



BUDGET WORKSHOP

FY 2022/23 PROPOSED BUDGET

May 17th, 2022

BUDGET GUIDELINES & FISCAL POLICY

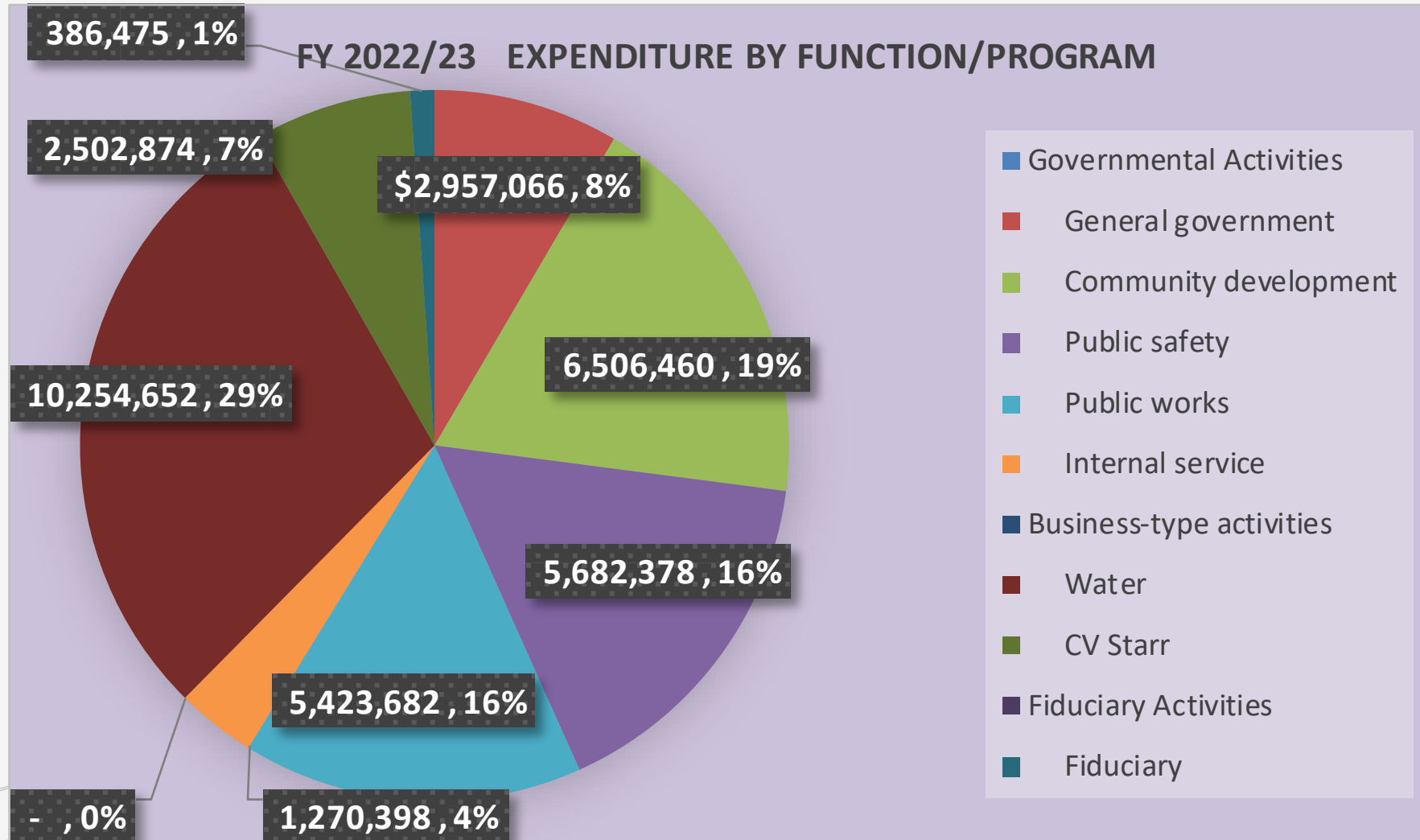
ALL FUNDS PROPOSED
BUDGET FY 2022/23

ALL FUNDS
EXPENDITURE SUMMARY BY FUNCTION/PROGRAM
FY 2019/20 THROUGH FY 2022/23

ALL FUNDS	FY 2019/20 FYE AUDITED	FY 2020/21 FYE AUDITED	FY 2021/22 AMENDED BUDGET	FY 2021/22 FYE PROJECTED	FY 2022/23 PROPOSED BUDGET	% INCR/ -DECR
Governmental Activities						
General government	\$ 1,209,165	\$ 1,190,039	\$ 2,576,969	\$ 2,313,895	\$ 2,957,066	27.8%
Community development	1,172,046	4,796,025	6,155,423	3,419,124	6,506,460	90.3%
Public safety	5,833,078	5,114,834	5,843,472	5,837,874	5,682,378	-2.7%
Public works	4,455,659	2,350,692	7,163,505	3,944,204	5,423,682	37.5%
Internal service	858,071	754,826	1,489,993	1,474,994	1,270,398	-13.9%
Business-type activities						
Water	1,675,504	1,687,506	8,945,160	5,826,729	10,259,731	76.1%
Wastewater	2,302,134	3,036,895	4,067,880	3,508,617	3,160,208	-9.9%
CV Starr	2,080,809	1,228,893	2,226,677	1,797,899	2,502,874	39.2%
Fiduciary Activities						
Fiduciary	229,837	228,240	383,950	382,989	386,475	0.9%
Subtotal	19,816,303	20,387,951	38,853,028	28,506,326	38,149,271	33.8%
Transfers Out	9,944,137	9,944,137	10,251,328	5,105,978	12,011,912	135.3%
TOTAL ALL FUNDS	\$ 29,760,440	\$ 30,332,088	\$ 49,104,357	\$ 33,612,304	\$ 50,161,183	49.2%

**ALL FUNDS BUDGETTED
APPROPRIATIONS: \$38.1M**

ALL FUNDS- EXPENDITURES FY 2022/23



**ALL FUNDS
SUMMARY OF REVENUES BY CATEGORY
FY 2019/20 THROUGH FY 2022/23**

ALL FUNDS	FY 2019/20 FYE AUDITED	FY 2020/21 FYE AUDITED	FY 2021/22 AMENDED BUDGET	FY 2021/22 FYE PROJECTED	FY 2022/23 PROPOSED BUDGET	% INCR/ -DECR
Sales & Use Taxes	\$ 3,687,338	\$ 4,226,570	\$ 3,917,424	\$ 4,076,000	\$ 4,535,000	11.3%
Transient Occupancy Taxes	2,204,152	3,321,928	3,264,742	3,324,158	3,371,081	1.4%
Property Taxes	1,392,950	1,401,826	1,475,790	1,474,107	1,505,040	2.1%
Other Taxes	774,924	810,652	779,500	818,655	832,442	1.7%
Total Taxes	8,059,364	9,760,976	9,437,456	9,692,920	10,243,563	5.7%
Reimbursements	2,353,861	2,307,897	2,696,400	2,578,777	2,781,850	7.9%
Licenses & Permits	99,884	94,199	96,502	89,687	98,213	9.5%
Fines & Forfeitures	99,349	78,670	70,668	80,059	87,600	9.4%
Use of Money & Property	620,388	160,073	276,295	180,803	287,987	59.3%
Intergovernmental (includes grants)	2,678,530	5,862,066	10,335,362	4,607,289	12,787,361	177.5%
Charges for Services	7,919,708	7,545,872	7,844,723	7,857,651	7,818,260	-0.5%
Other Revenues	173,373	911,485	94,215	2,764,823	1,012,000	-63.4%
Other Financing Sources	4,512,326	(0)	-	-	-	n/a
Transfers	22,725,193	9,944,137	10,251,328	5,105,978	12,011,912	135.3%
Total	49,241,975	36,665,374	41,102,950	32,957,987	47,128,746	43.0%
Less Transfers	(22,725,193)	(9,944,137)	(10,251,328)	(5,105,978)	(12,011,912)	135.3%
Total Without Transfers	26,516,782	26,721,237	30,851,622	27,852,009	35,116,834	26.1%
Less Internal Service Funds	(768,775)	(625,019)	(1,020,734)	(995,897)	(1,076,440)	8.1%
Less Internal Charges for Service	(1,475,657)	(1,531,608)	(1,948,669)	(1,764,960)	(1,948,669)	10.4%
Less Interfund Cost Reimbursement	(762,598)	(671,601)	(635,981)	(699,651)	(718,266)	-2.7%
Net Revenues	\$ 23,509,751	\$ 23,893,009	\$ 27,246,238	\$ 24,391,501	\$ 31,373,459	28.6%

GENERAL FUND
PROPOSED BUDGET
FY 2022/23

GENERAL FUND REVENUES BY CATEGORY FY 2022/23

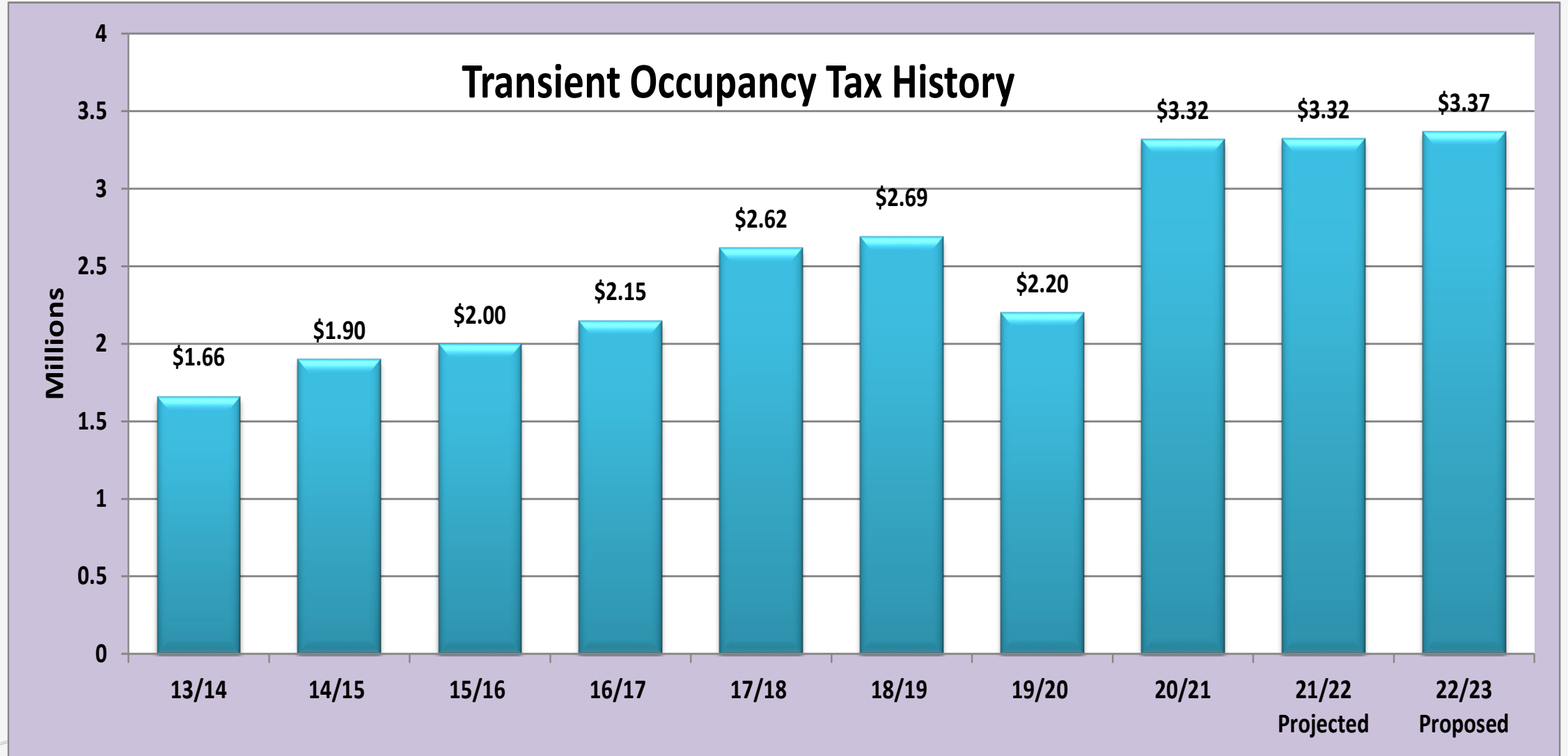
GENERAL FUND	FY 2019/20 FYE AUDITED	FY 2020/21 FYE AUDITED	FY 2021/22 AMENDED BUDGET	FY 2021/22 FYE PROJECTED	FY 2022/23 PROPOSED BUDGET	% INCR/ -DECR
Property Taxes	\$ 1,107,039	\$ 1,085,532	\$ 1,159,533	\$ 1,152,076	\$ 1,176,309	2%
Sales Taxes	1,797,520	2,028,010	1,966,846	2,090,000	2,178,000	4%
Transient Occupancy Taxes	2,204,152	3,321,928	3,264,742	3,324,158	3,371,081	1.4%
Other Taxes	774,924	810,652	779,500	818,705	832,442	2%
Total Taxes	5,883,635	7,246,122	7,170,621	7,384,940	7,557,831	2%
Reimbursements	2,353,861	2,307,897	2,696,400	2,578,777	2,781,850	8%
Charges for Services	43,039	45,369	57,000	65,602	70,546	8%
Intergovernmental	167,609	133,162	582,585	273,339	517,555	89%
Licenses & Permits	97,307	91,567	93,702	87,087	95,413	10%
Other Revenues	22,467	109,358	18,500	28,798	14,500	-50%
Use of Money & Property	268,100	(64,617)	27,020	31,982	61,300	92%
Fines & Forfeitures	47,378	12,181	36,200	29,538	31,500	7%
TOTAL GENERAL FUND	\$ 8,883,396	\$ 9,881,040	\$ 10,682,028	\$ 10,480,063	\$ 11,130,495	6%

