



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
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## Meeting Agenda Finance and Administration Committee

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Wednesday, October 21, 2020

3:00 PM

Town Hall, 363 N. Main Street

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### Special Meeting

#### MEETING CALLED TO ORDER

#### ROLL CALL

*DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, the FINANCE AND ADMINISTRATION COMMITTEE AND STAFF WILL BE PARTICIPATING BY VIDEO CONFERENCE IN THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF WEDNESDAY, OCTOBER 21, 2020.*

*In compliance with the Shelter-in-Place Orders of the County and State, The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made in any of the following ways: (1) By joining the Zoom video conference, (2) Through the City's online eComment agenda feature, (3) Emailed to Administrative Assistant Cristal Munoz, [cmunoz@fortbragg.com](mailto:cmunoz@fortbragg.com), or (4) Written comments delivered through the drop-box for utility payments to the right of the front door at City Hall, 416 N. Franklin Street.*

*We appreciate your patience and willingness to protect the health and wellness of our community and staff. If you have any questions regarding this meeting, please contact Administrative Assistant Cristal Munoz, [cmunoz@fortbragg.com](mailto:cmunoz@fortbragg.com), 707-964-2823 ext. 100.*

#### ZOOM WEBINAR INVITATION

*Join Zoom Meeting*

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

*<https://zoom.us/j/95902942848>*

*TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN IT IS TIME FOR PUBLIC COMMENT.*

- 1. APPROVAL OF MINUTES**
- 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**
- 3. CONDUCT OF BUSINESS**

- 3A. [20-883](#)** 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, PRA Request Report, and Disbursements Listing

**Attachments:** [10212020 Q1 Staff Report Reportable Items](#)

[Att 1: Treasurer's report Q1 FY 20-21](#)

[Att 2: Disbursements Report Q1](#)

[Att 3: PRA Summary Report Q1 FY 20-21](#)

[Att 4: Contracts Under \\$25K - 7-1-2020 - 9-30-2020](#)

[Public Comment](#)

- 3B. [20-882](#)** Cost Allocation Plan Update

**Attachments:** [CAP Staff Report](#)

[Att 1: CAP Report Compare](#)

- 3C. [20-886](#)** Receive Oral Update from Staff on Departmental Activities

#### 4. MATTERS FROM COMMITTEE / STAFF

#### ADJOURNMENT

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 October 16, 2020.

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Cristal Munoz, Administrative Assistant

#### 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).*