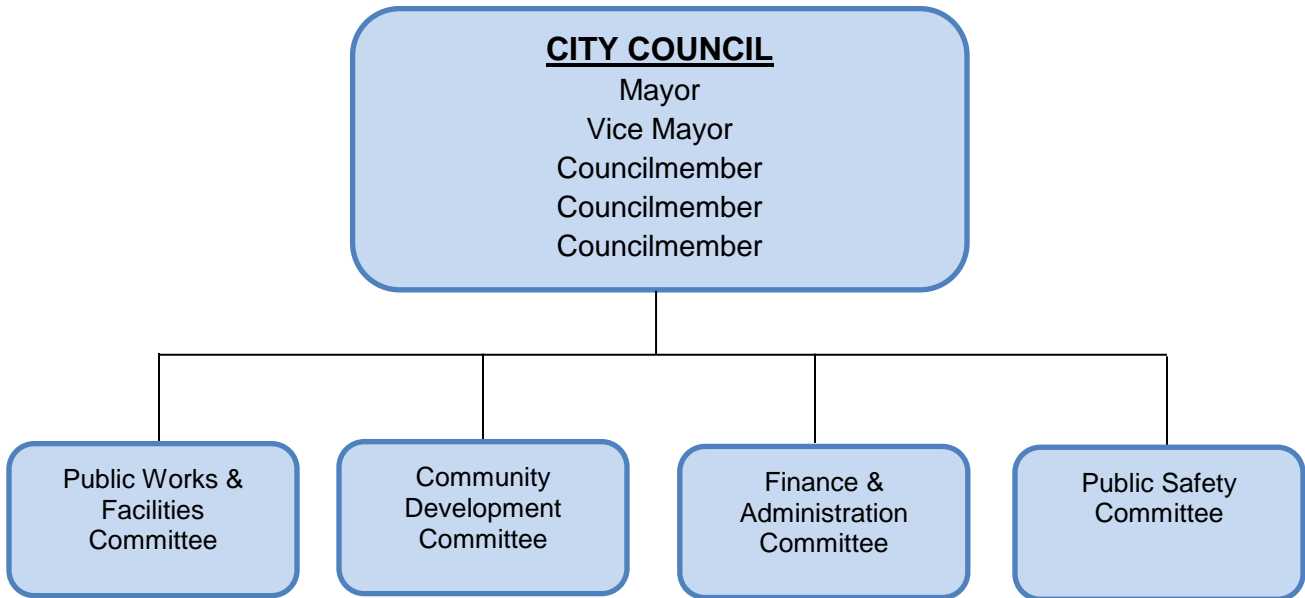


CITY COUNCIL



CITY COUNCIL

A five-member elected City Council provides governance over the City of Fort Bragg's services to a population of approximately 7,000 residents. Each Councilmember is elected at-large and serves a four-year term. The Mayor is elected by the members of the City Council and serves a two-year term. The Council convenes in regular session on the 2nd and 4th Mondays of each month. All regular meetings are held in Fort Bragg Town Hall and are open to the public.

SUMMARY OF SERVICES

The Council establishes policies for City operations, approves all budgets, and ensures appropriate representation and responses to community interests. The City Council appoints the City Manager who supports the City Council in its policy development functions and ensures that the City Council's policies, programs, and priorities are addressed through the work of City staff.

STRATEGIC GOALS AND OBJECTIVES

- Foster a strong, resilient and prosperous local economy.
- Ensure the timely completion of the Mill Site remediation and continue to plan for reuse of the property.
- Maintain and improve City infrastructure, including ongoing maintenance and repair of streets and alleys, increasing water storage capacity, and constructing improvements to the City's water distribution and wastewater treatment facilities.
- Develop long-range financial plans for Capital Improvement Program implementation.
- Focus on activities and programs that maintain and enhance the "quality of life" in Fort Bragg.
- Define solutions to homeless issues.
- Support development of housing.
- Ensure civility and decorum at Council meetings.
- Strengthen neighborhoods and increase public safety on our streets.
- Ensure that City is prepared to respond to natural disasters and emergencies.

FY 2016/17 TOP ACCOMPLISHMENTS

- The Council welcomed two new Councilmembers, Will Lee and Bernie Norvell, in December 2016.
- The Council placed two companion ballot measures, Measure AA and Measure AB, on the November 2016 ballot. Both were approved by the voters. Measure AA increases the Transient Occupancy Tax rate from 10% to 12%; Measure AB advises the Council regarding how to spend the additional \$400k per year in revenue that the TOT increase will generate.
- The Council prioritized improvements to the City's water and wastewater infrastructure. The Summers Lane Reservoir project was completed, providing 45 acre-feet (15 million gallons) of water storage to improve the reliability of the City's water supply in the late summer months.
- The Council supported several actions to enhance access to City government including live-streaming all Council Committee meetings (in addition to Council and Planning Commission meetings).
- The Council continued to make maintenance and improvement of the City's streets and sidewalks a key priority. The Council appropriated funds for the 2017 Streets & Alleys Rehabilitation project and provided direction to staff regarding priority streets and alleys for repair.
- The Council provided strategic vision for numerous parks and recreation projects serving our coastal community including the Fort Bragg Coastal Restoration & Trail Project, the Chestnut Street Multi-Use Trail project, the C.V. Starr Community Center and the Bainbridge Park Master Plan.

FY 2016/17 TOP ACCOMPLISHMENTS Con'td

- The Council continues to place a strong emphasis on community safety and support for the Fort Bragg Police Department's operations. Through the budget process, the Council funded expansion of the Department's K-9 program and funded an officer assigned to the Mendocino County Major Crimes Task Force to help pro-actively address drug and gang-related issues in our community.
- The Council provided leadership on a number of important community issues including: addressing issues related to homelessness; the environmental clean-up of the Georgia Pacific mill site property; daylighting creeks on the mill site; certification of EIR for new transfer station; establishing regulations for the post-Prop 64 cannabis industry; support for our immigrant community; .

FY 2017/18 TOP PRIORITIES

- Through the budget process and the mid-year budget review process, the Council provides strategic vision to guide the City organization and communicates its priorities for each of the City's service areas. The Council's priorities are expressed throughout the FY 2017/18 Budget.



BUDGET OVERVIEW

The FY 2017/18 proposed budget for the Council is approximately \$135k, a decrease of \$14k from the projected FY 2016/17 year-end total. The decrease is due primarily to the scheduled election in FY 2016/17. Councilmembers are paid a small stipend per meeting attended. The budget for FY 2017/18 is based on the maximum number of meetings anticipated for the year.

CITY COUNCIL DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4110

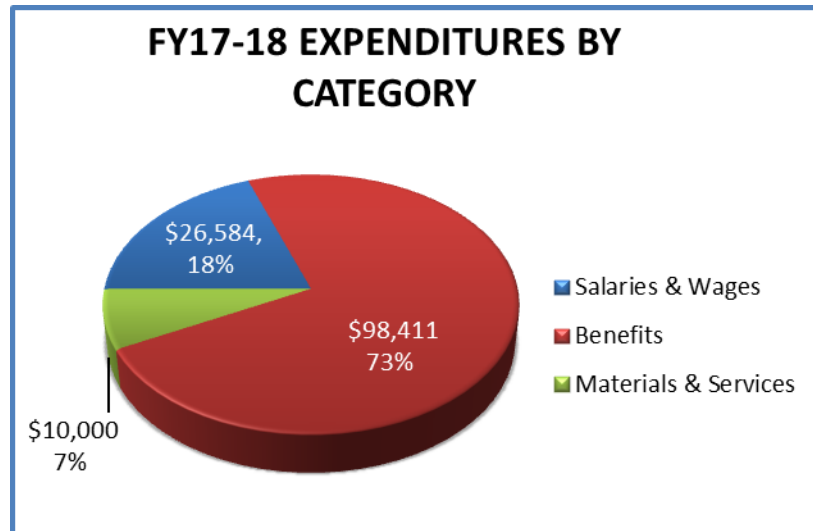
Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure:					
Personnel Services	\$ 119,494	\$ 124,920	\$ 124,229	\$ 125,067	1%
Non-Personnel Services	5,512	24,500	24,500	10,000	-145%
Total Departmental Expenditure	125,006	149,420	148,729	135,067	-10%

Revenue:

Reimbursements - Overhead/Admin Cost Recovery 62,534

Total Departmental Revenue 62,534

Net Expenditure \$ (72,533.66)



EXPENDITURE BUDGET DETAIL:

Fund #110

Department: 4110

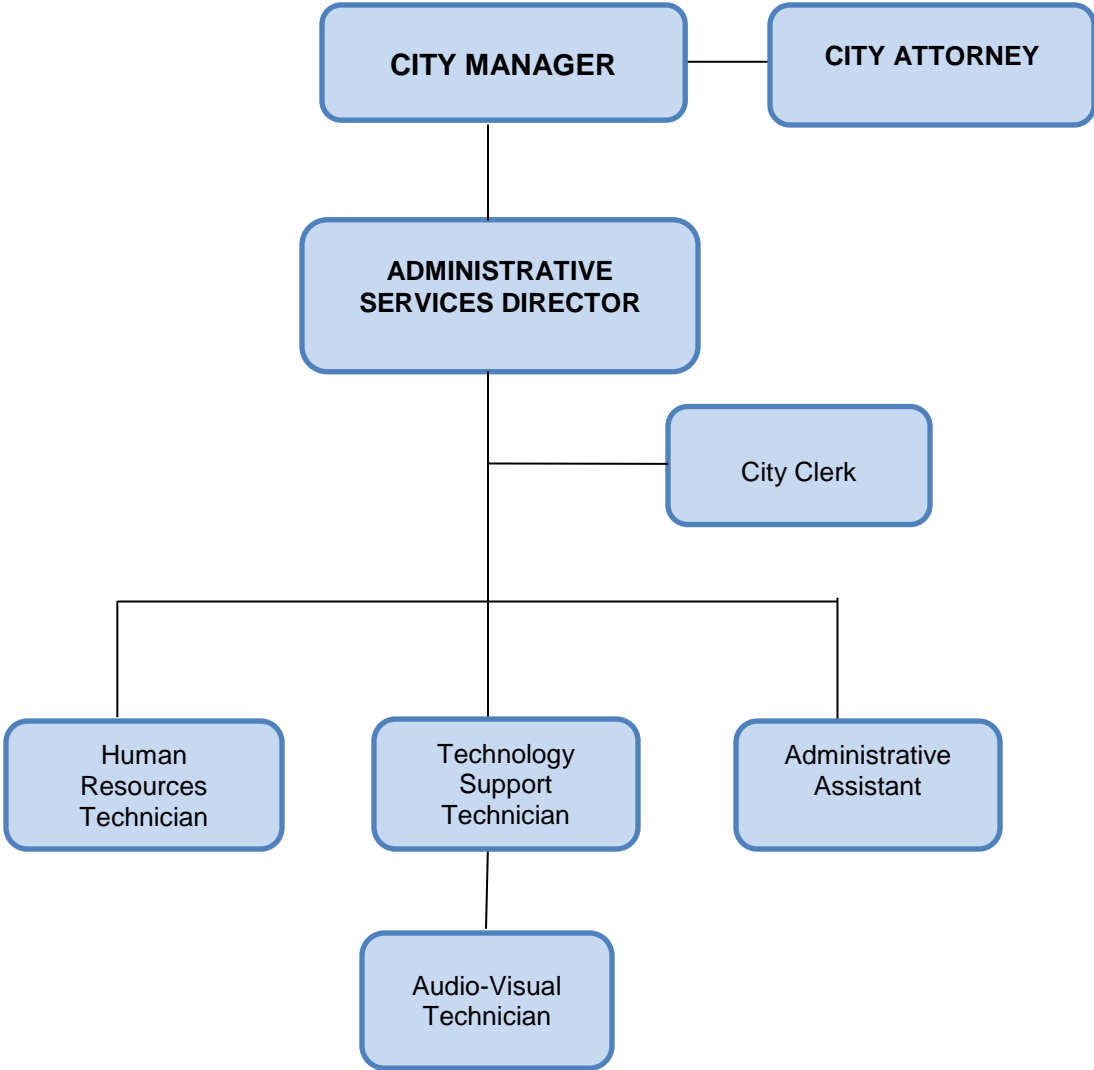
Object	Description	FY 2016/17		FY 2017/18		% + /-
		FY 2015/16 Audited	Amended Budget	16/17 FYE Projected	Proposed Budget	
0100	Salaries & Wages	\$ 22,812	\$ 26,584	\$ 22,541	\$ 26,626	15%
0200	Employee Benefits	96,682	98,336	101,689	98,441	-3%
	Personnel Services	119,494	124,920	124,229	125,067	1%
0315	Election Costs	-	10,000	10,000	-	-100%
0319	Professional Services	-	5,000	5,000	-	100%
0366	Training/Travel Reimbursement	2,740	7,500	7,500	7,500	0%
0371	Meetings/City Business	2,123	2,000	2,000	2,500	25%
0619	Miscellaneous	649.95	-	-	-	0%
	Non-Personnel Services	5,512	24,500	24,500	10,000	-59%
Total City Council		\$ 125,006	\$ 149,420	\$ 148,729	\$ 135,067	-9%

Expenditure Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Personnel Costs			
	Salaries & Wages, Regular		\$ 26,626
	Employee Benefits		98,441
	Total Personnel Costs		\$ 125,067
Materials & Services			
110-4110-0366	Training/Travel Reimbursement		7,500
110-4110-0371	Meetings/City Business		2,500
	Total Material & Services		10,000
	Total - City Council		\$ 135,067



ADMINISTRATION



Note: The Technology Support Technician and Audio-Visual Technician positions are budgeted in Technology Maintenance & Replacement Internal Service Fund. In FY 2017/18, the Audio-Visual Technician position was authorized as a full-time position.

ADMINISTRATION

The City's Administration includes the City Attorney, City Manager, and the Administrative Services Department. Each entity contributes to the professional leadership of the organization, implementation of City Council policy objectives, and administration of City services and programs. The City's Administration works closely and provides support to other City departments with the goals of ensuring the professional delivery of quality public services; an efficient, responsive, and accountable government; fiscal stability; economic vitality; quality of life; and effective citizen engagement.

SUMMARY OF SERVICES

The City's Administration is a General Government support function. In addition to the City Manager and City Attorney, the City's Administration is comprised of the Administrative Services Department which has five full-time staff members: Administrative Services Director, City Clerk, Human Resources Technician, Administrative Assistant, Technology Support Technician, and one half-time staff member (Audio-Visual Technician). The Administration budget includes appropriations for the City Manager, the City Attorney (a contracted position), and the Administrative Services Department. Funding for the Technology Support Technician and the part-time Audio-Visual Technician is presented in the City's Technology Maintenance & Replacement Internal Service Fund.

Fort Bragg has a Council-Manager form of government. The Council works collaboratively to set key City policies and priorities, pass ordinances, approve new projects and programs, and adopt the annual budget. The City Manager is responsible for day-to-day administration, including implementing Council policies, advising the Council and making professional recommendations on Council decisions, formulating the budget, and ensuring sound and effective management of City staff and resources.

The City contracts with Burke, Williams, Sorenson, LLP, a firm specializing in municipal law, for City Attorney services. The City Attorney is appointed by the City Council. The City Attorney provides professional legal services to the City Council, the City Manager, the departments of the City, and the Planning Commission. Services include attending public meetings, providing legal opinions, reviewing and drafting legal documents and contracts, providing advice regarding public officials' conflicts of interest, providing advice regarding personnel and labor law issues, leading negotiations on behalf of the City Council with the City's represented employee groups and representing the City in litigation and before courts and administrative agencies. The City Attorney assigns legal work to various specialists in the firm or to outside counsel, as needed.

The Administrative Services Department is responsible for a wide array of administrative services including: technology infrastructure development and management; administration of the Public, Education and Government channel; employee/labor relations; contract negotiations; personnel and administrative policies and regulations; employee benefits administration; personnel recruitment and retention; employee classification, compensation and evaluations; risk management; assistance with budget preparation and monitoring; preparing agenda packets and maintaining official records; responding to public records requests; monitoring compliance with Fair Political Practices Commission requirements; preparing ordinances for codification; maintaining the City's official website and social media pages; maintaining updates to the Fort Bragg Municipal Code; monitoring the City's safety programs and protocols; and assisting the City Manager and other departments on an as-needed basis.

STRATEGIC GOALS AND OBJECTIVES

- Exercise overall responsibility for sound and effective management by City government. Recommend administrative, fiscal and operational policies to the City Council to improve the efficiency and effectiveness of the City's operations.
- Ensure items prepared for placement on the City Council's agenda are complete and sufficient for Council decision-making, and make appropriate recommendations on each item.

- Implement the City Council's goals and objectives by assuring that the actions and programs necessary to achieve the Council's priorities are integrated into the day-to-day work programs of City departments.
- Work with the Finance Director to ensure the timely submittal of an annual operating budget and a proposed capital budget for consideration and adoption by the City Council and Municipal Improvement District Board.
- Ensure that sound fiscal management policies are implemented throughout the organization.
- Direct administration of City personnel policies and administrative procedures including employee recruitment, retention, examination, appointment and dismissal.
- Encourage the professional development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, team building and customer service.
- Monitor and work with other City Departments to ensure the City's safety programs are deployed and compliant with requirements.
- Provide responsive, forward thinking technology services to the City's departments and secure and stable access to electronic communication, archives and documents.
- Ensure that the City is prepared for natural, civil and other emergencies and disaster by coordinating planning, training and emergency operations drills.

FY 2016/17 TOP ACCOMPLISHMENTS

- Monitored the City's financial stability including close monitoring of revenues and expenditures.
- Successfully maintained and expanded a free, reliable public Wi-Fi network in the Central Business District.
- Significantly increased social media and website activity with the goal of increasing overall civic engagement with the City's programs and initiatives.
- Supported the City Council and other City departments in the update of several ordinances including Cannabis Manufacturing, Sonoma Clean Power, Tobacco, Transient Occupancy Tax increase and the Inland Land Use and Development Code.
- Conducted recruitments for 11 staff positions, including Engineering Technician, Planning Technician, Police Officer, Community Service Officer, Temporary Office Assistant, Seasonal Maintenance Workers, Temporary Parking Enforcement Attendant, and Temporary Associate City Engineer.
- Implemented REMIF's employee health benefit program.
- Coordinated safety training and compliance process including a full update to the City's Illness and Injury Prevention Program as well as several other required safety policies.
- Continued to update the City's Emergency Operations Plan to ensure both relevancy and accuracy.
- Coordinated various on-site vendor visits to enhance employees' understanding and use of the many benefits and programs available to them.
- Supported the Mayor's "Monday Mornings with the Mayor" meetings by streaming on Facebook Live.
- Successfully negotiated labor agreements with all of the City's employee groups.
- Oversaw preparation of a Market Research Study to help guide the City's expanded marketing and promotions programs. Continue to provide support in the development of the marketing plan and related activities.
- Helped coordinate installation of four Electric Vehicle Charging Stations in two City parking lots.
- Coordinated a sub-lease of the Skunk Depot parking lot to the North Coast Brewing Company
- Coordinated the November election including onboarding of two new Councilmembers and the passage and implementation of Measures AA & AB (TOT increase).
- Provided staff support to the Bee City USA subcommittee.
- Organized a full-day emergency preparedness "tabletop exercise" to prepare for future emergencies.



FY 2016/17 TOP ACCOMPLISHMENTS Cont'd

- Assisted with renewal of the Operating Agreement with the Mendocino Coast Recreation and Park District for the C.V. Starr Community Center.

FY 2017/18 TOP PRIORITIES

- Exercise overall responsibility for sound and effective City government. Recommend administrative, fiscal and operational policies to the City Council to improve the efficiency and effectiveness of the City's operations.
- Implement the City Council's goals and objectives by ensuring that actions and programs necessary to achieve the Council's priorities are integrated into the day-to-day work programs of City departments.
- Direct the administration of City personnel policies and procedures including recruitment, examination, appointment and dismissal.
- Monitor the City's safety programs for compliance.
- Encourage the professional development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, team building, and customer service.
- Ensure that the City is prepared for potential natural, civil and other emergencies and disasters by coordinating planning, training and emergency operation exercises.
- Expand free, downtown Wi-Fi network in both accessibility and dependency.
- Continue to enhance overall communication channels and effectiveness with the Public including increased social media and website activity.
- Provide support and assistance to Community Development Department for the City's marketing and promotion efforts.
- Be role models for ethical, honest and accountable behavior and practices.



Public Wi-Fi Installation

BUDGET OVERVIEW

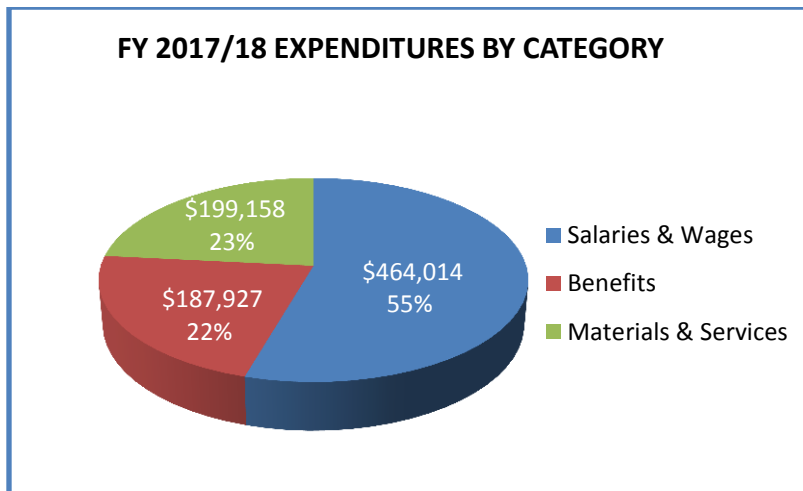
The FY 2017/18 proposed budget for Administration is approximately \$859k, an increase of approximately \$46k from the FY 2016/17 projected year-end total. This increase is due to an increase in personnel costs owing mostly to merit increases for newer employees (\$32k). Non-personnel costs increased 3% or \$6k.

