



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, January 11, 2023

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

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 by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Administrative Assistant, Diana Sanchez, dsanchez@fortbragg.com.

ZOOM WEBINAR INVITATION

You are invited to a Zoom webinar.

When: Jan 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/83553465007>

Or Telephone:

*US: +1 669 444 9171 or +1 719 359 4580 (*6 mute/unmute, *9 raise hand)*

Webinar ID: 835 5346 5007

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.

1. APPROVAL OF MINUTES

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

Attachments: [FAC 12142022](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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).



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Text File

File Number: 22-654

Agenda Date: 1/11/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve Minutes of December 14, 2022



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Meeting Minutes Finance and Administration Committee

Wednesday, December 14, 2022

4:00 PM

Via Video Conference

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

[22-611](#) Approve minutes of November 9, 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 Albin-Smith and Committee Member Rafanan

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jacob Patterson.

3. CONDUCT OF BUSINESS

3A. [22-613](#) 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

Finance Director, Isaac Whippy gave an update on the Quarter 1 FY 22-23 reportable items. Mr. Whippy gave a detailed update on the Treasurer's Report, including Cash and Investment balances and allocations. Mr. Whippy asked if the Committee Members had any questions about the disbursements list, change orders and contracts under \$25K.

Public Comment: Jacob Patterson.

Discussion: There was discussion among staff and committee members in regards to certain checks paid and also mentioned were the City's investment strategies. Mr. Whippy provided clarification on the liquidity of our assets and also responded to questions about the recession.

3B. [22-608](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy gave an update about the finalizing of the financial statements. The audit also concluded and presents great news for the finance department as there were no major issues found. The City of Fort Bragg Finance Department was awarded Excellence in

Financial Reporting. Business license renewals will be sent out by the end of December and will be due on February 28, 2023.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

City Manager Peggy Ducey gave an update on some new and upcoming policies that will include policies for credit cards, donations, and public comments.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:29 PM.



City of Fort Bragg

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Phone: (707) 961-2823
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Text File

File Number: 22-651

Agenda Date: 1/11/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Report on Policy regarding Donations to the City of Fort Bragg



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: JANUARY 11, 2023
TO: FINANCE AND ADMINISTRATION COMMITTEE
FROM: CRISTAL MUNOZ, ADMINISTRATIVE ANALYST
AGENDA ITEM TITLE: Receive Report on Policy regarding Donations to the City of Fort Bragg

BACKGROUND AND OVERVIEW:

The City of Fort Bragg currently does not have a written donation policy. Staff was tasked to prepare a draft policy for consideration. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to provide guidance when individuals, community groups, and businesses wish to make donations to the City. It also aims to establish the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

This policy will allow the City to be transparent and accountable for private donations and ensure that it is consistent with the City's strategic goals when individuals, community groups, charitable organizations, and businesses make donations to the City of Fort Bragg. City staff has also provided a form to acknowledge donations. This form will allow those making the donation to designate how they would like to have the funds used. This will also allow staff to monitor any donations requests and provide updates to City Council.

RECOMMENDATION:

Staff recommends that the Committee approve this Policy.

ATTACHMENTS:

1. Administrative Regulation on Donation Policy
2. Acknowledgment of Donation - City of Fort Bragg



City of Fort Bragg
Administrative Regulation No. _____

Donation and Gift Policy

I. OBJECTIVE

The purpose of this Policy is to establish a formal process to accept and document donations made by individuals, community groups, and businesses to the City of Fort Bragg, as well as establishes the standards for City employees and officials to accept of gifts during the performance of City business. This Policy is specific to the City of Fort Bragg and the regulations prescribed herein are in addition to those mandated by the State of California, including those regulations related to what constitutes the receipt or acceptance of a gift. Nothing in this Policy supersedes State law or Fair Political Practices Commission (FPPC) requirements.

II. PROCEDURES

1. Donations do not become the property of the City of Fort Bragg until accepted by the City in a manner consistent with this Policy.
2. Undesignated donations that are given to the City as a whole with no direction as to the specifics, shall be forwarded to the City Manager or the City Manager's designee.
3. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City. The City of Fort Bragg must always consider the public trust and comply with all applicable laws when accepting donations.
4. The City Manager or the City Manager's designee shall review each gift and determine the specifics of who shall use the gift. The gift shall be used solely for official business.
5. Gifts that are consumable or usable on the work premises may be accepted by an employee with the condition that they remain on the premises to be enjoyed by all.
6. Gifts with a fair market value of under \$50 that are not consumable on the premises shall be returned to the gift giver, donated to the City for use by the employee recognition committee, or as a door prize at a City event, or donated to a community organization. Such use is subject to the City Manager's review and approval.
7. Acknowledgment of the donation can be accomplished by having the donor fill out the Acknowledgment of Donation form (sample attached) available from the City Clerk's office. With the exception of consumable items, which may stay in the department to which they are given, the City Manager will control how the gift is used and/or distributed.
8. Cash Donations if forms of cash, check, money order, or credit card will be received through the City's cash receipting system. Departments that do not have their own cash receipting stations will forward donations to the Finance Department.

III. RESPONSIBILITY

1. This Policy is intended to guide the manner in which City staff accepts donations on behalf of the City.
2. This Policy will establish guidelines that ensure the City of Fort Bragg has no obligation to accept any donation proposed by a donor. The City reserves the right to decline any donation, upon review. Acceptance of the donation is determined at the

Title
Regulation ____

- sole discretion of the City of Fort Bragg.
3. Designated donations will be deposited into the appropriate revenue account for the designated City department.
 4. Undesignated donations will be deposited into the City's General Fund donation account.
 5. Anonymous gifts shall be delivered to the City Manager for appropriate disposition.
 6. This Policy ensures that donations do not cause unbudgeted expenditures or significant ongoing maintenance responsibility for the City of Fort Bragg.
 7. The City of Fort Bragg shall comply with all applicable laws and regulations of the Internal Revenue Service regarding the acceptance of donations.
 8. The City of Fort Bragg shall revise this Policy as necessary.

