



**CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

---

**COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** July 1, 2015  
**TO:** Finance & Administration Committee  
**FROM:** Linda Ruffing, City Manager;  
Ginny Feth-Michel Assistant City Manager  
**AGENDA ITEM TITLE:** **Continue Discussion Regarding Purchasing Ordinance, Informal Bidding Procedures Ordinance, and Resolution Reconfirming Election to Become Subject to the Uniform Construction Cost Accounting Procedures and Make Recommendation to Council**

---

**ISSUE:**

On October 2, 2013 and again on November 6, 2013, City staff presented a detailed report to the Finance & Administration Committee regarding proposed updates to Fort Bragg Municipal Code (FBMC) Chapter 3.20, which governs purchasing, procurement and leasing of supplies, equipment, and services. The updates include a procedure to allow informal bidding procedures in certain circumstances, consistent with the Uniform Public Construction Cost Accounting Act. This item was brought back to the Finance & Administration Committee at a special meeting on June 23, 2015 for further discussion and continued to the June 29, 2015 regular meeting.

**SUMMARY:**

At the June 23, 2015 meeting, the Committee recommended changes to the draft purchasing ordinance as follows:

- Cap the purchasing authority of the City Manager at \$25,000.
- Limit the positions to which the City Manager can delegate authority to sign contracts.
- Provide clarification of what it means for a contract to be "budgeted."

The Committee also requested that staff reports and attachments from prior discussions be distributed in Legistar. The following documents are attached to this staff report:

1. June 23, 2015 FAC staff report re: purchasing ordinance
2. November 6, 2013 FAC staff report re: purchasing ordinance
3. October 2, 2013 FAC staff report re: purchasing ordinance
4. November 6, 2013 FAC minutes
5. October 2, 2013 FAC minutes
6. Administrative Regulation No. P-4 "Purchasing"
7. 2015 Draft Purchasing Ordinance

8. 2015 Draft Informal Bidding Ordinance
9. 2015 RESO Reconfirming Uniform Cost Accounting Rules

**RECOMMENDATION:**

Staff is seeking input from the Finance & Administration Committee regarding the new purchasing procedures and will revised the draft ordinances, as necessary, prior to bringing them forward to the City Council for discussion and action.

**ATTACHMENTS:**

1. June 23, 2015 FAC staff report re: purchasing ordinance
2. November 6, 2013 FAC staff report re: purchasing ordinance
3. October 2, 2013 FAC staff report re: purchasing ordinance
4. November 6, 2013 FAC minutes
5. October 2, 2013 FAC minutes
6. Administrative Regulation No. P-4 "Purchasing"
7. 2015 Draft Purchasing Ordinance
8. 2015 Draft Informal Bidding Ordinance
9. 2015 RESO Reconfirming Uniform Cost Accounting Rules
10. FBMC Chapter 3.20 (Current)