ADMINISTRATION DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4130

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure:					
Personnel Services	\$ 611,700	\$ 625,759	\$ 619,513	\$ 659,550	6%
Non-Personnel Services	211,373	192,673	193,350	199,158	3%
Total Departmental Expenditure	823,073	818,432	812,863	858,708	6%
Revenue:					
Charges for services				700	
Reimbursements				227,376	
Total Departmental Revenue				<u>228,076</u>	
Net Expenditure				<u><u>\$(630,632.21)</u></u>	



BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4130

Object	Description	FY 2016/17			FY 2017/18	% + /-
		FY 2015/16 Audited	Amended Budget	16/17 FYE Projected	Proposed Budget	
0100	Salaries & Wages	\$ 442,616	\$ 444,230	\$ 436,682	\$ 470,800	8%
0200	Employee Benefits	169,084	181,530	182,832	188,751	3%
	Personnel Services	611,700	625,759	619,513	659,550	6%
0311	Legal	131,490	150,000	143,000	150,000	5%
0316	Pre-Employment Costs	21,535	12,000	12,000	12,000	0%
0317	Recruitment Costs	12,047	10,000	10,000	10,000	0%
0319	Professional Services	13,535	-	900	-	-100%
0320	Dues & Memberships	891	2,588	2,500	3,768	51%
0363	Advertising & Publishing	77	-	-	-	0%
0364	Legal Notices	3,647	2,500	3,000	3,000	0%
0366	Training/Travel Reimbursement	19,707	14,635	21,000	18,640	-11%
0371	Meetings/City Business	1,281	700	700	750	7%
0381	Small Tools & Equipment	7,020	-	-	750	100%
0384	Books & Subscriptions	142	250	250	250	0%
	Non-Personnel Services	211,373	192,673	193,350	199,158	3%
Total - Administration Expenditure		\$ 823,073	\$ 818,432	\$ 812,863	\$ 858,708	6%

BUDGET REVENUE DETAIL:

Fund #110

Department: 4130

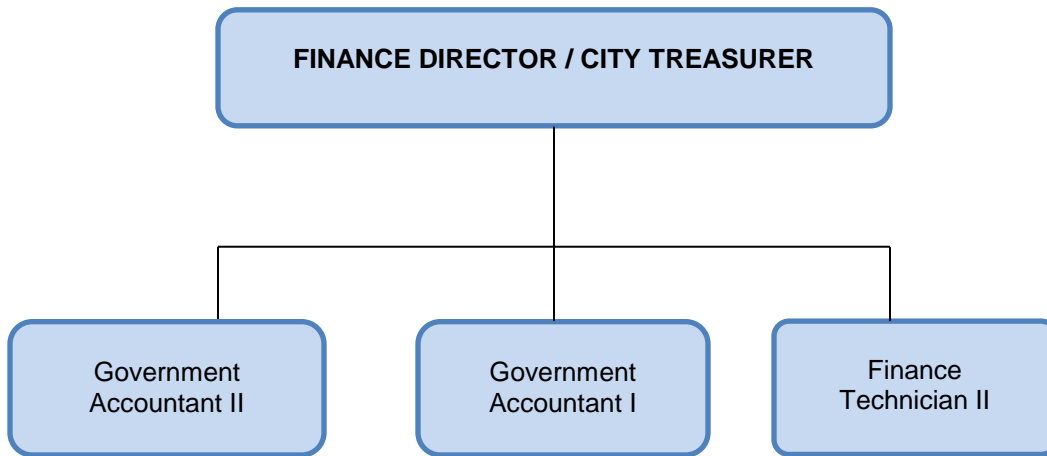
Object	Description	FY 2017/18 Proposed Budget
Charges for Services		
3419	Document Copies	\$ 700
	Total Charges for Services	700
Reimbursements		
3201	Training Reimbursements	7,500
3499	Overhead/Admin Cost Recovery	219,876
	Total Reimbursements	227,376
Total - Administration Revenue		\$ 228,076

DEPARTMENT DETAILS – ADMINISTRATION

Line Item Detail			FY 2017/18
Fund #110	Account	Category	Proposed
Department: 4130	Detail	Detail	Budget
Personnel Costs			
	Salaries & Wages, Regular		\$ 470,800
	Employee Benefits		<u>188,751</u>
	Total Personnel Costs		\$ 659,550
Materials & Services			
110-4130-0311	City Attorney Services		150,000
110-4130-0316	Pre-Employment Costs		12,000
	Live Scan	\$ 500	
	Occu-Med	10,500	
	Polygraph & Background	<u>1,000</u>	
		12,000	
110-4130-0317	Recruitment Costs		10,000
110-4130-0319	Professional Services		-
110-4130-0320	Dues & Memberships		3,768
	MMANC	\$ 75	
	CCAC	90	
	Notary Republic	120	
	IIMC	160	
	IPMA-HR	318	
	SHRM	380	
	CMF	400	
	IFEB	325	
	ICMA	1,200	
	CalPELRA	<u>700</u>	
		3,768	
110-4130-0364	Legal Notices		3,000
110-4130-0366	Training/Travel Reimbursement		18,640
	HIPAA & FMCSA DOT	\$ 250	
	CalPERS	400	
	LCW Webinars & Consortium	500	
	NorCal Consortium	750	
	PHR-CA Class & exam	1,000	
	CCAC New laws & election	1,600	
	PARMA	2,000	
	CAJPA	2,000	
	TTC Series 200	2,200	
	LCC Conferences	3,000	
	CCAC Annual Conference (1ppl)	1,600	
	CalPELRA (2 ppl)	<u>3,340</u>	
		18,640	
110-4130-0371	Meetings/City Business		750
110-4130-0381	Small Tools & Equipment		750
110-4130-0384	Books & Subscriptions		<u>250</u>
	Total Material & Services		199,158
	Total - Administration		<u>\$ 858,708</u>



FINANCE DEPARTMENT



FINANCE

The Finance Department is responsible for maintaining the financial integrity of the City by providing oversight to the City's fiscal management; maintaining accurate fiscal records and reports; and providing advice regarding fiscal policies and transactions.

SUMMARY OF SERVICES

The Finance Department is a General Government support function. The Department has four full-time staff members: the Finance Director, two Government Accountants, and a Finance Technician.

The Finance Department coordinates and directs all fiscal operations of the City. This includes directing, monitoring and controlling all assets and financial operations and providing a framework for financial planning and analysis to support the operation and management of City departments. The functions of the Finance Department include utility billing, business licensing, transient occupancy tax collections, accounts payable, accounts receivable, payroll, purchase orders, financial reporting to federal, state and other outside agencies, treasury and cash management, budget preparation, budgetary control, audit liaison and oversight of other fiscal activities of the City, Municipal Improvement District #1, and the Successor Agency to the Fort Bragg Redevelopment Agency.

STRATEGIC GOALS AND OBJECTIVES

- Maintain the City's fiscal health and ensure the provision of adequate resources to fund City services for the community.
- Perform financial responsibilities in accordance with statutory regulations and standards required by State and federal regulatory agencies as well as with the Government Finance Officers Association Code of Professional Ethics.
- Account for the City's fiscal activities in an accurate and timely manner within generally accepted accounting principles (GAAP) and other legal requirements.
- Ensure completion of the City's financial statements in a timely manner.
- Assist the City Manager in preparation of a balanced budget and implementation of fiscal and budget policies established by the City Council.
- Safeguard the City's assets and invest available cash in accordance with the City Council's adopted investment policy.
- Provide financial services such as accounts payable, payroll, cash receipting.
- Accurately bill utility customers and provide friendly and helpful customer service.

FY 2016/17 TOP ACCOMPLISHMENTS

- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2016/17 budget.
- Worked closely with Public Works and Administrative Services to improve the City's long term capital, maintenance and related financial planning.
- Improved the City budget by accounting for and presenting revenues generated by each department in the departmental summaries.
- Achieved processing of accounts payable consistently every Friday (excluding holiday weeks). Enforced weekly cutoff of invoice submission to Finance (Wednesdays at noon).
- Reconciled capital project, grant and special revenue funds monthly.
- Develop and implement continuing education plan for Finance staff.

FY 2017/18 TOP PRIORITIES

- Complete Comprehensive Annual Financial Report in-house by December 31, 2017.
- Assist City Manager and City Council in exploration of the establishment of a new Storm Drain Enterprise.
- Continue staff cross-training to improve work flow and ensure staff coverage for all departmental functions in the event of planned and/or unplanned absences.
- Develop and implement continuing education plan for Finance staff.
- Train and mentor staff to support professional advancement.
- Increase departmental meetings and team-building activities.

BUDGET OVERVIEW

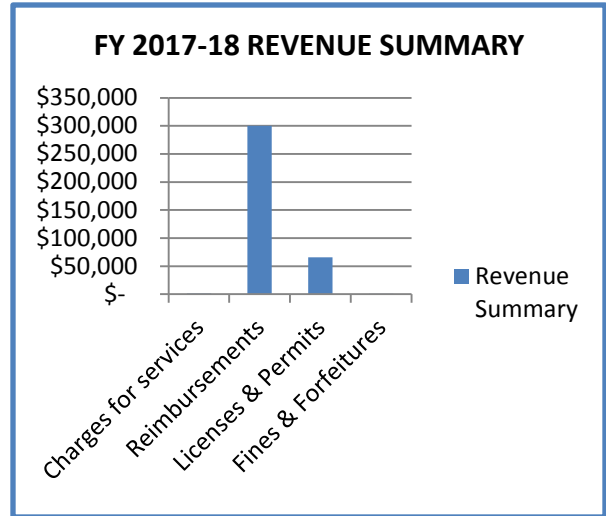
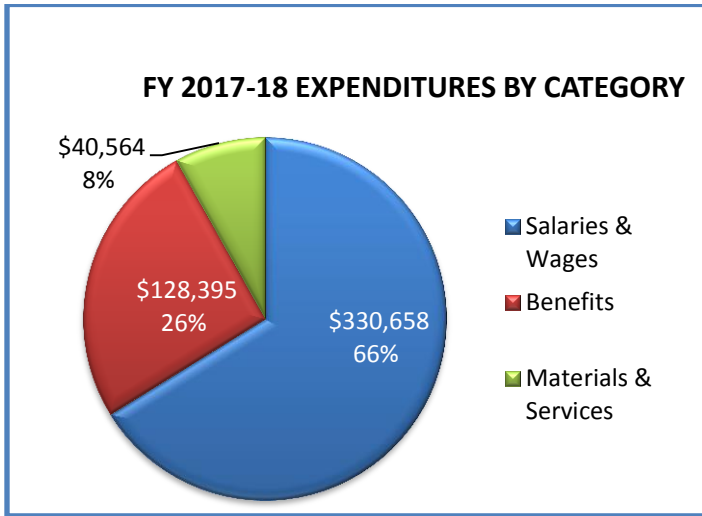
The FY 2017/18 proposed budget for the Finance Department is \$499k, an increase of \$70k over the projected year-end total for FY 2016/17. The departmental budget increase is due to merit increases for newer staff along with budgeted retiree payout costs (\$65k). In FY 2017/18, a small increase (\$1.5k) is proposed in the training budget which will benefit the Department’s new hires as well as promote a high level of professionalism and growth.

FINANCE DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4150

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure					
Personnel Services	378,790	403,628	388,839	\$ 459,053	18%
Non-Personnel Services	36,060	40,080	40,862	40,564	-1%
Total Departmental Expenditure	414,849	443,708	429,701	499,617	16%
Revenue					
Charges for services				1,600	
Reimbursements				303,912	
Licenses & Permits				65,679	
Fines & Forfeitures				1,000	
Total Departmental Revenue				372,191	
Net Expenditure				\$ (127,427)	



BUDGET REVENUE DETAIL:

Fund #110

Department: 4150

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Charges for Services						
3711	Return Check Fee	1,684	1,700	1,190	1,600	34%
Total Charges for Services		1,684	1,700	1,190	1,600	34%
Reimbursements						
3499	Overhead/Admin Cost Recovery	-	-	-	303,912	100%
Total Reimbursements		-	-	-	303,912	100%
Licenses & Permits						
3701	Business License Fee	59,021	59,000	61,382	65,679	7%
Total Licenses & Permits		59,021	59,000	61,382	65,679	
Fines & Forfeitures						
3519	Miscellaneous Fines	2,881	600	600	1,000	67%
Total Fines & Forfeitures		2,881	600	600	1,000	
Total Finance Revenue		\$ 63,586	\$ 61,300	\$ 63,172	\$ 372,191	489%

BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4150

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 289,658	\$ 283,109	\$ 276,374	\$ 330,658	20%
0200	Employee Benefits	89,131	120,519	112,465	128,395	14%
	Personnel Services	378,790	403,628	388,839	459,053	18%
0312	Auditing & Accounting	25,253	24,729	26,329	24,714	-6%
0319	Professional Services	8,053	8,200	8,200	8,200	0%
0320	Dues & Memberships	540	600	530	600	13%
0364	Legal Notices	767	800	500	800	60%
0366	Training/Travel Reimbursement	1,343	5,000	4,500	6,000	33%
0381	Small Tools & Equipment	-	650	703	150	-79%
0384	Books & Subscriptions	104	100	100	100	0%
	Non-Personnel Services	36,060	40,080	40,862	40,564	-1%
	Total Finance Expenditure	\$ 414,849	\$ 443,708	\$ 429,701	\$ 499,617	16%

Line Item Detail

Fund #110		Account	Category	FY 2017/18
Department: 4150		Detail	Detail	Proposed Budget
Personnel Costs				
	Salaries & Wages		\$ 330,658	
	Employee Benefits		128,395	
	Total Personnel Costs			\$ 459,053
Materials & Services				
110-4150-0312	Auditing & Accounting		24,714	
110-4150-0319	Professional Services		8,200	
	Sales tax audit and analysis	\$ 2,500		
	Statistics for CAFR (MuniServices)	2,500		
	SCO Street report	2,000		
	Filing for SB90 claims	1,200		
		<u>8,200</u>		
110-4150-0320	Dues & Memberships		600	
	GFOA	\$ 350		
	CSMFO	250		
		<u>600</u>		
110-4150-0364	Legal Notices		800	
110-4150-0366	Training/Travel Reimbursement		6,000	
110-4150-0381	Small Tools & Equipment		150	
110-4150-0384	Books & Subscriptions		100	
	Total Material & Services			40,564
Total - Finance Department				<u><u>\$ 499,617</u></u>

NON-DEPARTMENTAL

The purpose of the Non-Departmental budget category is to record expenditures not associated with a specific department of the City.

SUMMARY OF SERVICES

The following expenses are included in the Non-Departmental budget: costs associated with the City's support of two Community Organizations: Public Education and Government (PEG) television services; Caspar Landfill closure and Caspar Transfer Station costs; retiree health benefits; liability and property insurance premiums; and materials and services procured for the benefit of all City departments. Beginning with the financial close of FY 2016/17, a true up of budgeted vs. actual costs in Non-Departmental will be undertaken and budgeted cost allocations will be adjusted accordingly. In FY 17/18 PEG television services will be brought in house per Council direction.

BUDGET OVERVIEW

The FY 2017/18 proposed budget for City-Wide Non-Departmental (excluding transfers out) is \$1.4M, a decrease of \$220k or 13% compared to the FY 2016/17 projected total. The decrease is caused largely by the liquidation of encumbrances related to the Caspar Landfill closure costs. The liquidation occurred in FY 2016/17, resulting in a year over year variance (\$320k). This cost decrease is offset by an increase in Community Contributions made to the Noyo Center for Marine Science and the School Playing Fields rehabilitation project in connection with Measure AA and Measure AB (\$109k).



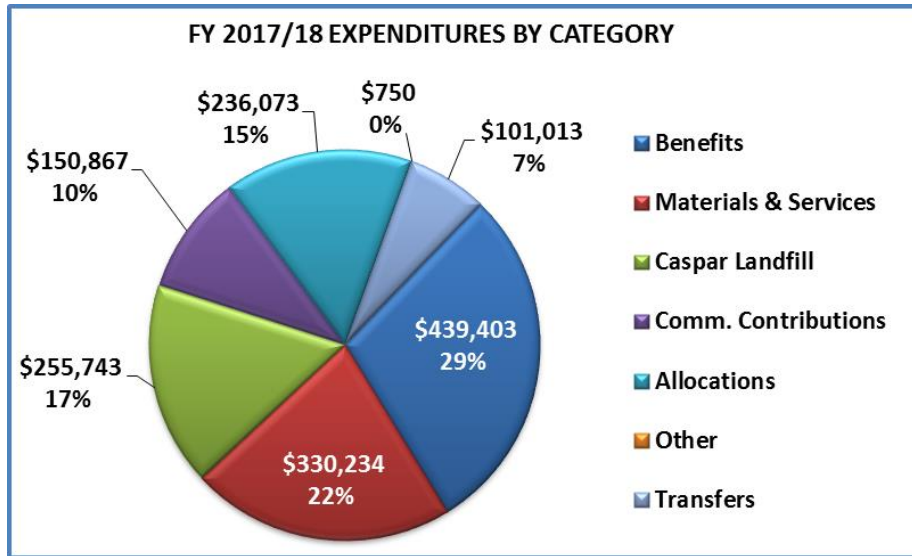
Holiday Lights Parade on Main Street



Fort Bragg Coastal Trail Celebration

**NON-DEPARTMENTAL BUDGET SUMMARY
FUND 110
DEPARTMENT: 4190, 4390, 4391, 4915**

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Intergovernmental	\$ 33,466	\$ 15,500	\$ 29,500	\$ 45,500	54%
Total Departmental Revenue	33,466	15,500	29,500	45,500	54%
Personnel Services	445,317	496,179	468,000	439,403	-6%
Non-Personnel Services	893,245	1,225,710	1,165,330	974,591	-16%
Transfers	80,931	664,456	824,790	101,013	-88%
Total Departmental Expenditure	1,419,493	2,386,345	2,458,120	1,515,007	-38%
Net Expenditure	\$ (1,386,027)	\$ (2,370,845)	\$ (2,428,620)	\$ (1,469,507)	-39%



BUDGET REVENUE DETAIL:

Fund #110

Department: 4190

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
	Intergovernmental					
3205	County of Mendo - PEG	21,556	-	14,000	27,500	96%
3998	Event Donations - Fireworks	11,910	15,500	15,500	18,000	16%
	Total Intergovernmental	33,466	15,500	29,500	45,500	54%
	Total Non-Departmental Revenue	\$ 33,466	\$ 15,500	\$ 29,500	\$ 45,500	54%

DEPARTMENT DETAILS – NON-DEPARTMENTAL

BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4190, 4390, 4391, 4915

Object	Description	FY 2015/16	FY 2016/17	16/17 FYE	FY 2017/18	% + /-
		Audited	Amended Budget	Projected	Proposed Budget	
0224	Retiree Medical Benefits	190,158	236,179	208,000	214,403	3%
0225	OPEB Funding	250,000	250,000	250,000	215,000	100%
0232	Worker's Comp Deductible	-	-	-	-	
0251	Unemployment Insurance	5,159	10,000	10,000	10,000	0%
0200	Employee Benefits	\$ 445,317	\$ 496,179	\$ 468,000	\$ 439,403	-6%
	Personnel Services	445,317	496,179	468,000	439,403	-6%
	Caspar Landfill & Transfer Station					
0319	Professional Services	-	390,321	390,321	70,000	0%
0607	Caspar Landfill Property Tax	191	210	207	210	0%
0911	Principal	121,418	126,509	126,509	168,825	33%
0912	Interest	26,151	21,060	21,060	16,708	-21%
	Total Caspar Landfill & Transfer Station	147,760	538,100	538,097	255,743	-52%
	Community Organization Contributions					
0621	Chamber of Commerce	8,321	9,268	9,268	9,739	5%
0619	Miscellaneous	29,162	21,500	21,500	135,013	528%
0623	PEG TV	60,380	33,500	33,500	6,115	-82%
0319	Promotion Committee	72,570	81,423	81,423	-	-100%
	Total Community Organizations	170,433	145,691	145,691	150,867	4%
	City-Wide Costs					
0319	Professional Services	63,135	111,221	62,000	38,570	-38%
0322	Allocation to Fleet Int Serv Fund	-	-	-	17,872	100%
0320	Dues & Memberships	11,363	12,450	8,000	12,450	56%
0355	Equipment Leases	36,754	27,600	28,000	28,000	0%
0356	Rentals - Equipment & Vehicles	-	-	533	2,130	0%
0358	Liability Premium	115,334	128,589	128,589	128,284	0%
0359	Liability Deductible	15,526	5,000	5,000	5,000	0%
0360	Property Premium	23,591	30,000	22,835	24,000	5%
0362	Telephone & Communication	13,133	14,000	14,000	14,500	4%
0365	Copying/Printing Bid Docs	2,270	3,000	1,500	2,000	33%
0371	Meetings/City Business	3,330	7,500	5,204	5,500	6%
0372	Postage	6,747	7,000	5,161	6,400	24%
0375	General Supplies	14,740	12,000	14,645	16,200	11%
0380	Finance Charges	434	-	132	-	-100%
0383	Utilities	46,790	45,000	46,827	47,000	0%
0384	Books & Subscriptions	246	500	500	200	-60%
0396	Allocation to IT Int Serv Fund	188,284	137,309	137,309	219,125	60%
0619	Other Expenditures	33,274	750	806	750	-7%
	Total City-Wide Costs	575,051	541,919	481,541	567,981	18%
	Non-Personnel Services	893,245	1,225,710	1,165,330	974,591	-16%
	Total Non-Departmental before Transfers	1,338,563	1,721,889	1,633,330	1,413,994	-13%
0799	Transfers to Other Funds	80,931	664,456	824,790	101,013	-88%
	Total Non-Departmental	\$ 1,419,493	\$ 2,386,345	\$ 2,458,120	\$ 1,515,007	-38%

DEPARTMENT DETAILS – NON-DEPARTMENTAL

Line Item Detail

Fund #110		Account	Category	FY 2017/18
Department: 4190		Detail	Detail	Proposed Budget
Personnel Costs				
110-4190-0224	Retiree Medical Benefits		\$ 214,403	
110-4190-0225	OPEB Funding		215,000	
110-4190-0251	Unemployment Insurance		<u>10,000</u>	
	Total Employee Benefits			\$ 439,403
Materials & Services				
110-4190-0319	Professional Services			38,570
	Alarm Monitoring	\$ 4,200		
	City Hall Janitorial		3,000	
	County Tax Administration		4,600	
	Document shredding		750	
	DTSC		3,000	
	OPEB Actuarial		16,000	
	REMIF Safety Program		5,020	
	Safety Training		<u>2,000</u>	
			38,570	
110-4190-0320	Dues & Memberships			12,450
	Chamber of Commerce	\$ 150		
	LAFCO - Share of costs		8,100	
	League of CA Cities		<u>4,200</u>	
			12,450	
110-4190-0355	Equipment Leases			28,000
110-4190-0358	Liability Premium			128,284
110-4190-0356	Rentals - Equipment & Vehicles			2,130
110-4190-0359	Liability Deductible			5,000
110-4190-0360	Property Premium			24,000
110-4190-0362	Telephone & Communication			14,500
110-4190-0365	Copying/Printing Bid Docs			2,000
110-4190-0371	Meetings/City Business			5,500
	Employee recognition		<u>5,500</u>	
			5,500	
110-4190-0372	Postage			6,400
110-4190-0375	General Supplies			16,200
110-4190-0383	Utilities			47,000
110-4190-0384	Books & Subscriptions			200
	Total Material & Services			330,234
Other Expenditures				
110-4190-0619	Other Expenditures			750
	Graffiti removal	\$ 750		
			<u>750</u>	
	Total Other Expenditures			\$ 750

(continued, next page)

DEPARTMENT DETAILS – NON-DEPARTMENTAL

(continued, next page)

Line Item Detail

Fund #110	Account	Category	FY 2017/18
Department: 4190 - Continued	Detail	Detail	Proposed Budget
Allocations			
110-4190-0322	Fleet Internal Service Fund	\$ 17,872	
110-4190-0396	IT Internal Service Fund	<u>219,125</u>	
	Total Allocations		\$ 236,997
Transfers to Other Funds			
110-7999-0799	Transfers to Other Funds	<u>101,013</u>	
	Total Transfers to Other Funds		101,013
	Total - Non-Departmental		<u>\$ 1,108,397</u>

Line Item Detail

Fund #110	Account	Category	FY 2017/18
Department: 4915	Detail	Detail	Proposed Budget
Other Expenditures			
110-4915-0319	Professional Services	\$ 70,000	
110-4915-0607	Caspar Landfill Property Tax	<u>210</u>	
	Total Other Expenditures		\$ 70,210
Debt Service			
110-4915-0911	Principal	168,825	
110-4915-0912	Interest	<u>16,708</u>	
	Total Debt Service		185,533
	Total - Caspar Closure and Transfer Station		<u>\$ 255,743</u>

