



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, August 21, 2024

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

SPECIAL MEETING

MEETING CALLED TO ORDER

Councilmember Rafanan called the meeting to order at 4:03 PM

ROLL CALL

Staff Present: City Manager Whippy, Administrative Assistant Reno.

Present: 2- Councilmember Rafanan and Councilmember Albin-Smith

1. APPROVAL OF MINUTES

- 1A. [24-766](#) Approve Minutes of May 08, 2024

The minutes of the May 8, 2024 Finance and Administration Committee were approved for Council Review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [24-898](#) Consideration to Implement a 5% Annual Salary Increase for City Council Members Effective from 2022 and Make Recommendation to the City Council

City Manager Isaac Whippy presented recommendations on 5% increase for City Council member salaries, increasing monthly payment \$510-561 (\$6, 732.00 annually). Last increase was done in 2021, approval in committee would move the approval process to City Council for approval. It was decided that this recommendation would be taken to City Council for approval.

Discussion: Clarification was given that this increase would not be a reoccurring increase.

Public Comment: Jacob Patterson.

- 3B. [24-903](#) Receive Reportable Items Report Q3 & Q4 FY 23/24: 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

City manager Isaac Whippy presented quarterly reports for January to June of 2024. The presented Treasurer's Report records a 19.9 million total investment balance, with review of investment balances, interests, and liquidity of funds. A comparison of historical rate trends and table of certificates of deposits is presented. The two presented Contracts Under \$25,000 Reports recorded from January to March and April to June listed all city contracts that the City Manager signed off on. Disbursement listing of checks written, contract change orders, and PARS (Public Agency Retirement Services) are also included in attached agenda files.

Public Comment: None.

Discussion: Clarification was given on the historical rate trends chart from the Treasurer's Report. Historical site signage plans were discussed.

3C. [24-740](#) Receive Oral Update from Staff on Departmental Activities

City Manager Isaac Whippy presented a review of the Finance Department audit schedule, findings will be presented to City Council when available. Due to a project involving water meter changes, some utility bill delays have been seen; late fees were waived during this time. Xpress Bill pay was launched for utility bill payments. RFP's for bank providers will happen soon. Recruitments inside the Administrative Department are moving forward.

Public Comment: None.

Discussion: A new Assistant Finance Director has been hired (Merilyn Tiriboyi).

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Councilmember Rafanan adjourned the meeting at 4:31 PM