



City of Fort Bragg

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

Meeting Agenda Finance and Administration Committee

Wednesday, October 12, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Administrative Assistant, Diana Sanchez at dsanchez@fortbragg.com.

ZOOM WEBINAR INVITATION

You are invited to a Zoom webinar.

When: Oct 12, 2022 04:00 PM Pacific Time (US and Canada)

Topic: Finance and Administration Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89200519798>

*Or Telephone: US: +1 669 444 9171 or +1 719 359 4580 (*6mute/unmute, *9 raise hand)*

TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE CHAIR OR ACTING CHAIR CALLS FOR PUBLIC COMMENT ON THE ITEM YOU WISH TO ADDRESS.

1. APPROVAL OF MINUTES

[22-528](#)

Approve Minutes of September 22, 2022

Attachments: [FAC 09222022](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

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

Attachments: [FY 21-22 Asset Forfeiture Report](#)
[FY 21-22 Asset Forfeiture Summary Report](#)

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

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

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 October 7, 2022.

Diana Sanchez, Administrative Assistant

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.

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



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Text File

File Number: 22-528

Agenda Date: 10/12/2022

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Approve Minutes of September 22, 2022



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Thursday, September 22, 2022

4:00 PM

Via Video Conference

Special Meeting

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

1A. [22-498](#) Approve Minutes of September 14, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-496](#) Receive Oral Report and Provide Direction to Staff Regarding Waiving Fees for City Services

City Manager, Peggy Ducey reported on current city fees including the fee waiver for Town Hall for Community Meetings as described in the City Facility Use Application. Also presented was how the city will need to develop uniform procedures and rules for fee waivers for public hearing appeals. A policy that she recommended would be that in order to qualify for an appeal fee waiver the applicant would have to be within 300 feet from the project, have a financial hardship that they could provide proof of and would only be eligible for one appeal fee waiver per year.

Public Comment: None.

Discussion: There was some discussion among committee and staff about fee waivers for CDBG water hook ups through 2025. It was also suggested by City Manager Ducey that the recommended uniform procedures and rules become a city policy.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:28 PM.



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Text File

File Number: 22-509

Agenda Date: 10/12/2022

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2021-22



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: 12TH OCTOBER, 2022
TO: Finance and Administration Committee
FROM: Neil J. Cervenka, Chief of Police
AGENDA ITEM TITLE: **FY 2021-22 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures**

ISSUE:

The Fort Bragg City Council has adopted the following Asset Forfeiture Expenditure policy:

Asset Forfeiture Discretionary Funds:

- Expenditures under \$5,000 may be decided by the Police Chief.
- Expenditures of between \$5,000 and \$10,000 will require approval of the City Manager; a purchase order shall be required per the City's Administrative Regulation on Purchasing.
- Expenditures over \$10,000 will require approval of the City Council. The Asset Forfeiture budget shall be amended at the time of approval.
- Staff reports to the City Council will be provided on significant Asset Forfeiture expenditures identified by the City Manager.

Asset Forfeiture Education Funds:

- Expenditures will meet the mandated education and prevention guidelines.

Year-End Reporting:

- Prior to the closing of each fiscal year, a report listing all Asset Forfeiture Discretionary and Education Fund expenditures will be brought forward to the City Council's Finance & Administration Committee for review and line item budget appropriations, as necessary, will be agendaized for City Council action.

This year-end report is provided in accordance with the above policy.

SUMMARY:

The Asset Forfeiture expenditures for FY 2021-22 were made in accordance with the established policy guidelines. Expenditures were as follows:

- General Discretionary Account (Fund 167-4215-0000) totaled \$10,973.01
- Law Enforcement Administrators Association (LEAA) Education Account (Fund 167-4216-0000) totaled \$21,731.19.
- There were no expenditures from the Federal Justice Discretionary Account (Fund 167-4218-0000).
- There were no expenditures from the Federal Treasury Discretionary Account (Fund 167-4219-0000).

