



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes Finance and Administration Committee

Wednesday, November 8, 2023

4:00 PM

Town Hall, 363 N. Main Street and
Via Video Conference

MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:00 PM.

ROLL CALL

Staff Present: Finance Director- Isaac Whippy, City Manager- Peggy Ducey, Administrative Analyst- Diana Sanchez, Administrative Assistant- Amber Weaver.

Present: 2 - Marcia Rafanan and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. 23-378 Approve Minutes of June 14, 2023

The minutes were approved by the Committee as presented and will be forwarded for Council review.

1B. 23-380 Approve Minutes of August 24, 2023

The minutes were approved by the Committee as presented and will be forwarded for Council review.

1C. 23-381 Approve Minutes of October 11, 2023

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. 23-376 Receive and File Results of the 2023 Police Salary Survey as Required by Ordinance 672

City Manager Peggy Ducey, provided a brief history of the survey for the Police Salaries and stated that no increase was necessary based on current salary scales.

Public Comment: None.

Discussion: Councilmember Albin-Smith asked about the averages. Ducey stated that any salary increase will be triggered by the averages and noted labor negotiations regarding salaries will commence next year. Finance Director, Isaac Whippy, indicated Ordinance 672 does not specify a threshold for increases. Whippy further noted that Captain and Chief positions are

considered mid-management positions.

3B. 23-379 Receive Report on Selection of the Mayor and Vice-Mayor and Provide Direction to Staff Regarding Next Steps

City Manager Peggy Ducey, led the discussion on the process potential of implementing a system of rotating positions of City Council Members through positions to serve on each position, including Mayor and Vice Mayor. Ducey stated this system was providing moderate benefits in smaller/median sized cities.

Public Comments: None.

Discussion: Councilmember Albin-Smith voiced her agreement with this option because it may reduce complacency and ensure fairness. Albin-Smith further recommended that the City adopt Robert's Rules of Order in the conduct of business. Rafanan disagreed and said the public has a right to vote for officers. Further concerns are this system may result in a lack of consistent leadership and/or disruption to long-term projects.

3C. 23-377 Receive Oral Update from Staff on Departmental Activities

Finance Director, Isaac Whippy, announced that major repairs have been completed on the pool at CV Starr and the pool was now re-open. Whippy said other minor repair supplies have been ordered, but these minor repairs will not disrupt use of the pool. Whippy expressed positive expectations in the CV Starr's ability to generate revenue and said that two (2) full-time lifeguards had been hired. Whippy announced the quarter one financial report would be presented to Council at the second meeting this month and the year-end report will be presented at the next Finance and Admin Committee and will also include a sales tax presentation. Ducey discussed the implementation of the NEO GOV program to assist with onboarding efficiency through increased automation as CV Starr employees are integrated into the City of Fort Bragg.

Public Comments: Juli Mortensen.

Discussion: Albin-Smith asked how many new positions might be opening. Ducey approximated three (3).

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Rafanan adjourned the meeting at 4:40 PM