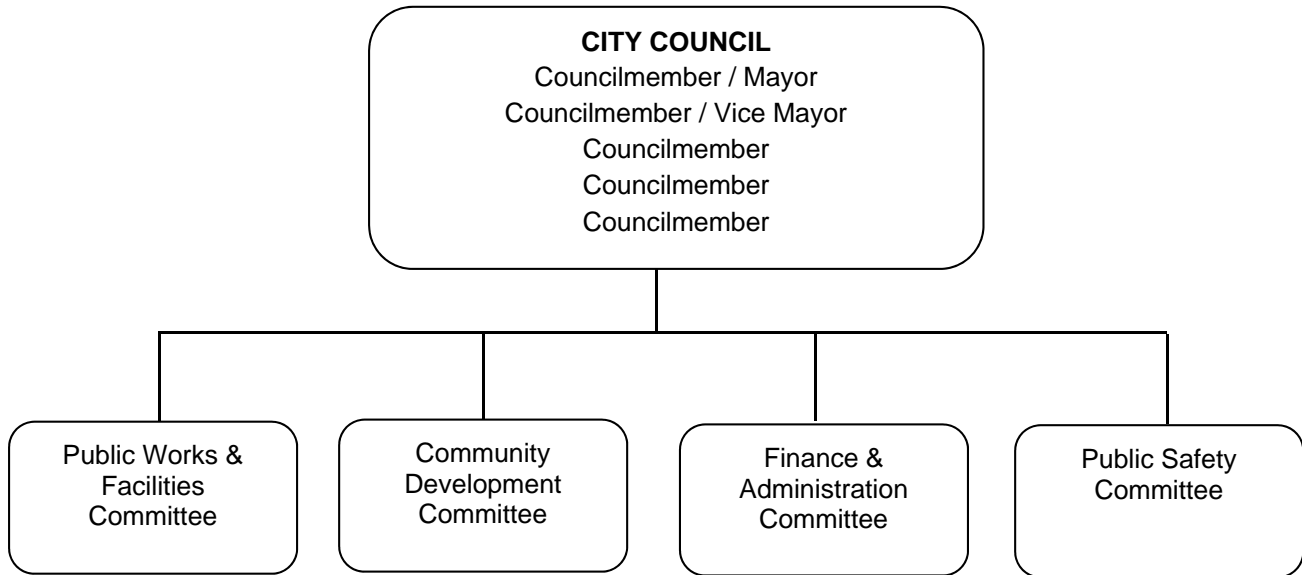


## CITY COUNCIL



## **CITY COUNCIL**

### **PURPOSE**

A five-member 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 2<sup>nd</sup> and 4<sup>th</sup> 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.

### **GOALS AND OBJECTIVES**

- 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.
- Implement ongoing upgrades to the City's information technology services.
- Create a walkable and bike-friendly community and promote healthy lifestyles.
- Integrate concepts of sustainability into City plans, projects and purchases.
- Foster a strong, resilient and prosperous local economy.
- Continue to plan for reuse of the Mill Site property.
- Develop a long-term financial plan for the City which links the budget to Council goals.
- Improve community access to City services.
- Strengthen neighborhoods and increase public safety on our streets.
- Ensure that City is prepared to respond to natural disasters and emergencies.

### **BUDGET OVERVIEW**

The FY 2015/16 adopted budget for the Council is approximately \$141k, a decrease of \$8.5k from the projected FY 2014/15 year end total. The decrease is due primarily to the lack of scheduled elections in FY 2015/16 and goal setting meetings. Councilmembers are paid a small stipend per meeting attended plus the City pays 100% of the Councilmember and their family's health insurance premiums. The budget for FY 2015/16 is based on the maximum number of meetings anticipated for the year. Typically, not all scheduled meetings are held as reflected in the projected total in Salaries & Wages for FY 2014/15.

### **FY 2014/15 TOP ACCOMPLISHMENTS**

- The Council adopted the 2014 Economic Development Strategy which identifies key priorities for improving our local economy.
- The Council achieved a favorable settlement for the City as a defendant in the Georgia-Pacific v. OfficeMax litigation. The City had spent two years fighting the Superfund cost-recovery lawsuit. While the other parties settled for over \$15 million, the City paid nothing and agreed to drop its counter-claims against Georgia-Pacific.
- The Council continued to make maintenance and improvement of the City's streets and sidewalks a key priority. In the past year, the City completed a Safe Routes to Schools Project and a major street repair and resurfacing project. The Council also placed a measure on the ballot seeking a 10-year extension of the City's special half-cent sales tax for street repairs, which was approved by the voters.

- The Council prioritized improvements to the City's water and wastewater infrastructure by authorizing funding for design and engineering of several key capital projects including the Summers Lane Reservoir project and the Wastewater Treatment Plant upgrade project.
- The Council continues to provide strategic vision for numerous parks and recreation projects serving our coastal community including the Fort Bragg Coastal Restoration and Trail Project and the C.V. Starr Community Center.
- 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 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 also funded a third Community Services Officer position and a seasonal parking enforcement attendant to help the Department's sworn personnel focus on crime.
- The Council provided leadership on a number of important community issues including: the search for a solution to the College of the Redwoods crisis, support for rural broadband efforts and improved fiber access in Fort Bragg, the search for a new commercial transfer station site, environmental clean-up of the Georgia Pacific mill site property, and pursuit of the Noyo Center for Marine Science.

#### FY 2015/16 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 2015/16 Budget.
- In early 2015, the City Council conducted two Goal-Setting Workshops and, through that process identified goals and objectives for the next five years in each of four priority areas: a Healthy Environment; a Prosperous Economy; an Engaged Community; and a Strong Organization.

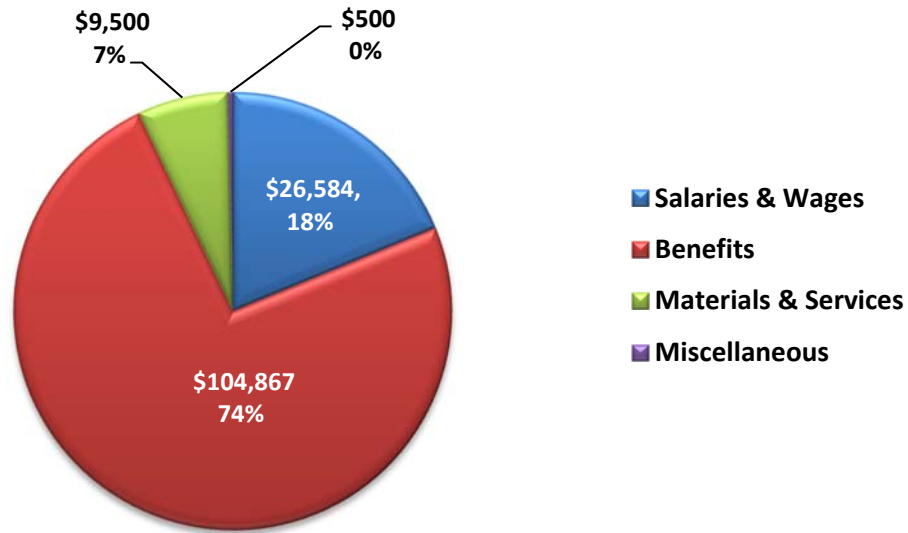
### CITY COUNCIL DEPARTMENTAL BUDGET SUMMARY

#### FUND 110

#### DEPARTMENT: 4110

Description	FY 2014/15		FY 2015/16		% +/-
	FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
Personnel Services	\$ 119,567	\$ 132,024	\$127,901	\$ 131,451	3%
Non-Personnel Services	19,301	18,700	21,562	10,000	-54%
<b>Total</b>	<b>\$ 138,868</b>	<b>\$ 150,724</b>	<b>\$149,463</b>	<b>\$ 141,451</b>	<b>-5%</b>

## FY 2015/16 EXPENDITURES BY CATEGORY



## BUDGET DETAIL:

Fund #110

Department: 4110

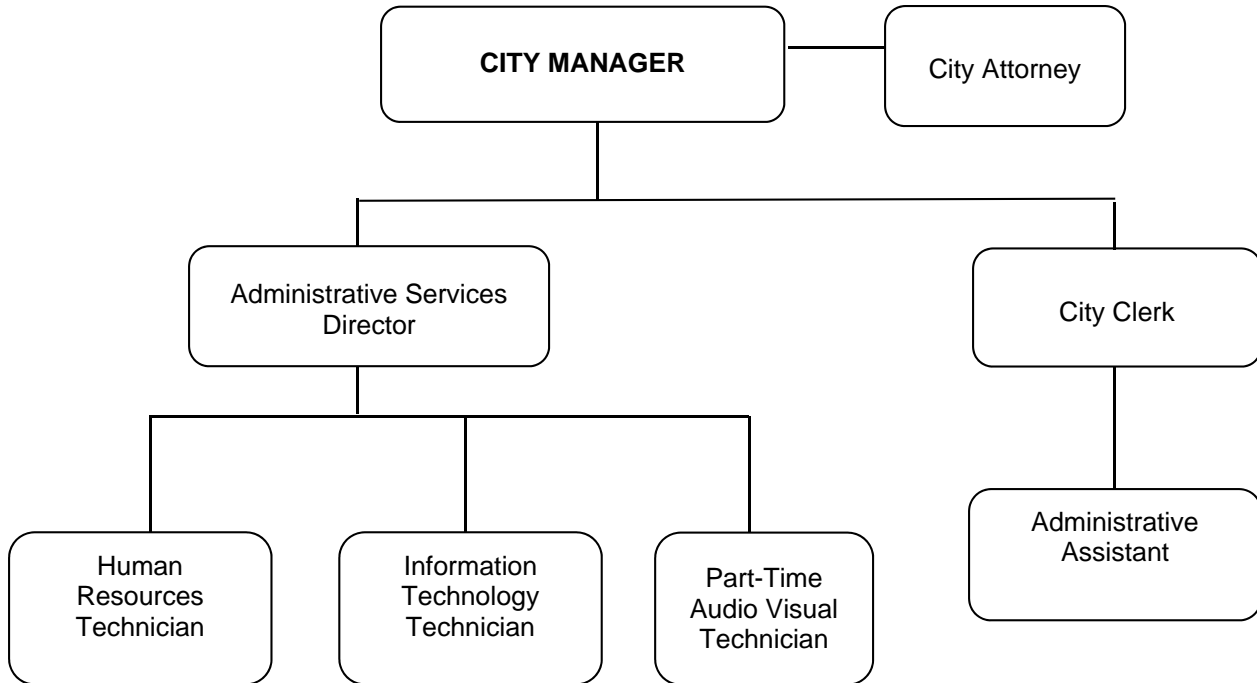
Object	Description	FY 2014/15		FY 2015/16		% +/-
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
0100	Salaries & Wages	\$ 22,060	\$ 26,584	\$ 22,500	\$ 26,584	18%
0200	Employee Benefits	97,507	105,439	105,401	104,867	-1%
	<b>Personnel Services</b>	<b>119,567</b>	<b>132,024</b>	<b>127,901</b>	<b>131,451</b>	3%
0315	Election Costs	13,073	4,000	4,000	-	-100%
0319	Professional Services	431	5,000	5,000	-	-100%
0366	Training/Travel Reimbursement	3,427	7,500	7,500	7,500	0%
0371	Meetings/City Business	2,170	2,000	4,362	2,000	-54%
0619	Miscellaneous	200	200	700	500	-29%
	<b>Non-Personnel Services</b>	<b>19,301</b>	<b>18,700</b>	<b>21,562</b>	<b>10,000</b>	-54%
<b>Total City Council</b>		<b>\$ 138,868</b>	<b>\$ 150,724</b>	<b>\$149,463</b>	<b>\$ 141,451</b>	-5%

## Line Item Detail

Fund #110		Account	Category	FY 2015/16
Department: 4110		Detail	Detail	Adopted Budget
<hr/>				
Personnel Costs				
	Salaries & Wages, Regular		\$ 26,584	
	Employee Benefits		<u>104,867</u>	
	Total Personnel Costs			\$ 131,451
 Materials & Services				
110-4110-0366	Training/Travel Reimbursement		7,500	
110-4110-0371	Meetings/City Business		2,000	
	Total Material & Services			9,500
 Other Expenditures				
110-4110-0619	Miscellaneous		500	
	Leadership Mendocino Scholarship	\$ <u>500</u>		
		500		
	Total Other Expenditures			500
	Total - City Council			<u>\$ 141,451</u>



## ADMINISTRATIVE SERVICES



**Note:** The Information Technology Technician and the part-time Audio-Visual Technician positions are budgeted in Technology Maintenance & Replacement Internal Service Fund. The part-time Audio-Visual Technician position was added in FY 15/16.

## ADMINISTRATIVE SERVICES

### PURPOSE

The Administrative Services Department provides professional leadership and direction in the implementation of City Council policy objectives and administration of City services and programs. The Department works with the other departments within the City to support the professional delivery of quality public services; an efficient, responsive, and accountable government; community health and safety; fiscal stability; economic vitality; quality of life; and citizen involvement.

### SUMMARY OF SERVICES

The Administrative Services Department is a General Government support function. The Department has five full-time staff members: the City Manager, Administrative Services Director, City Clerk, Human Resources Technician, and an Administrative Assistant. The Department includes appropriations for the City Attorney; oversees the City's Technology Maintenance & Replacement Internal Service Fund (which has one full-time Information Technology Technician and a part-time Audio-Visual Technician) and provides oversight for the temporary Noyo Center Executive Director position.

Fort Bragg has a Council-Manager form of government whereby the Council establishes key City policies and priorities and the City Manager is responsible for ensuring sound and effective management of the City and for implementation of the Council's goals, policies and priorities.

The Administrative Services Department is responsible for a wide array of administrative services including: technology infrastructure management; employee/labor relations; contract negotiations; employee benefits administration; personnel recruitment; classification, compensation and evaluations; risk management, assistance with budget preparation and monitoring, preparing minutes and maintaining official records; monitoring compliance with Fair Political Practices Commission requirements; preparing ordinances for codification; and maintaining updates to the Fort Bragg Municipal Code.

The City contracts with Burke, Williams Sorenson, LLP, a firm specializing in municipal law, for City Attorney services. The appointed City Attorney assigns legal work to various specialists in the firm or outside counsel, as needed. The City Attorney provides professional legal services to the City Council, the City Manager, the departments of the City, and Council-appointed boards and commissions. Services include attending public meetings, providing legal opinions, reviewing and drafting legal documents and contracts, resolving disputes, providing advice regarding public officials' conflicts of interest, providing advice regarding personnel and labor law issues, and representing the City in litigation and before courts and administrative agencies.

### 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.
- Coordinate the preparation and 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 procedures including recruitment, 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, interpersonal effectiveness, 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.

## **BUDGET OVERVIEW**

The FY 2015/16 adopted budget for the Administrative Services Department is \$0.92 million, an increase of approximately \$25k from the FY 2014/15 projected total. This increase is the net of a decrease in legal costs offset by an increase in personnel costs due to contracted increases in compensation and pension costs.

