



City of Fort Bragg

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

Meeting Agenda Finance and Administration Committee

Wednesday, December 8, 2021

4:00 PM

Via Video Conference

MEETING CALLED TO ORDER

ROLL CALL

PLEASE TAKE NOTICE

Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.

The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Administrative Analyst Cristal Munoz, cmunoz@fortbragg.com.

ZOOM WEBINAR INVITATION

*Please click the link below to join the webinar:
<https://us06web.zoom.us/j/82153871999>*

TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE CHAIR OR ACTING CHAIR CALLS FOR PUBLIC COMMENT ON THE ITEM YOU WISH TO ADDRESS.

1. APPROVAL OF MINUTES

1A. [21-633](#) Approve Minutes of August 16, 2021

Attachments: [FAC 08162021 Special](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [21-622](#) Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2020-21
Attachments: [FY 20-21 Asset Forfeiture Annual Report](#)
[FY 20-21 Asset Forfeiture Summary Report](#)
- 3B. [21-623](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing
Attachments: [Q1 FY 2021-22 Staff Report Reportable Items](#)
[Treasurer's Report Q1 FY 2021-22](#)
[Disbursements Q1 FY 2021-22](#)
[Contracts Under \\$25K Q1 FY 2021-22](#)
[Change Orders Q1 FY 2021-22](#)
- 3C. [21-627](#) Receive Report on Fiscal Year 2020/21 Year End Results
Attachments: [Fiscal Year 20-21 Year End Results](#)
- 3D. [21-625](#) Discussion on Water/Wastewater Utility Rate Fees and Provide Direction to Staff.
- 3E. [21-626](#) Receive Oral Update From Staff on Departmental Activities

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on December 3, 2021.

Cristal Muñoz, Administrative Analyst

NOTICE TO THE PUBLIC

**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET
DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

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Text File

File Number: 21-633

Agenda Date: 12/8/2021

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve Minutes of August 16, 2021



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Meeting Minutes Finance and Administration Committee

Monday, August 16, 2021

4:00 PM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Chair Albin-Smith called the meeting to order at 4:04 PM

ROLL CALL

Staff Present: Assistant Finance Director Isaac Whippy, City Manager Tabatha Miller and Administrative Assistant Cristal Muñoz.

Present: 2 - Tess Albin-Smith and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [21-450](#) Approve Minutes of April 14, 2021

The minutes were approved by the Committee as presented and will be forwarded for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

*None

3. CONDUCT OF BUSINESS

3A. [21-437](#) Receive Report from Thomas Adams of Avenue Insights & Analytics on Quarter 1 2021 Sales Tax and Business Activity

There was an oral update from Thomas Adams the City's Sales and Use Tax Consultant from Muni Services. Mr. Adams provided a detailed oral presentation analysis and reported on sales and use tax results for the benefit of the Committee members for Quarter 1 2021.

Public Comment:

*None.

Discussion:

There was much discussion about the City's tax sales, transportation sales tax, and how it has impacted the local economy.

This item is for information only.

3B. [21-440](#) Oral Update on Unfunded Accrued Liability (UAL) Lease Revenue Bond Debt Issuance

City Manager Miller gave an oral update on Unfunded Accrued Liability (UAL) Lease Revenue Bond Debt Issuance. The City is working with NAH Advisors who are assisting with the revenue bonds that will help pay off the CalPERS Unfunded Accrued Liability (UAL). In addition, they will assist with procuring additional funds for potential acquisition and expenses, tentatively the bond will close on October 21st. A public workshop will be held towards the end of September so that the public can engage and ask questions about why the City is issuing debt.

Public Comment:

* Jacob Patterson

Discussion:

There was much discussion about the assets that the City will be putting up as collateral for this bond issuance. They also discussed the life of the debt and how the interest rates will be. They will use the assets that gives the best credit rating and they are expecting the interests rates to be between 3.5 to 4.5%

3C. [21-434](#) Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing

The Committee reviewed the reports prepared by the City Finance Department staff for this item. The reports were presented by Senior Government Accountant Isaac Whippy who summarized the Treasurer's Report, Disbursements Report and Contracts under \$25k for quarter three (Q3) and quarter four (Q4).

Public Comment:

Jacob Patterson

Discussion:

The Committee and staff discussed various items about the reports including the investments and to potentially reinvesting in more CDs. However, the current investment policy is very limited and the City wouldn't want to tie up cash flows that could be used for future Capital Improvement Projects. They also discussed disbursements that were related to the Guest House and removal of abandoned vehicles.

3D. [21-439](#) Committee Report Request

Assistant Finance Director Isaac Whippy reported on the committee's request for reports on Public Records requests for Fiscal Year 20/21. The total cost of staff time working on these request amounted to \$73,820.

Public Comment:

Jacob Patterson

Discussion:

The Committee discussed the possible reasons as to why the City is receiving so many more requests. It was determined that the pervious committee chair had asked and that this should be directed to council going forward.

3E. [21-449](#) Receive Oral Update from Staff on Departmental Activities

Department Update:

Assistant Finance Director Isaac Whippy reported on the following:

- * Interim Audit was completed last week and there were no issues with the findings.
- * Finance Technician 1 position has been filled along with the Grants Manager has also been hired.
- * H2O Conservation efforts are happening with an inserts with the next Utility Billing in addtiont to email, text and phone calls, as well as tabling a the Farmers Market every Wednesday.
- * 30 Leak Letters have been sent out.
- * Utility Billing assistance program is still happening.
- * Business Assistance program has provided funding of for a business in town.
- * GovInvest Software is now ready.

4. MATTERS FROM COMMITTEE / STAFF

- * Committee Chair Albin-Smith would like to have a report of all the fee waivers that have been approved.

ADJOURNMENT

Chair Albin-Smith adjourned the meeting at 5:31 PM



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Text File

File Number: 21-622

Agenda Date: 12/8/2021

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Asset Forfeiture Fund Year-End Report and Budget Reconciliation for FY 2020-21



CITY OF FORT BRAGG

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COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: December 8, 2021
TO: Finance and Administration Committee
FROM: John E. Naulty, Chief of Police
AGENDA ITEM TITLE: **FY 2020-21 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures**

ISSUE:

The Fort Bragg City Council has adopted the following Asset Forfeiture Expenditure policy:

Asset Forfeiture Discretionary Funds:

- Expenditures under \$5,000 may be decided by the Police Chief.
- Expenditures of between \$5,000 and \$10,000 will require approval of the City Manager; a purchase order shall be required per the City's Administrative Regulation on Purchasing.
- Expenditures over \$10,000 will require approval of the City Council. The Asset Forfeiture budget shall be amended at the time of approval.
- Staff reports to the City Council will be provided on significant Asset Forfeiture expenditures identified by the City Manager.

Asset Forfeiture Education Funds:

- Expenditures will meet the mandated education and prevention guidelines.

Year-End Reporting:

- Prior to the closing of each fiscal year, a report listing all Asset Forfeiture Discretionary and Education Fund expenditures will be brought forward to the City Council's Finance & Administration Committee for review and line item budget appropriations, as necessary, will be agendized for City Council action.

This year-end report is provided in accordance with the above policy.

SUMMARY:

The Asset Forfeiture expenditures for FY 2020-21 were made in accordance with the established policy guidelines. Expenditures from the General Discretionary Account (Fund 167-4215-0000) totaled \$16,187.09. Expenditures from the Law Enforcement Administrators Association (LEAA) Education Account (Fund 167-4216-0000) totaled \$9,299.09. There were no expenditures from the Federal Justice Discretionary Account (Fund 167-4218-0000). There were no expenditures from the Federal Treasury Discretionary Account (Fund 167-4219-0000). The attached reports provide a summary and line item expenditures for the past year and the remaining fund balances.

RECOMMENDATION:

Receive report, review, and file line item budgetary appropriations for FY2021-22.

Asset Forfeiture Expenditures Detail Summary

Fund	Dept	Account	Description	Amount
Professional Services				
167	4215	0319	Framing of Employee Photos for front lobby	726.09
167	4215	0319	Total	726.09
General Supplies				
167	4215	0375	Giveaway Key Chains	439.50
			Pens - Giveaway	154.05
			Pens - Giveaway	188.98
			Farewell Card	3.58
			Pens - Giveaway	340.09
167	4215	0375	Total	1,126.20
Small Tools & Equipment				
167	4215	0381	New Chairs for Police Dept. Lobby (6)	2,471.24
			Ballistic Helmets (6)	3,651.67
			Baseball Caps for employees	966.81
167	4215	0381	Total	7,089.72
Miscellaneous				
167	4215	0619	Covington Creek Veterinary	224.00
167	4215	0619	Total	224.00
Transfer to Other Funds				
167	4215	0309	K9 Officer Salary to General Fund - Q1	2,730.00
			K9 Officer Salary to General Fund - Q2	2,730.00
				5,460.00
4215 GRAND TOTAL (State General Funds)				\$ 14,626.01

General Supplies (Education \$\$)

167	4216	0375	Day in the Park - Raffle Prizes	195.36
			Day in the Park - Hot Dogs	22.53
			Day in the Park - Craft	338.91
			Day in the Park - Bottled water	72.66
			Day in the Park - Fruit	100.00
			Day in the Park - Hot Dogs	175.65
			Day in the Park - Mandarins	5.00
			Stickers and Plastic Badges for Giveaways	730.88
			National Night Out 2019 - Condiments	13.97
			Nimco Drug Brochures for Police Dept. lobby	971.59
			Day in the Park - Table coverings	7.62
			Drawstring Backpacks for Giveaways	258.69
			PAL Halloween Party supplies - bags	56.60
			PAL Halloween Party supplies	152.16
			PAL Christmas Party - supplies	144.41
			PAL Christmas Party - supplies	178.23
			National Neighborhood Watch decals	174.43
			Credit	(48.22)
167	4216	0375	Total	3,550.47

Asset Forfeiture Expenditures Detail Summary 2019 ~ 2020

Small Tools & Equipment (Education \$\$)

167	4216	0381	Set up for Baseball Caps	85.39
167	4216	0381	Total	85.39

Miscellaneous (Education \$\$)

167	4216	0619	North Coast Opportunites	500.00
			Wall Street residents - assistance with Halloween candy	200.00
			Fort Bragg High School - Safe and Sober	500.00
			Police Activities League	1,500.00
167	4216	0619	Total	2,700.00

4216 GRAND TOTAL (State Education Funds)	\$ 6,335.86
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Small Tools and Equipment (Justice \$\$)

167	4218	0381	Trauma Plates (17)	2128.51
167	4218	0381	Total	\$ 2,128.51

4218 GRAND TOTAL (Justice Funds)	\$ 2,128.51
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Text File

File Number: 21-623

Agenda Date: 12/8/2021

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3B.

Receive Reportable Items Report: Includes Treasury Report, Approved Intradepartmental Budget Transfers, Contracts Under \$25k Approved by the City Manager, Contract Change Orders Not Exceeding 10% of Contract, and Disbursements Listing



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FINANCE AND ADMINISTRATION COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: DECEMBER 8TH 2021
TO: Finance and Administration Committee
AGENDA ITEM TITLE: Receive Reportable Items Report

BACKGROUND AND OVERVIEW:

Municipal Code and fiscal policies of the City of Fort Bragg require certain items to be reported to the Finance and Administration Committee each Fiscal Quarter. Items required to be reported are:

- 1) The City's investment portfolio
- 2) Approved intradepartmental budget transfers
- 3) Contracts under \$25,000 which are approved by the City Manager
- 4) Change orders approved by the City Manager per Purchasing Policies and Procedures
- 5) List of disbursements

The reportable items for Quarter one of the Fiscal Year 2020/21 have been compiled to be presented today.

There were no approved intradepartmental budget transfers for the Quarter.

RECOMMENDATION:

The committee to accept the Quarter's report ended September 30, 2021, for information purposes only.

ALTERNATIVES:

Request additional information related to reportable items.

ATTACHMENTS:

1. Treasurer's Report (Investment Portfolio)
2. Contracts under \$25k Report
3. Change Orders Report
4. Disbursements Listing

BUSINESS ITEM NO. _

CITY OF FORT BRAGG

TREASURER'S REPORT

September 30, 2021



OVERVIEW

The City's investment objectives in order of priority are to provide safety, ensure the preservation of capital, provide sufficient liquidity for cash needs and earn a competitive rate of return (yield) within the confines of the California Government Code and the City Investment Policy.

- **Safety** – Safety of principal is the foremost objective of the investment program. Investments for the City will be made in a manner that seeks to ensure the preservation of capital in the overall Portfolio.
- **Liquidity** – The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated.
- **Yield** – The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints, liquidity needs, and cash flow characteristics of the Portfolio.

To view the City's Investment and Fiscal policy, refer to the City's Annual Budget.

Reports on the City's investment portfolio and cash position are developed by the Finance Director/City Treasurer and reviewed by the Finance & Administration Committee quarterly.

California statutes authorize cities to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. During the quarter ended June 30, the City's permissible investments included the following instruments:

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Investment Fund (State Pool)	N/A	Unlimited	\$50 Million
U.S. Treasury Obligations	5 years	Unlimited	None
U.S. Government Agency Issues	5 years	Unlimited	None
Repurchase Agreements	90 days	10%	None
Bankers' Acceptances (must be dollar denominated)	270 days	40%	None
Commercial Paper - A rated minimum	180 days	15%	None
Certificates of Deposits - FDIC insured	5 years	50%	None
General obligations of any State or Political subdivision - AA rated minimum	5 years	30%	None
Money market mutual funds holding - Cash and U.S. Government Obligations	N/A	None	None

Governmental Accounting Standards Board Statement 31 requires the City to recognize the fair market value of its investments at the end of each fiscal year. The market values of investments included in this report were obtained from the State Controller's office for Local Agency Investment Funds (LAIF) and from the City's registered investment advisor STIFEL.



