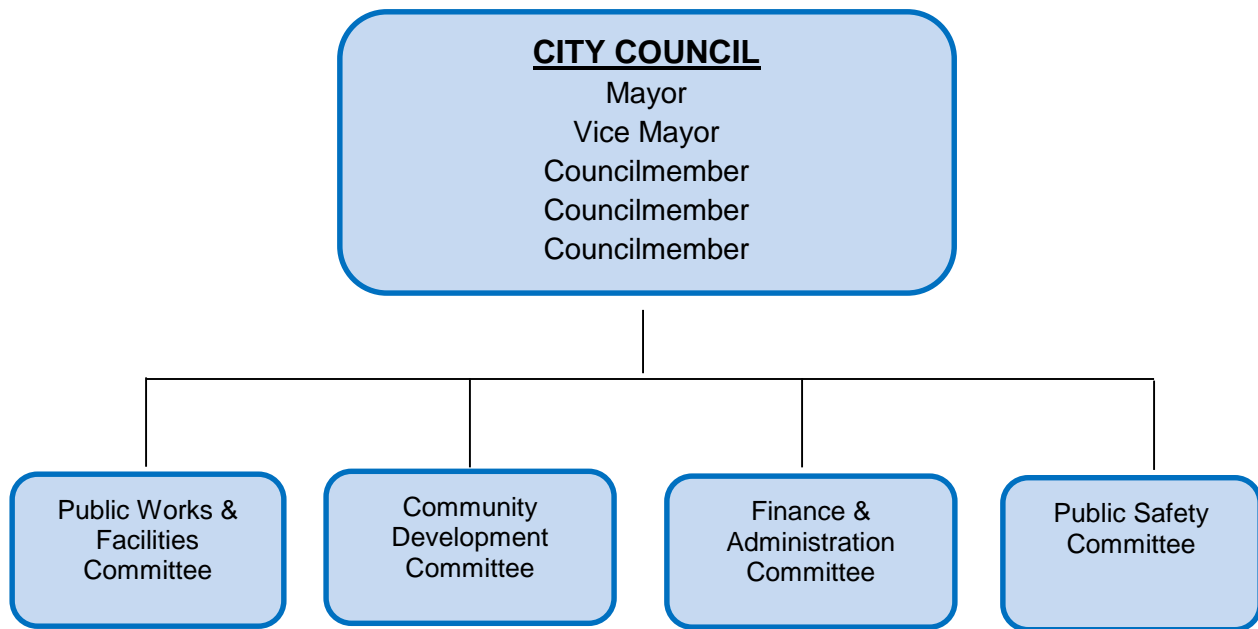


# CITY COUNCIL



*A five-member elected City Council provides governance over the City of Fort Bragg's services to a population of approximately 7,000 residents. Each Councilmember is elected at-large and serves a four-year term. The Mayor is elected by the members of the City Council and serves a two-year term. The Council convenes in regular session on the 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.

## STRATEGIC GOALS AND OBJECTIVES

Through a Goal Setting Retreat, the City Council established the following priorities and goals:

### JOBS/INDUSTRY

1. Become more business and customer service friendly
2. Partner with educational institutions
3. Foster and help sustain local businesses

### QUALITY OF LIFE

1. Beautification of streets/sidewalks
2. Assist façade improvements for businesses

3. Pursue partnerships to maintain open space
4. Maintain a fully staffed police force

#### **HOUSING**

1. 200 units of housing in the next 5 years
2. Pursue Community Land Trust/JPA/Housing Authority
3. Streamline permitting and creative approaches to fees

#### **INFRASTRUCTURE**

1. Develop water security
2. Renewable energy
3. Emphasize grants for City infrastructure

#### **FY 2018/19 TOP ACCOMPLISHMENTS**

- The Council continues to prioritized improvements to the City's water and wastewater infrastructure. The Council finalized a feasibility study for small desalination plants to serve City water needs.
- 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 additional Community Services Officer for the department and unfroze a Police Officer position. The Council implemented a bonus program for new police officer hires and a recruitment position bonus available to Police Department staff who successfully recruit new officers to the City of Fort Bragg.
- The Council provided leadership on a number of important community issues including addressing issues related to homelessness: by adopting and endorsing the Marbut Report on Homelessness; establishing an Ad Hoc Committee to work on Community issues surrounding the operations of the Mendocino Coast Hospitality House; and prioritizing cleanup of encampments in the City.
- The Council continued working on the LCP Amendment to complete rezoning of the Mill Site.
- Council provided support for 68 new units of Affordable Housing, which resulted in receiving a \$3 million Homeless Emergency Aid Program (HEAP) grant.
- Approved a settlement with local attorney, Jacob Paterson, for California Voting Rights Act of 2001 (CVRA) claims. The settlement avoided costly litigation and delayed the need for transitioning to district base elections.
- Adopted the Mendocino County Digital Infrastructure Plan for 2019-2025 to support and encourage affordable and fast high speed internet on the Coast.

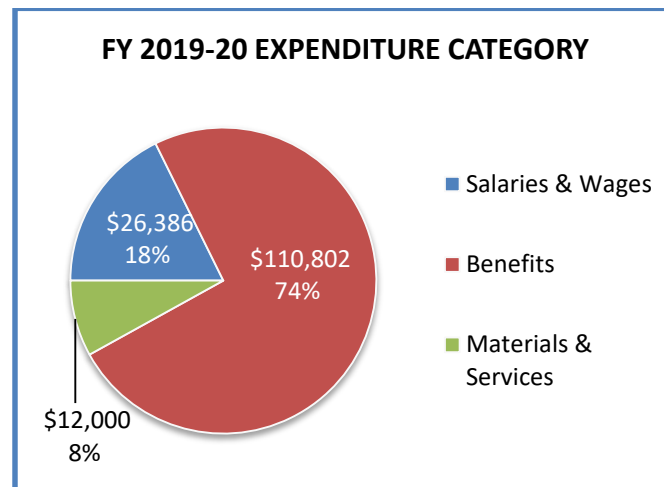
#### **FY 2019/20 TOP PRIORITIES**

- 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 2019/20 Budget.

**BUDGET OVERVIEW**

The FY 2019/20 Budget for the Council is approximately \$149k, a decrease of \$2k from the projected FY 2018/19 year-end total. The decrease is primarily due to no elections scheduled for FY 2019/20. Reduction in election costs has been offset by increases in personnel costs by \$5k.

Councilmembers are paid a small stipend per meeting attended. The budget for FY 2019/20 is based on the maximum number of meetings anticipated for the year.

**CITY COUNCIL DEPARTMENTAL BUDGET SUMMARY****FUND 110****DEPARTMENT: 4110**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure Summary</b>					
Personnel Services	\$ 112,458	\$ 117,534	\$ 131,883	\$ 137,188	4%
Non-Personnel Services	11,387	19,000	19,500	12,000	-38%
Total Departmental Expenditure	123,845	136,534	151,383	149,188	-1%
<b>Revenue Summary</b>					
Total Departmental Revenue	-	-	-	-	
Net Rev/Exp	(123,845)	(136,534)	(151,383)	(149,188)	-1%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	-	-	-	(79,587)	100%
Revenue - Personnel Allocations	(56,229)	(29,384)	(58,767)	(69,602)	18%
Net Cost Allocation	(56,229)	(29,384)	(58,767)	(149,188)	154%
<b>Net Expenditure</b>	<b>\$ (67,616)</b>	<b>\$ (107,150)</b>	<b>\$ (92,616)</b>	<b>\$ 0</b>	<b>-100%</b>

**EXPENDITURE BUDGET DETAIL:****Fund #110****Department: 4110**

Object	Description	FY 2017/18		FY 2018/19		FY 2019/20	
		Audited		Amended Budget		Proposed Budget	
0100	Salaries & Wages	\$	24,207	\$	26,626	\$	26,386
0200	Employee Benefits		88,251		90,908		110,802
	<b>Personnel Services</b>		<b>112,458</b>		<b>117,534</b>		<b>137,188</b>
0315	Election Costs		601		10,000		-
0319	Professional Services		-		1,000		1,000
0366	Training/Travel Reimbursement		7,947		4,000		8,000
0371	Meetings/City Business		2,839		4,000		3,000
	<b>Non-Personnel Services</b>		<b>11,387</b>		<b>19,000</b>		<b>12,000</b>
<b>Total City Council</b>		\$	123,845	\$	136,534	\$	149,188
							-1%

**Expenditure Line Item Detail**

Fund #110			Account	Category	FY 2019/20
Department: 4110			Detail	Detail	Proposed Budget
Personnel Costs					
		Salaries & Wages, Regular		\$ 26,386	
		Employee Benefits		<u>110,802</u>	
		Total Personnel Costs			\$ 137,188
Materials & Services					
110-4110-0319		Professional Services		1,000	
110-4110-0366		Training/Travel Reimbursement		8,000	
110-4110-0371		Meetings/City Business		<u>3,000</u>	
		Total Material & Services			12,000
Total - City Council					<u>\$ 149,188</u>

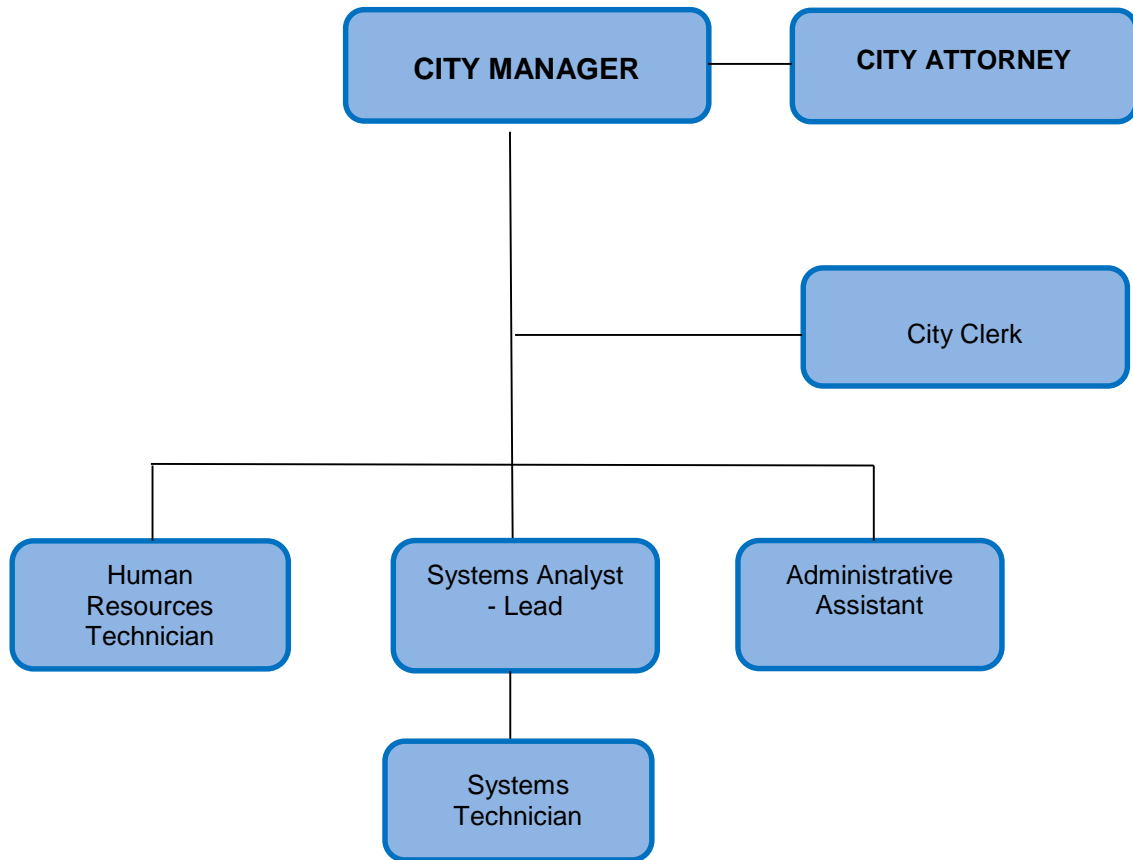
**COST ALLOCATION DETAIL****Fund #110****Department: 4110**

