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City of Fort Bragg

Meeting Minutes
Finance and Administration Committee

Wednesday, June 5, 2019 | **11:00 AM** | **Town Hall, 363 N. Main Street**

MEETING CALLED TO ORDER

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

ROLL CALL

Staff Present: Finance Director Victor Damiani and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. 19-280 Approve Minutes of April 3, 2019

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

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

* None

3. CONDUCT OF BUSINESS

3A. 19-292 Receive Quarterly Reportable Items Reports

The Committee reviewed the reports prepared by the City Finance Department staff for this item. The reports were presented by Finance Director Damiani who summarized Contracts under $25K for Second Quarter. He also presented and explained in detail the Third Quarter Treasurer's Report, Contracts under $25K, Contract Change Orders, Interdepartmental Budget Transfer Report and Disbursements Listings. He also mentioned the City Investment Officer told us that there is a 90% chance the Federal will decrease rates in the near future.

Public Comment:

* Jacob Patterson - spoke about the disbursement report on page 15, specifically about the Rossi's payment for the product Weed and Feed. He thought there was a policy regarding not using these chemicals. He asked Chair Peters to follow up on this.

Discussion:

* The Contract payment to Cublic was discussed.
* There was clarification on what is overpayment of disbursements.

These reports were received and forwarded to full Council for review.

3B. 19-276 Receive Oral Update from Staff on Departmental Activities

Finance Director Damiani reported on the following: Budget is substantially done and will go to full Council, Banking RFP released in June, Smart safe, RBI Pay by Phone System, in July year-end close will start, auditors on site July 9-12, and adding more financial reports to the Finance Page on City Website.

4. MATTERS FROM COMMITTEE / STAFF

* None.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:11 AM.