



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, November 6, 2019

11:00 AM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:07 AM

### ROLL CALL

Staff Present: Finance Director Victor Damiani, Administrative Supervisor Debbie Desmond, Administrative Assistant Cristal Muñoz.

Present: 2 - Lindy Peters and Tess Albin-Smith

### 1. APPROVAL OF MINUTES

1A. [19-480](#) Approve Minutes of October 2, 2019

These Committee Minutes were approved for Council review.

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

### 3. CONDUCT OF BUSINESS

3A. [19-477](#) Receive Year-End Report and Budget Reconciliation for FY2018-2019  
Asset Forfeiture Fund Expenditures

The Committee reviewed the report prepared for this item. The committee report was going to be presented by Debbie Desmond but was instead presented by Finance Director Victor Damiani. The report outlined the policies and gave general overview of the spending accounts. In addition, there was summary and detail list of the asset forfeiture expenditures.

Public Comment:

\*None.

Discussion:

- \* An outer carrier is a vest in which police officers carry their equipment. It helps with the weight distribution.
- \* Revenue is still coming in however largely decreased due to the legalization of cannabis.
- \* Largest fund is the Educational fund.
- \* Interest in having the Cadet Program return and looking at having an office at the schools.
- \* Possibly bringing back the Blue Santa Program.
- \* Making a Press Release to demonstrate the donations that they have done to various communities projects.
- \* School Resource Officer could be funded through the Educational Fund.

This Staff Report was received and filed.

**3B.** [19-481](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Finance Director Victor reported on the following:

- \* Finance department continued to work during the Public Safety Power Shutoffs (PSPS). They completed payroll through direct deposit.
- \* Isaac Whippy volunteered to help the Police Dept. with traffic control.
- \* Finance dept. helped keep the City charging station open until 6pm.
- \* Extended due date for Water Utility bills and Transient Occupancy Tax (TOT) to 11/05/2019.
- \* Created a project management code to track time spent on the PSPS, which could be used for possible grant funding.
- \* First month of in-house printing and mailing of the Utility Billing statements.

**4. MATTERS FROM COMMITTEE / STAFF**

- \* NONE

**ADJOURNMENT**

Chair Peters adjourned the meeting at 11:32 AM.