ANALYSIS

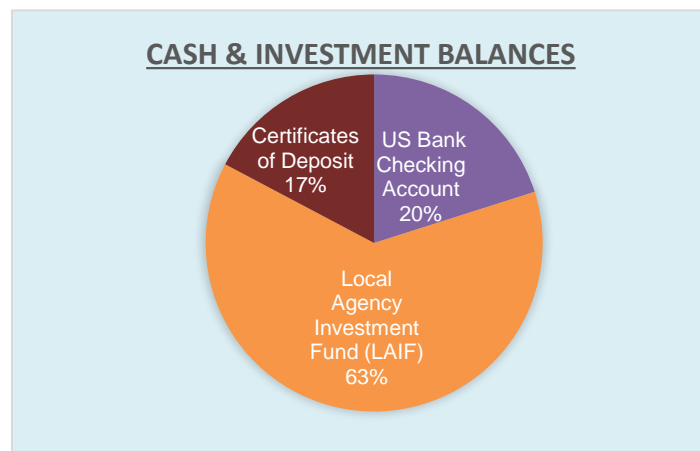
As of September 30, 2021, the City's Cash and Investment portfolio balances at market value were \$20.6M. The investment portfolio consists primarily of CDs purchased at a maximum of \$250k and investments in the California Local Agency Investment Fund (LAIF).

LAIF interest rates have continued to decline from 0.33% in Q4 FY 20/21 to 0.24%. The weighted average rate of return on CDs held is 2.57%, and the weighted average rate of return on the entire Portfolio is 0.63%.

CHECKING AND INVESTMENT BALANCE

QOQ	Q3 FY 20/21	Q4 FY 20/21	Q1 FY 21/22	Interest Rate	
US Bank Checking Account	\$ 5,263,036	\$ 2,518,141	\$ 4,149,305	0.16%	*
Local Agency Investment Fund (LAIF)	8,906,478	12,929,575	12,938,679	0.24%	
Certificates of Deposit	6,191,635	4,832,173	3,564,402	2.57%	**
	\$ 20,361,149	\$ 20,279,889	\$ 20,652,386		

*Earnings Allowance **Weighted Average



	BUDGET	Q1 BUDGET	Q1 ACTUAL	BUDGET VARIANCE
Interest Income - All Funds	\$ 167,865	\$ 41,966	\$ 35,038	\$ (6,928)

The net investment income earned for the first quarter year was \$62,808, including Interest earned of \$35,038 and market value adjustments (Unrealized Gains) of \$27,771 as required by GASB 31. The daily change in the market is temporary, as the City mostly holds its CDs investments until maturity when they can be redeemed at par value.

INVESTMENT LIQUIDITY

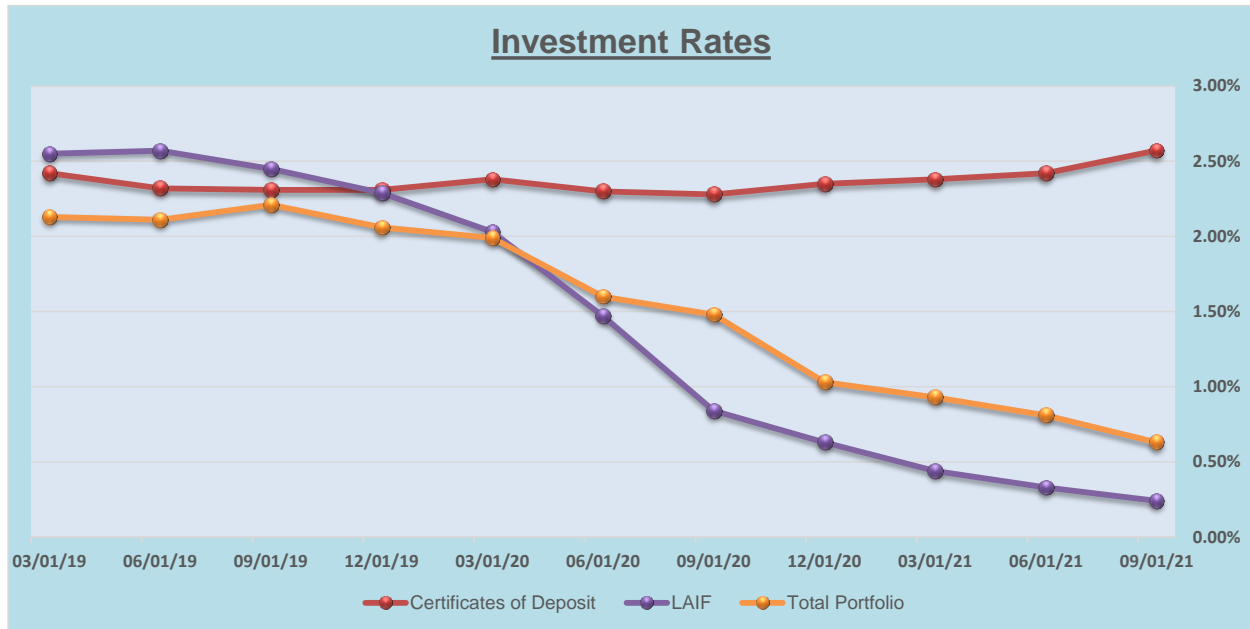
The Portfolio is highly liquid, with 84% available within 30 days and 6% within one year.

AGING INTERVAL	MARKET VALUE	% OF PORTFOLIO
< 30 Days	\$ 17,336,180	84%
31 days - 1 Year	1,256,622	6%
1 -2 Years	1,539,780	7%
2 - 3 Years	519,804	3%
	\$ 20,652,386	



HISTORICAL RATE TREND

The graph below depicts the historical interest rate trend for the entire Portfolio and certificates of deposits.



Investment in Local Agency Investment Fund (LAIF)

The City is a voluntary participant in the California Local Agency Investment Fund (LAIF), which is regulated by the California Government Code Section under the oversight of the Local Investment Advisory Board (Board). The Board consists of five members as designated by state statute and is chaired by the State Treasurer, responsible for the day-to-day administration of LAIF.

Investment in Certificates of Deposits (STIFEL)

Holding	Par Value	Market Value	Est. Yield	Maturity Date
Synchrony Bank	248,000	248,196	1.70%	10/21/21
Peoples United Bank NA	248,000	249,478	2.04%	01/18/22
Third Fed Savings	247,000	249,537	2.23%	03/21/22
BMW Bank	246,000	249,565	2.76%	04/13/22
Commenity Capital	249,000	255,666	3.07%	08/15/22
Farmers State Bank Ind	247,000	252,377	2.30%	09/19/22
Mountain America Fed Credit Union	249,000	255,531	2.34%	11/30/22
American Express BK	247,000	253,768	2.43%	12/05/22
Knoxville TVA	249,000	256,266	2.33%	01/26/23
Belmont Savings Bank	248,000	256,687	2.61%	02/28/23
Citibank	246,000	255,980	2.79%	04/11/23
First Tech Federal Credit Union	249,000	261,547	3.09%	06/14/23
Goldman Sachs	245,000	258,872	3.17%	08/15/23
Jefferson Financial Credit Union	246,000	260,932	3.16%	10/19/23
Total Certificates of Deposit	3,464,000	\$ 3,564,402		

