



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, July 5, 2017

11:00 AM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 11:00 AM.

ROLL CALL

Staff Present: City Manager Linda Ruffing; Finance Director Victor Damiani; and City Clerk June Lemos

Present: 2 - Lindy Peters and Will Lee

1. APPROVAL OF MINUTES

1A. [17-332](#) Approve Minutes of May 3, 2017

A motion was made by Councilmember Lee, seconded by Councilmember Peters, that these Committee Minutes be approved for council review. The motion carried by the following vote:

Aye: 2 - Councilmember Peters and Councilmember Lee

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [17-364](#) Receive Report and Consider Recommendation to City Council for Code of Civility

City Manager Ruffing introduced this item and summarized the staff report, noting that staff is requesting that the Committee review and/or modify the resolution and make a recommendation to the City Council for consideration of adoption. Committee Member Lee noted that this issue is affecting the entire country and the resolution captures the main points of Speak Your Peace. He recommended that it be forwarded to the Council for consideration with a recommendation by the Finance and Administration Committee (FAC) to adopt. Chair Peters suggested changing item No. 10 from "Tell the truth" to "Tell the truth as you know it."

Public Comment was received from:

- Rex Gressett declared that he rarely talks to a public official who tells him the truth and the Council should not lecture the public with a smug list of how their commentary should be, which is on the brink of profound deception by the City government.

Discussion: Chair Peters said that the Code of Civility would apply to Council and staff as well as to the public and would govern civility throughout the entire meeting. City Manager Ruffing recommended that the last paragraph be amended to state, "Be it further resolved that the Fort

Bragg City Council, Council Committees, and Fort Bragg Planning Commission shall implement and promote the use and adherence to these tools in conducting the business of the City of Fort Bragg."

A motion was made by Councilmember Lee, seconded by Councilmember Peters, that this draft Resolution as amended be recommended for approval by the City Council. The motion carried by the following vote:

Aye: 2 - Councilmember Peters and Councilmember Lee

3B. [17-337](#) Receive Report and Consider Recommendation to City Council Regarding Adoption of Rosenberg's Rules of Order

City Manager Ruffing recapped the staff report. Chair Peters expressed concern about the motion coming before discussion, and receiving public comment after amendments are made to the motion.

Public Comment was received from:

- Rex Gressett said the public doesn't do their homework or read the agenda, but are responding to the discussion that has already taken place.

Discussion: The consensus of the Committee Members was that it is important for the public to participate in City government, and that it is best to have discussion first before a motion is made. They agreed that Robert's Rules of Order should be dismissed without further consideration. They recommend this matter be moved to the full Council for discussion, without recommendation from the Finance and Administration Committee, to perhaps craft a hybrid set of rules that incorporates some of Rosenberg's Rules of Order but tailored to include what works for the City of Fort Bragg. The Committee asked staff to include in the report more information on Robert's Rules and why most agencies have migrated to Rosenberg's Rules of Order.

This Staff Report was returned to staff to bring forward to City Council without recommendation.

3E. [17-352](#) Receive Report and Consider Recommendation to City Council Regarding Parking Tickets Cost Analysis and Payment Options

This agenda item was taken out of order to accommodate the schedule of Finance Director Damiani, who presented the staff report. Out of each \$35 parking ticket, the net fine revenue is \$21.02. As it would cost \$24.04 to write a check, it does not make sense to accept cash in Fort Bragg and then cut a check to mail to JDS.

Public Comment: None.

Discussion: Staff recommended and the Finance and Administration Committee (FAC) Members agreed that no action be taken. Committee Member Lee recommended that the FAC look into raising the parking fines and requested that issue be added to the pending agenda list for the next budget meeting of the FAC.

This Staff Report was referred to staff.

3C. [17-360](#) Receive Report and Consider Recommendation to City Council Regarding Guidelines for Placing Items on the Consent Calendar

City Manager Ruffing related that staff is looking for guidance on what matters go on the Consent Calendar and what items are heard under Conduct of Business.

Public Comment:

- Rex Gressett said that contracts where only one bid is received should not be on the Consent Calendar.

Discussion: Chair Peters said that staff needs to be prepared to answer questions from the Council on every matter on the agenda, especially in the case of items on the Consent Calendar. The Committee recommends that item #4 on the list be lowered from \$100,000 to \$50,000, and that a full discussion with Council be held on this matter.

This Staff Report was recommended for approval by City Council as amended.

3D. [17-361](#) Receive Report and Consider Recommendation to City Council Regarding Modifications to Voting Order at City Council Meetings

City Manager Ruffing gave the report for this item. The Committee would like electronic voting if not too expensive. Committee Member Lee does not want to always go first when the roll is called for each vote and recommends rotating the order or having the Vice Mayor fourth and the Mayor last. Staff was directed to look into what electronic voting would cost and to return to the FAC with a cost analysis.

Public Comment: None.

This Staff Report was referred to staff.

3F. [17-325](#) Receive Report and Make Recommendation to City Council Regarding Cost Recovery for Appeals of Decisions on Development Applications

This agenda item was continued to a future agenda so Community Development Director Jones could be present to give the staff report.

This Staff Report was continued.

3G. [17-335](#) Review Report of Contracts Under \$25,000 for April 1, 2017 - June 30, 2017

City Manager Ruffing reported on last quarter's contracts under \$25,000.

3H. [17-333](#) Receive Oral Update from Staff on Departmental Activities

The August Finance and Administration Committee meeting set for August 2 will be cancelled and a special meeting of the FAC will be set for July 26, 2017 at 11:00 AM at Town Hall.

4. MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Chair Peters adjourned the meeting at 12:13 PM.