## **FY 2014/15 TOP ACCOMPLISHMENTS**

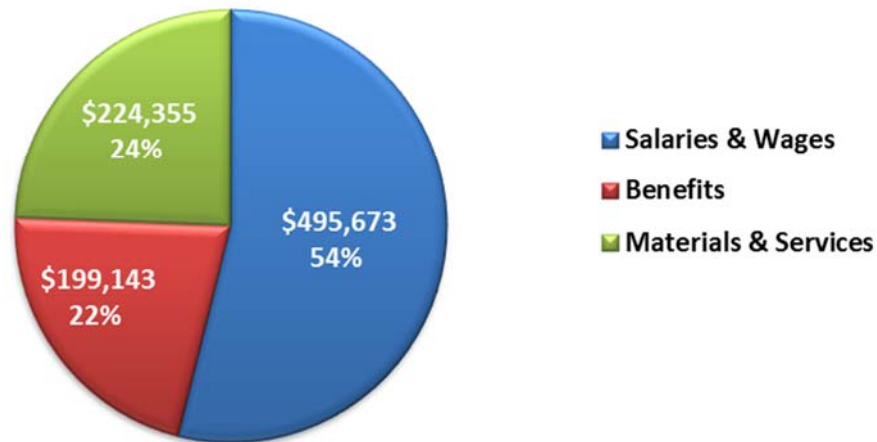
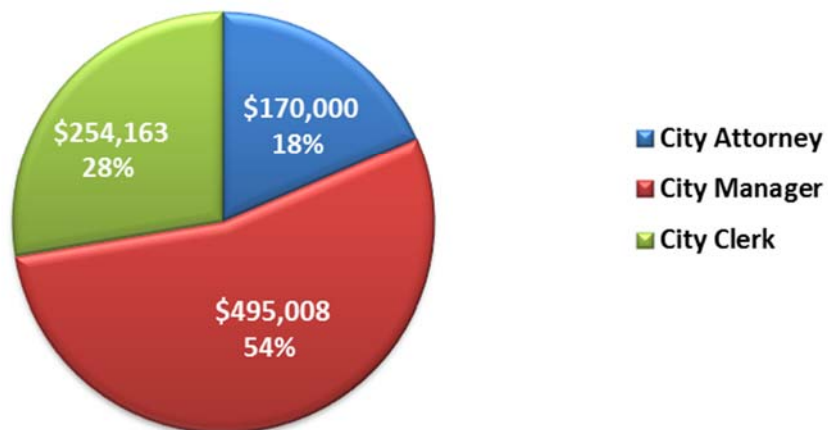
- Monitored the City's financial stability including close monitoring of revenues and expenditures.
- On-going planning and implementation of sound fiscal management practices to maintain a strong and resilient organization that can weather shifting economic circumstances.
- Successfully resolved the Georgia Pacific v. Office Max litigation.
- Coordinated the design of the Town Hall remodel, including significant technology upgrades and worked closely with Public Works to ensure that the technical components of the remodel were installed as designed.
- Completed the implementation of live streaming for City Council, Planning Commission meetings.
- Coordinated the on-going update of the City's [fortbragg.com](http://fortbragg.com) governmental website, including launching of the Employee Self Service module.
- Recruited for 10 staff positions, including the Chief of Police, Administrative Services Director Police Officer Recruit, Community Service Officer, Engineer Technician I, three Seasonal Maintenance Workers and a temporary Parking Enforcement Attendant, Audio-Visual Technician and Finance Clerk.
- Updated the City's Personnel Rules and Regulations.
- Coordinated safety training and compliance process.
- Monitored the City's water capacity in light of the current drought situation and provided targeted responses including acceleration of construction of the Summers Lane Reservoir project.
- Completed labor negotiations with the Fort Bragg Police Association.

## **FY 2015/16 TOP PRIORITIES**

- 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.
- 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, interpersonal effectiveness, 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 drills.
- Continue to improve the City's digital archiving system.
- Continue to strengthen and enhance the City's IT system.
- Be role models for ethical, honest and accountable behavior and practices.

**ADMINISTRATIVE SERVICES DEPARTMENTAL BUDGET SUMMARY****FUND 110****DEPARTMENT: 4120, 4130, 4131**

Description	FY 2014/15			FY 2015/16		% + / -
	FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget		
Personnel Services	\$ 636,983	\$ 650,402	\$ 645,761	\$ 694,816		8%
Non-Personnel Services	261,994	288,352	248,003	224,355		-10%
<b>Total</b>	<b>\$ 898,976</b>	<b>\$ 938,753</b>	<b>\$ 893,764</b>	<b>\$ 919,171</b>		<b>3%</b>

**FY 2015/16 EXPENDITURES BY CATEGORY****FY 2015/16 EXPENDITURES BY DEPARTMENT**

**DEPARTMENT DETAILS – ADMINISTRATIVE SERVICES**

**BUDGET DETAIL:**

**Fund #110**

**Department: 4120, 4130, 4131**

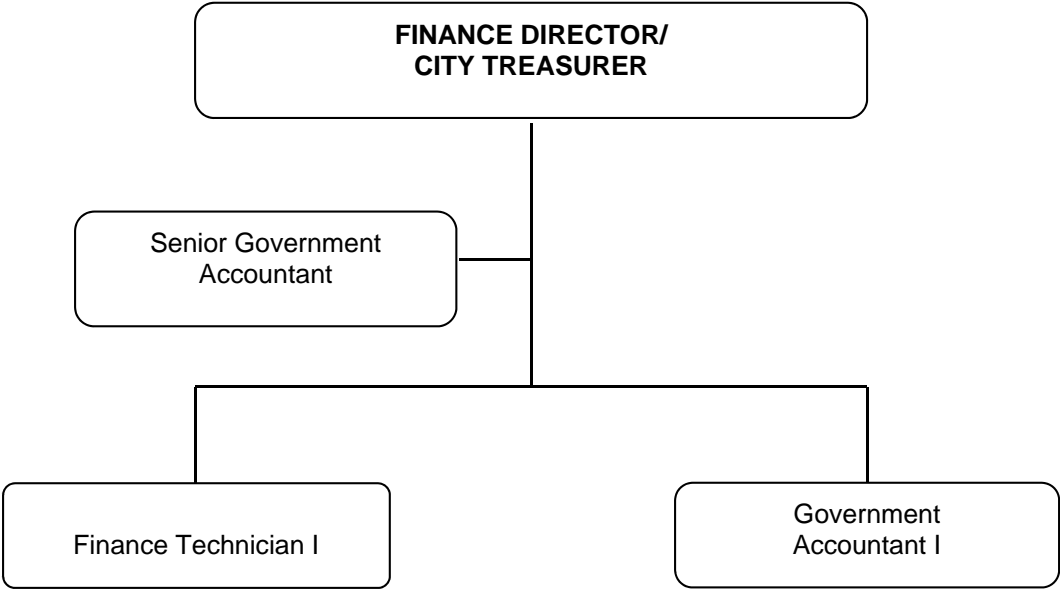
Object	Description	FY 2014/15		FY 2015/16		% + /-
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
0100	Salaries & Wages	\$ 469,983	\$ 469,136	\$ 471,209	\$ 495,673	5%
0200	Employee Benefits	167,000	181,266	174,552	199,143	14%
	Personnel Services	636,983	650,402	645,761	694,816	8%
0311	Legal	128,413	171,477	151,000	170,000	13%
0316	Pre-Employment Costs	23,985	11,000	11,000	7,000	-36%
0317	Recruitment Costs	30,769	50,000	40,500	18,500	-54%
0319	Professional Services	54,238	28,050	27,264	14,300	-48%
0320	Dues & Memberships	1,727	2,325	2,325	2,055	-12%
0364	Legal Notices	3,457	2,000	2,000	2,500	25%
0366	Training/Travel Reimbursement	18,163	12,500	12,500	8,550	-32%
0371	Meetings/City Business	626	500	507	500	-1%
0375	General Supplies	536	-	-	-	
0376	Medical/Safety Supplies	-	10,000	500	500	0%
0384	Books & Subscriptions	-	400	400	450	13%
0619	Miscellaneous	79	100	7	-	-100%
	Non-Personnel Services	261,994	288,352	248,003	224,355	
Total Administrative Services Department		\$ 898,976	\$ 938,753	\$ 893,764	\$ 919,171	3%

**DEPARTMENT DETAILS – ADMINISTRATIVE SERVICES**

**Line Item Detail**

Fund #110		Account	Category	FY 2015/16
Department: 4120, 4130, 4131		Detail	Detail	Adopted Budget
<b>Personnel Costs</b>				
	Salaries & Wages, Regular		\$ 495,673	
	Employee Benefits		<u>199,143</u>	
<b>Total Personnel Costs</b>				<b>\$ 694,816</b>
<b>Materials &amp; Services</b>				
110-4120-0311	City Attorney Services		170,000	
110-4130-0316	Pre-Employment Costs		7,000	
	Occu-Med	\$ 7,000		
		<u>7,000</u>		
110-4130-0317	Recruitment Costs		18,500	
110-4130-0319	Professional Services		14,300	
	FLSA audit	5,000		
	IEAD	4,300		
	Team building	3,000		
	Springbrook support	<u>2,000</u>		
		14,300		
110-4130-0320	Dues & Memberships		2,055	
	CalPELRA	700		
	CMF	400		
	APA	350		
	SHRM	280		
	IIMC	<u>325</u>		
		2,055		
110-4131-0364	Legal Notices		2,500	
110-4130-0366	Training/Travel Reimbursement		6,050	
	NorCal 2X	2,000		
	City Manager	1,500		
	JG SHRM	1,000		
	LCW Annual employee conference	700		
	REMIF x4	400		
	LCW Web	250		
	LCW Consortium x2	<u>200</u>		
		6,050		
110-4131-0366	Training/Travel Reimbursement		2,500	
110-4130-0371	Meetings/City Business		500	
110-4130-0376	Medical/Safety Supplies		500	
110-4130-0384	Books & Subscriptions		<u>450</u>	
<b>Total Material &amp; Services</b>				<b>224,355</b>
<b>Total - Administrative Services</b>				<b><u>\$ 919,171</u></b>

FINANCE



## **FINANCE**

### **PURPOSE**

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 all 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, and the Successor Agency to Fort Bragg Redevelopment Agency.

### **GOALS AND OBJECTIVES**

- Maintain the City's fiscal health and provide adequate resources to fund City services to the community.
- Perform financial responsibilities in accordance with statutory regulations and standards required by professional regulatory agencies.
- Account for the City's fiscal activities in an accurate and timely manner within generally accepted accounting principles (GAAP) and other legal requirements.
- Complete internal preparation of the City's financial statements in a timely manner.
- Assist the City Manager in preparation of a balanced budget and maintain established operating reserves for contingencies.
- Safeguard the City's assets and invest available cash in accordance with the City'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.

### **BUDGET OVERVIEW**

The FY 2015/16 adopted budget for the Finance Department is \$455k, an increase of \$23k over the projected year-end total for FY 2014/15. Department costs have increased 5% over the FY 2014/15 budgeted expense in part due to personnel promotions and step increases.

### **FY 2014/15 TOP ACCOMPLISHMENTS**

- Completed and implemented a Water Rate Structure revision.
- Implemented Lockbox service - The City's lockbox is a service, provided as part of the City's banking relationship, that provides for the deposit and processing of payments received. This service has reduced the time City staff spends processing utility payments.
- Reduced the number of audit findings from eleven to five. Audit findings are auditor observations of items that do not entirely conform to best practices for internal controls. Auditors typically provide recommendations for resolving the issue.
- Received Government Finance Officers Association award for FY 2012/13 Comprehensive Annual Financial Report (CAFR).
- Issued RFP for Audit Services and selected a new Audit Firm from a pool of six proposals.

- Completed the refunding of the Successor Agency Redevelopment Bonds.
- Implemented electronic receipt of customer online billing payments.
- Revised the format of the budget to improve transparency and function.

**FY 2015/16 TOP PRIORITIES**

- Issue Request for Proposals for OPEB actuarial report.
- Complete Comprehensive Annual Financial Report by December 31, 2015.
- Continue to work with the Public Works and Community Development departments to further refine and enhance the grant recording and invoicing process.
- 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.
- Assume responsibility for fiscal oversight of CV Starr Center.

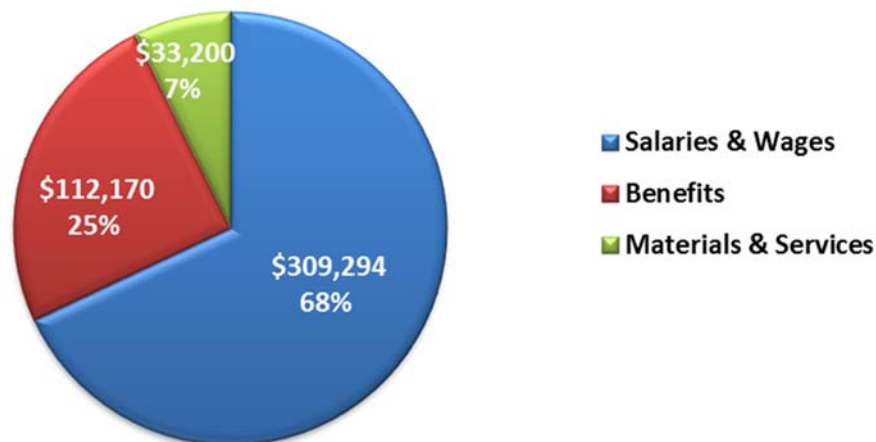
**FINANCE DEPARTMENTAL BUDGET SUMMARY**

**FUND 110**

**DEPARTMENT: 4150**

Description	FY 2013/14	FY 2014/15		FY 2015/16	%
	Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
Personnel Services	\$ 325,214	\$ 393,651	\$ 382,704	\$ 421,464	10%
Non-Personnel Services	36,488	56,250	49,341	33,200	-33%
<b>Total</b>	<b>\$ 361,701</b>	<b>\$ 449,901</b>	<b>\$ 432,045</b>	<b>\$ 454,664</b>	<b>5%</b>

**FY 2015/16 EXPENDITURES BY CATEGORY**



**BUDGET DETAIL:****Fund #110****Department: 4150**

Object	Description	FY 2014/15		FY 2015/16		% + /-
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
0100	Salaries & Wages	\$ 247,495	\$ 293,531	\$ 286,771	\$ 309,294	8%
0200	Employee Benefits	77,718	100,120	95,933	112,170	17%
	<b>Personnel Services</b>	<b>325,214</b>	<b>393,651</b>	<b>382,704</b>	<b>421,464</b>	10%
0312	Auditing & Accounting	21,817	33,000	28,021	21,000	-25%
0319	Professional Services	8,095	17,000	15,000	7,500	-50%
0320	Dues & Memberships	695	750	750	600	-20%
0364	Legal Notices	360	400	470	500	6%
0366	Training/Travel Reimbursement	5,520	5,000	5,000	3,500	-30%
0384	Books & Subscriptions	-	100	100	100	0%
	<b>Non-Personnel Services</b>	<b>36,488</b>	<b>56,250</b>	<b>49,341</b>	<b>33,200</b>	-33%
<b>Total Finance Department</b>		<b>\$ 361,701</b>	<b>\$ 449,901</b>	<b>\$ 432,045</b>	<b>\$ 454,664</b>	5%



## Line Item Detail

		FY 2015/16	
Fund #110		Account	Category
Department: 4150		Detail	Detail
			Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$ 309,294
	Employee Benefits		112,170
<b>Total Personnel Costs</b>			<b>\$ 421,464</b>
<b>Materials &amp; Services</b>			
110-4150-0312	Auditing & Accounting		21,000
110-4150-0319	Professional Services		7,500
	Sales tax audit and analysis	\$ 3,000	
	Statistics for CAFR (MuniServices)	2,500	
	SCO Street report	2,000	
		<u>7,500</u>	
110-4150-0320	Dues & Memberships		600
	GFOA	350	
	CSMFO	250	
		<u>600</u>	
110-4150-0364	Legal Notices		500
110-4150-0366	Training/Travel Reimbursement		3,500
	Staff training	2,500	
	CSFMO	1,000	
		<u>3,500</u>	
110-4150-0384	Books & Subscriptions		100
<b>Total Material &amp; Services</b>			<b>33,200</b>
<b>Total - Finance Department</b>			<b><u>\$ 454,664</u></b>



## NON-DEPARTMENTAL

### PURPOSE

The following expenses are included in the Non-Departmental budget: costs associated with the City's support of two Community Organizations- (1) Fort Bragg-Mendocino Coast Chamber of Commerce and (2) Fort Bragg Promotion Committee; Public Education and Government 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.

