



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, December 14, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:00 PM.

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

[22-611](#) Approve minutes of November 9, 2022

A motion was made by Committee Member Albin-Smith, seconded by Committee Member Rafanan, that the Committee Minutes be approved for Council review.

The motion carried by the following vote:

Aye: 2 - Committee Member Albin-Smith and Committee Member Rafanan

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jacob Patterson.

3. CONDUCT OF BUSINESS

3A. [22-613](#) 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 an update on the Quarter 1 FY 22-23 reportable items. Mr. Whippy gave a detailed update on the Treasurer's Report, including Cash and Investment balances and allocations. Mr. Whippy asked if the Committee Members had any questions about the disbursements list, change orders and contracts under \$25K.

Public Comment: Jacob Patterson.

Discussion: There was discussion among staff and committee members in regards to certain checks paid and also mentioned were The City's investment strategies. Mr. Whippy provided clarification on the liquidity of our assets and also responded to questions about the recession.

3B. [22-608](#) Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy gave an update about the finalizing of the financial statements. The audit also concluded and presents great news for the finance department as there were no major issues found. The City of Fort Bragg Finance Department was awarded Excellence in

Financial Reporting. Business license renewals will be sent out by the end of December and will be due on February 28, 2023.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

City Manager gave an update on some new and upcoming policies including credit card policies for city staff, donation policy and public comment policy.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:29 PM.