DEPARTMENT DETAILS – NON-DEPARTMENTAL

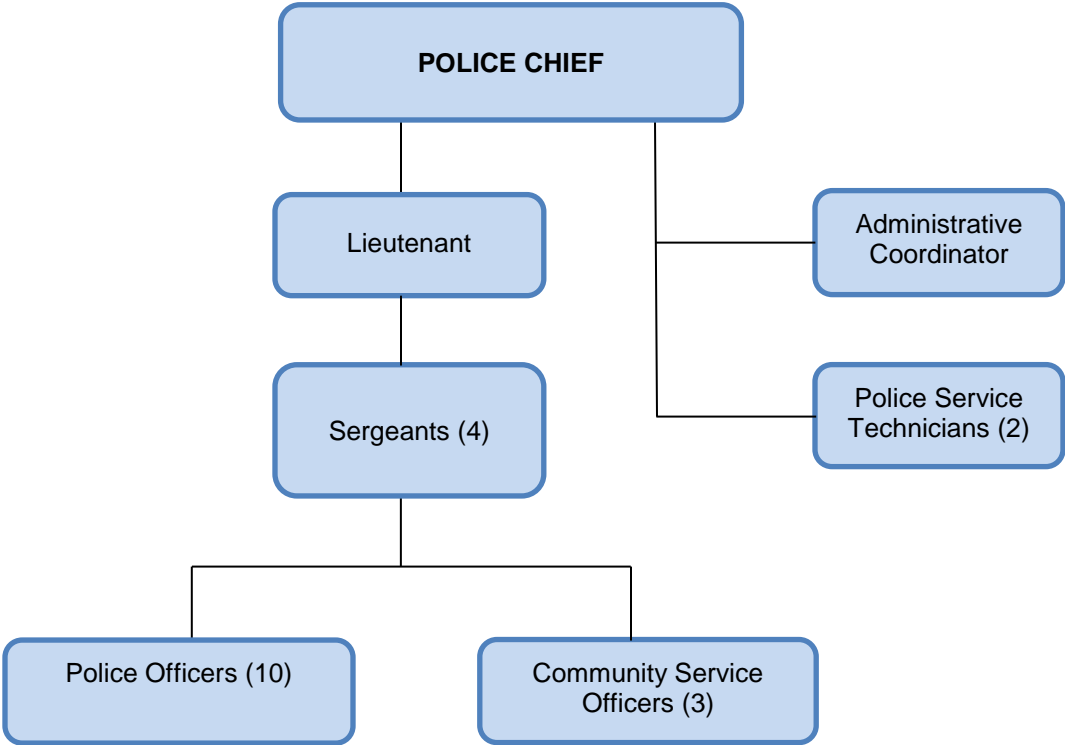
Line Item Detail

Fund #110	Account	Category	FY 2017/18
Department: 4390 & 4391	Detail	Detail	Proposed Budget
Community Organizations			
110-4390-0621	Chamber of Commerce *		\$ 9,739
110-4390-0623	PEG TV**		6,115
110-4390-0619	Community Contributions		135,013
	EDFC	\$5,000	
	Fireworks - 4th of July	18,000	
	Leadership Mendocino Scholarship	500	
	Otsuchi	3,000	
	<u>Measure: AA Funds</u>		
	Noyo Center Contribution	54,257	
	School Playing Fields Contribution	54,257	
		<u>135,013</u>	
Total - Community Organization Support			<u>\$ 150,867</u>

*The contribution to the Chamber of Commerce is calculated by multiplying the most recent Audited annual TOT Revenue by 0.5% [FY15/16 TOT \$1.947m x 0.005 = \$9,739]

**Annual Contribution =50% of Cable Franchise Fees from City (\$17,500) plus \$27,500 from the County of Mendocino less \$39k personnel costs

PUBLIC SAFETY - POLICE



Note: One Police Officer is assigned to serve on the Mendocino County Major Crimes Task Force.

PUBLIC SAFETY - POLICE

The Police Department renders front line emergency and non-emergency police services to the community through uniformed police officers and community service officers who provide public safety, investigate crimes and traffic accidents, arrest law violators, enforce traffic and parking regulations and provide a variety of other community-oriented policing services. The Department also provides customer service to the community and supports police operations through the administrative and business offices of the Police Department. These tasks include executive leadership, management and supervision, management of reports, telephone inquiries, statistics, employee training, property and evidence management, fingerprinting and court coordination.

DEPARTMENTAL DESCRIPTION

The Police Department currently functions with five administrative staff consisting of the Chief of Police, Police Lieutenant, Administrative Coordinator and two Police Service Technicians. The operations staff is comprised of four Sergeants, 10 Police Officers, and three Community Service Officers. One Police Officer is assigned to work with the Mendocino County Major Crimes Task Force.

The Chief and Lieutenant, with the support of the Administrative Coordinator, provide Department personnel with strategic goals and objectives, ensuring adequate staffing and equipment, ensuring training and certification in accordance with California Peace Officers Standards and Training regulations (POST), managing the Department's budget, and providing leadership direction. They also serve as liaisons between the Police Department and other City departments and with community members.

The Police Service Technicians (PSTs) ensure that all police records are kept, filed, released and purged in accordance with applicable laws. They are responsible for numerous State reports and validations; provide Live Scan fingerprinting services to the public; process and forward criminal reports to appropriate agencies; and provide information to the public. They assist the public with a wide variety of inquiries both over the phone and in person. One PST is the Department's Property and Evidence Technician who assists with the intake of property for safe-keeping and property held as evidence and oversees the release and purging/destruction of Department property. She is the Department's subpoena clerk and is responsible for all criminal and civil subpoenas received by the Department. The Department's other PST is the Records Supervisor and is responsible for overseeing all records-related activities.

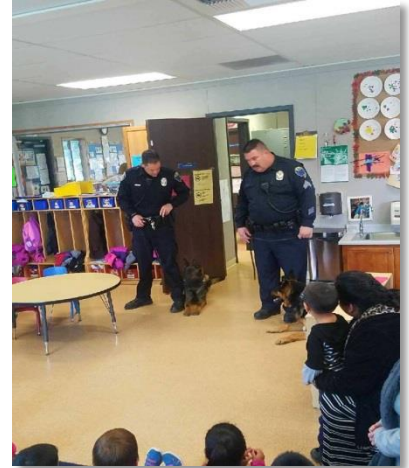
The Department provides public safety services on a 24-hour a day, seven-day a week basis. The Police Officers and Community Service Officers, under the day-to-day supervision of the Sergeants, respond to calls for service, conduct investigations, and write police reports relating to those calls. They also respond to traffic accidents, traffic/parking complaints and animal control issues. They deliver a variety of prevention and awareness information to community members, service organizations and schools.

STRATEGIC GOALS AND OBJECTIVES

- Provide excellent public safety services, education and collaborative partnerships to safeguard both citizens and property.
- Maintain and enhance current service levels while providing continuing attention to employee and organizational development and community problem solving.
- Reach out to local youth by a continued partnership with the Mendocino Youth Project.
- Continue to work with the Neighborhood Watch and Downtown Watch groups to enhance communication and address needs in our community.
- Continue to educate the public on gang-related and criminal activity and prevention and provide support for CGAP (Coalition for Gang Awareness and Prevention).
- Provide mandated services for general law enforcement, code administration and emergency response.

FY 2016/17 TOP ACCOMPLISHMENTS

- Obtained grant funds to purchase two OHVs to be used on trails and beaches and the forest during search and rescue operations.
- Expanded the Department's Canine Program to two dogs and two handlers who are certified and working patrol.
- Developed programs and assignments such as K9s, Motors and SWAT participation to offer diverse assignments to our officers with the goal of retaining those we recruit.
- Achieved full staffing of the Department for the first time in many years.
- Two officers passed training necessary to be certified to work as part of the Regional SWAT unit here in Mendocino County.
- Increased our presence in the Central Business District by use of Foot Patrols and Bike Patrols.
- Partnered with the Sheriff's Police Activities League to establish a Police Cadet Program in Fort Bragg. Ten young people attended and graduated from the first two phases of the Cadet Academy.
- Supported the Neighborhood Watch program to address quality of life issues.
- Established a Community Emergency Response Team (CERT) in Fort Bragg.
- Continued to increase community awareness on a variety of issues including traffic safety and traffic enforcement in and around our schools. Identified patterns of crimes and worked with community partnerships for prevention through informational pamphlets, probation/parole gang compliance checks on local offenders.
- Continued to collaborate with Community Based Organizations and other City Departments to define effective ways to address issues related to the local homeless population which impact public safety, emergency services, personal well-being and the quality of life in our community.
- Continued to foster a strong relationship with the Mendocino County District Attorney's Office which, in turn, has committed time and resources to assist the Department with criminal prosecutions.
- Provided successful operational oversight of a multitude of specialty events including the Fourth of July Fireworks, the Holiday Lights Parade, Paul Bunyan Days weekend and the Whale Festival.
- Continued to work with local school district and the Coalition for Gang Awareness and Prevention (CGAP) on creative ways to prevent alcohol and drug use from impacting youth and young adult
- Partnered with CGAP and the Mendocino Youth Project on anti-gang efforts such as Day in the Park events.
- Developed and established a new Motor Unit consisting of three electric motorcycles.



PD Inspection



New Electric Motorcycles

FY 2017/18 TOP PRIORITIES

- Establish policies and procedures for Body Worn Camera (BWC) Program, procure and implement a BWC Program for all sworn members of the Department.
- Establish a “rest stop” at the Mendocino Coast Hospitality Center on Franklin Street to increase officer interactions with homeless people.
- Upgrade a Police Department office to provide a “soft” interview room for interacting with children and non-suspects.
- Consider establishing a Detective position for more timely and thorough felony investigations.
- Partner with Fort Bragg Unified School District to seek funding for re-establishing a School Resource Officer (SRO) position.
- Continue to develop the skills of support staff, officers, and supervisors through training, employee development, coaching and mentoring and continue to train Department supervisors and line officers to be future leaders within the Police Department.
- Continue proactive enforcement efforts on drug and gang-related criminal activity and continue the Department’s involvement in and support of CGAP (Coalition for Gang Awareness and Prevention).
- Continue to be proactive in addressing issues relating to transients in commercial districts and City parks.
- Continue to assign a full time officer to the Mendocino County Major Crimes Task Force to assist with narcotics investigations and major crime cases.
- Continue to work collaboratively with the schools and service agencies to address crime prevention and public safety issues involving local youth.
- Conduct increased foot and bicycle patrols in the downtown business district.
- Continue to proactively address public safety issues on the new Coastal Trail and coordinate with other City departments on adaptive management strategies.
- Update the Department Policy Manual, Training Plan and General Orders.
- Continue to explore prisoner transport service options such as contract, retired officers, reserve officers and working with MCSO.
- Continue to work collaboratively with county-wide law enforcement agencies.



With Denton Wally – Veteran who served in Pearl Harbor



BUDGET OVERVIEW

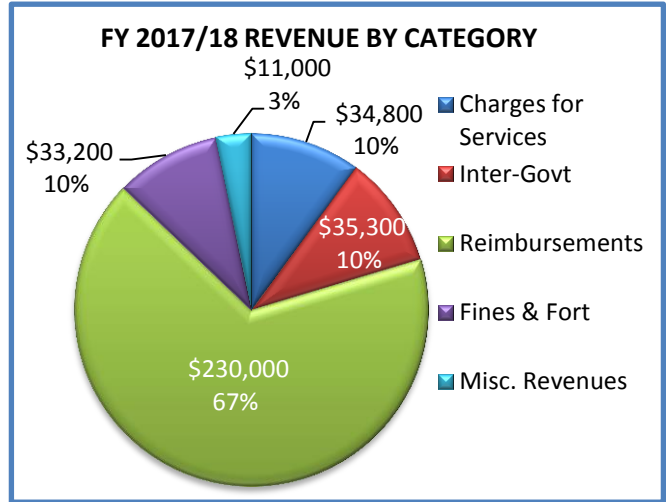
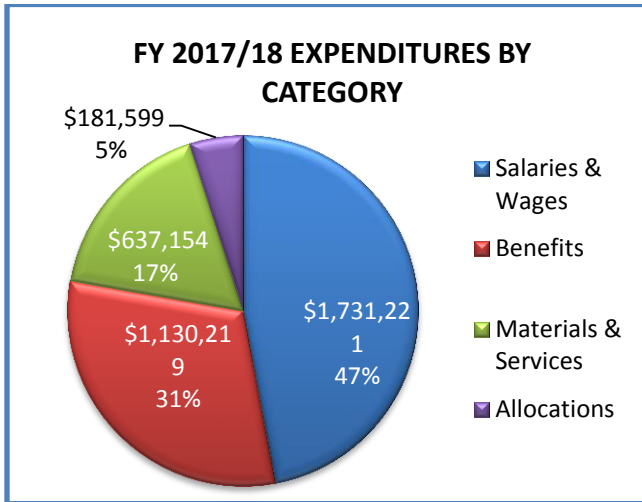
The FY 2017/18 proposed budget for the Police Department is \$3.7M, a 6% increase from the projected FY 2016/17 total of \$3.5M. The increase is primarily due to an increase in the department’s fleet allocation (\$100k). With improvements made to the long term planning and allocation of fleet costs the Police Department, as the leading user of fleet services, has been assessed a higher allocation. Additionally, costs for Animal Care and Control are expected to increase approximately \$26k due to expected settlement of prior year invoices from Mendocino County for services provided at County animal shelter. With the department fully staffed, personnel costs are expected to remain flat.

POLICE DEPARTMENTAL BUDGET SUMMARY

FUND 110

DEPARTMENT: 4200

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Revenue					
Charges for services	\$ 28,812	\$ 27,800	\$ 39,954	\$ 34,800	-13%
Intergovernmental	53,501	38,300	35,404	35,300	100%
Reimbursements	523,154	308,000	230,000	230,000	0%
Fines & Forfeitures	18,241	25,022	27,007	33,200	23%
Miscellaneous Revenue	-	-	-	11,000	100%
Total Departmental Revenue	623,707	399,122	332,365	344,300	4%
Expenditure					
Personnel Services	2,540,991	2,819,486	2,848,612	2,861,440	0%
Non-Personnel Services	745,130	691,120	629,401	818,753	30%
Total Departmental Expenditure	3,286,121	3,510,607	3,478,013	3,680,193	6%
Net Expenditure	\$ (2,662,414)	\$ (3,111,485)	\$ (3,145,649)	\$ (3,335,893)	6%



BUDGET REVENUE DETAIL:

Fund #110

Department: 4200

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% +/-
Charges for Services						
3417	Police Copies	\$ 3,577	\$ 5,500	\$ 3,693	\$ 4,000	8%
3422	Police Fingerprints	24,410	22,000	34,502	30,000	-13%
3718	Police Witness Fee	825	300	1,758	800	-54%
Total Charges for Services		28,812	27,800	39,954	34,800	-13%
Intergovernmental						
3200	DNA Reimbursements	2,734	6,000	6,000	5,300	-12%
3201	PD Post Training Reimbursement	35,767	20,500	16,704	-	-100%
3719	Booking Fee Reimbursement	15,000	11,800	12,700	13,000	2%
3201	Training Reimbursement	-	-	-	17,000	100%
Total Intergovernmental		53,501	38,300	35,404	35,300	0%
Reimbursements						
3497	Int Fund Reimb - Public Safety	523,154	308,000	230,000	230,000	0%
Total Reimbursements		523,154	308,000	230,000	230,000	0%
Fines & Forfeitures						
3511	Parking Fines	17,531	18,000	21,457	20,000	-7%
3512	Restitution - Damaged Property	60	3,522	2,500	11,000	340%
3513	DUI Cost Recovery	650	3,500	3,050	2,200	-28%
Total Fines & Forfeitures		18,241	25,022	27,007	33,200	23%
Miscellaneous						
3998	Miscellaneous revenues	-	-	-	11,000	100%
Total Miscellaneous		-	-	-	11,000	100%
Total Police Dept. Revenue		\$ 623,707	\$ 399,122	\$ 332,365	\$ 344,300	4%

BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4200

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 1,616,179	\$ 1,705,611	\$ 1,714,008	\$ 1,731,221	1%
0210	Misc Insurance Premiums & Fees	5,282	6,050	6,031	6,026	0%
0211	Medical Premium Contribution	254,112	297,639	330,668	298,071	-10%
0212	Uniforms	20,850	22,900	21,875	22,900	5%
0213	Dental Premiums	18,723	24,984	20,254	24,984	23%
0214	Vision Care	3,779	4,805	4,391	4,586	4%
0220	Pers	398,353	469,727	455,432	520,366	14%
0221	Educational Reimbursement	1,500	-	2,653	3,000	13%
0231	Worker's Comp Premium	98,582	153,898	160,055	112,846	-29%
0232	Worker's Comp Deductible	4,387	5,000	10,399	5,000	-52%
0252	FICA/Medicare	119,245	128,874	122,845	132,438	8%
0200	Employee Benefits	924,812	1,113,876	1,134,604	1,130,219	0%
	Personnel Services	2,540,991	2,819,486	2,848,612	2,861,440	0%
0313	Laboratory	767	2,000	2,000	2,000	0%
0314	Animal Care & Control	30,750	61,500	33,000	58,500	77%
0318	Investigative Medical Serv	-	5,000	5,000	5,000	0%
0319	Professional Services	339,428	361,200	361,200	379,260	5%
0320	Dues & Memberships	785	1,000	1,000	1,000	0%
0322	Fleet Services	197,811	81,326	81,326	181,599	123%
0351	Equipment Repair & Maint	22,918	26,875	26,875	26,875	0%
0356	Rental-Equip & Vehicles	510	1,800	1,800	1,800	0%
0357	Rentals - Space	4,619	4,300	4,900	4,900	0%
0362	Telephone & Communication	22,710	29,100	29,100	25,000	-14%
0363	Advertising & Publishing	-	200	200	-	-100%
0365	Copying/Printing	2,471	3,000	4,000	3,000	-25%
0366	Training/Travel Reimbursement	49,313	35,000	35,000	35,000	0%
0367	PD Recruit Training	21,385	9,400	-	20,000	100%
0371	Meetings/City Business	801	1,000	800	800	0%
0372	Postage	1,747	2,000	2,000	2,000	0%
0374	Evidence Supplies	1,827	1,200	1,200	1,200	0%
0375	General Supplies	13,926	11,000	11,000	11,000	0%
0376	Medical/Safety Supplies	3,985	4,000	4,000	4,000	0%
0381	Small Tools & Equipment	26,122	45,219	20,000	50,819	154%
0383	Utilities	2,444	4,000	4,000	4,000	0%
0384	Books & Subscriptions	811	1,000	1,000	1,000	0%
	Non-Personnel Services	745,130	691,120	629,401	818,753	30%
	Total Police Department	\$ 3,286,121	\$ 3,510,607	\$ 3,478,013	\$ 3,680,193	6%

DEPARTMENT DETAILS – PUBLIC SAFETY

Line Item Detail

Fund #110	Account	Category	FY 2017/18
Department: 4200	Detail	Account	Proposed
		Detail	Budget

Personnel Costs:

Salaries & Wages	\$ 1,731,221	
Employee Benefits	<u>1,130,219</u>	
Medical & Dental Insurance Premiums; Pers; Employment Taxes		
Total Personnel Costs		\$ 2,861,440

Materials & Services

110-4200-0313	Laboratory		2,000
110-4200-0314	Animal Care & Control		58,500
110-4200-0318	Investigative Medical Service		5,000
110-4200-0319	Professional Services		379,260
	Car washing	\$ 900	
	Dispatch services	341,764	
	DOJ Livescan	23,596	
	Evidence towing	1,000	
	Integrity Shred	700	
	Investigative services	2,600	
	MMCTF Annual donation	4,500	
	Parking administration	2,000	
	Reporting subscriptions	1,700	
	Whispering Pines Water	<u>500</u>	
		379,260	
110-4200-0320	Dues & Memberships		1,000
110-4200-0351	Equipment Repair & Maintenance		26,875
110-4200-0356	Rentals - Equipment		1,800
110-4200-0357	Rentals - Off Site Storage		4,900
110-4200-0362	Telephone & Communication		25,000
110-4200-0365	Copying/Printing		3,000
110-4200-0366	Training/Travel Reimbursement		35,000
110-4200-0367	Recruit Training		20,000
110-4200-0371	Meetings/City Business		800
110-4200-0372	Postage		2,000
110-4200-0374	Evidence Supplies		1,200
110-4200-0375	General Supplies		11,000
110-4200-0376	Medical/Safety Supplies		4,000
110-4200-0381	Small Tools & Equipment		50,819
110-4200-0383	Utilities		4,000
110-4200-0384	Books & Subscriptions		<u>1,000</u>
	Total Material & Services		637,154

Allocations

110-4200-0322	Fleet Services		<u>181,599</u>
	Total Allocations		181,599

Total - Police Department	<u>\$ 3,680,193</u>
----------------------------------	----------------------------

PUBLIC SAFETY - FIRE

PURPOSE

The City of Fort Bragg and the Fort Bragg Rural Fire Protection District (Rural Fire District) jointly provide fire services within their respective boundaries under a Joint Powers Agency (JPA) known as the Fort Bragg Fire Protection Authority (FBFPA). The JPA was formed in FY 1989/90. The FBFPA is a public entity that is separate and apart from both the City and the Rural Fire District. FBFPA has all of the powers relating to fire protection, fire suppression and emergency rescue authorized by law and has the power to contract for the purchase, lease, or rental of whatever services or equipment it deems appropriate for its mission. Debts, liabilities or other obligations of the FBFPA do not accrue to the two agencies that entered into the JPA.

The FBFPA's budget is approved by the FBFPA Board of Directors, the Fort Bragg City Council, and the Rural Fire District Board of Directors. Funding responsibility is shared by the City and the Rural Fire District with the breakdown of operating costs based on a three-year average call ratio. Typically, the City averages a higher percentage of calls and therefore pays a higher percentage of the FBFPA's budget.

The paid staff of the FBFPA is comprised of a Fire Chief, Fire Prevention Officer, Maintenance Engineer and Office Manager. The FBFPA has 37 volunteer firefighters who are also considered employees. Neither the Rural Fire District nor the City have employees whose job responsibilities include the provision of fire services.



BUDGET OVERVIEW

The FY 2017/18 proposed budget for the Fire Department is \$415k, an increase of \$12k, or 3% compared to the FY 2016/17 projected total.