### BUDGET OVERVIEW

The FY 2015/16 adopted budget for City-Wide Non-Departmental (including transfers) is \$1.61 million, a decrease of \$107k or 6% compared to the FY 2014/15 projected total. Budgeted transfers are down \$122k attributable mainly to reduction in funding for the Noyo Center (\$113k). Caspar Landfill monitoring costs, payable to the County, are down as FY 15/16 includes two years of costs when compared to the three years of costs included in FY 14/15 (\$130k). These decreases are offset by increases in insurance costs (\$8k), PEG funding (\$20k); IT Internal Service Fund allocations (due to the addition of an Audio Visual Technician \$44k), the payoff of the PERS side fund (\$33k), OPEB actuarial costs (\$12k) and utility costs (\$5k).

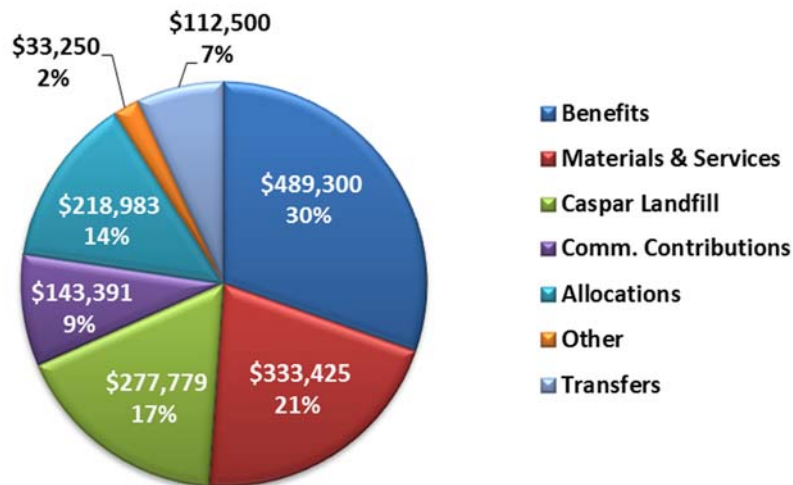
### NON-DEPARTMENTAL BUDGET SUMMARY

#### FUND 110

DEPARTMENT: 4190, 4390, 4391, 4915

Description	FY 2013/14	FY 2014/15		FY 2015/16	% + / -
	Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
Personnel Services	\$ 500,664	\$ 507,740	\$ 494,700	\$ 489,300	-1%
Non-Personnel Services	773,006	1,046,993	986,239	1,006,828	2%
Transfers	212,287	275,853	239,323	112,500	-53%
<b>Total</b>	<b>\$1,485,957</b>	<b>\$ 1,830,586</b>	<b>\$ 1,720,262</b>	<b>\$ 1,608,628</b>	<b>-6%</b>

### FY 2015/16 EXPENDITURES BY CATEGORY



**DEPARTMENT DETAILS – NON-DEPARTMENTAL**

**BUDGET DETAIL:**

**Fund #110**

**Department: 4190, 4390, 4391, 4915**

Object	Description	FY 2013/14	FY 2014/15	FY 2014/15	FY 2015/16	% + /-
		Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
0200	Employee Benefits	\$ 500,664	\$ 507,740	\$ 494,700	\$ 489,300	-1%
	<b>Personnel Services</b>	<b>500,664</b>	<b>507,740</b>	<b>494,700</b>	<b>489,300</b>	-1%
	<b>Caspar Landfill &amp; Transfer Station</b>					
0319	Professional Services	85,451	260,000	260,000	130,000	-50%
0607	Caspar Landfill Property Tax	172	180	195	210	8%
0911	Principal	111,821	116,532	116,532	121,418	4%
0912	Interest	35,748	31,037	31,037	26,151	-16%
	<b>Total Caspar Landfill &amp; Transfer Station</b>	<b>233,192</b>	<b>407,749</b>	<b>407,764</b>	<b>277,779</b>	-32%
	<b>Community Contributions</b>					
0621	Chamber of Commerce	7,016	7,729	7,729	8,321	8%
0619	Miscellaneous	-	-	-	12,500	
0623	PEG TV	-	40,000	30,000	50,000	67%
0319	Promotion Committee	62,437	67,828	67,828	72,570	7%
	<b>Total Community Organizations</b>	<b>69,453</b>	<b>115,557</b>	<b>105,557</b>	<b>143,391</b>	36%
	<b>City-Wide Costs</b>					
0319	Professional Services	33,193	43,995	29,000	40,425	39%
0320	Dues & Memberships	15,448	21,000	20,000	20,000	0%
0351	Equipment Repair & Maint	-	-	-	-	
0355	Equipment Leases	23,656	30,800	30,000	34,000	13%
0356	Rentals - Equipment & Vehicles	4,062	3,000	2,000	-	-100%
0358	Liability Premium	91,571	101,642	101,642	102,000	0%
0359	Liability Deductible	10,182	10,000	5,000	10,000	100%
0360	Property Premium	23,564	30,000	27,000	30,000	11%
0361	Property Deductible	-	5,000	-	-	
0362	Telephone & Communication	13,735	16,000	12,000	14,000	17%
0365	Copying/Printing Bid Docs	7,398	6,500	5,000	5,000	0%
0371	Meetings/City Business	3,166	8,000	8,000	5,500	-31%
0372	Postage	6,622	7,000	6,500	7,000	8%
0375	General Supplies	11,650	18,500	15,000	15,000	0%
0380	Finance Charges	-	-	26	-	-100%
0383	Utilities	52,544	55,000	45,000	50,000	11%
0384	Books & Subscriptions	431	500	500	500	0%
0396	Allocation to IT Int Serv Fund	96,175	165,750	165,750	218,983	32%
0619	Other Expenditures	31	1,000	500	33,250	6550%
0721	Land	76,836	-	-	-	
0915	Lease Expense	97	-	-	-	
	<b>Total City-Wide Costs</b>	<b>470,360</b>	<b>523,687</b>	<b>472,918</b>	<b>585,658</b>	24%
	<b>Non-Personnel Services</b>	<b>773,006</b>	<b>1,046,993</b>	<b>986,239</b>	<b>1,006,828</b>	2%
	<b>Total Non-Departmental before Transfers</b>	<b>1,273,670</b>	<b>1,554,733</b>	<b>1,480,939</b>	<b>1,496,128</b>	1%
0799	Transfers to Other Funds	212,287	275,853	239,323	112,500	-53%
	<b>Total Non-Departmental</b>	<b>\$1,485,957</b>	<b>\$ 1,830,586</b>	<b>\$ 1,720,262</b>	<b>\$ 1,608,628</b>	-6%

**DEPARTMENT DETAILS – NON-DEPARTMENTAL**

**Line Item Detail**

<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY 2015/16</b>
<b>Department: 4190</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>

**Personnel Costs**

110-4190-0224	Retiree Medical Benefits	\$	229,300
110-4190-0225	OPEB Funding		250,000
110-4190-0232	Worker's Comp Deductible		-
110-4190-0251	Unemployment Insurance		10,000
<b>Total Employee Benefits</b>			<b>\$ 489,300</b>

**Materials & Services**

110-4190-0319	Professional Services		40,425
	OPEB Actuarial	\$	15,000
	Janitorial		12,000
	County Tax Administration		5,000
	Meeting DVDs		3,000
	GH Security		1,600
	Corp Yard alarm monitoring		1,450
	PD Fire Alarm monitoring		1,100
	Document shredding		900
	AED PAD Program renewal		375
			<u>40,425</u>
110-4190-0320	Dues & Memberships		20,000
	LAFCO - Share of costs		8,100
	League of Cities		4,200
	REHIT		4,000
	Mendocino OES		3,700
			<u>20,000</u>
110-4190-0355	Equipment Leases		34,000
110-4190-0358	Liability Premium		102,000
110-4190-0359	Liability Deductible		10,000
110-4190-0360	Property Premium		30,000
110-4190-0361	Property Deductible		-
110-4190-0362	Telephone & Communication		14,000
110-4190-0365	Copying/Printing Bid Docs		5,000
110-4190-0371	Meetings/City Business		5,500
	Employee recognition		5,500
			<u>5,500</u>
110-4190-0372	Postage		7,000
110-4190-0375	General Supplies		15,000
110-4190-0383	Utilities		50,000
110-4190-0384	Books & Subscriptions		500

**Total Material & Services 333,425**

**Other Expenditures**

110-4190-0619	Other Expenditures		33,250
	Graffiti removal		750
	Pay off Pers Side Fund		32,500
			<u>33,250</u>
<b>Total Other Expenditures</b>			<b>\$ 33,250</b>

(continued, next page)

**DEPARTMENT DETAILS – NON-DEPARTMENTAL**

**Line Item Detail**

Fund #110	Account Detail	Category Detail	FY 2015/16 Adopted Budget
<b>Department: 4190 - Continued</b>			
<b>Allocations</b>			
	110-4190-0396 IT Internal Service Fund	\$ 218,983	
	<b>Total Allocations</b>		<b>\$ 218,983</b>
<b>Transfers to Other Funds</b>			
	110-7999-0799 Transfers to Other Funds	112,500	
	<b>Total Transfers to Other Funds</b>		<b>\$ 112,500</b>
	<b>Total - Non-Departmental</b>		<b>\$ 1,187,458</b>

**Line Item Detail**

Fund #110	Account Detail	Category Detail	FY 2015/16 Adopted Budget
<b>Department: 4390 &amp; 4391</b>			
<b>Professional Services</b>			
	110-4391-0319 Fort Bragg Promotion Committee	\$ 72,570	
<b>Community Organizations</b>			
	110-4390-0621 Chamber of Commerce	8,321	
	110-4390-0623 PEG TV*	50,000	
	110-4390-0619 Miscellaneous	12,500	
	Otsuchi	\$ 5,000	
	Fireworks	\$ 7,500	
		12,500	
		143,391	
	*Annual Contribution =50% of Cable Franchise Fees from City and County		
	<b>Total - Community Organization Support</b>		<b>\$ 143,391</b>

---

**DEPARTMENT DETAILS – NON-DEPARTMENTAL****Line Item Detail**

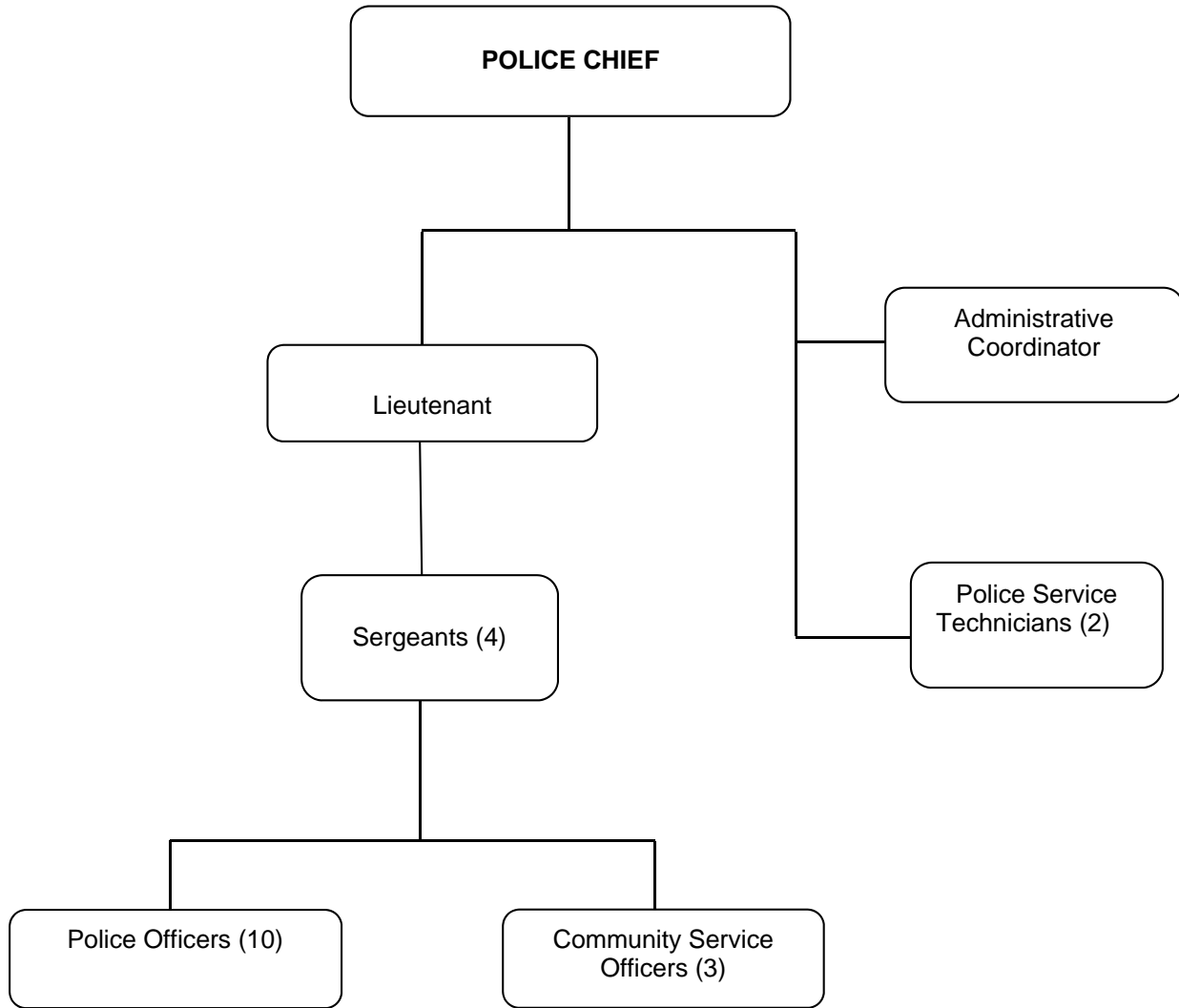
Fund #110		Account	Category	FY 2015/16
Department: 4915		Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>				
110-4915-0319 Professional Services			\$ 130,000	
Caspar Landfill				
<b>Total Materials &amp; Services</b>				<b>\$ 130,000</b>
<b>Other Expenditures</b>				
110-4915-0607 Caspar Landfill Property Tax			210	
<b>Total Other Expenditures</b>				<b>210</b>
<b>Debt Service</b>				
110-4915-0911 Principal			121,418	
110-4915-0912 Interest			26,151	
<b>Total Debt Service</b>				<b>147,569</b>
<b>Total - Caspar Closure and Transfer Station</b>				<b><u>\$ 277,779</u></b>







## POLICE



Note: A Police Officer is assigned to serve on the Mendocino County Major Crimes Task Force when staffing levels permit. In FY 2015/16, one Police Officer position is reclassified to a Sergeant.

## **PUBLIC SAFETY - POLICE**

### **PURPOSE**

The Police Department renders frontline emergency and non-emergency police services to the community through uniformed police officers and community service officers, who provide security, 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 front-line police operations through the administrative and business offices of the Police Department including; executive leadership, management and supervision, management of reports, telephone inquiries, statistics, employee training, property and evidence management, fingerprinting and court coordination.

### **SUMMARY OF SERVICES**

The Police Department currently functions with five administrative staff consisting of the Chief of Police, the Police Lieutenant, an Administrative Coordinator and two Police Services Technicians. The operations staff is comprised of four Sergeants, 10 Police Officers, and three Community Service Officers. The Department has one Police Officer assigned to work with the Mendocino County Major Crimes Task Force and hopes that staffing levels will allow for this special assignment again in FY 2015/16. The Department did not assign a School Resource Officer to the schools in FY 2014/15 and there are no plans to do so in FY 2015/16.

