



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, August 10, 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

1A. [22-388](#) Approve Minutes of June 8, 2022 Finance and Administration Committee Meeting

The minutes were approved by the Committee as presented.

2B. [22-309](#) Approve Minutes of June 21, 2022

The minutes were approved by the Committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-401](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 1 2022 Sales Tax and Business Activity

Thomas Adams of Avenue Insights & Analytics gave an update about Quarter 1 2022 Sales tax and Business Activity. The City's Top 25 Sales Tax Producers account for approximately 2/3 of the City's Sales Tax Revenue. Mr. Adams broke down by category what those Large Tax Producing businesses are. A forecast of the future tax revenue was also presented taking into consideration the impending recession.

Public Comment: None.

Discussion: There was some discussion about how the increasing price of gas affects our sales tax revenue locally. Also discussed was the Pandemic Recession uncertainty. County Pool revenues were also discussed.

3B. [22-405](#) Receive Report, Review Proposed Fees Schedule and Consider Making a Recommendation to the City Council to Conduct a Public Hearing to Review City-Wide Fees for Fiscal Year 2022-2023

Assistant Finance Director, Isaac Whippy gave a presentation about the proposed fee schedule. The fee schedule is now revised every 3 years and was last updated in 2019. Engineering Assistant Director, Chantell O'Neal presented the proposed fees for Planning and Public Works.
Public Comment: Jacob Patterson.

Discussion: There was discussion about how the increase/decrease in fees is determined. Other fees and services including septic waste and cannabis fees were also discussed. The Committee recommended to the City Council to Conduct a Public Hearing to Review City Wide Fees for Fiscal Year 2022-2023.

3C. [22-400](#) 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

Assistant Finance Director, Isaac Whippy gave the staff report on this agenda item. The investment portfolio and the liquidity of the City's accounts were discussed.

Public Comment: None.

Discussion: Disbursements were discussed in detail. Contracts under \$25k were also discussed.

3D. [22-406](#) Receive Oral Update from Staff on Departmental Activities

Assistant Director, Isaac Whippy informed that water shut-offs will resume. An audit of the finance department came back without any issues. Water Conservation education and gifts for the public are available in the finance department. We have launched our credit card payment services for all services in the Finance Department.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:35 PM.