**GENERAL FUND
REVENUES
\$11.3 M (6% INC)**

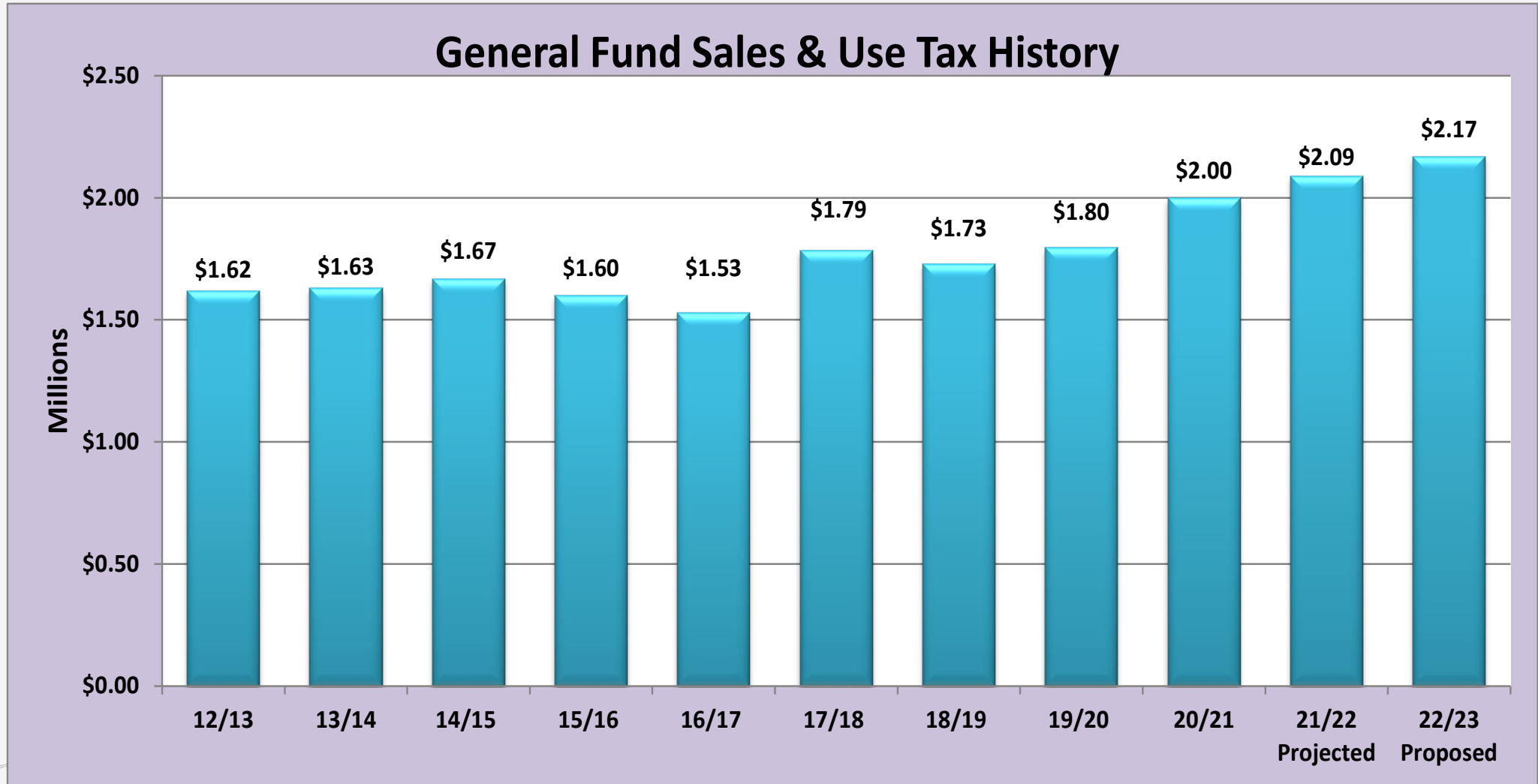
PROPERTY TAX HISTORY FY 2022/23



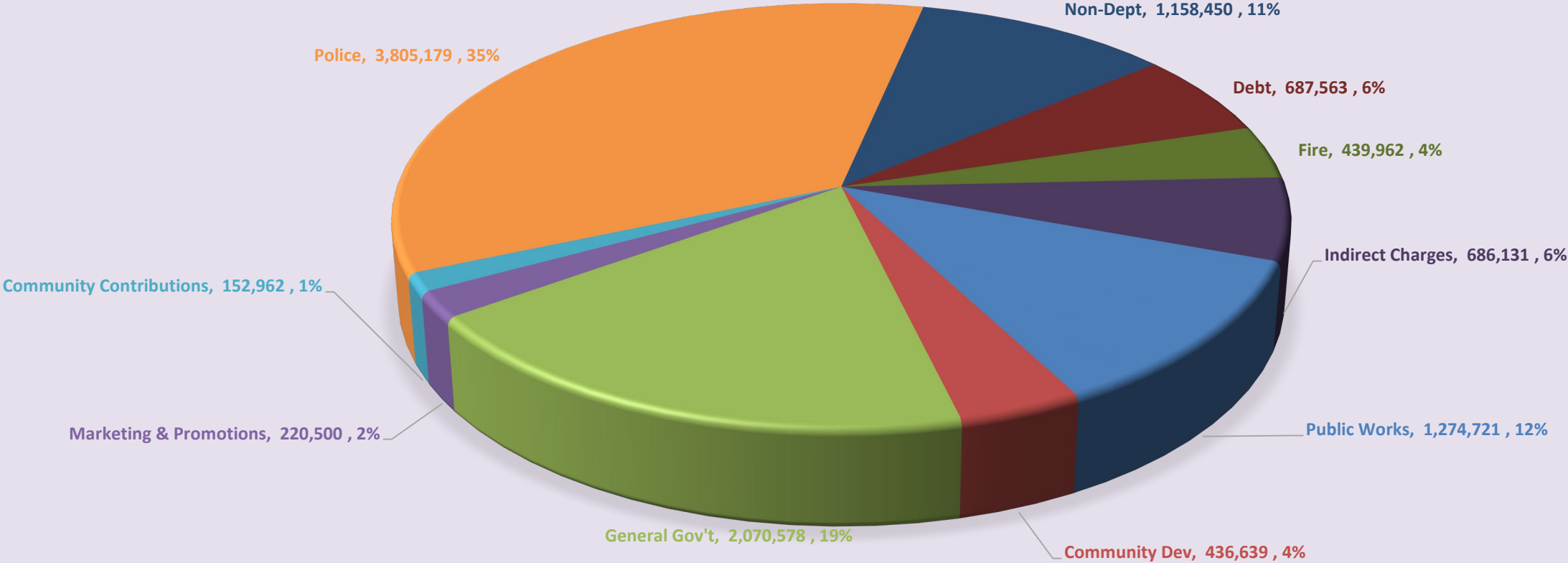
TOT TAX HISTORY FY 2022/23



SALES TAX HISTORY FY 2022/23



GENERAL FUND EXPENDITURES BY FUNCTION



GENERAL FUND PROPOSED BUDGET FY 2022/23

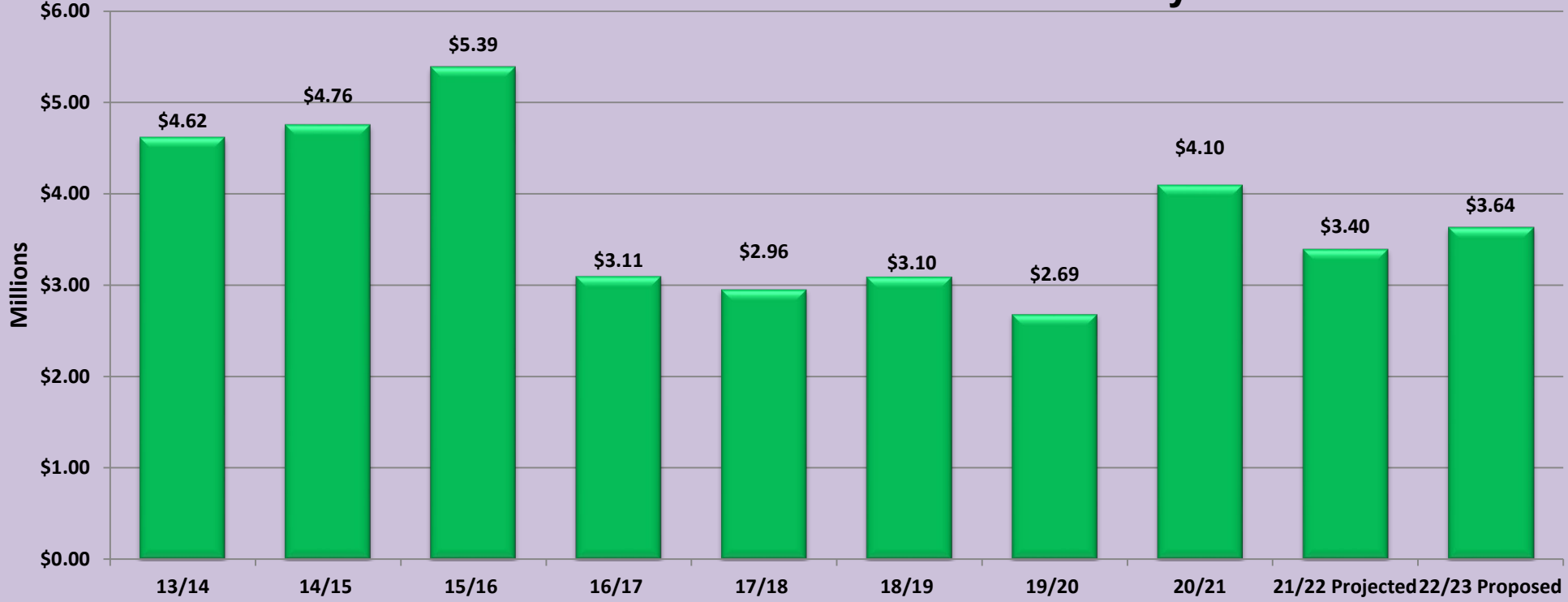
	FY 2019/20 FYE AUDITED	FY 2020/21 FYE AUDITED	FY 2021/22 AMENDED BUDGET	FY 2021/22 FYE PROJECTED	FY 2022/23 PROPOSED BUDGET	% INCR/ -DECR
GENERAL GOVERNMENT						
City Council	\$ 120,522	\$ 131,495	292,807	273,731	193,718	-29.2%
Administration	672,136	751,316	1,222,411	1,198,807	1,270,375	6.0%
Finance	530,342	468,474	606,666	553,118	606,485	9.6%
Other Non-Departmental (overhead)	756,981	872,371	1,183,638	1,076,307	1,158,450	7.6%
General Government Subtotal	2,079,981	2,223,656	3,305,521	3,101,963	3,229,028	4.1%
PUBLIC SAFETY						
Police Department	3,962,289	3,467,709	3,934,061	3,937,432	3,805,179	-3.4%
Fire Department	378,756	439,962	447,758	447,758	439,962	-1.7%
Public Safety Subtotal	4,341,045	3,907,671	4,381,819	4,385,190	4,245,141	-3.2%
Community Services						
Community Development	460,176	232,115	409,484	396,323	436,639	10.2%
Marketing & Promotions	185,759	93,060	230,000	220,500	220,500	0.0%
Community Contributions	38,162	69,869	183,728	132,500	152,962	15.4%
General Fund Debt	185,533	37,964	204,906	197,207	687,563	248.7%
Community Services Subtotal	869,630	433,008	1,028,118	946,530	1,497,663	58.2%
PUBLIC WORKS						
Administration & Engineering	588,348	515,727	619,107	620,786	684,010	10.2%
Parks and Facilities	47,171	31,927	39,800	19,600	18,600	-5.1%
Street Maintenance	120,707	107,606	133,200	115,000	122,000	6.1%
Storm Drains	24,922	10,847	16,000	16,000	19,500	21.9%
Corporation Yard	732,548	634,446	444,284	436,762	402,111	-7.9%
Traffic and Safety	36,291	24,023	73,500	67,000	28,500	-57.5%
Public Works Subtotal	1,549,987	1,324,576	1,325,891	1,275,148	1,274,721	0.0%
General Fund Subtotal	8,840,643	7,888,911	10,041,349	9,708,831	10,246,553	5.5%
Cost Allocation	474,904	478,497	686,131	681,042	686,131	0.7%
TOTAL GENERAL FUND	\$ 9,315,547	\$ 8,367,408	\$ 10,727,480	\$ 10,389,873	\$ 10,932,684	5.2%

**GENERAL FUND
EXPENDITURES
\$10.9 M (5.2% INC)**

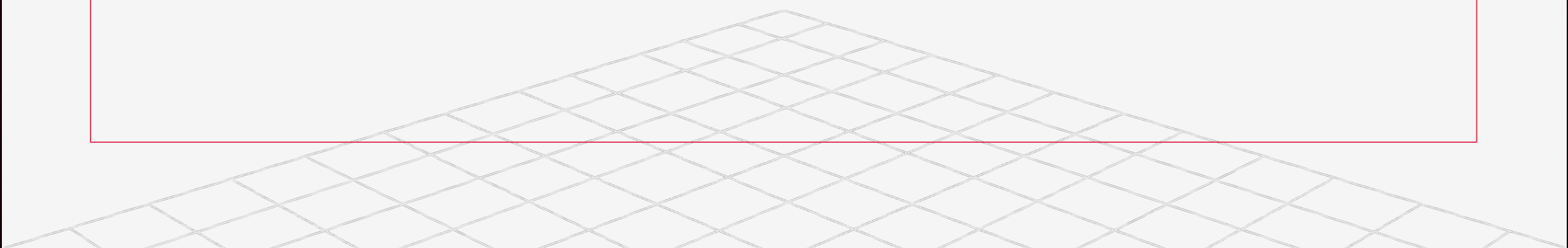
GENERAL FUND OPERATING BUDGET

	PROPOSED FY 2022/23
Operating Revenue	\$ 11,130,495
Operating Expenditures	(10,932,684)
Operating Surplus(Deficit)	<u>\$ 197,812</u>

General Fund - Fund Balance History



Proposed use of the \$3.5 Million Funds from PoB's issued in Nov, 2021

- **Option: 1** Return the funds (Savings of \$5.2M, \$236k/annually) * **Staff Recommendation**
 - **Option: 2** Contribute the funds into a Section 115 Pension Fund and gain potentially 6-12 % interest rate. (Returns are not guaranteed)
 - **Option: 3** Use a portion of funds for Projects
- 

DEBT SCHEDULE & POTENTIAL SAVINGS

	A	B	C	B+C	A+B+C		
FY	Unrefunded UAL	UAL Restructuring	Site Acquisition	2021 LRB Debt Payments	Current Annual Debt Payments	Payments if Site Acquisition Bonds Are Redeemed	Savings
2023	\$ 256,876	\$ 362,126	\$ 237,577	\$ 599,703	\$ 856,579	\$ 619,002	\$ (237,577)
2024	\$ 188,657	\$ 307,082	\$ 236,240	\$ 543,322	\$ 731,979	\$ 495,739	\$ (236,240)
2025		\$ 376,361	\$ 234,797	\$ 611,158	\$ 611,158	\$ 376,361	\$ (234,797)
2026		\$ 439,376	\$ 237,886	\$ 677,262	\$ 677,262	\$ 439,376	\$ (237,886)
2027		\$ 521,136	\$ 235,699	\$ 756,835	\$ 756,835	\$ 521,136	\$ (235,699)
2028		\$ 580,635	\$ 238,094	\$ 818,729	\$ 818,729	\$ 580,635	\$ (238,094)
2029		\$ 583,181	\$ 235,112	\$ 818,292	\$ 818,292	\$ 583,181	\$ (235,112)
2030		\$ 589,973	\$ 236,920	\$ 826,892	\$ 826,892	\$ 589,973	\$ (236,920)
2031		\$ 580,935	\$ 238,425	\$ 819,360	\$ 819,360	\$ 580,935	\$ (238,425)
2032		\$ 571,335	\$ 234,585	\$ 805,920	\$ 805,920	\$ 571,335	\$ (234,585)
2033		\$ 568,585	\$ 234,485	\$ 803,070	\$ 803,070	\$ 568,585	\$ (234,485)
2034		\$ 560,495	\$ 239,215	\$ 799,710	\$ 799,710	\$ 560,495	\$ (239,215)
2035		\$ 547,235	\$ 238,605	\$ 785,840	\$ 785,840	\$ 547,235	\$ (238,605)
2036		\$ 543,975	\$ 237,825	\$ 781,800	\$ 781,800	\$ 543,975	\$ (237,825)
2037		\$ 540,375	\$ 236,875	\$ 777,250	\$ 777,250	\$ 540,375	\$ (236,875)
2038		\$ 536,025	\$ 235,575	\$ 771,600	\$ 771,600	\$ 536,025	\$ (235,575)
2039		\$ 536,325	\$ 234,100	\$ 770,425	\$ 770,425	\$ 536,325	\$ (234,100)
2040		\$ 531,100	\$ 237,450	\$ 768,550	\$ 768,550	\$ 531,100	\$ (237,450)
2041		\$ 525,525	\$ 235,450	\$ 760,975	\$ 760,975	\$ 525,525	\$ (235,450)
2042		\$ 594,600	\$ 238,275	\$ 832,875	\$ 832,875	\$ 594,600	\$ (238,275)
2043		\$ 605,700	\$ 235,750	\$ 841,450	\$ 841,450	\$ 605,700	\$ (235,750)
2044		\$ 465,750	\$ 238,050	\$ 703,800	\$ 703,800	\$ 465,750	\$ (238,050)
	\$ 445,533	\$ 11,467,828	\$ 5,206,989	\$ 16,674,817	\$ 17,120,350	\$ 11,913,361	\$ (5,206,989)

Budget Savings
(\$3.5M Bonds Redeemed)


Annual: \$236k
Life of Debt:\$5.2M

CITY COUNCIL

FY 2021/22 TOP ACCOMPLISHMENTS

- › Blue Economy symposium
- › Developed and lead an advisory committee to advise on City name change.
- › Developed a Housing Trust Fund to help provide for Workforce Housing
- › Secured funding for Soccer Fields
- › Installed a Desalination Plant to Supplement our Water Supply
- › Obtained Social Service Grant to assist Police Department

