



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, February 14, 2024

4:00 PM Town Hall, 363 N. Main Street and Via Video Conference

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### AMENDED

#### MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:06 PM.

#### ROLL CALL

Staff Present: City Manager- Isaac Whippy, Human Resource Manager- Juli Mortensen, Finance Technician II- Adriana Moreno Ramos, Administrative Assistant- Amber Weaver.

Present: 2- Marcia Rafanan and Tess Albin-Smith

#### 1. APPROVAL OF MINUTES

1A. Approve Minutes of November 8, 2023

The minutes were approved by the Committee as presented.

#### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comments were made by Jay Rosenquist.

#### 3. CONDUCT OF BUSINESS

3A. Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 4 2023 Sales Tax and Business Activity

There was an oral update from Thomas Adams of Avenue Insights & Analytics. Sales Tax and Business. Mr. Adams provided a detailed presentation and analysis and reported on the sales and tax results for Quarter 4, 2023.

Public Comment: None.

Discussion: There was discussion about the City's sales tax, transportation sales tax, and how it has impacted the local economy.

3B. Receive Report from Matrix Consultant on the Results of the City of Fort Bragg Full Cost Allocation Plan Review and Establishing an Indirect Cost Rate

The Committee received a presentation and reviewed the report regarding the results of the City of Fort Bragg Full Cost Allocation Plan Review prepared by Khushboo Ingle, Vice President, of

Matrix Consulting Group. Ingle stated there is nothing significantly wrong with the City of Fort Bragg's process, but did make some recommendations.

Public Comments: Jacob Patterson.

Discussion: The Committee discussed the report and Whippy predominantly agreed with the recommendations and said he does plan to incorporate some the elements into the budgeting plan. Whippy also stressed the importance of third party oversight in pursuit of best practice in assessing, monitoring, and minimizing risks.

**3C. Receive Oral Update from Staff on Departmental Activities - Finance and Administration**

Finance Technician II, Adriana Moreno Ramos, presented the oral update on Departmental Activities. Ramos announced that payments may now be made online or in person with a credit card at a 2.5% surcharge. In addition, Ramos said she is actively seeking current modernization of business licensing and budgeting software.

Human Resources Manager, Juli Mortensen, announced the City of Fort Bragg is declared an approved Blue Zones Worksite. NeoGov software is currently being implemented and is streamlining some of the employee hiring and tracking processes and Personnel Action Forms can now be signed electronically, expediting the continual process of noting changes to employee status, pay, and other changes.

Public Comment: Paul Clark.

Discussion: None.

**4. MATTERS FROM COMMITTEE / STAFF**

**ADJOURNMENT**

Chair Rafanan adjourned the meeting at 5:17 PM