



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, November 1, 2017

11:00 AM

Town Hall, 363 N. Main Street

AMENDED

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:02 AM.

ROLL CALL

Staff Present: Police Chief Fabian Lizarraga, Administrative Coordinator Debbie Desmond, Finance Director Victor Damiani and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

- 1A. [17-565](#) Approve Minutes of October 4, 2017

A motion was made by Committee Member Lee, seconded by Chair Peters, that these Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [17-560](#) Receive Year-End Report and Budget Reconciliation for FY 2016-17 Asset Forfeiture Fund Expenditures

The Committee reviewed the asset forfeiture fund expenditure information prepared for this item. The committee report and detailed line items information was presented by Chief of Police Lizarraga and Administrative Coordinator Desmond further explained this information.

Public Comment:

None.

Discussion:

- * Chief Lizarraga explained each asset forfeiture fund expenditure line item in detail.
- * Due to Proposition 64, it is expected that State asset forfeiture funds will maintain at a line level or continue to diminish in the future. The Canine Program and the Task Force officer program will be greatly affected with the fund decrease and staff will have to find a way to sustain these programs. There was discussion about where the funds might come from in the future.
- * Rosetta Stone pay incentive for police and community service officers speaking Spanish was discussed. The department has not seen an increase in officers asking for the pay increase. The

officers are encouraging the use of the Rosetta Stone in community.

* There was discussion regarding an error in the General Supply line item number. Administrative Coordinator Desmond explained it was a technical error and it will be corrected in the final document.

* There was a suggestion to contact Annie Liner regarding CERT training and funds possibly coming out of asset forfeiture funds in future. Chief explained that this money is intended for gangs, drug prevention and training with youth. CERT funds are from another source.

This report was received and filed with correction.

3B. [17-567](#) Receive Oral Update from Staff on Departmental Activities

* Staff is working with Auditors onsite this week.

* Staff is working on Comprehensive Annual Financial Report (CAFR) in-house.

* Government Accountant II is working on the City Fee Schedule Update and this will be brought to the full Council on November 27th.

* Finance Director is working on first quarter report for FY 17/18 and anticipates it will be ready to bring to the Council on December 11th.

* Finance Technician III is learning complete payroll process by the first of the new year due to an upcoming retirement in the Finance Department.

* Possible change of due date for utility billing report for December 11th Council meeting.

* Government Accountant II went to a "Pay-By-Phone Service" presentation to learn about a possible new City service for paying water/sewer bills. This will be brought to the Finance and Administration Committee meeting in December.

* Staff is looking into a possible booth in lobby to train customers on paying utility bills on line with credit card.

4. MATTERS FROM COMMITTEE / STAFF

* Committee Member Lee inquired about Transient Occupancy Tax (TOT) delinquent accounts, Mr. Rahlf follow-up regarding due dates on water sewer bills, Mid-year budget reconciliation, and how the City Manager severance package affects budget.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:32 AM.