



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, October 12, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

[22-528](#) Approve Minutes of September 22, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-509](#) Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2021-22

Administrative Assistant Lesley Bryant gave a report on the FY 2021-22 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures. It was noted that there are 4 funds, 2 State Funds and 2 Federal Funds. The discretionary funds for the state are broken down into State Funds and Education Funds. State Funds are not as restricted as to what they can be used for. Education Funds must meet Gang or Drug Prevention Education Programs for the community. Federal Funds are very restricted. We receive very little in the form of Federal Funds and we rarely spend from them. A detailed description was given on how the funds were spent from the general discretionary account.

Public Comment: None.

Discussion: Staff and Committee Members discussed on how to access Federal Funds. Chief Neil Cervenka stated that several years ago during the previous Presidential Administration our Governor said we are no longer going to accept Federal Asset Forfeiture Funds. He recommended that the funds in the Federal Fund be spent on one large purchase as to zero out the balance since we will not be getting funds into the account in the near future and in this way lessen the tracking and reporting from staff. There was also discussion on what State Funds will be used for in the future. In the plans are contributing to the new soccer fields. Training and rejoining the County Wide Swat Team.

3B. [22-532](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy reported that the finance department's final trial balance for the auditors is due on November 4, 2022 as they will be here from November 7- November 10. The finance department has been working out the issues of taking over the CV Starr's finances for a month now. Mr. Whippy reminded that we can now take payments from customers over the phone with our new credit card terminal. During the month of December there will be no water shut-offs as this has been the practice in prior years per the direction from City Council. Water shut-offs will resume in January 2023. We still have the Utility Assistance Program available of up to \$500 through the CDBG Grant and also the Low Income Home Energy Assistance Program (LIHEAP) Grant which offers up to \$2000 of Assistance.

Public Comment: None.

Discussion: There was discussion between committee and staff about the taking over of the CV Starr's finance department, Mr. Whippy stated that it has just been a matter of getting the 50 plus CV Starr employees into our accounting software. There was also a question about why we have so much money in our Water Fund and we are still charging the public so much for water service, Whippy informed that the reason there is so much money is because it will be used for future capital improvements and operating expenses.

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:37 PM.