FY 2022/23 TOP PRIORITIES

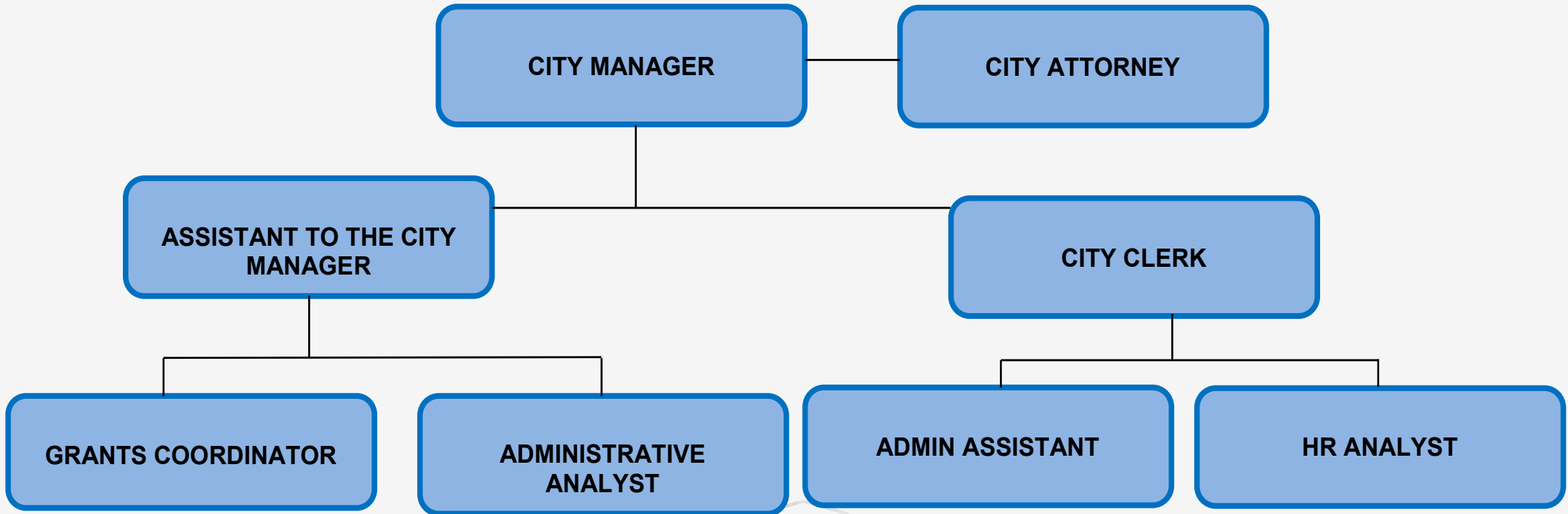
- Infrastructure projects
 - Water supply and resiliency
 - Broadband expansion
 - Streets, roadway and Americans with Disabilities Act (ADA) improvements
 - Affordable housing in City
 - Financial resiliency
 - Initiate ballot measure to increase sales tax by 3/8 of one percent
 - Pay down PERS unfunded liability
 - Economic development and growth
 - Perform park structural repairs, upgrades and maintenance
 - Advertise and find qualified candidates to fill vacancies on City Council.
- 

Expenditure Line Item Detail

Fund #110		Account	Category	FY 2022/23
Department: 4110		Detail	Detail	Proposed Budget
Personnel Costs				
	Salaries & Wages, Regular		\$ 25,200	
	Employee Benefits		<u>115,018</u>	
	Total Personnel Costs			\$ 140,218
Materials & Services				
110-4110-0319	Professional Services		35,000	
110-4110-0366	Training/Travel Reimbursement		8,000	
110-4110-0371	Meetings/City Business		<u>500</u>	
	Total Material & Services			43,500
110-4110-0315	Election costs		<u>10,000</u>	
	Total Other Expenditures			10,000
	Total - City Council			<u>\$ 193,718</u>

ADMIN DEPARTMENT

ADMINISTRATION DEPARTMENT



AUTHORIZED FTE	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY 20	FY 21	FY 22	FY 23
Administration Department	6	6	6	6.5	7	7	6	6	6	7	7

FY 2021/22 TOP ACCOMPLISHMENTS

- Initiated a regional conversation to explore how opportunities within the "Blue Economy" could improve livelihoods, while nurturing healthy marine ecosystems; culminating in a four day, city-wide event: Blue Economy Symposium & Learning Festival.
- Oversaw the Visit Fort Bragg Committee and destination marketing team to implement special events and seasonal marketing campaigns, such as the Magic Market, Holiday Gift Guide, Winter Wonderland, and more.
- Incubated a Community Land Trust focused on providing home ownership opportunities for workforce earning up to 120% of the area median income – Housing Mendocino Coast.
- Held an Economic Development Workshop for City Council, which resulted in numerous activities and programs to support downtown revitalization, including: Business Assistance Loans, Comprehensive Code Enforcement, Renewed Kiosks and Signage, Quarterly Merchant Meetings.
- Upgraded and updated the City of Fort Bragg website to a new and more modern user-friendly site.
- Installed new digital kiosk display outside City Hall for public notices, wayfinding and agenda information.
- Implemented electronic and paperless filing system for Fair Political Practices Commission campaign disclosure statements and statements of economic interest.
- Transitioned public meetings from Zoom only to hybrid in-person/virtual meetings.
- Digitized approximately 385 of the City's original recorded deeds and created a searchable deed index.
- The City Clerk achieved the Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks and became one of only 167 MMCs in California and 1,339 nationwide.
- Human Resources assisted Finance with migration of Springbrook system to the cloud.
- Human Resources assisted Finance with implementation of GovInvest Labor module.
- Implemented human resources internal processes to reduce paperwork and administration time.

PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY18	FY19	FY20	FY21
HUMAN RESOURCES				
Number of job posting	4	10	16	17
Number of applications received and reviewed	184	110	365	217
Open Enrollment compliance and Meetings held	95% - 3	95% - 3	100%	100%
Number of new hires	7	10	8	17
Safety Meetings	4	4	2	3
CITY CLERK				
Ordinances processed	8	6	8	13
Resolutions processed	110	118	122	148
Contracts processed	105	75	61	97
City council meeting Agenda packets published	53	46	47	42
Public Records requests processed / Records reviewed	146 / 1,074	78 / 2,041	146 / 12,027	294 / 8,868
Weddings performed	1	2	2	4

FY 2022/23 TOP PRIORITIES

- Continue to implement technical solutions for efficiency and increased information availability to staff and members of the public
- Continue to engage in a regional approach to economic development that supports the long-term health of in and around Fort Bragg
- Initiate pilot project for Housing Mendocino Coast, a community land trust serving households earning up to 120% of the area median income throughout the Mendocino coastal region
- Pursue funding and strategy to implement municipal broadband infrastructure to provide fast, reliable and affordable broadband connectivity to households, schools, and businesses
- Actively engage in outreach and education to residents and visitors regarding finite water resources
- Solid Waste Infrastructure
- City-wide Succession Planning

ADMINISTRATION DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4130

Description	FY 2020/21 Audited	FY 2021/22 Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	% + /-
Expenditure Summary					
Personnel Services	\$ 598,704	\$ 726,436	\$ 708,532	\$ 903,765	28%
Non-Personnel Services	144,579	495,975	490,276	366,610	-25%
Total Departmental Expenditure	743,283	1,222,411	1,198,807	1,270,375	6%
Revenue Summary					
Charges for services	255	2,000	1,800	1,800	0%
Miscellaneous Revenue	15,346	7,500	13,021	11,000	-16%
Reimbursements	27,574	86,916	9,878	137,809	1295%
Total Departmental Revenue	43,175	96,416	24,699	150,609	510%
Net Rev/Exp	(700,109)	(1,125,995)	(1,174,109)	(1,119,766)	-5%
Cost Allocation Summary					
Expense - Cost Allocations	(423,508)	(343,183)	(343,183)	(343,183)	100%
Revenue - Personnel Allocations	(170,255)	(239,190)	(173,164)	(199,190)	15%
Net Cost Allocation	(593,763)	(582,373)	(516,347)	(542,373)	5%
Net Expenditure	\$ (106,345)	\$ (543,622)	\$ (657,762)	\$ (577,393)	-12%

Line Item Detail

FY 2022/23

Fund #110

Account

Category

Proposed

Department: 4130

Detail

Detail

Budget

Personnel Costs

Salaries & Wages, Regular \$ 660,064
Employee Benefits 243,701

Total Personnel Costs \$ 903,765

Materials & Services

110-4130-0311 City Attorney Services 300,000
110-4130-0316 Pre-Employment Costs 10,000

Live Scan \$ 1,000
Occu-Med 7,500
Polygraph & Background 1,500

110-4130-0317 Recruitment Costs 10,000
110-4130-0319 Professional Services 25,000

110-4130-0320 Dues & Memberships 2,710
American Planning Assoc. \$ 360
International Foundation of Employee Benefits-HR 325
International City/County Management Assoc. 750
International Institute of Municipal Clerks - CC 290
City Clerks Association of California- CC 200
CA League of Economic Development 350
International Public Management Assoc.- HR 156
Cal GOVHR 60
Society of Human Resources Management 219

110-4130-0364 Legal Notices 4,000

110-4130-0368 Training/Travel Reimbursement 12,000

City Clerk \$ 2,000
City Manager 2,000
Economic Development Coordinator 2,000
Human Resource Analyst 2,000
Administrative Assistant 2,000
Grants Coordinator 2,000

110-4130-0371 Meetings/City Business 200

110-4130-0375 General Supplies 500

110-4130-0378 Medical/Safety Supplies 1,000

110-4130-0381 Small Tools & Equipment 1,000

110-4130-0384 Books & Subscriptions 200

Total Material & Services 366,610

Total - Administration Expenditure \$ 1,270,375

MARKETING & PROMOTIONS

VISIT FORT BRAGG MARKETING & PROMOTIONS BUDGET SUMMARY

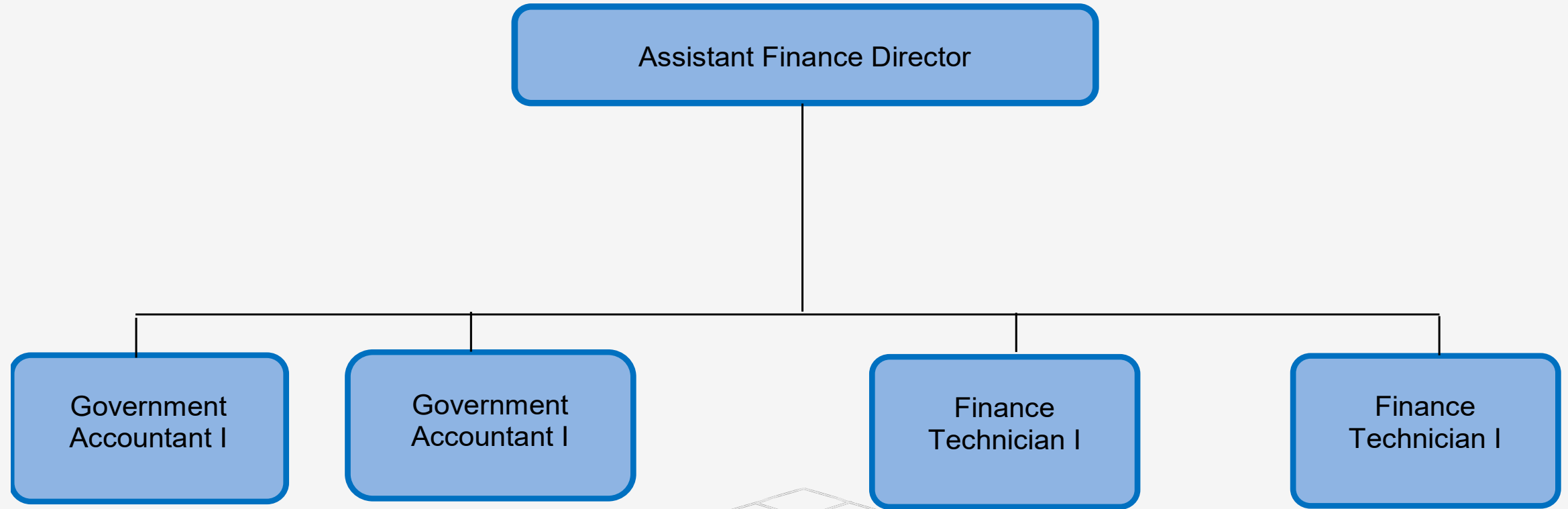
FUND 110

DEPARTMENT: 4321

Description	FY 2020/21	FY 2021/22		FY 2022/23	% + /-
	Audited	Amended Budget	21/22 FYE Projected	Proposed Budget	
Expenditure:					
Material and Services	\$ 93,060	\$ 230,000	\$ 220,500	\$ 220,500	0%
Total Departmental Expenditure	\$ 93,060	\$ 230,000	\$ 220,500	\$ 220,500	0%

FINANCE DEPARTMENT

FINANCE DEPARTMENT



AUTHORIZED FTE	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY21	FY21
Finance Department	4	4	4	4	4	4	4	3	4.8	5	4

FY 2021/22 TOP ACCOMPLISHMENTS

Finance Operations Accomplishments

- › Migrated Springbrook Accounting Software to the “cloud”.
- › Hired and trained three new Finance Technicians.
- › Cross-trained Finance Department duties to ensure coverage.
- › Implemented a Pension Funding Policy.
- › Assisted the City Manager in issuing 2021 Pension Lease Revenue Bonds to restructure the City’s UAL Debt with CALPERS.

Utility Billing and Operations Accomplishments

- › Launched a successful water conservation campaign reducing water usage by 32%.
- › Successfully repaired major leaks, many of which were undetected for many years.
- › Began billing septic hauler for the use of the septic station
- › Resume water shutoffs in compliance with SB 998 after a two-year moratorium
- › Received grant to assist income-eligible customers affected by COVID-19 in paying utility bills.
- › Secured utility arrearage grant funding to minimize the impact of water shut off on customers.

PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
BUDGET/CAFR/AUDIT				
Receive GFOA Distinguished Budget award	Yes	Yes	Yes	Yes
Receive GFOA Award for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
Audit Findings	Nil	Nil	Nil	Nil
REVENUE COLLECTION & UTILITY BILLING				
Ave.number open Water/Sewer Accounts	2,845 / 2,774	2,863 / 2,787	2859 / 2786	2871 /2792
Total Amount Billed(Water/Sewer)	\$2.9m/\$3.5m	\$3.1m/\$3.5m	\$3.2m/\$3.6m	\$3.0m/\$3.5m
% of payments processed through external automated/electronic process (Ebox,lockbox,ACH/CC)	53%	64%	75.7%	72.7%
Business licenses renewals notices mailed	883	910	866	890
% of business licenses processed within 30 days	100%	100%	100%	100%
Avg. number monthly pmts processed internally	998	961	630	725
Avg. number monthly water delinq. notices mailed	509	607	404	424
Avg. Monthly Number of Turn Offs – Non Payment	34	17	0	0
ACCOUNTS PAYABLE/PAYROLL				
Average days for Invoices to be Paid (turned into Finance)	2 days	2 days	2 days	2 days
% of Staff cross-trained in Payroll process	75%	100%	100%	60%
% of Staff cross-trained in AP process	100%	100%	100%	80%
% of employees signed up for direct deposit	94%	95%	98.5%	98.5%

FY 2022/23 TOP PRIORITIES

Utility Billing

- › Install New Cellular Water Meters – 2,900
- › Implement Water Smart Software (Customer interface)
- › Resume Water shutoffs (end of moratorium Dec 31, 2021)
- › Complete Utility rate study

Financial Operating, Budgeting, and Reporting

- › Maintain a balanced budget
- › Improve Department Website, providing additional information about utilities and business licenses.
- › Assist City Council in the establishment of new or enhanced revenue sources.
- › Set up a Section 115 Trust (June 2022)

FINANCE OPERATING, BUDGETING, & REPORTING CONT..

- › Complete and publish the new fee schedule (June 2022)
- › Complete the “Costing” software setup, which will enable the finance department to analyze different scenarios for planning and budgeting purposes.
- › Continue developing annual long-term planning (10-year financial forecast) documents and presentations.
- › Hire and train a new Government Accountant to replace an employee that was promoted.
- › Maintain continuing education plan for Finance staff.
- › Train and mentor staff to support professional advancement.
- › Increase departmental meetings and team-building activities to encourage a “team” culture.