Bank Reconciliation

Board Audit

User: IWhippy
 Printed: 11/30/2021 - 8:46AM
 Date Range: 07/01/2021 - 09/30/2021
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 General Fund				
Department: 0000				
8425	1-888-4-ABATEMENT, INC	Construction & Demolition Deposit R	07/09/2021	988.00
8478	REMIF - PREMIUM BILLING	EE VSP	07/13/2021	964.60
8496	REMIF - PREMIUM BILLING	EE VSP	07/26/2021	964.60
8497	REMIF INSURANCE-EAP	Aug EAP count = 64	07/26/2021	181.76
8522	Soroptomist of Noyo Sunrise	TH Deposit Refund - Soroptomist Craf	07/26/2021	200.00
8549	RICHARD D. JONES, APLC	575 S Whipple - Attorney Fees June 21	07/30/2021	787.50
8557	PACIFIC GAS & ELECTRIC CO.	Fort Bldg - Electricity 5/28/21 to 6/28/	07/30/2021	53.77
8601	PACIFIC GAS & ELECTRIC CO.	Fort Bldg Utilities	08/13/2021	87.41
8626	PATIRCIA M LOTTEN	REFUND LATE FEE, LOST CHK DU	08/16/2021	45.00
8633	SALMON RESTORATION ASSOCIATION	RETURN BARRIERS DEPOSIT FRC	08/16/2021	315.00
8646	CAL FIRE JACKSON DEMONSTRATION	JAG MEETING REFUND FOR TOW	08/20/2021	200.00
8653	LISA EDENS-TAN	WASTE MAN FEE REFUND FOR 64	08/20/2021	1,881.00
8697	REMIF INSURANCE-EAP	Spet 2021 EAP	08/27/2021	176.08
8700	ALTERNITY GROUP	Aug 2021 Life	08/27/2021	1,111.90
8711	RICHARD D. JONES, APLC	575 S. WHIPPLE ST	08/27/2021	1,129.26
8793	ISOLVED BENEFIT SOLUTIONS	Aug 2021 FSA	09/20/2021	69.98
8795	REMIF INSURANCE-EAP	Oct 2021	09/20/2021	176.08
8830	RICHARD D. JONES, APLC	CDD-00053	09/24/2021	720.00
8843	PACIFIC GAS & ELECTRIC CO.	August 2021 Usage	09/24/2021	70.49
8856	THE UKIAH DAILY JOURNAL	HR: HARBOR MASTER AD RAN: 6	09/24/2021	379.39
8858	UNITED STATES POSTAL SERVICE	PREPAID POSTAGE- CITY HALL &	09/24/2021	3,600.00
20212	EMPLOYMENT DEVELOPMENT D	Q2 for underpay of SDI - T.O'neal & C	07/26/2021	105.14
202106	CA PUBLIC EMPLOYEES RETIREM	Holiday Pay SC	07/26/2021	9,499.65
2022762	CA PUBLIC EMPLOYEES RETIREM	UAL - MISC Classic	07/26/2021	392,833.00
2022764	CA PUBLIC EMPLOYEES RETIREM	UAL - Safety Classic	07/26/2021	437,116.00
20210710	EMPLOYMENT DEVELOPMENT D	PR tax Batch 101-07-2021	07/13/2021	5,925.18
20210711	EMPLOYMENT DEVELOPMENT D	PR tax Batch 101-07-2021 SDI	07/13/2021	1,362.95
20210713	CA PUBLIC EMPLOYEES RETIREM	PERS PR Batch 101.07.2021 Misc Cl	07/12/2021	5,640.23
20210714	CA PUBLIC EMPLOYEES RETIREM	PERS PR Batch 101.07.2021 Safety P	07/12/2021	7,025.53
20210715	CA PUBLIC EMPLOYEES RETIREM	PERS PR Batch 101.07.2021 Safety C	07/12/2021	3,911.65
20210716	CA PUBLIC EMPLOYEES RETIREM	PERS PR Batch 101.07.2021 Misc PE	07/12/2021	9,303.99
20210723	CA PUBLIC EMPLOYEES RETIREM	Batch 102.07.2021 MP	07/23/2021	9,845.62
20210724	CA PUBLIC EMPLOYEES RETIREM	Batch 102.07.2021 SP	07/23/2021	7,092.99
20210725	CA PUBLIC EMPLOYEES RETIREM	Batch 102.07.2021 SC	07/23/2021	3,909.48
20210726	CA PUBLIC EMPLOYEES RETIREM	Batch 102.07.2021 MC	07/23/2021	6,429.24
20210807	EMPLOYMENT DEVELOPMENT D	pit pr BATCH 101.08.2021	08/06/2021	6,161.08
20210808	EMPLOYMENT DEVELOPMENT D	SDI PR BATCH 101.08.2021	08/06/2021	1,431.06
20210810	CA PUBLIC EMPLOYEES RETIREM	PERS Misc Classic PR Batch 101-08-	08/06/2021	5,694.54
20210811	CA PUBLIC EMPLOYEES RETIREM	PERS SAFETY PEPRA PR Batch 101	08/06/2021	7,355.12
20210812	CA PUBLIC EMPLOYEES RETIREM	PERS Misc PEPRA PR Batch 101-08-	08/06/2021	9,692.46
20210813	CA PUBLIC EMPLOYEES RETIREM	PERS Safe Classic PR Batch 101-08-2	08/06/2021	3,810.17
20210814	UNITED STATES TREASURY	Fed Tax PR batch 101.08.2021	08/06/2021	39,856.03
20210823	CA PUBLIC EMPLOYEES RETIREM	PR 102-08-2021 Safety PEPRA	08/24/2021	7,664.30
20210824	CA PUBLIC EMPLOYEES RETIREM	PR 102-08-2021 Safe Classic	08/24/2021	3,320.18
20210825	CA PUBLIC EMPLOYEES RETIREM	PR 102-08-2021 Misc Classic	08/24/2021	5,482.63
20210826	CA PUBLIC EMPLOYEES RETIREM	PR 102-08-2021 Misc PEPRA	08/24/2021	9,525.25
20210904	UNITED STATES TREASURY	PR 101.09.2021 IRS	09/03/2021	35,923.22
20210905	CA PUBLIC EMPLOYEES RETIREM	D. Garcia - Prior Pay 8/6/2021 & 8/20	08/31/2021	173.77
202225775	CA PUBLIC EMPLOYEES RETIREM	UAL - Safety PEPRA	07/26/2021	6,353.00
202227320	CA PUBLIC EMPLOYEES RETIREM	UAL - Misc PEPRA	07/26/2021	11,969.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
			Total for Department: 0000	1,068,514.28
Department: 4110 City Council				
8520	REMIF	WC FY21-22	07/26/2021	72.00
8627	MENDO LITHO	B&W 2 SIDED COPIES	08/16/2021	341.32
8798	LINDY PETERS	League of CA cities- Sac travel advanc	09/20/2021	344.24
8801	TRC SOLUTIONS, INC	Phase I environmental Site Assessmen	09/20/2021	5,287.50
			Total for Department: 4110 City Council	6,045.06
Department: 4130 City Manager				
8469	THE UKIAH DAILY JOURNAL	Maintenance Worker I - EM Employm	07/09/2021	266.04
8477	ALTERNITY GROUP	Munoz Underbilled May, June 2021	07/13/2021	2.97
8520	REMIF	WC FY21-22	07/26/2021	1,441.00
8540	STATE OF CALIFORNIA DOJ	Pre-Employ - Fingerprint Apps/FBI - J	07/30/2021	98.00
8549	RICHARD D. JONES, APLC	Attorney Fees - June 2021	07/30/2021	15,646.42
8568	THE UKIAH DAILY JOURNAL	Grant Coord - EM Employment NC (x	07/30/2021	1,994.54
8639	KUTAK ROCK LLP	Legal Services & Support to acquire &	08/17/2021	18,705.31
8683	MICHAEL JAMES TUFTS	APPLICANT CREDIT HISTORY- FR	08/20/2021	170.00
8711	RICHARD D. JONES, APLC	RETAINER - LAWYER	08/27/2021	18,341.03
8712	KP RESEARCH SERVICES INC	BONILLA-SIERRA RESECTED HIM	08/27/2021	2,000.00
8766	OCCU-MED, LTD.	Pre-employment physical Sedetary (D)	09/10/2021	844.09
8790	RICHARD D. JONES, APLC	FORT BRAGG INTERIM COSTS	09/17/2021	6,000.00
8811	STATE OF CALIFORNIA DOJ	FINGERPRINTING	09/24/2021	196.00
8813	CITY SMART CONSULTING, LLC	City Smart Consulting Contract - Broa	09/24/2021	23,100.00
8830	RICHARD D. JONES, APLC	RETAINER	09/24/2021	8,705.00
8839	OCCU-MED, LTD.	SEDENTARY (DRIVING) ALEXAN	09/24/2021	910.12
8856	THE UKIAH DAILY JOURNAL	CC: ORDINANCE 969-2021 RAN: 7/	09/24/2021	3,699.88
			Total for Department: 4130 City Manager	102,120.40
Department: 4150 Finance				
8442	GARDA CL WEST, INC	CashLink - Excess Premise Time May	07/09/2021	15.80
8507	GARDA CL WEST, INC	CashLink July 2021	07/26/2021	300.17
8520	REMIF	WC FY21-22	07/26/2021	1,044.00
8657	GARDA CL WEST, INC	CASH SERVICES- CASHLINK CLK	08/20/2021	405.22
8690	MUNISERVICES, LLC	SUTA SERVICES FOR TAX QTR EN	08/27/2021	2,634.10
8708	GARDA CL WEST, INC	CHARGE FOR CITY HALL CASH S	08/27/2021	7.90
8710	JJACPA, INC	Financial Audit of FY 21/22 Financial	08/27/2021	17,020.00
8715	MUNISERVICES, LLC	CLEARVIEW/STARS SERVICE FOR	08/27/2021	500.00
8793	ISOLVED BENEFIT SOLUTIONS	Aug 2021 FSA	09/20/2021	3.52
8823	GARDA CL WEST, INC	excess time	09/24/2021	418.57
8850	SHN CONSULTING ENGINEERS	NATALIE MCLAUGHLIN	09/24/2021	925.00
			Total for Department: 4150 Finance	23,274.28
Department: 4190 Non-departmental				
8427	ARAMARK UNIFORM SERVICES, I	CH - Mats	07/09/2021	38.42
8428	AT&T CALNET	CH - Allocation of 961-2800 - Telephc	07/09/2021	541.92
8447	COUNTY OF MENDOCINO AUDITC	Property Tax Admin Svcs Reimb - 201	07/09/2021	6,432.60
8451	OFFICE DEPOT	Supplies	07/09/2021	168.74
8458	RHOADS AUTO PARTS INC	Min Svc Charge	07/09/2021	1.00
8468	TOSHIBA AMERICA BUSINESS SO	CH - Copiers 6/21/21 to 7/20/21	07/09/2021	1,681.55
8473	VERIZON BUSINESS	PW - Cell Srvc 5/19/21 to 6/18/21	07/09/2021	642.58
8478	REMIF - PREMIUM BILLING	Retiree Medical	07/13/2021	17,323.68
8493	AMWINS GROUP BENEFITS INC	Retiree Medical August 2021	07/26/2021	15,811.80
8496	REMIF - PREMIUM BILLING	Retiree Dental	07/26/2021	17,323.68
8514	LOCAL AGENCY FORMATION COI	LAFCO - Share of 2021/22 Budgeted +	07/26/2021	19,603.20
8518	QUADIENT LEASING USA, INC	CH - Postage Machine Aug thru Oct 21	07/26/2021	830.30
8519	REMIF	Safety Pass thru FY21	07/26/2021	1,950.19
8520	REMIF	WC Liability FY21-22	07/26/2021	21,776.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
8524	TOSHIBA FINANCIAL SERVICES	PD - Copier Lease 7/7/21 to 8/6/21	07/26/2021	1,047.08
8532	ROSSI'S BLDG MATERIALS	Graffiti Oj Park: Spay Paint	07/30/2021	19.54
8536	AT&T CALNET	Allocation of 961-2800 - Telephone 6/	07/30/2021	647.49
8539	BRIDGESTONE AMERICAS INC	Service Charge	07/30/2021	29.42
8557	PACIFIC GAS & ELECTRIC CO.	PD, CH, Corp Yrd, etc - Electricity 5/2	07/30/2021	4,142.83
8559	QUILL CORPORATION	Supplies	07/30/2021	18.28
8576	WHISPERING PINES WATER	CH - Water June 2021	07/30/2021	102.00
8579	EMPLOYMENT DEVELOPMENT D	Reimbursable UIB charges for Jan-Ma	08/06/2021	1,780.11
8595	DEEP VALLEY SECURITY	Monitoring Fee Quarterly for five loca	08/13/2021	480.00
8601	PACIFIC GAS & ELECTRIC CO.	City Bldg Utiliites	08/13/2021	4,297.83
8603	QUILL CORPORATION	LETTER SIZ FOLDERS, ALKALINI	08/13/2021	539.97
8605	THE RENTAL PLACE	FIANANCE CHARGE 4/30/21, 5/31/.	08/13/2021	3.41
8606	RHOADS AUTO PARTS INC	LATE FEE	08/13/2021	10.65
8610	SUBURBAN PROPANE L.P.	Town Hall Propoane	08/13/2021	77.55
8611	TOSHIBA AMERICA BUSINESS SO	FINANCE 7 PD COPIERS LEASE	08/13/2021	1,681.55
8620	AMAZON CAPITAL SERVICES	SELF-INKING DATE STAMP, COLC	08/16/2021	14.11
8622	COOPERATIVE PERSONNEL SERV	INTRO DEI CULTURAL INTELLIGI	08/16/2021	950.00
8630	QUADIENT, INC.	POSTAGE METER INK	08/16/2021	152.13
8631	RACINE'S OF FORT BRAGG	NAMEPLATES X 8	08/16/2021	145.90
8632	REMIF	CDT/DOT PASS-THROUGH FY20-2	08/16/2021	2,931.12
8634	SUBURBAN PROPANE L.P.	LATE CHARGE	08/16/2021	4.33
8636	VERIZON BUSINESS	PUB WORKS PHONES	08/16/2021	729.09
8644	BRIDGESTONE AMERICAS INC	SERVICE CHARGE 8/10/21	08/20/2021	14.71
8663	INTEGRITY SHRED	DOCUMENT SHREDDING - FINAN	08/20/2021	60.00
8671	OFFICE DEPOT	SUPPLIES- STICKYNOTES, FASTE	08/20/2021	335.82
8680	SUBURBAN PROPANE L.P.	CITY HALL PROPANE	08/20/2021	337.92
8691	REMIF	APD, AUDIT OF VEHICLES ADDEI	08/27/2021	60.01
8693	AMWINS GROUP BENEFITS INC	Sept 2021 Premiums	08/27/2021	9,570.30
8701	AT&T CALNET	GUEST HOUSE	08/27/2021	102.17
8711	RICHARD D. JONES, APLC	COVID - 19	08/27/2021	45.00
8714	MENDO LITHO	REGULAR ENVELPOES REPRINT3	08/27/2021	430.86
8728	SUBURBAN PROPANE L.P.	GUEST HOUSE PROPANE	08/27/2021	57.95
8734	WEX BANK	FEE	08/27/2021	75.00
8749	AT&T	City Hall phone lines July 13-August 1	09/10/2021	541.41
8763	IMAGE SALES, INC.	ID cards X8	09/10/2021	111.06
8772	SUBURBAN PROPANE L.P.	Late Charge	09/10/2021	0.81
8774	TOSHIBA AMERICA BUSINESS SO	Finance Copiers	09/10/2021	1,681.55
8778	VERIZON BUSINESS	PW Phones	09/10/2021	567.88
8816	COOPERATIVE PERSONNEL SERV	Intro DEI through the Len of Cultural	09/24/2021	1,900.00
8818	DKF SOLUTIONS GROUP LLC	MONTHLY FEE	09/24/2021	350.00
8827	INTEGRITY SHRED	CITY HALL SHRED	09/24/2021	60.00
8840	OFFICE DEPOT	2X MOUSEPAD, WIRELESS MOUS	09/24/2021	458.21
8843	PACIFIC GAS & ELECTRIC CO.	August 2021 Usage - guest house	09/24/2021	4,378.97
8846	QUILL CORPORATION	INK	09/24/2021	22.19
8847	REDWOOD COAST FUELS	late fee	09/24/2021	28.23
8853	SUBURBAN PROPANE L.P.	TOWN HALL PROPANE	09/24/2021	273.24
20210729	CalPERS	CERBT contribution	07/29/2021	5,000.00
20210821	CA PUBLIC EMPLOYEES RETIREM	GASB 68 Invoice	08/24/2021	1,750.00
Total for Department: 4190 Non-departmental				152,143.34
Department: 4200 Police - Operations				
8428	AT&T CALNET	PD - Allocation of 961-2800 - Telephc	07/09/2021	595.73
8429	RORY BEAK	Rory Beak Trvl Adv - Police Academy	07/09/2021	793.84
8437	DOWN RANGE INDOOR TRAINING	PD - Duty Holster Glock	07/09/2021	203.76
8448	MENDOCINO COAST HUMANE SC	Animal Srves - June 2021	07/09/2021	5,250.00
8454	PARAGON INVESTIGATIVE SERVI	Investigative Svcs	07/09/2021	4,850.00
8456	QUILL CORPORATION	PD - Supplies	07/09/2021	98.28
8460	SANTA ROSA UNIFORM & CAREE	PD - Initial Uniform - Pants for Antoir	07/09/2021	90.62
8461	SCOTT MERRIMAN INCORPORAT	PD - Parking Citations with Mailers	07/09/2021	1,134.00
8463	SIRCHIE FINGER PRINT LABS	PD - Psilocybin/Psilocin Reagent	07/09/2021	47.79
8466	STERICYCLE	Steri-Safe Compliance Solutions	07/09/2021	150.11
8467	SUBURBAN PROPANE L.P.	PD - Propane	07/09/2021	462.16

