



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda Finance and Administration Committee

---

Thursday, March 28, 2024

4:00 PM

Town Hall, 363 N. Main Street

---

### SPECIAL MEETING

#### MEETING CALLED TO ORDER

#### ROLL CALL

#### COMMITTEE MEMBERS PLEASE TAKE NOTICE

*Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.*

#### ZOOM WEBINAR INVITATION

*This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.*

*You are invited to a Zoom webinar.*

*When: Mar 28, 2024 04:00 PM Pacific Time (US and Canada)*

*Topic: FINANCE AND ADMINISTRATION COMMITTEE*

*Please click the link below to join the webinar:*

*<https://us06web.zoom.us/j/81107880182>*

*Or Telephone:*

*Dial (for higher quality, dial a number based on your current location):*

*+1 669 444 9171 US*

*Webinar ID: 811 0788 0182*

*To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to Amber Weaver, Administrative Assistant: [aweaver@fortbragg.com](mailto:aweaver@fortbragg.com)*

#### 1. APPROVAL OF MINUTES

- 1A. [24-636](#) Approve Minutes of February 14, 2024

**Attachments:** [FIN ADMIN MINS 02-14-2024](#)

#### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

#### 3. CONDUCT OF BUSINESS

- 3A. [24-674](#) Receive Reportable Items Report: 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](#)  
[Contracts Under \\$25K Q1 & Q2](#)  
[Treasurer's Report Q1+Q2 FY 24](#)  
[PARS- Section115 Trust](#)  
[Disbursements Listing July- Dec 2023](#)  
[Change Orders Q2](#)  
[Change Orders Q1](#)  
[PUBLIC COMMENT](#)

#### **4. MATTERS FROM COMMITTEE / STAFF**

#### **ADJOURNMENT**

#### **NOTICE TO THE PUBLIC**

#### **DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

#### **ADA NOTICE AND HEARING IMPAIRED PROVISIONS:**

*It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.*

*If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.*

*This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).*

STATE OF CALIFORNIA     )  
  )ss.  
COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on March 27, 2024.

---

Amber Weaver, Administrative Assistant