BUDGET DETAIL:

Fund #110

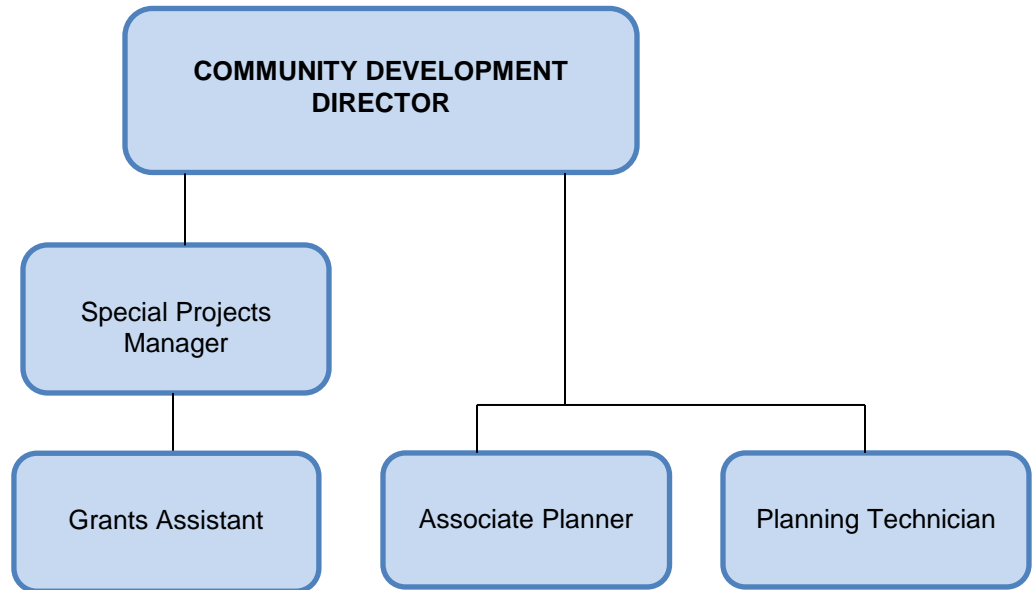
Department: 4220

Object	Description	FY 2015/16 Audited	FY 2016/17		FY	% + /-
			Amended Budget	16/17 FYE Projected	2017/18 Proposed Budget	
0220	Pers	\$ 3,172	\$ 3,300	\$ 3,820	\$ 4,890	28%
0319	Professional Services	380,890	402,180	399,180	410,000	3%
Total Fire Department		\$ 384,062	\$ 405,480	\$ 403,000	\$ 414,890	3%

Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Personnel Costs			
	110-4220-0220	Pers	\$ 4,890
	Total Employee Benefits		\$ 4,890
Materials & Services			
	110-4220-0319	Professional Services	410,000
	Contribution to the Fire Protection District		
	Total Material & Services		410,000
	Total - Fort Bragg Fire Protection District		\$ 414,890

COMMUNITY DEVELOPMENT



Note: In FY 2016/17, the Administrative Assistant position in the Community Development Department was reclassified as a Planning Technician.

In FY 2017/18, the Grants Assistant position was authorized as a full-time position.

COMMUNITY DEVELOPMENT

Support the sustainable development of a vibrant economy, an attractive and functional built environment, and top-notch public and private development projects by providing exemplary: 1) citywide marketing & promotions; 2) economic development, business assistance, attraction, and retention; 3) long-range planning; 4) current project permitting; 6) code enforcement; and 7) grant writing and administration.

SUMMARY OF SERVICES

The Community Development Department is comprised of five staff, including: the Community Development Director, Special Projects Manager, Associate Planner, Planning Tech and Grants Assistant. The Community Development Department serves the community by planning for Fort Bragg's future, facilitating economic development and community promotions, guiding and regulating development, and helping to plan and implement City projects. The Department's work spans a wide range of activities, including:

- **Long-Range Planning:** The Department engages the community and Council to prepare and implement long-range planning projects such as: the Mill Site Rezoning and LCP Amendment, the Fort Bragg Street Safety Plan, Wayfinding Plan, City of Trails and other projects.
- **Promotions:** The Department hires and manages the contractors and consultants who work on the City's TOT funded Promotions and Marketing Strategy. The Department also manages the Visit Fort Bragg Committee and relationships with the larger tourism sector in Fort Bragg.
- **Economic Development:** The Department has primary responsibility for implementation of the City's Economic Development Strategy (which is focused on jobs, tourism, arts and quality of life). CDC also raises and manages millions of dollars in grants for community development, economic development, planning, and capital projects. CDD also manages the City's housing and business loan programs.
- **Special Projects:** The Department seeks funding for, and oversees the planning and design process, permitting and environmental review for special projects in our community including: the Fort Bragg Coastal Trail, the Chestnut Street Multi-Use Trail, a gymnasium at the CV Starr Center, and other similar projects. The Department is also integrally involved in construction management as well for projects such as the Coastal Trail Phase I, II and III and Bainbridge Park.
- **Current Planning:** The Department works with developers, business owners, and property owners to ensure that new development proposals comply with the City's planning and zoning regulations. CDD also manages all building permits, sign permits, and undertakes code enforcement.

STRATEGIC GOALS AND OBJECTIVES

- Complete the Mill Site Reuse Planning Project.
- Manage the City's Marketing & Promotion activities.
- Implement the City's Economic Development Strategy.
- Complete the Fort Bragg Coastal Trail Project.
- Process new development, building and sign permits in a timely manner and with exceptional customer service.
- Oversee the City's Community Development Block Grant (CDBG) program.
- Seek grants for priority City projects and activities.
- Continue to undertake and implement new City projects.

FY 2016/17 TOP ACCOMPLISHMENTS

Current Planning

- Staff completed a wide variety of current planning projects, which included: preparation of staff reports for CDPs, Use Permits, Design Review and Subdivision and preparation of required MNDs and Negative Declarations;
- Staff provides effective and correct customer service at the counter and over the phone; and
- Processed and reviewed more than 175 building permits, 35 development permits, 20 sign permits and 75 code enforcement cases.



Long Range Planning

- Completed update of Inland Land Use & Development Code to make it more flexible and to update it consistent with State legislation;
- Prepared new Fort Bragg Municipal Code regulations regarding Cannabis Manufacturing;
- Initiated planning process for the reuse of the GP Mill Site; and
- Initiated preliminary planning process for the creek daylighting.



Coastal Trail

Economic Development

- Overseeing transition of Fort Bragg Marketing & Promotions activities under Measures AA/AB in coordination with Visit Fort Bragg Committee;
- Developed strategic and marketing plan for roll out of new Measure AA promotional activities;
- Followed up on Over-the-Counter CDBG loan projects;
- Undertook grant close-out process for various grants; providing on-going supervision of grant activities funded by prior CDBG grants; participated in CDBG State Advisory Committee meetings; tracked Program Income and implemented annual loan servicing requirements for CDBG-funded housing and business loans; and
- Managed CDBG Microenterprise Assistance program for West Company.

Housing

- Managed the HOME Owner Occupied Rehabilitation Program;
- Coordinated with Danco on future affordable and market rate housing project; and
- Continued to implement HELP Plus (Home Energy Link Program with water conservation), HELP H2O (payment assistance program).



HELP Office

Special Projects

- Obtained \$770,000 in additional grant funding for the Phase II Coastal Trail project. Managed the design of the Phase II project. Completed environmental review and permitting and negotiations for site transfer from Georgia-Pacific.

FY 2016/17 TOP ACCOMPLISHMENTS Cont'd

- Assisted with oversight of the GP Mill Site Remediation project including permitting and CEQA review for the OU C&D RAP and OUE RAW;
- Obtained \$1.3 million grant for new Water Tank project – cleared Special Conditions, completed environmental review; set up reports and other documentation for project; completed labor standards/wage compliance; finished quarterly and semi-annual grant reports; and
- Prepared and assisted with implementation of the Bainbridge Park Master Plan.

FY 2017/18 TOP PRIORITIES

- Implement the FY 2017/18 tasks identified in the City's Economic Development Strategy.
- Implement and monitor Fort Bragg Promotion Strategy and Marketing Plan.
- Initiate Mill Site Reuse Rezoning project.
- Complete Fort Bragg Coastal Trail downtown access (phase III).
- Provide exceptional customer service in the processing of all new development applications, planning permits, CEQA review, building permits and sign permits. Significant new development projects may include: Danco residential development, Hare Creek Center, Avalon Hotel, Mill Pond Remediation, and other assorted projects.
- Implement Fort Bragg Mural Competition.
- Update the Coastal General Plan and Coastal Land Use and Development Code.
- Seek new HOME Housing Rehabilitation Loan program funding.
- Continue implementation of CDBG 2016 grant-funded projects and apply for CDBG 2018 grant.
- Seek funding for other City Council priorities.

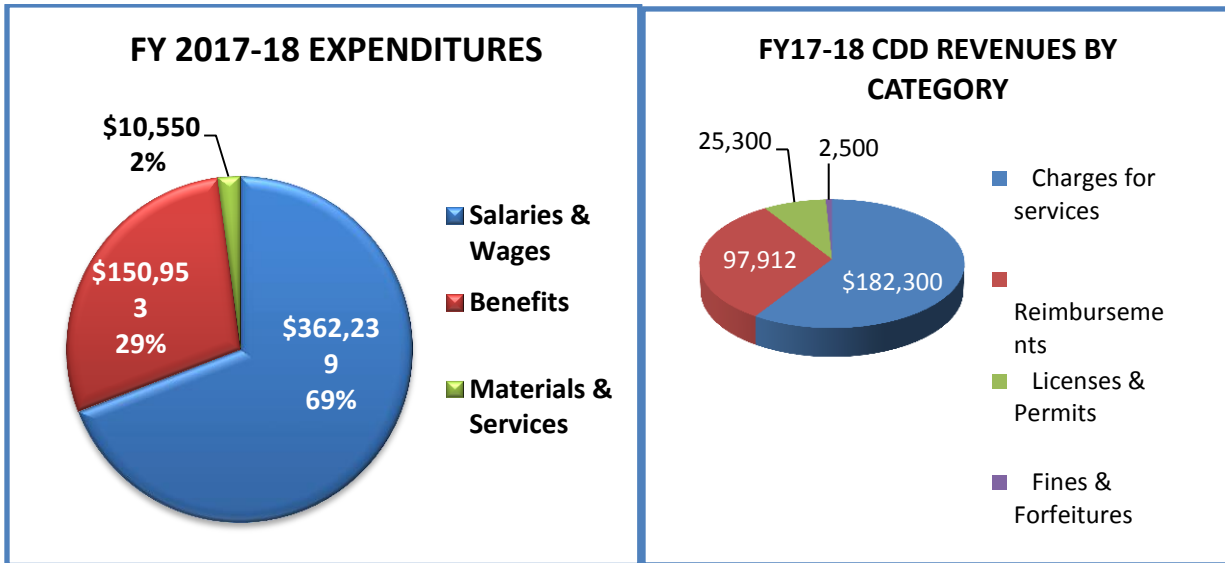


BUDGET OVERVIEW

The FY 2017/18 proposed budget for the Community Development Department is \$524k, an increase of \$67k over the FY 2016/17 projected total of \$462k. The difference is primarily related to personnel costs. The department was not at full staff for the entire FY 2016/17 which will cause a year over year variance since the expectation is to be fully staffed for the entirety of FY 2017/18. Additionally, merit increases are expected for newer staff in the department and the part-time Grants Assistant has been converted to full-time. Beginning in FY 2016/17, the department has taken on new activities which are presented separately under Fort Bragg Tourism Marketing & Promotions.

COMMUNITY DEVELOPMENT DEPARTMENTAL BUDGET SUMMARY
FUND 110
DEPARTMENT: 4320

Description	FY 2015/16	FY 2016/17	16/17 FYE	FY 2017/18	% + /-
	Audited	Amended Budget	Projected	Proposed Budget	
Charges for services	\$ 167,714	\$ 135,978	\$ 135,888	\$ 182,300	34%
Reimbursements	19,980	20,000	51,276	97,912	91%
Licenses & Permits	30,398	27,690	23,610	25,300	7%
Fines & Forfeitures	3,490	1,857	3,599	2,500	-31%
Total Departmental Revenue	221,582	185,525	214,373	308,012	44%
Personnel Services	387,288	461,949	446,548	513,192	15%
Non-Personnel Services	18,072	9,950	15,100	10,550	-30%
Total Departmental Expenditure	405,360	471,899	461,648	523,742	13%
Net Expenditure	\$ (183,778)	\$ (286,374)	\$ (247,275)	\$ (215,730)	-13%



DEPARTMENT DETAILS – COMMUNITY DEVELOPMENT

BUDGET REVENUE DETAIL:

Fund #110

Department: 4320

Object	Description	FY 2015/16	FY 2016/17	16/17 FYE	FY 2017/18	% + /-
		Audited	Amended Budget	Projected	Proposed Budget	
Charges for Services						
3318	Grant Staff Time Reimb	152,787	110,678	110,678	160,000	45%
3415	City Exp Reimb - Developers	14,662	25,000	25,000	22,000	-12%
3424	Ordinance Fees	265	300	210	300	43%
Total Charges for Services		167,714	135,978	135,888	182,300	34%
Reimbursements						
3497	Interfund Reimb - CDD	-	-	30,000	40,000	33%
3734	Community Dev Fees	19,980	20,000	21,276	22,000	3%
3201	Training Reimbursements	-	-	-	10,000	100%
3499	Overhead/Admin Cost Recovery	-	-	-	25,912	100%
Total Reimbursements		19,980	20,000	51,276	97,912	91%
Licenses & Permits						
3715	Sign Application	1,370	1,000	1,000	1,500	50%
3732	Grading Permits	690	690	1,845	800	-57%
3734	Building Permit Surcharge	21,137	25,000	19,765	22,000	11%
3702	Business License Surcharge	7,201	1,000	1,000	1,000	0%
Total Licenses & Permits		30,398	27,690	23,610	25,300	7%
Fines & Forfeitures						
3735	Code Enforcement Fees	3,490	1,857	3,599	2,500	-31%
Total Fines & Forfeitures		3,490	1,857	3,599	2,500	-31%
Total CDD Revenue		\$ 221,582	\$ 185,525	\$ 214,373	\$ 308,012	44%

BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4320

Object	Description	FY 2015/16	FY 2016/17	16/17 FYE	FY 2017/18	% + /-
		Audited	Amended Budget	Projected	Proposed Budget	
0100	Salaries & Wages	\$ 289,408	\$ 341,461	\$ 328,040	\$ 362,239	10%
0200	Employee Benefits	97,880	120,488	118,508	150,953	27%
Personnel Services		387,288	461,949	446,548	513,192	15%
0319	Professional Services	9,501	2,000	2,000	-	-100%
0320	Dues & Memberships	50	200	50	200	300%
0364	Legal Notices	3,505	3,000	3,000	3,000	0%
0366	Training/Travel Reimbursement	2,685	2,500	7,500	4,500	-40%
0371	Meetings/City Business	1,213	1,000	1,300	2,000	54%
0381	Small Tools & Equipment	1,085	1,000	900	500	-44%
0384	Books & Subscriptions	34	250	350	350	0%
Non-Personnel Services		18,072	9,950	15,100	10,550	-30%
Total CDD Expenditure		\$ 405,360	\$ 471,899	\$ 461,648	\$ 523,742	13%

DEPARTMENT DETAILS – COMMUNITY DEVELOPMENT

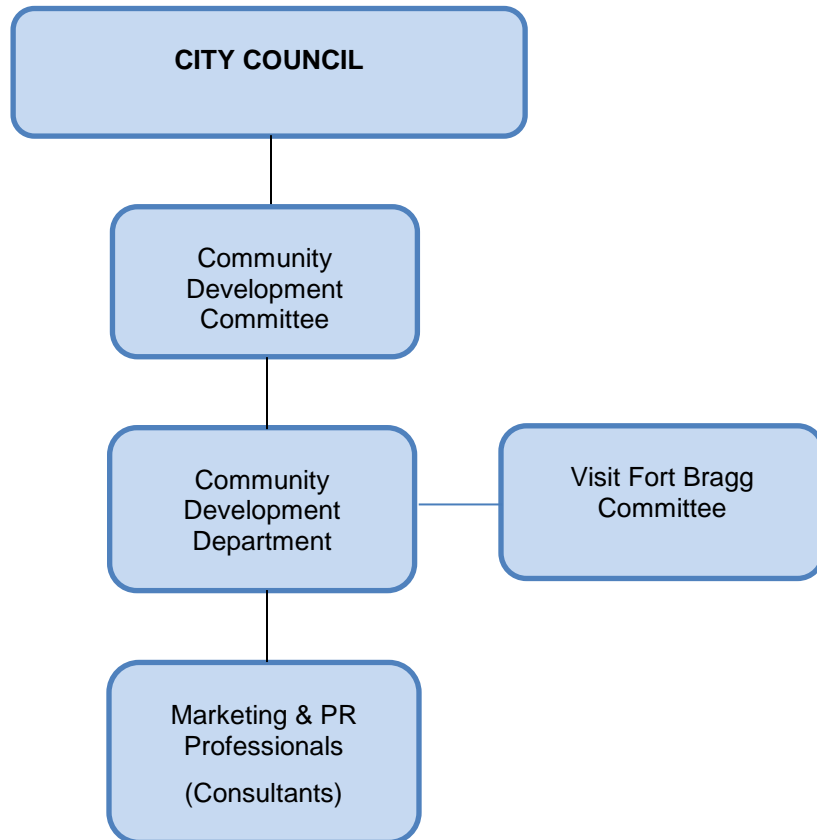
Line Item Detail			FY 2017/18
Fund #110	Account	Category	Proposed
Department: 4320	Detail	Detail	Budget
Personnel Costs			
	Salaries & Wages	\$ 362,239	
	Employee Benefits	150,953	
	Total Personnel Costs	<u>513,192</u>	\$ 513,192
Materials & Services			
110-4320-0320	Dues & Memberships	200	
110-4320-0364	Legal Notices	3,000	
110-4320-0366	Training/Travel Reimbursement	4,500	
110-4320-0371	Meetings/City Business	2,000	
110-4320-0381	Small Tools & Equipment	500	
110-4320-0384	Books & Subscriptions	350	
		<u>10,550</u>	
	Total Material & Services		10,550
Total - Community Development Department			<u><u>\$ 523,742</u></u>



Safe Routes to School



Fort Bragg Tourism Marketing & Promotions



Note: In the 4th quarter of FY 2016/17, a 2% increase in the City's Transient Occupancy Tax (TOT) was implemented in accordance with the voter-approved Measure AA. Consistent with the companion advisory measure (Measure AB), one-half of the new proceeds have been dedicated to marketing Fort Bragg as a visitor destination.

Fort Bragg Tourism Marketing & Promotion

Promote Fort Bragg's vibrant tourism economy; strengthen the Fort Bragg tourism experience; and Increase Transient Occupancy Tax and sales tax revenues.

The Community Development Department will oversee implementation of Fort Bragg's new Visit Fort Bragg/Marketing & Promotion Plan which will substantially increase the City's marketing and promotions efforts with funding from increased Transient Occupancy Tax (TOT) revenues per the recently-approved Measures AA and AB. The draft Marketing & Promotion Plan includes the following primary tasks which will be undertaken through contracts with consultants and partner agencies:

- Branding
- Advertising
- Public Relations & Media Outreach
- Website Development
- Interactive & Social Media Marketing
- Collateral & Visitor Information
- Content Development (word/photo/video)
- Special Events

Community Development Department staff will take the lead in implementing the following components of the Plan:

- Project & Contract Management
- Coordinate the Visit Fort Bragg Committee
- Tourism Industry Communication
- Leisure Sales & Trade Shows
- Strategic Alliances
- Performance Evaluation & Measurement



BUDGET OVERVIEW

The FY 2017/18 proposed budget for the Tourism Marketing & Promotion effort is \$245k. In November 2016, the citizens of Fort Bragg passed Measure AA which increased the City’s TOT rate from 10% to 12%. The citizens advised the City Council through passage of Measure AB that half of the new revenues should be earmarked for increased marketing and promotion of Fort Bragg as a visitor destination. Funds raised in the final quarter of FY 2016/17 are projected at \$45k with expenditures of \$17k expected, leaving a balance of \$28k rolling forward. In FY 2017/18 an additional \$217k is expected to be raised bringing the total available revenue for the year to \$245k.

VISIT FORT BRAGG MARKETING & PROMOTIONS BUDGET SUMMARY

FUND 110

DEPARTMENT: 4321

Description	FY 2017/18 Proposed Budget
Materials & Services	\$ 244,500
Total	\$ 244,500

BUDGET EXPENDITURE DETAIL:

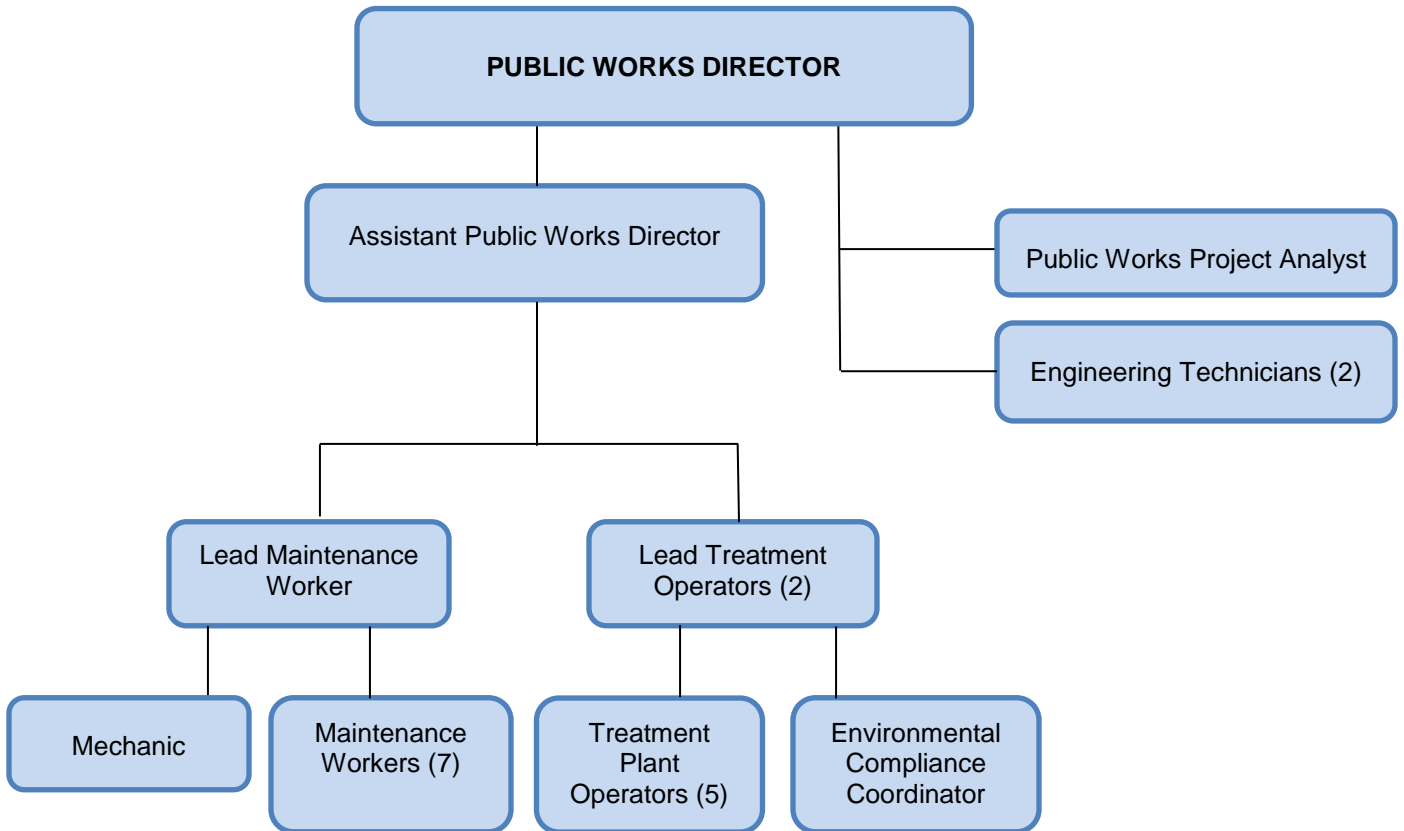
Fund #110

Department: 4321

Object	Description	FY 2017/18 Proposed Budget
0319	Professional Services	\$ 226,500
0320	Dues & Memberships	500
0364	Legal Notices	500
0365	Copying/Printing	10,000
0366	Training/Travel Reimbursement	3,000
0371	Meetings/City Business	1,500
0381	Small Tools & Equipment	2,300
0384	Books & Subscription	200
Total Marketing & Promotion Budget		\$ 244,500



PUBLIC WORKS



Notes: In FY 2017/18, a new Maintenance Worker position is added in the Public Works Department. The Mechanic position is budgeted in the Fleet & Equipment Internal Service Fund.

