



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Minutes Finance and Administration Committee

---

Wednesday, November 9, 2022

4:00 PM

Via Video Conference

---

### MEETING CALLED TO ORDER

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

### ROLL CALL

**Present:** 2 - Tess Albin-Smith and Marcia Rafanan

### 1. APPROVAL OF MINUTES

1A. [22-565](#) Approve Minutes of October 12, 2022

The minutes were approved by the committee as presented.

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

None.

### 3. CONDUCT OF BUSINESS

3A. [22-570](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 2 2022 Sales Tax and Business Activity

Thomas Adams of Avenu Insights and Analytics gave an update on Quarter 2 2022 Sales Tax and Business Activity. The City's Top 25 Sales Tax Producers account for 2/3 of the City's Sales Tax Revenue. Mr. Adams gave a breakdown of our primary drivers of sales tax production. He also presented a comparison chart from 2019 (pre pandemic) through 2022 reflecting the shift in sales tax performance. The tax forecast is slowing down due to uncertainty with the economy. The growth rates are recessionary in nature due to inflation. Lastly, he gave a brief update on Legislative Activity.

Public Comment: None.

Discussion: There was discussion about how the recession may impact our sales tax forecast. Mr. Adams mentioned that even though the forecast was adjusted for the recession, Fort Bragg seems to have a more resilient economy than other places.

3B. [22-569](#) Receive Report and Provide Recommendation to City Council on the City's General Plan Maintenance Fee

Kushboo Ingle of the Matrix Consulting Team gave an in-depth presentation of the analysis of the city's general plan maintenance fee. Explained in detail were, project background and scope, methodology, fee results, fee comparison and next steps.

Public Comment: Jacob Patterson

Discussion: There was some discussion among committee members, staff and presenters about how fee's are assessed. Committee Members recommended to move on and present this item to City Council for review.

- 3C.** [22-564](#) Receive Report on Policy Governing the Use of Electronic Devices during City Council and Other Public Meetings

Administrative Analyst, Cristal Munoz presented a proposed policy Governing the Use of Electronic Devices During City Council and other Public Meetings.

Public Comment: Jacob Patterson.

Discussion: There was some discussion as to how this policy would be enforced. Cristal pointed out that it would be on an honor system basis. It was mentioned that the policy should be announced at the beginning of every meeting. Committee Members recommended that it be brought forward for city council review.

- 3D.** [22-566](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy reminded that the city still has the \$500 Utility Assistance Grant available, making it a total of \$1000 that customers can apply for for help with their water bill. There are also business assistant loans available through CDBG. The City has hired Deb Smith as a Systems Analyst-Lead in the IT Department to assist Systems Analyst, Mateo Ortiz with cyber security as well as provide IT assistance to the City's 69 employees.

Public Comment: None.

Discussion: None.

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

None.

#### **ADJOURNMENT**

Chair Albin-Smith adjourned the meeting at 5:03 PM.