



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, January 8, 2020

11:00 AM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:01 AM

ROLL CALL

Staff Present: Finance Director Victor Damiani, Senior Government Accountant Isaac Whippy, and Administrative Assistant Cristal Muñoz.

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [19-493](#) Approve the Minutes of November 6, 2019

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [20-549](#) Receive Fiscal Year 2019-20 First Quarter Financial Report

The Committee reviewed the report prepared for this item. The committee report was presented by Senior Government Accountant Whippy, who summarized the Introduction, General Fund Financial Summary, Water Enterprise Fund Financial Summary, Wastewater Enterprise Fund Financial Summary and Treasurer's Report. This report was prepared by the City Finance Department staff.

Public Comment:

* None.

Discussion:

* The report is intended to give committee and community an overview of the economic condition of the City.

There was discussion regarding the data that MuniServices provided for this report, Transient Occupancy Tax (TOT), Parcel Tax, General Sales Tax, Cannabis Tax, revenue infrastructure improvements and Certificates of Deposits.

No action was taken. This report is for information only.

3B. [20-561](#) Receive Reportable Items Report

This report will now have the Change Orders instead of the reports.

Discussion:

* Staff is still looking for quotes to get the clock repaired.

No action was taken. This report is for information only.

4. MATTERS FROM COMMITTEE / STAFF

Department Update:

Finance Director Victor reported on the following:

- * Transition to US Bank is continuing and moving along.
- * Utility Statements is hitting a stride with its third month and Finance Director Victor gives thanks to Administrative Assistant Cristal Munoz.
- * Developmental Impacts Fee Reports were due December 31, 2019 and were completed on time to be published on City website.
- * Staff is busy with various items that will go before City Council.
- * Isaac Whippy has been promoted to Senior Government Accountant.
- * AP has been very consistent and this is in part due to Finance Technician II Janet Ferraiolo and Senior Government Accountant Whippy.
- * Mrs. Ferraiolo is also working proactively on the leak list to help those customers with leaks.
- * Finance Technician III Laura Bianchi Limbird has been enforcing delinquent business licenses and getting those businesses to comply.

ADJOURNMENT

Chair Peters adjourned the meeting at 12:00 PM.