The Chief and Lieutenant, with support from the Administrative Coordinator, provide Department personnel with strategic goals and objectives, assure adequate staffing and equipment, provide training and certification in accordance with California Peace Officers Standards and Training regulations (POST), manage the Department's budget, and provide leadership direction. They also serve as a liaison 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 laws governing those matters. They are responsible for numerous State reports and validations. They also provide Live Scan fingerprinting services to the public, process and forward criminal reports to the 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 of the PSTs 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 destruction of Department property. The Department's other PST is the Records Supervisor.

The Department provides public safety services on a 24-hour a day, seven-day a week basis. Officers 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 issue. They deliver a variety of prevention and awareness information to community members, service organizations and schools.

### **GOALS AND OBJECTIVES**

- Provide the community with excellent public safety services, education and collaborative partnerships to safeguard both citizens and property.
- Maintain current service levels while providing continuing attention to employee and organizational development and community problem solving.
- Reach out to the youth in our community.
- Continue to work with Neighborhood Watch groups to enhance communication and address needs in our community.
- Continue our work to educate the public on gang/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.

**BUDGET OVERVIEW**

The FY 2015/16 adopted budget for the Police Department is \$3.4 million, a 5.2% increase from the projected FY 2014/15 total of \$3.2 million. The increase is primarily due to vacant staff positions in FY 2014/15 versus an expectation of full staffing in FY 2015/16. This increase in personnel services is partially offset by lower budget requests for Professional Services as well as a lower participation requirement in the Fleet Internal Service Fund.

**FY 2014/15 TOP ACCOMPLISHMENTS**

- Continued to increase community awareness on a variety of issues including traffic safety, downtown foot patrol, 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 and involvement with our Neighborhood Watch program.
- Collaborated with other service agencies through the Coast Action Group for the Homelessness and Mental Health Issues (CAG) to define effective ways to address issues related to our homeless population that 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 who, 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.
- Implemented upgrades and continued progress in technology and modernization in the following areas; records retention, property and evidence, dispatch services, patrol/training and the Emergency Operations Center (EOC) with the addition of a wireless system.
- Continued to recruit and train a diverse and talented team of law enforcement professionals with a significant emphasis on mandated training and mentorship geared around a "Community Oriented" approach.
- Continued to research and work with the local school district on creative ways to prevent alcohol and drug use affecting our youth and adults.
- Were able to reach full staffing and minimize overtime and officer fatigue due to staffing shortages.

**FY 2015/16 TOP PRIORITIES**

- Continue to place a high emphasis on recruitment and retention of police employees and maintenance of a professional and respectful work environment.
- Reclassify one of our Police Officer positions to a Sergeant's position in order to provide uninterrupted continuity of leadership and supervision due to 24/7 staffing.
- 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 the future leaders within the Police Department.
- Address "quality of life" issues by supporting the Neighborhood Watch program and proactively working with other City departments and community members to identify problems within our city and to develop creative approaches to resolving those issues.
- Continue proactive enforcement efforts on drug and gang-related criminal activity and continue our involvement in and support of CGAP (Coalition for Gang Awareness and Prevention).
- Continue to be proactive in addressing the issues surrounding transients in the downtown business district.
- Continue to work with interdepartmental team to develop best practices for managing and ensuring public safety on the Coastal Trail.
- Continue assigning a full time officer to the Mendocino County Major Crimes Task Force to assist with narcotics investigations and major crime cases.
- Complete the upgrade of the City's Emergency Operations Center to create better communications and improve the City's ability to effectively respond to disasters and emergencies in our community.
- Continue to work collaboratively with the schools and service agencies to address crime prevention and public safety issues involving local youth.
- Conduct foot and bicycle patrols in the downtown business district.
- Update the Department Policy Manual, Training Plan and General Orders.

- Work with Public Works to eliminate vehicles that have reached the end of their service life and continue the vehicle replacement program by purchasing new vehicles.
- 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.

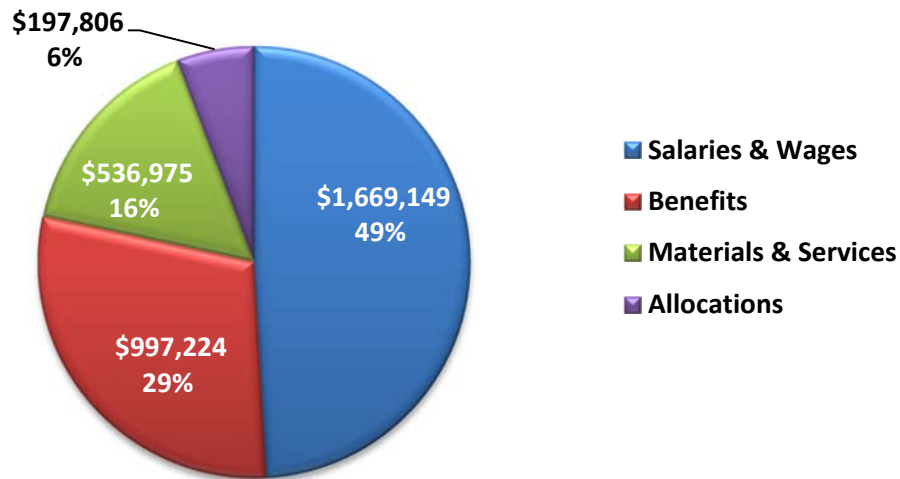
## POLICE DEPARTMENTAL BUDGET SUMMARY

### FUND 110

### DEPARTMENT: 4200

Description	FY 2013/14	FY 2014/15		FY 2015/16	% + / -
	Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
Personnel Services	\$ 2,429,874	\$ 2,542,817	\$ 2,469,236	\$ 2,666,373	8%
Non-Personnel Services	782,112	773,358	763,358	734,781	-4%
<b>Total</b>	<b>\$ 3,211,985</b>	<b>\$ 3,316,175</b>	<b>\$ 3,232,594</b>	<b>\$ 3,401,154</b>	<b>5%</b>

## FY 2015/16 EXPENDITURES BY CATEGORY



**DEPARTMENT DETAILS – PUBLIC SAFETY**

**BUDGET DETAIL:**

**Fund #110**

**Department: 4200**

Object	Description	FY 2014/15			FY 2015/16	
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	% + /-
0100	Salaries & Wages	\$ 1,553,048	\$ 1,607,701	\$ 1,609,290	\$ 1,669,149	4%
0200	Employee Benefits	876,826	935,116	859,946	997,224	16%
	<b>Personnel Services</b>	<b>2,429,874</b>	<b>2,542,817</b>	<b>2,469,236</b>	<b>2,666,373</b>	8%
0313	Laboratory	1,603	2,500	2,500	2,500	0%
0314	Animal Care & Control	1,534	38,000	38,000	38,000	0%
0318	Investigative Medical Serv	-	5,000	5,000	5,000	0%
0319	Professional Services	396,122	350,000	345,000	335,100	-3%
0320	Dues & Memberships	695	1,000	1,000	1,000	0%
0322	Fleet Services	245,597	207,158	207,158	197,806	-5%
0351	Equipment Repair & Maint	23,807	33,000	33,000	26,875	-19%
0352	Vehicle Repair & Maint	7	-	-	-	
0355	Equipment Leases	4,538	-	-	-	
0356	Rental-Equip & Vehicles	1,680	1,800	1,800	1,800	0%
0357	Rentals - Space	4,511	4,300	4,300	4,300	0%
0362	Telephone & Communication	21,782	25,100	25,100	29,100	16%
0363	Advertising & Publishing	-	200	200	200	0%
0365	Copying/Printing	1,028	3,900	3,900	3,900	0%
0366	Training/Travel Reimbursement	36,129	24,000	24,000	24,000	0%
0367	PD Recruit Training	-	20,000	20,000	20,000	0%
0371	Meetings/City Business	589	1,000	1,000	1,000	0%
0372	Postage	2,291	2,500	2,500	2,500	0%
0374	Evidence Supplies	1,250	1,000	1,000	1,000	0%
0375	General Supplies	13,690	14,000	12,000	14,000	17%
0376	Medical/Safety Supplies	3,467	4,000	4,000	4,000	0%
0381	Small Tools & Equipment	15,084	17,700	17,700	17,700	0%
0383	Utilities	5,152	7,000	4,000	4,000	0%
0384	Books & Subscriptions	1,555	1,000	1,000	1,000	0%
0619	Miscellaneous		9,200	9,200		
	<b>Non-Personnel Services</b>	<b>782,112</b>	<b>773,358</b>	<b>763,358</b>	<b>734,781</b>	-4%
	<b>Total Police Department</b>	<b>\$ 3,211,985</b>	<b>\$ 3,316,175</b>	<b>\$ 3,232,594</b>	<b>\$ 3,401,154</b>	5%

**DEPARTMENT DETAILS – PUBLIC SAFETY**

**Line Item Detail**

Fund #110		Account	Category	FY 2015/16
Department: 4200		Detail	Account Detail	Adopted Budget
<b>Personnel Costs:</b>				
	Salaries & Wages		\$ 1,669,149	
	Employee Benefits		997,224	
	Medical & Dental Insurance Premiums;			
	Pers; Employment Taxes			
	<b>Total Personnel Costs</b>			<b>\$ 2,666,373</b>
<b>Materials &amp; Services</b>				
110-4200-0313	Laboratory		2,500	
110-4200-0314	Animal Care & Control		38,000	
110-4200-0318	Investigative Medical Service		5,000	
110-4200-0319	Professional Services		335,100	
	Dispatch services	\$ 310,000		
	DOJ Livescan	12,000		
	MMCTF Annual donation	4,500		
	Investigative services	2,600		
	Reporting subscriptions	1,700		
	Parking administration	1,200		
	Evidence towing	1,000		
	Car washing	900		
	Integrity Shred	700		
	Whispering Pines Water	500		
		335,100		
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		4,300	
110-4200-0362	Telephone & Communication		29,100	
110-4200-0363	Advertising & Publishing		200	
110-4200-0365	Copying/Printing		3,900	
110-4200-0366	Training/Travel Reimbursement		24,000	
110-4200-0367	Training/Travel Reimbursement		20,000	
110-4200-0371	Meetings/City Business		1,000	
110-4200-0372	Postage		2,500	
110-4200-0374	Evidence Supplies		1,000	
110-4200-0375	General Supplies		14,000	
110-4200-0376	Medical/Safety Supplies		4,000	
110-4200-0381	Small Tools & Equipment		17,700	
110-4200-0383	Utilities		4,000	
110-4200-0384	Books & Subscriptions		1,000	
	<b>Total Material &amp; Services</b>			<b>536,975</b>
<b>Allocations</b>				
110-4200-0322	Fleet Services		197,806	
	<b>Total Allocations</b>			<b>197,806</b>
	<b>Total - Police Department</b>			<b>\$ 3,401,154</b>

## PUBLIC SAFETY - FIRE

### PURPOSE

The City of Fort Bragg and the Fort Bragg Rural Fire Protection District (Rural Fire District) have agreed to 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 that it may consider 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 City Council, and the Rural Fire District Board. 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 FY 2015/16 Fire Department budget totals \$678k of which approximately \$386k is the City's responsibility. The City's portion includes \$339k for half of the Department budget and \$47k for the City's share of the call ratio.

The paid staff of the FBFPA consists of a Fire Chief, Fire Prevention Officer, Maintenance Engineer and an Office Manager. The FBFPA also has 35 volunteer firefighters who are also considered employees. Neither the Rural Fire District nor the City has employees whose job responsibilities include provision of fire services.

### BUDGET OVERVIEW

The FY 2015/16 adopted budget for the Fire Department is \$389,250, an increase of \$12k, or 3%, compared to the FY 2014/15 projected total.

### BUDGET DETAIL:

Fund #110

Department: 4220

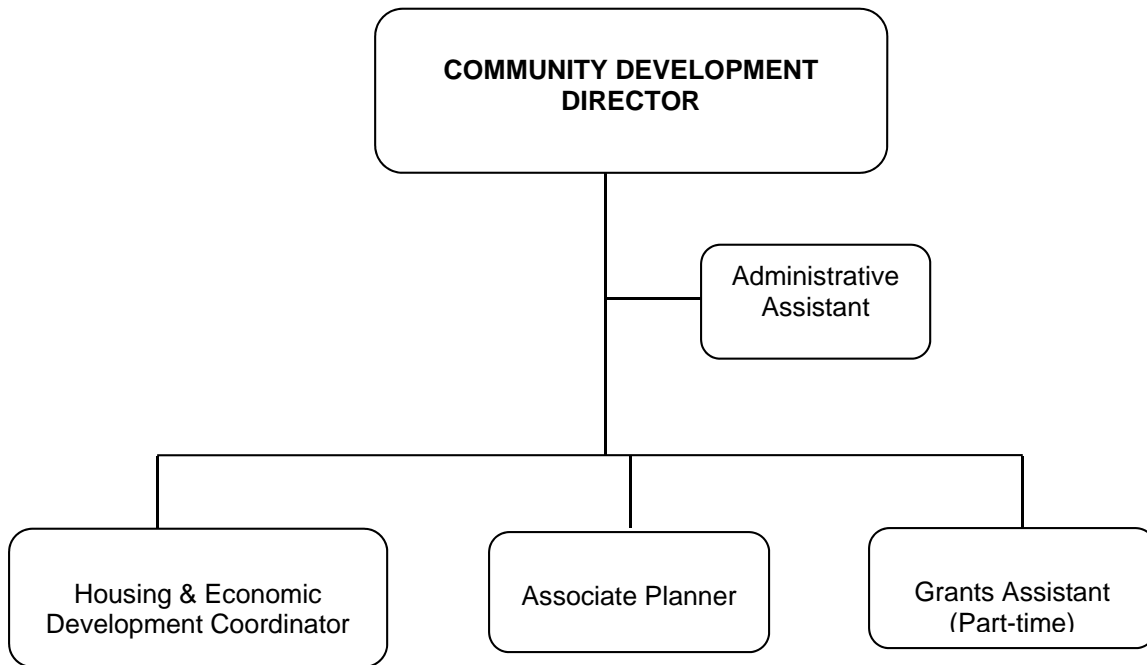
Object	Description	FY 2014/15			FY 2015/16	
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	% +/-
0220	Pers	\$ 1,966	\$ 2,010	\$ 2,677	\$ 3,000	12%
0319	Professional Services	370,495	375,000	375,000	386,250	3%
<b>Total Fire Department</b>		<b>\$ 372,461</b>	<b>\$ 377,010</b>	<b>\$ 377,677</b>	<b>\$ 389,250</b>	<b>3%</b>

## Line Item Detail

Fund #110	Account	Category	FY 2015/16
Department: 4220	Detail	Detail	Adopted Budget
<b>Personnel Costs</b>			
110-4220-0220	Pers	\$ 3,000	
<b>Total Employee Benefits</b>			<b>\$ 3,000</b>
<b>Materials &amp; Services</b>			
110-4220-0319	Professional Services	386,250	
Contribution to the Fire Protection District			
<b>Total Material &amp; Services</b>			<b>386,250</b>
<b>Total - Fort Bragg Fire Protection District</b>			<b>\$ 389,250</b>



## COMMUNITY DEVELOPMENT



\*Note; In 2015/16, a part-time Grants Assistant position was authorized.

## COMMUNITY DEVELOPMENT

### PURPOSE

Support development and preservation of an attractive and functional built environment, a vibrant economy, and needed community and environmental amenities by providing open and effective long-range and current planning; implementation of special projects; and excellent permitting, economic development, and grant administration services.