The attached reports provide a summary and line item expenditures for the past year and the remaining fund balances.

RECOMMENDATION:

Receive report, review, and file line item budgetary appropriations for FY2022-23.

Asset Forfeiture Expenditures Detail Summary 2021 ~ 2022

Fund	Dept	Account	Description	Amount
Professional Services				
167	4215	0319	Bethany Brewer - Workplace Wellness	1,000.00
			Bethany Brewer - Workplace Wellness	600.00
			Bethany Brewer - Workplace Wellness	525.00
			Bethany Brewer - Workplace Wellness	525.00
			Bethany Brewer - Workplace Wellness	450.00
			Bethany Brewer - Workplace Wellness	500.00
			Bethany Brewer - Workplace Wellness	700.00
			Bethany Brewer - Workplace Wellness	750.00
			Bethany Brewer - Workplace Wellness	600.00
			Bethany Brewer - Workplace Wellness	800.00
			Bethany Brewer - Workplace Wellness	800.00
167	4215	0319	Total	7,250.00
General Supplies				
167	4215	0375	T O'Neal - Food for debrief	163.30
			Lynn Card Company - Christmas Cards	67.95
			Down Range - Hooded sweatshirts for employees	981.91
			Braggadon - New staff photos for lobby	1,016.50
			Down Range - Polo shirts for employees	493.35
167	4215	0375	Total	2,723.01
Miscellaneous				
167	4215	0619	Donation to Mendocino County Search & Rescue	1,000.00
167	4215	0619	Total	1,000.00
4215 GRAND TOTAL (State General Funds)				\$ 10,973.01

General Supplies (Education \$\$)

167	4216	0375	L. Bryant - Supplies for National Night Out (NNO)	418.86
			Rossis = Gas grill and propane tank for NNO	451.81
			Amazon.com - Insulated beverage container - NNO	255.85
			Amazon.com - Lanyards- NNO	135.00
			Amazon.com - Misc games for NNO	281.50
			Amazon.com - Msc games for NNO	47.69
			Oriental Trading Co. - bubbles for NNO	62.03
			Amazon.com Speaker system	347.30
			Epic Graphics Stickers for Halloween Buckets (City)	310.68
			J. McLaughlin - Halloween Candy (City)	101.94
			Crayons and books for Halloween (City)	1,589.89
			Buckets for Halloween (City)	1,520.33
			Amazon.com Lights and décor for Lighted Truck Parade	161.06
			OMG - Junior Police Officer sickers	342.59
			NNO HQ - Supplies for NNO 2022	755.00
167	4216	0375	Total	6,781.53

Asset Forfeiture Expenditures Detail Summary 2021 ~ 2022

Small Tools and Equipment (Education \$\$)

167	4216	0381	Cowlicks - Ice-cream for NNO	625.00
			Dollar Tree - Tablecloths for NNO	17.42
			Safeway - Supplies for NNO	53.50
			Walmart.com - Fishing poles for PAL Fishing Clinic	618.90
			Amazon.com - Hot chocolate for NNO	27.66
			the Rental Place - bounce houses for NNO	224.00
167	4216	0375	Total	1,566.48

Miscellaneous (Education \$\$)

167	4216	0619	Myron.com - Giveaway pens	352.73
			Myron.com - Giveaway pencils	221.50
			Myron.com - Flashlights for NNO	752.44
			Fort Bragg High School - Safe and Sober	500.00
			Myron.com - Giveaway pens	572.76
			Epic Graphics - donation for FBMS Soccer shirts	300.00
			Fort Bragg High School - Basketball Clinic	500.00
			Timberwolf Boosters	10,000.00
			State Board of Equalization	183.75
167	4216	0619	Total	13,383.18

4216 GRAND TOTAL (State Education Funds)	\$ 21,731.19
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Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 3B.

Receive Oral Update from Staff on Departmental Activities