Check No.	Vendor/Employee	Transaction Description	Date	Amount
8470	UKIAH VALLEY FIRE AUTHORITY	PD - Investigate Suspected Arson FG2	07/09/2021	368.68
8473	VERIZON BUSINESS	PD - Cell Srvc 5/19/21 to 6/18/21	07/09/2021	642.58
8508	LAURA GODINEZ	Laura Godinez Trvl Adv - Property &	07/26/2021	502.90
8510	IMAGE SALES, INC.	PD - Badge for Cliff Lathrop	07/26/2021	20.90
8511	INTEGRITY SHRED	PD - Document Shredding	07/26/2021	60.00
8513	JACQUELINE JIMENEZ	J Jimenez Trv Adv - First Aid/CPR/AE	07/26/2021	50.00
8515	JONATHAN MCLAUGHLIN	J McLaughlin Trvl Adv - First Aid/CPI	07/26/2021	50.00
8517	ANTOINETTE MOORE	A Moore Trvl Adv - PC832 Firearms, M	07/26/2021	1,374.40
8518	QUADIENT LEASING USA, INC	PD - Postage Machine Aug thru Oct 20	07/26/2021	419.40
8520	REMIF	WC FY21-22	07/26/2021	18,332.00
8521	RODNEY SANFORD	PD - Defense Tractics Instructor Crs, 2	07/26/2021	1,154.00
8529	REFUGIO ZAVALA	R Zavala Trvl Adv - Field Training Of	07/26/2021	1,062.12
8536	AT&T CALNET	Allocation of 961-2800 - Telephone 6/	07/30/2021	1,368.22
8540	STATE OF CALIFORNIA DOJ	PD - Fingerprint Apps/FBI, Child Abu	07/30/2021	1,224.00
8543	DATA TICKET, INC.	Citation Processing - June 2021	07/30/2021	222.80
8549	RICHARD D. JONES, APLC	Attorney Fees - June 2021	07/30/2021	6,885.00
8550	MENDO LITHO	PD - 3-Part NCR Info Exchange Form	07/30/2021	174.64
8552	MIKE'S CLASSIC CAR WASH	PD - Car Wash Mar thru Jun 2021	07/30/2021	117.50
8554	OCCU-MED, LTD.	Pre-Employ Exam - D'Ann Garcia	07/30/2021	221.69
8559	QUILL CORPORATION	PD - Supplies	07/30/2021	246.53
8562	SAN DIEGO POLICE EQUIPMENT	PD - Vortx Vest for Jarod Frank (order	07/30/2021	1,055.00
8575	WEST PUBLISHING CORPORATIO	PD - West Information Srvc - June 20	07/30/2021	215.00
8576	WHISPERING PINES WATER	PD - Water June 2021	07/30/2021	27.00
8585	MENDO MILL & LUMBER CO	Staples 1/2"	08/11/2021	21.47
8587	ALL IN ONE AUTO REPAIR & TOW	Tow & disposal	08/13/2021	5,650.00
8599	MENDO LITHO	busi card Chaplain Smith	08/13/2021	108.88
8603	QUILL CORPORATION	QB 8.5X11 MP 20 94 5RM WHT	08/13/2021	168.70
8636	VERIZON BUSINESS	PD PHONES	08/16/2021	729.09
8641	BLUE LINE LEARNING GROUP, LI	22 EA. BLOODBORNE PATHOGEN	08/20/2021	704.00
8651	DASH MEDICAL GLOVES INC.	4 CASES BLK NITRILE EXAM GLC	08/20/2021	935.88
8663	INTEGRITY SHRED	DOCUMENT SHREDDING- PD	08/20/2021	60.00
8667	MENDOCINO COAST HUMANE SC	ANIMAL SVCS CONTRACT FOR 7/	08/20/2021	2,625.00
8673	PROFORCE MARKETING, INC.	10X WPR BOLAWRAP 100 CART B	08/20/2021	326.08
8674	QUILL CORPORATION	KLEENEX, MEMO BOOK, TNR CA	08/20/2021	144.76
8679	STERICYCLE	PD MEDICAL CLEANUP	08/20/2021	150.11
8681	SURVIVAL CPR & FIRST AID LLC	AED YEARLY MEMBERSHIP	08/20/2021	300.00
8682	SYMBOL ARTS LLC	BADGE CUSTOM SEAL & ANNIVE	08/20/2021	64.44
8687	WEST PUBLISHING CORPORATIO	ONLINE SOFTWARE SUB CHARGI	08/20/2021	215.00
8688	WHISPERING PINES WATER	2X 5 GL WATER BOTTLE, WATER I	08/20/2021	159.00
8692	SECUREIT TACTICAL INC.		08/27/2021	6,752.06
8701	AT&T CALNET	PHONE BILL	08/27/2021	768.48
8704	STATE OF CALIFORNIA DOJ	FP-APPS&FBI, CHILD ABUSE INDI	08/27/2021	1,215.00
8717	PLAYHOUSE CREATIVE INC	1000 SECURITY ENVELOPES	08/27/2021	156.76
8719	QUADIENT LEASING USA, INC	PD LEASE	08/27/2021	138.88
8720	QUILL CORPORATION	QB 8X11 WHT, CLRD CPY, NT: PO	08/27/2021	337.56
8727	STERICYCLE	STERI- SAFE COMPLIANCE SOLU	08/27/2021	150.11
8748	AMERICAN RIVER COLLEGE	Evidence & Property Room Managme	09/10/2021	92.50
8749	AT&T	PD phone lines July 13- August 13	09/10/2021	595.16
8753	STATE OF CALIFORNIA DOJ	Fingerprint apps & FBI, CDust of RCI	09/10/2021	268.00
8754	COOPERATIVE PERSONNEL SERV	Law enforcement Sergeant, Red Answ	09/10/2021	464.20
8756	DATA TICKET, INC.	Citation Processing July 2021	09/10/2021	382.90
8765	MENDOCINO COAST HUMANE SC	Summers Lane work performed by Ga	09/10/2021	833.33
8778	VERIZON BUSINESS	PD Phones	09/10/2021	567.88
8781	ANTHONY WELTER	Reimbursement for search warrant pro	09/10/2021	150.00
8782	REFUGIO ZAVALA	Defensive Tactics (approved to stay fo	09/10/2021	4,201.32
8811	STATE OF CALIFORNIA DOJ	BLOOD ALCOHOL ANALYSIS	09/24/2021	1,829.00
8827	INTEGRITY SHRED	PD SHRED	09/24/2021	60.00
8835	MENDOCINO AUTOMOTIVE TOW	TOW	09/24/2021	570.00
8837	MIKE'S CLASSIC CAR WASH	CAR WASH FOR JULY & AUG 2021	09/24/2021	176.25
8854	SYMBOL ARTS LLC	D'ANNS BADGE	09/24/2021	64.44
8857	UKIAH VALLEY FIRE AUTHORITY	INVESTIGATE 3 SUSPECTED ARS(09/24/2021	407.92
8861	WHISPERING PINES WATER	EQUIP RENTAL, 6 5 GAL WTR BTI	09/24/2021	161.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Department: 4200 Police - Operations				82,176.31
Department: 4220 Fire - District/city				
8598	FORT BRAGG FIRE PROTECTION	3% of the 20/21 annual operating budg	08/13/2021	23,307.36
8820	FORT BRAGG FIRE PROTECTION	2nd Quater Payments	09/24/2021	99,282.00
20223110	CA PUBLIC EMPLOYEES RETIREM	UAL - Fire	07/26/2021	13,988.00
Total for Department: 4220 Fire - District/city				136,577.36
Department: 4320 Community Development				
8462	SHN CONSULTING ENGINEERS	Engineering Svcs for City & Improver	07/09/2021	52.50
8469	THE UKIAH DAILY JOURNAL	Notice of Public Hearing Planning Coi	07/09/2021	1,447.60
8474	ANTHONY WELCH	Refund Public Hearing Fee MUP 2-21	07/09/2021	1,018.00
8520	REMIF	WC FY21-22	07/26/2021	720.00
8568	THE UKIAH DAILY JOURNAL	Sunshine Holistic Appeal - Legals CLS	07/30/2021	650.66
8620	AMAZON CAPITAL SERVICES	ACRYLIC PLEXI SIGN HOLDER E/	08/16/2021	197.58
8659	HEATHER GUREWITZ	TRAINING/ PLANNING CLASS TH	08/20/2021	275.00
8836	METROPOLITAN PLANNING GRO	As needed environmental consultation	09/24/2021	247.50
8850	SHN CONSULTING ENGINEERS	Provide engineering serivce for the Cit	09/24/2021	262.50
8856	THE UKIAH DAILY JOURNAL	MVU1-21 NOTICE OF PUBLIC HEA	09/24/2021	716.10
Total for Department: 4320 Community Development				5,587.44
Department: 4321				
8436	CREATIVE THINKING	Prof Svcs - Visit Fort Bragg Campaig	07/09/2021	16,795.00
8455	PYRO SPECTACULARS NORTH, IN	2021 Fireworks Event: 7/3/21 Final Pr	07/09/2021	8,000.00
8591	BRAGGADOON SIGNS & GRAPHIC	Banners & Production	08/13/2021	2,135.56
8660	HERC RENTALS INC.	ADM-18	08/20/2021	1,038.32
8706	CREATIVE THINKING	Creative Marketing Agency Services fi	08/27/2021	14,813.67
8817	CREATIVE THINKING	Creative Marketing Agency Services fi	09/24/2021	12,400.00
Total for Department: 4321				55,182.55
Department: 4330 Engineering				
8520	REMIF	WC FY21-22	07/26/2021	972.00
Total for Department: 4330 Engineering				972.00
Department: 4390 Community Contributions				
8450	NOYO CENTER FOR MARINE SCII	Measure AA/AB Q4 FY20/21	07/09/2021	31,250.00
Total for Department: 4390 Community Contribution				31,250.00
Department: 4392 Parks & Facilities				
8532	ROSSI'S BLDG MATERIALS	N Trail: Gloves, Mophead, Blt Sn Brs,	07/30/2021	526.89
8574	WAXIE SANITARY SUPPLY	Sanitary Supplies	07/30/2021	542.21
8588	ARROW FENCING	Temp fence panels and set up	08/13/2021	673.63
8590	BMC PROTECT	Grip Protect case	08/13/2021	312.79
8612	WAXIE SANITARY SUPPLY	KLEENLINE MULTIFOLD, WYPALI	08/13/2021	190.57
8677	SOLID WASTES OF WILLITS, INC	METALS PER CU. YD. X3	08/20/2021	167.25
8733	WAXIE SANITARY SUPPLY	COASTAL TRAIL- SUPER STITCH	08/27/2021	711.62
8744	MENDO MILL & LUMBER CO	PARKS- HVY DTY PICK UP TOOL	09/08/2021	71.33
8746	ROSSI'S BLDG MATERIALS	PARK - FOAM WASP AND YELLOV	09/08/2021	837.91
8860	WAXIE SANITARY SUPPLY	SPITFIRE POWER CLEANER	09/24/2021	92.85
8862	WILLITS POWER EQ - FT BRAGG	BLOWER S/N: 528545595	09/24/2021	194.16
Total for Department: 4392 Parks & Facilities				4,321.21
Department: 4520 Street Maintenance				
8452	PACIFIC GAS & ELECTRIC CO STF	Street Lights - Electricity 5/18/21 to 6/	07/09/2021	8,030.18

Check No.	Vendor/Employee	Transaction Description	Date	Amount
8565	GARY A SWANSON	Haul from Syar, Healdsburg to Corp Y	07/30/2021	945.00
8566	SYAR INDUSTRIES INC	EZ St Asphalt - Bulk	07/30/2021	3,708.18
8628	PACIFIC GAS & ELECTRIC CO STF	STREET LIGHTS ACCOUNT 75659	08/16/2021	8,030.44
8767	PACIFIC GAS & ELECTRIC CO STF	Street lights	09/10/2021	8,044.29
Total for Department: 4520 Street Maintenance				28,758.09
Department: 4522 Streets-Storm Drains				
8462	SHN CONSULTING ENGINEERS	Engineering Svcs for City & Improver	07/09/2021	2,000.00
8532	ROSSI'S BLDG MATERIALS	Storm Water: Pick Up Tool, Ace Bag, .	07/30/2021	211.98
8658	GEO AGGREGATES LLC	CONCRETE SAND, 4/3" (NATIVE) (08/20/2021	933.67
8662	HWY 20 FEED	2- 4X6 STALL MATS	08/20/2021	116.48
8709	GEO AGGREGATES LLC	ROCK TAG:33768 & 33771 3/4" CL	08/27/2021	640.50
8744	MENDO MILL & LUMBER CO	PINE ST- TIE DOWN: X4 W/RTCH,	09/08/2021	246.48
8746	ROSSI'S BLDG MATERIALS	STORM WATER- 5 PLASTIC 5GAL	09/08/2021	29.35
8759	GEO AGGREGATES LLC	4 sack slurry, Pozzoloth NC 534, Envir	09/10/2021	1,741.24
Total for Department: 4522 Streets-Storm Drains				5,919.70
Department: 4570 Corporation Yard				
8427	ARAMARK UNIFORM SERVICES, I	PW - Mats / Towels	07/09/2021	415.13
8520	REMIF	WC FY21-22	07/26/2021	4,250.00
8542	CINTAS FIRST AID & SAFETY	CH - First Aid Supplies	07/30/2021	68.77
8607	IAN SANDERSON	Book Cost Reimburse	08/13/2021	223.19
8676	MAXWELL SALLAS	BOOT REIMBURSEMENT FOR PW	08/20/2021	244.47
8685	UNDERGROUND SERVICE ALERT	2021 MEMBERSHIP FEE, 2020 FEE,	08/20/2021	190.25
8746	ROSSI'S BLDG MATERIALS	SAFETY- GLOVE ATLAS TERM MI	09/08/2021	211.80
8751	STEVEN BAXMAN	Boot cost Reimbursement	09/10/2021	244.91
8775	UNDERGROUND SERVICE ALERT	CA st Fee for Regulatory Costs	09/10/2021	127.66
8807	JASON BALASSI	Boot reimbursement	09/24/2021	223.19
8812	JUSTIN CELERI	Boot reimbursement	09/24/2021	244.91
8862	WILLITS POWER EQ - FT BRAGG	CUTQUIK S/N 189726173	09/24/2021	320.00
Total for Department: 4570 Corporation Yard				6,764.28
Department: 4840 Traffic Safety				
8449	NORVELL'S	Line Lazer Tips	07/09/2021	184.17
8557	PACIFIC GAS & ELECTRIC CO.	Signal Main & Laurel - Electricity 5/2:	07/30/2021	533.31
8601	PACIFIC GAS & ELECTRIC CO.	Street signals Util	08/13/2021	424.37
8629	PACIFIC GAS & ELECTRIC CO.	SIGNAL @ MAIN/ LAUREL ACC# 5	08/16/2021	136.64
8842	PACIFIC GAS & ELECTRIC CO STF	Signal @ Main & Laurel August 2021	09/24/2021	153.64
8843	PACIFIC GAS & ELECTRIC CO.	August 2021 Usage	09/24/2021	404.98
Total for Department: 4840 Traffic Safety				1,837.11
Total for Fund:110 General Fund				1,711,443.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 119 Development Projects Fund				
Department: 0000				
549	COLOMBI MANAGEMENT GROUF	DDA Deposit Balance Refund - Projec	07/09/2021	385.31
550	FOUR BY FOUR INVESTMENT LLC	DDA Balance Refund - Chapel by the	07/09/2021	1,702.22
551	ROBERT HABEKOSS	DDA Balance Refund - LLA 585 S Sa	07/09/2021	1,370.73
552	THE UKIAH DAILY JOURNAL	Notice of Public Hearing - Legals CLS	07/09/2021	549.27
553	DREA or MADISON HYPES	DDA - Deposit Balance Refund (3/31/	07/30/2021	1,875.17
554	METROPOLITAN PLANNING GRO	Adjunct plan srves for CalTrans ADA	07/30/2021	1,883.75
8711	RICHARD D. JONES, APLC	GROCERY OUTLET	08/27/2021	5,197.50
Total for Department: 0000				12,963.95
Total for Fund:119 Development Projects Fund				12,963.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 167 Police Asset Seizure Revenue				
Department: 4215 State Asset Forfeiture				
8752	BETHANY BREWER	Workplace wellness program	09/10/2021	1,000.00
Total for Department: 4215 State Asset Forfeiture				1,000.00
Department: 4216 St.asset Forfeiture-educatn				
8592	LESLEY BRYANT	National Night Out	08/13/2021	418.86
8725	RNB DEVELOPMENT, INC	ICE CREAM SERVICE FOR AT LEA	08/27/2021	625.00
Total for Department: 4216 St.asset Forfeiture-educat				1,043.86
Total for Fund:167 Police Asset Seizure Revenue				2,043.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 175 Successor Agency				
Department: 4810 Redevelopment Agency				
8527	US BANK TRUST N.A.	FB Redevelopment Project 2015 Tax A	07/26/2021	210,775.00
Total for Department: 4810 Redevelopment Agency				210,775.00
Total for Fund:175 Successor Agency				210,775.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 314 MCOG OWP Funding				
Department: 3023				
8729	TJKM TRANSPORTATION CONSUL	Mill Site re-use plan transportation stu	08/27/2021	12,570.00
Total for Department: 3023				12,570.00
Total for Fund:314 MCOG OWP Funding				12,570.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 329 Other State Grants				
Department: 5063				
8551	MENDOCINO COUNCIL OF GOVE	Local Road Safety Plan (LRSP) OWP	07/30/2021	3,998.64
Total for Department: 5063				3,998.64
Total for Fund:329 Other State Grants				3,998.64