### SUMMARY OF SERVICES

The Community Development Department includes four full time employees: the Community Development Director, Associate Planner, Economic Development & Housing Coordinator and an Administrative Assistant.

The Community Development Department assists the community by facilitating, guiding, and regulating the growth and development in Fort Bragg and assisting with implementation of City development projects. The work of the department spans a wide range of activities:

- In the area of Current Planning, the Department works with developers to ensure that new development proposals comply with the City's planning and zoning regulations, manages building permit activities, and undertakes code enforcement.
- In the area of Economic Development, the Department is implementing the City's Economic Development Strategy (which is focused on jobs, tourism, arts and our quality of life), obtains and administers grants for community development, economic development, planning, and capital projects and coordinates the City's housing rehabilitation loan program.
- In the area of Special Projects, the Department manages and oversees the design, environmental review and in some cases the engineering and construction for high profile special projects in our community including: the Fort Bragg Coastal Trail, the Chestnut Street Multi-Use Trail, the gymnasium of the CV Starr Center, and other similar projects.
- In the area of Long Range Planning, the Department engages the community and Council to develop and implement long range plans such as: the Inland General Plan Update, the Mill Site Specific Plan, the Fort Bragg Wayfinding Plan, the Guesthouse Master Plan and the Climate Action Plan.

### GOALS AND OBJECTIVES

- Implement the City's Economic Development Strategy.
- Continue project management of the Fort Bragg Coastal Trail project (phase I and II)
- Process new development applications, planning permits, CEQA review, building permits and sign permits in a timely manner with exceptional customer service
- Work on the Mill Site Reuse project, as directed by the City Council.
- Complete planning, environmental review, permitting and community outreach for new City projects such as Chestnut Street Multi-Use Path and City Surrounded by a Park.
- Work with other City departments to implement the Wayfinding Plan and the Climate Action Plan.
- Update the Coastal General Plan, Coastal Land Use and Development Code.

### BUDGET OVERVIEW

The FY 2015/16 adopted budget for the Community Development Department is \$425k, an increase of \$60k over the FY 2014/15 projected total of \$365k. This increase when compared to FY 2014/15 results from an unfilled position in FY 2014/15 and the addition of a part-time Grants Administrative Assistant in FY 2015/16.

### FY 2014/15 TOP ACCOMPLISHMENTS

- Completed Subsequent EIR for Phase II of the Fort Bragg Coastal Trail to retain \$450k in funding, project management of the construction of Phase I of the Fort Bragg Coastal Trail, including: grant billing, permitting, additional design for Cypress Street entrance, artist bench contracts, implementation of mitigation measures, negotiation with GP for easement swap, etc.

---

**DEPARTMENT DETAILS – COMMUNITY DEVELOPMENT**

- Completed Inland Land Use and Development Code update, 2015 Housing Element, 2015 Economic Development Strategy update, and Fort Bragg Wayfinding Plan. Initiated work on the City Surrounded by a Park project.
- Initiated implementation of \$500,000 HOME grant for owner-occupied housing rehabilitation, CDBG funded MCHC project, and engaged in ongoing Homeless & Mental Health Intervention Program and Microenterprise Assistance program support to West Company.
- Received a CDBG Over the Counter grant of approximately \$750,000 to assist and retain a local auto dealer.
- Processed and reviewed 72 building permit applications (from June 2014 to March 2015), 32 development permits, and 71 code enforcement cases.
- Completed CEQA for a variety of projects including: a Subsequent EIR for Phase II of the Fort Bragg Coastal Trail Project and Mitigated Negative Declarations for the Hare Creek Center and the 2014 Housing Element.

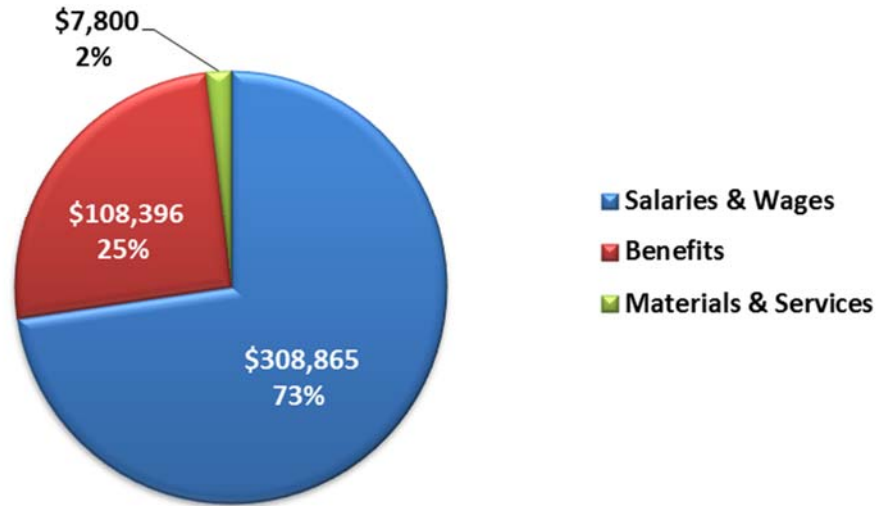
**FY 2015/16 TOP PRIORITIES**

- Implement the 2015/16 tasks identified in the City's Economic Development Strategy.
- Assist with implementation of the Fort Bragg Coastal Trail construction project.
- Work on the Mill Site Reuse project, as directed by the City Council.
- Provide exceptional customer service in the processing of all new development applications, planning permits, CEQA review, building permits and sign permits.
- Provide excellent planning, environmental review, permitting and/or community outreach for a variety of City projects including the Chestnut Street Multi-Use Path project and City Surrounded by a Park Project.
- Work with other City departments to implement the Climate Action Plan and the Fort Bragg Wayfinding Plan.
- Update the Coastal General Plan, Coastal Land Use and Development Code.
- Implement the Housing Rehabilitation Loan program and seek additional funding to extend the program into 2017 and beyond.
- Implement a variety of CDBG funded activities including MCHC facility acquisition, HELP programs, Giving Garden program, Microenterprise assistance, Senior Center kitchen, Food Bank service equipment, Hospitality House solar and floor install, Project Sanctuary building safety improvements, and other supplemental activities.
- Seek funding for other City Council priorities.

**COMMUNITY DEVELOPMENT DEPARTMENTAL BUDGET SUMMARY****FUND 110****DEPARTMENT: 4320**

Description	FY 2014/15			FY 2015/16	% + / -
	FY 2013/14	Amended	14/15 FYE	Adopted	
	Audited	Budget	Projected	Budget	
Personnel Services	\$ 361,512	\$ 399,310	\$ 358,496	\$ 417,261	16%
Non-Personnel Services	26,391	17,600	6,600	7,800	18%
<b>Total</b>	<b>\$ 387,903</b>	<b>\$ 416,910</b>	<b>\$ 365,096</b>	<b>\$ 425,061</b>	<b>16%</b>

**FY 2015/16 EXPENDITURES BY CATEGORY**



**BUDGET DETAIL:**

Fund #110

Department: 4320

Object	Description	FY 2014/15			FY 2015/16		% +/-
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget		
0100	Salaries & Wages	\$ 268,131	\$ 294,456	\$ 260,700	\$ 308,865		18%
0200	Employee Benefits	93,381	104,854	97,796	108,396		11%
	<b>Personnel Services</b>	<b>361,512</b>	<b>399,310</b>	<b>358,496</b>	<b>417,261</b>		16%
0319	Professional Services	16,458	10,000	-	-		
0320	Dues & Memberships	-	800	800	500		-38%
0351	Equipment Repair & Maint	-	200	200	200		0%
0364	Legal Notices	1,732	2,500	3,000	3,000		0%
0365	Copying/Printing	-	150	150	150		0%
0366	Training/Travel Reimbursement	3,369	3,000	1,500	3,000		100%
0371	Meetings/City Business	423	450	450	450		0%
0381	Small Tools & Equipment	375	250	250	250		0%
0384	Books & Subscriptions	34	250	250	250		0%
0607	Misc Assistance Program	4,000	-	-	-		
	<b>Non-Personnel Services</b>	<b>26,391</b>	<b>17,600</b>	<b>6,600</b>	<b>7,800</b>		18%
<b>Total Community Development Department</b>		<b>\$ 387,903</b>	<b>\$ 416,910</b>	<b>\$ 365,096</b>	<b>\$ 425,061</b>		16%

---

**DEPARTMENT DETAILS – COMMUNITY DEVELOPMENT**

---

**Line Item Detail****Fund #110****Department: 4320****Account  
Detail****Category  
Detail****Adopted  
Budget**

---

**Personnel Costs**

Salaries &amp; Wages

\$ 308,865

Employee Benefits

108,396

**Total Personnel Costs**

---

**\$ 417,261****Materials & Services**

110-4320-0320 Dues &amp; Memberships

500

110-4320-0351 Equipment Repair &amp; Maint

200

110-4320-0364 Legal Notices

3,000

110-4320-0365 Copying/Printing

150

110-4320-0366 Training/Travel Reimbursement

3,000

110-4320-0371 Meetings/City Business

450

110-4320-0381 Small Tools &amp; Equipment

250

110-4320-0384 Books &amp; Subscriptions

250

---

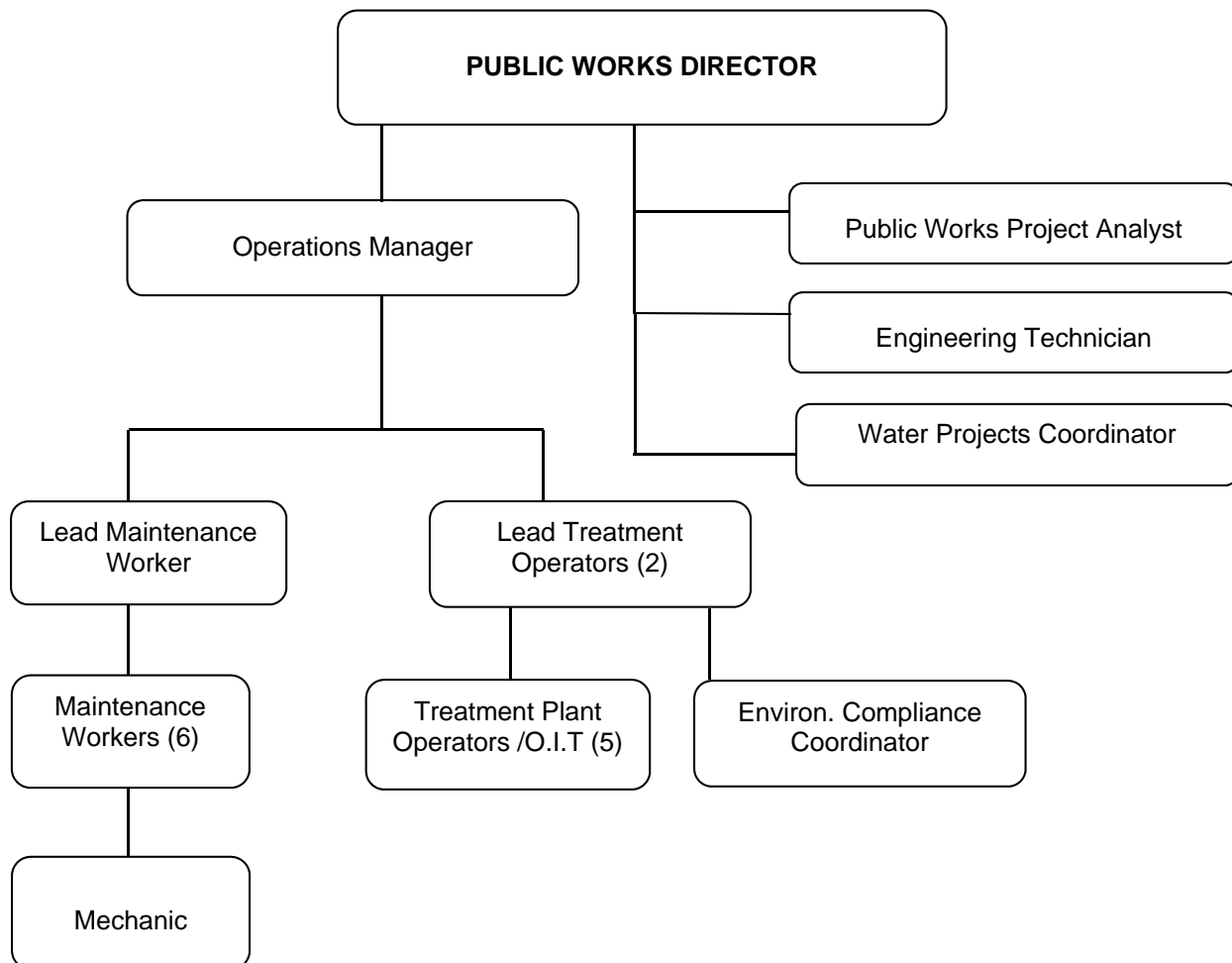
7,800**Total Material & Services****7,800****Total - Community Development Department**

---

**\$ 425,061**

---



**PUBLIC WORKS**

Notes: The Water Projects Coordinator position is 0.8 FTE in FY 2015/16.  
In FY 2015/16, a Maintenance Worker IV is reclassified as a Lead Maintenance Worker.  
The Mechanic position is budgeted in the Fleet & Equipment Internal Service Fund.

## **PUBLIC WORKS**

### **PURPOSE**

Provide, operate and maintain essential public infrastructure facilities and services to make everyday life as safe and convenient as possible. The basic services provided by the Public Works Department include surveying, mapping, drafting, City-owned facility and park maintenance, street maintenance and repair, traffic signage, water intake, treatment and distribution, storm water runoff management, and wastewater collection, treatment and discharge.

### **SUMMARY OF SERVICES**

The Public Works Department is organized in six divisions - Administration/Engineering, Parks and 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 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 throughout 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.

### **GOALS AND OBJECTIVES**

- Provide coordinated oversight and management of six divisions within the Public Works Department.
- Ensure that employees are provided 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 meeting or exceeding all regulatory requirements at each City-owned facility as well as the City's infrastructure.
- 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.

### **BUDGET OVERVIEW**

The Public Works budget for FY 2015/16 totals \$1.68 million which is a slight increase over FY 2014/15 projected totals. The projected end of fiscal year expenses for FY 2014/15 reflect one-time savings caused by unusual difficulty in recruiting engineering staff. The vacant Engineering Technician position is now filled. The FY 2015/16 budget increases by essentially the same amount as Public Works staffing reaches anticipated levels. Non-personnel services will decrease by 9% in FY 2015/16 as engineering staff takes on work that was previously contracted out under professional services. In addition, on-going reductions in supplies usage contributed to this cost decline.

### **FY 2014/15 TOP ACCOMPLISHMENTS AND OTHER NOTEWORTHY EVENTS**

- Designed City's first Low Impact Development (Green) Alley Project and awarded construction contract.
- Continued maintenance and improvements at City parks and facilities.



