



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
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Meeting Agenda Finance and Administration Committee

Wednesday, August 12, 2020

3:00 PM

Via Video Conference

Special Meeting

MEETING CALLED TO ORDER

ROLL CALL

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, the FINANCE AND ADMINISTRATION COMMITTEE AND STAFF WILL BE PARTICIPATING BY VIDEO CONFERENCE IN THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF WEDNESDAY, AUGUST 12, 2020.

In compliance with the Shelter-in-Place Orders of the County and State, 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 in any of the following ways: (1) By joining the Zoom video conference, (2) Through the City's online eComment agenda feature, (3) Emailed to Administrative Assistant Cristal Munoz, cmunoz@fortbragg.com, or (4) Written comments delivered through the drop-box for utility payments to the right of the front door at City Hall, 416 N. Franklin Street.

We appreciate your patience and willingness to protect the health and wellness of our community and staff. If you have any questions regarding this meeting, please contact Administrative Assistant Cristal Munoz, cmunoz@fortbragg.com, 707-964-2823 ext. 100.

ZOOM WEBINAR INVITATION

*Join Zoom Meeting
<https://zoom.us/j/97087808757>*

TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN IT IS TIME FOR PUBLIC COMMENT.

1. APPROVAL OF MINUTES

1A. [20-832](#) Approve the Minutes of February 12, 2020

Attachments: [FACM20200212](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

3A. [20-831](#) Receive Oral Presentation from the City's Sales and Use Tax Consultant,

Muni Services

- 3B.** [20-826](#) 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: [08122020 Q2-Q4 Staff Report Reportable Items](#)

[Att 1: Treasurer's Report Q2-Q4 FY 19-20](#)

[Att 2: Contracts Under \\$25K Q2 FY19-20](#)

[Att 3: Contracts Under \\$25K Q3 FY19-20](#)

[Att 4: Contracts Under \\$25K Q4 FY19-20](#)

[Att 5: Disbursement Report Q2 FY 19-20](#)

[Att 6: Disbursement Report Q3 FY 19-20](#)

[Att 7: Disbursement Report Q4 FY 19-20](#)

[Att 8: FAC CCO Log Q2 FY19-20](#)

[Att 9: FAC CCO Log Q3 FY 19-20](#)

[Att 10: FAC CCO Log Q4 FY 19-20](#)

- 3C.** [20-829](#) Receive Report and Provide Recommendations Regarding the City's Cost Allocation Plan

Attachments: [CAP Powerpoint](#)

[Cost Allocation Plan FY 20-21](#)

- 3D.** [20-830](#) 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 August 10, 2020.

Cristal Munoz, 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).