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 330 Other Federal Grants				
Department: 6125				
8640	REGIONAL GOVERNMENT SERVI	Professional Services to assit staff with	08/17/2021	35,820.00
8722	REGIONAL GOVERNMENT SERVI	CONTRACT SERVICES FOR JULY :	08/27/2021	1,805.00
8848	REGIONAL GOVERNMENT SERVI	Professional Services to assit staff with	09/24/2021	1,455.00
Total for Department: 6125				39,080.00
Total for Fund:330 Other Federal Grants				39,080.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 333 CDBG 2017				
Department: 5041				
8623	FAMILY TREE RESOURCE INC	ARBORIST ASSESSMENT & REPO:	08/16/2021	360.00
8637	KASH BOODJEH	Design Service Parents & Friends; #17	08/17/2021	18,973.49
Total for Department: 5041				<u>19,333.49</u>
Total for Fund:333 CDBG 2017				<u>19,333.49</u>

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 335 CDBG- COVID Grants				
Department: 5065				
8441	FT BRAGG WATER WORKS	Utility Assistance Program - 1 Custom	07/09/2021	500.00
8453	PACIFIC GAS & ELECTRIC CO.	Utility Assistance Program - 1 Custom	07/09/2021	500.00
8506	FT BRAGG WATER WORKS	UB Asst #3 - 4 Accts	07/26/2021	1,669.98
8523	SUBURBAN PROPANE L.P.	UB Assist #3 - 1 acct	07/26/2021	283.50
8656	FT BRAGG WATER WORKS	UTILITY BILLING ASSISTANCE PI	08/20/2021	2,001.11
8664	KEMGAS	UTILITY BILLING ASSISTANCE PI	08/20/2021	500.00
8672	PACIFIC GAS & ELECTRIC CO.	UTILITY BILLING ASSISTANCE PI	08/20/2021	341.58
8686	WASTE MANAGEMENT	UTILITY BILLING ASSISTANCE PI	08/20/2021	38.95
8758	FT BRAGG WATER WORKS	Utility Billing Assistance Program Pay	09/10/2021	915.71
8764	KEMGAS	Utility Assistance Program Payments #	09/10/2021	500.00
8768	PACIFIC GAS & ELECTRIC CO.	Utility Assistance Program Payments #	09/10/2021	743.95
8780	WASTE MANAGEMENT COLLECT	Utility Assistance Program Payments #	09/10/2021	84.29
8803	AMERIGAS	CDG-05016	09/24/2021	393.28
8822	FT BRAGG WATER WORKS	CDG-05016	09/24/2021	2,372.34
8843	PACIFIC GAS & ELECTRIC CO.	CDG- 05016	09/24/2021	984.79
Total for Department: 5065				11,829.48
Department: 5066				
8582	DROP IN DONUTS	Drop In Donuts - CDBG-1280 Busines	08/06/2021	20,000.00
8602	PARKER, LUCAS AND ASSOCIATE	CDBG - Services B/Assistance Loan F	08/13/2021	8,700.00
8844	PARKER, LUCAS AND ASSOCIATE	CDBG - Services B/Assistance Loan F	09/24/2021	4,930.00
Total for Department: 5066				33,630.00
Total for Fund:335 CDBG- COVID Grants				45,459.48

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 420 Maple Street & SD Rehab				
Department: 0000				
8533	AKEFF CONSTRUCTION SERVICE:	Retention: Maple St Storm Drain & A	07/30/2021	-8,309.05
8747	AKEFF CONSTRUCTION SERVICE:	Pmt #2 Construction of Maple Street S	09/10/2021	-11,249.90
Total for Department: 0000				-19,558.95
Department: 4870 Street Repairs				
8533	AKEFF CONSTRUCTION SERVICE:	Construct Maple St Storm Drain & All	07/30/2021	166,181.00
8546	GHD, INC	Construct Mgmt for Maple St Storm D	07/30/2021	48,150.51
8747	AKEFF CONSTRUCTION SERVICE:	Pmt #2 Construction of Maple Street S	09/10/2021	224,998.00
8760	GHD, INC	Construction Management Service for	09/10/2021	48,181.91
Total for Department: 4870 Street Repairs				487,511.42
Total for Fund:420 Maple Street & SD Rehab				467,952.47

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 520 Facilities Maint & Repair				
Department: 4393 Maint & Repair				
8532	ROSSI'S BLDG MATERIALS	N Trail:Door stop 4' Brass Kickdown,	07/30/2021	47.49
8746	ROSSI'S BLDG MATERIALS	FLAG POLE- PLASTI DIP SPRAY, 3	09/08/2021	408.82
8829	JIMENEZ GLASS STUDIO	Restoration of three guest house musei	09/24/2021	8,961.00
Total for Department: 4393 Maint & Repair				9,417.31
Total for Fund:520 Facilities Maint & Repair				9,417.31

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 521 Technology Maint & Repair				
Department: 4394 Maint & Replacement				
8434	COAST HARDWARE & RADIO SH/	TH - Livestream Cable (Difference fro	07/09/2021	1.09
8435	CODE PUBLISHING COMPANY	Web Update: Ordinance 966-2021; 96	07/09/2021	375.00
8443	GRANICUS, INC	govAccess - Website Design & Imple	07/09/2021	9,500.00
8451	OFFICE DEPOT	HP Toner	07/09/2021	199.84
8464	DEBORAH SMITH	Provide network modification service	07/09/2021	1,625.00
8500	APPRIVER, LLC	Spam Filter Support Subscription Ren	07/26/2021	1,215.22
8503	COMCAST	PEG - Internet 7/6/21 to 8/5/21	07/26/2021	280.03
8504	COMMSYS, INC	PD - CLIPS Annual Support July 2021	07/26/2021	1,001.50
8512	J4 SYSTEMS	WSUS Replacement Deployment Proj	07/26/2021	8,027.00
8520	REMIF	WC FY21-22	07/26/2021	216.00
8536	AT&T CALNET	T1 PD to Corp Yrd - Telephone 6/11/2	07/30/2021	166.16
8541	CDW GOVERNMENT, INC	Network Testing (Srcv 6/4/21)	07/30/2021	135.00
8564	SPRINGBROOK FINANCE HOLDIN	Building Permits: License & Services	07/30/2021	169.00
8583	SPRINGBROOK FINANCE HOLDIN	Finance Suite subscription - 7/1/21 to	08/06/2021	25,665.47
8594	COMCAST	Service 7/3-8/2/2021	08/13/2021	286.18
8596	DUDE SOLUTIONS	Asset Essentials - Fort Bragg	08/13/2021	6,286.35
8603	QUILL CORPORATION	HP CYAN INKJET CART	08/13/2021	149.14
8621	COAST HARDWARE & RADIO SH/	APPLE OEM KIT WALL USBC	08/16/2021	54.43
8647	CDW GOVERNMENT, INC	DELL DC TUNE UP	08/20/2021	1,237.50
8649	COAST HARDWARE & RADIO SH/	2-GP 20' EXT, 1/8" MONO JK TO 1/4	08/20/2021	28.60
8650	COMCAST	INTERNET	08/20/2021	570.96
8652	DLB ASSOCIATES INC	TRACNET MAINTENANCE SERCE	08/20/2021	2,534.00
8668	NOR-CAL TELECOM	PHONE SICTOM TUNE-UP	08/20/2021	305.00
8671	OFFICE DEPOT	INK	08/20/2021	241.09
8701	AT&T CALNET	T-1 PD TO CORP YARD	08/27/2021	166.16
8705	CODE PUBLISHING COMPANY	WEB UPDATE: ORDINANCE 968, N	08/27/2021	594.00
8730	TRACNET CORPORATION	Annual Maintenance 7/1/2021 to 6/30/	08/27/2021	15,200.96
8746	ROSSI'S BLDG MATERIALS	IT TOWN HALL - TH TV STAND	09/08/2021	5.39
8778	VERIZON BUSINESS	Telephone Equipment	09/10/2021	320.98
8779	VOX NETWORK SOLUTIONS	Term Dates 6/27/21-6/26/22 Cisco Any	09/10/2021	1,226.50
8815	COMCAST	PEG& City Hall Internet	09/24/2021	566.21
8828	J4 SYSTEMS	WSUS (COUNTING-SET)	09/24/2021	2,812.50
8846	QUILL CORPORATION	MARKERS & ECONOMY TAPE	09/24/2021	179.73
8851	DEBORAH SMITH	Provide network modification service	09/24/2021	5,687.50
8852	SPRINGBROOK FINANCE HOLDIN	SaaS Migration Professional Subscripti	09/24/2021	16,746.43
Total for Department: 4394 Maint & Replacement				103,775.92
Total for Fund:521 Technology Maint & Repair				103,775.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 522 Fleet Services				
Department: 4550 Fleet Services				
8457	REDWOOD COAST FUELS	PD - Vehicles Fuel	07/09/2021	2,275.51
8458	RHOADS AUTO PARTS INC	CH121 - Oil Filter; Shop Supply - Bra	07/09/2021	402.60
8520	REMIF	WC FY21-22	07/26/2021	180.00
8530	HARE CREEK NURSERY & POWEL	Head cylinder, Rod- push	07/30/2021	440.35
8532	ROSSI'S BLDG MATERIALS	Yard: Hobby Paint Marker Silver	07/30/2021	39.09
8539	BRIDGESTONE AMERICAS INC	Tires, Valves, Caps, Mounts, and such	07/30/2021	1,870.99
8545	FORT BRAGG DIESEL	Dump Truck and Sweeper - Smoke Op	07/30/2021	170.00
8547	HANSEL FORD	Credit for Return: PW48 - Plate	07/30/2021	623.70
8555	OWEN EQUIPMENT SALES	Male Disconnect	07/30/2021	81.42
8558	PLAYHOUSE CREATIVE INC	Car Decals	07/30/2021	206.34
8560	REDWOOD COAST FUELS	Motor Oil	07/30/2021	5,159.92
8561	RHOADS AUTO PARTS INC	WWTB - Solenoid	07/30/2021	864.60
8567	TERRY EQUIPMENT INC	Gutter Broom	07/30/2021	1,680.30
8569	UNITED ROTARY BRUSH CORP	PW56 - Blue Steel Snapon 12 Seg	07/30/2021	1,150.07
8572	LARRY VANDYKE	Haul Tires (x69)	07/30/2021	360.50
8584	HARE CREEK NURSERY & POWEL	16X650X8 2PLY Turf Saver Tire Carli	08/11/2021	125.05
8604	REDWOOD COAST FUELS	PD Fuel	08/13/2021	6,270.17
8605	THE RENTAL PLACE	PROPANE PER GALLON PICKED U	08/13/2021	54.28
8606	RHOADS AUTO PARTS INC	PW60- SANDING DISCS, BUMPER	08/13/2021	1,022.02
8613	WEX BANK	Fuel Purchases	08/13/2021	52.00
8644	BRIDGESTONE AMERICAS INC	FIREHAWK PURSUIT, TRANSFOR	08/20/2021	1,720.55
8654	FORT BRAGG DIESEL	CHK CODES 2 TRUCKS	08/20/2021	180.00
8655	FORT BRAGG TRANSMISSION	SERVICE- INSPECT TRANS AND F	08/20/2021	449.72
8661	HOLT OF CALIFORNIA	ASSY ELEMENT	08/20/2021	75.07
8670	O'REILLY AUTOMOTIVE	JUSTIN	08/20/2021	73.05
8675	REDWOOD COAST FUELS	12X SUPREME OIL, RECYCLING &	08/20/2021	52.15
8721	REDWOOD COAST FUELS	FUEL FOR DOS 7/8 & 7/12	08/27/2021	4,690.51
8724	RHOADS AUTO PARTS INC	OIL FILTER, SME AIR FILTER	08/27/2021	1,040.13
8734	WEX BANK	FUEL- TRAINING	08/27/2021	222.50
8745	RHOADS AUTO PARTS INC	22" EXACT FIT BE, 26" EXACT FIT	09/08/2021	43.53
8746	ROSSI'S BLDG MATERIALS	CITY HALL OFFICE- TSP CLEANE	09/08/2021	20.54
8769	PETERSON CATERPILLAR INC.	Holder pad	09/10/2021	45.48
8770	REDWOOD COAST FUELS	CVHAC Prods Syn Oil	09/10/2021	1,049.00
8773	TERRY EQUIPMENT INC	Rubber flap: Leaf gate&end, Dirt defle	09/10/2021	269.91
8783	RYAN PROCESS		09/10/2021	38,735.50
8821	FORT BRAGG TRANSMISSION	TRAN FLUSH, TRANSER CASE, TI	09/24/2021	573.03
8838	O'REILLY AUTOMOTIVE	OIL FILTER	09/24/2021	23.34
8845	PETERSON CATERPILLAR INC.	coupling, blk hose	09/24/2021	49.00
8847	REDWOOD COAST FUELS	PW Fuel August 2021	09/24/2021	3,056.51
8849	RYAN PROCESS		09/24/2021	45,611.05
8855	TERRY EQUIPMENT INC	TUBEBROOM & FREIGHTOUT	09/24/2021	971.97
8862	WILLITS POWER EQ - FT BRAGG	HOSE & CAP	09/24/2021	13.79
Total for Department: 4550 Fleet Services				121,995.24
Total for Fund:522 Fleet Services				121,995.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Works O & M				
Department: 0000				
8418	MAYRA AHUMADA	Refund Check	07/08/2021	150.00
8419	LUIS ALFONSO CANUL-AVILA	Refund Check	07/08/2021	116.59
8420	City of Fort Bragg	Refund Check	07/08/2021	1,288.19
8421	LINDA ENGLISH	Refund Check	07/08/2021	93.51
8422	LARRY & ANN JENNINGS	Refund Check	07/08/2021	0.36
8423	ANDIE KARR	Refund Check	07/08/2021	68.64
8424	MAX ROSSI	Refund Check	07/08/2021	115.40
8480	DARRELL BAILEY	Refund Check	07/23/2021	100.59
8481	CELESTE CAAMAL	Refund Check	07/23/2021	75.13
8482	ALYSSA DRAKE	Refund Check	07/23/2021	96.88
8483	VICTORIA JOY	Refund Check	07/23/2021	52.28
8484	GARY KOSKI	Refund Check	07/23/2021	39.21
8485	MICHAEL MATTOCKS	Refund Check	07/23/2021	33.33
8486	LINDA & JIM MEYER	Refund Check	07/23/2021	120.58
8487	SEAN MONTANO	Refund Check	07/23/2021	63.16
8488	NICOLE & ELIZABETH ORELLAN	Refund Check	07/23/2021	15.90
8489	JOHN SCHUBERT	Refund Check	07/23/2021	46.19
8490	MARGARITA VALENZUELA	Refund Check	07/23/2021	267.83
8491	HEIDI WALL	Refund Check	07/23/2021	58.26
8614	JOSE COLLI YAM	Refund Check	08/16/2021	72.55
8615	ALEXANDRA CORZANO	Refund Check	08/16/2021	150.00
8616	MICHELLE DUBIN	Refund Check	08/16/2021	57.47
8617	SUSAN JEWETT	Refund Check	08/16/2021	80.80
8618	GARY KOSKI	Refund Check	08/16/2021	111.00
8619	LAURA MAYS	Refund Check	08/16/2021	138.02
8785	CASEY FIELD	Refund Check	09/17/2021	94.42
8786	DREW FIELDS	Refund Check	09/17/2021	86.88
8787	ALEXANDRA FREEMAN	Refund Check	09/17/2021	71.90
8788	COLLEEN HENDRIX	Refund Check	09/17/2021	44.51
8789	BILLY JOHNSON	Refund Check	09/17/2021	1.85
Total for Department: 0000				3,711.43
Department: 4610 Water Administration				
8428	AT&T CALNET	SCADA - Telephone 5/20/21 to 6/19/2	07/09/2021	140.82
8456	QUILL CORPORATION	UB Statements - Perforated Paper	07/09/2021	65.82
8465	SPRINGBROOK FINANCE HOLDIN	UB - Online Payment Processing June	07/09/2021	483.82
8501	AT&T	Water Alarm - Telephone July 2021	07/26/2021	66.76
8520	REMIF	WC FY21-22	07/26/2021	3,854.00
8526	UNITED STATES POSTAL SERVICE	UB Statements - Postage for Bulk Mai	07/26/2021	700.00
8536	AT&T CALNET	SCADA - Telephone 6/20/21 to 7/19/2	07/30/2021	141.13
8589	AT&T	WATER ALARM AUGUST 2021	08/13/2021	66.69
8599	MENDO LITHO	Save Our Water tent cards	08/13/2021	750.15
8608	SPRINGBROOK FINANCE HOLDIN	ONLINE PAYMENT PROCESSING	08/13/2021	495.83
8701	AT&T CALNET	SCADA LINE	08/27/2021	70.16
8720	QUILL CORPORATION	COPY PAPER	08/27/2021	68.53
8732	UNITED STATES POSTAL SERVICE	POSTAGE FOR BULK MAILINGS F	08/27/2021	800.00
8749	AT&T	WTR ADM phone lines July 13-Aug:	09/10/2021	70.59
8762	HERUM/CRABTREE/SUNTAG	telephone call w/ Tabatha Miller & FB	09/10/2021	322.32
8805	AT&T	Sept 2021	09/24/2021	66.69
8809	BRAGGADOON SIGNS & GRAPHIC	WR-00021	09/24/2021	2,830.75
8819	FEDEX FREIGHT	WATER CONSERVATION MATERI	09/24/2021	667.62
8834	MENDO LITHO	indicca envelopes for UB	09/24/2021	744.97
8852	SPRINGBROOK FINANCE HOLDIN	CIVIC PAY AUG 2021	09/24/2021	506.33
8859	UNITED STATES POSTAL SERVICE	BULK UB MAILING	09/24/2021	700.00
Total for Department: 4610 Water Administration				13,612.98
Department: 4611 Water Maintenance				
8502	BADGER METER INC.	Magnet Mount Base Antenna Assembl	07/26/2021	262.47

