



# City of Fort Bragg

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## Meeting Minutes Finance and Administration Committee

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Wednesday, August 7, 2019

11:00 AM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

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

### ROLL CALL

Staff Present: City Manager Tabatha Miller, Government Accountant II Isaac Whippy and Administrative Assistant Brenda Jourdain.

Present: 2 - Lindy Peters and Tess Albin-Smith

### 1. APPROVAL OF MINUTES

1A. [19-364](#) Approve Minutes of June 5, 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. [19-380](#) Receive Oral Presentation from the City's Sales and Use Tax Consultant, Muni Services

Chair Peters introduced Thomas Adams of Muni Services. Mr. Adams provided a detailed oral presentation analysis and reporting on sales and use tax results for the benefit of the Committee members and public regarding January - March calendar year 2019 first quarter results. He also provided details regarding Sales Tax Performance Analysis by Quarter, City of Fort Bragg Sales & Use Tax forecast and gave a summary on each section of the Legislative Policy Update handout provided to the Committee. He mentioned the overall economy is fairly strong.

Public Comment:

\*None.

Discussion:

\* There was discussion regarding: Wayfare tax, transportation sales tax, Policy Update handout information, and any recommendations regarding legislative bills the City should write a support letter.

This presentation was for information only.

- 3B.** [19-371](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

The Committee reviewed the reports prepared for this item. The committee report was presented by Government Accountant II Whippy which included the: Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract and Disbursements Listing for quarter four.

Public Comment:

\* None.

Discussion:

\* There was discussion regarding: The process of which the City invests money into CD's and funds, Smart Safe expenses, Parents & Friends Archeology Study, Cost effectiveness of postage meter and Wahlund change orders for Wastewater Treatment Facility.

**These reports were accepted as provided by staff and filed by the Committee.**

- 3C.** [19-363](#) Receive Oral Update from Staff on Departmental Activities

Government Accountant II Whippy reported on the following:

- \* Staff is currently working on FY18/19 year-end close and preparing for audit first weekend in October.
- \* Request for Proposal for Banking & Print Services is out and staff will bring results to Council in September.
- \* Transient Occupancy Tax Audit with Muni Services. They have selected hotels and will implement in September.
- \* Pay-over-the-phone system has been installed and will roll out to public at the end of this month.
- \* Installed a small kiosk at Finance Department counter to pay water bills on own with customer survey available for feedback on service.

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

\* None.

#### **ADJOURNMENT**

**Chair Peters adjourned the meeting at 11:50 AM.**