Object	Description	FY 2017/18	FY 2018/19	18/19 FYE Projected	FY 2019/20	% + /-
		Audited	Amended Budget		Proposed Budget	
0801	Salary/Benefit Allocation	-	-	-	175,967	100%
0802	Cost Allocation contra exp	-	-	-	(313,352)	-100%
0396	Allocation to ISF-IT	-	-	-	47,755	100%
0397	Allocation to ISF-Facilities	-	-	-	10,044	100%
3499	Personnel Cost Allocation - Revenue	(56,229)	(29,384)	(58,767)	(69,602)	18%
	<b>Net Cost Allocation</b>	<u>(56,229)</u>	<u>(29,384)</u>	<u>(58,767)</u>	<u>(149,188)</u>	154%





## ADMINISTRATION DEPARTMENT



AUTHORIZED FTE	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Administration Department	4.8	4.8	6	6	6	6.5	7	7	6

Note: The Systems Analyst Lead and Systems Technician are budgeted for in Internal Service Funds- IT.

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

## SUMMARY OF SERVICES

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

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

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

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

## STRATEGIC GOALS AND OBJECTIVES

- Exercise overall responsibility for sound and effective management by City government. Recommend administrative, fiscal and operational policies to the City Council to improve the efficiency and effectiveness of the City's operations.
- Ensure items prepared for placement on the City Council's agenda are complete and sufficient for Council decision-making, and make appropriate recommendations on each item.
- Implement the City Council's goals and objectives by assuring that the actions and programs necessary to achieve the Council's priorities are integrated into the day-to-day work programs of City departments.
- Ensure that sound fiscal management policies are implemented throughout the organization.



- Direct administration of City personnel policies and administrative procedures including employee recruitment, retention, examination, appointment and dismissal.
- Encourage the professional development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, team building and customer service.
- Monitor and work with other City Departments to ensure the City's safety programs are deployed and compliant with requirements.
- Provide responsive, forward thinking technology services to the City's departments and secure and stable access to electronic communication, archives and documents.
- Ensure that the City is prepared for natural, civil and other emergencies and disaster by coordinating planning, training and emergency operations drills.

### **FY 2018/19 TOP ACCOMPLISHMENTS**

- Achieved a balanced General Fund Operating Budget for the first time in many years.
- Monitored the City's financial stability including close monitoring of revenues and expenditures.
- Continue to increased social media and website activity with the goal of increasing overall civic engagement with the City's programs and initiatives.
- Successfully completed six recruitments, including two Community Service Officers, two police recruits and a police officer.
- Completed Annual Police Salary Survey.
- Coordinated safety training and compliance process including a full update to the City's Illness and Injury Prevention Program as well as several other required safety policies.
- Continued to update the City's Emergency Operations Plan to ensure both relevancy and accuracy.
- Assisted the Mendocino Coast Recreation and Park District in oversight of C.V. Starr Center operations.
- Provided staff support to the Bee City USA subcommittee.
- Negotiated and implemented a settlement to a California Voting Rights Act 2001 (CRVA) claim, which avoided very costly litigation and an immediate transition to district-based elections.
- Launched a new City of Fort Bragg Website.
- Issued an RFP for Visit Fort Bragg Promotions Marketing, Social Media Website Design, Public Relations and Advertising and award contracts for services.
- Completed a 108-page Master Records Retention Policy and Guidance document.
- Revised and updated the City's three-volume Bid Documents template for major construction projects.
- Transitioned public notices, meeting agendas and City information signs to Spanish. Produced an English-Spanish video tutorial on who to view agendas and City documents on the City's website in Spanish.
- Created and furnished a City Council office.
- Provided election administration for seven Council candidates for the November 2018 election, including preparation of a 386-page Candidate's Handbook, and one City Council Measure (Measure H).
- Implemented online Public Records Request portal - NextRequest.
- Prepared thirteen City Proclamations recognizing the hard work, staff and organizations that support our community.
- City Clerk became authorized to conduct weddings and performed ceremony.
- Completed the City's new Master File Index system.
- Posted all City Council Resolutions for the years 2016 through 2019 on the City's website, with older resolutions to be added as time allows.

**PERFORMANCE/WORKLOAD MEASURES**

INDICATORS	FY16	FY17	FY18
<b>HUMAN RESOURCE</b>			
Number of job posting	18	10	4
Number of applications received and reviewed	183	110	184
Open Enrollment compliance and Meetings held	95% - 3	95% - 3	95%-3
Number of new hires	15	10	7
Safety Meetings	4	4	4
<b>CITY CLERK</b>			
Ordinances processed	11	6	8
Resolutions processed	111	118	110
Contracts processed	74	75	105
City council meeting Agenda packets published	46	46	53
Public Records requests processed	79	78	146
<b>IT</b>			
Total Help Desk requests received	557	347	383
Virus Alerts	37	48	48
Servers supported (Inc. Wi-Fi controllers, Network Security)	18	20	14
Network Devices supported	234	246	248
<b>WEBSITE/SOCIAL MEDIA</b>			
Website Visits	-	10,000/month	9,550/month
Social Media Followers (Facebook/Instagram)	2,328/400	3,946/1,857	4644/2,92

**FY 2019/20 TOP PRIORITIES**

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

- Complete negotiations with the Fort Bragg Police Association, Fort Bragg Employee Organization and unrepresented employees (agreements expire June 30, 2019).
- Create a working Priority Action Plan to implement and accomplish City Council's Goals and Priorities.

## BUDGET OVERVIEW

The FY 2019/20 proposed budget for the Administration department is approximately \$656k, a decrease of \$58k or 8% from the FY 2018/19 projected year-end total. This decrease is attributed to the elimination of the Administration Service Director position in FY 2018/19. On the other hand, Non-Personnel Services will increase by \$16k due to increase in legal service fees provided by the City Attorney.

Administration revenue will increase by \$7k owing to the increase in Training & Travel Reimbursements the department is expected to receive.

## ADMINISTRATION DEPARTMENTAL BUDGET SUMMARY

### FUND 110

### DEPARTMENT: 4130

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure Summary</b>					
Personnel Services	\$ 804,918	\$ 640,596	\$ 570,089	\$ 495,419	-13%
Non-Personnel Services	229,568	179,310	143,888	160,285	11%
Total Departmental Expenditure	1,034,486	819,906	713,977	655,704	-8%
<b>Revenue Summary</b>					
Charges for services	616	319	669	700	5%
Miscellaneous Revenue	18,940	5,838	11,988	14,500	21%
Reimbursements	7,281	375	5,125	9,275	81%
Total Departmental Revenue	26,837	6,532	17,782	24,475	38%
Net Rev/Exp	(1,007,649)	(813,374)	(696,195)	(631,229)	-9%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	-	-	-	(418,874)	100%
Revenue - Personnel Allocations	(277,429)	(108,910)	(217,820)	(212,354)	-3%
Net Cost Allocation	(277,429)	(108,910)	(217,820)	(631,229)	190%
<b>Net Expenditure</b>	<b>\$ (730,220)</b>	<b>\$ (704,464)</b>	<b>\$ (478,375)</b>	<b>\$ (0)</b>	<b>-100%</b>

**BUDGET EXPENDITURE DETAIL:****Fund #110****Department: 4130**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 617,542	\$ 470,627	\$ 425,923	\$ 368,297	-14%
0200	Employee Benefits	187,376	169,969	144,166	127,122	-12%
	<b>Personnel Services</b>	<b>804,918</b>	<b>640,596</b>	<b>570,089</b>	<b>495,419</b>	-13%
0316	Pre-Employment Costs	9,006	9,000	9,000	9,500	6%
0317	Recruitment Costs	40,754	7,000	8,500	7,500	-12%
0364	Legal Notices	3,495	3,000	3,500	3,500	0%
0371	Meetings/City Business	618	600	600	600	0%
0381	Small Tools & Equipment	696	1,000	500	1,000	100%
	<b>Non-Personnel Services</b>	<b>229,568</b>	<b>179,310</b>	<b>143,888</b>	<b>160,285</b>	11%
<b>Total - Administration Expenditure</b>		<b>\$ 1,034,486</b>	<b>\$ 819,906</b>	<b>\$ 713,977</b>	<b>\$ 655,704</b>	-8%

**BUDGET REVENUE DETAIL:****Fund #110****Department: 4130**

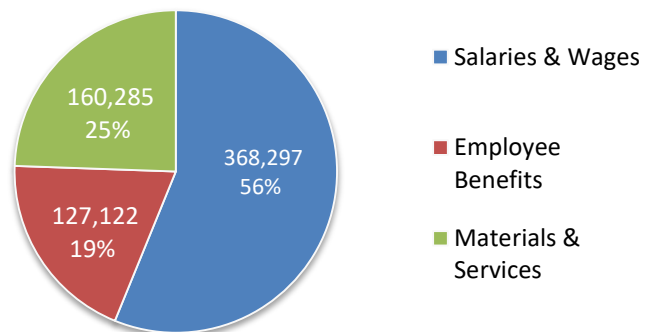
Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
Charges for Services						
3419	Document Copies	616	319	669	700	5%
	<b>Total Charges for Services</b>	<b>616</b>	<b>319</b>	<b>669</b>	<b>700</b>	5%
Reimbursements						
3201	Training Reimbursements	7,281	375	5,125	9,275	81%
	<b>Total Reimbursements</b>	<b>7,281</b>	<b>375</b>	<b>5,125</b>	<b>9,275</b>	81%
Miscellaneous Revenue						
3998	Miscellaneous Fines	3,288	345	1,495	2,000	34%
3905	Rents & Concession	15,652	5,493	10,493	12,500	19%
	<b>Total Miscellaneous Revenues</b>	<b>18,940</b>	<b>5,838</b>	<b>11,988</b>	<b>14,500</b>	21%
<b>Total - Administration Revenue</b>		<b>\$ 26,837</b>	<b>\$ 6,532</b>	<b>\$ 17,782</b>	<b>\$ 24,475</b>	38%