PUBLIC WORKS

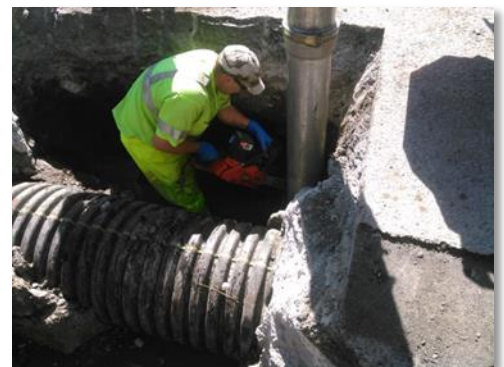
Provide, operate and maintain essential public infrastructure, facilities and services to make everyday life as safe and convenient as possible for Fort Bragg residents, businesses, and visitors. Services provided by the Public Works Department include surveying, mapping, drafting, capital project inspection and management, City-owned facility and park maintenance, infrastructure and street maintenance and repair, traffic signage, water intake, treatment and distribution, storm water management, and wastewater collection, treatment and discharge.

DEPARTMENTAL DESCRIPTION

The Public Works Department is organized in six divisions - Administration/Engineering, Parks & Facilities, Corporation Yard & Fleet, Street Maintenance, Water Enterprise, and Wastewater Enterprise. The Administration/Engineering Division provides administrative support, fiscal management and engineering services to the entire Public Works Department. It also is responsible for implementation of the City's Capital Improvement Program and works closely with various regulatory agencies to maintain permit compliance. The Parks & Facilities Division provides maintenance and repairs for City facilities and grounds, parks and street trees and also assists with capital projects, as needed. The Corp Yard & Fleet Division is responsible for maintenance of city streets, including painted curbs, crosswalks, and signage; maintenance and repairs of the City's wastewater collection lines, storm drains, water distribution system, utility meters, and fire hydrants. The Public Works crew also responds to sewage spills and water service line leaks. Fleet is responsible for the maintenance of all City vehicles, heavy equipment, and other large pieces of equipment owned by the City. The Public Works crew also provides support for many civic and community events. The Water and Wastewater Enterprises are operated as separate enterprises and are presented in separate sections of this budget.

STRATEGIC GOALS AND OBJECTIVES

- Provide coordinated oversight and management of six divisions within the Public Works Department.
- Ensure that employees are given essential safety training and job-skills training. Provide employees with adequate resources to safely and effectively complete their work. Implement employee policies and procedures in accordance with all federal, State, and local rules and regulations.
- Perform necessary physical and operational activities at each City-owned facility and for the City's infrastructure to meet or exceed all regulatory requirements.
- Manage and inspect the City's capital projects to ensure quality of workmanship, timeliness, and conformance with plans and technical specifications and budgetary constraints.
- Pursue additional revenue sources, strive for cost-efficiencies, and reduce costs to the General Fund and Enterprise Funds.
- Strive for energy-efficiency in the operation of all City-owned facilities and work towards implementation of sustainability measures.
- Enhance public travel by providing a safe and durable road network including pedestrian, bicycling and other modes of transportation. Provide for a smooth flow of traffic throughout the City.
- Maintain customer satisfaction and continue to be responsive to citizen inquiries and concerns.



FY 2016/17 MAJOR ACCOMPLISHMENTS

- Completed construction of the Chestnut Street Multi-use Trail project.
- Completed design and permitting for the Wastewater Treatment Upgrade Project.
- On-going maintenance and emergency repairs at the Guest House. This includes letting the contract for painting and roof replacement.
- Implemented the 10 year Fleet Replacement Plan.
- Complete replacement of the gym roof.
- Ongoing maintenance and repair of the City's, facilities, parks, fleet, storm drain, and street infrastructure.
- Completed construction of Summers Lane Reservoir and began storing water.
- Processed National Pollution Discharge Elimination System (NPDES) permit changes and performed on-going permit compliance.
- Completed installation of the City of Fort Bragg Welcome Sign and wayfinding signs.
- Hired a second Engineering Technician (reclassification of previous Water Projects Coordinator position).
- Continue to assist the C.V. Starr Center with its major maintenance projects and its capital projects program.

FY 2017/18 TOP PRIORITIES

- Construct the 2017 Streets & Alley Rehabilitation Project.
- Assist Community Development Department with design and oversee construction of the next phase of the Coastal Trail.
- Coordinate with Community Development Department for implementation of the Bainbridge Park Improvement Project.
- Complete engineering for repair and replacement of the City's raw water lines.
- Complete engineering for Water Treatment Plant Overhaul Project.
- Award construction contract for the Wastewater Treatment Facility Upgrade Project.
- Complete engineering and construction of a new 1.5 million gallon finished water tank.
- Replace four vehicles and one generator within the fleet.
- Continue with essential repair and maintenance work at the Guest House. This will include exterior painting, roof replacement, siding repairs and improvements to the foundation.
- Perform exterior maintenance and painting of City Hall.
- Construct necessary improvements to stabilize City Hall East.
- Continue pothole repair and alley maintenance as part of a focused street maintenance program.
- Continue minor storm drainage repairs/improvement program.
- Continue to provide assistance for C.V. Starr Center for maintenance and capital projects.
- Continue coordination with Community Development to provide timely processing of development applications.

BUDGET OVERVIEW

The Public Works Department budget for FY 2017/18 totals \$1.7M which is an increase of 5% over the FY 2016/17 projected total of \$1.6M. Personnel costs are expected to increase by \$123k. The increased cost is a result of the Public Works Manager position being reclassified in FY 2016/17 to Assistant Public Works Director, the part-time Water Project Coordinator being reclassified as a full-time Engineering Technician as well as merit increases for newer employees. Additionally, fleet costs are expected to increase in FY 2017/18 by approximately \$20k. As the FY 2017/18 Budget was prepared, improvements were made to the long-term planning and allocation of fleet costs. With the plan now covering ten years, a longer time horizon is considered resulting in a higher annual allocation.

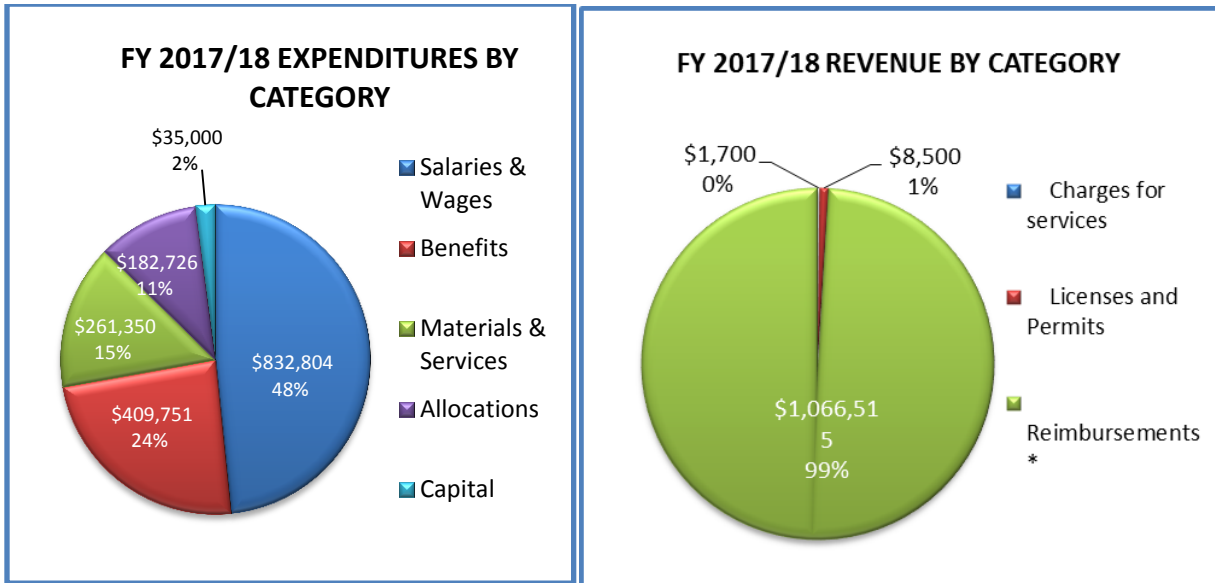
PUBLIC WORKS DEPARTMENTAL BUDGET SUMMARY

FUND 110

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

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% +/-
Expenditure					
Personnel Services	1,130,377	1,174,337	1,119,510	\$ 1,242,555	11%
Non-Personnel Services	465,957	542,830	516,855	479,087	-7%
Total Departmental Expenditure	1,596,334	1,717,167	1,636,366	1,721,642	5%
Revenue					
Charges for services				1,700	
Licenses and Permits				8,500	
Reimbursements*				1,076,008	
Total Departmental Revenue				1,086,208	
Net Expenditure				\$ (635,435)	

*Prior year comparisons are not provided as FY2017/18 is the first year these categories of program revenues are shown at a Department level in the budget document. In the future, prior year comparison data will be provided.



BUDGET REVENUE DETAIL:

Fund #110

Department: 4520,4330,4570,4840

Object	Description	FY 2017/18 Proposed Budget
	Charges for Services	
3418	Bid Documents	\$ 1,700
	Total Charges for Services	<u>1,700</u>
	Licenses and Permits	
3731	Encroachment Permit	8,500
	Total Licenses & Permits	<u>8,500</u>
	Reimbursements	
3499	Overhead/Admin Cost Recovery-Admin & Engineering	401,314
3499	Overhead/Admin Cost Recovery-Corp Yard	453,604
3497	Interfund Reimbursements	221,089
	Total Reimbursements	<u>1,076,008</u>
	Total Public Work Dept. Revenue	<u><u>\$ 1,086,208</u></u>

DEPARTMENT DETAILS – PUBLIC WORKS

BUDGET EXPENDITURE DETAIL:

Fund #110

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

Object	Description	FY 2016/17		FY 2017/18		% +/-
		FY 2015/16 Audited	Amended Budget	16/17 FYE Projected	Proposed Budget	
0100	Salaries & Wages	\$ 770,078	\$ 796,737	\$ 765,858	\$ 832,804	8.7%
0200	Employee Benefits	360,299	377,600	353,652	409,751	15.9%
	Personnel Services	1,130,377	1,174,337	1,119,510	1,242,555	11.0%
Administration, Engineering, Corp Yard						
0319	Professional Services	(18,246)	8,000	6,000	6,300	5.0%
0320	Dues & Memberships	163	350	350	350	0.0%
0322	Fleet Services	22,894	9,415	9,415	-	-100.0%
0366	Training/Travel Reimbursement	2,914	4,000	6,000	6,500	8.3%
0373	Licenses & Permits	1,015	2,100	2,100	1,600	-23.8%
0375	General Supplies	5,263	5,000	5,000	6,000	20.0%
0376	Medical/Safety Supplies	1,254	1,500	1,500	1,500	0.0%
0377	Boot Expense	1,862	2,000	2,000	2,200	10.0%
0381	Small Tools & Equipment	1,378	2,000	2,000	2,000	0.0%
0384	Books & Subscriptions	191	500	500	400	-20.0%
	Total Administration, Engineering, Corp Yard	18,688	34,865	34,865	26,850	-23.0%
Parks & Facilities						
0319	Professional Services	5,876	14,250	15,250	8,600	-43.6%
0322	Fleet Services	52,035	21,394	21,394	18,396	-14.0%
0353	Park Maintenance	-	-	-	4,000	100.0%
0366	Training/Travel Reimbursement	1,000	2,000	1,025	1,500	46.4%
0375	General Supplies	23,215	17,000	17,000	19,000	11.8%
0381	Small Tools & Equipment	1,160	3,500	3,500	1,700	100.0%
0397	Alloc to Facilities Maint	111,063	207,459	207,460	119,623	-42.3%
	Total Parks & Facilities	194,348	265,603	265,628	172,819	-34.9%
Street Maintenance						
0319	Professional Services	32,414	29,500	12,000	20,000	66.7%
0322	Fleet Services	13,394	5,507	5,507	22,721	312.6%
0375	General Supplies	10,036	10,500	6,000	10,000	66.7%
0383	Utilities	110,500	105,000	105,000	115,000	9.5%
	Total Street Maintenance	166,344	150,507	128,507	167,721	30.5%
Storm Drains						
0319	Professional Services	1,831	5,500	1,500	22,000	1366.7%
0322	Fleet Services	14,258	5,862	5,862	15,648	166.9%
0373	Licenses & Permits	4,869	7,500	7,500	7,500	0.0%
0375	General Supplies	2,872	4,000	4,000	4,000	0.0%
0751	Infrastructure	3,194	35,000	35,000	35,000	0.0%
	Total Storm Drains	27,024	57,862	53,862	84,148	56.2%
Traffic & Safety						
0319	Professional Services	22,494	1,000	1,000	1,000	0.0%
0322	Fleet Services	4,321	1,777	1,777	6,349	257.4%
0375	General Supplies	27,777	26,217	26,217	15,000	-42.8%
0383	Utilities	4,962	5,000	5,000	5,200	4.0%
	Total Traffic & Safety	59,554	33,994	33,994	27,549	-19.0%
	Non-Personnel Services	465,957	542,830	516,855	479,087	-7.3%
	Total Public Works Department	\$ 1,596,334	\$ 1,717,167	\$ 1,636,366	\$ 1,721,642	5.2%

**Administration & Engineering Department Expenditure
Line Item Detail**

Fund #110		Account	Category	FY 2017/18
Department: 4330		Detail	Detail	Proposed Budget
Personnel Costs				
	Salaries & Wages		\$ 398,672	
	Employee Benefits		133,153	
			<u>531,825</u>	
	Total Personnel Costs			\$ 531,825
Materials & Services				
110-4330-0310	Engineering		4,500	
110-4330-0366	Training/Travel Reimbursement		4,000	
110-4330-0373	Licenses & Permits		600	
110-4330-0377	Boot Expense		400	
110-4330-0381	Small Tools & Equipment		500	
110-4330-0384	Books & Subscriptions		200	
			<u>10,200</u>	
	Total Material & Services			10,200
	Total - Admin. & Engineering Department Expenditure			<u>\$ 542,025</u>

**Parks & Facilities Department Expenditure
Line Item Detail**

Fund #110 Department: 4392	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Materials & Services			
110-4392-0319	Professional Services		\$ 8,600
	Fire extinguisher maintenance	\$ 600	
	Parlin Fork work crew	2,000	
	Porta- potty maintenance	2,000	
	Tree maintenance	4,000	
		<u>8,600</u>	
110-4392-0353	Park Maintenance		4,000
110-4392-0366	Training/Travel Reimbursement		1,500
110-4392-0375	General Supplies		19,000
110-4392-0381	Small Tools & Equipment		1,700
	Total Material & Services		\$ 34,800
Allocations			
110-4392-0322	Fleet Services		18,396
110-4392-0397	Facilities Maintenance & Repair		119,623
			<u>138,019</u>
	Total Allocations		138,019
	Total - Parks & Facilities Department Expenditure		<u>\$ 172,819</u>



**Street Maintenance Department Expenditure
Line Item Detail**

Fund #110 Department: 4520	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Materials & Services			
110-4520-0319 Professional Services		20,000	
Material disposal	\$ 10,000		
Street structural repairs	10,000		
	<u>20,000</u>		
110-4520-0375 General Supplies		10,000	
110-4520-0383 Utilities		115,000	
	Total Material & Services		145,000
Allocations			
110-4520-0322 Fleet Services			22,622
Total - Street Maintenance Department Expenditure			\$ 167,622



Storm Drain Department
Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Department: 4522			
Materials & Services			
110-4522-0319 Professional Services		\$ 22,000	
Engineering	\$ 2,500		
Outreach	1,500		
Rate Study	18,000		
	22,000		
110-4522-0373 Licenses & Permits		7,500	
NPDES permit	7,000		
CASQA	500		
	7,500		
110-4522-0375 General Supplies		4,000	
Total Materials & Services			\$ 33,500
Capital			
110-4522-0751 Infrastructure			35,000
Storm Drain Repairs			
Allocations			
110-4522-0322 Fleet Services			15,736
Total - Storm Drain Department			\$ 84,236

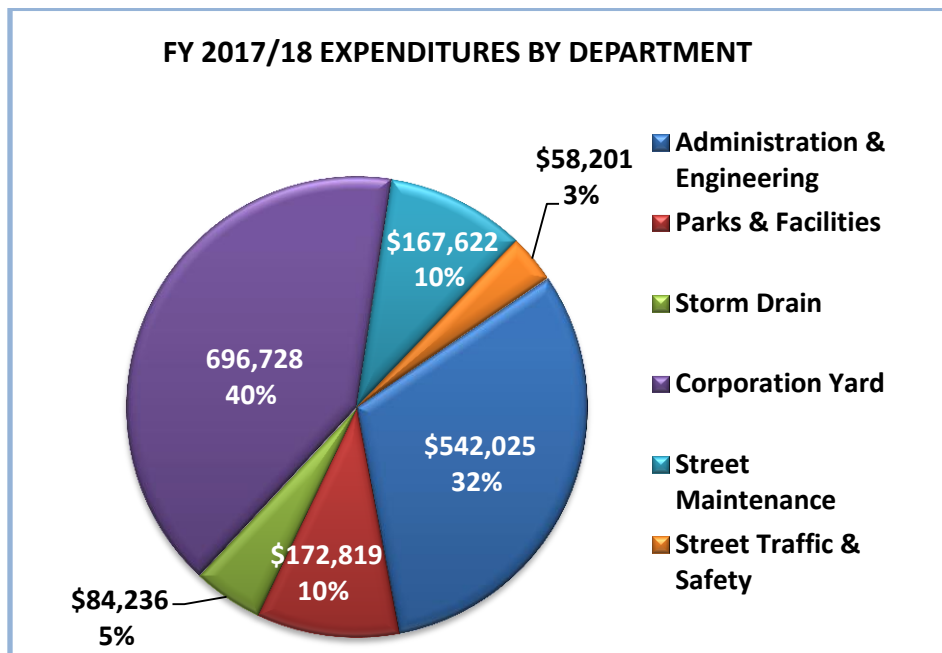


Corporation Yard Department
Line Item Detail

Fund #110		Account	Category	FY 2017/18
Department: 4570		Detail	Detail	Proposed Budget
Personnel Costs				
	Salaries & Wages		\$ 406,132	
	Employee Benefits		273,946	
	Total Personnel Costs			\$ 680,078
Materials & Services				
110-4570-0319	Professional Services		1,800	
	DMV Tests	\$ 500		
	Fire extinguisher maintenance	500		
	Material disposal	800		
		1,800		
110-4570-0320	Dues & Memberships		350	
	USA (Underground Service Alert)	350		
		350		
110-4570-0366	Training/Travel Reimbursement		2,500	
110-4570-0373	Licenses & Permits		1,000	
110-4570-0375	General Supplies		6,000	
110-4570-0376	Medical/Safety Supplies		1,500	
110-4570-0377	Boot Expense		1,800	
110-4570-0381	Small Tools & Equipment		1,500	
110-4570-0384	Books & Subscriptions		200	
	Total Material & Services			16,650
	Total - Corporation Yard Department			\$ 696,728

Street Traffic & Safety Department
Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2017/18 Proposed Budget
Personnel Costs			
	Salaries & Wages	\$ 28,000	
	Employee Benefits	2,652	
	Total Personnel Costs		\$ 30,652
Materials & Services			
	110-4840-0319 Professional Services	1,000	
	110-4840-0375 General Supplies	15,000	
	110-4840-0383 Utilities	5,200	
	Total Material & Services		21,200
Allocations			
	110-4840-0322 Fleet Services		6,349
	Total - Street Traffic & Safety Department		\$ 58,201



FACILITIES REPAIR & MAINTENANCE INTERNAL SERVICE FUND

The Facilities Repair & Maintenance Internal Service Fund accounts for all costs associated with the maintenance of public buildings, including preventative maintenance and on-going maintenance. These services are primarily performed by the City's Public Works staff.

DEPARTMENTAL DESCRIPTION

The Public Works Department serves City staff and the community through the maintenance and repair of public facilities. Examples of tasks include repair and maintenance of heating and ventilation systems, repair and maintenance of plumbing systems; upgrades to ensure reliable electrical power, replacement of plumbing fixtures, light fixtures, carpentry, roofing, flooring and painting.

STRATEGIC GOALS AND OBJECTIVES

- The primary goal of the Public Works Department's Facilities Repair & Maintenance Internal Service Fund is to provide quality and efficient maintenance that fosters a safe and positive atmosphere for our employees and the citizens of Fort Bragg.
- Procure products and equipment that are safe to use and provide for a long-term investment at a reasonable cost.
- Identify future needs and prioritize according to safety and available funding.
- Improve internal and external communications.
- Stay current with trends in technology.

BUDGET OVERVIEW

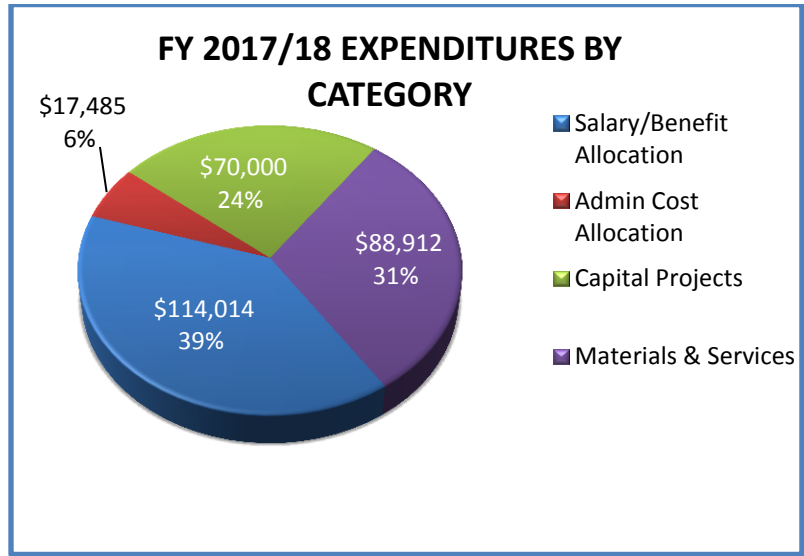
The FY 2017/18 proposed budget for the Facilities Repair & Maintenance Internal Service Fund (including transfers from the reserve to fund capital projects) is \$290k. In FY 2015/16, a 10-Year Financial Plan was developed which informs the annual funding requirement. FY 2017/18 includes a heavy workload as the City continues to address previously deferred projects. Capital Projects financed by the Facilities Repair & Maintenance Internal Service Fund include completion of the Guest House Rehabilitation (\$70k), completion of the City Hall Rehabilitation (\$17.5k) and continued City Hall East Structural non-routine maintenance (\$23.5k).

Pursuant to the City's Fund Balance and Reserve Policy, the unrestricted fund balance in the Facilities Repair & Maintenance Internal Service Fund is transferred to a reserve within the Internal Service Fund which is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2017/18, the capital reserve will be drawn down by \$76k. Based on the Fund's 10-Year Financial Plan, the draw-down is practical.