Check No.	Vendor/Employee	Transaction Description	Date	Amount
8532	ROSSI'S BLDG MATERIALS	Water: WD40 Spray, Blow Off Duster	07/30/2021	91.57
8537	BADGER METER INC.	Orion Cellular LTE Svcs - June 2021	07/30/2021	16.91
8555	OWEN EQUIPMENT SALES	Machete Nozzle	07/30/2021	500.00
8600	PACE SUPPLY CORP. 03381-00	VERBAL-JUSTIN SS1 7.05-7.46X16'	08/13/2021	4,564.72
8716	PACE SUPPLY CORP. 03381-00	FIRE HYD BURY, BOLT SET PLTD,	08/27/2021	949.87
8746	ROSSI'S BLDG MATERIALS	WATER - A STAR BIT, BLOW OFF I	09/08/2021	105.89
8806	BADGER METER INC.	Projected service agreement 6/2021 th	09/24/2021	1,569.71
8841	PACE SUPPLY CORP. 03381-00	Fire Hydrant 2 1/2 x 2 1/2 x 4 1/2	09/24/2021	5,790.92
8862	WILLITS POWER EQ - FT BRAGG	CUTQUIK S/N 189726173	09/24/2021	412.63
Total for Department: 4611 Water Maintenance				14,264.69
Department: 4612 Water Treatment				
8427	ARAMARK UNIFORM SERVICES, I	WTR - Uniforms	07/09/2021	198.18
8430	BRAGGADOON SIGNS & GRAPHIC	"Save Water" Signs and Banner	07/09/2021	1,533.77
8431	BRELJE & RACE LABORATORIES,	WTR Lab - S Harold,Hwy 20,Alder,B	07/09/2021	315.00
8432	CHRIS BRIANS	Chris Brians Exp Reimb - Adv Math fi	07/09/2021	115.00
8433	CARUS LLC	WTR - Chemicals	07/09/2021	2,485.37
8438	EPIC GRAPHICS	Water Bumper Stickers	07/09/2021	1,423.95
8440	CODY FILOSI	Cody Filosi Trvl Exp Reimb - D2 Test	07/09/2021	233.45
8459	RYAN PROCESS	Kuntze Multi Chlorine Analyzer	07/09/2021	5,940.86
8475	WILLITS POWER EQ - FT BRAGG	Building Maintenance - Back Blower	07/09/2021	657.23
8531	MENDO MILL & LUMBER CO	WATERPLANT: Acid Muriatic Gal	07/30/2021	32.04
8532	ROSSI'S BLDG MATERIALS	Salt softnr pellets, delivery charge	07/30/2021	578.04
8538	BRELJE & RACE LABORATORIES,	Lab - 197 Dana & Hwy 20 Tank Ttl Tr	07/30/2021	355.00
8557	PACIFIC GAS & ELECTRIC CO.	WTR Plant, Pumps, Tank, Supply - El	07/30/2021	14,153.80
8570	US BANK	DWR Safe Drinking Loan	07/30/2021	162.50
8586	GRAINGER INC.	Thermally Bonded Cartridge	08/11/2021	667.21
8601	PACIFIC GAS & ELECTRIC CO.	Summber Lan 6/29/2021-7/28/2021	08/13/2021	13,683.94
8624	GRAINGER INC.	Disposable Gloves, Nitrile, S,PK 100	08/16/2021	1,725.48
8635	US BANK	DWR SAFE DRINK WATER	08/16/2021	162.50
8643	BRELJE & RACE LABORATORIES,	2 UNITS OF HALOACETIC ACIDS ·	08/20/2021	290.00
8649	COAST HARDWARE & RADIO SH/	2 5 GAL WATER BOTTLES	08/20/2021	37.00
8703	CHRIS BRIANS	Renew Water Treatment Certificate	08/27/2021	110.00
8713	LOCAL AGENCY FORMATION COI	OUT OF SERVICE AREA WATER SI	08/27/2021	500.00
8744	MENDO MILL & LUMBER CO	WT - 1X NIPPLE GALV	09/08/2021	13.44
8746	ROSSI'S BLDG MATERIALS	WT - NIPPLE GALV 2"X7"	09/08/2021	858.38
8750	BADGER METER INC.	Beacon Mbl hosting serv unit & orion	09/10/2021	193.31
8755	HEATH DANIELS	Reimbursement for Back Flow Cert Cl	09/10/2021	1,291.00
8808	BBVA COMPASS	Intrest	09/24/2021	326,749.20
8824	GRAHAM BACKFLOW SERVICES	Test, inspect, & repair water pipes and	09/24/2021	2,335.00
8825	HERUM/CRABTREE/SUNTAG	Streambed Alteration Permits	09/24/2021	322.32
8843	PACIFIC GAS & ELECTRIC CO.	August 2021 Usage - summers lane re:	09/24/2021	12,175.22
8849	RYAN PROCESS	MASTERFLEX PUMP	09/24/2021	232.92
8853	SUBURBAN PROPANE L.P.	WTR BULK ACCOUNT 1 YEAR	09/24/2021	2.00
Total for Department: 4612 Water Treatment				389,533.11
Total for Fund:610 Water Works O & M				421,122.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 651 Water Capital Projects				
Department: 6006 Water Treatment Plant				
8548	HDR ENGINEERING, INC	Water Treatment Plant Upgrade - Desi	07/30/2021	49,378.00
8726	RYAN PROCESS	Procure a media filter w/upgraded pun	08/27/2021	35,602.13
8761	HDR ENGINEERING, INC	Water Treatment Plant Upgrade - Desi	09/10/2021	40,297.50
Total for Department: 6006 Water Treatment Plant				125,277.63
Department: 6007 Raw Water Line Replacement				
8638	COLEMAN ENGINEERING INC	Design Eng Services - Raw Water Line	08/17/2021	9,455.74
8814	COLEMAN ENGINEERING INC	Design Eng Services - Raw Water Line	09/24/2021	6,140.49
Total for Department: 6007 Raw Water Line Replacem				15,596.23
Department: 6008 Pudding Creek Wtr Main				
8832	LACO ASSOCIATES	Design services for Pudding Creek- W	09/24/2021	30,407.50
Total for Department: 6008 Pudding Creek Wtr Main				30,407.50
Department: 6130				
8525	TWO SHORT SALES	Desal - Parts/Supplies	07/26/2021	89.90
8544	FEDERAL EXPRESS CORP	Ship to Ryan Process (6/24/21)	07/30/2021	28.57
8586	GRAINGER INC.	Safety switch, fuse,ground kit, hub, bo	08/11/2021	4,966.95
8593	COLEMAN ENGINEERING INC	Provide emergency assistance to procu	08/13/2021	7,088.50
8684	TWO SHORT SALES	CONNECTOR PIECES DESALL PR	08/20/2021	56.24
8716	PACE SUPPLY CORP. 03381-00	DESAL- BLUE PIPE, WEDGE PVC/I	08/27/2021	7,381.50
8731	TWO SHORT SALES	DESAL PROJECT - WATER	08/27/2021	29.43
8744	MENDO MILL & LUMBER CO	DESAL- X2 TICO FRAMING BLD, 2	09/08/2021	78.46
8746	ROSSI'S BLDG MATERIALS	WATER PLANT- CLAMP, GROUNE	09/08/2021	68.36
8762	HERUM/CRABTREE/SUNTAG	Finalize well use with FBUSD (6.1 ho	09/10/2021	1,625.37
8783	RYAN PROCESS	Pre-Filtratino to protect membrane sys	09/10/2021	69,172.75
8799	RYAN PROCESS	Procure an aqua clear reverse osmosis	09/20/2021	157,409.25
8802	ALPHA ANALYTICAL LABORATOI	Redwood Well Testing	09/24/2021	6,200.00
8825	HERUM/CRABTREE/SUNTAG	General- water agreement with FBUSI	09/24/2021	1,947.69
Total for Department: 6130				256,142.97
Total for Fund:651 Water Capital Projects				427,424.33