## DEPARTMENT DETAILS – ADMINISTRATION

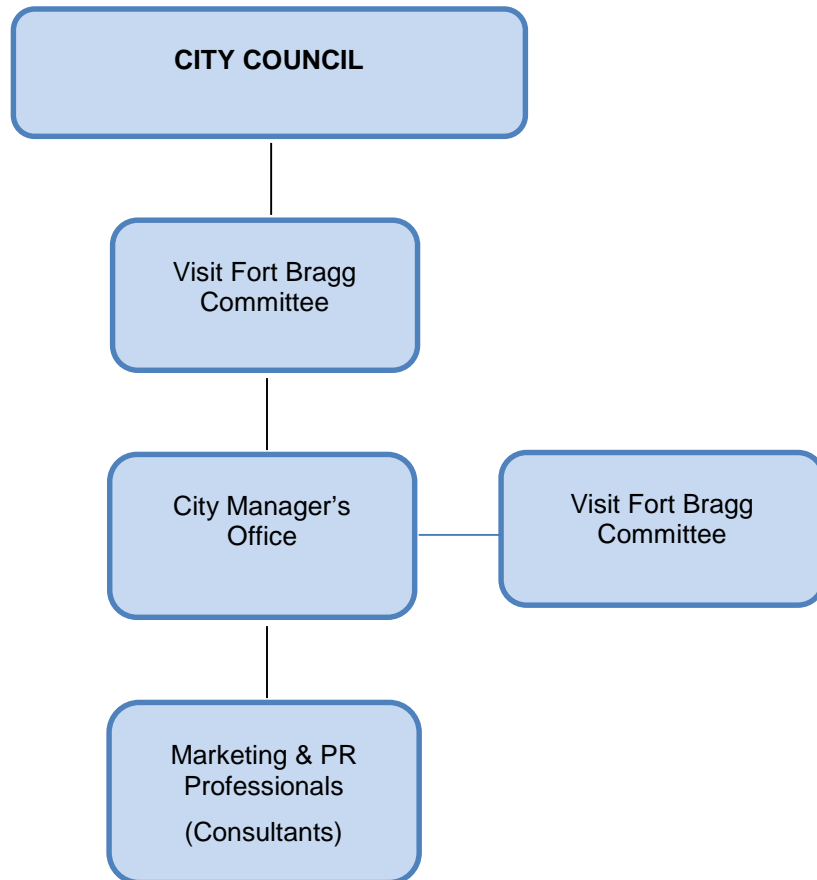
Line Item Detail		FY 2019/20	
Fund #110	Account	Category	Proposed
Department: 4130	Detail	Detail	Budget
<b>Personnel Costs</b>			
	Salaries & Wages, Regular	\$	368,297
	Employee Benefits		<u>127,122</u>
<b>Total Personnel Costs</b>			<b>\$ 495,419</b>
<b>Materials &amp; Services</b>			
110-4130-0311	City Attorney Services		115,000
110-4130-0316	Pre-Employment Costs		9,500
	Live Scan	\$ 500	
	Occu-Med	7,500	
	Polygraph & Background	<u>1,500</u>	
110-4130-0317	Recruitment Costs		7,500
110-4130-0319	Professional Services		5,000
110-4130-0320	Dues & Memberships		2,110
	CalPelra - HR (REMIF)	350	
	International Federation of Employee Benefits	350	
	California City Manager Foundation - CM	400	
	International Institute of Municipal Clerks - CC	170	
	City Clerks Association of California	90	
	Notary Public - CC	<u>750</u>	
110-4130-0364	Legal Notices		3,500
110-4130-0366	Training/Travel Reimbursement		15,125
	Athenian Dialogue - CC	200	
	CCAC New Laws and Elections - CC	1,600	
	Master Municipal Clerks Academy - CC	1,300	
	CalPELRA Conference - HR	1,650	
	Liebert Cassidy Whitmore Legal Conference -	4,500	
	Labor Academy - HR (REMIF)	875	
	REMIF Reimbursement Conferences - CM	3,500	
	City Manager's Conference - CM	<u>1,500</u>	
110-4130-0371	Meetings/City Business		600
110-4130-0381	Small Tools & Equipment		1,000
110-4130-0384	Books & Subscriptions		<u>950</u>
	CEB - Municipal Law Handbook	400	
	Labor Law Handbook	250	
	CA Government Code - Public Records	200	
	WSJ - Limited	<u>100</u>	
<b>Total Material &amp; Services</b>			<b>160,285</b>
<b>Total - Administration Expenditure</b>			<b><u>\$ 655,704</u></b>

**COST ALLOCATION DETAIL****Fund #110****Department: 4130**

<b>Object</b>	<b>Description</b>	<b>FY 2017/18 Audited</b>	<b>FY 2018/19 Amended Budget</b>	<b>18/19 FYE Projected</b>	<b>FY 2019/20 Proposed Budget</b>	<b>% + /-</b>
0801	Salary/Benefit Allocation	-	-	-	51,381	100%
0802	Cost Allocation contra exp	-	-	-	(535,211)	100%
0396	Allocation to ISF-IT	-	-	-	26,048	100%
0322	Allocation to Fleet Int Serv Fund	-	-	-	13,838	100%
0397	Allocation to ISF-Facilities	-	-	-	25,070	100%
3499	Personnel Cost Allocation - Revenue	(277,429)	(108,910)	(217,820)	(212,354)	-3%
<b>Net Cost Allocation</b>		<u>(277,429)</u>	<u>(108,910)</u>	<u>(217,820)</u>	<u>(631,229)</u>	190%

**FY 2019/20 EXPENDITURES BY CATEGORY**

## Fort Bragg Tourism Marketing & Promotions



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

## Fort Bragg Tourism Marketing & Promotion

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

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

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

The City Manager's Office will take the lead in implementing the following components of the Plan:

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





**BUDGET OVERVIEW**

The FY 2019/20 proposed budget for the Tourism Marketing & Promotion effort is \$202k.

In November 2016, the citizens of Fort Bragg passed Measure AA which increased the City's TOT rate from 10% to 12%. The citizens advised the City Council through passage of Measure AB that half of the new revenues should be earmarked for increased marketing and promotion of Fort Bragg as a visitor destination.

**VISIT FORT BRAGG MARKETING & PROMOTIONS BUDGET SUMMARY****FUND 110****DEPARTMENT: 4321**

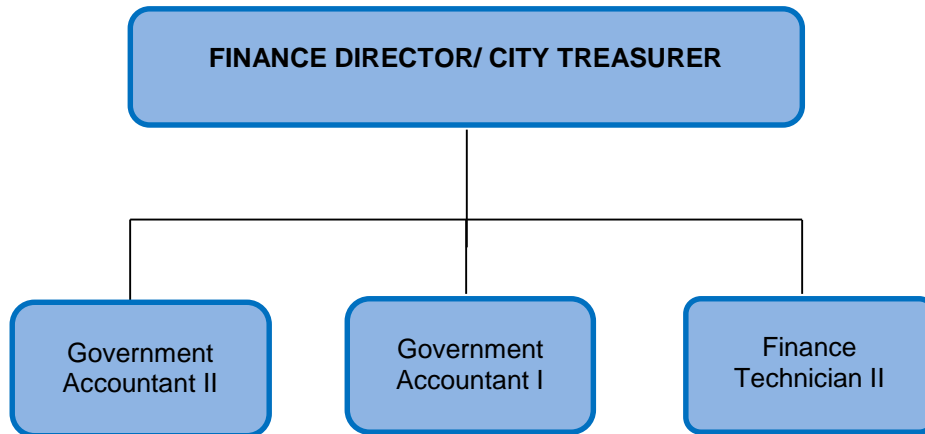
Description	FY 2017/18 Audited	FY 2017/18 Audited	FY 2018/19 Amended Budget	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure:</b>					
Material and Services	\$ 132,741	\$ 366,246	\$ 325,203	\$ 201,500	-38%
<b>Total Departmental Expenditure</b>	<b>132,741</b>	<b>366,246</b>	<b>325,203</b>	<b>201,500</b>	<b>-38%</b>

**BUDGET EXPENDITURE DETAIL:****Fund #110****Department: 4321**

Description	FY 2017/18 Audited	FY 2017/18 Audited	FY 2018/19 Amended Budget	FY 2019/20 Proposed Budget	% + /-
Professional Services	\$ 132,360	\$ 365,746	\$ 325,000	\$ 150,000	-54%
Dues & Memberships	204	-	-	-	100%
Meetings/City Business	69	500	203	1,500	639%
Books & Subscription	108	-	-	-	0%
Miscellaneous	-	-	-	50,000	100%
<b>Total Marketing &amp; Promotion Budget</b>	<b>\$ 132,741</b>	<b>\$ 366,246</b>	<b>\$ 325,203</b>	<b>\$ 201,500</b>	<b>-38%</b>



# FINANCE DEPARTMENT



AUTHORIZED FTE	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Finance Department	5	4	4	4	4	4	4	4	4

*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 one Finance Technician.

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

## STRATEGIC GOALS AND OBJECTIVES

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

- Provide financial services such as accounts payable, payroll, cash receipting.
- Accurately bill utility customers and provide friendly and helpful customer service

**FY 2018/19 TOP ACCOMPLISHMENTS**

- Accurately bill utility customers and provide friendly and helpful customer service.
- Develop new Cost Allocation Plan to be implemented with the FY19-20 budget.
- Implement IVR pay by phone system for the convenience of the City's utility customers as well as increased efficiency for the department. (June 2019)
- Issue Request for Proposal for banking system (May 2019)
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the FY2017/18 budget.
- Produced Comprehensive Annual Financial Report (CAFR) in-house.
- No Audit findings on internal control weaknesses. Audit findings are auditor observations during internal control testing that do not entirely conform to best practices for internal controls.
- Worked closely with Public Works and to improve the City's long term capital, maintenance and related financial planning in the Internal Service funds.
- Cross-training for staff to improve work flow and ensure staff coverage across all departmental functions.
- Improved the City budget by accounting for and presenting revenues generated by each department in the departmental summaries, expanded CIP Presentation, developed Budget in Brief summary.
- Develop and implement continuing education plan for Finance staff.

