



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, March 2, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:16 PM

ROLL CALL

Staff Present: - Linda Ruffing, Tom Varga, John Smith, Victor Damiani and Brenda Jourdain.

Others in Attendance: None

Present: 2 - Doug Hammerstrom and Dave Turner

APPROVAL OF MINUTES

- 1A. [16-076](#) Approve Minutes of Special Meeting of January 11, 2016

A motion was made by Committee Member Hammerstrom, seconded by Chair Turner, that these Committee Minutes be approved for council review.
The motion carried by a unanimous vote

- 1B. [16-078](#) Approve Minutes of Special Meeting of January 29, 2016

A motion was made by Committee Member Hammerstrom, seconded by Chair Turner, that these Committee Minutes be approved for council review.
The motion carried by a unanimous vote

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

2. [16-074](#) Receive Update on Progress on Facilities and Equipment Internal Service Fund Reserve Analysis

Public Works Director Tom Varga reviewed the Summary Report and spreadsheets prepared for this item regarding development of a more formal procedure for analyzing and documenting the Facilities and Equipment Internal Service Fund (ISF) reserve needs and answered any questions.

Others in Attendance: None.

The following was noted during discussion of this item:

- Three spreadsheets were created for ISF projects: 1) Summary list of Facilities & Equipment ISF-10 year project program; 2) Facility & Equipment ISF - 10 year program

- for major projects funding needs that is shown in completed totals; 3) Facilities & Equipment ISF-10 year program on-going preventative maintenance needs.
- A methodology and format has been established and will help establish yearly budget amounts. With detail in the spreadsheets the City can get a hold of a more consistent maintenance schedule.
 - Due to Council interest, the City Hall, City Hall East and Guesthouse improvements will be in the FY 2016/17 budget or in the near future.
 - Committee requests more narrative description of projects and how these priorities are organized. Varga recommends using the budget narrative and modifying it with the information from the spreadsheets.
 - Noyo Headlands Park /Coastal Trail have been added to the spreadsheets.
 - There was discussion about the account numbers being taken out.
 - There was extensive discussion regarding cost allocations, reserves, inflows and outflows.
 - Hammerstrom stated that identifying the projects need to be defined and asked who will be doing the budgeting. Staff replied the Public Works Department will be identifying and defining the projects and the Finance Department will handle the revenue to let them know when and how much can be used for budget purposes.
 - It was discussed how to add on the spreadsheet the revenue numbers in net balance in the ISF plus a line involving the reserve that will track transfers in and out as well as the reserve balance. This will help with monitoring projects.
 - It was recommended by staff that the ISF fund spreadsheets are to be kept as an analytical tool and all items in spreadsheets are items that need to be done.

Council gave direction to staff to use these established spreadsheets for budgetary purposes.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Turner adjourned the meeting at 3:57 p.m.