FACILITIES REPAIR & MAINTENANCE DEPARTMENTAL BUDGET SUMMARY
FUND 520
DEPARTMENT: 4393

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure:					
Personnel Services	\$ 80,575	\$ 105,766	\$ 105,766	\$ 114,014	8%
Non-Personnel Services	218,344	218,336	227,086	176,397	-22%
Total Departmental Expenditure	298,919	324,102	332,852	290,412	-13%
Revenue:					
Charges for services - Allocation ISF				215,189	
Total Departmental Revenue				215,189	
Net Expenditure				<u>\$ (75,222)</u>	



BUDGET DETAIL:

Fund #520

Department: 4393

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
0801	Salary/Benefit Allocation	\$ 80,575	\$ 105,766	\$ 105,766	\$ 114,014	8%
	Personnel Services	80,575	105,766	105,766	114,014	8%
0353	Facilities Maint & Repair	34,388	35,000	27,950	88,912	218%
0399	Admin Allocation	58,389	18,568	18,568	17,485	-6%
7999	Capital Projects - Transfer Out	125,567	164,768	180,568	70,000	-61%
	Non-Personnel Services	218,344	218,336	227,086	176,397	-22%
	Total - Facilities Maintenance	\$ 298,919	\$ 324,102	\$ 332,852	\$ 290,412	-13%



Facility & Equipment Internal Service Fund - 10 Year Program

Fiscal Year

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	Annual Average	General Fund	Water Enterprise	Wastewater Enterprise	
MAJOR PROJECTS/REPLACEMENTS																
City Hall	\$77,000	\$17,500	\$60,000	\$25,000	\$0	\$5,000	\$10,000	\$0	\$0	\$0	\$65,000	\$18,250	\$9,125	\$4,563	\$4,563	\$0
City Hall East	\$72,700	\$23,500	\$8,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,150	\$4,150	\$0	\$0	\$0
Fort Building	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$0
Town Hall	\$0	\$10,000	\$20,000	\$0	\$12,000	\$60,000	\$0	\$0	\$0	\$3,000	\$0	\$10,500	\$5,250	\$2,625	\$2,625	\$0
Fire Station, Main St	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station, Hwy 20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Guest House	\$213,730	\$70,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$20,000	\$20,000	\$0	\$0	\$0
Police Department	\$3,500	\$8,000	\$0	\$0	\$0	\$0	\$8,000	\$0	\$70,000	\$0	\$0	\$8,600	\$8,600	\$0	\$0	\$0
Noyo Headlands Park	\$0	\$2,500	\$0	\$0	\$16,000	\$0	\$0	\$4,500	\$0	\$14,000	\$5,000	\$4,200	\$4,200	\$0	\$0	\$0
Pomo Bluffs Park	\$0	\$0	\$3,500	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$4,350	\$4,350	\$0	\$0	\$0
Noyo Beach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Corp Yard	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$300	\$150	\$150	\$0
Harbor Lite Trail	\$3,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL major projects	\$370,180	\$137,500	\$171,500	\$35,000	\$28,000	\$65,000	\$68,000	\$4,500	\$70,000	\$17,000	\$120,000	\$71,650	\$56,975	\$7,338	\$7,338	\$0
General Repairs Facilities	\$21,200	\$21,412	\$21,626	\$21,842	\$22,061	\$22,281	\$22,504	\$22,729	\$22,957	\$23,186	\$23,418	\$22,402	\$11,201	\$5,600	\$5,600	\$5,600
TOTAL preventative maintenance	\$21,200	\$21,412	\$21,626	\$21,842	\$22,061	\$22,281	\$22,504	\$22,729	\$22,957	\$23,186	\$23,418	\$22,402	\$11,201	\$5,600	\$5,600	\$5,600
TOTAL PROJECT FUNDING NEED:	\$391,380	\$158,912	\$193,126	\$56,842	\$50,061	\$87,281	\$90,504	\$27,229	\$92,957	\$40,186	\$143,418	\$94,052	\$68,176	\$12,938	\$12,938	\$0

Note: CIP projects that are designated in the "Beyond CIP" category have all been placed in 6th year of the ISF, FY 2022/23



ISF – FACILITIES REPAIR & MAINTENANCE

MAJOR PROJECTS/REPLACEMENTS		Fiscal Year													Total
		Notes	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	
City Hall:															
Flooring	New carpet			\$10,500						\$10,000					\$20,500
Paint	Exterior		\$37,000										\$50,000		\$50,000
Electric/Generator		\$0	\$40,000												\$0
HVAC	4 units			\$7,000				\$5,000							\$12,000
Roofing					\$60,000										\$60,000
ADA Doors					\$25,000										\$25,000
Electric Vehicle facility		\$0										\$15,000			\$15,000
	TOTAL City Hall	\$0	\$77,000	\$17,500	\$60,000	\$25,000	\$0	\$5,000	\$10,000	\$0	\$0	\$0	\$65,000		\$182,500
City Hall East:															
Electric	Deferred maintenance					\$10,000									\$10,000
Lighting Gym					\$8,000										\$8,000
Doors	Double doors/heater room			\$13,000											\$13,000
Flooring	Hallway carpet		\$4,500												\$4,500
Roofing	Gym & offices		\$67,700												\$0
Bathrooms				\$6,000											\$6,000
Heaters	3 units	\$3,000	\$5,000												\$0
Pool	Incl structure														\$0
Fire Sprinkler System															\$0
	TOTAL City Hall East	\$3,000	\$72,700	\$23,500	\$8,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,500
Fort Building:															
Paint									\$10,000						\$10,000
	TOTAL Fort Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Town Hall:															
Paint	Exterior							\$60,000							\$60,000
Bathrooms	Flooring/Fixtures/Misc				\$20,000										\$20,000
Carpentry	Dais/Cabinets										\$3,000				\$3,000
HVAC	Move heater off roof						\$12,000								\$12,000
Doors	South Side			\$10,000											\$10,000
Landscaping															\$0
	TOTAL Town Hall	\$0	\$0	\$10,000	\$20,000	\$0	\$12,000	\$60,000	\$0	\$0	\$0	\$3,000	\$0		\$105,000
Corporation Yard (excluding Water System facilities):															
Roof		\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$6,000
	TOTAL Corporation Yard	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Fire Station, Main Street:															
Seismic Retrofit & Rehab	Cost:\$1,950,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
	TOTAL Fire Station, Main Street	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station, Highway 20:															
Add Apt & Sewer	Cost:\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
	TOTAL Fire Station, Highway 20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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ISF – FACILITIES REPAIR & MAINTENANCE

Notes	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	Total
Guest House:													
Paint		\$35,150										\$50,000	\$50,000
Carpentry/Windows/Siding/Fencing			\$70,000										\$70,000
Roofing		\$0	\$178,580										\$0
Foundation/Stain Glass Rehab				\$80,000									\$80,000
Walkways and Signage													\$0
			Cost Est: \$45,000										
TOTAL Guest House	\$0	\$213,730	\$70,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$200,000
Police Department:													
Paint	Exterior							\$8,000					\$8,000
Electric	Generator Shed	\$3,500											\$0
HVAC	8 units		\$8,000										\$8,000
Roofing									\$70,000				\$70,000
Parking Garage	Funded by Asset Forfeiture												\$200,000
Emergency Generator	Done	\$3,500											\$0
TOTAL Police Department		\$3,500	\$3,500	\$8,000	\$0	\$0	\$0	\$0	\$8,000	\$0	\$70,000	\$0	\$286,000
Noyo Headlands Park:													
Noyo Center													
Bathrooms	Hardware, locks, etc.		\$2,500			\$4,000			\$4,500			\$5,000	\$16,000
Fencing	Fence fabric					\$12,000					\$14,000		\$26,000
TOTAL Noyo Headlands Park		\$0	\$0	\$2,500	\$0	\$0	\$16,000	\$0	\$0	\$4,500	\$0	\$14,000	\$5,000
Pomo Bluffs Park:													
Parking Lot	Resurface							\$40,000					\$40,000
Bathrooms	Roof				\$3,500								\$3,500
TOTAL Pomo Bluffs Park		\$0	\$0	\$0	\$3,500	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$43,500
Noyo Beach:													
General													
TOTAL Noyo Beach		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Harbor Lite Trail:													
Trail	50% Match, J Hurst	\$3,250											\$0
TOTAL Harbor Lite Trail		\$0	\$3,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAJOR PROJECT FUNDING NEEDS:	\$6,500	\$370,180	\$137,500	\$171,500	\$35,000	\$28,000	\$65,000	\$68,000	\$4,500	\$70,000	\$17,000	\$120,000	\$916,500



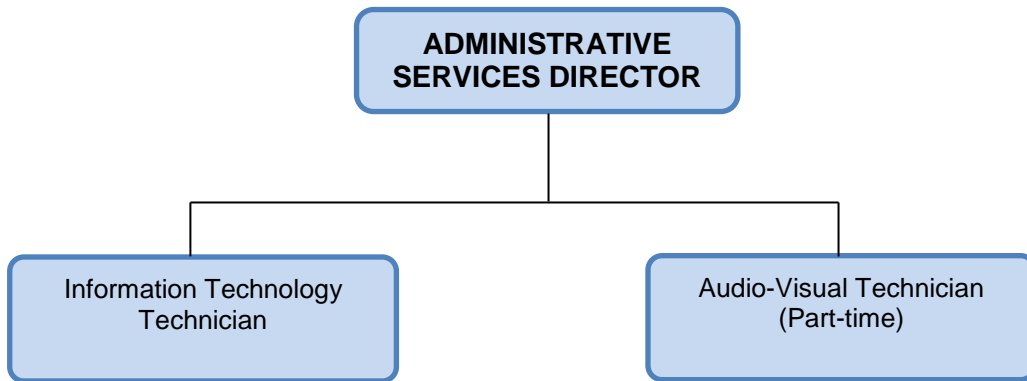
FUNDING REQUIREMENTS AND CONTRIBUTIONS

Reserve	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
ISF project work	391,380	158,912	193,126	56,842	50,061	87,281	90,504	27,229	92,957	40,186	143,418
Overhead Allocation	27,950	17,485	17,660	17,837	18,015	18,195	18,377	18,561	18,747	18,934	19,124
Sal/Benefits Allocation	18,568	114,014	119,715	125,701	131,986	138,585	145,514	152,790	160,429	168,451	176,873
Projected Total Cost	437,898	290,412	330,501	200,380	200,062	244,062	254,396	198,580	272,133	227,571	339,415
Required Funds contribution	324,102	215,189	215,189	215,189	215,189	215,189	215,189	215,189	215,189	215,189	215,189
Beginning Reserve Balance	647,232	455,620	380,398	265,085	279,895	295,022	266,149	226,943	243,551	186,608	174,226
Reserve - increase (decrease)	(191,612)	(75,222)	(115,312)	14,809	15,127	(28,873)	(39,207)	16,609	(56,944)	(12,382)	(124,226)
Ending Reserve Balance	455,620	380,398	265,085	279,895	295,022	266,149	226,943	243,551	186,608	174,226	50,000
Contributed Funds:	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	25/27
General Fund	162,051	119,623	119,623	119,623	119,623	119,623	119,623	119,623	119,623	119,623	119,623
Water	81,025	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783
Wastewater	81,025	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783	47,783

Notes:

- *Overhead Allocations assume a 1% increase annually starting with FY18/9 over FY17/18
- *Salary and Benefits Allocation assumes a 5% increase annually starting with FY18/9 over FY17/18
- * 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

TECHNOLOGY MAINTENANCE & REPLACEMENT INTERNAL SERVICE FUND



TECHNOLOGY MAINTENANCE & REPLACEMENT

INTERNAL SERVICE FUND

The Technology Maintenance & Replacement Internal Service Fund accounts for all costs associated with the internal computing and technological resources for all departments throughout the City.

INTERNAL SERVICE FUND DESCRIPTION

The Technology Maintenance & Replacement Internal Service Fund's costs include hardware, software and service contracts associated with the City's computers and information technology infrastructure as well as personnel costs for the City's Information Technology division which resides in the Administrative Services Department. The Information Technology division is responsible for the following:

- Workstation administration
- Server administration
- Network infrastructure administration
- Telecommunication administration and installations
- Cloud services support
- Software and database maintenance and backup
- Asset tracking for IT equipment
- Social media and website maintenance
- Live streaming and AV production of City meetings
- Technical support for City/PD users and presenters at public meetings
- Public WiFi administration and support
- Digital file archiving and distribution
- Public Access TV hardware allocation and administration

FY 2016/17 TOP ACCOMPLISHMENTS

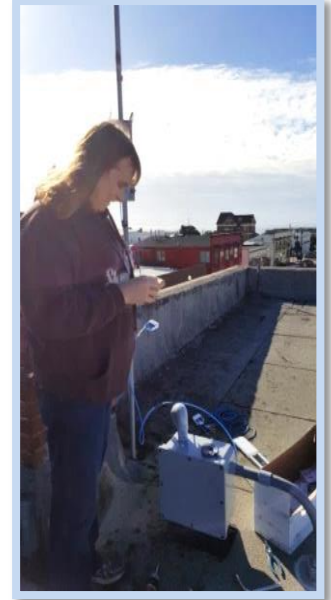
- Migration of Bainbridge Park security system server to City Hall with a Bridge Connection to park cameras.
- Installed security cameras at Town Hall.
- Provided Public Works and Police Department staff with new smart phones.
- Rolled out 4G connected iPads to Water Department for remote equipment monitoring.
- Deployed new SCADA Workstation at Water Treatment.
- Built new SCADA computer for Waste Water Treatment Facility.
- Began Email Server upgrade and virtualization.
- Configured and installed new Bridge for City Hall to Police Department data communications.
- Upgraded City's GIS system with a cloud component
- Began implementation of Adobe software as a service.
- Managed and maintained public Wi-Fi in the downtown area.
- Provided IT support to all City staff.
- Live-streamed City Council and Planning Commission meetings.
- Live-streamed Council Committee meetings.
- Set up Facebook Live for Monday Morning Meetings with the Mayor and archive on City's YouTube channel.
- Created GovDeals surplus auction account.
- Enhanced City's website by continuously updating content and overall relevancy of the site.
- Enhanced social media presence including increased Facebook activity and implementation of Instagram and Twitter as active social media channels for the public to engage with the City.
- Updated the City's servers and overall network speed and reliability to help ensure a highly productive and effective City staff.



- Implemented numerous upgrades to software and hardware to enhance staff productivity.

FY 2017/18 TOP PRIORITIES

- Continue to expand Downtown Wi-Fi.
- Support the PEG Channel and increase number of meetings streamed live on the website.
- Further enhance the City’s website features and relevance to the public including continued improvement across the City’s social media channels.
- Upgrade Office Productivity suite to Version 2016.
- Upgrade email server to Version 2016 On-Prem.
- Begin attrition based upgrade to Windows 10 Professional.
- Increase City Hall and Town Hall Internet/Cloud access speed
- Update and enhance the City’s back-up procedures for all digital information and systems ensuring secure and reliable continuity of operations in the event of a system-wide crash and/or natural disaster/emergency.
- Provide professional and dependable IT support to all City departments, personnel, initiatives and programs.



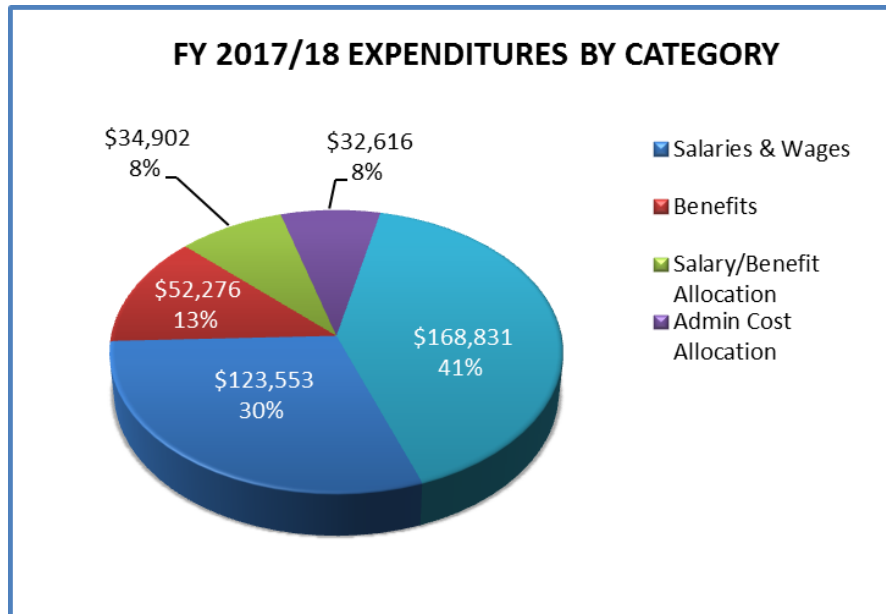
BUDGET OVERVIEW

The FY 2017/18 adopted budget for the Technology Maintenance & Replacement Internal Service Fund before transfers is \$414k, an increase of \$61k or 17% compared to the FY 2016/17 projected balance. Personnel costs are up \$43k offset by overall lower hardware costs (\$17k). Per Council direction the AV Tech will convert from part time to full time in the coming year. The associated increased personnel costs will be allocated to the General Fund to cover PEG costs. The budget includes \$13k to purchase a new GIS enabled GPS device. In FY 2017/18 the accounts used to track Information technology were updated to better reflect the IT function. Hardware, Software and Software support accounts were added and will replace the Professional Services and Equipment Repair and Maintenance accounts going forward.

Pursuant to the City’s Fund Balance and Reserve Policy, the unrestricted fund balance in the Technology Maintenance & Replacement Internal Service Fund is transferred to a reserve within the Internal Service Fund which is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2017/18 the capital reserve will be drawn down \$15.6k. Based on the Fund’s 5 Year financial plan the draw down is practical.

IT DEPARTMENTAL BUDGET SUMMARY
FUND 521
DEPARTMENT: 4394

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure:					
Personnel Services	\$ 154,002	\$ 172,707	\$ 167,863	\$ 213,220	27%
Non-Personnel Services	187,602	192,747	185,798	201,531	8%
Total Departmental Expenditure	341,603	365,455	353,661	414,751	17%
Revenue:					
Charges for services - Allocation ISF				399,366	
Total Departmental Revenue				399,366	
Net Expenditure				<u>\$ (15,385)</u>	



BUDGET DETAIL:

Fund #521

Department: 4394

Object	Description	FY 2016/17			FY 2017/18	% + /-
		FY 2015/16 Audited	Amended Budget	16/17 FYE Projected	Proposed Budget	
0100	Salaries & Wages	\$ 92,763	\$ 98,569	\$ 93,905	\$ 125,324	33%
0200	Employee Benefits	33,499	42,888	42,708	52,565	23%
0801	Salary/Benefit Allocation	27,740	31,250	31,250	35,331	13%
	Personnel Services	154,002	172,707	167,863	213,220	27%
0319	Professional Services	46,214	94,937	91,437	-	-100%
0351	Equipment Repair & Maint	33,002	56,191	51,841	-	-100%
0381	Small Tools & Equipment	2,325	3,300	3,300	2,500	-24%
0382	Hardware	-	-	-	34,850	100%
0383	Software	-	-	-	26,710	100%
0384	Hardware/Software Support	-	-	-	99,119	100%
0623	PEG Operating		3,450	3,250	-	100%
0741	Machinery & Equipment	14,286	1,300	1,300	1,550	100%
0399	Admin Cost Allocation	91,775	30,320	30,320	32,700	8%
	Non-Personnel Services	187,602	192,747	185,798	201,531	8%
Total Information Technology Services		\$ 341,603	\$ 365,455	\$ 353,661	\$ 414,751	17%

Information Technology Maintenance & Repair Internal Service Fund Detail						
	FY 2016-17 Estimated	FY 2017-18 Proposed	FY 2018-19 Projected	FY 2019-20 Projected	FY 2020-21 Projected	FY 2021-22 Projected
521-4394-0384 Software/Hardware Support						
Springbrook Maintenance Contract Due July 1	20,507	20,507	21,532	22,609	23,739	24,926
Auto CAD Subscription Due in October	2,035	3,053	3,053	3,053	3,053	3,053
Parcel Quest	2,500	3,000	3,000	3,000	3,000	3,500
PD IBM Maintenance TracNet	3,500	3,500	3,500	3,500	3,500	3,750
Spam Filter	1,200	1,200	1,300	1,300	1,400	1,500
Granicus/Legistar Annual Maintenance - \$700/ Month	8,160	8,500	8,700	8,700	9,000	9,600
Granicus Encoder Maintenance - \$220/Month	2,400	2,640	2,640	2,800	2,800	3,000
Schedule Anywhere - PD Maintenance	270	270	270	270	270	300
APBnet-TRAK-CriticalReach-Crime Bulliten Software	560	560	560	560	560	600
Adobe Enterprise agreement	-	2,342	2,742	2,742	2,742	2,742
PD - Training TMS Annual Fees	2,400	2,400	2,400	2,400	2,400	2,400
HWA UPS Maintenance and Warranty (four years)	3,608	3,608	-	-	-	4,000
Down Home Loan Support	250	-	-	-	-	-
CivicPlus Annual Web Site Fee	12,352	12,352	13,000	13,000	14,000	15,000
Muni Code	3,900	4,000	3,500	2,000	2,000	2,500
ESRI - ARC GIS 2 concurrent 1 online (5 user)	9,345	11,345	9,345	9,345	9,345	9,345
Anti-virus Software Maintenance Due in May Yearly	1,918	1,918	2,300	2,300	2,300	2,500
Munimatrix Maintenance Due annually on July 28	1,625	1,625	1,625	1,625	1,625	1,750
Comcast For City at PD MDF	1,704	1,704	1,704	1,704	1,704	1,704
Comcast Town Hall	1,704	1,704	1,704	1,704	1,704	1,704
Comcast for City Hall (Internet Pipe for CH and TH)	1,704	1,704	1,704	1,704	1,704	1,704
Corp Yard T1 Monthly Contract	3,672	2,160	2,160	2,160	2,160	2,160
Auto Maintenance Troubleshooting Software -Napa Auto Parts \$150/Month	1,800	-	-	-	-	-
MCN - Fortbragg.com registration	240	240	240	240	240	250
Cisco Smart Net Contract	203	203	203	203	203	225
Read Center support (Water billing software) Paid in May	3,810	3,810	3,810	3,810	3,810	4,200
CLIPs Annual Maintenance	774	774	774	774	774	774
Secure Certificate for Email and WWW (GoDaddy)	-	-	-	600	-	-
Nor-Cal Telephone Repair Service	1,000	4,000	4,000	4,000	4,000	4,000
Sub-Total - Software/Hardware Support Maintenance	\$ 91,437	\$ 99,119	\$ 95,766	\$ 96,103	\$ 98,033	\$ 107,187
521-4394-0381 Small Tools & Equipment						
Miscellaneous Small Tools - Cables, batteries, tools, ect.)	2,500	2,500	2,600	2,600	2,600	3,000
City Hall Plotter ink one refill of each per quarter	800	-	-	-	-	-
Sub-Total - Small tools and Equipment	\$ 3,300	\$ 2,500	\$ 2,600	\$ 2,600	\$ 2,600	\$ 3,000
521-4394-0382 Hardware- upgrades/infrastructure improvements						
User WorkStation Replacement 12 units	16,000	10,000	11,000	12,000	12,000	13,000
IT Department Workstations/laptops	-	1,800	-	-	-	-
User Monitor Replacements	-	1,400	600	800	1,400	1,400
Plotters/Printers	-	600	-	1,000	10,000	1,000
iPads for Council/Management 3 @ 410	1,230	-	1,500	-	1,500	-
WFB Check Scanner	900	900	-	-	-	-
Tablet Computers for Public Works	3,600	-	-	-	-	-
55 Inch Monitor for WWTF SCADA	-	750	-	-	-	-
Laptop/Docking for Water Plant Manager	1,200	-	-	-	1,500	1,500
WWTF SCADA Computer	3,300	-	-	-	-	-
CH Security Cameras	1,000	-	1,000	-	1,000	-
Laptops for Toughbook replacement 2 units @ 800	1,600	-	1,600	-	-	-
SCADA Computer Video Cards	-	-	-	-	2,000	-
Security Camera Monitoring for PD	4,000	2,000	-	500	-	1,000
GIS Enabled GPS	-	13,000	-	-	-	-
Public Use Kiosk PC	800	-	-	800	-	-
Wireless Access Points Internal Network	600	600	400	400	400	400
Network Cabling	200	2,000	300	350	1,500	500
Mixing board Town Hall	800	-	-	-	-	1,000
Microphone Equipment	700	1,500	700	750	750	2,000
Environmental Controls and Racking	300	300	300	300	300	300
Replacement Server	-	-	9,700	-	9,700	-
Email Server Dell R730 Hyper V	10,000	-	-	-	-	-
Replacement Firewall	-	-	-	-	5,000	-
New Backup Hardrives	500	-	500	-	-	-
Laptops for City Hall	900	-	3,000	-	-	-
New Softphone handsets/hands free	-	-	700	700	700	700
Budget adjustment for PW iPads x4	2,711	-	-	-	-	-
Smart/Cell Phone update	1,500	-	-	500	-	-
Sub-Total - Hardware	\$ 51,841	\$ 34,850	\$ 31,300	\$ 18,100	\$ 47,750	\$ 22,800