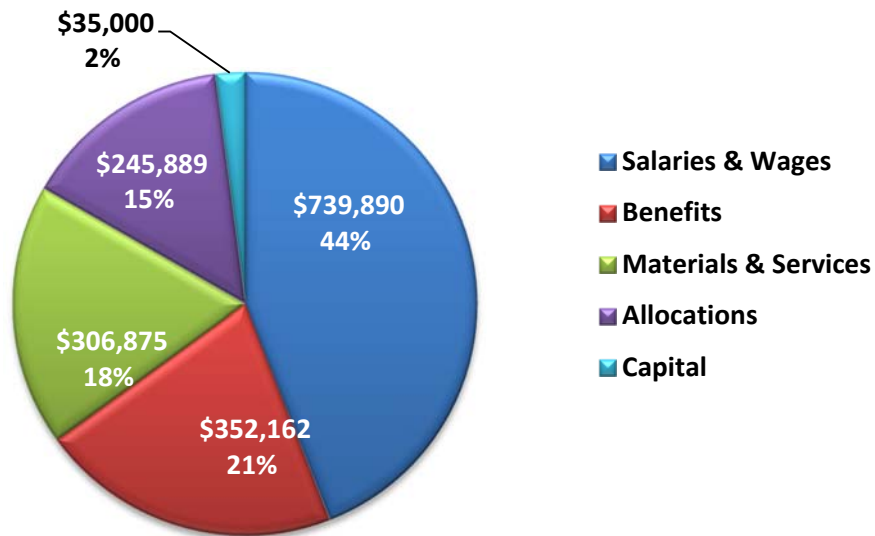
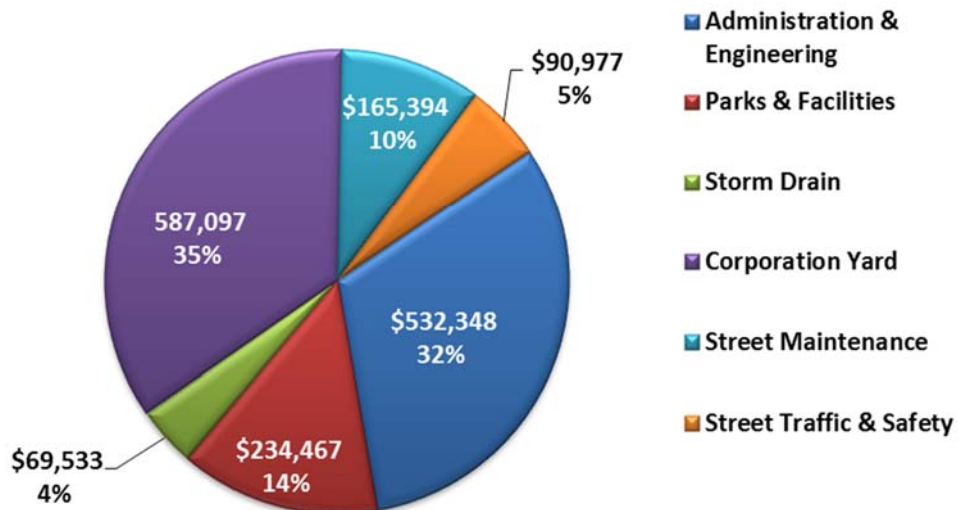
- Ongoing maintenance and repair of the City's, facilities, parks, fleet, storm drain, and street infrastructure.
- Processed National Pollution Discharge Elimination System (NPDES) permit changes and performed ongoing permit compliance.
- Provided assistance to the Community Development Department for large development projects, (e.g. Hare Creek Center, Taco Bell, etc.)
- Hired an engineering technician after a one and a half year vacancy and three recruitment efforts with much assistance from Human Resources.
- In close coordination with the Community Development Department, provided oversight for construction of the northern segment of the Coastal Trail (Noyo Headlands Park). The southern segment of the trail is under construction.
- Secured the following grants: \$259,000 Alternative Transportation Projects (ATP), \$700,000 North Coast Resource Partnership (NCRP) (formerly the North Coast Integrated Regional Water Management Plan – NC IRWMP).
- Pursued a \$190,000 match reimbursement for North Coast Integrated Regional Water Management Plan Proposition 84 grant for completed Waterfall Gulch project.
- Collaborate with Community Development Department on pre-construction work for the Chestnut Street Multi-Use Trail project. Awarded design contract.
- Collaborate with the City Manager's Office and Information Technologies Division on the Town Hall Upgrade project.
- Collaborate with Community Development Department and FLOCKworks for creation of an industrial arts incubator space in the east wing of City Hall.
- On-going maintenance and emergency repairs at the Guest House.
- Main Street Merge project was placed on hold at the direction of City Council in response to concerns voiced by downtown businesses.

**FY 2015/16 TOP PRIORITIES**

- Oversee completion of construction of Phase 1 of the Fort Bragg Coastal Restoration and Trail project.
- Complete design of the Chestnut Street Multi-Use Trail Project and prepare for construction.
- Pursue expeditious construction of the Summers Lane Reservoir and secure grant funding for construction.
- Continue with essential repair and maintenance work at the Guest House.
- Implement the Facilities Maintenance & Repair Plan and Fleet Replacement Plan that also provides guidance for establishing required annual contributions to the Facility Maintenance & Repair reserve and a Fleet Replacement Plan Reserve.
- Continue pothole repair as part of a focused street maintenance program.
- Repair three alleys and establish annual alley maintenance/rehabilitation program.
- Implement a Street Repair and Resurfacing Project using Street Sales Tax funds.
- Continue minor storm drainage repairs/improvement program.
- Continue to provide assistance for C.V. Starr Center maintenance and capital projects.
- Continue the Department's work in technical innovation.
- Work with Finance Department to establish framework for ongoing estimate of future capital replacement and repair costs for Internal Service Funds and Water and Wastewater enterprises to help inform Council's determination of appropriate funding levels for capital reserves.

**PUBLIC WORKS DEPARTMENTAL BUDGET SUMMARY****FUND 110****DEPARTMENT: 4330, 4392, 4520, 4522, 4570, 4840**

Description	FY 2014/15			FY 2015/16	% + /-
	FY 2013/14	Amended	14/15 FYE	Adopted	
	Audited	Budget	Projected	Budget	
Personnel Services	\$ 1,138,502	\$ 1,089,829	\$ 1,009,389	\$ 1,092,052	8%
Non-Personnel Services	371,491	606,532	568,613	587,764	3%
Total	\$ 1,509,993	\$ 1,696,361	\$ 1,578,002	\$ 1,679,816	6%

**FY 2015/16 EXPENDITURES BY CATEGORY****FY 2014/15 EXPENDITURES BY DEPARTMENT**

**DEPARTMENT DETAILS – PUBLIC WORKS**

**BUDGET DETAIL:**

**Fund #110**

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

Object	Description	FY 2013/14	FY 2014/15	14/15 FYE	FY 2015/16	% + / -
		Audited	Amended Budget	Projected	Adopted Budget	
0100	Salaries & Wages	\$ 786,815	\$ 735,969	\$ 689,080	\$ 739,890	7.4%
0200	Employee Benefits	351,687	353,860	320,309	352,162	9.9%
	<b>Personnel Services</b>	<b>1,138,502</b>	<b>1,089,829</b>	<b>1,009,389</b>	<b>1,092,052</b>	8.2%
<b>Administration, Engineering, Corp Yard</b>						
0319	Professional Services	5,537	69,171	43,000	11,500	-73.3%
0320	Dues & Memberships	153	650	650	550	-15.4%
0322	Fleet Services	11,154	19,700	19,700	22,899	16.2%
0351	Equipment Repair & Maint	-	200	200	-	-100.0%
0365	Copying/Printing	-	50	50	50	0.0%
0366	Training/Travel Reimbursement	2,328	5,300	3,500	6,000	71.4%
0373	Licenses & Permits	1,119	2,500	2,500	2,600	4.0%
0375	General Supplies	5,444	5,000	5,000	5,000	0.0%
0376	Medical/Safety Supplies	728	650	1,500	2,500	66.7%
0377	Boot Expense	1,267	1,900	1,400	1,400	0.0%
0378	Uniforms Expense	1,794	-	-	-	
0381	Small Tools & Equipment	753	2,000	2,000	2,000	0.0%
0384	Books & Subscriptions	575	960	650	700	7.7%
	<b>Total Administration, Engineering, Corp Yard</b>	<b>30,853</b>	<b>108,081</b>	<b>80,150</b>	<b>55,199</b>	-31.1%
<b>Parks &amp; Facilities</b>						
0319	Professional Services	6,006	9,000	9,000	25,750	186.1%
0322	Fleet Services	14,586	44,766	44,766	52,035	16.2%
0366	Training/Travel Reimbursement	-	-	-	1,000	
0375	General Supplies	14,381	15,000	15,000	15,000	0.0%
0381	Small Tools & Equipment	2,403	1,500	1,500	1,700	13.3%
0397	Alloc to Facilities Maint	142,700	132,741	132,741	138,982	4.7%
	<b>Total Parks &amp; Facilities</b>	<b>180,076</b>	<b>203,007</b>	<b>203,007</b>	<b>234,467</b>	15.5%
<b>Street Maintenance</b>						
0319	Professional Services	2,917	53,000	53,000	32,000	-39.6%
0322	Fleet Services	15,873	11,523	11,523	13,394	16.2%
0375	General Supplies	3,668	15,000	15,000	15,000	0.0%
0383	Utilities	93,721	105,000	105,000	105,000	0.0%
	<b>Total Street Maintenance</b>	<b>116,179</b>	<b>184,523</b>	<b>184,523</b>	<b>165,394</b>	-10.4%
<b>Storm Drains</b>						
0319	Professional Services	857	7,000	3,000	6,000	100.0%
0322	Fleet Services	9,867	22,616	22,616	14,258	-37.0%
0366	Training/Travel Reimbursement	-	200	200	400	100.0%
0373	Licenses & Permits	4,852	5,000	5,900	7,275	23.3%
0375	General Supplies	1,172	2,800	4,500	6,600	46.7%
0751	Infrastructure	238	35,000	35,000	35,000	0.0%
	<b>Total Storm Drains</b>	<b>16,986</b>	<b>72,616</b>	<b>71,216</b>	<b>69,533</b>	-2.4%
<b>Traffic &amp; Safety</b>						
0319	Professional Services	4,900	2,000	1,000	1,000	0.0%
0322	Fleet Services	6,006	3,717	3,717	4,321	16.2%
0375	General Supplies	11,189	27,588	20,000	52,850	164.3%
0383	Utilities	5,303	5,000	5,000	5,000	0.0%
	<b>Total Traffic &amp; Safety</b>	<b>27,397</b>	<b>38,305</b>	<b>29,717</b>	<b>63,171</b>	112.6%
	<b>Non-Personnel Services</b>	<b>371,491</b>	<b>606,532</b>	<b>568,613</b>	<b>587,764</b>	3.4%
	<b>Total Public Works Department</b>	<b>\$ 1,509,993</b>	<b>\$ 1,696,361</b>	<b>\$ 1,578,002</b>	<b>\$ 1,679,816</b>	6.5%

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

Fund #110		Account	Category	FY 2015/16
Department: 4330		Detail	Detail	Adopted Budget
<b>Personnel Costs</b>				
	Salaries & Wages		\$ 369,333	
	Employee Benefits		140,448	
			<u>509,781</u>	
	<b>Total Personnel Costs</b>			<b>\$ 509,781</b>
<b>Materials &amp; Services</b>				
	110-4330-0310 Engineering		10,000	
	110-4330-0320 Professional Services		200	
	110-4330-0365 Copying/Printing		50	
	110-4330-0366 Training/Travel Reimbursement		5,000	
	110-4330-0373 Licenses & Permits		600	
	110-4330-0377 Boot Expense		400	
	110-4330-0381 Small Tools & Equipment		500	
	110-4330-0384 Books & Subscriptions		<u>200</u>	
			16,950	
	<b>Total Material &amp; Services</b>			<b>16,950</b>
<b>Allocation Transfers</b>				
	110-4330-0322 Fleet Services		<u>5,617</u>	
	<b>Total Allocation Transfers</b>			<b>5,617</b>
	<b>Total - Admin. &amp; Engineering Department</b>			<b><u>\$ 532,348</u></b>

**DEPARTMENT DETAILS – PUBLIC WORKS**

**Parks & Facilities Department**  
Line Item Detail

Fund #110		Account	Category	FY 2015/16
Department: 4392		Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>				
110-4392-0319	Professional Services		\$ 25,750	
	Tree maintenance	\$ 19,000		
	Porta- potty maintenance	3,000		
	Parlin Fork work crew	2,000		
	Decorations	1,000		
	Fire extinguisher maintenance	750		
		25,750		
110-4392-0366	Training/Travel Reimbursement		1,000	
110-4392-0375	General Supplies		15,000	
110-4392-0381	Small Tools & Equipment		1,700	
<b>Total Material &amp; Services</b>				<b>\$ 43,450</b>
<b>Allocations</b>				
110-4392-0322	Fleet Services		52,035	
110-4392-0397	Facilities Maintenance & Repair		138,982	
			191,017	
<b>Total Allocations</b>				<b>191,017</b>
<b>Total - Parks &amp; Facilities Department</b>				<b><u>\$ 234,467</u></b>

**Street Maintenance Department**  
Line Item Detail

Fund #110		Account	Category	FY 2015/16
Department: 4520		Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>				
110-4520-0319	Professional Services		32,000	
	Street structural repairs	15,000		
	Material disposal	10,000		
	Engineering	7,000		
		32,000		
110-4520-0375	General Supplies		15,000	
110-4520-0383	Utilities		105,000	
<b>Total Material &amp; Services</b>				<b>\$ 152,000</b>
<b>Allocations</b>				
110-4520-0322	Fleet Services		13,394	
<b>Total Allocations</b>				<b>13,394</b>
<b>Total - Street Maintenance Department</b>				<b><u>\$ 165,394</u></b>

# Storm Drain Department

## Line Item Detail

Fund #110		Account	Category	FY 2015/16
Department: 4522		Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>				
110-4522-0319	Professional Services		\$ 6,000	
	Engineering	\$ 3,700		
	Outreach/workshops	1,500		
	Sampling	500		
	Stormwater hotline	300		
		6,000		
110-4522-0366	Training/Travel Reimbursement		400	
110-4522-0373	Licenses & Permits		7,275	
	NPDES permit	7,000		
	CASQA	275		
		7,275		
	NPDES Stormwater Permit			
110-4522-0375	General Supplies		6,600	
<b>Total Materials &amp; Services</b>			<b>\$ 20,275</b>	
<b>Capital</b>				
110-4522-0751	Infrastructure			35,000
	Storm Drain Repairs			
<b>Allocations</b>				
110-4522-0322	Fleet Services		14,258	
<b>Total Allocations</b>			<b>14,258</b>	
<b>Total - Storm Drain Department</b>			<b>\$ 69,533</b>	

**Corporation Yard Department**  
**Line Item Detail**

Fund #110		Account	Category	FY 2015/16
Department: 4570		Detail	Detail	Adopted Budget
<b>Personnel Costs</b>				
	Salaries & Wages		\$ 345,597	
	Employee Benefits		208,868	
	<b>Total Personnel Costs</b>			<b>\$ 554,465</b>
<b>Materials &amp; Services</b>				
110-4570-0319	Professional Services		1,500	
	Material disposal	\$ 1,000		
	Fire extinguisher maintenance	500		
		1,500		
110-4570-0320	Dues & Memberships		350	
	USA (Underground Service Alert)	350		
		350		
110-4570-0366	Training/Travel Reimbursement		1,000	
110-4570-0373	Licenses & Permits		2,000	
110-4570-0375	General Supplies		5,000	
110-4570-0376	Medical/Safety Supplies		2,500	
110-4570-0377	Boot Expense		1,000	
110-4570-0381	Small Tools & Equipment		1,500	
110-4570-0384	Books & Subscriptions		500	
	<b>Total Material &amp; Services</b>			<b>15,350</b>
<b>Allocations</b>				
110-4570-0322	Fleet Services		17,282	
	<b>Total Allocations</b>			<b>17,282</b>
	<b>Total - Corporation Yard Department</b>			<b>\$ 587,097</b>

**Street Traffic & Safety Department**  
**Line Item Detail**

Fund #110		Account	Category	FY 2015/16
Department: 4840		Detail	Detail	Adopted Budget
<b>Personnel Costs</b>				
	Salaries & Wages		\$ 24,960	
	Employee Benefits		2,846	
	<b>Total Personnel Costs</b>			<b>\$ 27,806</b>
<b>Materials &amp; Services</b>				
110-4840-0319	Professional Services		1,000	
110-4840-0375	General Supplies		52,850	
	General Supplies	20,000		
	Wayfinding Signs	32,850		
		52,850		
110-4840-0383	Utilities		5,000	
	<b>Total Material &amp; Services</b>			<b>58,850</b>
<b>Allocations</b>				
110-4840-0322	Fleet Services		4,321	
	<b>Total Allocations</b>			<b>4,321</b>
	<b>Total - Street Traffic &amp; Safety Department</b>			<b>\$ 90,977</b>



## FACILITIES REPAIR & MAINTENANCE INTERNAL SERVICE FUND

### PURPOSE

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.

