



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, October 21, 2020

3:00 PM

Via Video Conference

Special Meeting

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 3:09 PM

ROLL CALL

Staff Present: Senior Government Accountant Isaac Whippy, City Manager Tabatha Miller and Administrative Assistant Cristal Muñoz.

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

* None

3. CONDUCT OF BUSINESS

- 3A. [20-883](#)** 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 one (Q1).

Public Comment:

* None.

Discussion:

The Committee and staff discussed: finding alternative power sources to power streets lights, the treatment plants and other buildings, the high cost of being a member of the Redwood Empire Municipal Insurance Fund (REMIF), the Humane Society and the cost of finger printings. Chair Peters would like to see a five year comparison of the Public Records Request.

- 3B. [20-882](#)** Cost Allocation Plan Update

City Manager Miller gave an overview of the updates to the cost allocation plan. She also

gave examples of direct and indirect costs and how the Full Time Employee's (FTE) are calculated. There are three internal services funds: Facilities and Maintenance, Information Technology and Vehicles Allocation. She explained the drivers for each department and how the costs are tracked. She noted there are some savings in each of those funds.

Public Comment:

* None.

Discussion:

* There was discussion about: reallocating funds that were not used in the previous Fiscal Year (FY), how some funds have been over budgeted and how to allocate Fleet cost.

Recommendation:

* The consensus was to reallocate the funds to the FY 20-21 and to calculate vehicles by their cost versus how many there is in the fleet. Committee Member Albin-Smith stated if the reports can be presented to demonstrate if they are meeting expectations or not.

3C. [20-886](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Senior Government Accountant Whippy reported on the following:

- * Natalie McLaughlin has been working on a Utility Assistance program but there are delays.
- * Continuing with the year end close.
- * Auditors are coming 11/09/2020 through 11/13/2020.
- * Laura Bianchi is busy processing Business Licenses and renewals will be starting in the new year.
- * No shut off's for utility billing and be assessing late fee's in October.
- * TBRA program is still open for eligible applicants and so far there are 56 approved households.
- * CDBG Round 1 is coming soon.
- * Juli Mortensen in Human Resources has been coordinated the Safety and Sexual harassment training for employee's and working on the Police Dept. compensation schedule.
- * Maxwell Salas is the new Maintenance Worker II.
- * Officer Joe Shaw has returned to Fort Bragg Police Dept.
- * Tia Sar is the new Senior Planner.
- * Mateo Ortiz has been promoted to System Analyst in October.
- * Heath Daniels was promoted to Operations Supervisor in September.
- * Humberto Arellano was promoted to Treatment Operator I.
- * Potential hiring of a new Assistant Planner.

4. MATTERS FROM COMMITTEE / STAFF

* Senior Government Accountant Isaac Whippy is seeking recommendation for the following: should Water and Sewer rate should increase in January?, The California Public Employees' Retirement System (CALPERS) unfunded liability is increasing and would like to have conversations about strategies and how to plan for this long term item.

- * Committee agrees to change the meeting time to 3:00pm instead of 11:00pm.
- * Committee would like to have a list of how many new businesses have requested a new business license.

ADJOURNMENT

Chair Peters adjourned the meeting at 04:11 PM.