**PERFORMANCE/WORKLOAD MEASURES**

INDICATORS	FY16	FY17	FY18
<b>BUDGET/CAFR/AUDIT</b>			
Receive GFOA Distinguished Budget award	Yes	Yes	Yes
Revenue forecast variance: Budget vs Actual	3%	<1%	1%
Receive GFOA Award for Excellence in Financial Reporting	Yes	Yes	Yes
CAFR prepared in-house	No	Yes	Yes
Audit Findings	Nil	Nil	Nil
<b>REVENUE COLLECTION &amp; UTILITY BILLING</b>			
Water/Sewer Accounts	2,806/3,135	2,834/3,288	2,845/3,292
Total Amount Billed(Water/Sewer)	\$2.5m/\$3.3m	\$2.6m/\$3.3m	\$2.9m/\$3.5m
% of Utility payments processed through external automated/electronic process (Ebox,lockbox,ACH/CC)	-	53%	53%
Business licenses renewals issued	868	883	859
% of business licenses processed within 30 days	100%	100%	100%
Avg. Monthly Counter Payments received	-	11,976	12,280
Avg. Monthly Water Delinquent Notices	480	509	443
Avg. Monthly Number of Turn Off's – Non Payment	45	34	29
<b>ACCOUNTS PAYABLE/PAYROLL</b>			
Average days for Invoices to be Paid (turned into Finance)	3 days	2 days	2 days
% of Staff cross-trained in Payroll process	25%	75%	50%
% of Staff cross-trained in AP process	50%	100%	100%
% of employees signed up for direct deposit	98%	94%	95%

**FY 2019/20 TOP PRIORITIES**

- Complete Comprehensive Annual Financial Report in-house by December 31, 2019.
- Complete Request for Proposal and selection of banking service provider.
- Successfully implement SB 998 requirements – Discontinuation of residential water services
- Assist City Manager and City Council in the establishment of new and/or enhanced revenue sources.
- Continue developing annual long term planning and forecasting document and presentation.
- Implement creative work scheduling solutions to process business licenses in a timely manner.
- Maintain continuing education plan for Finance staff.
- Train and mentor staff to support professional advancement.
- Increase departmental meetings and team-building activities.

**BUDGET OVERVIEW**

The FY 2019/20 proposed budget for the Finance Department is \$512k, an increase of \$24k or 5% over the projected year-end total for FY 2018/19. The budget increase is due to merit increases and promotions for newer staff.

Non-personnel services decreased by \$10k or 11% due to Audit services being allocated to Non-departmental according to the new Cost Allocation methodology.

**FINANCE DEPARTMENTAL BUDGET SUMMARY****FUND 110****DEPARTMENT: 4150**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure Summary</b>					
Personnel Services	\$ 459,472	\$ 421,360	\$ 413,663	\$ 445,220	8%
Non-Personnel Services	38,536	80,072	74,677	66,800	-11%
Total Departmental Expenditure	498,008	501,432	488,340	512,020	5%
<b>Revenue Summary</b>					
Charges for services	2,056	1,471	4,048	5,600	38%
Licenses & Permits	(65)	-	70,933	74,000	4%
Fines & Forfeitures	6,340	-	500	1,000	100%
Total Departmental Revenue	8,331	1,471	75,481	80,600	7%
Net Rev/Exp	(489,677)	(499,961)	(412,859)	(431,420)	4%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	-	-	-	(148,909)	100%
Revenue - Personnel Allocations	(299,421)	(138,220)	(276,441)	(282,511)	2%
Net Cost Allocation	(299,421)	(138,220)	(276,441)	(431,420)	56%
<b>Net Expenditure</b>	\$ (190,256)	\$ (361,741)	\$ (136,419)	\$ (0)	-100%

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

Object	Description	FY 2017/18		FY 2018/19		FY 2019/20		% + /-
		FY 2017/18 Audited		Amended Budget	18/19 FYE Projected	Proposed Budget		
	<b>Charges for Services</b>							
3415	City Exp-Reimb	\$ 249	\$	627	\$ 1,254	\$ 1,200		-4%
3318	Grant Staff Time Reimb	120		163	1,313	2,800		113%
3711	Return Check Fee	1,687		681	1,481	1,600		8%
	<b>Total Charges for Services</b>	2,056		1,471	4,048	5,600		38%
	<b>Licenses &amp; Permits</b>							
3701	Business License Fee	(65)		-	70,933	74,000		4%
	<b>Total Licenses &amp; Permits</b>	(65)		-	70,933	74,000		4%
	<b>Fines &amp; Forfeitures</b>							
3519	Miscellaneous Fines	6,340		-	500	1,000		
	<b>Total Fines &amp; Forfeitures</b>	6,340		-	500	1,000		100%
	<b>Total Finance Revenue</b>	\$ 8,331	\$	1,471	\$ 75,481	\$ 80,600		7%

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

Object	Description	FY 2017/18		FY 2018/19		FY 2019/20		% + /-
		FY 2017/18 Audited		Amended Budget	18/19 FYE Projected	Proposed Budget		
0100	Salaries & Wages	\$ 327,799	\$	300,710	\$ 293,560	\$ 320,939		9%
0200	Employee Benefits	131,673		120,651	120,103	124,280		3%
	<b>Personnel Services</b>	459,472		421,360	413,663	445,220		8%
0312	Auditing & Accounting	24,234		43,682	43,682	33,950		-22%
0319	Professional Services	9,538		30,000	25,000	27,600		10%
0320	Dues & Memberships	430		600	600	600		0%
0364	Legal Notices	242		600	300	500		67%
0366	Training/Travel Reimbursement	3,899		5,000	5,000	4,000		-20%
0381	Small Tools & Equipment	193		190	95	150		58%
	<b>Non-Personnel Services</b>	38,536		80,072	74,677	66,800		-11%
	<b>Total Finance Expenditure</b>	\$ 498,008	\$	501,432	\$ 488,340	\$ 512,020		5%

## Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2019/20 Proposed Budget
Department: 4150			

## Personnel Costs

Salaries & Wages	\$	320,939	
Employee Benefits		124,280	
<b>Total Personnel Costs</b>			<b>\$ 445,220</b>

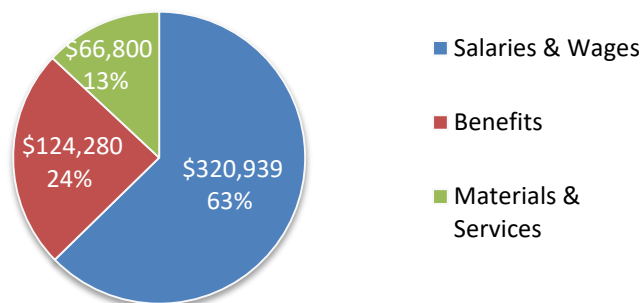
## Materials &amp; Services

110-4150-0312	Auditing & Accounting		33,950	
110-4150-0319	Professional Services		27,600	
	Armored Car Service	\$	5,500	
	Banking Fees		14,400	
	Sales tax audit and analysis		2,000	
	Statistics for CAFR (MuniServices)		2,500	
	State Controllers Office - streets repr		2,000	
	SB90 claims consultant		1,200	
110-4150-0320	Dues & Memberships		600	
	GFOA		350	
	CSMFO		250	
110-4150-0364	Legal Notices		500	
110-4150-0366	Training/Travel Reimbursement		4,000	
110-4150-0381	Small Tools & Equipment		150	
	<b>Total Material &amp; Services</b>			<b>66,800</b>

## Total - Finance Department

**\$ 512,020**

## FY 2019-20 EXPENDITURES BY CATEGORY





**COST ALLOCATION****Fund #110****Department: 4150**

<b>Object</b>	<b>Description</b>	<b>FY 2017/18 Audited</b>	<b>FY 2018/19 Amended Budget</b>	<b>18/19 FYE Projected</b>	<b>FY 2019/20 Proposed Budget</b>	<b>% + /-</b>
0801	Salary/Benefit Allocation	-	-	-	46,534	100%
0802	Cost Allocation contra exp	-	-	-	(229,205)	100%
0396	Allocation to ISF-IT	-	-	-	26,048	100%
0397	Allocation to ISF-Facilities	-	-	-	7,714	100%
3499	Personnel Cost Allocation - Revenue	(299,421)	(138,220)	(276,441)	(282,511)	2%
	<b>Net Cost Allocation</b>	(299,421)	(138,220)	(276,441)	(431,420)	56%





## NON-DEPARTMENTAL

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

### SUMMARY OF SERVICES

The following expenses are included in the Non-Departmental budget: costs associated with the City's support of two Community Organizations: Public Education and Government (PEG) television services; Caspar Landfill closure and Caspar Transfer Station costs; retiree health benefits; liability and property insurance premiums; and materials and services procured for the benefit of all City departments. A true up of budgeted vs. actual costs in Non-Departmental is undertaken annually and budgeted cost allocations are adjusted accordingly.

### BUDGET OVERVIEW

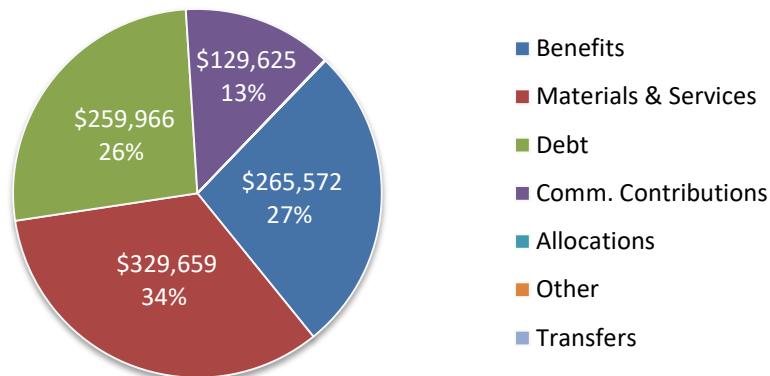
The FY 2019/20 budget for City-Wide Non-Departmental (excluding transfers out) is \$985k, a decrease of \$295k or 23% compared to the FY 2018/19 projected total. The decrease is attributed to the implementation of the City's Cost Allocation Plan which allocates ISF (Fleet & IT) Allocation costs proportionately by department.

Furthermore, the FY 2018/19 budget amendment of \$41k for the Measure AB school playing fields to purchase an equipment which resulted in a variance of \$30k or 19% for Miscellaneous Community organization when compared with the FY 2019/20 budgeted amount. Also, the City's Liability premium with REMIF decreased by \$17k.



