



# 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, October 4, 2017

11:00 AM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Chair Peters called the meeting to order at 10:58 AM.

### ROLL CALL

**Staff Present:** City Manager Linda Ruffing; Administrative Services Director Scott Schneider; Information Systems Lynda Bengsston Davis; Administrative Assistant Brenda Jourdain

**Present:** 2 - Lindy Peters and Will Lee

### 1. APPROVAL OF MINUTES

1A. [17-510](#) Approve Minutes of September 8, 2017 Special Meeting

A motion was made by Committee Member Lee, seconded by Chair Peters, that these Committee Minutes be approved for Council review. The motion carried by a unanimous vote.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

\* Robert D Rahlf - Changing the due date of a water/sewer bill payment on an individual basis. Staff will report back to Mr. Rahlf and committee regarding this item.

### 3. CONDUCT OF BUSINESS

3A. [17-491](#) Receive Report and Make Recommendation to City Council Regarding Modification to the IT Internal Service Fund Budget (Account #521-4394-0351 & #521-4394-0382) to Appropriate Funds for a Support Agreement with Dell/Lanair Group for the Upgrade of Network Security and Migration to Exchange Server 2016

The Committee reviewed the Report prepared for this item. It was presented by Administrative Services Director Scott Schneider and Information Systems Lynda Bengsston Davis further explained the upgrade and migration process and answered questions.

Public Comment:

None.

Discussion:

\* Schneider explained that this suggested upgrade is mandatory since we can't upgrade to Office 2016 until we upgrade the e-mail server.

\* There was discussion about what Office version the City is currently on and if there is a need to keep updated. The City will upgrade to Office 2016 in F/Y 2018/19.

\* The amount of City license needs was discussed. If the City needs more licenses, there will be an extra cost for each license.

**Committee consensus is to direct staff to modify the IT Internal Service Fund Budget (Account #521-4394-0351 & #521-4394-0382) to Appropriate Funds for a Support Agreement with Dell/Lanair Group for the Upgrade of Network Security and Migration to Exchange Server 2016 as presented at this report.**

**3B. [17-512](#)** Review Report of Contracts Under \$25,000 for July 1, 2017 - September 30, 2017

The Committee reviewed the contracts as outlined in the report prepared for this item.

**This report was received and filed.**

**3C. [17-509](#)** Receive Oral Update from Staff on Departmental Activities

\* Finance is closing out the 2016/17 fiscal year. The auditors are on track for this year's audit.

\* Staff is working on Transient Occupancy Tax (TOT) delinquent accounts.

\* Staff is completing CAFRA in-house.

#### **4. MATTERS FROM COMMITTEE / STAFF**

\* Russell Hildebrand of the law firm Jones & Mayer from Roseville, California will serve as Fort Bragg's next City Attorney. His contract will be brought to Council at the October 23rd City Council Meeting. He will be sworn in on November 13th.

\* Chair Peters explained the process for hiring a firm for recruitment of the new City Manager.

#### **ADJOURNMENT**

**Chair Peters adjourned the meeting at 11:25 AM.**