



City of Fort Bragg

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Fort Bragg, CA 95437
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Meeting Agenda Finance and Administration Committee

Wednesday, August 13, 2025

4:00 PM

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

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar:

When: Aug 13, 2025 04:00 PM Pacific Time (US and Canada)

Topic: Finance & Administration Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87863413661?pwd=ZVmwbnH8laEdStld9fnKMtrQXD9AJL.1>

Or Telephone :

+1 669 444 9171 US (*6 mute/unmute, *9 raise hand)

Webinar ID: 878 6341 3661

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to cityclerk@fortbraggca.gov.

1. APPROVAL OF MINUTES

- 1A. [25-308](#) Approve Minutes from August 21, 2024 Finance & Administration Committee Meeting

Attachments: [FACM2024-08-21](#)

- 1B. [25-309](#) Approve Minutes from November 13, 2024 Finance & Administration Committee Meeting

Attachments: [FACM 2024-11-13](#)

- 1C. [25-311](#) Approve Minutes from April 9, 2025 Finance & Administration Committee Meeting

Attachments: [FIN ADMIN MINS 04-09-2025](#)

- 1D. [25-312](#) Approve Minutes from May 19, 2025 Finance & Administration Committee Meeting

Attachments: [FACM 2025-05-19](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [25-339](#) Receive Reportable Items Report Q4 FY 24/25: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

Attachments: [Staff Report Reportable Items](#)

[Att 1 - Treasurer's Report FY 25 Q4](#)

[Att 2 - Disbursements List Q4](#)

[Att 3 - Contract Change Orders Q4](#)

[Att 4 - Contracts Under \\$60,000 Q4](#)

[Att 5 - PARS Section 115 Trust Q4](#)

[Public Comment](#)

- 3B. [25-332](#) Receive Oral Update from Staff on Departmental Activities

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on August 8, 2025.

Stephanie Remington
Administrative Assistant

NOTICE TO THE PUBLIC

**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET
DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).