



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, January 11, 2023

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:01 PM.

ROLL CALL

Present: 2 - Marcia Rafanan and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [22-654](#) Approve Minutes of December 14, 2022

A motion was made by Committee Member Albin-Smith, seconded by Committee Member Rafanan, that the Committee Minutes be approved for Council review.

The motion carried by the following vote:

Aye: 2 - Committee Member Rafanan and Committee Member Albin-Smith

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-651](#) Receive Report on Policy regarding Donations to the City of Fort Bragg

City Manager, Peggy Ducey spoke briefly about two new policies. Administrative Analyst, Cristal Munoz will present both policies. The first policy is in regards to donations made to The City of Fort Bragg. The purpose of this policy is to establish a formal process for accepting and documenting donations made to The City of Fort Bragg.

Public Comment: None.

Discussion: Chair, Albin-Smith asked if the donation guidelines for State and IRS were looked into. Cristal stated that she had asked other cities that are a part of The League of California to provide their donation policies for reference. Peggy assured Chair Albin-Smith that she would look further into the guidelines.

3B. [22-650](#) Receive Report on Policy regarding Public Comments during City Council and Other Public Meetings

City Manager, Peggy Ducey gave a brief overview as to the reason for the Public Comment Policy. Administrative Analyst, Cristal Munoz presented on the policy. The public comment policy is meant to establish what the public can speak on. Cristal cited Brown Act rules.

Public Comment: Judy, Jenny Shattuck

Discussion: Chair, Albin-Smith asked for clarification about the number of comments a person can make on the same item. Co-Chair, Marcia Rafanan asked about whether the public has to state their name when making a public comment, it was clarified that the public does not have to identify themselves in order to make a public comment. Albin-Smith suggested a few changes to the policy.

3C. [22-653](#) Receive Oral Update from Staff on Departmental Activities

City Manager, Peggy Ducey informed that the funds have been completely depleted for the Emergency Weather Shelter program. Mayor Norvell reached out to the county asking for additional funds. The county will reimburse up to \$25000. It will be asked of council for \$25000 in funds upfront from the City Council Goals Fund with the understanding that the funds would be reimbursed from the County's Disaster Financial Compensation Fund. A Special Meeting will be called on Monday to ask council for approval to use the funds from the City Council Goals Fund. Finance Director, Isaac Whippy reminded the public that the Utility Assistance Program is still available through July 2023. There are also still funds available for business assistance loans. Renewal notices for business licenses have been sent out. The due date for business licenses is Feb. 28, 2023. Coleman Engineering is the firm that has began changing out water meters. The Quarter 1 Report will be presented at the next council meeting.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

Chair Albin-Smith brought up a question about childcare for council. There was discussion between Manager Ducey and Albin-Smith about the benefits of councilmembers.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:59 PM.