



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Monday, January 8, 2018

4:00 PM

Town Hall, 363 N. Main Street

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### Special Meeting

#### MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 4:06 PM.

#### ROLL CALL

Staff Present: City Manager Linda Ruffing, Finance Director Victor Damiani, Government Accountant II Isaac Whippy and Administrative Assistant Brenda Jourdain.

Others in Attendance: Joe Arch of JJACPA.

**Present:** 2 - Lindy Peters and Will Lee

#### 1. APPROVAL OF MINUTES

1A. [17-667](#) Approve Minutes of December 6, 2017

A motion was made by Committee Member Peters, seconded by Committee Member Lee, that these Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

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

#### 3. CONDUCT OF BUSINESS

3A. [18-006](#) Receive Report and Consider Making Recommendation to City Council Regarding Transfer of 11.6-Acre Noyo Center Parcel to Noyo Center for Marine Science Non-Profit Organization

The Committee reviewed the report prepared for this item. The committee report was presented by City Manager Ruffing who further explained the information in report.

Public Comment:

\* Noyo Center Board President Peter O'Donohue and Sheila Semans, Executive Director, Noyo Center for Marine Science - Sheila explained the proposed boundaries and including the wetland swale.

Discussion:

\* Ruffing suggested to Council Committee: 1. Do some minor adjustments to property boundaries prior to transfer to Noyo Center. 2. Place in transfer agreement a timeframe of 10 years for Noyo Center to successfully develop the Noyo Center for Marine Science facility. If unsuccessful, the property title could revert back to City.

\* There was discussion on financial contributor's involvement apart from City contribution, property boundaries, trail by Crow's Nest, vehicular traffic and public safety, infrastructure as far as water

and wastewater, boundary adjustment and transfer as part of development plan.

**Committee recommends proceeding with transfer of 11.6-Acre Noyo Center Parcel to Noyo Center for Marine Science Non-Profit Organization property transfer and moving forward to the full Council for action.**

- 3B. [17-644](#)** Receive Presentation from JJACPA, Inc. and Finance Director Victor Damiani on the Comprehensive Financial Report (CAFR) for the Year Ended June 30, 2017 for the City of Fort Bragg

The Committee reviewed the report prepared for this item. The committee report was presented by Finance Director Damiani who further explained the management discussion and analysis, and key points of information in the CAFR report.

Public Comment:

\* None.

Discussion:

\* There was discussion on landfill closure liability, past cost over allocations and revenue options in budget process.

\* Damiani was commended by Committee for his work on the CAFR.

**No action was taken. This report is for information only.**

- 3C. [17-645](#)** Receive FY 2017-18 First Quarter Financial Report

The Committee reviewed the report prepared for this item. The committee report was presented by Finance Director Damiani who further explained information in the report.

Public Comment:

\* None

Discussion:

\* The report is intended to give committee and community a financial overview.

\* Peters gave appreciation of Damiani's reporting and tracking of how the AA/AB funds are being spent.

**No action was taken. This report is for information only.**

- 3D. [18-004](#)** Review Report of Contracts Under \$25,000 for October 1, 2017 through December 31, 2017

The Committee reviewed the contracts as outlined in the report prepared for this item.

Public Comment:

\* None.

Discussion:

\* There was discussion on Wanger Jones Helsley and Nor-Cal Telecom contracts.

**No action was taken. This report is for information only.**

- 3E. [17-666](#)** Receive Oral Update from Staff on Departmental Activities

\* Completed sending out over 950 business license renewal notices, 2017 W'2 and 1099 filings.

\* Payroll team is preparing for new tax rates.

\* Preparing for interviews for Temporary Finance Technician position.

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

\* None.

#### **ADJOURNMENT**

Chair Peters adjourned the meeting at 5:10 PM.