



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Monday, January 28, 2019

11:00 AM

Town Hall, 363 N. Main Street

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### Special Meeting

#### 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, Senior Government Accountant II Isaac Whippy and Administrative Assistant Brenda Jourdain.

Present: 2 - Tess Albin-Smith and Lindy Peters

#### 1. APPROVAL OF MINUTES

1A. [19-051](#) Approve Minutes of December 5, 2018

These Committee Minutes were approved and will be forwarded for City Council review.

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

None.

#### 3. CONDUCT OF BUSINESS

3A. [19-041](#) Receive Presentation From JJACPA, INC. and Finance Director Victor Damiani on the Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2018 for the City of Fort Bragg and Consider Accepting the CAFR as Presented

Finance Director Damiani gave an overview of the Comprehensive Annual Financial Report (CAFR) prepared for this item and explained that Joseph Arch of JJACPA was unable to be at this meeting but will attend tonight's City Council Meeting. Damiani explained in detail the three major sections of the report that include: Introductory Section, Financial Section and Statistical Section. Damiani then answered questions on the CAFR.

Public Comment:

\* None.

Discussion:

\*Damiani explained that this document is used not only for our staff and Council. It is used by all entities doing business with the City of Fort Bragg. He pointed out that in the Auditor's

Communications Letter that the report is excepted as is. We have a clean report in all financial material respects. This is the best opinion given.

\* Committee Member Albin-Smith had a question regarding the Sales Tax report (Business to Business category) having a decrease of revenue. Staff will follow up with auditor on the reason for the downward trend.

\*Chair Peters had a question regarding increase in personnel costs. Staff explained COLA's and pension increase in 2017/18 made this change in expenses.

\* Chair Peters noted, in the past, the City was very optimistic regarding forecasting revenue from Sales and TOT tax and the Council asked staff to forecast realistic. Staff accomplished this task. He commended Finance Director Damiani on this accomplishment.

\* Committee Member Albin-Smith had a question regarding new diesel requirements on vehicles and equipment. Staff will follow up on this question.

\* Economic outlook is tentative due to considerable pension costs that will continue to increase. Committee Member Albin-Smith inquired if there are any workshops for Council to attend on the subject of increase of pension costs. Staff replied that the League of California Cities has workshops, seminars and committees regarding this subject and will inform her if they have a policy meeting on this subject. Chair Peters has attended a League of California Cities seminar on this subject.

**This report was received as presented and forwarded to full Council for review.**

**3B. [19-042](#)** Receive FY 2018-19 First Quarter Financial Report

The Committee reviewed the report prepared for this item. The committee report was presented by Senior Government Accountant II Whippy who summarized the Introduction, General Fund Financial Summary, Measure AA/AB, Water Enterprise Fund Financial Summary, Wastewater Enterprise Fund Financial Summary and Treasurer's Report. This report was prepared by the City Finance Department staff.

Public Comment:

\* None.

Discussion:

\* There was discussion regarding Transient Occupancy Tax (TOT), sales tax, parking revenue, intergovernmental (Grant Administration) revenue and Wastewater Enterprise revenue vs. expenditures.

**This report was received and forwarded to full Council for review.**

**3C. [19-053](#)** Receive Oral Update from Staff on Departmental Activities

\* Damiani commend Whippy on his first time preparing the FY 2018-19 First Quarter Financial Report.

\* Damiani provided a library of learning information called "An Elected Officials Guide" to Committee and Council that can be checked out from the Finance Department.

\*Finance Department is busy with year-end filings, 1099's, W2's, 941's, business license renewals and staff is preparing for the upcoming budget workshops.

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

\*Miller explained why the City is still having the regular scheduled February 6, 2019 Finance and Administration meeting. This meeting is regarding Goals and Priorities for the upcoming year to recommend to Council and asked Committee members to be ready with ideas for this next meeting.

#### **ADJOURNMENT**

Chair Peters adjourned the meeting at 11:56 AM.