



CITY OF FORT BRAGG

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COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: February 6, 2019
TO: Finance and Administration Committee
FROM: Tabatha Miller/Victor Damiani
AGENDA ITEM TITLE: Receive Report and Make Recommendation to Staff
Regarding Goals and Priorities for the Finance Department
and Administration Department in 2019 & 2020

ISSUE:

The City Council will soon hold a goal setting workshop for 2019-2020. Staff is seeking direction from the FAC regarding priorities and goals for the Finance Department in the coming years. This information will be used as part of the City Council's goal setting workshop.

SUMMARY:

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

ADMINISTRATION: The Administration Department is a General Government support function, which includes the City Manager, City Attorney, Human Resources, City Clerk, Information Technology and the Public Education and Government (PEG) television services. The Department is responsible for technology infrastructure development and management; administration and content on the PEG channels; employee/labor relations; contract negotiations; personnel and administrative policies and regulations; employee benefits administration; personnel recruitment and retention; employee classification, compensation and evaluations; risk management; developing the budget and financial policies; preparing agenda packets and maintaining official records; managing and responding to public records requests; maintain the City's official website and social media pages; updating the City Municipal Code; monitoring safety programs and training; managing the Visit Fort Bragg Promotional Efforts; and other special projects as assigned.

2019 Finance Priorities

Key priorities were pulled from the 2018/19 budget and reproduced here:

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

2019 Administration Priorities

Key priorities were pulled from the 2018/19 budget and reproduced here:

1. Exercise overall responsibility for sound and effective City government. Recommend administrative, fiscal and operational policies to the City Council to improve the efficiency and effectiveness of the City's operations.
2. 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.
3. Direct the administration of City personnel policies and procedures including recruitment, examination, appointment and dismissal.
4. Monitor the City's safety programs for compliance.
5. Encourage the professional development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, team building, and customer service.
6. Ensure that the City is prepared for potential natural, civil and other emergencies and disasters by coordinating planning, training and emergency operation exercises.

7. Expand free, downtown Wi-Fi network in both accessibility and dependency.
8. Continue to enhance overall communication channels and effectiveness with the Public including increased social media and website activity.
9. Provide support and assistance to Community Development Department for the City's marketing and promotion efforts.
10. Be role models for ethical, honest and accountable behavior and practices.
11. Increase public participation and overall programming of the PEG-TV channels.
12. Redesign of the City's website to enhance public participation in City activities.
13. Complete negotiations with the Fort Bragg Police Association, Fort Bragg Employee Organization and unrepresented employees (agreements expire June 30, 2018).
14. Organize a citywide "Trail Celebration" on the now complete coastal trail.
15. Assist new City Manager with other projects and tasks, as assigned.

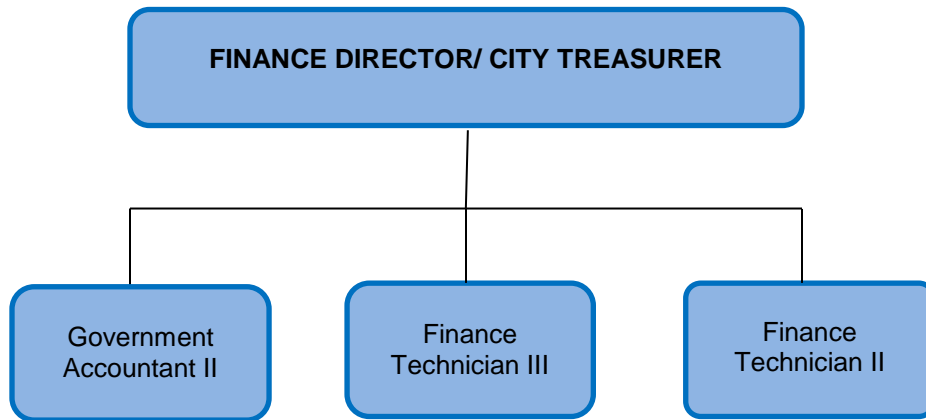
In 2017 and 2018 the Finance and Administration Committee discussed a wide variety of issues at FAC meetings. This info is provided to give you a sense of what we have covered with the FAC.

Date	FAC Staff Report Topic (Finance topics)
04/05/2017	Receive Report on Water and Wastewater Utility Rate Studies and Make Recommendation to City Council and District Board, Receive Reportable Items Report
07/05/2017	Receive Report on Parking Ticket Cost and Payment Options
07/26/2017	Review FY 2017/18 Adopted Budget and Consider Making Recommendations to City Council
12/06/2017	Receive Report On IVR Pay By Phone System
12/06/2017	Receive Report and Consider Recommendation to City Council Changing Utility Bill Delinquency Dates From the Last Day of the Month to the Third Day of the Month

