



City of Fort Bragg

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Meeting Agenda Finance and Administration Committee

Wednesday, August 10, 2022

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

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 by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Administrative Assistant Diana Sanchez, dsanchez@fortbragg.com.

ZOOM WEBINAR INVITATION

*You are invited to a Zoom webinar.
When: Aug 10, 2022 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/89168517217>
Or Telephone:*

*Dial (for higher quality, dial a number based on your current location):
US: +1 669 444 9171 or +1 720 707 2699 (*6 mute/unmute, *9 raise hand)
Webinar ID: 891 6851 7217*

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.

1. APPROVAL OF MINUTES

- 1A. [22-388](#)** Approve Minutes of June 8, 2022 Finance and Administration Committee Meeting

Attachments: [FAC 06082022](#)

- 2B. [22-309](#) Approve Minutes of June 21, 2022

Attachments: [FAC 06212022](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [22-401](#) Receive Report from the City's Sales Tax Consultant- Thomas Adams of Avenue Insights & Analytics on Quarter 1 2022 Sales Tax and Business Activity

Attachments: [Q1 2022 Sales Tax Update](#)

- 3B. [22-405](#) Receive Report, Review Proposed Fees Schedule and Consider Making a Recommendation to the City Council to Conduct a Public Hearing to Review City-Wide Fees for Fiscal Year 2022-2023

Attachments: [Staff Report](#)
[Proposed City Wide Fee Schedule FY 22/23](#)
[Public Comment 3B](#)

- 3C. [22-400](#) 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: [Q4 FY 2021-22 Staff Report Reportable Items](#)
[Treasurer's Report Q4 FY 21-22](#)
[Contracts Under \\$25K - 4-1-2022 - 6-30-2022](#)
[Change Orders Q4](#)
[Disbursements Q4 FY 21-22](#)

- 3D. [22-406](#) 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 August 5, 2022.

Diana Sanchez
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).