



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, October 11, 2023

4:00 PM Town Hall, 363 N. Main Street and 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

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

### 1. APPROVAL OF MINUTES

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

Jacob Patterson

### 3. CONDUCT OF BUSINESS

**3A. [23-235](#)** Adopt City Council Resolution Approving an Update to the City of Fort Bragg Personnel Rules and Regulations Regarding Catastrophic Leave Program

Finance Director, Isaac Whippy presented the proposed changes with redline of the Resolution Approving an Update to the City of Fort Bragg's Personnel Rules and Regulations Regarding Catastrophic Leave Program. The committee members recommended that this item be presented to council as a Conduct of Business item.

Public Comment: Jacob Patterson.

Discussion: There was discussion about how long the catastrophic period should be. Whippy reminded the council that when an employee goes on an extended medical leave, they will seek state disability, he also noted that there would be possible implications to the budget if the period is extended and/or if the employee donating the leave is paid at a lower rate than the receiving employee.

**3B. [23-337](#)** Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2022-23

Administrative Analyst, Lesley Bryant presented the Asset Forfeiture Annual Report. The larger expenditures from the general discretionary fund include license plate reader cameras, the traffic cameras and the Tough Books for the police fleet.

Public Comment: None.

Discussion: Councilmember Albin-Smith expressed happiness to see that there was a donation to a non-profit. They also discussed how the money comes into The Asset Forfeiture Fund, Bryant clarified the money comes from the County of Mendocino Asset Foreiture Program in random amounts.

Whippy stated discretionary spending is as follows:

Police Chief up to \$5k  
City Manager \$5k to \$10k  
City Council over \$10k

- 3C.** [23-305](#) 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 a detailed report on Q4 2023 Reportable Items including the city's total investment portfolio, interdepartmental budget transfers, contracts under \$25k approved by the City Manager, contract change orders and disbursement listing.

Public Comment: None.

Discussion: There was in depth discussion about the 8 contracts under \$25k that were approved by the City Manager. Whippy clarified what the contracts included. Interdepartmental budget transfers were also discussed.

- 3D.** [23-334](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy gave an update on staff activities. He stated that they are still in the water meter change out process. All of the bigger meters have been changed out and they are currently working on replacing the approximately 2500 smaller meters for residential. There will be a report presented at the next City Council Meeting on the CV Starr transition plans, including the restructure, and financial analysis.

Public Comment: None.

Discussion: Councilmember Albin-Smith asked if Whippy had any concerns about the budget. He stated that the main concern is the instability in the market and inflation. He stated they will get a better picture of the financial situation at the Mid Term Budget Workshop.

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

#### **ADJOURNMENT**

Councilmember Albin-Smith adjourned the meeting at 5:05 PM.