### BUDGET OVERVIEW

The FY 2015/16 adopted budget for the Facilities Repair & Maintenance Internal Service Fund (including a transfer to the reserve fund) is \$239k, which provides funding to several projects including a new generator for City Hall, three electric vehicle charging stations, improvements at Bainbridge Park and a new protective shed for the Police Department generator.

Pursuant to the City's Fund Balance and Reserve Policy, the unrestricted fund balance in 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 2014/15 the capital reserve that was previously a part of the General Fund was transferred to the Facilities Repair & Maintenance Capital Reserve Fund bringing the reserve total to \$400k. In the FY15/16 budget the reserve will be used to fund \$250k of maintenance for the Guest House.

### INTERNAL SERVICE FUNDS - FACILITIES MAINTENANCE

#### DEPARTMENTAL BUDGET SUMMARY

#### FUND # 520

Department: 4393

	FY 2013/14 Audited	FY 2014/15 Amended Budget	14/15 FYE Projected	FY 2015/16 Adopted Budget	% +/-
APPROPRIATIONS & REVENUE					
Appropriations	\$ 186,133	\$ 215,672	\$ 209,262	\$ 239,464	14.4%
Revenues	381,016	269,350	269,350	239,464	-11.1%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	194,883	53,678	60,088	-	-100.0%
Transfers In	6,152	-	-	-	
Transfers Out	-	(102,000)	(128,000)	-	-100.0%
To Reserve	-	(243,130)	(147,665)	-	-100.0%
NET CHANGE IN FUND BALANCE	\$ 201,036	\$ (291,452)	\$ (215,577)	\$ -	
Fund balance July 1	116,542	317,578	317,578	102,001	-67.9%
Fund balance June 30	317,578	26,126	102,001	102,001	0.0%
Fund 530 Facilities Reserve Balance					
Fund balance July 1	\$ -	\$ -	\$ 400,000	\$ 547,665	36.9%
Transfers In	-	243,130	147,665	-	
Transfers Out	-	-	-	(250,000)	
Fund balance June 30	\$ -	\$ 243,130	\$ 547,665	\$ 297,665	-45.6%

**INTERNAL SERVICE FUNDS DETAIL**

**BUDGET DETAIL:**

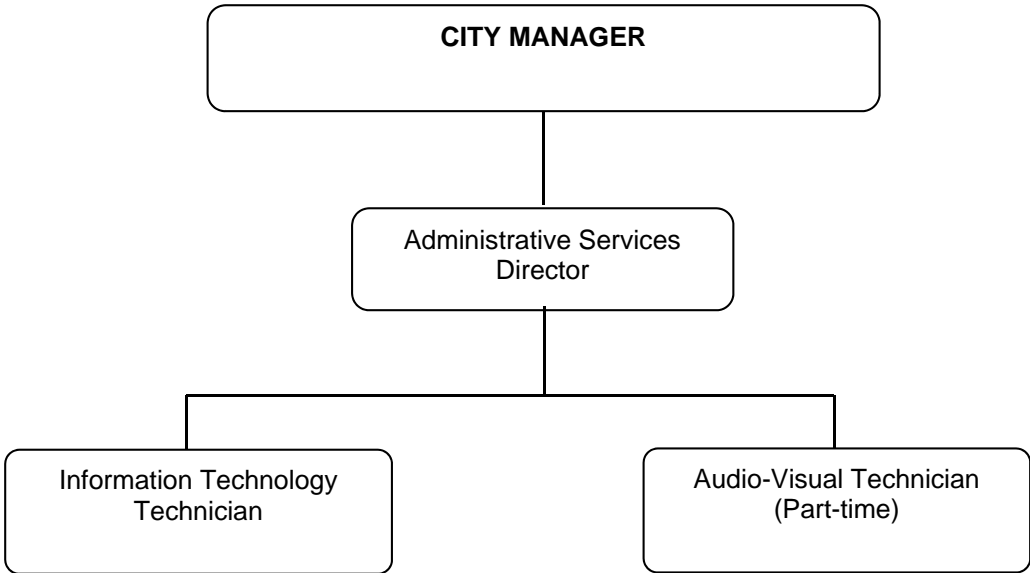
Fund #520

Department: 4393

Object	Description	FY 2013/14	FY 2014/15	14/15 FYE	FY 2015/16	% +/-
		Audited	Amended Budget	Projected	Adopted Budget	
0353	Facilities Maint & Repair	\$ 54,817	\$ 76,410	\$ 70,000	\$ 100,500	43.6%
0399	Admin Allocation	51,801	56,913	56,913	58,389	2.6%
0801	Salary/Benefit Allocation	79,515	82,349	82,349	80,575	-2.2%
		186,133	215,672	209,262	239,464	14.4%
7999	Transfers Out	-	102,000	275,665	-	-100.0%
	<b>Total - Facilities Maintenance</b>	<b>\$ 186,133</b>	<b>\$ 317,672</b>	<b>\$ 484,927</b>	<b>\$ 239,464</b>	<b>-50.6%</b>

Facilities Repair & Maintenance					
Project Number	Description	FY 14/15 Status	FY 15/16 Proposed	FY 16/17 Projected	FY 17/18 Projected
<b>From FY 2014/15 Budget:</b>					
F-011	Corp Yard east roof replacement/electric upgrade/termite damage	Complete			
F-008	Replace City Hall water service	Complete			
<b>Three Year Maintenance Schedule:</b>					
F-013	City Hall Generator		\$ 40,000		
F-014	3 Electric Vehicle Car Charging Stations		15,000		
F-015	Bainbridge Park Tennis and Basketball court lights		12,000		
F-016	Police Department Generator Shed		3,500		
F-017	Shed for Gem Electric Vehicle		2,000		
F-012	Pomo Park restroom door replacements		6,000		
	General Repairs & Maintenance		22,000	\$ 23,000	\$ 24,000
	<b>Sub-total</b>	<b>-</b>	<b>100,500</b>	<b>23,000</b>	<b>24,000</b>
<b>Capital Reserve:</b>					
F-003	Guest House - Re-roof, paint and foundation work	Move to Capital Project	250,000	200,000	
F-010	City Hall - Re-painting	Move to Capital Project		110,000	
	<b>Total Repairs &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ 350,500</b>	<b>\$333,000</b>	<b>\$ 24,000</b>

**TECHNOLOGY MAINTENANCE & REPLACEMENT  
INTERNAL SERVICE FUND**



A Part-Time Audio Visual Technician was added in FY 15/16.

## TECHNOLOGY MAINTENANCE & REPLACEMENT INTERNAL SERVICE FUND

### PURPOSE

The Technology Maintenance & Replacement Internal Service Fund accounts for all costs associated with the internal computing resources for all departments in the City. These costs include hardware, software and service contracts associated with all City computers and information technology. These services are provided by Administrative Services staff and outside contractors.

### BUDGET OVERVIEW

The FY 2015/16 adopted budget for the Technology Maintenance & Replacement Internal Service Fund is \$438k, an increase of \$73.6k or 20%, compared to the FY 2014/15 projected. The increase can be attributed mainly to proposed project work including installation of a new phone system, purchase and installation of new maintenance management software for Public Works and purchase and installation of hardware for a second cash drawer at the Finance counter.

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. The reserve is considered fully funded at \$120k. After FY 2014/15 projections and the proposed FY 2015/16 budget the reserve balance will be fully funded.

### INTERNAL SERVICE FUNDS - INFORMATION TECHNOLOGY

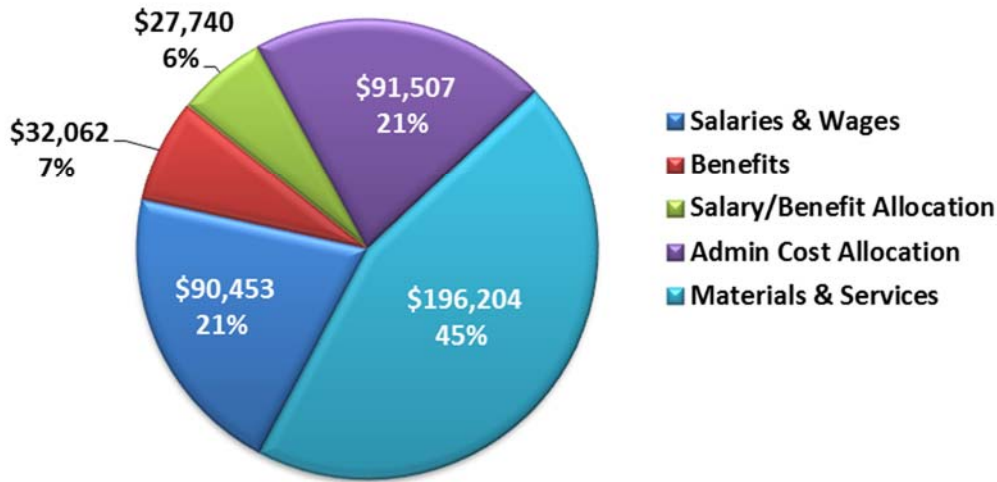
#### DEPARTMENTAL BUDGET SUMMARY

#### FUND # 521

Department: 4394

	FY 2013/14	FY 2014/15		FY 2015/16	%
	Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	+ / -
APPROPRIATIONS & REVENUE					
Appropriations	\$ 315,735	\$ 361,879	\$ 364,360	\$ 437,966	20%
Revenues	355,511	331,500	331,525	437,967	32%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	39,775	(30,379)	(32,835)	1	-100%
Transfers In	-	-	-	-	
Transfers Out	-	(23,000)	(23,000)	-	-100%
To Reserve	-	(120,000)	(120,000)	-	
NET CHANGE IN FUND BALANCE	\$ 39,775	\$ (173,379)	\$ (175,835)	\$ 1	-100%
Fund balance July 1	\$ 144,761	\$ 184,536	\$ 184,536	\$ 8,701	-95%
Fund balance June 30	184,536	11,157	8,701	8,702	
IT Reserve Balance					
Fund balance July 1	\$ -	\$ -		\$ 120,000	
Transfers In	-		120,000	-	
Transfers Out	-	-	-	-	
Fund balance June 30	\$ -	\$ -	\$ 120,000	\$ 120,000	

## FY 2015/16 EXPENDITURES BY CATEGORY



## BUDGET DETAIL:

Fund #521

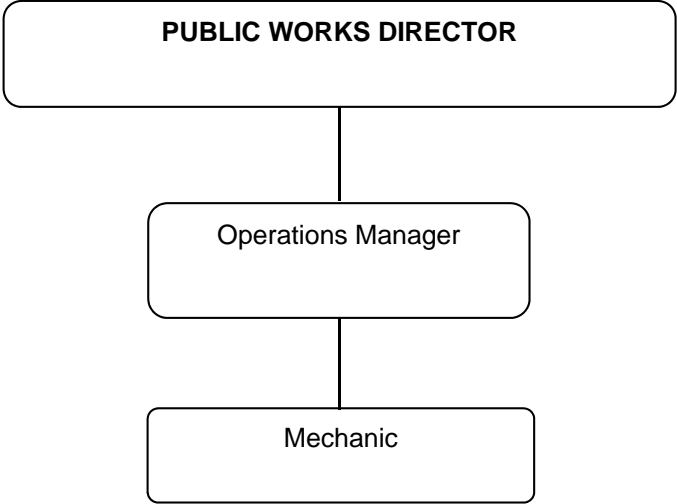
Department: 4394

Object	Description	FY 2014/15			FY 2015/16	% +/-
		FY 2013/14 Audited	Amended Budget	14/15 FYE Projected	Adopted Budget	
0100	Salaries & Wages	\$ 59,992	\$ 68,385	\$ 70,220	\$ 90,453	29%
0200	Employee Benefits	24,502	28,689	29,334	32,062	9%
0800	Salary/Benefit Allocation	10,999	18,860	18,860	27,740	47%
	<b>Personnel Services</b>	<b>95,493</b>	<b>115,934</b>	<b>118,414</b>	<b>150,255</b>	<b>27%</b>
0319	Professional Services	90,374	116,914	116,914	85,651	-27%
0351	Equipment Repair & Maint	63,613	46,100	46,100	108,253	135%
0381	Small Tools & Equipment	396	3,600	3,600	2,300	-36%
0399	Admin Cost Allocation	65,859	79,332	79,332	91,507	15%
	<b>Non-Personnel Services</b>	<b>220,242</b>	<b>245,946</b>	<b>245,946</b>	<b>287,711</b>	<b>17%</b>
0799	Transfer to Other Funds	-	23,000	23,000	-	-100%
	<b>Total Information Technology Services</b>	<b>\$ 315,735</b>	<b>\$ 384,879</b>	<b>\$ 387,360</b>	<b>\$ 437,966</b>	<b>13%</b>

**INTERNAL SERVICE FUNDS DETAIL**

<b>Information Technology Maintenance</b>						
<b>Equipment Purchased or Professional Services</b>	<b>FY 14/15 Amended</b>	<b>FY 15/16 Adopted</b>	<b>FY 16/17 Projected</b>	<b>FY 17/18 Projected</b>	<b>FY 18/19 Projected</b>	<b>FY 19/20 Projected</b>
Auto Maintenance Software	\$ 1,800	1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Municipal Code Site Updates	500	1,500	1,000	1,000	1,000	1,000
Software Maintenance	453	453	500	500	500	500
Granicus Legistar	14,460	10,560	10,560	10560	10,560	10,560
CivicPlus Annual Web Site Fee	12,352	12,352	12,352	12352	12,352	12,352
Water Billing Software			1,500	1500	1,500	1,500
PD Training & Schedule Anywhere Annual Software Fees	2,795	4,004	4,100	4,100	4,100	4,100
Domain and Security Certificate Registration	180	510	500	500	500	500
Spam and Anti Virus Maintenance	4,898	3,118	3,200	3,200	3,200	3,200
Comcast/Internet Access/T-1	4,927	6,732	7,000	7,000	7,000	7,000
Auto CAD. Parcel Quest and GIS Subscriptions	6,200	7,032	7,100	7,100	7,100	7,100
PaperVision (Munimetrix) Maintenance	1,600	1,500	1,500	1,500	1,500	1,500
Telephone System Repair/Maintenance		400	1,000	1,000	1,000	1,000
IBM Maintenance	3,600	3,500	3,500	3,500	3,500	3,500
WebSite Assistance		5,000	3,000	3,000	3,000	3,000
Springbrook Open Enrollment On-line	3,600					
Utility Billing Software Support		3,810	3,900	3,900	3,900	3,900
LiveScan Machine	5,000					
UPS Maintenance and Warranty	3,470	3,470	3,500	3,500	3,500	3,500
Springbrook Maintenance Contract	21,775	19,910	20,507	21,123	21,123	21,756
<b>Professional Services</b>	87,610	85,651	86,519	87,135	87,135	87,768
<b>Miscellaneous Small Tools</b>	3,600	2,300	2,300	2,500	2,500	2,500
<b>Hardware:</b>						
User Workstations/Laptops	5,071	15,883	10,000	10,000	10,000	10,000
User Monitors	5,355	1,240	500	5,000	1,000	6,000
Printers/Plotters/GPS/Cameras	350	2,350	1,000	1,000	1,000	1,000
Network Cabling		200	1,000	1,000	1,000	1,000
Switches		1,500		5,000		5,000
Wireless Access	2,400	400		1,000		1,000
Servers			15,000		15,000	
Environmental Controls and Racking	3,500			5,000		
<b>Software:</b>						
Specialized User Software	2,025	3,880	4,000	4,000	4,000	4,000
Windows Licenses/Outlook 365	1,350	9,600	10,000	10,000	10,000	10,000
Backup Systems			10,000			
<b>Training</b>	2,200	2,200	3,000	3,000	3,000	3,000
<b>Projects:</b>						
Telephone System		45,000				
Public Works Maintenance Software		25,000				
Finance Cash Drawer		1,000				
Utility Billing	16,289					
Web Site	32,264					
Legislate/Granicus	4,600					
<b>Equipment Repair &amp; Maint</b>	75,404	108,253	54,500	45,000	45,000	41,000
<b>Totals</b>	\$ 166,614	\$ 196,204	\$ 143,319	\$ 134,635	\$ 134,635	\$ 131,268

**FLEET & EQUIPMENT SERVICES  
INTERNAL SERVICE FUND**



## **FLEET & EQUIPMENT SERVICES INTERNAL SERVICE FUND**

### **PURPOSE**

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.

