



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, October 2, 2019

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:04 AM

ROLL CALL

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

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [19-449](#) Approve Minutes of August 7, 2019

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

3A. [19-446](#) Review Draft Water Shut-Off Policy in Preparation for SB 998 Implementation

The Committee reviewed the report prepared for this item. The committee report presented by Finance Director Damiani who further explained the draft Water Shut-Off Policy in preparation of SB 998 implementation. New implementations are discussed and a new timeline is described. SB998 is well intended but may have the opposite effect might create a hardship for residents in the long run.

Public Comment:

*None.

Discussion:

Finance Director Damiani expressed concern with regarding the implementation of SB 998 and offered assisting measures for customers.

Recommendation:

* There was consensus from committee to move forward to City Council on draft water shut-off policy with water conservation efforts added.

* Spelling error on second graph on page 4, "April 4th monthly"

3B. [19-378](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Government Accountant II Whippy reported on the following:

*Community Development Block Grant (CDBG) monitoring team on site auditing the grant award of 2014. No discrepancies found.

*Auditors for City wide FY 2018, Comprehensive Annual Finance Report (CAFR) will be brought to Council by December.

*US Bank awarded new City contract as of February 2020.

*JJACPA Audit for auditing of Citywide books for FY 2018/19 concluded on Friday.

*Transient Occupancy Tax (TOT) audit was concluded last Friday. Findings will be done by the end of October.

*Wells Fargo to eliminate printing of their bills. New utility billing to begin in-house.

*Interactive Voice Response (IVR): The Pay-Over-the-Phone process has been implemented.

4. MATTERS FROM COMMITTEE / STAFF

* Committee Member inquired if the MuniServices TOT Audit findings payed for the consultant services.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:46 AM.