FINANCE DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4150

Description	FY 2020/21 Audited	FY 2021/22 Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	% + /-
Expenditure Summary					
Personnel Services	\$ 413,678	\$ 551,473	\$ 488,299	\$ 546,138	12%
Non-Personnel Services	45,881	55,193	64,974	60,515	-7%
Total Departmental Expenditure	459,559	606,666	553,273	606,653	10%
Revenue Summary					
Charges for services	65,568	205,081	47,516	8,046	-83%
Reimbursements	-	-	-	45,000	100%
Licenses & Permits	62,752	54,000	59,321	66,213	12%
Fines & Forfeitures	1,454	1,200	1,500	1,500	0%
Total Departmental Revenue	129,774	260,281	108,337	120,759	11%
Net Rev/Exp	(329,786)	(346,385)	(444,936)	(485,893)	9%
Cost Allocation Summary					
Expense - Cost Allocations	(129,404)	(66,607)	(70,270)	(66,607)	100%
Revenue - Personnel Allocations	252,125	342,832	310,000	342,832	11%
Net Cost Allocation	122,721	276,225	239,730	276,225	15%
Net Expenditure	\$ (452,507)	\$ (622,610)	\$ (684,666)	\$ (762,118)	11%

Line Item Detail

Fund #110		Account	Category	FY 2022/23
Department: 4150		Detail	Detail	Proposed Budget

Personnel Costs

0101	Salaries & Wages		\$ 354,664	
0201	Employee Benefits		191,474	
Total Personnel Costs			<u>546,138</u>	\$ 546,138

Materials & Services

110-4150-0312	Auditing & Accounting		26,000	
110-4150-0319	Professional Services		24,200	
	Armored Car Service	5,500.00		
	Banking Fees	10,400		
	Sales Tax Audit and Analysis	2,000		
	Statistics for CAFR (MuniServices)	3,100		
	State Controllers Office - Street Rpt	2,000		
	SB90 Claims Consultant	<u>1,200</u>		
110-4150-0320	Dues & Memberships		315	
	GFOA	157		
	CSMFO	<u>158</u>		
110-4150-0364	Legal Notices		500	
110-4150-0366	Training/Travel Reimbursement		9,000	
110-4150-0381	Small Tools & Equipment		<u>500</u>	
Total Material & Services			<u>60,515</u>	60,515

Total - Finance Department \$ 606,653

NON-DEPARTMENTAL

Line Item Detail

Fund #110	Account	Category	FY 2022/23
Department: 4190	Detail	Detail	Proposed Budget

Personnel Costs

110-4190-0224	Retiree Medical Benefits	\$	376,335
110-4190-0225	OPEB Funding		5,000
110-4190-0251	Unemployment Insurance		18,440
Total Employee Benefits			\$ 399,775

Materials & Services

110-4190-0319	Professional Services		35,200
	Alarm monitoring	12,000.00	
	OPEB Actuarial Valuation	4,200	
	Property tax	5,000	
	Document shredding	672	
	PEPEB GASB 75 reporting	2,500	
	REMIF safety program	5,020	
	Emergency worker training	5,000	
	GFOA CAFR and Budget Awards	808	
110-4190-0320	Dues & Members hips		14,350
	Chamber of Commerce	150	
	LAFCO	10,000	
	Leage of CA Cities	4,200	
110-4190-0355	Equipment Leases		29,000
110-4190-0358	Liability Premium		308,000
110-4190-0358	Rentals - Equipment & Vehicles		3,321
110-4190-0359	Liability Deductible		10,000
110-4190-0360	Property Premium		105,780
110-4190-0362	Telephone & Communication		17,500
110-4190-0365	Copying/Printing Bid Docs		5,538
110-4190-0371	Meetings /City Business		6,000
	Employee recognition	6,000	
		<u>6,000</u>	

110-4190-0372	Postage	2,000
110-4190-0375	General Supplies	10,088
110-4190-0383	Utilities	61,000
110-4190-0384	Books & Subscriptions	100
110-4190-0387	Section 115 Trust UAL Additional Payment	150,000
110-4190-0630	EOC - Materials & Services	300

Total Material & Services 758,175.01

Other Expenditures

110-4190-0619	Other Expenditures	500
	Graffiti removal	<u>500</u>

Total Other Expenditures \$ 500

Total - Non-Departmental \$ 1,158,450

Line Item Detail

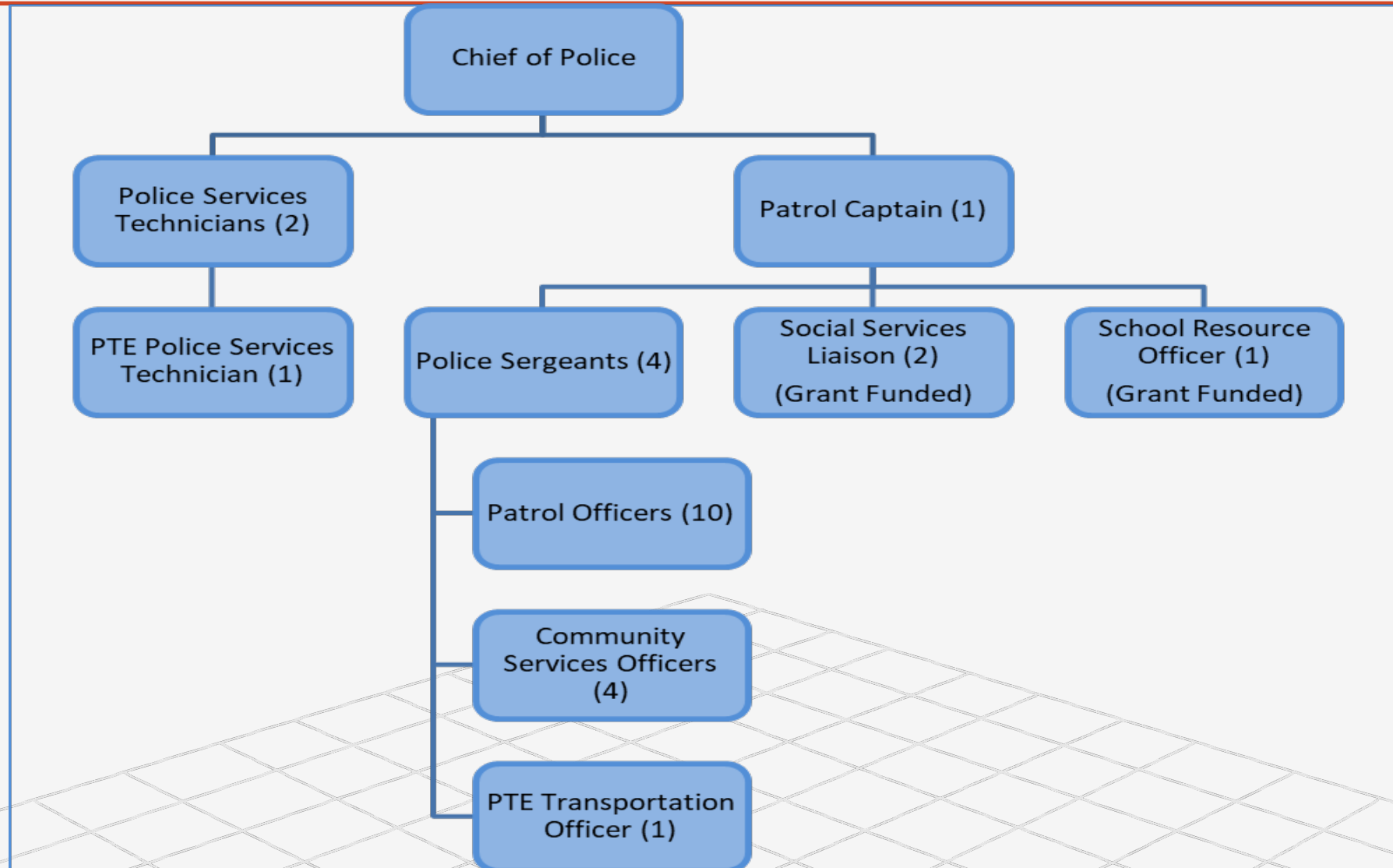
Fund #110	Account Detail	Category Detail	FY 2022/23 Proposed Budget
Department: 4390 & 4391			
Community Organizations			
110-4390-0821	Chamber of Commerce		\$ 2,000
110-4390-0819	Community Contributions		150,962
	EDFC	5,000	
	Leadership Mendocino Scholarships	500	
	Otsuchi Sister City Program	5,000	
	Noyo Center - Measure AA Funding	70,231	
	Special Projects - Measure AA Funding	70,231	
Total - Community Organization Support			\$ 152,962

Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2022/23 Proposed Budget
Department: 4915 & 4916			
Other Expenditures			
110-4915-0319	Professional Services - Caspar Landfill Station Costs	\$ 87,000	
110-4915-0807	Caspar Landfill Property Tax	<u>860</u>	
	Total Other Expenditures		\$ 87,860
Debt Service			
2021 Lease Revenue Bonds- Pension			
110-4916-0911	Principal	85,000	
110-4916-0912	Interest	<u>514,703</u>	
	Total Debt Service		599,703
	Total - Caspar Closure and General Fund Debt		<u><u>\$ 687,563</u></u>

PUBLIC SAFETY

POLICE DEPARTMENT



FY 2021/22 TOP ACCOMPLISHMENTS

This budget year Covid-19 hampered the Department's ability to fulfill all of its commitments, here is a list of what we were able to accomplish;

- . Hiring several new officers, 3 new local officers were hired and sent to the Police Academy
- . By the end of this fiscal year the Department Patrol Staff will be fully staffed
- . The Department promoted one officer to Sergeant
- . The Department removed non-lethal munitions from the armory Inventory and re-organization of the Department's Equipment Inventory
- . Replacement of outdated patrol equipment
- . Wellness for officers with a volunteer Chaplain program and Physical Wellness programs
- . Compliance with RIPA and NIBRS mandates
- . Advance training of officers, DUI Enforcement, Firearms, Field Training Officer training, and specialized traffic enforcement duties including three new radar certified Officers and two Officers certified in modified exhaust and street racing enforcement
- . Successful certification from County and State officials for cortication of our Holding Cell inspections
- . First year of Successful management of the local Emergency Winter Shelter Program
- . Award of BHJIS grant to hire two new personnel to assist with Mental Health persons
- . No trespassing letters to assist Business property owners with habitual homeless problems
- . Working closely with City Code Enforcement on Homeless encampment issues
- . Re-instatement of a School Resource Officer for the School District after Covid-19
- . Increase in Traffic enforcement and DUI enforcement
- . Monthly meetings with local social services organizations including Adult Protective Services and Redwood Community Services
- . Providing financial support for local soccer fields at Bainbridge Park with Asset Seizure funds
- . Captain O'Neal completed the State's Six-Month Management Course

PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY 16	FY 17	FY 18	FY 19	FY 20	FY21	FY 22 (YTD)
PUBLIC SAFETY							
Incident Cases (I Cases)	-	-	1,505	3,624	4271	3481	1098
Calls for Service	14,731	14,494	14,532	19,893	12,106	11,579	3,191
Crime Reports	1,487	1,534	1,554	1,320	1268	1131	295
Traffic Citations	813	918	941	648	508	362	122
Bookings	587	732	793	496	521	520	162
DUI	42	39	49	35	24	41	48
Traffic Accidents	183	147	145	145	141	152	27

FY 2022/23 TOP PRIORITIES

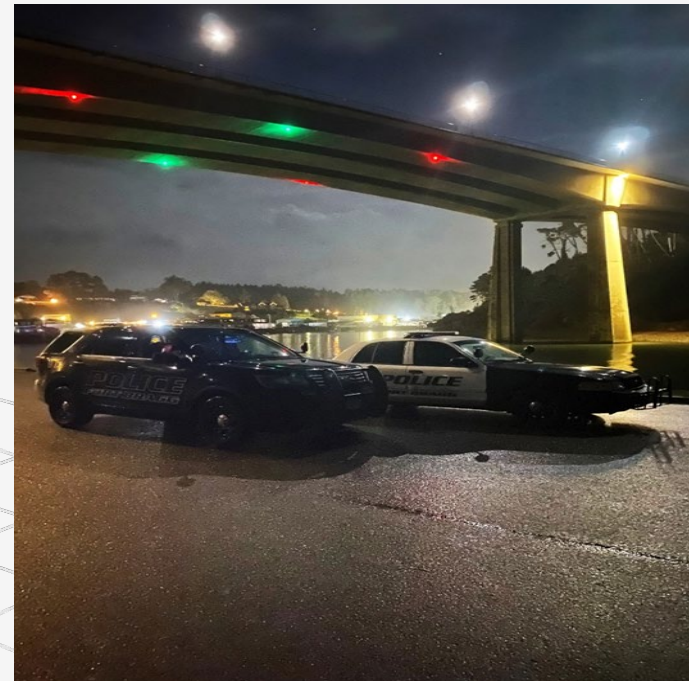
WITH COVID-19 RESTRICTIONS THE DEPARTMENT WAS UNABLE TO FULFILL SEVERAL OF LAST YEAR'S PRIORITIES. THOSE PRIORITIES AND OTHERS WILL BE PURSUED IN THE FY 22/23 BUDGET YEAR:

- . Acting Sergeant Welter and Captain O'Neal are working on bringing online reporting to our Department and community.
- . Create and maintain a Volunteers in Patrol (VIP) program Reinitiate the Police Cadet Program
- . Re-build the Department's Neighborhood Watch Program
- . Train and deploy an employee to offer free services to both businesses and citizens related to Crime Prevention Through Environmental Design (CPTED).

- . Further enhance the Department's Community Policing efforts through proven approaches including the development of programs intended to bridge the gaps between the Police Department and under-represented communities.

- . Create a stronger presence in the downtown

- . Empower and encourage all employees to identify fiscally conservative approaches to all programs and activities.



POLICE DEPARTMENTAL BUDGET SUMMARY
FUND 110
DEPARTMENT: 4200

Description	FY 2020/21		FY 2021/22		FY 2022/23		% + /-
	Audited		Amended Budget	21/22 FYE Projected	Proposed Budget		
Revenue							
Charges for services	\$ 46,586	\$	195,089	\$ 201,275	\$	347,920	73%
Intergovernmental	24,024		25,500	32,742		34,200	100%
Fines & Forfeitures	15,020		26,250	23,344		28,000	20%
Miscellaneous Revenue	3,156		1,000	1,500		1,500	0%
Total Departmental Revenue	\$ 88,786	\$	247,839	\$ 258,861	\$	411,620	59%
Expenditure							
Personnel Services	2,865,959		3,272,733	3,274,419		3,198,908	-2%
Non-Personnel Services	601,750		661,328	663,013		606,272	-9%
Total Departmental Expenditure	3,467,709		3,934,061	3,937,432		3,805,179	-3%
Net Expenditure	(3,378,923)		(3,686,222)	(3,678,571)		(3,393,559)	-8%
Cost Allocation Summary							
Expense - Cost Allocations	1,000,267		1,258,037	1,258,037		1,258,037	100%
Revenue - Interfund Cost Reimb	156,742		155,947	155,947		159,066	2%
Net Cost Allocation	1,157,009		1,413,984	1,413,984		1,417,103	
Net Expenditure	\$ (4,535,931)	\$	(5,100,206)	\$ (5,092,555)	\$	(4,810,662)	-6%

Line Item Detail

Fund #110
Department: 4200

Account
Detail

Category
Account
Detail

FY 2022/23
Proposed
Budget

Personnel Costs:

Salaries & Wages	\$	2,148,562
Employee Benefits		<u>1,050,346</u>

Total Personnel Costs

\$ 3,198,908

Materials & Services

110-4200-0313	Laboratory		2,500
110-4200-0314	Animal Care & Control		34,000
110-4200-0318	Investigative Medical Service		1,500
110-4200-0319	Professional Services		25,000
	Car washing	300	
	DOJ Livescan	10,800	
	Evidence towing	500	
	Integrity shred	700	
	Investigative services	1,000	
	MMCTF Annual donation	4,500	
	Reporting Subscriptions	2,709	
	Whispering Pines water	500	
	RIPALog	<u>3,991</u>	
110-4200-0320	Dues & Memberships		600
110-4200-0351	Equipment Repair & Maintenance		2,000
110-4200-0356	Rentals - Equipment		2,500
110-4200-0357	Rentals - Off Site Storage		4,900
110-4200-0362	Telephone & Communication		23,000
110-4200-0365	Copying/Printing		2,800
110-4200-0366	Training/Travel Reimbursement		35,000
110-4200-0371	Meetings/City Business		500
110-4200-0372	Postage		800
110-4200-0374	Evidence Supplies		1,400
110-4200-0375	General Supplies		8,000
110-4200-0376	Medical/Safety Supplies		5,000
110-4200-0379	Social Services Liason Costs (Reimb by Grant)		5,400
110-4200-0381	Small Tools & Equipment		30,000
110-4200-0383	Utilities		5,500
110-4200-0384	Books & Subscriptions		750
110-4200-0386	Dispatch services		386,011
110-4200-0619	Miscellaneous		<u>29,110</u>

Total Material & Services

\$ 606,272

Total - Police Department

\$ 3,805,179

FIRE DEPT

BUDGET DETAIL:

