



City of Fort Bragg

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

Meeting Minutes Finance and Administration Committee

Thursday, September 8, 2016

10:00 AM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 10:10 AM

ROLL CALL

Staff Present: City Manager Linda Ruffing, Administrative Services Director Scott Schneider and Administrative Assistant Brenda Jourdain

Present: 2 - Doug Hammerstrom and Dave Turner

1. APPROVAL OF MINUTES

1A. [16-354](#) Approve Minutes of Meeting of June 1, 2016

The minutes were approved as presented.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [16-351](#) Review Report of Contracts Under \$25,000 for April 1, 2016 - August 31, 2016

The Committee reviewed the contracts as outlined in the report prepared for this item and City Manager Ruffing answered any questions.

Public Comment:

Rex Gressett - Talked about the process of contracts.

Committee Discussion:

There was Committee discussion regarding the Welcome Sign completion.

This Report was received and filed.

3B. [16-359](#) Consider Making Recommendations to City Council Regarding Modifications to the Order of City Council Agenda Items

City Manager Ruffing presented to the committee the summary report prepared by City Clerk June Lemos and answered any questions.

Public Comment:

David Gurney - Commented on the agenda order and public comment.

Casey Browning - Commented on the agenda order of the consent calendar and public comment.

Rex Gressett -Talked about committee meetings online, agenda order and public comment.

Bernie Norvell - Asked about consent calendar history on agenda order.

There was discussion regarding:

*The Committee and staff discussed the City Council meeting agenda order, City code, history and chronology.

* The Committee evaluated the process of if an item gets pulled from the consent calendar, where would it go in the agenda order.

* The Committee evaluated how the agenda order has worked in the past and is this a problem at large because it is seen by some as a concern.

* It was explored how the consent calendar is expedited, how it can work in a more efficient way and the Mayor having digression on how it is handled at the meeting.

*There was discussion on the history of how many minutes per person is allotted for public comment.

*Staff suggested that the Committee consider putting the staff comments and matters from councilmembers agenda items at the end of the meeting, also moving the consent calendar above the public hearing.

Following a lengthy discussion, the Committee did not make a recommendation to Council regarding how the agenda order should be changed. It was agreed to present this matter to the Council in a staff report that explores the different way the public comment on consent calendar, closed session and non-agenda items can be handled.

The Committee Directed Staff

The recommendation from Committee is that staff will go to council with a full staff report that will include:

- Explain chronologically how the agenda order was created and how it has changed over time.
- Does the Council want to move the consent calendar in the agenda order and if it is moved to the front when will these items be heard on the agenda.
- Request Council direction on whether public comment is permitted on a consent calendar item should it be pulled for Council discussion.
- Whether a member of the public can speak on a consent calendar item before and during the council discussion.
- Explore time limits for public comment.
- Explore options for public comment regarding, if it should be split on agenda verses all up front, placement on agenda, timing relative to consent calendar including how it would be handled and clarification of language "continued if necessary" in agenda.

Place on City Council agenda for September 26th or first meeting of October for full Council direction.

3C. [16-353](#)

Receive Report Regarding Draft Ordinance to Modify Chapter 6.14 [Licensing of Tobacco Sellers] and Chapter 6.18 [Smoking Pollution Control and Health Protection Regulations] of the Fort Bragg Municipal

Code and Provide Direction to Staff

Committee did not have any concerns regarding the draft ordinance as presented.

The consensus by committee is to bring the draft Ordinance to Modify Chapter 6.14 [Licensing of Tobacco Sellers] and Chapter 6.18 [Smoking Pollution Control and Health Protection Regulations] of the Fort Bragg Municipal Code in preparation for the first reading at a future City Council meeting for approval.

3D. [16-345](#)

Receive Oral Update from Staff on Departmental Activities

None.

MATTERS FROM COMMITTEE / STAFF

Next Finance and Administration Committee Meeting is scheduled for October 5th at 3 PM.

ADJOURNMENT

Chair Turner adjourned the meeting at 11:50 p.m.