



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, April 13, 2022

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

Staff Present: Assistant Finance Director-Isaac Whippy, Interim City Manager-David Spaur, Government Accountant I-Laura Bianchi Limbird, Administrative Assistant-Diana Sanchez.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

### 1. APPROVAL OF MINUTES

1A. [22-172](#) Approve Minutes of February 9, 2022

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

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

Jacob Patterson.

### 3. CONDUCT OF BUSINESS

3A. [22-174](#) 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: Jacob Patterson

Discussion: The Committee and staff discussed various items including the CDBG Grant for the Water Meter Project. The Interest Income Budget was also discussed and the possibility of different investments for the future. A summary of contracts under \$25K and Disbursement Listing was also discussed.

3B. [22-179](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director, Whippy and Government Accountant I, Limbird gave an update on the following:

\*Update on Waiver for CBD new business water connection fee.

\*Staff Report for the finance department which is now fully staffed and new staff is being cross-trained.

\*Update on business license renewals.

\*Update on Leak Letters.

**A motion was made that these Staff Report be recommended for approval. The motion carried by the following vote:**

**Aye:** 2 - Commissioner Albin-Smith and Commissioner Rafanan

#### **4. MATTERS FROM COMMITTEE / STAFF**

None.

#### **ADJOURNMENT**

**Chair Albin-Smith adjourned the meeting at 5:04 PM**