



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, February 7, 2018

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:01 PM.

ROLL CALL

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

Councilmember Mike Cimolino sat in the place of Committee Member Will Lee.

Present: 2 - Lindy Peters and Michael Cimolino

Absent: 1 - Will Lee

1. APPROVAL OF MINUTES

1A. [18-046](#) Approve Minutes of January 8, 2018 Special Meeting

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

* Jacob Patterson - Interim City Manager until new City Manager is employed, moving date of Mid-Year City budget review due to new City Manager appointment.

3. CONDUCT OF BUSINESS

3A. [18-036](#) Receive Report And Consider Recommendation To City Council As to the Sufficiency of the City's Cost Allocation Plan Cost Drivers

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

Public Comment:

* None.

Discussion:

* Committee and Staff discussed: Cost allocation drivers, who allocates staff time and how it is recorded in budget, the way employees record staff time on timesheets, possible decline in general fund due to misallocation, accuracy of current allocations, pro's and con's for use of a consultant and or program to do a recalculation of allocations, improvements the finance department have done regarding allocations.

No recommendation was provided by the Committee.

3B. [18-044](#) Receive Oral Update from Staff on Departmental Activities

- * Business License Renewal continued.
- * Utility Billing due date has changed and will be in affect at next billing cycle. The public will be notified.
- * Finance will meet with each department regarding Mid-Year Budget report.
- * New Finance Technician II will start employment on February 21st.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:33 PM.