



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, February 9, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:02 PM

ROLL CALL

Staff Present: Assistant Finance Director-Isaac Whippy, Interim City Manager-David Spaur, Payroll Technician-Laura Bianchi Limbird, Thomas Adams of Avenu Insights & Analytics and Administrative Assistant-Diana Sanchez.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [22-055](#) Approve Minutes of December 8, 2021

The minutes were approved by the Committee as presented and will be forwarded for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-051](#) Receive Report from Thomas Adams of Avenu Insights & Analytics on Quarter 3 2021 (July-September) Sales Tax and Business Activity

There was an oral update from Thomas Adams, Consultant from Muni Services on the City's Sales and Use Tax. Mr. Adams provided a detailed presentation and analysis and reported on sales and tax results for the benefit of the Committee members for Quarter 3 2021.

Public Comment: None.

Discussion: There was much discussion about the City's sales tax, transportation sales tax and how it has impacted the local economy.

3B. [22-050](#) 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

The Committee reviewed the reports prepared by the Finance Department staff for this item. The reports were presented by Assistant Finance Director Whippy.

Public Comment: None.

Discussion: The Committee and staff discussed various items including the American Rescue Money, and what it would cost in the long run to use those funds. It was suggested that this topic be brought up again at the mid-term budget workshop on March 9, 2022. Bonds and the penalty and term were also discussed. High cost for PG&E was also brought up and the possibility of going solar to decrease those costs.

3C. [22-054](#) Receive Update on the Expiration of the State Moratorium on Water Shut-offs

Assistant Finance Director Whippy gave an update about resuming water shut-offs effective April 1, 2022. The State Water Shutoff Moratorium ended on 12/31/2021, however the City will be giving customers until March 31, 2022 to pay outstanding balances and/or set up payment arrangements. Whippy also updated the committee on the number of past due accounts and the amounts owed, emphasizing concerns about individual high balances owed.

Public Comment: None.

Discussion: The Committee discussed past due balances and the possibility of using some of the grant money to cover late fees and past due balances. The grant is due to expire in May 2022. There was much discussion about the concerns of the large past due balances and the large amounts necessary to set up payment arrangements. The amount being asked for setting up payment arrangements is 20% of the owed amount.

3D. [22-052](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director Whippy reported on the following:

- * Update on business license renewals.
- * Upgrade of our Financial Software.
- * The Mid-Term Budget Workshop will be on March 8 or 9.
- * Reminder to the public about the \$500 Water Assistance Program available to those who apply and qualify.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:13 PM