2015/16 Requested Mid-Year Budget Adjustments

Account Number	Account Description	Department	Current Budget	Increase	Adjusted Budget	Justification
520-4393-0353	Facilities Maint & Repair	ISF	100,500	8,000	108,500	Multiple unplanned expenses: PD A/C system, City Hall carpeting, City Hall East heater, Gym heater, Gym doors and Fort Building carpentry.
	Facilities Maint Internal Service Fund; Total Requested Budget Ar			8,000		
522-4550-0352	Vehicle Repair & Maint	ISF	33,000	3,000	36,000	New Transmission for PD vehicle. Required to keep vehicle on road.
522-4550-0741	Machinery and Equipment	ISF	-	4,000	4,000	Replace car hoist. Unable to find replacement parts for the current hoist due to its age.
	Fleet Internal Service Fund; Total Requested Budget Amendment			7,000		
615-7999-0799	Summers Lane Reservoir	Water Capital Project	-	365,000	365,000	Appropriate funds to complete Summers Lane Reservoir Project. While the CIP identifies costs of $1.87M, only $1.5M was appropriated ($700k grant; $800k Water Enterprise Capacity Fees)
	Water Enterprise			365,000		
710-4712-0319	Professional Services	Wastewater Operations	213,000	9,600	222,600	Sludge hauling was inadvertently not budgeted
715-4721-0731	Sodium Hypo Chlorite - CIP	Wastewater Capital	-	28,000	28,000	Additional $28,000 needed to complete the Sodium Hypochlorite project. Original FY2015 budget was $85k. New total is $113k.
	Wastewater Enterprise; Total Requested Budget Amendments			37,600		
280-4860-0619	FBFPA Equipment	Fire Tax Fund	88,275	23,955	112,230	New truck for the Fire Chief. City's contribution to the purchase is 57% and comes from the Fire Tax Fund (280).
	Fire Equipment Fund; Total Requested Budget Amendments			23,955		
	Grand total			$ 510,355		

Attachment D

Summary of Net Revenue after Requested Budget Amendments

	General Fund	Water Enterprise	Wastewater Enterprise	Facilities Internal Service	Fleet Internal Service	Fire Equipment Fund
Projected Net Revenue	$ 107,327	$ 1,008,568	$ 413,078	$ -	$ 122,115	$ (41,825)
Requested Budget Amendments	(68,800)	(365,000)	(37,600)	(8,000)	(7,000)	(23,955)
After Amendments	$ 38,527	$ 643,568	$ 375,478	$ (8,000)	$ 115,115	$ (65,780)

* Fund balance as of 06/30/2015 in the Facilities Internal Service fund is $125,567
* Fund balance as of 06/30/2015 in the Fire Equipment fund is $190,332