



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Tuesday, June 23, 2015

1:30 PM

City Hall Conference Room, 416 N. Franklin Street

SPECIAL MEETING

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 1:35 PM.

ROLL CALL

Present: 4 - Doug Hammerstrom, Dave Turner, Linda Ruffing and Ginny Feth-Michel

APPROVAL OF MINUTES

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

15-236

Receive Report Regarding Updated Purchasing Ordinance, Informal Bidding Procedures Ordinance, and Resolution Reconfirming Election to Become Subject to the Uniform Construction Cost Accounting Procedures and Make Recommendation to City Council

Assistant City Manager Feth-Michel presented the staff report and explained that there are two ordinances proposed. The first is a revised purchasing ordinance that is intended to tighten up and clarify the City's purchasing regulations. The second is an ordinance that will allow the City to use an "informal bidding" process under the Uniform Construction Cost Accounting Act procedures.

Committee members recommended that the ordinances be revised to narrow down the delegation of purchasing authority to select positions rather than allowing the City Manager to delegate that authority to anyone. The Committee also recommended that the purchasing ordinance establish a \$25,000 threshold for the City Manager's approval of contracts. They clarified that the City Manager can negotiate contracts up to \$45,000 but contracts over \$25,000 or which were not budgeted would need Council authorization.

Councilmember Hammerstrom requested that staff provide the full record of past discussions of the purchasing ordinance.

This Staff Report was referred to staff for revisions to the ordinances; action on the item was continued to a meeting of the Finance and Administration Committee on July 1, 2015.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Turner adjourned the meeting at 2:10 PM.