



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 11, 2023

4:00 PM

Town Hall, 363 N. Main Street and Via Video
Conference

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar.

When: Oct 11, 2023 04:00 PM Pacific Time (US and Canada)

Topic: Finance and Administration Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86275294798>

*Or Telephone: +1 669 444 9171 +1 346 248 7799 (*6 mute/unmute, *9 raise hand)*

Webinar ID: 862 7529 4798

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. Written public comments may be submitted to Administrative Analyst, Diana Sanchez dsanchez@fortbragg.com

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [23-235](#) Adopt City Council Resolution Approving an Update to the City of Fort Bragg Personnel Rules and Regulations Regarding Catastrophic Leave Program

Attachments: [RESO Personnel Rules Update-Catastrophic Leave](#)
[Exhibit A - Catastrophic Leave Program Redline](#)
[Att 1 - Personnel Rules-Catastrophic Leave Update Redline](#)
[Public Comment -- 8_14_23 CC Mtg., Item No. 5A](#)

- 3B. [23-337](#) Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2022-23

Attachments: [Asset Forfeiture Annual Report](#)
[Asset forfeiture summary report FY 22-23](#)

- 3C. [23-305](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

Attachments: [Q4 FY 2022-23 Staff Report Reportable Items](#)
[Treasurer's Report Q4 FY 22-23](#)
[Contracts Under \\$25K Q4](#)
[2022-23 Q4 Change order](#)
[Intradepartmental budget transfers April- June 2023](#)
[Disbursement Listings](#)

- 3D. [23-334](#) 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 6, 2023.

Diana Sanchez, Administrative Analyst