Fund #110

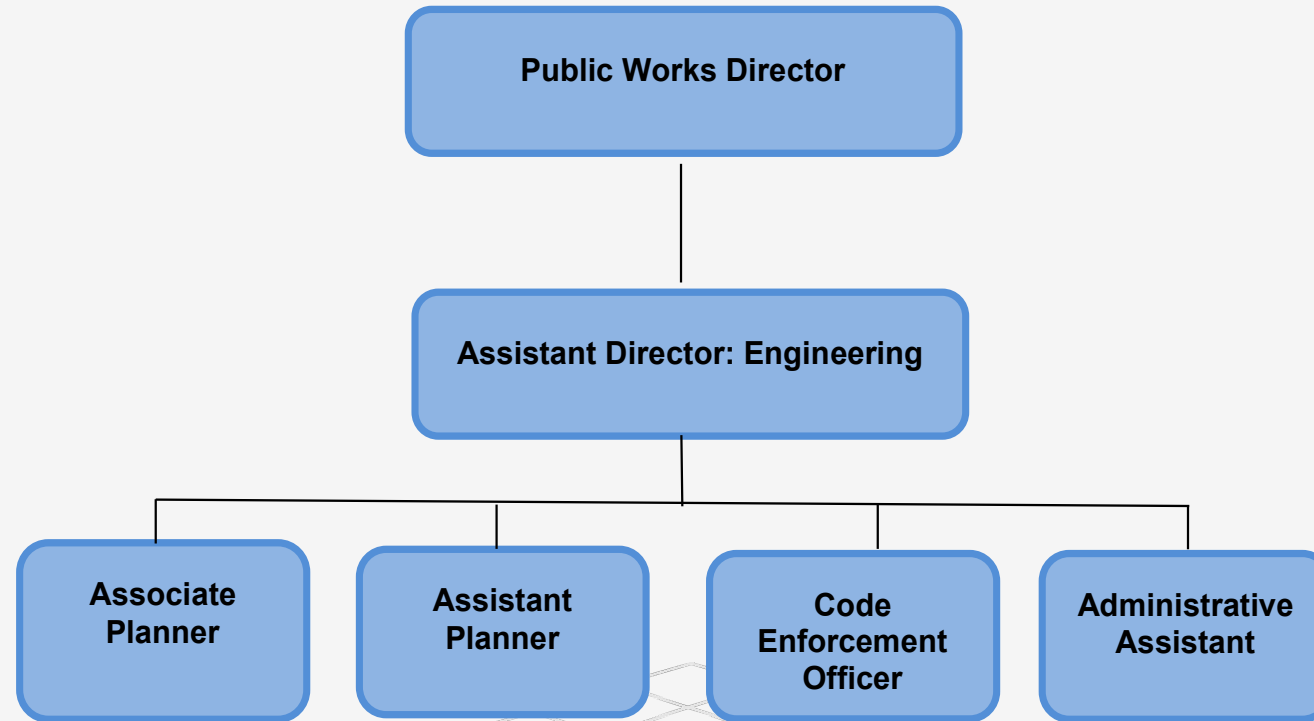
Department: 4220

Object	Description	FY 2020/21	FY 2021/22	21/22 FYE	FY 2022/23	% + /-
		Audited	Amended Budget	Projected	Proposed Budget	
0220	Pers	\$ 13,630	13,630	13,630	13,630	0%
0319	Professional Services	426,332	434,128	434,128	426,332	-2%
Total Fire Department		\$ 439,962	\$ 447,758	\$ 447,758	\$ 439,962	-2%

COMMUNITY DEVELOPMENT

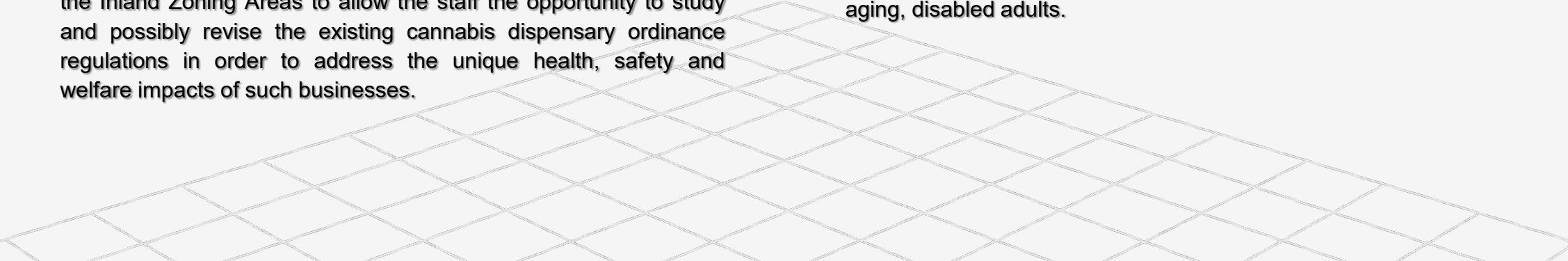


COMMUNITY DEVELOPMENT DEPT



AUTHORIZED FTE	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
CDD Department	4	4.3	4.8	4.8	3	3.5	4	4	4

FY 2021/22 TOP ACCOMPLISHMENTS

- Plateau Project broke ground in January 2021, and project construction made significant progress with a completion of the 20 permanently supportive housing units and substantial completion on the senior cottages and affordable workforce housing.
 - The City contracted professional services to assist staff in the development of a study to determine the feasibility of creating a community land trust to serve Fort Bragg. CLTs are an economic mechanism to create home ownership opportunities to very low, low and moderate income households in perpetuity.
 - The City passed an Electric Vehicle Charging ordinance that streamlines review and approval for all new charging stations charging stations so they can be processed administratively and over-the-counter unless there is potential for adverse impact on public health and safety.
 - The City passed an urgency ordinance placing a Moratorium on the Approval of Applications and Permits for Cannabis Dispensaries in the Inland Zoning Areas to allow the staff the opportunity to study and possibly revise the existing cannabis dispensary ordinance regulations in order to address the unique health, safety and welfare impacts of such businesses.
 - The Formula Business Ordinance was established to preserve the one-of-a-kind distinct small town character by placing land use restrictions on businesses was processed and approved and City Staff processed one formula business application for a motel.
 - An Ordinance to Prohibit the Feeding of Wildlife on the Coast Trail and other City properties was drafted and approved as well as signage was prepared to educate the public about the threats posed to wildlife in regards to this activity.
 - The Design Guidelines Ad-Hoc Committee composed of two Planning Commissioners, two City Council members, and staff reviewed and revised the outdated Design Guidelines publishing the 2022 Design Guidelines for the City.
 - A Tiny Homes ordinance was prepared and presented to Planning Commission and City Council.
 - The Parents and Friends Residential Care Facility located 350 Cypress Street received it land use entitlements and building permits to begin construction of three residential buildings to serve as group homes for aging, disabled adults.
- 

PERFORMANCE/ WORKLOAD MEASURES

In Calendar Year, Not Fiscal Year

INDICATORS	2019	2020	2021
Development Permits (Coastal Development Permits, Use Permits, Design Review, Subdivisions, Limited Term Permits, etc.)	70	33	63
CEQA Documents (Environmental Impact Reports, MNDs, Negative Declarations)	2 MNDs	2 MNDs	1 MND
Building Permits	71	76	146
Code Enforcement Cases	77	50	131
Ordinance Amendments	2	2	4
Draft Work/On-Going Tasks			2
Grants	1	3	3
Business Licenses-New Awarded	111	93	92
Sign Permits	9	8	20
No. Planning Commission Staff Reports	14	9	23
No. Community Development Committee Staff Reports	3	3	10

FY 2022/23 TOP PRIORITIES

- On-going training and continuing education for new staff members.
- Continue building a new code enforcement program which emphasizes preserving and improving the quality, health, and safety of living standards and the beauty of the City of Fort Bragg.
- Prepare an LCP update of the housing codes to include adding Accessory Dwelling Units (ADU's), Tiny Homes, and Senate Bill SB9 urban lot divisions to address incompatibility in the Coastal Land Use Code with state laws to improve housing stock.
- Continue to campaign to attract visitors and encourage and support local businesses.
- Pursue activities geared toward boosting housing production to meet the needs of our community.
- Improve gathering spaces and add recreational opportunities for City residents.
- Restoration of recreation facilities at Bainbridge Park, including construction of two new artificial turf soccer fields and replacement of the playground equipment and surfacing at Wiggly Giggly.

COMMUNITY DEVELOPMENT DEPARTMENT BUDGET SUMMARY

FUND 110

DEPARTMENT: 4320

Description	FY 2020/21 Audited	FY 2021/22 Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	% + /-
Expenditure Summary					
Personnel Services	\$ 264,382	375,769	363,568	407,221	12%
Non-Personnel Services	37,601	33,715	32,600	29,250	-10%
Total Departmental Expenditure	301,983	409,484	396,168	436,471	10%
Revenue Summary					
Charges for services	37,398	100,500	83,677	110,700	32%
Fines & Forfeitures	1,312	10,000	11,000	10,000	-9%
Licenses & Permits	15,404	29,600	18,255	19,000	4%
Intergovernmental	3,000	-	-	-	-
Reimbursements	16,096	21,500	31,165	34,000	9%
Total Departmental Revenue	73,209	161,600	144,097	173,700	21%
Net Rev/Exp	(228,774)	(247,884)	(252,072)	(262,771)	4%
Cost Allocation Summary					
Expense - Cost Allocations	386,574	293,585	293,585	293,585	100%
Revenue - Personnel Allocations	-	-	-	-	-
Net Cost Allocation	386,574	293,585	293,585	293,585	0%
Net Expenditure	\$ (615,348)	\$ (541,469)	\$ (545,657)	\$ (556,356)	2%

Line Item Detail

Fund #110

Department: 4320

FY 2022/23

Account
Detail

Category
Detail

Proposed
Budget

Personnel Costs

Salaries & Wages
Employee Benefits

\$ 297,533
109,687

Total Personnel Costs

\$ 407,221

Materials & Services

110-4320-0319 Professional Services
110-4320-0320 Dues & Memberships
110-4320-0364 Legal Notices
110-4320-0366 Training/Travel Reimbursement
110-4320-0371 Meetings/City Business
110-4320-0381 Small Tools & Equipment
110-4320-0384 Books & Subscriptions

20,000
300
4,000
3,000
250
1,500
200
29,250

Total Material & Services

29,250

Total - Community Development Department

\$ 436,471

PUBLIC WORKS



FY 2021/22 TOP ACCOMPLISHMENTS

- **Desalination Plant**
- **Maple Street Storm Drain and Alley Rehabilitation**
- **Raw Water Line Design Engineering**
- **Water Meter Replacement Project Commencement**
- **Bio-Solids Dryer Purchase and Installation**
- **Cure in Place Pipe- Sewer Rehabilitation**
- **Water Treatment Plant Overhaul Design**
- **Septage Receiving Station**
- **Pudding Creek Water Main Relocation Design**
- **CV Starr Projects**
- **SB 1383 Ordinance**
- **Small Projects**



PERFORMANCE/ WORKLOAD MEASURES

INDICATORS	FY20	FY21	FY22
PUBLIC WORKS			
Total cost of Projects budgeted - CIP	\$9.4 M	\$5 M	\$20 M
Grading Permits	6	3	1
Encroachment Permits issued	48	41	35
Traffic Committee requests processed	19	25	27
MAINTENANCE			
Streets (miles)	27.5	27.5	27.5
Alleys (miles)	19	19	19
Storm drains (miles)	10	10	10
Street lights	592	592	592

PUBLIC WORKS DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4330, 4392, 4520, 4522, 4570, 4840

Description	FY 2020/21 Audited	FY 2021/22 Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	% + /-
Expenditure					
Personnel Services	\$ 1,136,761	\$ 1,017,316	\$ 1,009,814	\$ 1,050,171	4%
Non-Personnel Services	187,814	308,575	265,334	224,550	-15%
Total Departmental Expenditure	1,324,574	1,325,891	1,275,148	1,274,721	0%
Revenue					
Charges for services	24,389	87,000	20,276	28,326	40%
Licenses and Permits	13,361	10,000	9,311	10,000	7%
Reimbursements	350,438	415,034	425,514	399,200	-6%
Total Departmental Revenue	388,188	512,034	455,100	437,526	-4%
Net Expenditure	(936,387)	(813,857)	(820,047)	(837,195)	2%
Cost Allocation					
Expense - Cost Allocations	267,060	246,695	246,695	246,695	0%
Revenue - Personnel Allocations	652,186	777,229	752,252	777,229	3%
Net Cost Allocation	919,246	1,023,924	998,947	1,023,924	3%
Net Expenditure	\$ 1,855,633	\$ 1,837,781	\$ 1,818,994	\$ 1,861,119	2%

Administration & Engineering Department Expenditure

Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2022/23 Proposed Budget
Department: 4330			

Personnel Costs

Salaries & Wages	\$	471,093	
Employee Benefits		192,317	
		<u>663,410</u>	
Total Personnel Costs	\$		663,410

Materials & Services

110-4330-0310 Engineering		10,000	
110-4330-0319 Professional Services		7,000	
110-4330-0320 Fleet Services		-	
110-4330-0365 Copying/Printing		-	
110-4330-0366 Training/Travel Reimbursement		2,000	
110-4330-0373 Licenses & Permits		300	
110-4330-0377 Boot Expense		750	
110-4330-0381 Small Tools & Equipment		350	
110-4330-0384 Books & Subscriptions		200	
		<u>20,600</u>	
Total Material & Services	\$		20,600

Total - Admin. & Engineering Department Expenditure **\$ 684,010**

Parks & Facilities Department Expenditure

Line Item Detail

Fund #110 Department: 4392	Account Detail	Category Detail	FY 2022/23 Proposed Budget
-------------------------------	-------------------	--------------------	----------------------------------

Materials & Services

110-4392-0319	Professional Services		\$ 5,400
	Parlin Fork work crew	550	
	Porta-potty maintenace	800	
	Tree maintenance	<u>4,050</u>	
110-4392-0353	Park Maintenance		12,000
110-4392-0366	Training/Travel Reimbursement		1,200
110-4392-0375	General Supplies		-
110-4392-0381	Small Tools & Equipment		-
Total Material & Services			\$ 18,600
Total - Parks & Facilities Department Expenditure			<u>\$ 18,600</u>

Street Maintenance Department Expenditure

Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2022/23 Proposed Budget
-----------	----------------	-----------------	----------------------------

Materials & Services

110-4520-0319 Professional Services		\$ 15,000	
Materials disposal	<u>15,000</u>		
110-4520-0375 General Supplies		12,000	
110-4520-0383 Utilities		95,000	
	Total Material & Services		\$ 122,000
	Total - Street Maintenance Department Expenditure		<u>\$ 122,000</u>

Storm Drain Department

Line Item Detail

Fund #110	Account	Category	FY 2022/23
Department: 4522	Detail	Detail	Proposed Budget

Materials & Services

110-4522-0319 Professional Services		\$ 5,000	
Engineering	\$ 4,000		
Outreach	1,500		
110-4522-0373 Licenses & Permits		7,000	
NPDES permit	<u>7,000</u>		
110-4522-0375 General Supplies		<u>7,500</u>	
Total Materials & Services			\$ 19,500
	Total - Storm Drain Department		<u>\$ 19,500</u>

Corporation Yard Department

Line Item Detail

Fund #110		Account	Category	FY 2022/23
Department: 4570		Detail	Detail	Proposed Budget
Personnel Costs				
	Salaries & Wages		\$ 235,770	
	Employee Benefits		150,991	
			<u>150,991</u>	
		Total Personnel Costs		\$ 386,761
Materials & Services				
110-4570-0319	Professional Services		1,100	
	DMV tests	\$ 700		
	Materials disposal	<u>400</u>		
110-4570-0320	Dues & Memberships		700	
	USA (Underground Service Alert)	<u>300</u>		
110-4570-0366	Training/Travel Reimbursement		500	
110-4570-0373	Licenses & Permits		2,000	
110-4570-0375	General Supplies		5,500	
110-4570-0376	Medical/Safety Supplies		2,500	
110-4570-0377	Boot Expense		2,250	
110-4570-0381	Small Tools & Equipment		800	
			<u>800</u>	
		Total Material & Services		\$ 15,350
		Total - Corporation Yard Department		<u>\$ 402,111</u>

Street Traffic & Safety Department

Line Item Detail

Fund #110	Account	Category	FY 2022/23
Department: 4840	Detail	Detail	Proposed Budget