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

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
Intergovernmental	\$ 30,628	\$ -	\$ 30,000	\$ -	-100%
Events	3,710	36,014	36,014	12,000	-67%
Rents and Concessions	321	484	784	900	15%
<b>Total Departmental Revenue</b>	<b>34,659</b>	<b>36,498</b>	<b>66,798</b>	<b>12,900</b>	<b>-81%</b>
Personnel Services	426,391	233,393	233,911	265,572	14%
Non-Personnel Services	704,952	819,579	797,071	720,000	-10%
Transfers	88,775	-	70,000	-	-100%
<b>Total Departmental Expenditure</b>	<b>1,220,118</b>	<b>1,052,972</b>	<b>1,100,982</b>	<b>985,572</b>	<b>-10%</b>
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	237,003	302,393	270,082	(335,829)	100%
Revenue - Personnel Allocations	-	-	-	(211,702)	100%
<b>Net Cost Allocation</b>	<b>237,003</b>	<b>302,393</b>	<b>270,082</b>	<b>(547,531)</b>	<b>-303%</b>
<b>Net Expenditure</b>	<b>\$ (1,422,462)</b>	<b>\$ (1,318,867)</b>	<b>\$ (1,304,266)</b>	<b>\$ 425,141</b>	<b>-133%</b>

**FY 2019/20 EXPENDITURES BY CATEGORY**

**BUDGET EXPENDITURE DETAIL:****Fund #110****Department: 4190, 4390, 4391, 4915**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0200	Employee Benefits	\$ 426,391	\$ 233,393	\$ 233,911	\$ 265,572	14%
	<b>Personnel Services</b>	<b>426,391</b>	<b>233,393</b>	<b>233,911</b>	<b>265,572</b>	14%
	<b>Caspar Landfill &amp; General Fund Debt</b>					
0319	Professional Services	-	70,000	89,479	73,908	-17%
0607	Caspar Landfill Property Tax	218	225	511	525	3%
0911	Principal - External Debt	168,827	174,556	137,392	143,100	4%
0912	Interest - External Debt	16,708	10,977	10,177	4,469	-56%
0911	Principal - Interfund loan	-	-	37,164	37,420	1%
0912	Interest - Interfund loan	-	-	800	544	-32%
	<b>Total Caspar Landfill &amp; General Fund Debt</b>	<b>185,753</b>	<b>255,758</b>	<b>275,523</b>	<b>259,966</b>	-6%
	<b>Community Organization Contributions</b>					
0621	Chamber of Commerce	9,739	-	-	-	0%
0619	Miscellaneous	91,139	155,613	155,613	129,625	-17%
0623	PEG TV	6,058	6,643	4,425	-	-100%
	<b>Total Community Organizations</b>	<b>106,936</b>	<b>162,256</b>	<b>160,038</b>	<b>129,625</b>	-19%
	<b>City-Wide Costs</b>					
0319	Professional Services	61,247	42,692	35,192	30,992	-12%
0322	Allocation to Fleet Int Serv Fund	17,877	19,598	19,598	-	-100%
0320	Dues & Memberships	13,408	13,150	15,886	14,350	-10%
0355	Equipment Leases	29,643	28,000	25,000	25,000	0%
0356	Rentals - Equipment & Vehicles	5,425	2,500	4,855	5,500	13%
0358	Liability Premium	128,589	166,175	144,644	128,901	-11%
0359	Liability Deductible	10,100	5,000	5,000	5,000	0%
0360	Property Premium	20,449	28,400	21,178	25,691	21%
0362	Telephone & Communication	15,307	14,500	14,516	15,025	4%
0365	Copying/Printing Bid Docs	2,848	3,100	1,885	3,000	59%
0371	Meetings/City Business	6,919	5,500	5,500	5,500	0%
0372	Postage	7,716	7,000	7,000	7,500	7%
0375	General Supplies	13,892	13,000	11,602	13,000	12%
0380	Finance Charges	315	-	128	-	-100%
0383	Utilities	62,105	52,000	48,110	50,000	4%
0384	Books & Subscriptions	164	200	200	200	0%
0619	Other Expenditures	12,884	750	1,216	750	-38%
	<b>Total City-Wide Costs</b>	<b>412,263</b>	<b>401,565</b>	<b>361,510</b>	<b>330,409</b>	-9%
	<b>Non-Personnel Services</b>	<b>704,952</b>	<b>819,579</b>	<b>797,071</b>	<b>720,000</b>	-10%
	<b>Total Non-Departmental before Transfers</b>	<b>1,131,343</b>	<b>1,052,972</b>	<b>1,030,982</b>	<b>985,572</b>	-4%
0799	Transfers to Other Funds	88,775	-	70,000	-	-100%
	<b>Total Non-Departmental</b>	<b>\$ 1,220,118</b>	<b>\$ 1,052,972</b>	<b>\$ 1,100,982</b>	<b>\$ 985,572</b>	-10%



## Line Item Detail

Fund #110		Account	Category	FY 2019/20
Department: 4190		Detail	Detail	Proposed Budget
<b>Personnel Costs</b>				
110-4190-0224	Retiree Medical Benefits		\$ 250,572	
110-4190-0225	OPEB Funding		5,000	
110-4190-0251	Unemployment Insurance		10,000	
<b>Total Employee Benefits</b>				<b>\$ 265,572</b>
<b>Materials &amp; Services</b>				
110-4190-0319	Professional Services		30,992	
	Alarm monitoring	\$ 12,000		
	Property tax	5,000		
	Document shredding	672		
	OPEB GASB 75 reporting	2,500		
	REMIF safety program	5,020		
	Emergency worker training	5,000		
	GFOA CAFR and Budget Awards	800		
110-4190-0320	Dues & Memberships		14,350	
	Chamber of Commerce	150		
	LAFCO	10,000		
	League of CA Cities	4,200		
110-4190-0355	Equipment Leases		25,000	
110-4190-0358	Liability Premium		128,901	
110-4190-0356	Rentals - Equipment & Vehicles		5,500	
110-4190-0359	Liability Deductible		5,000	
110-4190-0360	Property Premium		25,691	
110-4190-0362	Telephone & Communication		15,025	
110-4190-0365	Copying/Printing Bid Docs		3,000	
110-4190-0371	Meetings/City Business		5,500	
	Employee recognition	5,500		
		5,500		
110-4190-0372	Postage		7,500	
110-4190-0375	General Supplies		13,000	
110-4190-0383	Utilities		50,000	
110-4190-0384	Books & Subscriptions		200	
<b>Total Material &amp; Services</b>				<b>\$ 329,659</b>
<b>Other Expenditures</b>				
110-4190-0619	Other Expenditures		750	
	Graffiti removal	750		
<b>Total Other Expenditures</b>				<b>\$ 750</b>
<b>Total - Non-Departmental</b>				<b>\$ 595,981</b>

## Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2019/20 Proposed Budget
Department: 4915 & 4916			

## Other Expenditures

110-4915-0319 Professional Services	\$	73,908	
110-4915-0607 Caspar Landfill Property Tax		525	
<b>Total Other Expenditures</b>	<b>\$</b>		<b>74,433</b>

## Debt Service

## External Debt: Caspar Closure

110-4915-0911 Principal		137,341	
110-4915-0912 Interest		10,228	
<b>Interfund Loan (WW)</b>			
110-4916-0911 Principal		37,215	
110-4916-0912 Interest		749	
<b>Total Debt Service</b>			<b>185,533</b>

**Total - Caspar Closure and General Fund Debt** **\$ 259,966**

## Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2019/20 Proposed Budget
Department: 4390 & 4391			

## Community Organizations

110-4390-0619 Community Contributions			129,625
EDFC		5,000	
Leadership Mendocino scholarship		500	
Otsuchi sister city program		5,000	
Noyo Center - Measure AA funding		59,562	
School playing fields - Measure AA funding		59,562	

**Total - Community Organization Support** **\$ 129,625**

## COST ALLOCATION

Fund #110

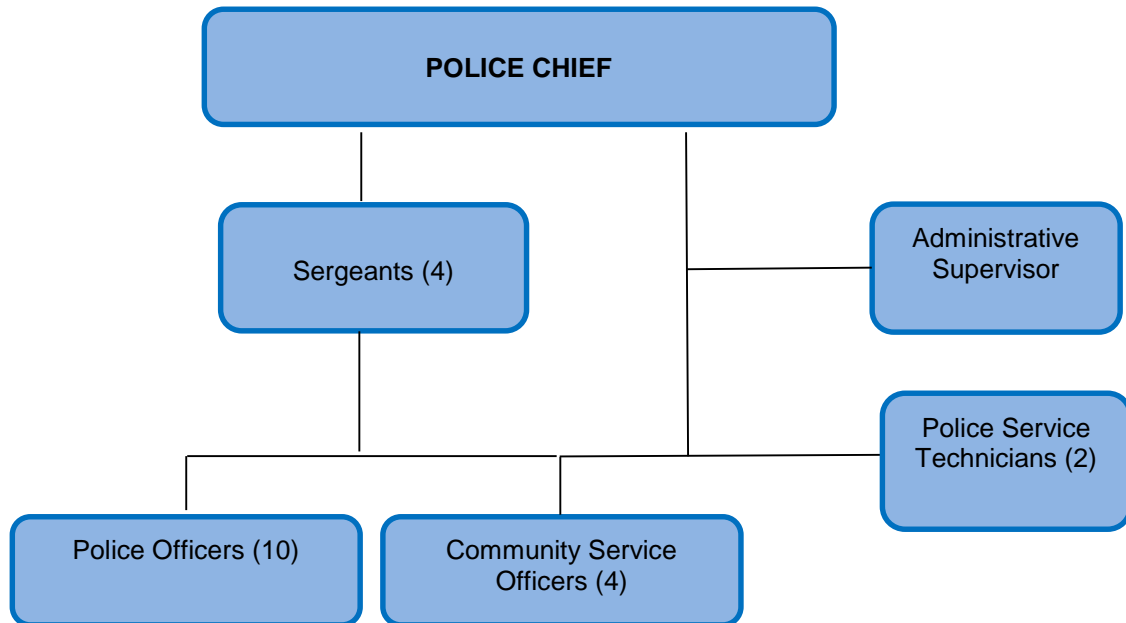
Department: 4190,4390

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% +/-
0802	110-4190-0802 Cost Allocation contra exp	-	-	-	(383,379)	100%
0396	110-4190-0396 Allocation to ISF-IT	219,126	250,484	250,484	-	0%
0396	110-4390-0396 Allocation to ISF-IT Community Org	-	-	-	47,550	0%
0322	110-4190-0322 Allocation to Fleet Int Serv Fund	17,877	19,598	19,598	-	0%
3499	110-4190-3499 Personnel Cost Allocation - Revenue	-	-	-	(211,702)	100%
	<b>Net Cost Allocation</b>	<b>237,003</b>	<b>270,083</b>	<b>270,082</b>	<b>(547,531)</b>	<b>-303%</b>





## PUBLIC SAFETY – POLICE DEPARTMENT



AUTHORIZED FTE	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Police Department	21	21	21	22	22	22	22	22	22

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

### DEPARTMENTAL DESCRIPTION

The Police Department currently functions with four administrative staff consisting of the Chief of Police, Administrative Supervisor and two Police Service Technicians. The operations staff is comprised of four Sergeants, 10 Police Officers, and four Community Service Officers.