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Wastewater O & M				
Department: 0000				
8784	BETTY COX	Refund Check	09/17/2021	187.86
Total for Department: 0000				187.86
Department: 4710 Wastewater Administration				
8428	AT&T CALNET	WW ADM - Allocation of 961-2800 -	07/09/2021	82.43
8456	QUILL CORPORATION	UB Statements - Perforated Paper	07/09/2021	65.81
8465	SPRINGBROOK FINANCE HOLDIN	UB - Online Payment Processing June	07/09/2021	483.83
8536	AT&T CALNET	Allocation of 961-2800 - Telephone 6/	07/30/2021	82.80
8608	SPRINGBROOK FINANCE HOLDIN	ONLINE PAYMENT PROCESSING	08/13/2021	495.82
8720	QUILL CORPORATION	COPY PAPER	08/27/2021	68.54
8749	AT&T	WW ADM phone lines July 13-Augus	09/10/2021	82.35
8834	MENDO LITHO	indicca envelopes for UB	09/24/2021	747.98
8852	SPRINGBROOK FINANCE HOLDIN	CIVIC PAY AUG 2021	09/24/2021	506.32
Total for Department: 4710 Wastewater Administratio				2,615.88
Department: 4711 Wastewater Maintenance				
8555	OWEN EQUIPMENT SALES	Machete Nozzle	07/30/2021	453.75
8642	BMC PROTECT	CASE OF XLRG BLUE GLOVES- A	08/20/2021	161.79
8862	WILLITS POWER EQ - FT BRAGG	CUTQUIK S/N 189726173	09/24/2021	400.00
Total for Department: 4711 Wastewater Maintenance				1,015.54
Department: 4712 Wastewater Treatment				
8426	AQUA SIERRA CONTROLS, INC.	DFS Repair	07/09/2021	1,001.10
8427	ARAMARK UNIFORM SERVICES, I	WWT - Uniforms	07/09/2021	358.19
8431	BRELJE & RACE LABORATORIES,	WW Lab - Eff 001: Total Coliform, Er	07/09/2021	551.00
8439	FEDERAL EXPRESS CORP	WW Lab - Ship to Brelje & Race Lab	07/09/2021	120.60
8445	HACH COMPANY	Lab - Supplies	07/09/2021	739.73
8446	MERLE LARSON	Merle Larson - Boot Reimb	07/09/2021	201.42
8458	RHOADS AUTO PARTS INC	Fuse	07/09/2021	2.67
8471	UNIVAR USA INC.	Chemicals	07/09/2021	4,572.75
8472	USA BLUE BOOK	Formula 52	07/09/2021	489.48
8478	REMIF - PREMIUM BILLING	Retiree Dental	07/13/2021	1,665.44
8496	REMIF - PREMIUM BILLING	Retiree Dental	07/26/2021	1,665.44
8509	HACH COMPANY	Supplies	07/26/2021	403.11
8516	MCMaster-CARR SUPPLY CO.	Supplies	07/26/2021	242.70
8520	REMIF	WC FY21-22	07/26/2021	4,934.00
8526	UNITED STATES POSTAL SERVICE	UB Statements - Postage for Bulk Mai	07/26/2021	700.00
8528	USA BLUE BOOK	Formula 52 - 30 gallons	07/26/2021	1,207.89
8532	ROSSI'S BLDG MATERIALS	Waste Water: GALV NIPPLE, EIBOW	07/30/2021	77.30
8534	ALPHA ANALYTICAL LABORATOI	Lab - Ocean Discharge Plan	07/30/2021	4,050.00
8535	HUMBERTO ARELLANO	Humberto Arellano Safety Glasses Rei	07/30/2021	225.00
8538	BRELJE & RACE LABORATORIES,	Lab - Eff-001: Total Coliform, Enteroc	07/30/2021	799.00
8557	PACIFIC GAS & ELECTRIC CO.	WWT Pumps, Boosters, Pond - Electri	07/30/2021	21,363.70
8571	USA BLUE BOOK	Lab - Supplies	07/30/2021	572.58
8586	GRAINGER INC.	Element, Intake Filter	08/11/2021	4,356.17
8597	FEDERAL EXPRESS CORP	Transportation charge	08/13/2021	489.89
8601	PACIFIC GAS & ELECTRIC CO.	WWT Plant Utility	08/13/2021	21,977.06
8605	THE RENTAL PLACE	PROPANE PER GALLON PICKED U	08/13/2021	244.78
8610	SUBURBAN PROPANE L.P.	W CYPRESS ST WAST WATER FAC	08/13/2021	323.82
8624	GRAINGER INC.	Muriatic Acid, 1 GAL., Hydrogen Chl	08/16/2021	407.10
8648	CHEMTRAC, INC	TOTAL MEMBRANE CAP NO G HC	08/20/2021	980.00
8666	MCMaster-CARR SUPPLY CO.	PRESSURE GAUGE	08/20/2021	650.31
8680	SUBURBAN PROPANE L.P.	CEDAR ST WATER TREATMENT P	08/20/2021	160.56
8689	HWY 20 FEED	NaHCO3, LIME BARN GRADE	08/27/2021	2,466.82
8693	AMWINS GROUP BENEFITS INC	Sept 2021 Premiums	08/27/2021	5,409.30
8702	BRELJE & RACE LABORATORIES,	BOD X2	08/27/2021	462.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
8707	FEDERAL EXPRESS CORP	TRANSPORTATION CHARGE	08/27/2021	166.57
8718	POLYDYNE, INC	CLARIFLOC C-9550	08/27/2021	1,257.57
8723	THE RENTAL PLACE	HOLDING TAG, TRI MIX, #92 TRI	08/27/2021	432.58
8732	UNITED STATES POSTAL SERVICE	POSTAGE FOR BULK MAILINGS F	08/27/2021	800.00
8746	ROSSI'S BLDG MATERIALS	WASTE WATER- CAULK BIG STRI	09/08/2021	74.18
8757	FEDERAL EXPRESS CORP	Charges for 8/17/21 Delivery	09/10/2021	65.91
8759	GEO AGGREGATES LLC	Driver Project- WWTD	09/10/2021	1,706.26
8771	THE RENTAL PLACE	Propane per gal X7.8 picked up by Co	09/10/2021	52.81
8776	UNIVAR USA INC.	Additional Funds needed for the chem	09/10/2021	9,255.73
8777	USA BLUE BOOK	Replacemnt Cable/ Probe for Royce	09/10/2021	2,088.63
8800	SYNAGRO-WWT, INC	Three year contract for the transportati	09/20/2021	45,333.76
8804	ARROW FENCING	SWING GATE	09/24/2021	4,990.00
8810	BRELJE & RACE LABORATORIES,	Cooler return Jan 2021- July 2021	09/24/2021	871.43
8826	HWY 20 FEED	lime barn (w/ discount)	09/24/2021	1,267.20
8831	KEN GRADY COMPANY INC	WWT-ALDEN PUMP DRODUCTS	09/24/2021	2,778.00
8833	MCMASTER-CARR SUPPLY CO.	stainless steel 1/2 ft long sheet	09/24/2021	55.50
8843	PACIFIC GAS & ELECTRIC CO.	August 2021 Usage	09/24/2021	21,395.84
8859	UNITED STATES POSTAL SERVICE	BULK UB MAILING	09/24/2021	700.00
Total for Department: 4712 Wastewater Treatment				177,162.88
Total for Fund:710 Wastewater O & M				180,982.16

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 714 Non-Routine Maintenance-WWtr				
Department: 4713				
8505	FORT BRAGG SEPTIC SERVICE	Emergency Response to Elm St Lift St	07/26/2021	16,950.00
8553	MULTIPLE PUMP SERVICES	Supplied bypass pumping system for e	07/30/2021	18,210.50
8556	PACE SUPPLY CORP. 03381-00	Elm Street - Bolt Sets, Rubber Gaskets	07/30/2021	1,548.85
8573	WAHLUND CONSTRUCTION INC.	Emergency response to Elm Street Pur	07/30/2021	11,058.36
Total for Department: 4713				47,767.71
Total for Fund:714 Non-Routine Maintenance-WWtr				47,767.71

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 716 WW Treatment Plant - Rehab				
Department: 7001 WW Treatment Facility Upgrade				
8462	SHN CONSULTING ENGINEERS	WWTP CM & Inspec thru 5/31/21	07/09/2021	437.50
8563	SHN CONSULTING ENGINEERS	WWTP Project CM & Inspect - thru 6/	07/30/2021	7,562.82
Total for Department: 7001 WW Treatment Facility U				8,000.32
Total for Fund:716 WW Treatment Plant - Rehab				8,000.32

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		3,846,105.50



Contracts - \$25,000 & Under

July 1, 2021 - September 30, 2021

Date	Consultant/ Contractor	Project	Amount	Term
7/8/2021	J4 SYSTEMS 2521 Warren Drive, Suite A Rocklin, CA 95677	Microsoft WSUS Replacement Deployment	\$10,103.01	7/1/2021 – 7/1/2022
7/8/2021	TRC SOLUTIONS, INC. 21 Griffin Road North Windsor, CT 06095	Phase I Environmental Site Assessment, Southern Mill Site	\$10,575.00	7/8/2021 – 2/28/2022
7/14/2021	CONSULTANTS PLUS 1933 Richmond Street Sacramento, CA 95825	FY 2021-22 Annual Street Report and Consulting	\$2,000.00	7/14/2021 – 12/1/2021
7/15/2021	DKF SOLUTIONS GROUP, LLC 170 Dogwood Lane Vallejo, CA 94591	<i>My Safety Officer</i> Subscription	\$350.00/month	Until terminated
7/23/2021	DUDE SOLUTIONS 11000 Regency Pkwy, Suite 400 Cary, NC 27518	Water Distribution & Wastewater Collection Modules	\$6,286.35	7/1/2021 – 6/30/2022
7/27/2021	COLEMAN ENGINEERING, INC. 1223 Pleasant Grove #100 Roseville, CA 95678	Engineering assistance to procure packaged treatment equipment to treat raw water	\$15,000.00	7/27/2021 – 3/23/2022
8/10/2021	CODE PUBLISHING COMPANY 9410 Roosevelt Way NE Seattle, WA 98115	Municipal Code updates	\$450.00/year plus per page supplement fees	9/1/2021 – 9/1/2024
8/25/2021	BARTEL ASSOCIATES, LLC 411 Borel Avenue, Suite 620 San Mateo, CA 94402	OPEB Actuarial Valuation and GASBS 75 Report for 6/30/21 Financial Statements	\$17,000.00	8/25/2021 – 2/28/2022
8/25/2021	JIMENEZ STAINED GLASS STUDIO 820 N. Street, Suite A Arcata, CA 95521	Remove and replace stained glass windows at Guest House Museum	\$17,922.00	8/25/2021 – 3/1/2022
9/22/2021	IDEMIA AUGMENTED IDENTITY 5705 W. Old Shakopee Rd. #100 Bloomington, MN 55437	Police Department onsite support and database rebuild	\$1,407.00	9/22/2021- 10/22/2021



PW Contract Change Orders

July through September 2021

Date	Project Name Contractor	Change Order No. and Description	Amount
8/20/2021	Maple Street Storm Drain Project/Akeef Construction	CCO#1 Additional costs and time associated with unforeseen underground conditions encountered at various locations on the project site.	+ \$ 25,000
8/30/2021	Maple Street Storm Drain Project/Akeef Construction	CCO#2 Install 460LF of 6" Sanitary Sewer and 10 Sanitary Sewer Laterals on Alley S300K to eliminate a utility conflict between the sanitary sewer and the proposed storm drain main.	+ \$ 82,700
08/31/2021	Wastewater Biosolids Purchase /Ryan Process	CCO#1 Additional Shipping Costs	+ \$54,000
07/16/2021	Water Emergency Engineering Services/ Colman Engineering	CCO#1 Additional funds to add scope of work for Redwood School Well	+ \$40,000



City of Fort Bragg

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Fort Bragg, CA 95437
Phone: (707) 961-2823
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Text File

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Agenda Date: 12/8/2021

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Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3C.

Receive Report on Fiscal Year 2020/21 Year End Results



REPORT OVERVIEW

This report summarizes the City's financial performance for the twelve months ended June 30, 2021. Financial analysis for this report is provided for the General Fund and the two Enterprise Funds on a modified accrual basis. This report is not an audited financial statement, and no data on revenues and expenditures are final until the City has completed its annual audit and finalized its Comprehensive Annual Financial Report (CAFR), to be released in early January 2022.

GENERAL FUND

The General Fund is the general operating fund for the City and includes direct programs, activities, and services to the citizens of Fort Bragg. For the year ended June 30, 2021, General Fund operating revenues totaled \$9.85 million, above budget projections by \$415k. Actual General Fund operating expenditures were \$8.3 million, which is \$911k less than budget.

