



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, December 8, 2021

4:00 PM

Via Video Conference

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### 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. [21-633](#) Approve Minutes of August 16, 2021

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

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment was received from Jacob Patterson.

### 3. CONDUCT OF BUSINESS

3A. [21-622](#) Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2020-21

The Committee reviewed the report prepared for this item. The committee report was presented by Chief Naulty and prepared by Administrative Assistant Lesley Bryant. Bryant explained that now in the second year of the global pandemic it has made it difficult to use the funds for events. The report outlined the policies and gave general overview of the spending. In addition, there was summary and detail list of the asset forfeiture expenditures.

Public Comment:

None.

Discussion:

There was much discussion about the use of the funds and how the Asset Forfeiture funds are set aside for community events such as A Day in the Park and National Night Out, Police Activities League, Neighborhood Watch and others. Chief Naulty answered questions about the limited spending due in part to the pandemic. Lesley Bryant further explained the different funds and the manner that they can be used. The federal funds are more guarded which makes it difficult to spend, however the State funds are more general and could be used for various reasons including educational.

3B. [21-623](#) 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 report prepared for this item. The committee report was presented by Assistant Director of Finance Isaac Whippy, who summarized the Treasury Report, Intradepartmental budget transfers, contracts under \$25k, Contract Change Orders not exceeding 10% of contract, and Disbursements Listing.

Public Comment:

None

Discussion:

The report is intended to give committee and community an overview of the economic condition of the City. This reports demonstrated that they City's finances are doing better than expected. There was some questions about the maturing of the City's CD's and if they should change their strategy. There were also some questions about the disbursements and if a policy should be created to make sure that the spending is done equally.

**3C. [21-627](#)** Receive Report on Fiscal Year 2020/21 Year End Results

The Committee reviewed the report prepared for this item. The committee report was presented by Assistant Finance Director Whippy who reported on the FY 2020-2021 Year end results. In this report he summarized the outcomes of the General Fund and the three Enterprise Funds.

Public Comment:

Jacob Patterson

Discussion:

There was some discussion about the Water Enterprise fund and Capital Improvement plans for the next year. The committee pointed out that the Water Enterprise Fund had a higher income even though the City implemented water restrictions. It was explained that the majority of the restrictions came after the end of the fiscal year. The reductions will show up in the next quarter report instead.

**3D. [21-625](#)** Discussion on Water/Wastewater Utility Rate Fees and Provide Direction to Staff.

Assistant Finance Director Isaac Whippy gave an oral update on the last Utility Rate study that was done back in 2016. He explained that the City Council had approved to postpone the rate increase in July 2020 and in January 2021 they approved to do the rate study but to not increase the current rate. Due to staffing shortages the City has not initiated the rate study yet.

Public Comment:

Jacob Patterson

Discussion:

The committee has provided direction to go ahead and start the rate study as a high priority. The timeline will start in late January and that it be completed in a couple months. The rate study will be done by Rural Community Cooperation and we will assist them with the process.

**3E. [21-626](#)** Receive Oral Update From Staff on Departmental Activities

Department Update:

Assistant Finance Director Isaac Whippy reported on the following:

- \* The FY 20-21 audit is complete and the Comprehensive Annual Financial Report will come out the second week in January.
- \* Business license renewals will go out at the end of December and are due by the end of February.
- \* The accounting software Springbrook will be upgraded to the cloud base Springbrook instead.
- \* Preparing for round two of CDBG funding.
- \* Utility assistance program is still providing up to \$500 in utility payments and the Business Assistance program is still available
- \* Fee waiver updates will come from the City Manager at the next meeting.

**4. MATTERS FROM COMMITTEE / STAFF**

None

**ADJOURNMENT**

Chair Albin-Smith adjourned the meeting at 5:15 PM