



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Thursday, September 22, 2022

4:00 PM

Via Video Conference

Special Meeting

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. [22-498](#) Approve Minutes of September 14, 2022

The minutes were approved by the committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [22-496](#) Receive Oral Report and Provide Direction to Staff Regarding Waiving Fees for City Services

City Manager, Peggy Ducey reported on current city fees including the fee waiver for Town Hall for Community Meetings as described in the City Facility Use Application. Also presented was how the city will need to develop uniform procedures and rules for fee waivers for public hearing appeals. A policy that she recommended would be that in order to qualify for an appeal fee waiver the applicant would have to be within 300 feet from the project, have a financial hardship that they could provide proof of and would only be eligible for one appeal fee waiver per year.

Public Comment: None.

Discussion: There was some discussion among committee and staff about fee waivers for CDBG water hook ups through 2025. It was also suggested by City Manager Ducey that the recommended uniform procedures and rules become a city policy.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:28 PM.