IV. DEFINITIONS

1. Donation or Gift shall mean a monetary contribution, personal property, real property, equipment, or any other asset that the City of Fort Bragg has accepted and for which the donor has not received any legal consideration in return. For purposes of this Policy, the terms "donation" and "gift" shall be synonymous.
2. Donor shall mean a person or legal entity that proposes or provides a donation to the City.
3. Endowment shall mean monetary donations that are restricted by the respective donor to the extent that only earnings, and not principal, may be expended by the City for the donor's designated or intended purposes. Such donations are restricted donations in the sense that the donor-specified purpose is to preserve the corpus of the initial donation.
4. Restricted Donation shall mean monetary donations whose expenditure is restricted to a donor-specified purpose, which may identify a particular City department, program, project, or other purposes as the beneficiary of the donation.
5. Unrestricted donation shall mean a donation made to the City by a donor without any limitations or restrictions being placed upon its use.

Approved by City Manager	_____	_____
	(Signature)	(Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		_____
		(Date)

City of Fort Bragg
416 North Franklin Street
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Tel: (707) 961-2827
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<http://city.fortbragg.com>



City of Fort Bragg
Donation Acknowledgement Form
DONOR INFORMATION

Company/Individual:

Contact person:

Address:

City/State/Zip:

Phone: _____ Email: _____

DONATION INFORMATION

Amount of Monetary Donation:

Stated Purpose for Donation:

Any Donor-Specified Restrictions on the Use of the Donation:

Donor Signature: _____

Date Accepted: _____

Signature of City Representative: _____

Thank you for your donation to the City of Fort Bragg.



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File Number: 22-650

Agenda Date: 1/11/2023

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3B.

Receive Report on Policy regarding Public Comments during City Council and Other Public Meetings



City of Fort Bragg
Administrative Regulation No. _____

PUBLIC COMMENTS

I. OBJECTIVE

The objective of this Administrative Regulation aims to establish policies and procedures for receiving and distributing public comments in a consistent manner and style.

II. PROCEDURES

Verbal Comments

1. The public can speak about anything within the jurisdiction of the City Council and Planning Commission, but the legislative body generally cannot act on or discuss an item, not on the agenda, pursuant to the Ralph M. Brown Act.
2. The public members who wish to address the City Council or Planning Commission on the non-agenda, consent calendar, closed session, public hearing, or conduct of business items may do so when the Mayor calls for public comments at the meeting.
3. For hybrid meetings where the Zoom platform will be used the public can use the “raise hand” feature to notify staff that they would like to make a public comment during designated public comment times. The speaker will need to provide their name in the Zoom application to allow the City Clerk to identify them.
4. All speakers before the City Council and Planning Commission shall approach the public microphone and wait to be recognized by the Mayor/Acting Mayor or the Planning Commission Chair/Acting Chair. A member of the public is not required to provide his or her name prior to addressing the Council (Government Code §54953.3).
5. Questions to staff from the public and staff responses should be directed through the Mayor.
6. To encourage and respect the expression of all views, meeting rules prohibit clapping, booing, shouts of approval or disagreement, or other disruptive audience participation.
7. The audience is requested to be seated in the Council Chambers. Standing or obstructing aisles is prohibited.
8. In accordance with the Brown Act [Government Code section 54954.3, subdivision (b)], reasonable regulations may be adopted limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony, but in no event to less than three (3) minutes per individual.
9. All verbal and written comments will be polite and professional. No bullying of staff will be permitted.

Written Comments

1. The public can provide written comments for any public meeting on a specific agenda item. Written comments should include the agenda item topic, number, and date of the meeting.

Title
Regulation ____

2. Written comments for Council meetings may be submitted to the City Clerk, by mail to 416 N. Franklin Street, Fort Bragg, CA 95437, or emailed to cityclerk@fortbragg.com. Written comments for Planning Commission meetings may be submitted by email to cdd@fortbragg.com.
3. All communications shall be deemed received without any formal action by the hearing body.
4. All written comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application.
5. Upon receipt, written comments will be distributed to the appropriate Board, City Council, or Planning Commission members.
6. All writings or documents, including but not limited to emails and attachments to emails, submitted to the City regarding any item(s) listed or not listed on this agenda are public records.
7. While written comments become part of the record, they will not be read aloud at the meeting.

III. RESPONSIBILITY

1. The Community Development Department Administrative Assistant, or his/her designee, is responsible for forwarding written comments to the Planning Commission and Community Development Committee meetings.
2. The City Clerk, or his/her designee, is responsible for forwarding written comments to the City Council and Finance/Administration Committee meetings.
3. The Public Works Administrative Analyst, or his/her designee, is responsible for forwarding written comments to the Public Works Committee.
4. The Police Department Administrative Assistant, or his/her designee, is responsible for forwarding written comments to the Public Safety Committee.

IV. DEFINITIONS

1. "Agendas" are the official document stating items to be discussed by the City Council, Planning Commission or Council Committees.
2. "Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individuals or entities unless permitted by the Presiding Officer.
3. "Written Public Comments" are defined as comments provided in writing or print.

Approved by City Manager _____

(Signature)

(Date)

Made a part of the City's Administrative Regulations
binder and distributed to all City staff

(Date)



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File Number: 22-653

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Agenda Number: 3C.

Receive Oral Update from Staff on Departmental Activities