### **SUMMARY OF SERVICES**

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.

### **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.
- Exceed Clean Fuel Fleet Program mandates.
- Provide recommendations to reduce vehicle miles traveled, fleet vehicle emissions, use of petroleum-based fuels, including the purchase of alternative fuel vehicles (AFVs) and hybrids whenever possible.
- Provide regular inspections and maintenance of the City's fleet of vehicles and equipment that in FY 2014/15 consisted of 17 police vehicles, seven types of trailers, 26 public work vehicles (including two lift trucks, grader, back hoe, two dump trucks, a street sweeper), four city hall vehicles, three water treatment vehicles, five waste water vehicles, 15 generators, seven pumps, eight mowers, 30 small engines on equipment including saws, blowers, weed eaters etc.

### **BUDGET OVERVIEW**

The FY 2015/16 adopted budget for the Fleet & Equipment Services is \$410.4k, a decrease of \$74k or 15%, compared to the FY 2014/15 projected year end. FY 2014/15 saw \$193k of vehicle purchases while FY 2015/16 will only require \$100k in vehicles. This fluctuation is not unexpected as vehicles are replaced according to a Fleet Replacement Plan or as needed.

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. The projected unrestricted fund balance for FY 2015/16 is \$558k.

### **FY 2014/15 TOP ACCOMPLISHMENTS**

- Completed the aftermarket electronic installation on one Police vehicle.
- Purchased and installed equipment for two new trucks, one for water treatment and one for maintenance.
- Purchased a new utility task vehicle.
- Purchased two new Police vehicles, one was funded with Asset Forfeiture Funds.

### **FY 2015/16 TOP PRIORITIES**

- Update maintenance software.



- Complete a Fleet Replacement Plan for the entire City Fleet.
- Reduce maintenance cost by removing less frequently used vehicles from the fleet.
- Purchase alternative fuel vehicles (AFVs) and hybrids when possible.
- Purchase vehicles that are more fuel-efficient.
- Obtain better vehicle reference data services.
- Consider oil testing to prevent early oil changes and reduce waste oil.

**INTERNAL SERVICE FUNDS - FLEET SERVICES**

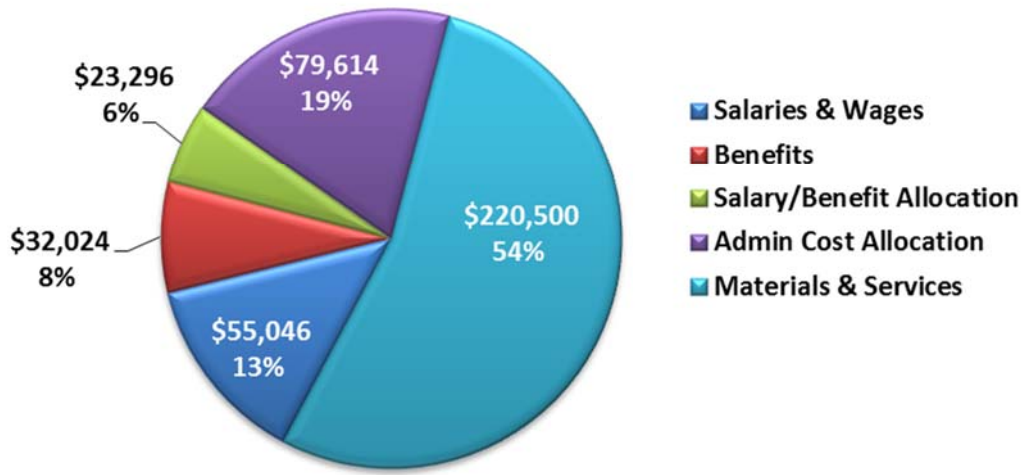
**DEPARTMENTAL BUDGET SUMMARY**

**FUND # 522**

**Department: 4550**

	FY 2013/14 Audited	FY 2014/15 Amended Budget	14/15 FYE Projected	FY 2015/16 Adopted Budget	% + /-
APPROPRIATIONS & REVENUE					
Appropriations	\$ 299,337	\$ 485,779	\$ 484,211	\$ 410,480	-15%
Revenues	509,007	476,702	476,727	511,119	7%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	209,670	(9,077)	(7,484)	100,639	-1445%
Transfers In	-	65,000	48,000	50,000	
Transfers Out	-	-	-	-	
To Reserve	-	-	(407,154)	(150,664)	
NET CHANGE IN FUND BALANCE	\$ 209,670	\$ 55,924	\$ (366,638)	\$ (25)	-100%
Fund balance July 1	\$ 181,156	\$ 366,663	\$ 366,663	\$ 25	-100%
Fund balance June 30	366,663.00	422,586.50	25.00	-	
Fleet Reserve Balance					
Fund balance July 1	\$ -	\$ -	\$ -	\$ 407,154	
Transfers In	-	-	407,154	150,664	-63%
Transfers Out	-	-	-	-	
Fund balance June 30	\$ -	\$ -	\$ 407,154	\$ 557,818	37%

## FY 2015/16 EXPENDITURES BY CATEGORY



## BUDGET DETAIL:

Fund #522

Department: 4550

Object	Description	FY 2013/14		FY 2014/15		FY 2015/16		% + /-
		Audited		Amended Budget	14/15 FYE Projected	Adopted Budget		
0100	Salaries & Wages	\$ 51,676	\$	55,002	\$ 54,754	\$ 55,046		1%
0200	Employee Benefits	26,321		30,332	31,212	32,024		3%
0801	Salary/Benefit Allocation	22,763		21,375	21,375	23,296		9%
	<b>Personnel Services</b>	<b>100,760</b>		<b>106,709</b>	<b>107,341</b>	<b>110,366</b>		<b>3%</b>
0319	Professional Services	1,972		2,000	1,000	2,000		100%
0351	Equipment Repair & Maint	5,069		6,000	6,000	6,500		8%
0352	Vehicle Repair & Maint	40,911		32,000	32,000	33,000		3%
0366	Travel/Training Reimbursement	200		200	200	400		100%
0375	General Supplies	1,814		2,500	1,500	2,000		33%
0381	Small Tools & Equipment	240		500	300	4,600		1433%
0382	Fuel & Lubricants	71,891		70,000	70,000	72,000		3%
0399	Admin Cost Allocation	68,813		72,870	72,870	79,614		9%
0742	Vehicles	7,668		193,000	193,000	100,000		-48%
	<b>Non-Personnel Services</b>	<b>198,577</b>		<b>379,070</b>	<b>376,870</b>	<b>300,114</b>		<b>-20%</b>
	<b>Total Fleet Services</b>	<b>\$ 299,337</b>	<b>\$</b>	<b>485,779</b>	<b>\$ 484,211</b>	<b>\$ 410,480</b>		<b>-15%</b>

\* Two police vehicles

**DEBT SERVICE**

**Debt Summary**

**Fiscal Year 2015-2016**

<b>Fund</b>	<b>Balance 6/30/2015</b>	<b>Fees</b>	<b>Interest Expense</b>	<b>Principal Payment</b>	<b>Total FY 2015/16</b>	<b>Balance 6/30/2016</b>
-------------	------------------------------	-------------	-----------------------------	------------------------------	-----------------------------	------------------------------

**Caspar Closure 2005 Certificates of Participation**

General Fund	\$ 660,182	\$ -	\$ 26,151	\$ 121,418	\$ 147,569	\$ 538,764
--------------	------------	------	-----------	------------	------------	------------

**Water Enterprise Revenue Bond**

Water O&M	2,686,000	3,000	78,091	268,000	349,091	2,418,000
-----------	-----------	-------	--------	---------	---------	-----------

**Water Enterprise Department of Water Resource Loan \***

Water O&M	1,163,160	400	42,170	63,608	106,178	1,099,552
-----------	-----------	-----	--------	--------	---------	-----------

**Municipal Improvement District #1 Bonds**

Wastewater O&M	210,000	2,200	9,805	50,000	62,005	160,000
----------------	---------	-------	-------	--------	--------	---------

**Capital Leases****Water Enterprise Equipment Purchase**

Water O&M	238,621		9,890	116,676	126,566	121,945
-----------	---------	--	-------	---------	---------	---------

**CV Starr Enterprise Energy Commission 1% Loan \*\***

CV Starr Enterprise	43,900		1,165	4,571	5,736	39,329
---------------------	--------	--	-------	-------	-------	--------

**Total required for debt service in FY 2015/16**

General Fund	\$ 147,569
Water Enterprise	581,835
Wastewater Enterprise	62,005
CV Starr Enterprise	5,736
	<u>797,145</u>

\* Zero interest loan; the ending balance as of June 30, 2016 includes the amortization of the discount.

\*\*Estimated as of 4/11/2015. Energy Commission will release amortization schedule after 5/9/2015.

## DEBT SERVICE DETAILS – CASPAR CLOSURE

**\$2,213,535**  
**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:**

Fiscal Year	Principal	Interest	Total
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
	<u>\$ 1,655,035</u>	<u>\$ 558,501</u>	<u>\$ 2,213,535</u>

	Principal	Interest	Total	Fees	Total Payment
FY 2015/16 Requirements	<u>\$ 121,418</u>	<u>\$ 26,151</u>	<u>\$ 147,569</u>	<u>\$ -</u>	<u>\$ 147,569</u>

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

## DEBT SERVICE DETAILS – 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 rates 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:**

Fiscal Year	Principal	Interest	Total
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
	<u>\$ 2,962,000</u>	<u>\$ 454,179</u>	<u>\$ 3,416,179</u>

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2015/16 Requirements</b>	<b>\$ 268,000</b>	<b>\$ 78,091</b>	<b>\$ 346,091</b>	<b>\$ 3,000</b>	<b>\$ 349,091</b>

\* In FY 2014/15, the Water Enterprise did not meet the required coverage ratio due to an error in the rate structure (which was corrected in September 2014) and a decline in water consumption due to the extended drought.

## DEBT SERVICE DETAILS – WATER ENTERPRISE 0% LOAN

**\$2,122,704****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:**

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

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

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2015/16 Requirements</b>	<u>\$ 63,608</u>	<u>\$ 42,170</u>	<u>\$ 105,778</u>	<u>\$ 400</u>	<u>\$ 106,178</u>

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

## DEBT SERVICE DETAILS – 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 provides reporting on the following; Number of connections, outstanding program obligations, maximum annual installment payments and coverage of net revenues to parity debt.  
**Debt Service:**

Fiscal Year	Principal	Interest	Total
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	11,945	46,945
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>\$ 468,267</u>	<u>\$ 1,238,267</u>

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2015/16 Requirements</b>	<u>\$ 50,000</u>	<u>\$ 9,805</u>	<u>\$ 59,805</u>	<u>\$ 2,200</u>	<u>\$ 62,005</u>

## DEBT SERVICE DETAILS – WATER ENTERPRISE CAPITAL LEASE

**\$1,000,000**  
**Water Enterprise Equipment Loan**  
**610-4612**

**Date:** July 1, 2007  
**Interest:** Semiannual each January and July, commencing January 1, 2008. Interest accrues at 4.714%  
**Maturity:** July 1, 2017  
**Purpose:** To acquire meter reading equipment.  
**Security:** Meter reading equipment.  
**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:**

Fiscal Year	Principal	Interest	Total
FY 07-08	\$ 80,469	\$ 44,478	\$ 124,947
FY 08-09	84,238	42,328	126,566
FY 09-10	88,227	38,339	126,566
FY 10-11	92,449	34,116	126,565
FY 11-12	96,854	29,711	126,565
FY 12-13	101,469	25,096	126,565
FY 13-14	106,304	20,261	126,565
FY 14-15	111,369	15,196	126,565
FY 15-16	116,676	9,890	126,566
FY 16-17	121,945	4,621	126,566
	<u>\$ 1,000,000</u>	<u>\$ 264,036</u>	<u>\$ 1,264,036</u>

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2015/16 Requirements</b>	<b>\$ 116,676</b>	<b>\$ 9,890</b>	<b>\$ 126,566</b>	<b>\$ -</b>	<b>\$ 126,566</b>

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



## DEBT SERVICE DETAILS – CV STARR CENTER ENTERPRISE

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

**Date:** April 22, 2014  
**Interest:** Semiannual each June and December commencing April 22, 2014. Interest accrues at 1.0%  
**Maturity:** December 22, 2023  
**Purpose:** Energy Efficiency upgrades

**Debt Service \*:**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
FY 15-16	4,571	1,165	5,736
FY 16-17	4,974	762	5,736
FY 17-18	5,074	662	5,736
FY 18-19	5,176	560	5,736
FY 19-20	5,280	456	5,736
FY 20-21	5,386	350	5,736
FY 21-22	5,494	241	5,736
FY 22-23	5,605	131	5,736
FY 23-24	2,340	23	2,363
	<u>\$ 43,900</u>	<u>\$ 4,350</u>	<u>\$ 48,250</u>

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Fees</b>	<b>Total Payment</b>
<b>FY 2015/16 Requirements</b>	<b>\$ 4,571</b>	<b>\$ 1,165</b>	<b>\$ 5,736</b>	<b>\$ -</b>	<b>\$ 5,736</b>

\* Estimated as of 4/11/2015. The Energy Commission will release an amortization schedule after completion of all projects funded by the loan.

## **INTERFUND LOAN POLICY & SUMMARY**

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 may 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

### Fiscal Year 2015/16

Fund	Balance 6/30/2015	Fees	Interest Expense	Principal Payment	Total FY 2015/16	Balance 6/30/2016
------	----------------------	------	---------------------	----------------------	---------------------	----------------------

**C.V. Starr Center Interfund Loan**

C.V. Starr Center    \$       123,189                                \$       729    \$    61,368    \$           62,097    \$           61,821

**\$244,603****Interfund Loan****From General Fund to the C.V. Starr Center Fund**

Fiscal Year	Principal	Interest	Total
FY 12-13	\$ -	\$ 1,277	\$ 1,277
FY 13-14	60,487	1,610	62,097
FY 14-15	60,927	1,170	62,097
FY 15-16	61,368	729	62,097
FY 16-17	61,821	281	62,102
	<u>\$ 244,603</u>	<u>\$ 5,067</u>	<u>\$ 249,670</u>

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2015/16 Requirements</b>	<b>\$ 61,368</b>	<b>\$ 729</b>	<b>\$ 62,097</b>	<b>\$ -</b>	<b>\$ 62,097</b>

