



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, April 3, 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: City Manager Tabatha Miller, Finance Director Victor Damiani, and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Tess Albin-Smith

1. APPROVAL OF MINUTES

1A. [19-117](#) Approve Minutes of February 6, 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

Chair Peters moved Item 3B before Item 3A.

3B. [19-162](#)

Receive Demonstration of OpenGov Budgeting and Financial Transparency Platform

City Manager Miller gave an overview of the report and introduced Andrew Kercado, Account Executive who demonstrated the OpenGov software. She noted that the OpenGov data platform proposed for the City of Fort Bragg is currently used by many municipalities and will be very useful for budgeting purposes and will promote transparency.

Public Comment:

- Jacob Patterson - He will personally use this information through OpenGov and feels it will be useful to city staff. He will like customized reports. He agrees it is time consuming to keep data current.

Discussion:

Committee and staff discussed the ease of use of the program for local citizens, possible tutorial on website, viewing project detail, amount of Finance staff time needed to import

information and data into program, elimination of time spent on records request, hackable security of program, program affects with power and broadband outages, program use for budget purposes and cost of platform & software.

This item is for information only. Committee recommends staff to pursue OpenGov software further and bring this to full Council for further discussion at the budget session tentatively scheduled for May 16.

3A. [19-151](#) Receive Report and Make Recommendation to Staff Regarding Proposed Municipal Code Change to Provide Business License Exemption for Rental of Less Than Four Dwelling Units

Finance Director Victor Damiani gave an overview of the report and the proposed municipal code changes to provide business license exemption for rentals of less than four dwelling units. He mentioned that other cities have an exemption for a small number of rental dwelling units.

Public Comment:

- Maryanne McGee - Spoke about fee prices. She mentioned it is based on gross income not net income. She will like it brought to new landlords and staff needs to enforce the fee. A Group Home should need to have a business license. She supports this.

Discussion:

- Committee discussed changing wording from "Less than four dwelling Units" to say "Three or less dwelling units", revise dwelling unit definition regarding wording "congregate residence for ten (10) or less persons."

Committee asked staff to amend sections 5.04.010 and 5.04.080 of the City's municipal code with the above changes and bring it forward to the full Council for review.

3C. [19-116](#) Receive Oral Update from Staff on Departmental Activities

* Finance Department is finishing business license annual renewal process.

4. MATTERS FROM COMMITTEE / STAFF

* None.

ADJOURNMENT

Chair Peters adjourned the meeting at 11:56 AM.