



City of Fort Bragg

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Meeting Minutes 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

Chair Albin-Smith called the meeting to order at 4:15 PM.

ROLL CALL

City Staff: City Manager, Isaac Whippy, Assistant Finance Director, Marilyn Tiriboyi, Public Experience Liaison, Adelaide La Torre, Administrative Assistant, Stephanie Remington, and City Clerk, Diana Paoli.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

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

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

The minutes were approved by the Committee as presented.

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

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

The minutes were approved by the Committee as presented.

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

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

The minutes were approved by the Committee as presented.

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

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

The minutes were approved by the Committee as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

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](#)

The Committee reviewed the reports prepared by the Finance Department staff for this item. The reports were presented by City Manager, Isaac Whippy.

Public Comment: None.

Discussion: The Committee and staff discussion included City PARS investments and CalPERS dept. September committee meeting will discuss CalPERS budgeting issues moving forward. The current water study results are planned to be presented at the October committee meeting. There will be a report from financial advisors on UAL brought to City Council in September. The Committee asked clarifying questions.

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

Assistant Finance Director, Marilyn Tiriboyi presented interim audit scheduled for September 9-12 and a year-end audit scheduled for December 2-5 of this year. A water/wastewater study is being conducted currently with results to be presented to the Committee in October. City Manager, Isaac Whippy discusses recruitments moving forward for current and future job openings within the City Hall staff.

Public Comment: None.

Discussion: The Committee asked clarifying questions.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 4:50 PM.