Materials & Services

110-4840-0319	Professional Services	1,000
110-4840-0375	General Supplies	20,000
110-4840-0383	Utilities	<u>7,500</u>

Total Material & Services \$ **28,500**

Total - Street Traffic & Safety Department \$ **28,500**

INTERNAL SERVICES

FACILITIES - ISF

BUDGET DETAIL:

Fund #520

Department: 4393

Object	Description	FY 2021/22		21/22 FYE Projected	FY 2022/23		% + /-
		FY 2020/21 Audited	Amended Budget		Proposed Budget		
0801	Salary/Benefit Allocation	\$ 78,810	\$ 93,568	\$ 82,000	\$ 93,568	14%	
	Personnel Services	78,810	93,568	82,000	93,568	14%	
0353	Facilities Maint & Repair	\$ 19,738	\$ 101,500	\$ 25,905	\$ 63,749	146%	
0499	Depreciation- Facilities	\$ -	\$ -	\$ -	\$ -	0%	
7999	Capital Projects - Transfer Out	\$ -	\$ -	\$ -	\$ -	0%	
	Non-Personnel Services	19,738	101,500	25,905	63,749	146%	
	Total - Facilities Maintenance	\$ 98,548	\$ 195,068	\$ 107,905	\$ 157,317	46%	

FACILITIES PROJECTS PROPOSED FY 22/23

MAJOR PROJECTS/REPLACEMENT	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	Annual Average	General Fund	Water Enterprise	Wastewater Enterprise
City Hall	-	10,000	-	-	-	-	-	60,000	35,000	8,000	1,250	625	313	313
City Hall East	-	4,000	-	3,500	-	-	-	-	-	-	938	938	-	-
Fort Building	-	10,000	-	-	-	-	-	-	-	-	1,250	1,250	-	-
Town Hall	-	-	-	-	-	3,000	-	-	-	-	375	188	94	94
Fire Station, Main St	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Station, Hwy 20	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guest House	19,722	-	-	-	-	-	-	-	110,000	-	2,465	2,465	-	-
Police Department	-	22,000	-	-	-	-	-	-	-	-	2,750	2,750	-	-
Noyo Headlands Park	-	17,749	4,500	-	30,000	5,000	-	-	-	-	7,156	7,156	-	-
Pomo Bluffs Park	-	-	9,000	-	-	-	-	40,000	-	-	1,125	1,125	-	-
Noyo Beach	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corp Yard	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Harbor Lite Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL major projects	19,722	63,749	13,500	3,500	30,000	8,000	-	100,000	145,000	8,000	17,309	16,496	406	406
General Repairs Facilities	\$6,187	\$6,249	\$6,311	\$6,374	\$6,438	\$6,503	\$6,568				\$6,376	\$3,188	\$1,594	\$1,594
TOTAL preventative maintenance	\$6,187	\$6,249	\$6,311	\$6,374	\$6,438	\$6,503	\$6,568				\$6,376	\$3,188	\$1,594	\$1,594
TOTAL PROJECT FUNDING NEEDED	\$25,909	\$69,998	\$19,811	\$9,874	\$36,438	\$14,503	\$6,568	\$100,000	\$145,000	\$8,000	\$23,685	\$19,684	\$2,000	\$2,000

Note: CIP projects that are designated in the "Beyond CIP" category have all been placed in 6th year of the ISF, FY 2023/24

FACILITIES FUND BALANCE

<u>Reserve</u>	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
ISF project work - projected	25,909	63,749	19,811	9,874	36,438	14,503	6,568	100,000	145,000	8,000
Sal/Benefits Allocation	107,905	93,568	106,668	121,601	138,625	158,033	165,934	174,231	182,943	192,090
Projected Total Cost	133,814	157,317	126,479	131,475	175,063	172,535	172,502	274,231	327,943	200,090
Required Funds contribution	175,831	201,098	201,098	201,098	201,098	201,098	201,098	201,098	201,098	201,098
Transfers Out	(37,320)	(380,000)	-	-	-	-	-	-	-	-
Beginning Reserve Balance	626,529	631,226	295,007	369,626	439,249	465,283	493,846	522,442	449,309	322,465
Reserve - increase (decrease)	4,697	(336,219)	74,619	69,623	26,035	28,563	28,596	(73,133)	(126,845)	1,008
Ending Reserve Balance	631,226	295,007	369,626	439,249	465,283	493,846	522,442	449,309	322,465	323,473
Contributed Funds:	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
General Fund	73,112	100,549	100,549	100,549	100,549	100,549	100,549	100,549	100,549	100,549
Water	36,145	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275
Wastewater	36,145	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275	50,275

Notes:

- *Overhead Allocations assume a 1% increase annually starting with FY18/9 over FY17/18
- *Salary and Benefits Allocation assumes a 14% increase annually starting with FY19/20 over FY18/19. The rate of increase is reduced to 5% beginning with FY24/25
- * Project work that benefits all three operating funds are charged 50% to the General Fund and 25% to each of the two utility funds
- * Project work that can be attributed to a single fund are charged 100% to that fund
- * Overhead, Salary and Benefits allocations are charged 50% to the General Fund and 25% to each of the two utility Funds

IT- INTERNAL SERVICE FUNDS

SOME CFB IT STATISTICS (AS OF MAY 11):

- **# of completed repairs / technical requests: Well over 1400.**
- **# of Granicus Views / streams: 52,782**
- **# blocked SPAM emails: 197,728**
- **# blocked malware / viruses: ~10,000**

PRIMARY ACCOMPLISHMENTS, CONT'D

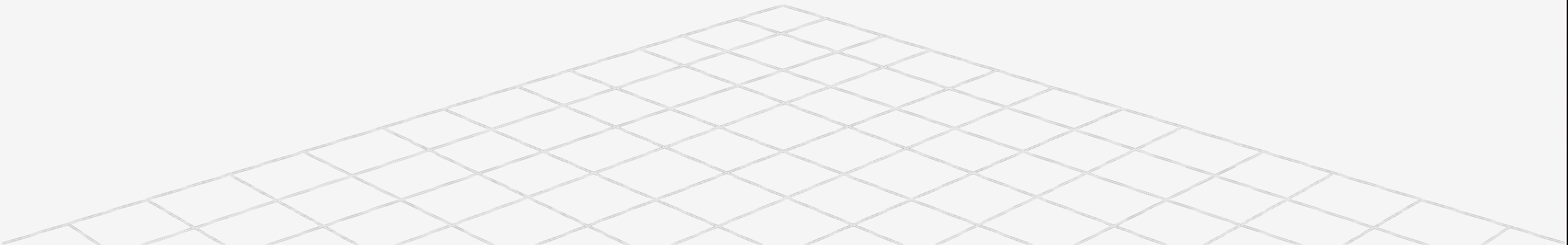
- **Network and Services Performance & Resiliency:**
 - **Increased Internet bandwidth / performance.**
 - **Added direct Internet access (Firewalled) to CY.**
 - **Implemented VPN connection for CY to PD, with greatly increased network performance and CY employee satisfaction.**
 - **Migrated Granicus to Cloud Base Technology.**
 - **Upgrading of OS of critical Active Directory servers from Windows Server 2008 to 2022 (in process).**
 - **Implemented manual Internet failover capability for CH (in case of power or other connection failure).**
 - **Implemented new shared printers for CH and PD.**
 - **Investigated possible cellular networking solution for Police Car computers, and about to deploy initial test unit.**

PRIORITIES FOR FY 2022-23

- **Network / Data Security**
 - **Implement Multi-factor Authentication.**
 - **Implement SECURE off-site / cloud-based backups for all critical servers (and possibly for a subset of PCs).**
 - **Implement either on-site or cloud-based server network device and server Logging.**
 - **Replace security cameras at BainBridge Park and PD with greatly improved and more reliable/secure, cloud-managed models.**
 - **Finish eliminating highly insecure Windows 7 applications.**
 - **Investigate implementation of direct PD to CA DoJ connection.**

PRIORITIES FOR FY 2022-23, CONT'D

- **Network and Services Performance & Resiliency**
 - **Continue to improve Resiliency in times of Emergencies:**
 - **Add at least one Internet / Communications Connectivity option via Satellite (Starlink).**
 - **Re-design network to enable automatic Internet communication failover between locations (requires network switch infrastructure to be upgraded).**
 - **Add/Test/Renew IT UPS systems.**



PRIORITIES FOR FY 2022-23, CONT'D

- **Continue to improve Network & Services Performance & Manageability**
 - **Replace all network switches with current, supported models that are capable of the required security and network resiliency features.**
 - **Replace current phone system with Cloud-managed solution that we can control (and that has local “survivability” in case of Internet downtime).**
 - **Replace CFB internal WiFi environment with system offering greatly improved security, coverage and throughput.**
 - **Implement auto-update services for all PC Windows and Microsoft updates/patches.**
 - **Upgrade of OS of critical File Servers from Windows Server 2008 to 2022.**

IT DEPARTMENTAL BUDGET SUMMARY

FUND 521

DEPARTMENT: 4394

Description	FY 2020/21 Audited	FY 2021/22 Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	%
Expenditure:					
Personnel Services	\$ 87,732	\$ 104,535	\$ 95,680	\$ 171,509	79%
Non-Personnel Services	182,852	544,613	528,268	400,763	-24%
Total Departmental Expenditure	270,585	649,147	623,949	572,272	-8%
Revenue:					
Charges for services - Allocation ISF	272,450	440,990	(440,990)	471,859	100%
Total Departmental Revenue	272,450	440,990	(440,990)	471,859	100%
Net Revenue/Expenditure	\$ 1,865	\$ (208,157)	\$ (1,064,939)	\$ (100,413)	-91%
Cost Allocation					
Expense - Cost Allocations	\$ 3,023	\$ (8,212)	\$ (8,212)	\$ (8,212)	0%
Revenue - User Fees	(272,450)	(440,990)	(440,990)	(471,859)	7%
Net Cost Allocation	(269,427)	(449,202)	(449,202)	(480,071)	7%
Net Expenditure	\$ 271,292	\$ 241,045	\$ (615,737)	\$ 379,658	-162%

BUDGET DETAIL:

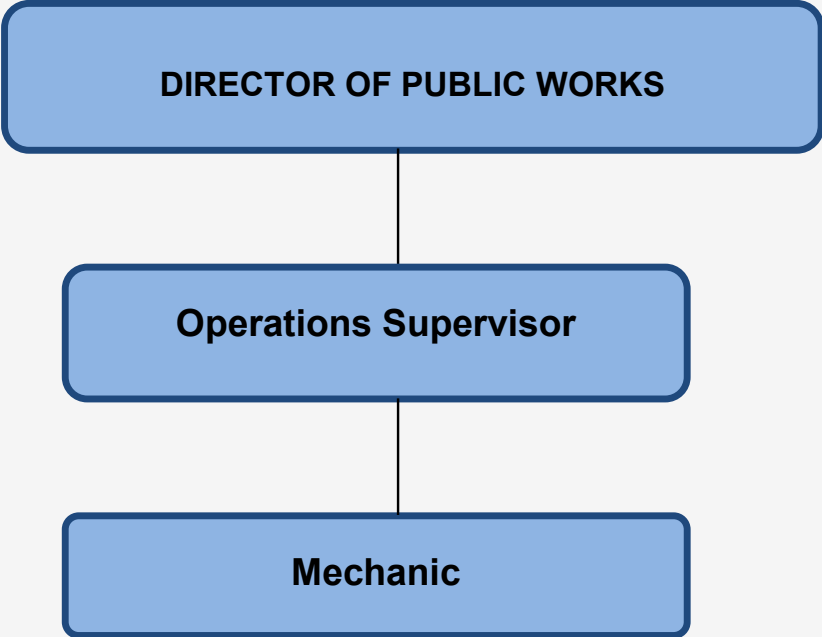
Fund #521

Department: 4394

Object	Description	FY 2021/22		FY 2022/23		% + /-
		FY 2020/21 Audited	Amended Budget	21/22 FYE Projected	Proposed Budget	
0100	Salaries & Wages	\$ 63,448	\$ 82,469	\$ 69,850	\$ 121,026	73%
0200	Employee Benefits	\$ 24,284	\$ 22,065	\$ 25,831	\$ 50,483	95%
	Personnel Services	\$ 87,732	\$ 104,535	\$ 95,680	\$ 171,509	79%
		\$ -	\$ -	\$ -	\$ -	
0319	Professional Services	\$ 24	\$ -	\$ 106	\$ -	-100%
0351	Equipment Repair & Maint	\$ -	\$ 4,700	\$ 4,700	\$ 4,100	-13%
0381	Small Tools & Equipment	\$ 8,044	\$ 3,000	\$ 3,000	\$ 3,500	17%
0382	Hardware	\$ 12,880	\$ 132,100	\$ 132,000	\$ 108,068	-18%
0383	Software	\$ 155	\$ 33,100	\$ 33,100	\$ 2,000	-94%
0384	Hardware/Software Support	\$ 173,483	\$ 369,113	\$ 354,112	\$ 274,795	-22%
0499	Depreciation	\$ (11,734)	\$ -	\$ -	\$ -	0%
0619	Miscellaneous Expense	\$ -	\$ -	\$ -	\$ 5,000	100%
0741	Machinery & Equipment	\$ -	\$ 600	\$ 250	\$ 1,300	420%
	Non-Personnel Services	182,852	544,613	528,268	400,763	-24%
	Sub Total - Costs	270,585	649,147	623,949	572,272	-8%
	Total Information Technology Services	\$ 270,585	\$ 649,147	\$ 623,949	\$ 572,272	-8%

FLEET- INTERNAL SERVICE FUNDS

FLEET & EQUIPMENT SERVICES INTERNAL SERVICE FUND



FLEET & EQUIPMENT SERVICES DEPARTMENTAL BUDGET SUMMARY

FUND 522

DEPARTMENT: 4550

Description	FY 2020/21		FY 2021/22		FY 2022/23		% + /-	
	Audited		Amended Budget	21/22 FYE Projected	Proposed Budget			
Expenditure:								
Personnel Services	\$ 144,542	\$	\$ 137,689	\$	\$ 146,001	\$	125,721	-14%
Non-Personnel Services	204,843		516,300		519,200		423,300	-18%
Total Departmental Expenditure	349,385		653,989		665,201		549,021	-17%
Net Expenditure	<u>(349,385)</u>		<u>(653,989)</u>		<u>(665,201)</u>		<u>549,021</u>	-183%
Cost Allocation								
Revenue - Personnel Allocations	(255,422)		(384,676)		(384,676)		(409,513)	6%
Net Cost Allocation	(255,422)		(384,676)		(384,676)		(409,513)	6%
Net Expenditure	<u>\$ (93,963)</u>	<u>\$</u>	<u>(269,313)</u>	<u>\$</u>	<u>(280,525)</u>	<u>\$</u>	<u>139,508</u>	-150%

BUDGET DETAIL:

Fund #522

Department: 4550

Object	Description	FY 2021/22					%
		FY 2020/21 Audited	Amended Budget	21/22 FYE Projected	FY 2022/23 Proposed Budget	+ /-	
0100	Salaries & Wages	\$ 67,354	\$ 65,851	\$ 69,850	\$ 67,850	-3%	
0200	Employee Benefits	\$ 66,952	\$ 59,959	\$ 64,272	\$ 45,991	-28%	
0801	Salary/Benefit Allocation	10,236	11,879	11,879	11,879	0%	
	Personnel Services	144,542	137,689	146,001	125,721	-14%	
0319	Professional Services	2,619	2,000	2,000	2,000	0%	
0351	Equipment Repair & Maint	8,145	6,000	6,000	6,000	0%	
0352	Vehicle Repair & Maint	35,502	35,000	38,000	32,000	-16%	
0366	Travel/Training Reimbursement	-	500	500	500	0%	
0375	General Supplies	1,375	1,200	1,200	1,200	0%	
0381	Small Tools & Equipment	531	600	500	600	20%	
0382	Fuel & Lubricants	62,449	83,000	83,000	90,000	8%	
0742	Vehicles	0	388,000	388,000	291,000	-25%	
	Non-Personnel Services	204,843	516,300	519,200	423,300	-18%	
	Total Fleet Services	\$ 349,385	\$ 653,989	\$ 665,201	\$ 549,021	-17%	

