



City of Fort Bragg

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

Meeting Agenda Finance and Administration Committee

Wednesday, April 9, 2025

4:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar.

When: April 9, 2025 04:00 PM Pacific Time (US and Canada)

Topic: FINANCE AND ADMINISTRATION COMMITTEE

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87268789377>

*Or Telephone: +1 669 444 9171 US (*6 mute/unmute, *9 raise hand)*

Webinar ID: 872 6878 9377

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to cityclerk@fortbragg.com.

1. APPROVAL OF MINUTES

- A. [25-47](#) Approve Minutes of February 14, 2025

Attachments: [FIN ADMIN MINS 02-14-2025](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [25-103](#) Receive Update About Blue Economy Initiatives
- 3B. [25-102](#) Receive Oral Update from Staff on Departmental Activities

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on April 4, 2025.

Diana Paoli
City Clerk

NOTICE TO THE PUBLIC

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

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Text File

File Number: 25-47

Agenda Date: 4/9/2025

Version: 1

Status: Consent Agenda

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: A.

Approve Minutes of February 14, 2025



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Meeting Minutes Finance and Administration Committee

Friday, February 14, 2025

4:00 PM

Town Hall, 363 N. Main Street and Via Video Conference

SPECIAL MEETING

MEETING CALLED TO ORDER

Chair Rafanan called the meeting to order at 4:03 PM.

ROLL CALL

Present: 2- Rafanan and Albin-Smith

1. APPROVAL OF MINUTES

None.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A.** Receive Ordinance 672 Results of the Ordinance 672 Annual Salary Survey and Receive Salary Recommendations for FBPA , Police Captain, Police Chief, Police Chief - Executive POST to be Effective January 1, 2025

Human Resources Manager, Juli Mortensen, summarized the staff report included in the agenda regarding the Results of the Ordinance 672 Annual Salary Survey.

Public Comment: Jacob Patterson.

Discussion: Recommendation was made to take the Salary Recommendations for FBPA, Police Captain, Police Chief, Police Chief - Executive POST to be Effective January 1, 2025, to Council as written.

- 3B.** Receive Recommendation to Increase Purchasing Authority for City Manager and Update Purchasing Policy

Administrative Analyst, Cristal Munoz, presented the proposal to increase the City Manager's signing authority from \$25,000 to \$45,000 aims to improve operational efficiency and address rising costs and complexities in municipal operations. This change would allow the City Manager to handle urgent needs promptly while reserving larger expenditures for Council oversight. It would also reduce administrative delays, streamline decision-making, and align with peer cities' practices, while maintaining strong internal controls for accountability.

Public Comment: Jacob Patterson.

Discussion: Councilmember Albin-Smith questioned the inclusion of the word "bidding" in the

procedures, in alignment with the public speaker's suggestion, which was agreed upon as an improvement to the process. Inflation was highlighted as a major factor contributing to the recommendation. Recommendation was made to bring to Council with the recommended changes.

3C. Receive Oral Update from Staff on Departmental Activities

Mortensen introduced and welcomed the new City Clerk, Diana Paoli, who will officially take the Oath of Office at the City Council Meeting on March 10, 2025. Munoz announced the Mill Site Visioning Workshop will be at 5:00 PM, February 25, 2025 at Town Hall. Mid-Term Budget Workshop will be at 3:30 PM, March 19, 2025 at Town Hall. Munoz provided updates on several City initiatives, including launch of new FMX reservation software for City of Fort Bragg facility rentals, which will soon be available online. She also discussed the planned upgrade of the volunteer app to facilitate easier access for volunteers wishing to contribute their time or expertise to City projects. Additionally, she shared information about the forthcoming website upgrade and reminded attendees that business licenses are due by 02/28/2025.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Rafanan adjourned the meeting at 4:44 PM.



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Text File

File Number: 25-103

Agenda Date: 4/9/2025

Version: 1

Status: Consent Agenda

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Update About Blue Economy Initiatives



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Text File

File Number: 25-102

Agenda Date: 4/9/2025

Version: 1

Status: Consent Agenda

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3B.

Receive Oral Update from Staff on Departmental Activities