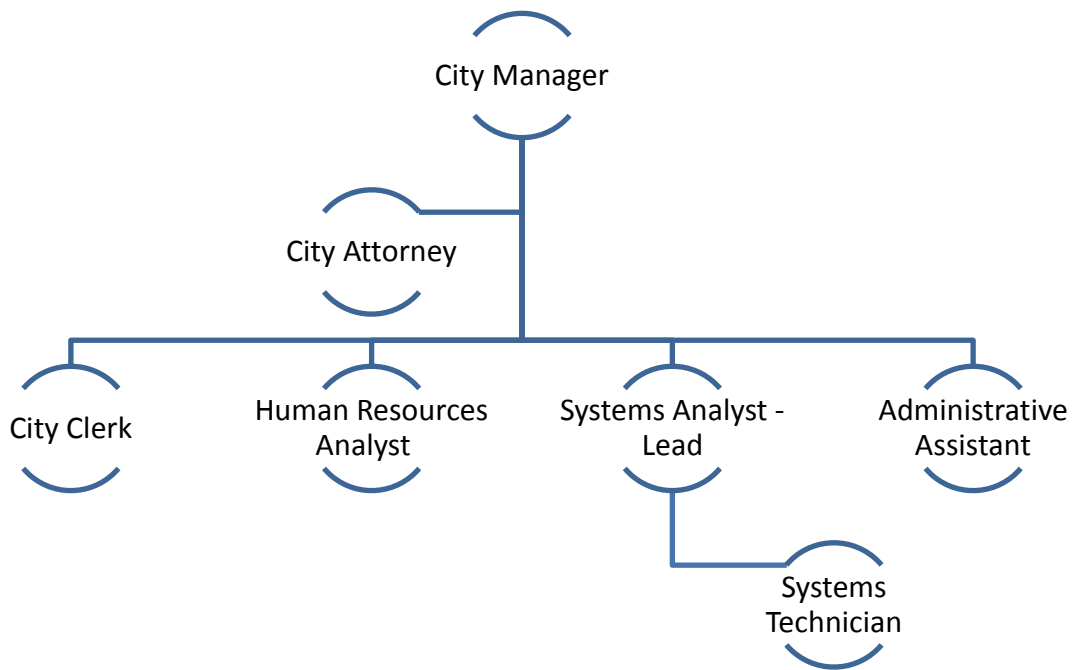
01/08/2018	Receive Presentation From JJACPA, INC. and Finance Director Victor Damiani on the Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2017 for the City of Fort Bragg
01/08/2018	Receive FY 2017-18 First Quarter Financial Report
02/07/2018	Receive Report and Consider Recommendation to City Council as to the Sufficiency of the City's Cost Allocation Plan Drivers
05/02/2018	FY18-19 Budget Preparation Status Report (Priority Setting), Receive Reportable Items Report, Receive Treasurer's Report.
07/11/2018	Proposed FY19-20 Cost Allocation Plan, Receive Reportable Items Report, Receive Treasurer's Report
08/01/2018	Receive Oral Presentation from Muni Services Regarding Calendar Year 2018 First Quarter Results
11/07/2018	Receive Report Regarding Proposed Audit and Outsourcing Administration of The City's Transient Occupancy Tax Revenue Stream and Provide Direction to Staff
12/05/2018	Receive Reportable Items Report, Receive Treasurer's Report, Receive Oral Presentation from Muni Services Regarding Calendar Year 2018 Second Quarter Results
Date	FAC Staff Report Topic (Administrative topics)
02/01/2017	Receive Report and Make Recommendation to City Council Regarding Water and Sewer Capacity Charges/Connection Fees in Response to New State Laws for Accessory Dwelling Units
02/01/2017	Receive Report Regarding Procedures for Placing Items on Council/Committee Agendas
04/05/2017	Receive Report and Make Recommendation to City Council Regarding New Methodology for Calculating Storm Drainage Impact Fees
05/03/2017	Receive Report and Make Recommendation to City Council Regarding New Methodology for Calculating Storm Drainage Fees and Possible Establishment of a Storm Drainage Enterprise Fund

07/05/2017	Receive Report and Consider Recommendation to City Council for Code of Civility
07/05/2017	Receive Report and Consider Recommendation to City Council Regarding Adoption of Rosenberg's Rules of Order
07/05/2017	Receive Report and Make Recommendation to City Council Regarding Cost Recovery for Appeals of Decisions on Development Applications
09/08/2017	Receive Report and Consider Amending Insurance Matrix Establishing Insurance Limits for Contracts and Activities
10/04/2017	Receive Report and Make Recommendation to City Council Regarding Modification to the IT Internal Service Fund Budget (Account #521-4394-0351 & #521-4394-0382) to Appropriate Funds for a Support Agreement with Dell/Lanair Group for the Upgrade of Network Security and Migration to Exchange Server 2016
1/08/2018	Receive Report and Consider Making Recommendation to City Council Regarding Transfer of 11.6-Acre Noyo Center Parcel to Noyo Center for Marine Science Non-Profit Organization
10/03/2018	Receive Report and Consider Recommendation to City Council Regarding Proposed Implementation of Hiring and Recruiting Bonuses for the Police Officer Classification
11/07/2018	Receive a Status Update on Legal Services Provided to the City from the Law Offices of Jones & Mayer

The Finance Department has four full-time staff members: the Finance Director, one Government Accountant, and two Finance Technicians.



The Administrative Services Department



RECOMMENDATION:

Provide direction to staff regarding 2019 goals and priorities for the Finance and Administration Committee. Staff recommends that the FAC engage in priority setting exercises as the development of the fiscal year 2019/2020 budget progresses. This was a very effective tool in developing the balanced fiscal year 2018/2019 budget and provided an opportunity for more community input as well. Staff recommends that the committee continue to explore options for revenue enhancement and cost cutting. Staff recommends that the committee continue to explore options for building efficiency throughout the organization.

A few suggested areas for direction:

1. Increased information regarding services and cost of City Programs.
2. Transparency applications that provide the public access to City financial and budget information.
3. Recruitment and retention incentives for Police Officers.
4. Effective methods to manage risk and insurance costs.
5. Cost containment measures for legal services.

ATTACHMENTS:

None.