Vehicle Replacement Plan

Unit No.	Make	Yr.	Model	Hours/Miles	FY 21/22	FY 22/23 Proposed	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected	FY 26/27 Projected	FY 27/28 Projected	FY 28/29 Projected	FY 29/30 Projected	FY 30/31 Projected	FY 31/32 Projected
New	New	2021	Generator		\$85,000										
New	New	Dump Truck (10Yard)						\$ 225,000							
WWT31	NISSAN	2007	FRONTIER	64,414			\$37,000								
48	FORD	2008	Ranger	80,830		\$ 37,000									
WT1	Dodge	2005	1500 Q. CAB	60,618					\$30,000						
PW8	JOHNDE	1985	BACKHOE	5,949	\$140,000										
PW16	FORD	2006	F-150 X-TRA	73,402				\$30,000							
PW46	STERLING	2020	Vactor	2,576											
PW1	CHEV.	2000	3500 Flatbed	44,143		\$90,000									
CHE121	FORD	2006	ESCAPE	59,407						\$38,000					
PW5	FORD	2006	F-250 SERV.	81,415			\$60,000								
Public Works Sub-Total					\$225,000	\$127,000	\$97,000	\$255,000	\$30,000	\$38,000					
PD745	FORD	2020	Ford Van	1,135											\$70,000
PD735	FORD	2005	CROWN VIC	89,424	\$56,000										\$60,000
PD747	FORD	2009	ESCAPE	127,041	\$36,000										\$45,000
PD744	FORD	2008	RANGER (hybrid)	55,563		\$44,000									
PD1302	FORD	2011	CROWN VIC	93,103		\$60,000									
PD1301-K9	FORD	2011	CROWN VIC	74,021		\$60,000									
PD1403	FORD	2014	INTERCEPTOR	81,966			\$61,000								
PD501	FORD	2015	INTERCEPTOR	60,435			\$61,000								
PD500	FORD	2015	INTERCEPTOR	65,201				\$63,000							
PD509	FORD	2015	TAURUS	109,956	\$55,000										\$60,000
PD503	FORD	2015	INTERCEPTOR	49,377					\$63,000						
PD510	FORD	2015	TAURUS	26,398					\$44,000						
PD502	FORD	2015	INTERCEPTOR	35,072						\$60,000					
PD507	FORD	2016	INTERCEPTOR	36,271						\$60,000					
PD508	FORD	2016	INTERCEPTOR	27,193							\$60,000				
PD513	FORD	2018	INTERCEPTOR	13,826								\$62,000			
Police Sub-Total					\$147,000	\$164,000	\$122,000	\$63,000	\$107,000	\$120,000	\$60,000	\$62,000	\$0	\$0	\$235,000
Total Replacement Costs					\$372,000	\$291,000	\$219,000	\$318,000	\$137,000	\$158,000	\$60,000	\$62,000	\$0	\$0	\$235,000

DEBT SERVICES

GENERAL FUND:2021 LEASE REVENUE BONDS

Fiscal Year	Principal	Interest	Total
FY 22/23	\$ 85,000	\$ 514,703	\$ 599,703
FY 23/24	195,000	61,727	\$ 256,727
FY 24/25	265,000	59,630	\$ 324,630
FY 25/26	335,000	57,435	\$ 392,435
FY 26/27	420,000	55,139	\$ 475,139
FY 27/28	490,000	52,737	\$ 542,737
FY 28/29	500,000	50,238	\$ 550,238
FY 29/30	520,000	47,670	\$ 567,670
FY 30/31	525,000	44,982	\$ 569,982
FY 31/32	525,000	42,170	\$ 567,170
FY 32/33	540,000	39,228	\$ 579,228
FY 33/34	555,000	36,150	\$ 591,150
FY 34/35	560,000	32,929	\$ 592,929
FY 35-44	5,925,000	29,560	\$ 5,954,560
	<u>\$ 11,440,000</u>	<u>\$ 1,124,298</u>	<u>\$ 12,564,298</u>

*Imputed interest is implied interest; no interest is charged by the Department of Water Resources

	Principal	Interest	Total	Fees	Total Payment
FY 2022/23 Payments	<u>\$ 85,000</u>	<u>\$ 514,703</u>	<u>\$ 599,703</u>		<u>\$ 599,703</u>

WATER: 2014 REFUNDING BOND

coverage ratio, (iv) the approved annual budget of the City, and (v) days of the year

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 14-15	\$ 276,000	\$ 70,301	\$ 346,301
FY 15-16	268,000	78,091	346,091
FY 16-17	276,000	69,768	345,768
FY 17-18	284,000	61,200	345,200
FY 18-19	290,000	52,418	342,418
FY 19-20	300,000	43,391	343,391
FY 20-21	304,000	34,150	338,150
FY 21-22	312,000	24,725	336,725
FY 22-23	320,000	15,055	335,055
FY 23-24	332,000	5,080	337,080
Total	\$ 2,962,000	\$ 454,179	\$ 3,416,179

	Principal	Interest	Total	Fees	Total Payment
FY 2022/23 Payments	\$ 320,000	\$ 15,055	\$ 335,055	\$ 3,000	\$ 338,055

WATER ENTERPRISE: DEPT OF WATER RESO

<u>Fiscal Year</u>	<u>Principal</u>	<u>Imputed Interest*</u>	<u>Total</u>
FY 06-07	\$ 21,745	\$ 31,793	\$ 53,538
FY 07-08	45,350	61,727	107,077
FY 08-09	47,447	59,630	107,077
FY 09-10	49,642	57,435	107,077
FY 10-11	51,938	55,139	107,077
FY 11-12	54,340	52,737	107,077
FY 12-13	55,540	50,238	105,778
FY 13-14	58,108	47,670	105,778
FY 14-15	60,796	44,982	105,778
FY 15-16	63,608	42,170	105,778
FY 16-17	66,550	39,228	105,778
FY 17-18	69,628	36,150	105,778
FY 18-19	72,849	32,929	105,778
FY 19-20	76,218	29,560	105,778
FY 20-21	79,743	26,035	105,778
FY 21-22	83,432	22,346	105,778
FY 22-23	87,291	18,487	105,778
FY 23-24	91,328	14,450	105,778
FY 24-25	95,552	10,226	105,778
FY 25-26	99,972	5,806	105,778
FY 26-27	51,707	1,182	52,889
	<u>\$ 1,382,784</u>	<u>\$ 739,920</u>	<u>\$ 2,122,704</u>

*Imputed interest is implied interest; no interest is charged by the Department of Water Resources

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
FY 2022/23 Payments	\$ 425,851	\$ 18,487	\$ 444,338	\$ 600	\$ 444,938

WASTEWATER ENTERPRISE

2018 CERTIFICATE OF PARTICIPATION

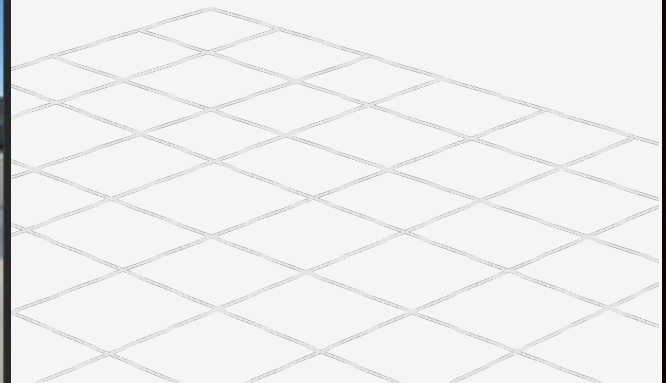
Wastewater System Improvements Project

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 18-19	\$ -	\$ 76,111	\$ 76,111
FY 19-20	86,000	99,140	185,140
FY 20-21	87,000	97,410	184,410
FY 21-22	89,000	95,650	184,650
FY 22-23	91,000	93,850	184,850
FY 23-24	93,000	92,010	185,010
FY 24-25	95,000	90,130	185,130
FY 25-26	97,000	88,210	185,210
FY 26-27	99,000	86,250	185,250
FY 27-28	101,000	84,250	185,250
FY 28-29	103,000	82,210	185,210
FY 29-30	105,000	80,130	185,130
FY 30-31	107,000	78,010	185,010
FY 31-32	109,000	75,850	184,850
FY 32-33	111,000	73,650	184,650
FY 33-34	113,000	71,410	184,410
FY 34-35	115,000	69,130	184,130
FY 35-36	118,000	66,800	184,800
FY 36-37	120,000	64,420	184,420
FY 37-38	123,000	61,990	184,990
FY 38-39	3,038,000	647,500	3,685,500
	\$ 5,000,000	\$ 2,274,111	\$ 7,274,111

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
FY 2022/23 Payments	\$ 91,000	\$ 93,850	\$ 184,850	\$ -	\$ 184,850



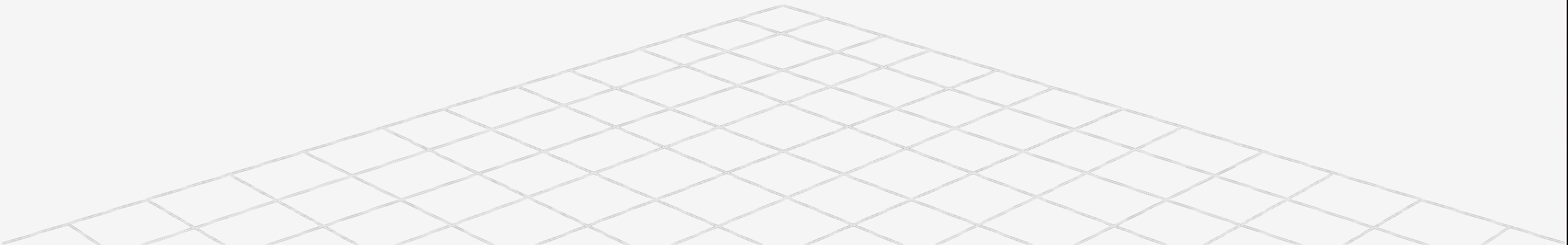
**City of Fort Bragg
Capital Improvement Program
Proposed Budget Fiscal
Year 2022 / 23**



WATER ENTERPRISE

FY 2021/22 TOP ACCOMPLISHMENTS

- Installed a Reverse Osmosis filtration unit
- Finished Engineering of the replacement raw water lines
- Operated through the worst drought since 1977
- Assisted with the transfer of water from the City of Ukiah to the Mendocino area.
- Installed 160 feet of new water main

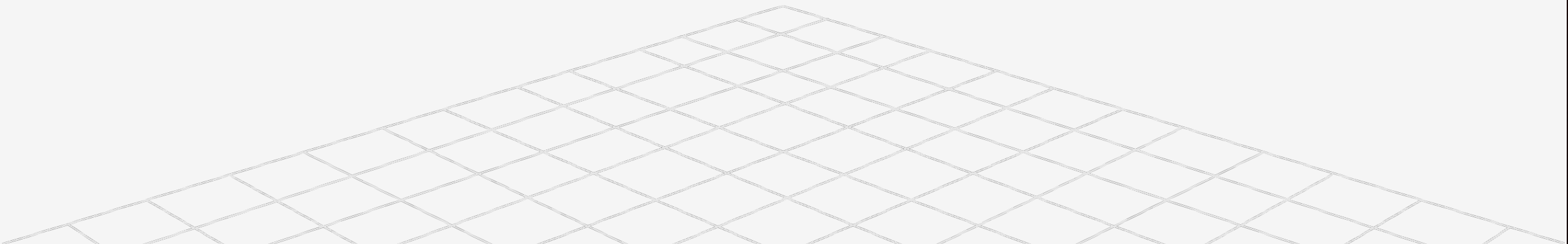


PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY18	FY19	FY20
WATER			
Avg. Number of Customer Accounts billed-Monthly	2,834	2,834	2,834
Water annual demand in thousand gallons	1,976	2,102	1,895
Available supply of water in thousand gallons	21,300	21,300	20,800
Total Customer Service Calls	1,488	1,193	1253
Meter Installs/removals/change outs	14	24	16
Meter Repairs	34	5	1
Leak Investigations	34	29	11
Service Profiles	31	63	65
Turn on/off	878	891	669
Manual Reads	444	126	126
Misc.	53	55	55

FY 2022/23 TOP PRIORITIES

- Start Construction on the Water Plant rehabilitation
- Continue to look for new water sources
- Develop a production well at the CV Starr center property
- Start construction on the Raw Water Line Replacement Project



WATER ENTERPRISE BUDGET SUMMARY
FUND 610
DEPARTMENT: 4610, 4611 & 4612

Description	FY 2020/21	FY 2021/22	21/22 FYE Projected	FY 2022/23	% + /-
	Audited	Amended Budget		Proposed Budget	
Salary and Benefits	-	663,921	607,176	667,392	10%
Salary/Benefit Allocation	452,486.15	227,594	227,594	227,594	0%
Other Operating Allocations	497,481	502,231	502,231	502,231	0%
Non-Personnel Services	737,539	964,025	886,729	1,400,514	58%
Total Expenditure	1,687,506	2,357,771	2,223,729	2,797,731	26%
Charges for Services	3,656,802	3,135,390	3,144,126	3,002,342	-5%
Use of Money & Property	66,700	67,729	40,200	69,800	74%
Miscellaneous	3,465	-	64	500	685%
Total Revenue	3,726,967	3,203,119	3,184,389	3,072,642	-4%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENDITURES	2,039,461	845,349	960,660	274,911	-71%
Transfers In	5,752,064	1,348,169	2,820,367	1,843,630	-35%
Transfers Out	(4,767,246)	(1,143,169)	(1,805,193)	(1,843,630)	2%

Water Enterprise Administration Division
Line Item Detail

Fund #610		Account	Category	FY 2022/23
Department: 4610		Detail	Detail	Proposed
				Budget
Salary & Benefits				
610-4610-0101	Salaries & Wages		\$ 405,256	
610-4610-0102	Employee Benefits		262,137	
Total Salary & Benefits				\$ 667,392
Materials & Services				
610-4610-0311	Legal		20,000	
610-4610-0312	Auditing & Accounting		10,000	
610-4610-0319	Utility Billing Professional Services		55,000	
	Shut off notification	\$ 430		
	Water Conservation Campaign	25,000		
	Bank Fees/Lockbox	29,570		
610-4610-0360	Property Insurance		40,442	
610-4610-0362	Telephone & Communication		2,800	
610-4610-0372	Postage		5,000	
610-4610-0387	Miscellaneous - Section 115 Trust Contribution		25,000	
Total Material & Services				\$ 158,242
Other Expenditures				
610-4610-0606	Bad Debts Sent to Collection		(8,000)	
Total Other Expenditures				\$ (8,000)
Allocations				
610-4610-0396	IT Internal Service Fund		13,465	
610-4610-0322	Fleet Services		58,348	
610-4610-0399	Admin Costs Allocation		430,418	
610-4610-0801	Salary/Benefits Allocation		227,594	
Total Allocations				\$ 729,825
Total - Water Enterprise Administration Division				\$ 1,547,459

Water Enterprise Maintenance Division

Line Item Detail

Fund #610	Account	Category	FY 2022/23
Department: 4611	Detail	Detail	Proposed Budget

Materials & Services

610-4611-0366	Training/Travel Reimbursement	\$ 5,000
610-4611-0375	General Supplies	60,000
610-4611-0381	Small Tools & Equipment	<u>3,500</u>

Total Materials & Services 68,500

Water Enterprise Treatment Division
Line Item Detail

Fund #610		Account	Category	FY 2022/23
Department: 4612		Detail	Detail	Proposed Budget
Materials & Services				
610-4612-0313	Laboratory			\$ 15,000
		Analysis	\$ 8,500	
		License	1,500	
		Supplies	5,000	
610-4612-0319	Professional Services			42,500
		PLC Support	10,000	
		Backflow	4,000	
		Water Conservation Campaign	25,000	
		Cathodic Protection maintenanc	3,050	
		Fire extinguisher maintenance	450	
610-4612-0320	Dues & Memberships			500
		Operator/lab certification	500	
610-4612-0342	Laboratory Supplies			12,000
		Backflow	5,500	
		Cathodic protection maintenanc	3,500	
		Fire extinguisher maintenance	3,000	
610-4612-0343	Chemicals			50,000
610-4613-0350	Repair & Maintenance			60,000
610-4612-0351	Equipment Repair & Maintenance			37,500
		Pumps and controls	15,000	
		Equipment replacement	10,000	
		Treatment unit parts	7,500	
		Electrical parts	5,000	
610-4612-0353	Building Repair & Maintenance			2,500
610-4612-0354	Laundry/Cleaning/Janitorial			2,200
610-4612-0366	Training/Travel Reimbursement			6,000
610-4612-0373	Licenses & Permits			10,000
		SWRCB	6,500	
		County hazmat fees	1,500	
		AQMD	2,000	
610-4612-0375	General Supplies			3,000
610-4612-0376	Medical/Safety Supplies			1,500
610-4612-0381	Small Tools & Equipment			7,000
610-4612-0382	Fuels & Lubricants			-
610-4612-0383	Utilities			144,000
Total Material & Services				\$ 393,700



