



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, October 5, 2016

3:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:03 PM

ROLL CALL

Others in Attendance: City Manager Linda Ruffing, Finance Director Victor Damiani, Chief of Police Fabian Lizarraga, Administrative Assistant Debbie Desmond and Administrative Assistant Brenda Jourdain.

Present: 2 - Doug Hammerstrom and Dave Turner

1. APPROVAL OF MINUTES

1A. [16-397](#) Approve Minutes of Special Meeting of September 8, 2016

Chair Turner requested that the word digression on page 2 be changed to discretion.

A motion was made that these Committee Minutes be approved as amended for Council review. The motion carried by a unanimous vote.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

3A. [16-400](#) Receive Annual Report and Budget Reconciliation for FY 2015-16 Asset Forfeiture Fund Expenditures

The Committee reviewed the Annual Report and Budget Reconciliation for the FY 2015-16 Asset Forfeiture Fund Expenditures attached in the report prepared for this item. Police Chief Lizarraga presented the summary report and answered questions.

Public Comment: None.

Following discussion, the Committee accepted the Annual Report and Budget Reconciliation for the FY 2015-16 Asset Forfeiture Fund Expenditures.

This report is received and accepted.

3B. [16-396](#) Receive Report and Make Recommendation to City Council Regarding Cost Allocation Methodology for Facilities Maintenance & Repair Internal Service Fund and FY 2016/17 Budget Amendment.

Finance Director Victor Damiani reviewed the Summary Report and Cost Allocation Chart prepared for this item and answered questions.

Public Comment: None.

During discussion, the Committee expressed concern about how the facility projects are categorized, are they enterprise projects or general fund projects and how are they funded for next year. Following discussion, the Committee Members directed staff to bring this matter to the full Council under Conduct of Business in November.

This matter was referred to staff to bring to a future City Council meeting.

- 3C. [16-394](#)** Receive Report and Make Recommendation to City Council and MID Board Regarding Repayment of Prior Year Over-allocations of Non-Personnel Overhead Costs

Finance Director Victor Damiani reviewed the Summary Report prepared for this item and answered questions.

Public Comment on this item was received from Scott Menzies.

Discussion: After discussion of this item, the Committee directed staff to prepare resolutions regarding a proposed corrective action plan for consideration by the City Council/Municipal Improvement District Board in November. The plan will include a \$2 million cash repayment and fixed assets transfer from the General Fund to the Water and Wastewater Enterprise Funds.

This Staff Report was referred to staff for preparation of resolutions regarding a corrective action plan for presentation to the City Council.

- 3D. [16-398](#)** Receive Oral Update from Staff on Departmental Activities

The Finance Department is working with Rural Community Assistance Corporation to perform a rate study for our grants for the Wastewater Treatment Facility Project. This will be brought to a future Finance and Administration Committee meeting.

The Auditors are on site this week closing out the FY2015-16 year end.

Transient Occupancy Tax preliminary numbers for FY2015-16 are up from FY 2014-15.

MATTERS FROM COMMITTEE / STAFF

City Manager Ruffing reported on the All Employee Meeting, the Employee Recognition Committee chili cookoff, and noted that the next regular meeting of the Finance and Administration Committee will be on December 7.

ADJOURNMENT

Chair Turner adjourned the meeting at 4:04 PM