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

The Police Service Technicians (PSTs) ensure that all police records are kept, filed, released and purged in accordance with applicable laws. They are responsible for numerous State reports and validations; provide Live

Scan fingerprinting services to the public; process and forward criminal reports to appropriate agencies; and provide information to the public. They assist the public with a wide variety of inquiries, both over the phone and in person. One PST is the Department's Property and Evidence Technician who assists with the intake of property for safe-keeping and property held as evidence and oversees the release and purging/destruction of Department property. She is the Department's subpoena clerk and is responsible for all criminal and civil subpoenas received by the Department. The Department's other PST is the Records Supervisor and is responsible for overseeing all records-related activities, including providing statistical data to Department personnel and members of the public.

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

### STRATEGIC GOALS AND OBJECTIVES

- Provide excellent public safety services, education and collaborative partnerships to safeguard both citizens and property.
- Maintain and enhance current service levels while providing continuing attention to employee and organizational development and community problem solving.
- Reach out to local youth through school presentations and youth programs.
- Continue to work with Neighborhood Watch to enhance communication and address needs in our community.
- Continue to educate the public on gang-related and criminal activity and prevention and provide support for CGAP (Coalition for Gang Awareness and Prevention).
- Provide mandated services for general law enforcement, code administration and emergency response.
- Actively participate in PAL events in partnership with the Mendocino County Sheriff's Office and community organizers.



Seagulls Annual Basketball Game



PAL Fishing Clinic

## FY 2018/19 TOP ACCOMPLISHMENTS

- Promoted Officer Thomas O’Neal to Sergeant to fill a vacant position.
- Promoted Officer Wes Rafanan to Acting Sergeant while one of our Sergeants was out on long term medical.
- Piloted the use of new technology that monitors speeds on streets throughout the City to better focus traffic enforcement efforts.
- Increased our presence in the Central Business District by use of Foot Patrols and Bike Patrols.
- Utilized our Cadets for numerous community events and throughout the City representing the Department. Three Cadets received their Cadet Badges and official Department Call Sign Designations.
- Continued to provide training and expand the Community Emergency Response Team (CERT) in Fort Bragg.
- Continued to increase community awareness on a variety of issues including traffic safety and traffic enforcement in and around our schools. Identified patterns of crimes and worked with community partnerships for prevention through informational pamphlets and probation/parole gang compliance checks on local offenders.
- Collaborated with other City Departments to define effective ways to address issues related to the local homeless population which impact public safety, emergency services, personal well-being and the quality of life in our community. Worked with Code Enforcement to clean up several encampments within City limits.
- Continued to foster a relationship with the Mendocino County District Attorney’s Office which, in turn, assisted the Department with criminal prosecutions.
- Provided successful operational oversight of a multitude of special events including the Fourth of July Fireworks, the Holiday Lights Parade, Paul Bunyan Days weekend and the Whale Festival.
- Continued to work with local school district and the Coalition for Gang Awareness and Prevention (CGAP) on creative ways to prevent alcohol and drug use from impacting youth and young adults in our community.
- Partnered with CGAP and the Mendocino County Youth Project on anti-gang efforts such as Day in the Park events. Zero tolerance enforcement efforts when gang activity present.
- Revamped the Police Officer Recruitment pamphlet used by the City to attract candidates.
- Supported the Police Officer’s’ Association efforts to implement Hiring and Recruitment bonuses.
- Attended Job Fairs for applicants interested in Law Enforcement. Also visited regional Police Academies to elicit interest from non-sponsored Recruits.
- Successful Recruitment for two Police Recruits, one Police Officer and one Community Service Officer.



Figure 1 Sergeant O’Neal & Acting Sergeant Rafanan



Officer Anthony Welter



Recruit-Padraic Ferris



Recruit-Refugio Zavala

**PERFORMANCE/WORKLOAD METRICS**

INDICATORS	FY 16	FY 17	FY 18
<b>PUBLIC SAFETY</b>			
Incident Cases (I Cases)	-	-	1,505
Calls for Service	14,731	14,494	14,532
Crime Reports	1,487	1,534	1,554
Parking Citations	813	918	941
Bookings	587	732	793
DUI	42	39	49
Field Interviews	259	346	481
Traffic Accidents	183	147	145
Number of Community Interaction events	11	11	14
# of Cadets	-	9	10

**FY 2019/20 TOP PRIORITIES**

- Obtain the use of pole cameras to monitor both, homeless issues and gang activity within City boundaries.
- Purchase a Conex Container for “housing” our OHV’s and E-Motorcycles to protect them from the elements.
- Consider establishing a Detective position for more timely and thorough felony investigations, when fully staffed.
- Partner with Fort Bragg Unified School District to seek grant funding for re-establishing a School Resource Officer (SRO) position.
- Continue to develop the skills of support staff, officers, and supervisors through training, employee development, coaching and mentoring and continue to train Department supervisors and line officers to be future leaders within the Police Department.
- Continue proactive enforcement efforts on drug and gang-related criminal activity and continue the Department’s involvement in and support of CGAP (Coalition for Gang Awareness and Prevention).
- Continue to be proactive in addressing issues relating to transients in commercial districts and City parks.
- Continue to work collaboratively with the schools and service agencies to address crime prevention and public safety issues such as Active Shooter training.
- Continue to proactively address public safety issues on the new Coastal Trail and coordinate with other City departments on adaptive management strategies.
- Continue to explore prisoner transport service options such as contract, retired officers, reserve officers and possibly volunteers.
- Continue to work collaboratively with county-wide law enforcement agencies.

**BUDGET OVERVIEW**

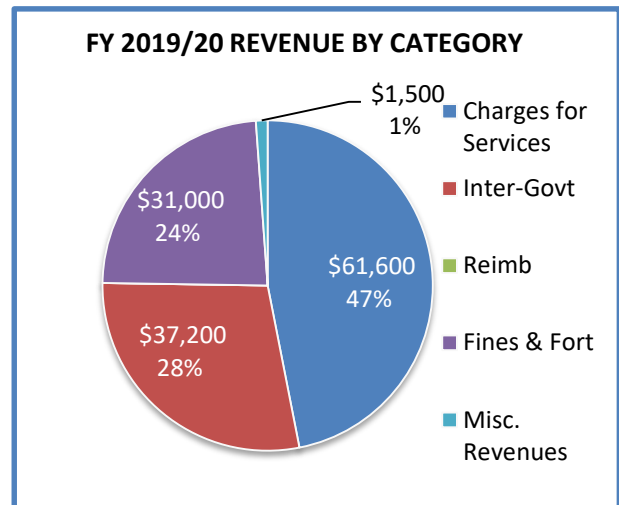
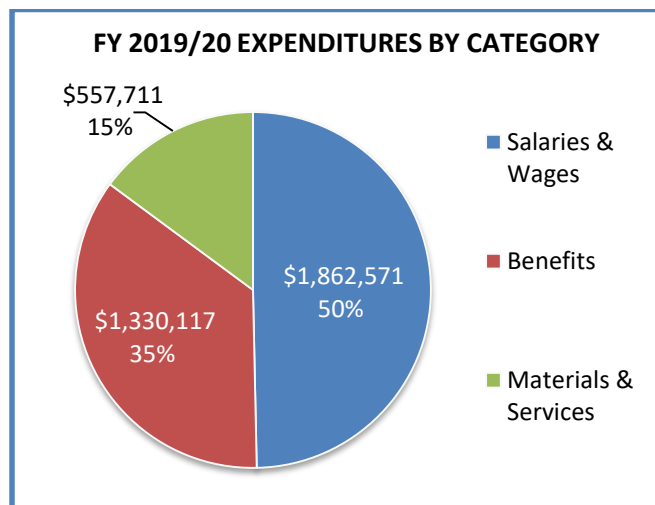
The FY 2019/20 proposed budget for the Police Department is \$3.75M, a 12% increase from the projected FY 2018/19 total of \$3.3M primarily due to personnel costs as the department was significantly short-staffed in FY 2018/19 but is expected to be fully staffed in FY 2019/20. The elimination of the lieutenant position also contributed to the variance in estimated year end compared to budgeted amount.

Department Revenues are estimated to increase by 3% attributed to training Reimbursements and a small increase in parking fines.



**POLICE DEPARTMENTAL BUDGET SUMMARY**  
**FUND 110**  
**DEPARTMENT: 4200**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Revenue</b>					
Charges for services	\$ 43,986	\$ 34,997	\$ 60,232	\$ 61,600	2%
Intergovernmental	55,200	14,676	35,276	37,200	100%
Fines & Forfeitures	26,543	17,207	29,304	31,000	6%
Miscellaneous Revenue	17,566	1,502	3,004	1,500	-50%
<b>Total Departmental Revenue</b>	<b>143,295</b>	<b>68,382</b>	<b>127,816</b>	<b>131,300</b>	3%
<b>Expenditure</b>					
Personnel Services	2,934,935	2,977,206	2,818,349	3,192,687	13%
Non-Personnel Services	591,307	567,527	539,082	557,711	3%
<b>Total Departmental Expenditure</b>	<b>3,526,242</b>	<b>3,544,733</b>	<b>3,357,431</b>	<b>3,750,398</b>	12%
<b>Net Expenditure</b>	<b>(3,382,947)</b>	<b>(3,476,351)</b>	<b>(3,229,615)</b>	<b>(3,619,098)</b>	12%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	181,599	220,522	220,522	1,250,163	100%
Revenue - Personnel Allocations	(206,753)	(151,975)	(220,975)	(177,810)	-20%
<b>Net Cost Allocation</b>	<b>(25,154)</b>	<b>68,547</b>	<b>(453)</b>	<b>1,072,353</b>	
<b>Net Expenditure</b>	<b>\$ (3,357,793)</b>	<b>\$ (3,544,898)</b>	<b>\$ (3,229,162)</b>	<b>\$ (4,691,452)</b>	45%