(continued on next page)

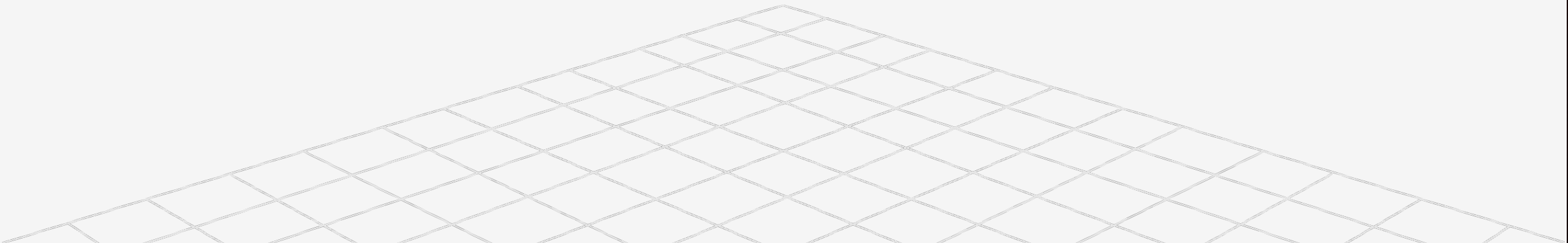
Water Enterprise Treatment Division Cont'd

Fund #610	Account	Category	FY 2022/23 Proposed
Total Routine Repair and Maintenance			-
Allocations			
610-4612-0322	Fleet Services	58,348	
Total Allocations			\$ 58,348
Debt Service			
610-4612-0911	Principal	745,851	
610-4612-0912	Interest	38,622	
610-4612-0913	Fees	3,600	
Total Debt Service			788,072
Transfers Out			
To 615 Capital Project, Groundwater Production Wells			
To 614, Non-routine maintenance		33,445	
To 615, True up Operating Reserve		1,460,222	
To 651, Sweep Excess Fund Balance to C		349,963	
			1,843,630
Total - Water Enterprise Treatment Division			\$ 3,083,750

WASTEWATER ENTERPRISE

FY 2021/22 TOP ACCOMPLISHMENTS

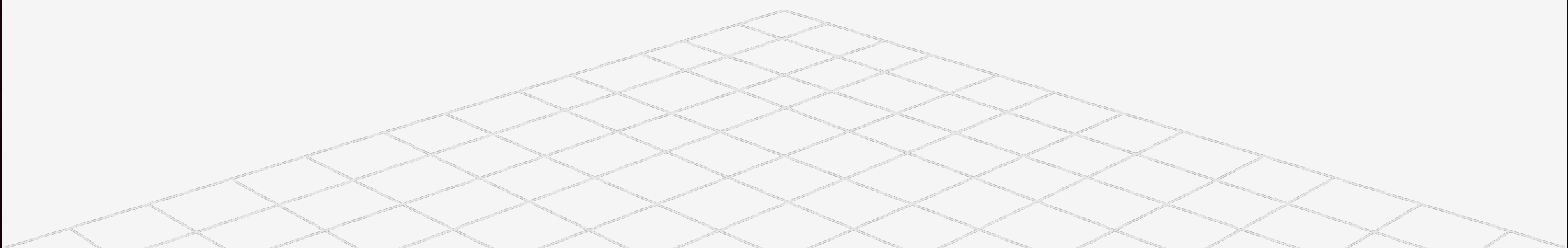
- Modifications to old press building in preparation of drying unit, including moving the septage receiving station and reinstalling it.
- Received and placed biosolids drying unit.
- Reorganized operator workload to increase efficiency and accountability.
- Mitigated sludge bulking season with minimal impact to effluent.
- Very successful and positive inspection from state water board controllers.
- Saving \$20-40k on completing Disaster Preparedness Assessment and Action Plan report in-house.
- Improved winter biosolids handling.



PERFORMANCE/ WORKLOAD MEASURES

INDICATORS	FY18	FY19	FY20
WASTEWATER DEPARTMENT			
Customer Service calls, wastewater	33	36	52
New customer sewer lines installed	0	2	1
Sewer mains cleaned/flushed in miles	16	18	15
Sewer mains and laterals repaired in number of jobs	9	8	11
Sewer manholes inspected	374	374	363
Sewer spill responses	1	2	5

FY 2022/23 TOP PRIORITIES

- Installation of an onsite sodium hypochlorite system.
 - Installation and startup of biosolids drying unit.
 - Search for solutions to resolve collection system Fats Oils and Grease program issues.
 - Improve suppression tactics of microthrix filamentous bacteria for the next bulking season.
 - Complete full condition assessment of the collection system to identify inflow and infiltrations locations.
- 

Municipal Improvement District #1; Wastewater Enterprise

Fund 710

Department: 4710, 4711 & 4712

Appropriations & Revenue

Description	FY 2021/22		FY 2022/23		% + /-
	FY 2020/21 Audited	Amended Budget	21/22 FYE Projected	Proposed Budget	
Salaries & Benefits	\$ 951,090	\$ 862,824	\$ 812,183	\$ 783,665	-4%
Salary/Benefit Allocation	(264,980)	(231,775)	(231,775)	(231,775)	0%
Other Operating Allocation	754,970	790,778	790,778	790,778	0%
Non-Personnel Services	785,627	1,295,637	1,278,111	1,042,540	-18%
Total Appropriations	2,226,707	2,717,464	2,649,297	2,385,208	-10%
Charges for Services	3,587,321	3,201,400	3,275,010	3,122,050	-5%
Other Revenue	466,736	60,452	125,900	139,000	10%
Total Operating Revenue	4,054,057	3,261,852	3,400,910	3,261,050	-4%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENS	1,827,351	544,388	751,613	875,842	17%
Transfers In	6,087,973	2,155,223	1,095,727	1,623,508	48%
Transfers Out	(5,051,446)	(2,199,959)	(1,095,727)	(1,804,008)	65%
NET CHANGE IN FUND B, \$	2,863,878	\$ 499,652	\$ 751,613	\$ 695,342	-7%

* To arrive at audited change in net position on the full accrual basis subtract depreciation expense.

\$2,053,689 less \$816,300 (depreciation) equals \$2,047,578 (as published in the FY2020/21 CAFR)

Municipal Improvement District #1
Wastewater Enterprise Administration Division
Line Item Detail

Municipal Improvement District #1
Wastewater Enterprise Maintenance Division
Line Item Detail

Fund #710	Account	Category	FY 2022/23 Proposed	Fund #710	Account	Category	FY 2022/23 Proposed
Department: 4710	Detail	Detail	Budget	Department: 4711	Detail	Detail	Budget
Materials & Services				Materials & Services			
	710-4710-0312	Auditing & Accounting	\$ 10,000		710-4711-0351	Equipment Repair & Maint (Sewer parts)	5,000
	710-4710-0319	Professic Bank Fees- Lockbox	30,000		710-4711-0366	Training/Travel Reimbursement	3,500
	710-4710-0359	Liability Deductible	-		710-4711-0375	General Supplies	12,000
	710-4710-0360	Property Premium	64,240		710-4711-0381	Small Tools & Equipment	4,000
	710-4710-0361	Property Deductible	-			Total Material & Services	\$ 24,500
	710-4710-0362	Telephone & Communication	1,000				
	710-4710-0365	Copying/Printing				Total - Wastewater Enterprise Maintenance Division	\$ 24,500
	710-4710-0372	Postage	8,000				
		Total Material & Services	\$ 113,240				
Other Expenditures							
	710-4710-0606	Bad Debts Sent to Collection	(8,000)				
		Total Other Expenditures	(8,000)				
Allocations							
	710-4710-0396	IT Internal Service Fund	37,030				
	710-4710-0399	Admin Costs	636,754				
		Total Allocations	673,784				

Municipal Improvement District #1
Wastewater Enterprise Treatment Division
Line Item Detail

Fund #710	Account	Category	FY 2022/23 Proposed Budget
Department: 4712	Detail	Detail	Budget

Personnel Costs

	Salaries & Wages		\$ 482,291
	Retiree Medical Benefits		\$ 35,000
	Employee Benefits		301,375
710-4710-0801	Salary/Benefits Allocation from General Fund		(4,181)
710-0000-3499	Salary/Benefits Allocation to Water Enterprise		<u>(227,594)</u>
Total Personnel Costs			\$ 586,890

Materials & Services

710-4712-0313	Laboratory		45,000
710-4712-0319	Professional Services		150,000
	Biosolids (3yr contract)	\$ 144,500	
	Backflow testing	1,500	
	Fire extinguisher maintena	1,000	
	Flow meter calibrations	<u>3,000</u>	
710-4712-0320	Dues & Memberships		1,000
710-4712-0342	Laboratory Supplies		-
710-4712-0343	Chemicals		94,000
710-4712-0351	Equipment Repair & Maintenance		74,000
	Lift station fittings	5,000	
	Pump repair	11,000	
	Electrical hardware & mair	30,000	
	Small projects and improv	15,000	
	Stainless steel/PVC hardw	1,500	
	Boiler Maintenance	1,500	
	New plant startup	<u>10,000</u>	
710-4712-0353	Building Repair & Maintenance		9,000
710-4712-0354	Laundry/Cleaning/Janitorial		700
710-4712-0366	Training/Travel Reimbursement		6,000
710-4712-0372	Postage		1,000

Municipal Improvement District #1 Cont'd

Fund #710	Account	Category	FY 2022/23 Proposed Budget
Department: 4712	Detail	Detail	Budget

Materials & Services, Continued

710-4712-0373	Licenses & Permits		17,000
	Annual fees	12,000	
	AQMD	3,800	
	County hazmat	<u>1,200</u>	
710-4712-0375	General Supplies		4,500
710-4712-0376	Medical/Safety Supplies		6,500
710-4712-0377	Boot Expense		2,250
710-4712-0381	Small Tools & Equipment		220,000
710-4712-0383	Utilities		7,000
710-4712-0387	Section 115 Trust- UAL Contribution		<u>25,000</u>
Total Material & Services			662,950
Allocations			
710-4712-0322	Fleet Services		<u>116,994</u>
Total Allocations			116,994
Debt Service			
710-4712-0911	Principal		91,000
710-4712-0912	Interest		<u>93,850</u>
Total Debt Service			184,850
Total - Wastewater Enterprise Treatment Division			<u>\$ 2,355,208</u>

(continued on next page)

Municipal Improvement District #1 Cont'd

Fund #710		Account	Category	FY 2022/23
Department: 4712		Detail	Detail	Proposed Budget
Materials & Services, Continued				
710-4712-0373	Licenses & Permits		17,000	
	Annual fees	12,000		
	AQMD	3,800		
	County hazmat	<u>1,200</u>		
710-4712-0375	General Supplies		4,500	
710-4712-0376	Medical/Safety Supplies		6,500	
710-4712-0377	Boot Expense		2,250	
710-4712-0381	Small Tools & Equipment		220,000	
710-4712-0383	Utilities		7,000	
710-4712-0387	Section 115 Trust- UAL Contribution		<u>25,000</u>	
	Total Material & Services			662,950
Allocations				
710-4712-0322	Fleet Services		<u>116,994</u>	
	Total Allocations			116,994
Debt Service				
710-4712-0911	Principal		91,000	
710-4712-0912	Interest		<u>93,850</u>	
	Total Debt Service			184,850
Total - Wastewater Enterprise Treatment Division				<u><u>\$ 2,355,208</u></u>

Municipal Improvement District #1
Wastewater Enterprise Non-Routine Maintenance

Line Item Detail

Fund # 714	Account Detail	Category Detail	FY 2022/23 Proposed Budget
------------	----------------	-----------------	----------------------------

Materials & Services

714-4713-0741 Machinery & Equipment 40,000

Total Material & Services 40,000

Total - Wastewater Enterprise Non-Routine Maintenance \$ 40,000

GRANTS

GRANTS & SPECIAL REVENUE

Fund	Description	GRANT AMOUNT AWARDED	PRIOR YEAR(S) ACTIVITY	FY 22/23 PROPOSED BUDGET
110	Social Services Grant (PD)	222,348	73,348	149,000
		<u>222,348</u>	<u>73,348</u>	<u>149,000</u>
314	MCOG OWP			
	CBD Parking Feasibility Study-In Lieu Fee	57,062		57,062
	CRRSAA-Relief Act Money (HR 133) for 2022 Streets Project	162,000		162,000
	Total MCOG OWP	<u>219,062</u>	<u>-</u>	<u>219,062</u>
223	MCOG D1 RSTP			
	2022 Streets -Street Striping Componenet	206,405		206,405
	Total MCOG RSTP	<u>206,405</u>	<u>-</u>	<u>206,405</u>
222	RMRA-Local Partnership Program (LPP)			
	2022 Streets Project	600,000		600,000
	Total RMRA LPP	<u>600,000</u>	<u>-</u>	<u>600,000</u>
329	Other State Grants			
	SB-2 Planning Grant	\$ 160,000	\$ 43,877	116,123
	REAP	46,410		46,410
	LEAP	65,000		65,000
	CalRecycle- SB 1383	20,000		20,000
	Prop 68- Per Capita (Bainbridge Soccer Fields)	177,952		177,952
		<u>469,362</u>	<u>43,877</u>	<u>425,485</u>
330	Other Federal Grants			
	Economic Development Administration (EDA)	137,500	69,825	67,675
	U.S. Department of Agriculture			
	USDA - Fleet	-	213,400	160,050
		<u>137,500</u>	<u>283,225</u>	<u>227,725</u>
319	Department of Water Resources (DWR)			
	Raw Water Line	\$ 8,800,000		\$ 4,055,000
		<u>8,800,000</u>	<u>-</u>	<u>4,055,000</u>
332	Other Grants			
	HEAP - Homeward Bound Program	12,686	11,899	-
		<u>12,686</u>	<u>11,899</u>	<u>-</u>
333	CDBG 2017 Grant			
	2017 NOFA:			
	Cypress Street Parents & Friends Housing Project	3,433,620	319,203	3,114,417
	General Administration	212,016	136,220	75,796
	Total 2017 NOFA	<u>3,645,636</u>	<u>455,423</u>	<u>3,190,213</u>

GRANTS & SPECIAL REVENUE

Fund	Description	GRANT AMOUNT AWARDED	PRIOR YEAR(S) ACTIVITY	FY 22/23 PROPOSED BUDGET
334	CDBG 2020 Grant(s)			
	2020 NOFA:			
	BALP	450,000	-	450,000
	BALP Activity Delivery - Staff Time	25,000	-	25,000
	BALP General Administration	25,000	-	25,000
	Mill Site	93,004	23,405	69,599
	Mill Site General Administration	6,996	3,498	3,498
	Fire Station Planning	190,376	-	190,376
	Fire Station General Administration	13,326	-	13,326
	Code Enforcement	418,457	96,968	152,000
	Code Enforcement General Administration	29,292	15,144	10,000
	Micro Financial Assistance	115,000	-	115,000
	Micro FA General Administration	2,000	-	2,000
	Total 2020 NOFA	1,368,451	139,015	1,055,799
	CDBG 2020 OTC Grant			
	Water Meter Replacement Project - Admin Budget	81,082	20,000	61,082
	Water Meter Replacement Project - CIP Budget	\$ 2,863,283	2,000,000	850,000
		2,944,365	2,020,000	911,082
335	CDBG-CV Grants			
	Coronavirus Response:			
	Utility Assistance Program	129,560	40,000	89,560
	Utility Assistance General Administration	21,304	2,000	10,000
	Utility Assistance Activity Delivery	26,630	5,841	15,000
	BALP-CV	201,969	119,906	82,063
	BALP-CV Activity Delivery - Staff Time	11,880	5,000	6,880
	BALP - CV General Administration	23,761	8,000	15,761
	Total 2017 NOFA	415,104	180,747	219,264
336	AMERICAN RESCUE PLAN FUND			
	ARPA 2021			
	Earmarked for Broadband	1,744,162	-	-
	Total	1,744,162	-	-
	Total FY 22/23 Grant Activity	\$ 20,785,081	\$ 3,207,535	\$ 11,259,035

\$11.25M in Grants