



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, November 13, 2024

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

MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:04 PM

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

1. APPROVAL OF MINUTES

- 1A. [24-955](#) Approve minutes of the Finance and Administration Committee Special Meeting September 12, 2024

Minutes were approved for Council review

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [24-1018](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Sales Tax and Business Activity

Thomas Adams of Avenue Insights & Analytics presented an overview of Q2 fiscal year-end sales tax and business activity. He noted that while a reliable baseline has not yet been firmly established post pandemic and some fluctuation remains, the overall trend seems to be stabilizing as the market continues to adjust.

Public Comment: None.

Discussion: During discussion, Adams acknowledged that his presentation does not include the ballot transaction and use tax from Measure T and U.

- 3B. [24-1020](#) Receive Oral Update from Staff on Departmental Activities

Isaac Whippy announced the Finance Department will conduct its annual audit on December 19, 2024, and will prepare to close out FY 23/24 for presentation to the Council in January. Additionally, Finance is preparing the Q1 Financial Report for review by the Council. The Economic Development Department is also planning to distribute a survey to hear from our businesses on their level of satisfaction with current processes.

Public Comments: None.

Discussion: Whippy confirmed that the city sales tax rate is capped at 9.25% which may result if Measure U is approved.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Rafanan adjourned the meeting at 4:29 PM