## BUDGET EXPENDITURE DETAIL:

Fund #110

Department: 4200

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 1,796,284	\$ 1,751,634	\$ 1,728,302	\$ 1,862,571	7.8%
0200	Employee Benefits	1,138,651	1,225,572	1,090,047	1,330,117	22%
	<b>Personnel Services</b>	<b>2,934,935</b>	<b>2,977,206</b>	<b>2,818,349</b>	<b>3,192,687</b>	13%
0313	Laboratory	1,849	1,500	1,500	1,500	0%
0314	Animal Care & Control	34,125	31,500	32,155	31,500	-2%
0318	Investigative Medical Serv	12	3,000	1,500	1,500	0%
0319	Professional Services	369,325	370,000	370,000	31,960	-91%
0320	Dues & Memberships	526	1,000	600	700	17%
0351	Equipment Repair & Maint	5,578	8,000	8,000	8,000	0%
0356	Rental-Equip & Vehicles	1,595	2,127	2,127	2,127	0%
0357	Rentals - Space	3,068	5,600	5,600	5,600	0%
0362	Telephone & Communication	27,157	25,000	25,000	27,000	8%
0365	Copying/Printing	2,807	3,000	3,000	3,000	0%
0366	Training/Travel Reimbursement	45,951	35,000	15,000	35,000	133%
0367	PD Recruit Training	21,708	-	20,000	-	100%
0371	Meetings/City Business	517	800	600	700	17%
0372	Postage	1,757	1,800	1,800	1,800	0%
0374	Evidence Supplies	1,022	1,200	1,200	1,200	0%
0375	General Supplies	10,694	12,000	11,000	11,000	0%
0376	Medical/Safety Supplies	6,633	5,000	5,000	5,000	0%
0381	Small Tools & Equipment	51,692	30,000	25,000	30,000	20%
0383	Utilities	3,974	4,000	4,000	4,000	0%
0384	Books & Subscriptions	967	1,000	1,000	1,000	0%
0385	Outreach	350	-	-	-	0%
0619	Miscellaneous	-	26,000	5,000	5,000	100%
0386	Dispatch Services	-	-	-	350,124	100%
	<b>Non-Personnel Services</b>	<b>591,307</b>	<b>567,527</b>	<b>539,082</b>	<b>557,711</b>	3%
	<b>Total Police Department</b>	<b>\$ 3,526,242</b>	<b>\$ 3,544,733</b>	<b>\$ 3,357,431</b>	<b>\$ 3,750,398</b>	12%



Day in the Park

## Line Item Detail

Fund #110 Department: 4200		Account Detail	Category Account Detail	FY 2019/20 Adopted Budget
<b>Personnel Costs:</b>				
	Salaries & Wages		\$	1,862,571
	Employee Benefits			<u>1,330,117</u>
<b>Total Personnel Costs</b>				<b>\$ 3,192,687</b>
<b>Materials &amp; Services</b>				
110-4200-0313	Laboratory			1,500
110-4200-0314	Animal Care & Control			31,500
110-4200-0318	Investigative Medical Service			1,500
110-4200-0319	Professional Services			31,960
	Car washing	\$	300	
	DOJ Livescan		19,100	
	Evidence towing		500	
	Integrity shred		700	
	Investigative services		1,000	
	MMCTF Annual donation		4,500	
	Parking administration		3,660	
	Reporting subscriptions		1,700	
	Whispering Pines water		<u>500</u>	
110-4200-0320	Dues & Memberships			700
110-4200-0351	Equipment Repair & Maintenance			8,000
110-4200-0356	Rentals - Equipment			2,127
110-4200-0357	Rentals - Off Site Storage			5,600
110-4200-0362	Telephone & Communication			27,000
110-4200-0365	Copying/Printing			3,000
110-4200-0366	Training/Travel Reimbursement			35,000
110-4200-0371	Meetings/City Business			700
110-4200-0372	Postage			1,800
110-4200-0374	Evidence Supplies			1,200
110-4200-0375	General Supplies			11,000
110-4200-0376	Medical/Safety Supplies			5,000
110-4200-0381	Small Tools & Equipment			30,000
110-4200-0383	Utilities			4,000
110-4200-0384	Books & Subscriptions			1,000
110-4200-0386	Dispatch services			350,124
110-4200-0619	Miscellaneous			5,000
<b>Total Material &amp; Services</b>				<b>557,711</b>
<b>Total - Police Department</b>				<b><u>\$ 3,750,398</u></b>

**BUDGET REVENUE DETAIL:****Fund #110****Department: 4200**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Charges for Services</b>						
3419	Police Copies	\$ 3,995	\$ 1,982	\$ 3,982	\$ 4,000	0%
3422	Police Fingerprints	33,191	27,265	50,000	50,000	0%
3425	Stored Vehicle Release	1,900	(200)	(200)	1,500	-850%
3426	Abandoned Vehicle Abatement	4,350	5,950	5,950	5,100	-14%
3718	Police Witness Fee	550	-	500	1,000	100%
<b>Total Charges for Services</b>		43,986	34,997	60,232	61,600	2%
<b>Intergovernmental</b>						
3200	DNA Reimbursements	7,532	3,576	5,676	4,700	-17%
3719	Booking Fee Reimbursement	13,750	11,100	19,600	17,500	-11%
3201	Training Reimbursement	33,918	-	10,000	15,000	50%
<b>Total Intergovernmental</b>		55,200	14,676	35,276	37,200	5%
<b>Fines &amp; Forfeitures</b>						
3511	Parking Fines	20,574	16,652	26,749	27,000	1%
3513	DUI Cost Recovery	5,969	555	2,555	4,000	57%
<b>Total Fines &amp; Forfeitures</b>		26,543	17,207	29,304	31,000	6%
<b>Miscellaneous</b>						
3998	Miscellaneous revenues	17,566	1,502	3,004	1,500	100%
<b>Total Miscellaneous</b>		17,566	1,502	3,004	1,500	100%
<b>Total Police Dept. Revenue</b>		<u>\$ 143,295</u>	<u>\$ 68,382</u>	<u>\$ 127,816</u>	<u>\$ 131,300</u>	3%

**COST ALLOCATION****Fund #110****Department: 4200**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0800	Overhead Allocation	-	-	-	851,056	100%
0801	Salary/Benefit Allocation	-	-	-	60,247	100%
0802	Cost Allocation contra exp	-	-	-	(59,671)	100%
0396	Allocation to ISF-IT	-	-	-	138,923	100%
0322	Allocation to ISF-Fleet	181,599	220,522	220,522	171,934	100%
0397	Allocation to ISF-Facilities	-	-	-	87,672	100%
3497	Personnel Cost Allocation - Revenue	(206,753)	(151,975)	(220,975)	(177,810)	-20%
<b>Net Cost Allocation</b>		(25,154)	68,547	(453)	1,072,353	



## PUBLIC SAFETY - FIRE

### PURPOSE

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

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

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



## PERFORMANCE/WORKLOAD METRICS

INDICATORS	FY16	FY17	FY18
<b>PUBLIC SAFETY - FIRE</b>			
Total Number of Calls	579	665	626
Structure Fires	29	38	10
Vehicle Fires	3	16	5
Vegetation Fires	31	33	23
Medical Aid	150	199	197
Rescue	22	16	11
Traffic Accidents	133	98	115
Service Calls	91	80	99
Mutual Aid/Agency assist	12	18	23

## BUDGET OVERVIEW

The FY 2019/20 budget for the Fire Department is \$430k, an increase of \$19k, or 5% compared to the FY 2018/19 projected total.

## BUDGET DETAIL:

Fund #110

Department: 4220

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0220	Pers	4,716	6,119	5,905	12,827	117%
0319	Professional Services	395,327	407,724	405,724	417,896	3%
<b>Total Fire Department</b>		<b>\$ 400,043</b>	<b>\$ 413,843</b>	<b>\$ 411,629</b>	<b>\$ 430,723</b>	<b>5%</b>

## Line Item Detail

Fund #110	Account Detail	Category Detail	FY 2019/20 Proposed Budget
Department: 4220			

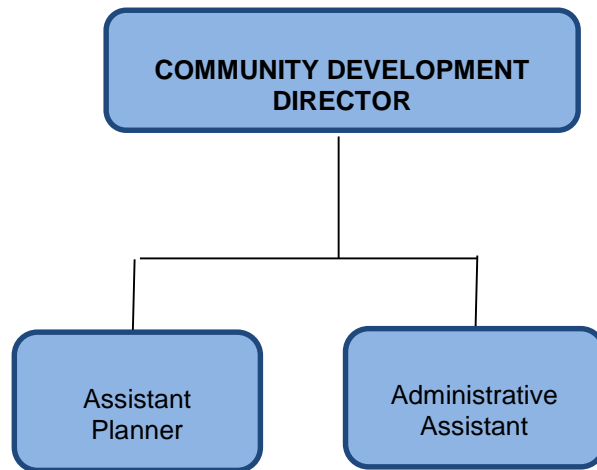
## Personnel Costs

110-4220-0220	Pers	\$ 12,827	
<b>Total Employee Benefits</b>			<b>\$ 12,827</b>

## Materials &amp; Services

110-4220-0319	Professional Services	417,896	
Contribution to the Fire Protection District			
<b>Total Material &amp; Services</b>			<b>417,896</b>
<b>Total - Fort Bragg Fire Protection District</b>			<b>\$ 430,723</b>

# COMMUNITY DEVELOPMENT DEPARTMENT



AUTHORIZED FTE	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
CDD Department	3.8	3.8	3.8	4.3	4	4.3	4.8	4.8	3

*Support the sustainable development of a vibrant economy, an attractive and functional built environment, and top-notch public and private development projects by providing exemplary:*

- (i) Long-range planning;*
- (ii) Current project permitting;*
- (iii) Housing & economic development;*
- (iv) Code enforcement; and*
- (v) Grant writing.*

## SUMMARY OF SERVICES

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

- **Long-Range Planning:** The Department engages the community and Council to prepare and implement long-range planning projects such as: the Mill Site Reuse Rezoning and LCP Amendment, the Fort Bragg Street Safety Plan and other projects.
- **Economic Development:** The Department continued to implement the City's Economic Development Strategy (which is focused on jobs, tourism, arts and quality of life).
- **Housing Development:** the Department raises and manages millions of dollars in grants for affordable housing projects. This effort also includes increasing market rate housing development in Fort Bragg.
- **Special Projects:** The Department seeks funding for, and oversees the planning and design process, permitting and environmental review, and engineering and construction management for special project such as the Fort Bragg Coastal Trail and other projects.

- **Current Planning:** The Department works with developers, business owners, and property owners to ensure that new development proposals comply with the City's planning and zoning regulations, through our permitting process.
- **Permitting:** CDD takes in, processes and approves for final all building permits, sign permits and Limited Term Permits.
- **Code Enforcement:** The Department investigates and initiates code compliance letters, these are followed with fees and follow up enforcement activities, which can include taking cases to Small Claims Court and Superior Court.

## 2018 STRATEGIC GOALS AND OBJECTIVES

- Complete the Mill Site Reuse Planning Project.
- Continue to implement the City's Economic Development Strategy.
- Process new development, building and sign permits in a timely manner and with exceptional customer service.
- Seek grants for priority City projects and activities.
- Continue to undertake and implement new City projects.

## FY 2018/19 ACCOMPLISHMENTS

### City Council

- 45 City Council Staff Reports on the following topics: Extreme Weather Shelter, MCHC Ad Hoc Committee Report, Danco Project Alternatives, MSRP Design Element and Design Guidelines, MRSP Circulation Element, Glass Beach Stair Alternatives, MSRP Open Space Element, MSRP Land Use Plan Alternatives, Pine Street Lien, MSRP Traffic Study Scope of Work, MSRP Utilities Element, MSRP Financing Strategy, Downtown Vacant Property Report, Danco Permanent Supportive Housing, MSRP Downtown Extension and Buildout Analysis, Bar/Tavern UP 1-18 Appeal, Skunk Train BUILD grant submittal, Mill Pond Permit Processing, ILUDC amendment for Bee Keeping, MSRP Land Use Element, Permitting process for Mobile Vending, utility analysis for Mill Site Reuse Plan, Visual Analysis and Design Review requirements for Mill Site Reuse; revisions to MSRP Land Use Plan, Noyo Headland Park bicycle park and other topics.

