



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

Monday, May 19, 2025

4:00 PM

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

Special Meeting

MEETING CALLED TO ORDER

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

ROLL CALL

Present: 2 - Tess Albin-Smith and Marcia Rafanan

COMMITTEE MEMBERS PLEASE TAKE NOTICE

ZOOM WEBINAR INVITATION

1. APPROVAL OF MINUTES

None.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [25-173](#) Receive Reportable Items Report Q1, Q2 & Q3 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](#)
[Treasurer's Report Q1-3 FY 25](#)
[Disbursement July 2024-March 2025](#)
[Contracts Under \\$25K Q1](#)
[Contracts Under \\$25K Q2](#)
[Contracts Under \\$25K Q3](#)
[2024-25 Q1 Contract Change Orders](#)
[2024-25 Q2 Contract Change Orders](#)
[2024-25 Q3 Contract Change Orders](#)

Finance Director Isaac Whippy presented staff report for period July, 2024, through March, 2025.

Discussion: Councilmember Albin-Smith asked clarifying questions on items presented.

Public Comment: Jacob Patterson

3B. [25-174](#) Receive Oral Update from Staff on Departmental Activities.

Finance Director Isaac Whippy reported City is working on draft budget to be presented to public and council the first or second week in June. City Manager Isaac Whippy reported on recruitment efforts and announced Stephanie Remington as new Administrative Assistant. Posting soon will be Broadband Director. Interviews for Senior Planner upcoming. Community Development Director and Public Information Liaison are still open positions.

4. MATTERS FROM COMMITTEE

ADJOURNMENT

Vice Mayor Rafanan adjourned the meeting at 4:17 PM