



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

Friday, February 14, 2025

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

SPECIAL MEETING

MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:03 PM.

ROLL CALL

Present: 2- Rafanan and Albin-Smith

1. APPROVAL OF MINUTES

None.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [24-1045](#)** Receive Ordinance 672 Results of the Ordinance 672 Annual Salary Survey and Receive Salary Recommendations for FBPA, Police Captain, Police Chief, Police Chief - Executive POST to be Effective January 1, 2025

Human Resources Manager, Juli Mortensen, summarized the staff report included in the agenda regarding the Results of the Ordinance 672 Annual Salary Survey.

Public Comment: Jacob Patterson.

Discussion: Recommendation was made to take the Salary Recommendations for FBPA, Police Captain, Police Chief, Police Chief - Executive POST to be Effective January 1, 2025, to Council as written.

- 3B. [24-1144](#)** Receive Recommendation to Increase Purchasing Authority for City Manager and Update Purchasing Policy

Administrative Analyst, Cristal Munoz, presented the proposal to increase the City Manager's signing authority from \$25,000 to \$45,000 aims to improve operational efficiency and address rising costs and complexities in municipal operations. This change would allow the City Manager to handle urgent needs promptly while reserving larger expenditures for Council oversight. It would also reduce administrative delays, streamline decision-making, and align with peer cities' practices, while maintaining strong internal controls for accountability.

Public Comment: Jacob Patterson.

Discussion: Councilmember Albin-Smith questioned the inclusion of the word "bidding" in the

procedures, in alignment with the public speaker's suggestion, which was agreed upon as an improvement to the process. Inflation was highlighted as a major factor contributing to the recommendation. Recommendation was made to bring to Council with the recommended changes.

3C. [24-1061](#) Receive Oral Update from Staff on Departmental Activities

Mortensen introduced and welcomed the new City Clerk, Diana Paoli, who will officially take the Oath of Office at the City Council Meeting on March 10, 2025. Munoz announced the Mill Site Visioning Workshop will be at 5:00 PM, February 25, 2025 at Town Hall. Mid-Term Budget Workshop will be at 3:30 PM, March 19, 2025 at Town Hall. Munoz provided updates on several City initiatives, including launch of new FMX reservation software for City of Fort Bragg facility rentals, which will soon be available online. She also discussed the planned upgrade of the volunteer app to facilitate easier access for volunteers wishing to contribute their time or expertise to City projects. Additionally, she shared information about the forthcoming website upgrade and reminded attendees that business licenses are due by 02/28/2025.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Rafanan adjourned the meeting at 4:44 PM.