Information Technology Maintenance & Repair Internal Service Fund Detail Con'td						
521-4394-0351 Software - upgrades/infrastructure improvements						
Additional AV Licenses 10 @ 25	250	-	100	100	100	100
Project 2016 Std 4 Licenses @ \$371	-	1,400	-	-	-	-
Microsoft Visio 2016	-	650	-	-	-	-
NovaStor Backup Client	-	1,700	700	700	-	-
Exchange Server 2016 STD	4,100	460	-	-	-	-
Office 2016 Pro 10 at 327	-	3,300	-	-	-	-
Office 2016 Standard 80 @ 239	-	19,200	-	-	-	-
Sub Total Software	\$ 4,350	\$ 26,710	\$ 800	\$ 800	\$ 100	\$ 100
521-4394-0366 Training and Conferences						
Storm Wind Distance Learning Server 2012	1,250	1,250	1,250	1,250	1,250	1,500
Training/Travel	2,000	2,500	2,500	3,000	3,000	3,500
MISAC Fee	-	160	160	160	160	175
Experts Exchange	-	192	192	192	192	192
Sub Total Training and Conferences	\$ 3,250	\$ 4,102	\$ 4,102	\$ 4,602	\$ 4,602	\$ 5,367
521-4390-0741 Public Wi-Fi Upgrades and Maintenance						
13DB Antenna	-	300	-	300	-	300
Wireless station	1,000	200	-	200	-	200
Cables and other hardware	-	500	50	500	50	300
Equipment repair	300	300	300	300	300	300
Mesh Radio	-	250	250	250	250	250
Sub Total Public WiFi	\$ 1,300	\$ 1,550	\$ 600	\$ 1,550	\$ 600	\$ 1,350
Total Information Technology	\$ 155,478	\$ 168,831	\$ 135,168	\$ 123,755	\$ 153,685	\$ 139,804

FUNDING REQUIREMENTS AND CONTRIBUTIONS:

<u>Reserve</u>	FY 2016-17 Estimated	FY 2017-18 Proposed	FY 2018-19 Projected	FY 2019-20 Projected	FY 2020-21 Projected	FY 2021-22 Projected
Non-Personnel Costs	155,478	168,831	135,168	123,755	153,685	139,804
Sal/Benefits	136,613	177,889	183,225	188,722	194,384	200,215
Sal/Benefits Allocation	31,250	35,331	37,098	38,953	40,900	42,945
Overhead Allocation	30,320	32,700	33,027	33,357	33,691	34,028
Projected Total Cost	(353,661)	(414,751)	(388,518)	(384,787)	(422,660)	(416,993)
Required Funds contribution	274,619	399,366	399,366	399,366	399,366	399,366
Beginning Reserve Balance	153,713	80,881	65,496	76,343	90,922	67,627
Reserve - increase (decrease)	(72,832)	(15,385)	10,847	14,579	(23,295)	(17,627)
Ending Reserve Balance	80,881	65,496	76,343	90,922	67,627	50,000
Contributed Funds:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
General Fund - 50%	137,309	180,240	180,240	180,240	180,240	180,240
Water - 25%	68,655	90,120	90,120	90,120	90,120	90,120
Wastewater - 25%	68,655	90,120	90,120	90,120	90,120	90,120
General Fund - PEG Personnel Funding		38,885	38,885	38,885	38,885	38,885

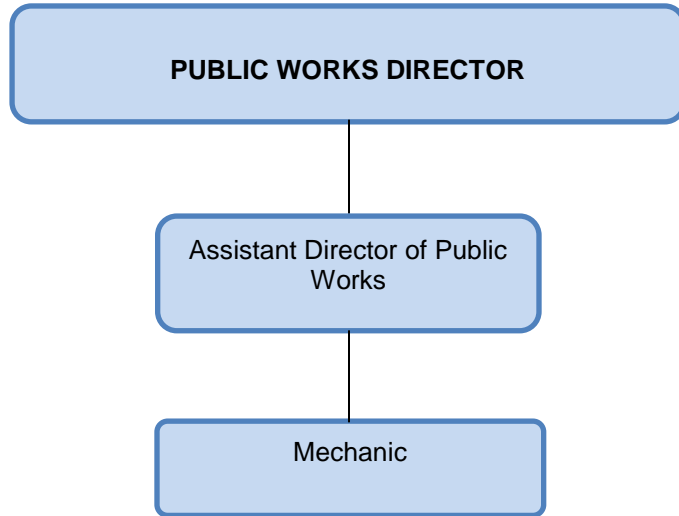
Notes:

*Overhead Allocations assume a 1% increase annually starting with FY18/9 over FY17/18

*Salary and Benefits Allocation assumes a 5% increase annually starting with FY18/9 over FY17/18



FLEET & EQUIPMENT SERVICES INTERNAL SERVICE FUND



FLEET & EQUIPMENT SERVICES

INTERNAL SERVICE FUND

The Fleet & Equipment Services Internal Service Fund is responsible for acquisition, maintenance and repair of the City's fleet vehicles and equipment. Services include scheduled preventive maintenance, welding and fabrication, diagnostic and emissions testing, auto parts warehouse and inventory functions. These services are performed by the City's Mechanic.

DEPARTMENTAL DESCRIPTION

Fleet & Equipment Services is responsible for ensuring functional, reliable and economical vehicles and equipment necessary for the conduct of City operations; providing vehicle and equipment specifications for bidding purposes, assisting with vehicle and equipment auctions, and preparing and administering the annual fleet budget. In addition Fleet & Equipment Services coordinates the following external services: paint and body repair, engine and transmission repair/rebuild, heavy duty suspension service, air conditioning service, and glass replacement.

STRATEGIC GOALS AND OBJECTIVES

- Provide necessary maintenance and repair to City's fleet vehicles and equipment, including: electrical repairs, engine tune-up, tire replacements, brake replacements and adjustments and other general maintenance work.
- Account for and track all costs and assist Finance Department with preparation of year-end cost allocations.
- Provide recommendations to reduce vehicle miles traveled, fleet vehicle emissions, use of petroleum-based fuels, including the purchase of alternative fuel vehicles and hybrids whenever possible.
- Provide regular inspection and maintenance of the City's fleet and equipment. City staff maintained 24 public work vehicles, 22 police vehicles, three city hall vehicles and eight trailers. Vehicles include forklifts, backhoes, a dump truck, mobile and stationary generators, and a street sweeper. Small equipment is also included in the maintenance program such as small generators, mobile pumps, mowers and 30 small engines on equipment to name a few.

FY 2016/17 TOP ACCOMPLISHMENTS

- Eleven vehicles were sold or donated.
- Completed a second K9 unit installation.
- The street sweeper was replaced and two Public Works trucks were purchased.
- Completed a ten-year fleet replacement plan.
- Four Police vehicles were purchased, two of which were funded by Asset Forfeiture funds.

FY 2017/18 TOP PRIORITIES

- Reduce maintenance costs by removing lightly used vehicles from the fleet.
- Consider vehicle storage options to maximize vehicle life and increase resale value.
- Research alternative fuel vehicles and hybrids when replacement is necessary.
- Purchase vehicles that are more fuel-efficient, whenever possible.

BUDGET OVERVIEW

The FY 2017/18 proposed budget for the Fleet & Equipment Services is \$433k, a decrease of \$217k or 33%, compared to the FY 2015/16 projected year end. The decrease is attributable largely to the purchase of a new street sweeper (\$260k) in FY2016/17. Fleet equipment is purchased according to the Fleet long term plan and year to year swings in expenditures are to be expected. In FY 2015/16 a three-year plan was developed which informed the annual funding requirement. In FY 2017/18, the long-term plan was increased to 10 years to provide better long term financial planning.

Pursuant to the City’s Fund Balance and Reserve Policy, the unrestricted fund balance in Fleet & Equipment Services Internal Service Fund is transferred to a reserve within the Internal Service Fund which is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2017/18, the capital reserve will be drawn down \$4.7k. Based on the Fund’s 10-Year financial plan, the draw down is practical.

FLEET & EQUIPMENT SERVICES DEPARTMENTAL BUDGET SUMMARY

FUND 522

DEPARTMENT: 4550

Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
Expenditure:					
Personnel Services	\$ 109,620	\$ 116,211	\$ 118,020	\$ 118,068	0%
Non-Personnel Services	200,557	592,246	532,202	316,107	-41%
Total Departmental Expenditure	310,177	708,457	650,222	434,175	-33%
Revenue:					
Charges for services - Allocation ISF				427,238	
Total Departmental Revenue				427,238	
Net Expenditure				<u>\$ (6,936.84)</u>	



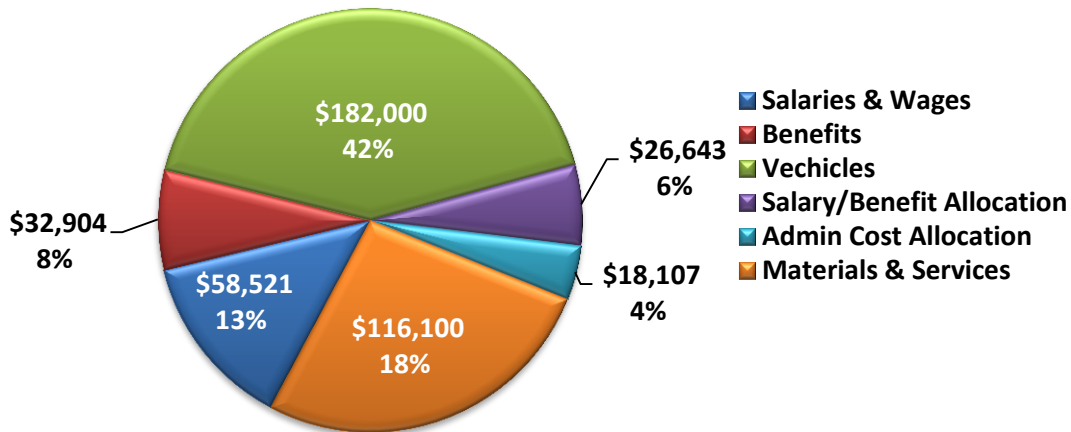
BUDGET DETAIL:

Fund #522

Department: 4550

Object	Description	FY 2015/16 Audited	FY 2016/17 Amended Budget	16/17 FYE Projected	FY 2017/18 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 54,954	\$ 59,619	\$ 60,651	\$ 58,521	-4%
0200	Employee Benefits	31,370	32,090	32,867	32,904	0%
0801	Salary/Benefit Allocation	23,296	24,503	24,503	26,643	9%
Personnel Services		109,620	116,211	118,020	118,068	0%
0319	Professional Services	1,633	2,000	1,400	2,000	43%
0351	Equipment Repair & Maint	8,284	6,600	10,000	6,500	-35%
0352	Vehicle Repair & Maint	36,576	34,000	28,000	34,000	21%
0366	Travel/Training Reimbursement	182	500	1,000	700	-30%
0375	General Supplies	1,825	2,000	4,000	2,000	-50%
0381	Small Tools & Equipment	4,675	1,000	1,100	800	-27%
0382	Fuel & Lubricants	61,092	70,000	65,000	70,000	8%
0399	Admin Cost Allocation	79,614	20,402	20,402	18,107	-11%
0742	Vehicles	6,678	455,744	401,300	182,000	-55%
Non-Personnel Services		200,557	592,246	532,202	316,107	-41%
Total Fleet Services		\$ 310,177	\$ 708,457	\$ 650,222	\$ 434,175	-33%

FY 2017/18 EXPENDITURES BY CATEGORY



Vehicle Replacement Plan																
Unit No.	Make	Yr.	Model	Hours/Miles	FY 16/17 Estimated	FY 17/18 Proposed	FY 18/19 Projected	FY 19/20 Projected	FY 20/21 Projected	FY 21/22 Projected	FY 22/23 Projected	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected	FY 26/27 Projected	
Public Works Vehicles																
PW1	CHEV.	2000	3500 Flatbed	28,934	\$6,000											
W19	CHEV.	2000	SILVERADO	103,000	\$26,000											
PW20	TYMCO	2004	SWEEPER	2,300	\$261,000											
PW29	DODGE	1997	DAKOTA	87,000	\$38,300											
WWT4	Dodge	2002	1500 PUJ	67,402		\$40,000										
WWT30	NISSAN	2007	FRONTIER	19,676		\$28,000										
WWT35	CAT	2005	GEN. SET Generator			\$42,000										
CH716	TOY	2004	PRIUS	96,000		\$27,000										
Jetter/Vector Trailer	HONDA		SSURE WASHER SEWER JETTER			\$95,000										
PW48	FORD	2008	RANGER	59,990	\$26,000											
WWT31	NISSAN	2007	FRONTIER	59,415			\$27,000									
PW48	FORD	2008	RANGER	47,460			\$25,000									
WWT15	TMC	86	LIFT TRUCK	737hrs				\$15,000								
WT1	Dodge	2005	1500 Q. CAB	44,261					\$30,000							
PW8	JOHNDE	85	BACKHOE	5,516					\$50,000							
PW16	FORD	2006	F-150 X-TRA	53,584						\$30,000						
PW46	STERLING	2001	CAMEL	11,529						\$300,000						
PW1	CHEV.	2000	3500 Flatbed	34,915						\$50,000				\$37,000		
PW5	FORD	2006	F-250 SERV.	53,993												
Public Works Sub-Total					\$331,300	\$137,000	\$121,000	\$52,000	\$15,000	\$80,000	\$330,000	\$50,000	\$0	\$37,000	\$0	\$0
Police Vehicles																
PD730	DODGE	2005	MAGNUM	60,000	\$35,000											
PD741	Dodge	2006	CHARGER	90,034	\$35,000											
PD746	Dodge	2007	DURANGO	84,630		\$45,000										
PD731	FORD	2005	CRN VIC.	87,990			\$45,000									
PD743	FORD	2007	CRN VIC. (K-9)	109,412				\$55,000								
PD1301	FORD	2011	CROWN VIC	50,312						\$46,000						
PD1302	FORD	2011	CROWN VIC	47,449						\$46,000						
PD744	FORD	2008	RANGER	37,568						\$30,000						
PD1403	FORD	2014	INTERCEPTOR	35,187							\$47,000					
PD501	FORD	2015	INTERCEPTOR	20,222								\$48,000				
PD500	FORD	2015	INTERCEPTOR	18,554								\$48,000				
PD503	FORD	2015	INTERCEPTOR	7,006									\$48,000			
PD502	FORD	2015	INTERCEPTOR	9,543										\$48,000		
PD507	FORD	2016	INTERCEPTOR	1,519											\$48,000	
PD508	FORD	2016	INTERCEPTOR	1,587											\$48,000	
Police Sub-Total					\$70,000	\$45,000	\$45,000	\$55,000	\$0	\$122,000	\$0	\$47,000	\$96,000	\$96,000	\$96,000	\$96,000
Total Replacement Costs					\$401,300	\$182,000	\$166,000	\$107,000	\$15,000	\$202,000	\$330,000	\$97,000	\$96,000	\$133,000	\$133,000	\$96,000

VEHICLE ALLOCATION:

Vehicle Replacement Plan				Vehicle Allocation								
Unit No.	Make	Yr.	Model	110 POLICE LAW	110 CH NON Depart	110 PARKS	110 DRAINS	221 GAS TAX	230 TRAFFIC	610	710	Total
PW1	CHEV.	2000	3500 Flatbed	0	0	0	0	40	0	30	30	100
W19	CHEV.	2000	SILVERADO	0	0	0	0	0	0	0	100	100
PW20	TYMCO	2004	SWEEPER	0	0	0	25	65	0	5	5	100
PW29	DODGE	1997	DAKOTA	30	5	10	5	5	5	20	20	100
PD730	DODGE	2005	MAGNUM	100	0	0	0	0	0	0	0	100
PD741	Dodge	2006	CHARGER	100	0	0	0	0	0	0	0	100
WWT4	Dodge	2002	1500 P/U	0	0	0	0	0	0	0	100	100
WWT30	NISSAN	2007	FRONTIER	0	0	0	0	0	0	30	70	100
WWT35	CAT	2005	GEN. SET	0	0	0	0	0	0	0	100	100
CH716	TOY	2004	PRIUS	0	100	0	0	0	0	0	0	100
PD746	Dodge	2007	DURANGO	100	0	0	0	0	0	0	0	100
Jetter/Vactor Trailer	HONDA	PRESSURE WASHER SEW		0	0	0	0	0	0	50	50	100
PW48	FORD	2008	RANGER	15	20	10	5	0	0	50	0	100
PD731	FORD	2005	CRN VIC.	100	0	0	0	0	0	0	0	100
WWT31	NISSAN	2007	FRONTIER	0	0	0	0	0	0	15	85	100
PW48	FORD	2008	RANGER	15	20	10	5	0	0	50	0	100
PD743	FORD	2007	CRN VIC. (K-9)	100	0	0	0	0	0	0	0	100
WWT15	TMC	86	LIFT TRUCK	0	0	0	0	0	0	0	100	100
WT1	Dodge	2005	1500 Q. CAB	10	10	10	10	10	10	20	20	100
PW8	JOHNDE	85	BACKHOE	0	0	0	0	0	0	0	100	100
PD1301	FORD	2011	CROWN VIC	100	0	0	0	0	0	0	0	100
PD1302	FORD	2011	CROWN VIC	100	0	0	0	0	0	0	0	100
PD744	FORD	2008	RANGER	100	0	0	0	0	0	0	0	100
PW16	FORD	2006	F-150 X-TRA	0	0	20	20	10	10	20	20	100
PW46	STERLING	2001	CAMEL	0	0	0	20	0	0	40	40	100
PW1	CHEV.	2000	3500 Flatbed	0	0	0	0	40	0	30	30	100
PD1403	FORD	2014	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PD501	FORD	2015	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PD500	FORD	2015	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PW5	FORD	2006	F-250 SERV.	0	0	0	0	0	0	30	70	100
PD503	FORD	2015	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PD502	FORD	2015	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PD507	FORD	2016	INTERCEPTOR	100	0	0	0	0	0	0	0	100
PD508	FORD	2016	INTERCEPTOR	100	0	0	0	0	0	0	0	100

Vehicle purchase prices are allocated to individual departments according to the allocation chart above. All other Fleet costs are allocated according each department's percentage of the total fleet.

FUNDING REQUIREMENTS AND CONTRIBUTIONS

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
	Estimated	Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Maintenance & Purchases											
Sal/Benefits	93,517	91,425	95,996	100,796	105,836	111,128	116,684	122,518	128,644	135,076	141,830
Sal/Benefits Allocation	24,503	26,643	27,975	29,374	30,843	32,385	34,004	35,704	37,490	39,364	41,332
Non-Personnel Costs	110,500	116,000	117,160	118,332	119,515	120,710	121,917	123,136	124,368	125,611	126,867
Overhead Allocation	20,401	18,107	18,288	18,471	18,656	18,842	19,031	19,221	19,413	19,607	19,803
Vehicle Purchases	401,300	182,000	140,000	107,000	15,000	202,000	330,000	97,000	96,000	133,000	96,000
Projected Total Cost	650,221	434,175	399,420	373,973	289,849	485,065	621,636	397,580	405,915	452,659	425,833
Required Funds contribution	210,143	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238
Beginning Reserve Balance	454,819	63,721	56,784	84,603	137,868	275,258	217,431	23,033	52,692	74,016	48,595
Reserve - increase (decrease)	(391,098)	(6,937)	27,819	53,266	137,389	(57,827)	(194,398)	29,658	21,324	(25,421)	1,405
Ending Reserve Balance	63,721	56,784	84,603	137,868	275,258	217,431	23,033	52,692	74,016	48,595	50,000

FY 2017/18 FLEET FUNDING
DETAIL OF CONTRIBUTIONS BY DEPARTMENT

FY 16-17 Contributed Funds	FY 17/18 Proposed	FY 18/19 Projected	FY 19/20 Projected	FY 20/21 Projected	FY 21/22 Projected	FY 22/23 Projected	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected	FY 26/27 Projected	% of Fleet Usage
Vehicle Maintenance and											
Non Departmental Maintenance	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	\$ 14,441	5%
Non Departmental Purchases	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
Reserve Funding	(69)	(69)	(69)	(69)	(69)	(69)	(69)	(69)	(69)	(69)	
Sub Total	17,872	17,872	17,872	17,872	17,872	17,872	17,872	17,872	17,872	17,872	
Police Department: Maintenance	121,300	121,300	121,300	121,300	121,300	121,300	121,300	121,300	121,300	121,300	42%
Police Department Purchases	60,875	60,875	60,875	60,875	60,875	60,875	60,875	60,875	60,875	60,875	
Reserve Funding	(576)	(576)	(576)	(576)	(576)	(576)	(576)	(576)	(576)	(576)	
Sub Total	181,599	181,599	181,599	181,599	181,599	181,599	181,599	181,599	181,599	181,599	
Public Works: Parks Maintenance	17,329	17,329	17,329	17,329	17,329	17,329	17,329	17,329	17,329	17,329	6%
Public Works: Parks Purchases	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	
Reserve Funding	(82)	(82)	(82)	(82)	(82)	(82)	(82)	(82)	(82)	(82)	
Sub Total	18,396	18,396	18,396	18,396	18,396	18,396	18,396	18,396	18,396	18,396	
Public Works: Streets Maintenance	20,217	20,217	20,217	20,217	20,217	20,217	20,217	20,217	20,217	20,217	7%
Public Works: Streets Purchases	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	
Reserve Funding	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	(96)	
Sub Total	22,721	22,721	22,721	22,721	22,721	22,721	22,721	22,721	22,721	22,721	
Public Works: Storm Drains Maint	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	8,664	3%
Public Works: Storm Drains Purch	7,025	7,025	7,025	7,025	7,025	7,025	7,025	7,025	7,025	7,025	
Reserve Funding	(41)	(41)	(41)	(41)	(41)	(41)	(41)	(41)	(41)	(41)	
Sub Total	15,648	15,648	15,648	15,648	15,648	15,648	15,648	15,648	15,648	15,648	
Public Works: Traffic Safety Maint	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	5,776	2%
Public Works: Traffic Safety Purch	600	600	600	600	600	600	600	600	600	600	
Reserve Funding	(27)	(27)	(27)	(27)	(27)	(27)	(27)	(27)	(27)	(27)	
Sub Total	6,349	6,349	6,349	6,349	6,349	6,349	6,349	6,349	6,349	6,349	
Water Maintenance	37,545	37,545	37,545	37,545	37,545	37,545	37,545	37,545	37,545	37,545	13%
Water Purchases	23,055	23,055	23,055	23,055	23,055	23,055	23,055	23,055	23,055	23,055	
Reserve Funding	(178)	(178)	(178)	(178)	(178)	(178)	(178)	(178)	(178)	(178)	
Sub Total	60,422	60,422	60,422	60,422	60,422	60,422	60,422	60,422	60,422	60,422	
Wastewater	63,538	63,538	63,538	63,538	63,538	63,538	63,538	63,538	63,538	63,538	22%
Wastewater Purchases	40,995	40,995	40,995	40,995	40,995	40,995	40,995	40,995	40,995	40,995	
Reserve Funding	(302)	(302)	(302)	(302)	(302)	(302)	(302)	(302)	(302)	(302)	
Sub Total	104,231	104,231	104,231	104,231	104,231	104,231	104,231	104,231	104,231	104,231	
Total Cost	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238	427,238	100%

CITY OF FORT BRAGG

DEBT MANAGEMENT POLICY

Introduction

The City of Fort Bragg and the Fort Bragg Municipal Improvement District No. 1 (collectively referred to as the “City”) have adopted the following “Debt Management Policy” which is intended to guide decisions related to debt issued by the City. Debt issuance should be evaluated on a case-by-case basis as well as within the context of the City’s overall capital structure and policy objectives. Adherence to the Debt Management Policy is necessary to ensure that the City maintains a sound debt position and that it protects the credit quality of its debt obligations.

