



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, April 14, 2021

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. [21-154](#) Approve Minutes of February 10, 2021

A motion was made by Chair Albin-Smith seconded by Chair Rafanan, that these Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment:
Jacob Patterson

3. CONDUCT OF BUSINESS

3A. [21-150](#) City Council FY 2021-22 Budget Priorities

The Committee reviewed the report prepared for this item. The committee report was presented by City Manager Tabatha Miller who further explained the information in report and discussed the past and current Council Financial Goals.

Public Comment:
Jacob Patterson

Discussion: There was much discussion and the committee proposed several changes to the list of the Budget Goals. It is important to be realistic and acknowledging the top priorities for the next fiscal year. There was several questions about Other Post Employment Benefits (OPEB) expenses and California Public Employees' Retirement System (CalPERS) obligations. The committee also stated that the goals that are not on the top 5 can stay but those will not be prioritized.

Committee directed Staff to rank the Council Financial Goals in order of priority as follows:

- 1) Adopt a balanced budget
- 2) Provide for additional contributions to CalPERS in order to pay the unfunded liability off earlier than 30 years
- 3) Maintain operating reserve and litigation reserve

- 4) Provide funding for emergency reserves
- 5) Maintain current level of service (no staff layoffs, no program cuts)

3B. [21-156](#) 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, PRA Request Report, and Disbursements Listing

The Committee reviewed the reports prepared by the City Finance Department staff for this item. The reports were presented by Senior Government Accountant Isaac Whippy who summarized the Treasurer's Report, Disbursements Report, Public Records Request (PRA) Report, and Contracts under \$25k for quarter two (Q2).

Public Comment:

* None.

Discussion:

The Committee and staff discussed various items about the reports. Due to COVID-19 the economy has seen a decrease but it is slowly coming back. We continue to have a fairly conservative investment portfolio and the rate of return is low but steady. Other various payments were discussed.

3C. [21-157](#) Committee Requests

The Committee reviewed the reports prepared by the City Finance Department staff for this item. The reports were presented by Senior Government Accountant Senior Government II Isaac Whippy and Accountant Laura Bianchi-Limbird and who gave an oral update on these reports.

Public Comment:

* Jacob Patterson

Discussion:

These reports were requested by the Committee members. The first report was the Public Records Report and they demonstrated that compared to the previous year's requests have doubled and they now average with 30 requests a month. In total the cost of staff time since 2019 has been \$52,000. The next report presented how many Fort Bragg businesses have closed due to COVID-19 and how many new business license applications were received. A total of 106 net new business applications were received. Another item that was requested was the PG&E cost comparisons for the last years.

3D. [21-158](#) Discussion on Temporary Waiver of Water/Sewer Capacity Fees to Encourage New and Expanding Businesses

This was an oral discussion led by City Manager Tabatha Miller

Public Comment:

* None.

Discussion:

The Committee and staff discussed the Water/Sewer capacity fees and possibly waiving or

deferring these fees. This would allow for storefronts that have not been a high water/sewer user before to have an opportunity to open with less or deferred fees. It was discussed that this program would not be retroactive and it can be an annual waiver. It was decided that this item will be refined and brought back to this committee before going you City Council.

Recommendation:

It was recommended that 100% of the fees be waived for restaurants in the Central Business District and for those businesses not residing in the Central Business District can receive a 25% reduction in capacity fees.

3E. [21-160](#) Receive Oral Update from Staff on Departmental Activities

Department Update

Isaac Whippy reported on the following:

FY 21-22 Budget is being prepared. The Budget Workshop will be held on May 17, 2021.

Currently recruiting for Finance Technician.

Business License renewals are 85% renewed.

The Utility Assistance Program will start May 1st and can help up to \$500 of assistance for all utilities.

Water Conservation efforts are going to start soon.

4. MATTERS FROM COMMITTEE / STAFF

None

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:38 PM.