GENERAL FUND					
	Original	Final Budget	Actual	Variance w/Final Budget	%
REVENUES:					
Property Tax	\$ 1,097,613	\$ 1,097,613	\$ 1,085,533	\$ (12,080)	-1%
Sales and Use Tax	1,414,861	1,715,473	2,028,010	312,537	18%
Transient Occupancy Tax	1,877,740	2,763,000	3,321,928	558,928	20%
Other Taxes	755,829	774,749	810,652	35,903	5%
Reimbursements	2,299,334	2,352,037	2,280,266	(71,771)	-3%
Fines and Forfeitures	15,144	15,144	17,812	2,668	18%
Use of Money & Property	39,454	39,454	(64,616)	(104,070)	-264%
Charges for Services	54,464	54,464	45,370	(9,094)	-17%
Licenses and Permits	89,792	89,792	91,566	1,774	2%
Other Revenue	59,894	151,066	112,359	(38,707)	-26%
Operating Grant Revenue	229,518	390,945	130,162	(260,783)	-67%
Total revenues	7,933,643	9,443,737	9,859,042	415,305	4%

- **SALES & USE TAX:** ↑ \$312k or 18%

Sales tax, which accounts for approximately 20% of the City's General Fund, was up by 13 percent from FY 19/20 (\$1.8M) and ended the fiscal year \$313k over budget projections at \$2.02 million.

- **TRANSIENT OCCUPANCY TAX:** ↑ \$558k or 20%

Fort Bragg is a tourist-based economy and depends heavily on tourism for its revenue. TOT accounts for 29% of the City's General Fund Revenues and had the most significant reduction due to COVID in FY 2019/20. While TOT was the City's most impacted revenue at the height of the pandemic, it showed clear signs of recovery in FY 20/21. In quarter one and four of FY 20/21, it set a record for best quarterly collections ever and ended the fiscal year with the best year to date at \$3.3 million, up 27 percent pre-covid (FY 18/19-\$2.69M) and up 50 percent from (FY 19/20-\$2.2M)



▪ **REIMBURSEMENTS:** ↓\$104k or 264%

Reimbursements include the annual COPS reimbursements for the cost of the City’s CSO, highway user tax, special sales tax allocation, developer deposit reimbursements, and cost allocation transfers, which are considered a cost to the enterprise funds but revenue to the general fund. The variance is attributed to actual expenditures true-up done at the end of the fiscal year, which was less than budgeted amounts. Additionally, DDA reimbursements fell short of budget projections by \$31k.

▪ **OPERATING GRANT REVENUES:** ↓\$260k or 67%

Operating Grant Revenues were \$260k, below budget projections due to unspent grant funds from the timing of Grants that will be carried forward to FY 2021/22. The projected operating grant revenues budget for the current fiscal year is \$489k, which includes reimbursable staff time for the Code Enforcement Program, Fire Station Rehab design work, CDBG activities (UB Assistance, Business Assistance Loan, PFI), SB-2 Grant, and EDA Grant.

GENERAL FUND EXPENDITURES

As previously mentioned, actual General Fund expenditures ended the fiscal year at \$8.3 million which is \$912k below the final budget.

GENERAL FUND					
	Original	Final Budget	Actual	Variance w/Final Budget	%
EXPENDITURES:					
General Government:					
City Council	150,247	173,140	131,495	41,645	24%
Administrative services	661,409	861,882	751,316	110,566	13%
Finance	456,495	483,691	468,573	15,118	3%
Non Departmental	790,933	1,093,918	871,339	222,579	20%
Community Development	203,936	380,156	274,069	106,087	28%
Public Safety:					
Police Department	3,424,636	3,474,236	3,467,709	6,527	0%
Fire Department	441,871	441,871	439,962	1,909	0%
Marketing and promotions	-	111,700	93,060	18,640	17%
Public Works:					
Administration & engineering	415,004	455,740	515,727	(59,987)	-13%
Parks and facilities	40,775	68,775	31,927	36,848	54%
Street maintenance	118,000	118,000	107,606	10,394	9%
Storm drains	14,300	14,300	10,847	3,453	24%
Corporation yard	671,316	680,314	634,446	45,868	7%
Traffic and safety	23,800	23,800	24,023	(223)	-1%
Caspar Closure & GF Debt	80,525	80,525	38,797	41,728	52%
General Fund Exp Subtotal	<u>7,493,247</u>	<u>8,462,048</u>	<u>7,860,896</u>	<u>601,152</u>	7%
Cost Allocations between GF Departments					
Allocation to ISF/Contra Exp	789,222	789,222	478,497	310,725	39%
Total Expenditures	8,282,469	9,251,270	8,339,393	911,877	10%



▪ **ADMINISTRATIVE SERVICES :**

Administrative Services, which includes the City Attorney, City Manager office, City Clerk and Human Resources were \$111k, below budget projections due to savings in personnel costs \$38k, unspent funds \$28k Broadband Feasibility plan, which have been carried forward to FY 21/22 and the City Attorney costs which came in under budget by \$26k.

▪ **NON-DEPARTMENTAL**

Non-Departmental records expenditures not associated with a specific city department. At the end of the fiscal year, actual expenditures were \$223k below the final amended budget. Retiree medical benefits came in under budget by \$83k. Worker's compensation, Property, liability premiums, and unemployment insurance also totaled \$85k under budget. Dues and membership and professional services were \$27k below the final budget as well.

▪ **COMMUNITY DEVELOPMENT**

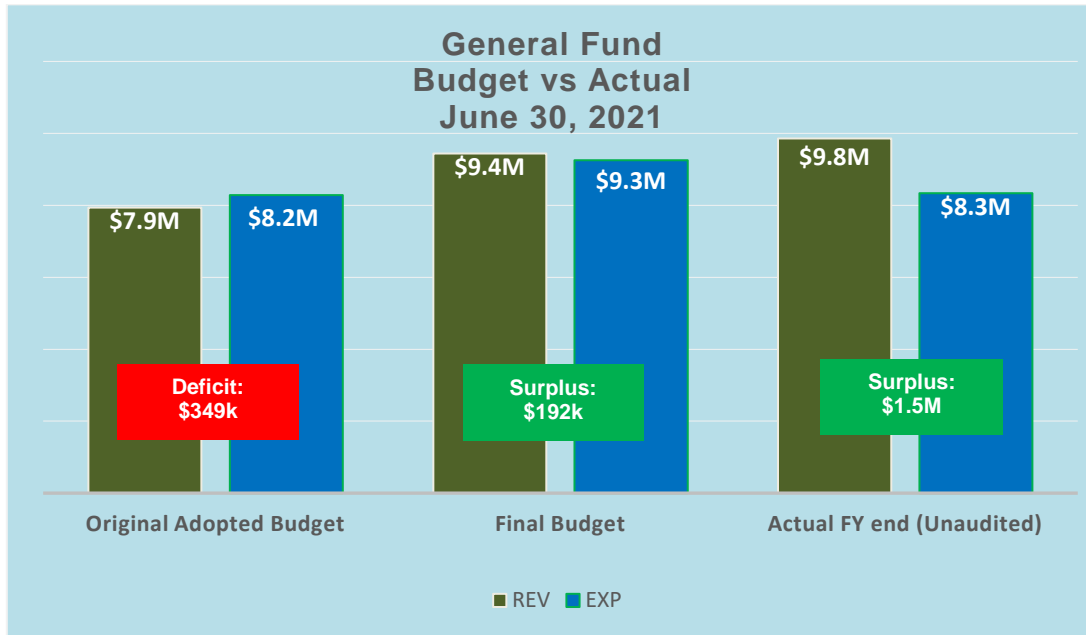
The positive budget variance of \$106k is due to savings in personnel costs. The department was under staff for the first half of the fiscal year. Since then, the department has hired two new assistant planners, an associate planner, and a new administrative assistant. Additionally, \$25k was budgeted for a general plan maintenance study that has been carried forward to FY 2021/22.

▪ **PUBLIC WORKS: ADMINISTRATION & ENGINEERING**

The budget variance of \$59k is due to overages in personnel costs due to the return of furloughed staff in Q1 of the fiscal year, in addition to vacation payouts to the former public works director.



GENERAL FUND RESERVES



	Original	Final Budget	Actual	Variance w/Final Budget
FUND BALANCES				
Unassigned	(348,826)	227,194	1,540,312	-542%
Non-Spendable Funds	5,640	5,640	5,640	0%
Operating Reserve	1,252,371	1,252,371	1,989,419	59%
Recession Reserve	264,139	264,139	496,183	88%
Litigation Reserve	200,000	200,000	200,000	0%
Total Reserves	<u>1,373,324</u>	<u>1,949,344</u>	<u>4,231,554</u>	208%

	FY 19/20 Audited	Budget	Actual	Variance w/prior FY
FUND BALANCES				
Beginning of year	<u>3,141,626</u>	<u>2,691,242</u>	<u>2,691,242</u>	
End of year	<u>\$ 2,691,242</u>	<u>\$ 2,918,436</u>	<u>\$ 4,231,554</u>	57%



WATER ENTERPRISE FUND

Water Enterprise Revenues ended the fiscal year at \$3.3M, \$101k above Budget projections. Expenditures also came in under Budget at 1% or \$13k less than the amended Budget. The estimated **Surplus for FY 20/21 is \$1.6M.**

FY 2020/21 Water Enterprise Operating Results					
	Original Budget	Amended Budget	Actual	Variance w/Final Budget	
Charges for Water Services	\$ 2,714,534	\$ 3,186,926	\$ 3,288,054	\$ 101,128	3%
Other Revenue	18,045	18,045	25,654	7,609	42%
Total Revenue	\$ 2,732,579	\$ 3,204,971	\$ 3,313,708	\$ 108,737	3%
Expenditure by Category					
Debt Service	440,003	440,003	448,692	\$ (8,689)	-2%
Personnel services	434,107	434,107	452,486	(18,379)	-4%
Administration	445,763	445,763	470,942	(25,179)	-6%
Contractual services	58,880	67,753	56,769	10,984	19%
Materials & supplies	165,836	165,836	149,769	16,067	10%
Utilities	130,000	130,000	117,070	12,930	10%
Repairs & maintenance	34,700	34,700	17,509	17,191	50%
Insurance	18,400	18,400	17,230	1,170	6%
Other operating	9,500	9,500	2,318	7,182	76%
Total Expenditure	\$ 1,737,189	\$ 1,746,062	\$ 1,732,785	\$ 13,277	1%
Net Revenue /(Expenditure)	\$ 995,390	\$ 1,458,909	\$ 1,580,923	\$ 122,014	8%

- Revenues returned to pre-covid levels. Charges for services were \$101k or 3% above the amended budget projections.
- Administration expenditures \$25k and personnel services \$18k ended the year over budget due to the Cost Allocation Plan's true-up based on actuals at fiscal year-end.
- Materials & supplies, contractual services, utilities, and repairs and maintenance all ended the year under budget due to savings in expenditures, deferment of repairs and maintenance, and decreases in Fleet Allocation/Contribution by the Water Enterprise Fund to the ISF.
- Each year, all unrestricted fund balances in the Water Fund in excess of 25% of the prior year's operating expenditures are transferred to the Capital Reserve. The estimated **Water Capital Reserve at fiscal year-end is \$6.01M.**

Water Capital Improvements Projects scheduled for FY 21/22 include:

- Water Treatment Plant Overhaul \$5.4M.
- Distribution System Rehab \$850k
- Raw Water Reservoir (Noyo discharge) \$350k
- Raw Water Line Engineering \$680k.
- Water Meter Replacement Project (CDBG funded) \$3M.
- Pudding Creek Water Main \$914k.



WASTEWATER ENTERPRISE FUND

Wastewater Enterprise Revenue ended the Fiscal year at \$3.7M, \$307k above Budget, and Expenditures came in over Budget at 12% or \$210k. **The estimated surplus for the Wastewater Enterprise is \$1.6M.**

FY 2020/21 Wastewater Operating Results					
	Original Budget	Amended Budget	Actual	Variance w/Final Budget	
REVENUES					
Charges for Sewer Services	\$ 2,593,724	\$ 3,302,262	\$ 3,587,321	\$ 285,059	9%
Other Revenue	50,596	115,596	137,646	22,050	19%
Total Revenue	\$ 2,644,320	\$ 3,417,858	\$ 3,724,967	\$ 307,109	9%
EXPENDITURES					
Personnel services	666,436	662,456	686,111	(23,655)	-4%
Administration	533,324	533,324	693,735	(160,411)	-30%
Contractual services	64,259	204,422	164,551	39,871	20%
Materials & supplies	196,426	210,940	181,454	29,486	14%
Utilities	225,000	225,000	198,320	26,680	12%
Repairs & maintenance	59,000	59,000	60,669	(1,669)	-3%
Other Expenditures	-	-	97,185	(97,185)	-100%
Insurance	29,063	29,063	53,032	(23,969)	-82%
Total Expenditure	\$ 1,773,508	\$ 1,924,205	\$ 2,135,057	\$ (210,852)	-12%
Net Revenue /(Expenditure)	\$ 870,812	\$ 1,493,653	\$ 1,589,910	\$ 96,257	6%

- Like the Water Enterprise Fund, revenues returned to pre-covid levels. Charges for services were also above budget by \$285k.
- Administration expenditures ended the fiscal year \$160k over budget due to the Cost Allocation true-up based on actuals at fiscal year-end.
- Personnel services budget variance of \$24k pertains to on-call pay being higher than budgeted (\$16k) and CALPERS expenditures at \$65k over budget from the year-end GASB 68 reconciliation to allocate the UAL.
- Other expenditures of \$97k are merely a book entry to record the disposal of assets (loss on sale of assets for different years).
- Insurance expenditures came in at \$24k over budget related to the updated Property Premiums for the newly completed Wastewater Treatment Plant.
- Each year, all unrestricted Fund Balance in the Wastewater Enterprise Fund above 25% of the prior year's operating expenditures is transferred to the Capital Reserve. The estimated **Wastewater Capital Reserve at fiscal year-end is \$2.03M.**

Capital Improvements Projects Scheduled in FY 21/22 include:

- Collection System Condition Assessment \$750k
- Sewer Main Rehab- CIPP \$190k



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Discussion on Water/Wastewater Utility Rate Fees and Provide Direction to Staff.



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Receive Oral Update From Staff on Departmental Activities