



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, February 12, 2020

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:00 AM

ROLL CALL

Staff Present: Finance Director Victor Damiani, City Manager Tabatha Miller and Administrative Assistant Cristal Muñoz.

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [20-612](#) Approve Minutes of January 8, 2020 Special Meeting

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. [20-621](#) Receive Report Regarding Results of TOT Audit

The Committee reviewed the report prepared for this item. The committee report was presented by Finance Director Victor Damiani.

Public Comment:

*None.

Discussion:

There was discussion about the findings of the report, which included the amount of deficiencies found, and they totaled to approximately \$100,000. In addition it was asked if interest and penalties are included and will continue to accumulate if not payments are received. It was decided to move forward with this audit for the next two years and audit the remaining hotels.

This report was received as presented and forwarded to full Council for review.

3B. [20-619](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

- *Continuing with transition to US Bank and transition will be final by March.
- *Working on Mid-Year Reports
- *Looking at cost estimates for the Council Goals.
- *In service day March 11 and only process Business Licenses
- *Translating SB998 into 6 languages

4. MATTERS FROM COMMITTEE / STAFF

- * Committee Member inquired having a High School ambassador sit at the dais.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:14 AM.