



# 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

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Wednesday, July 1, 2015

2:30 PM

City Hall Conference Room, 416 N. Franklin Street

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### Special Meeting

#### MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 2:32 PM.

#### ROLL CALL

**Present:** 2 - Doug Hammerstrom and Dave Turner

#### APPROVAL OF MINUTES

#### PUBLIC COMMENTS ON NON-AGENDA ITEMS

#### CONDUCT OF BUSINESS

1. Continue Discussion 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

Committee members briefly reviewed the attachments included in the agenda packet. The following suggestions were made:

- The purchasing ordinance and informal bidding ordinance should be forwarded to the City Attorney's office for review.
- The Attorney can check for internal inconsistencies, cross-references, and see if there are other terms that need to be defined.
- The purchasing ordinance (proposed Section 3.20.030) may need to include an "exception" that addresses the informal bidding procedures.
- When the ordinances are brought forward for Council consideration, the staff report should include a summary of the history of the update process.
- The City Clerk's initials should be taken off the front of the ordinance if it has been significantly changed since her last review.

**Consensus of Committee was that, after review by the City Attorney, the two ordinances should be forwarded to the City Council.**

#### MATTERS FROM COMMITTEE / STAFF

Committee Member Hammerstrom requested that the League's Municipal Financial Health Diagnostic Tool be put on the Finance & Administration Committee's agenda for the August 5, 2015 regular meeting.

## ADJOURNMENT

Chair Turner adjourned the meeting at 2:45 PM.