Goals and Objectives

The Debt Management Policy formally establishes parameters for issuing debt and managing a debt portfolio which recognizes the City’s specific capital improvement needs, ability to repay financial obligations, and legal, economic, financial and capital market conditions. Specifically, the Debt Management Policy is intended to assist the City in the following:

- Promoting sound financial management through accurate and timely information on financial conditions,
- Evaluating critical debt issuance options,
- Protecting and enhancing the City’s credit rating.

The policies outlined in the Debt Management Policy are a tool to help ensure that adequate financial resources are available to support the City’s long-term capital needs.

Principles of Debt Management and Debt Issuance

Factors to be considered when evaluating issuance or refunding of debt will include:

- Intergenerational equity,
 - Compliance with the City’s reserve policies,
 - Cost of on-going maintenance of new projects,
 - Forgone interest earnings from the use of cash reserves or investments,
 - Debt service requirements and affordability.
- The City will manage its debt to ensure high credit quality, access to capital markets, and financial flexibility.
 - The City will seek to fund a portion of its overall capital program from current resources (pay-as-you-go) and reserves, depending upon the specific projects, annual budgetary constraints and availability and rate of investment earnings.
 - The City will consider the use of debt in those cases where public policy, equity, and economic efficiency favor debt over cash (pay-as-you-go) financing.
 - The City will not construct or acquire a facility or capital improvements if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility.
 - The City will not fund working capital (general fund) reserves, or operating and maintenance costs through the issuance of debt.
 - The City will utilize a multi-year capital financing plan to determine the affordability of debt. The capital financing plan will provide a multi-year forecast which shall include, but not be limited to; description of sources of funds; availability of current revenues, timing of capital projects, and debt service requirements.

Standards for Use of Debt Financing

City Council Consideration. The City Council shall endeavor to receive sufficient information about debt financing to understand the short- and long-term ramifications of each debt issuance. The Council shall meet as necessary with the City Manager, Finance Director and other appropriate advisors, if deemed necessary, for the purpose of reviewing and making a final determination related to each debt issuance.

Long-Term Capital Projects. The City Council will consider the use of debt to finance long-term capital projects only when paying for the facilities or equipment over their useful life and concurrent with the benefits derived from the use of such facilities, and when project revenues or specific resources will be sufficient to service the long-term debt. The final maturity of the bonds shall not exceed the expected useful life of each project.

Special Circumstances for Debt Issuance. Debt may be used in special circumstances for projects other than long-term capital projects (as an example, for pension obligations) only after careful policy evaluation by the City.

Debt Financing Mechanisms. The City will seek to utilize the most cost advantageous financing alternative available, taking into consideration policy objectives. The Finance Director shall evaluate the use of all financial alternatives available, including, but not limited to long-term debt, pay-as-you-go, joint financing, reserve fund releases, lease-purchase, special districts, special assessments, state and federal aid, tax-exempt leasing, public/private partnerships, and State revolving loan programs. The recommendation of the Finance Director shall be submitted to the City Manager and a staff recommendation shall be submitted to the Council.

Methods of Issuance. The City will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation.

Credit Quality. All City debt management activities will be conducted to receive the highest credit ratings possible, consistent with the City's financing objectives and, at a minimum, to maintain current credit ratings assigned to the City's debt by the major credit rating agencies.

Debt Capacity. The City will carefully monitor its level of general purpose debt. Because the City's general purpose debt capacity is limited, it is important that the City only use general purpose debt financing for high-priority projects where other financing methods cannot be used. In evaluating debt capacity, general purpose annual debt service payments shall not exceed 10% of General Fund revenues. The City's Enterprise Fund debt capacity will be evaluated as an integral part of the City's rate review and setting process. The City will set Enterprise Fund service rates at levels needed to fully cover debt service, operations, maintenance, administration and capital improvement requirements.

Financing Criteria

When the City determines that the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued:

Pay-As-You-Go Financing. The City will consider Pay-As-You-Go Financing if current revenues and adequate fund balances are available or project phasing can be accomplished. Other factors to be considered include: current debt levels, the effect of additional debt on the City's credit rating, anticipated difficulties in marketing debt, and stability of market conditions.

Long-Term Debt. The City may issue long-term debt, when required capital improvements cannot be financed from current revenues or reserves without having an impact on the City's financial stability and/or operating flexibility. Long-term borrowing should not be used to finance current operations or normal maintenance and repairs.

Variable Rate Debt. To maintain a predictable debt service burden and rate structure, the City may give preference to debt that carries a fixed interest rate. The City, however, may consider variable rate debt, especially in periods of high interest rates, or when the revenue stream for repayment is variable.

Interfund or Short-Term Debt. Interfund or short-term borrowing may be utilized for temporary funding of operational cash flow deficits or anticipated revenues. Short-term debt may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable.

Terms and Conditions of Bonds

The City shall establish all terms and conditions relating to the issuance of bonds, and will control, manage, and invest all bond proceeds. Unless otherwise authorized by the City Council, the following shall serve as bond requirements.

Maturity/Term. All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed 40 years.

Debt Service Structure. Debt issuance shall be planned to achieve relatively rapid repayment of debt while still matching debt service to the useful life of facilities. The City shall avoid the use of bullet or balloon maturities

except in those instances where these maturities serve to meet aggregate debt service structuring objectives. Debt service should be structured primarily on an aggregate level annual basis, as opposed to on an escalating or deferred basis.

Coupon Structure. Debt may include par, discount, premium and capital appreciation bonds. Discount, premium, and capital appreciation bonds must be demonstrated to be advantageous relative to par bond structures.

Call Provisions. The City's securities should include an optional call feature, which typically is no later than 10 years from the date of delivery of the bonds. The City will avoid the sale of non-callable bonds absent careful evaluation by the City and its financial advisor with respect to the value of the call option.

Bond Insurance / Credit Enhancement. The City shall have the authority to purchase bond insurance or credit enhancement when such purchase is deemed prudent and advantageous. The determination shall be based on the net present value debt service cost comparison of insured/enhanced bonds versus uninsured/unenhanced bonds.

Debt Service Reserves. A reserve fund shall be funded from the proceeds of each series of bonds, subject to federal tax regulations and in accordance with the requirements of credit enhancement providers, rating agencies, and investor demands. The reserve fund shall be treated as a Restricted Reserve as defined in the City Reserve Policy. The City shall have the authority to purchase reserve equivalents (i.e., the use of a reserve fund surety) when such purchase is deemed prudent and advantageous. Such equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis, taking into account the impact of investments and arbitrage rebate considerations.

Refinancing Outstanding Debt

The Finance Director shall analyze outstanding bond issues for refunding opportunities that may be presented by underwriting firms. The City will consider the following issues when analyzing possible refunding opportunities:

Debt Service Savings. The City will refund debt when it is in the best financial interest of the City to do so. The City shall evaluate each refunding opportunity based on net present value savings, which shall take into account foregone interest earnings, all costs related to the refinancing, and arbitrage implications (i.e., net-to-net savings).

Restructuring. The City will only consider restructuring when it can be demonstrated that a proposed structure will assist the City in meeting at least one of several goals, including: meeting unanticipated revenue expectations, achieving cost savings, mitigating irregular debt service payments, releasing reserve funds or removing restrictive bond covenants.

Term of Refunding Issues. The City will refund bonds within the term of the originally issued debt. However, the City may consider maturity extension when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of intergenerational equity should guide this decision.

Escrow Structuring. The City shall utilize the least costly securities available in structuring refunding escrows.

Arbitrage. The City shall take all necessary steps to optimize escrows and to minimize negative arbitrage in a refunding escrow, including evaluating the risks and benefits of an economic versus legal defeasance.

Market Relationships

Rating Agencies and Investors. The Finance Director shall be responsible for maintaining the City's relationships with rating agencies (i.e., Moody's Investors Service, Standard & Poor's and Fitch).

Continuing Disclosure. The City shall remain in compliance with Securities Exchange Commission (SEC) Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within the deadlines imposed by Rule 15c2-12. The City shall provide this information to the Municipal Securities Rulemaking Council (MSRB) Electronic Municipal Market Access Website (www.emma.msrb.org). The City will make this information available on its website.

Record Keeping/Reporting. The City shall maintain a repository for all debt-related records, which includes: all official statements, ordinances, indentures, trustee reports, leases, etc. for all City debt in electronic format. To the extent that official transcripts incorporate these documents, possession of a transcript will suffice.

Arbitrage Rebate. The City will account for all interest earnings in debt-related funds. The use of bond proceeds and their investments shall be monitored to ensure compliance with all debt covenants, legal requirements, and IRS arbitrage regulations. The City will endeavor to make investments that maximize the amount of the interest earnings it can retain (under IRS regulations) for all bond funds. The Finance Director shall ensure that proceeds and investments are tracked in a manner which facilitates accurate calculation and timely payment of rebates, if applicable.

Procurement and Selection of Financing Team

The City shall procure professional services as required to execute financing transactions and to provide advice on non-transaction related work. The City shall establish selection criteria for selecting its financing team members, which include financial advisor, bond counsel, and underwriter. The criteria may include, but are not limited to:

- Professional excellence,
- Demonstrated competence,
- Specialized experience performing similar services for California agencies,
- Education and experience of key personnel to be assigned,
- Geographic proximity,
- Staff capability,
- Ability to meet schedules,
- Nature and quality of similar completed work of the firm or individual,
- Reliability and continuity of the firm or individual.

Note: Definitions to financial terms used in this policy are found in the Glossary section of the budget.

DEBT SERVICE

City of Fort Bragg Debt Summary

Funding Source	Issue Date	Maturity Date	Interest Rate	Balance 06/30/17	Principal Payment FY17/18	Interest Expense FY17/18	Fees FY17/18	Total Due FY17/18	Debt Balance 06/30/18
External Financing									
General Fund									
Caspar Closure:Certificates of Participat	2005	2020	4.15%	\$ 412,255	\$ 131,814	\$ 15,755	\$ -	\$ 147,569	\$ 264,686
Total General Fund Debt				412,255	131,814	15,755	-	147,569	264,686
Water Enterprise Funds									
2014 Water Revenue Refunding Bond	2014	2023	3.06%	2,142,000	284,000	61,200	3,000	348,200	1,793,800
California Department of Water Resource	2007	2027	0%	1,033,002	69,628	36,150	400	106,178	926,824
Total Water Enterprise Fund Debt				3,175,002	353,628	97,350	3,400	454,378	2,720,624
Waste Water Enterprise Funds									
Municipal Improvement District	1998	2018	3 - 5%	110,000	55,000	4,373	2,200	61,573	48,427
Total Waste Water Enterprise Fund Debt				110,000	55,000	4,373	2,200	61,573	48,427
CV Starr Enterprise Funds									
Energy Commission - Efficiency Upgrades	2014	2018	1%	22,709	22,540	169	-	22,709	-
Total CV Enterprise Fund Debt				22,709	22,540	169	-	22,709	-
Total External Debt for the City				3,719,966	562,982	117,647	5,600	686,229	\$ 3,033,737
Internal Financing									
Interfund Loan:									
Waste Water to General Fund	2017	2022	0.55%	187,106	37,011	953	-	37,964	149,142
Total Internal Debt for the City				187,106	37,011	953	-	37,964	149,142

Required for Debt Service in FY17/18

\$ 724,193

Debts Paid off in Prior FY16-17

Water Enterprise Meter Reading Equipment Lease for \$1m
 CV Starr Interfund loan - from General Fund \$244,603

CASPAR CLOSURE

**\$1,655,035
City of Fort Bragg
2005 Certificates of Participation
110-4915**

Date: September 1, 2005
Interest: Semiannual each December and June, commencing December 1, 2005. Interest accrues at 4.15%.
Maturity: June 1, 2020
Rating: Standard and & Poor's Not Rated
Purpose: To refund the 1989 Certificates of Participation for Oceanview Drive, and to fund the Police Building construction and the Caspar Landfill closure costs.
Security: The Certificates of Participation are secured by a ground lease and refinancing lease/purchase agreement between the City and the City of Fort Bragg Joint Powers Financing Authority which covers Town Hall (363 N. Main Street) and the Corporation Yard (831 Cedar Street).
Covenants*: If 45 days before the end of the then current Fiscal Year, the Rent Payments for the next Fiscal Year have not been appropriated, the Lessee, within 5 business days, shall notify in writing the Lessor of such event.
Debt Service:

	Principal	Interest	Total	Fees	Total Payment
FY 2017/18 Requirements	\$ 131,814	\$ 15,755	\$ 147,569	\$ -	\$ 147,569

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 05-06	\$ 99,957	\$ 47,612	\$ 147,569
FY 06-07	83,895	63,674	147,569
FY 07-08	87,413	60,156	147,569
FY 08-09	91,078	56,491	147,569
FY 09-10	94,897	52,672	147,569
FY 10-11	98,876	48,693	147,569
FY 11-12	103,022	44,547	147,569
FY 12-13	107,341	40,228	147,569
FY 13-14	111,842	35,727	147,569
FY 14-15	116,532	31,037	147,569
FY 15-16	121,418	26,151	147,569
FY 16-17	126,509	21,060	147,569
FY 17-18	131,814	15,755	147,569
FY 18-19	137,341	10,228	147,569
FY 19-20	143,100	4,469	147,569
	\$ 1,655,035	\$ 558,501	\$ 2,213,535

*Additional Covenants may apply. Please contact the City Finance Department for more information.

WATER ENTERPRISE REVENUE BOND

\$2,962,000
City of Fort Bragg Water Enterprise
2014 Water Revenue Refunding Bond
610-4612

Date: June 5, 2014
Interest: Semiannual each April and October, commencing October 1, 2014. Interest rate is 3.060% per annum.
Maturity: October 1, 2023
Rating: Not available at this time.
Purpose: To refund the 2003 California Statewide Communities Development Authority Water (CSCDA) and Wastewater Revenue Bonds. The CSCDA bonds were issued to refund the 1993 Water System Certificates of Participation which were issued to fund improvements to the City’s water system.
Security: The Bond is secured by revenues from the Water Enterprise Fund.
Required Coverage Ratio: 1.20
Disclosures: Upon request the City shall provide (i) Audited Financial Statements with (240) days of the end of the Fiscal Year, (ii) annual certification that the City has satisfied the 1.20x coverage ratio, (iii) the approved annual budget of the City within (30) days of the end of the Fiscal Year and (iv) any other financial or operational reports as may reasonably requested and as soon as available.

Debt Service:

<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

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
FY 2017/18 Requirements	\$ 284,000	\$ 61,200	\$ 345,200	\$ 3,000	\$ 348,200

WATER ENTERPRISE 0% LOAN

\$1,382,784

**State of California Department of Water Resources
610-4612**

Date: January 1, 2007
Interest: Semiannual each July and January, commencing July 1, 2007. This is an interest free loan.
Maturity: January 1, 2027
Rating: Standard and & Poor's Not rated.
Purpose: To finance the construction of a project to meet safe drinking water standards.
Security: The loan is secured by revenues from the Water Enterprise Fund.
Fiscal Agent: US Bank Corporate Trust Services
Covenants*: A reserve fund equal to two semiannual payments must be maintained with the Fiscal Agent.
Disclosures: While there are no specific reporting requirements, the Fiscal Agent does request and the City does provide Financial Statements on an annual basis.
Debt Service:

<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
	\$ 1,382,784	\$ 739,920	\$ 2,122,704

*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 2017/18 Requirements	\$ 69,628	\$ 36,150	\$ 105,778	\$ 400	\$ 106,178

*Additional Covenants may apply. Please contact the City's Finance Department for more information.

FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT

**\$770,000
1998 Wastewater Revenue Bonds
710-4712**

Date: April 13, 1998
Interest: Semiannual each October and April, commencing October 1, 1998. Interest rates range from 3.75% to 5.30%.
Maturity: October 1, 2018
Rating: Standard and & Poor's AAA/Negative
Purpose: To acquire and construct capital improvements to the District's wastewater system.
Security: The Bonds were issued by the Association of Bay Area Governments (ABAG) whereby ABAG issued revenue bonds on behalf of the City. The Bonds are an obligation of ABAG and payable solely from and secured by revenues that consist primarily of payments on an installment obligation of the City.
Fiscal Agent: Union Bank of California, N.A.
Disclosures: The City's Annual Financial Report is due no later than 210 day after the end of the City's Fiscal Year. Additionally, ABAG requests and the City provide reporting on the following; Number of connections, outstanding program obligations, maximum annual installment payments and coverage of net revenues to parity debt.
Debt Service:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 98-99	\$ 25,000	\$ 37,730	\$ 62,730
FY 99-00	25,000	36,758	61,758
FY 00-01	25,000	35,298	60,298
FY 01-02	25,000	34,304	59,304
FY 02-03	25,000	33,279	58,279
FY 03-04	30,000	32,130	62,130
FY 04-05	30,000	30,855	60,855
FY 05-06	30,000	29,550	59,550
FY 06-07	30,000	28,140	58,140
FY 07-08	35,000	26,515	61,515
FY 08-09	35,000	24,765	59,765
FY 09-10	35,000	23,015	58,015
FY 10-11	40,000	21,140	61,140
FY 11-12	40,000	19,080	59,080
FY 12-13	40,000	16,960	56,960
FY 13-14	45,000	14,708	59,708
FY 14-15	45,000	12,322	57,322
FY 15-16	50,000	9,805	59,805
FY 16-17	50,000	7,155	57,155
FY 17-18	55,000	4,373	59,373
FY 18-19	55,000	1,458	56,458
	<u>\$ 770,000</u>	<u>\$ 479,337</u>	<u>\$ 1,249,337</u>

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
FY 2017/18 Requirements	\$ 55,000	\$ 4,373	\$ 59,373	\$ 2,200	\$ 61,573

CV STARR CENTER - ENTERPRISE

\$43,900
Energy Commission 1% Loan
810-4612

Date: April 22, 2014
Interest: Semiannual each December and June commencing December 22nd, 2016. Interest accrues at 1.0%
Maturity: December 22, 2018
Purpose: Energy Efficiency Upgrades

Debt Service:

CV Starr Center Enterprise Loan
 Energy Commission 1% Loan

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 16-17	\$ 21,360	\$ 1,349	\$ 22,709
FY 17-18	22,540	169	22,709
Total	\$ 43,900	\$ 1,518	\$ 45,418

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
FY 2017/18 Requirements	\$ 22,540	\$ 169	\$ 22,709	\$ -	\$ 22,709

CITY OF FORT BRAGG

INTERFUND LOAN POLICY

The purpose of the City's Interfund Loan Policy is to specify the principles under which interfund loans may be considered and approved. The policy specifies the terms and conditions, it summarizes the due diligence necessary prior to the loan and provides guidance as to the repayment and accounting for these loans. This policy was designed to avoid the problems in interfund loans experienced in the past, facilitate future loans in a structured manner and set clear accounting rules for these loans. The principles of City's Interfund Loan Policy are as follows:

- a. The City Council shall act by resolution to approve any proposed interfund loan. All interfund loans must be documented by formal agreements that specify the terms and conditions. The loan amount shall be approved at the amount minimally necessary to ensure the completion of the project for which the funding is required.
- b. All interfund loans shall be interest bearing and the amount of interest to be paid on the loan must be at least equal to the investment earnings the fund making the loan would have received had the loan not occurred.
- c. The term of an interfund loan shall be established by the City Council and typically shall not exceed five years.
- d. All interfund loan proposals require a feasibility analysis demonstrating that:
 - The borrowing fund has the capacity to repay the debt;
 - The lending fund has the capacity to lend the funds, beyond its own operating and capital needs; and
 - The loan does not violate any debt covenants or other provisions of the borrowing and lending funds.
- e. As part of the due diligence, each loan proposal must demonstrate that the loan can be repaid. It is important to avoid masking an operating deficiency in one fund with an interfund loan from another fund. This is the centerpiece of the policy, which seeks to avoid loans that fail the fundamental test of performance (repayment) under the contract.
 - If a feasibility analysis does not show that the loan can be safely repaid, the appropriate recommendation may be a revenue enhancement or another correction of the underlying reason for the funding deficiency. An alternative financing recommendation may be a fund balance donation. This requirement is also intended to identify conflicts with specific restrictions or requirements pertaining to certain funds. Such conflicts may arise from applicable debt covenants, fiduciary requirements on funds held by the City or legal hurdles that the funding needs to overcome.
- f. There is to be no prepayment penalty, the interest is to be paid quarterly, and principle payments are subject to the feasibility analysis cash projections.
- g. The interest expense from interfund loans is to be treated as user fund expense, while the interest income is to be treated as interest revenue to the loaning fund.

INTERFUND LOAN SUMMARY

WW Fund to General Fund
710→110

Date:	July 1, 2017
Loan Amount:	\$187,105
Interest Rate:	Quarterly Payments commencing September 30th 2017 Interest accrues at 0.55%
Maturity:	June 30th, 2022
Purpose:	Repayment of Prior Year Over Allocations of Overhead Costs
Resolution:	3962-2016

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
FY 17-18	\$ 37,011	\$ 953	\$ 37,964
FY 18-19	37,215	749	37,964
FY 19-20	37,420	544	37,964
FY 20-21	37,626	338	37,964
FY 21-22	37,834	130	37,964
	<u>\$ 187,106</u>	<u>\$ 2,714</u>	<u>\$ 189,820</u>

	Principal	Interest	Total	Fees	Total Payment
FY17/18 Requirements:	\$ 37,011	\$ 953	\$ 37,964	\$ -	\$ 37,964