



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes Finance and Administration Committee

Wednesday, November 7, 2018

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:00 AM.

ROLL CALL

Staff Present: City Manager Tabatha Miller, Finance Director Victor Damiani, Administrative Services Director Scott Schneider and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

1A. [18-442](#) Approve Minutes of October 3, 2018

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

* None.

3. CONDUCT OF BUSINESS

3A. [18-440](#) Receive a Status Update on Legal Services Provided to the City from the Law Offices of Jones & Mayer

The Committee reviewed the report prepared for this item. The committee report was presented by City Manager Miller who further gave a detailed overview of the legal services and actual bankable hours spent and needed provided to the City from the Law Offices of Jones & Mayer. She also mentioned the possibility of hiring a labor attorney for negotiations in 2019.

Public Comment:

None.

Discussion:

* The Committee and staff discussed: how legal service bankable hours are calculated and used and how it affects the City's finances; possible training with staff & Council that the Attorney can help the City with; the history and current use of attorney services; the need for the City Attorney to come to every City Council meeting; the use of a conference call with the City Attorney at city meetings instead of incurring attorney travel expenses; and does this item need to be revisited every year.

* It was mentioned that there is a Closed Session scheduled on the Tuesday, November 13 City

Council Meeting for this item.

Committee recommends reducing the number of hours and trips to Fort Bragg for City Attorney services from the Law Office of Jones & Mayer in the Retainer Agreement and create an amendment to the contract agreement to bring to full Council for possible consideration.

3B. [18-441](#)

Receive Report and Consider Recommended Changes to Annual Fee Schedule Adjustments

The Committee reviewed the report prepared for this item. The committee report was presented by City Manager Miller who further explained in detail the changes to the Annual Fee Schedule Adjustments.

Public Comment:

* Jacob Patterson - asked a question about using the CPI-U instead on staff costs. He agrees that every year is too often to revisit the increase in fee schedule.

* Rex Gressett - commented on records request fees and staff time spent. He believes an increase of records requests is a way to be transparent and needs to be done. It is an exercise of Democracy. He wants to meet the City half way.

Discussion:

The Committee and staff discussed:

1. The amount of revenue made from these fees and revisiting a full analysis of the fee schedule every 3 years.
2. Waving or reinstating of Parking in-Lieu fees and possible recalculating of these fees; Bringing Skunk Train parking lot fees discussion to new full Council.
3. Public Records request fees, getting legal opinion on a fee increase, a charge for staff time for monitoring the viewing of records request information, a better use of staff time and if we can charge for this. The Committee agrees there is way too many hours spent doing records requests and this item should go to full council for review. The City Manager will like to put resolutions and other documents on the website for the public to help reduce the number of records requests submitted. This will help manage requests. The Committee likes public participation and even records requests but within reason.

Committees recommendation to Council is changing the City's methodology in setting the annual fee schedule from a full annual analysis to a full analysis every three years. The Committee requests bring the Parking in Lieu fees and Public Records Request items to the full Council for review.

3C. [18-429](#)

Receive Report Regarding Proposed Audit and Outsourcing Administration of The City's Transient Occupancy Tax Revenue Stream and Provide Direction to Staff

The Committee reviewed the report prepared for this item. The committee report was presented by Finance Director Damiani who further explained the proposed audit and outsourcing administration of the City's transient occupancy tax (TOT) revenues stream. He also commended on when the last audit had been done and recommends a TOT audit to be done.

Public Comment:

* None.

Discussion:

* Committee discussed the need of a possible notice to be sent out to the Hotels regarding this

subject, can staff do an informal survey of the Hotels and possibly educate the lodging industry of the benefits of the audit to them and the City.

* It was mentioned that this item can be brought to the budget workshop of FY 19/20.

The Committee requests bring this item to the new full Council for review in the future.

3D. [18-415](#) Receive Oral Update from Staff on Departmental Activities

* Auditors are finishing the CAFR. We have a clean exit report from them.

* Finance Director Damiani is working on a Banking Request for Proposals with a timeline of releasing it early in 2019 and implementing it later in the year.

The Committee requests bring this item to the new full Council for review in the future.

4. MATTERS FROM COMMITTEE / STAFF

* None.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:47 AM.