### Long Range Planning

- Completed about 60 percent of the GP Mill Site Reuse LCP Amendment including: Including 8 elements of the Coastal General Plan and the following background Reports: 1) Low Cost Visitor Serving Accommodations Report; 2) Visual Analysis Report; 3) Sea Level Rise Report; 4) Buildout Analysis Report; 5) Utility Analysis Report;
- Revised the Citywide Design Guidelines to make them more effective and flexible
- Engaged regulatory agencies regarding Mill Pond remediation.

### Current Planning

- Staff completed a wide variety of current planning projects, which included: preparation of 28 staff reports for 12 Planning Commission Meetings to consider 10 Coastal Development Permits, 1 Lot Line Adjustment, 2 Use Permits, 8 Minor Use Permits, 2 Mobile Vending Permits, 3 Design Review Permits, 28 Limited Term Permits, 15 Sign Permits, numerous new business license review; and 7 CEQA documents.
- Staff provides effective and professional customer service at the counter and over the phone;
- Processed and reviewed more than 100 building permits and 59 development permits;
- Code Enforcement: staff enforced on 45 Code enforcement cases (over \$18,000 in fines collected); took three cases to Small Claims court; organized four major encampment clean ups (over 80 yards of trash

removed), worked with three property owners to fence property against future encampments and staffed the homeless Ad Hoc Committee.

### **Housing & Economic Development**

- Worked with a variety of businesses on business expansion and relocation plans.
- Developed an ordinance to establish minimum maintenance requirements for vacant commercial buildings.
- Revised the Mobile Vending Ordinance to be more flexible.
- Staff assisted Danco with the funding and permitting for a 69 unit affordable Housing Project; assistance included: preparing a fully awarded \$3 million HEAP grant for project: completing the Coastal Development Permit, CEQA, Design Review permit process in six weeks; and assisting Danco with \$22.7 million Tax Credit Application.
- Complete the 2019 Housing Element.
- Worked with the Housing Action Team.
- Organized the very successfully Second Unit Workshop with 80+ attendees
- Updated the Second Unit plans with a 2019 Engineering Update and acquired additional free second unit designs for the Free Second Unit program.
- Farmer's Market outreach table.

### **Special Projects**

- Work with MCPAL to establish a **Bicycle Park at Noyo Headland Park**.
- Assisted with oversight of the **GP Mill Site Remediation** project including review and comments on the Feasibility Study.
- Staff Updated the **City's Street Safety Plan**
- **Coastal Trail**: staff negotiated and Prepared a License Agreement for Alder Street Access; completed the design and permitting for Alder Street Access, finalized all Billing and Final Reporting for Coastal Trail grants (State Parks and ATP Grants); Finalized all artist benches & murals; and embarked on a rare plant and native plant planting efforts, weed control, final monitoring for arch resources.
- **Mill Pond Remediation**: staff respond to DTSC request for Planning Requirements (ARRAS) for remediation of the Mill Pond and prepared a Mill Pond EIR RFP in Collaboration with DTSC and the Coastal Commission.
- **Community Outreach**; staff undertook the following community outreach activities: Weekly Farmer's Market Table; key member of Healthy Mendocino - Housing Action Team; facilitated the Second Unit Workshop; held two Street Safety Workshops; and developed and managed a number of community Surveys (Survey Monkey) for Mill Site Reuse Plan, Street Safety Plan, and Affordable Housing.

### **FY 2019/20 TOP PRIORITIES**

- Engage the City Council and implement the Council's vision for Community Development.
- Submit the Mill Site Reuse Local Coastal Amendment to the Coastal Commission for consideration.
- Expand housing opportunities, including apply for SB 2 grant funds (\$160,000), work to attract a market rate housing project in Fort Bragg.
- Continue to implement the City's Economic Development Strategy.
- Provide exceptional customer service in the processing of all new development applications, planning permits, CEQA review, building permits and sign permits. Significant new development projects may

include: Danco residential development, Hare Creek Center, Avalon Hotel, Mill Pond Remediation, and other assorted projects.

- Adopt 2019 Housing Element.
- Work to complete rest of Fort Bragg Coastal Trail 3.0 downtown access – property acquisition, acquire grant funding, complete design, undertake permitting & environmental review, bid project and construction management for parking lot and access road improvements.
- Seek funding for other City Council priorities.

#### PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY 16/18	FY 17/18	FY 18/19
Development Permits (Coastal Development Permits, Use Permits, Design Review, Subdivisions, Limited Term Permits, etc.)	40	53	59
CEQA Documents (Environmental Impact Reports, Mitigated Negative Declarations, Negative Declarations)	3 MNDs, 2 NDs	1 DEIR, 2 MNDs, 3 NDs	6 MNDs 1ND
Building Permits	141	164	104
Code Enforcement Cases	75	69	45
Ordinance Amendments	4	3	2
Grants Awarded	\$2,041,963	\$1,434,978	\$3,016,00
Limited Term Permits	19	27	
Sign Permits	23	23	15
Number of Planning Commission Staff Reports	14	29	22
Number of Community Development Committee Staff Reports	14	19	23
Number of City Council Staff Reports	31	55	45

#### BUDGET OVERVIEW

The FY 2019/20 budget for the Community Development Department is \$368k, a decrease of \$57k over the FY 2018/19 projected total of \$425k. The variance is related to personnel costs which decreased by 14% due to a reorganization of the department – with two staff members moving from Community Development to Public Works. Additionally, Non-personnel costs also decreased by 8% attributed to reduction in travel and training budget.

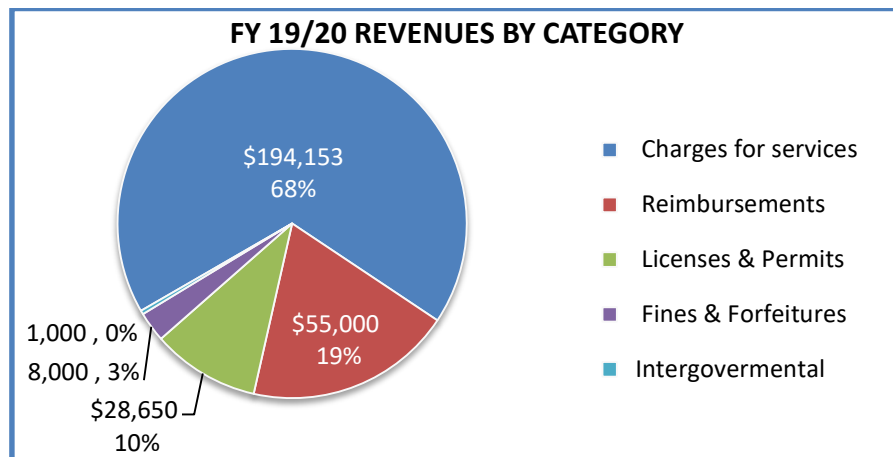
Department Revenues are forecasted to decrease by \$42k or 13% relating to reduction in Staff Time reimbursements from Grants due to the restructuring. Fines & Forfeitures, Licenses and Permits was up in FY 2018/19 due to a unexpected code enforcement violation and new license permit fees.

**COMMUNITY DEVELOPMENT DEPARTMENT BUDGET SUMMARY****FUND 110****DEPARTMENT: 4130**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure Summary</b>					
Personnel Services	\$ 489,446	\$ 509,331	\$ 413,503	\$ 357,512	-14%
Non-Personnel Services	11,844	12,900	12,143	11,200	-8%
Total Departmental Expenditure	501,290	522,231	425,646	368,712	-13%
<b>Revenue Summary</b>					
Charges for services	153,795	40,410	210,224	194,153	-8%
Fines & Forfeitures	7,645	19,021	23,021	8,000	-65%
Licenses & Permits	55,747	27,124	54,256	28,650	-47%
Intergovernmental	1,000	-	500	1,000	100%
Reimbursements	46,210	12,777	40,927	55,000	34%
Total Departmental Revenue	264,397	99,332	328,928	286,803	-13%
Net Rev/Exp	(236,893)	(422,899)	(96,718)	(81,909)	-15%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	-	-	-	242,757	100%
Revenue - Personnel Allocations	(24,644)	(20,680)	(41,361)	(3,973)	-90%
Net Cost Allocation	(24,644)	(20,680)	(41,361)	238,783	-677%
<b>Net Expenditure</b>	\$ (212,249)	\$ (402,219)	\$ (55,358)	\$ (320,692)	479%

**BUDGET REVENUE DETAIL:****Fund #110****Department: 4320**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Charges for Services</b>						
3318	Grant Staff Time Reimb	\$ 117,825	\$ 25,879	\$ 161,237	143,653	-11%
3415	City Exp Reimb - Developers	35,845	14,256	48,512	50,000	3%
3424	Ordinance Fees	125	275	475	500	5%
<b>Total Charges for Services</b>		153,795	40,410	210,224	194,153	-8%
<b>Reimbursements</b>						
3497	Interfund Reimb - CDD	23,171	3,924	28,924	50,000	73%
3734	Community Dev Fees	22,879	8,853	11,853	5,000	-58%
3201	Training Reimbursements	-	-	150	-	-100%
3998	Miscellaneous	160	-	-	-	0%
<b>Total Reimbursements</b>		46,210	12,777	40,927	55,000	34%
<b>Licenses &amp; Permits</b>						
3715	Sign Application	1,175	430	860	800	-7%
3732	Grading Permits	900	-	750	750	0%
3733	Building Permit Surcharge	51,119	25,451	50,903	25,000	-51%
3702	Business License Surcharge	2,553	1,243	1,743	2,100	20%
<b>Total Licenses &amp; Permits</b>		55,747	27,124	54,256	28,650	-47%
<b>Fines &amp; Forfeitures</b>						
3735	Code Enforcement Fees	7,645	19,021	23,021	8,000	-65%
<b>Total Fines &amp; Forfeitures</b>		7,645	19,021	23,021	8,000	-65%
<b>Intergovernmental</b>						
3205	Intergovernmental	1,000	-	500	1,000	100%
<b>Total Intergovernmental</b>		1,000	-	500	1,000	100%
<b>Total CDD Revenue</b>		<b>\$ 264,397</b>	<b>\$ 99,332</b>	<b>\$ 328,928</b>	<b>\$ 286,803</b>	<b>-13%</b>





**BUDGET EXPENDITURE DETAIL:****Fund #110****Department: 4320**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 343,301	\$ 350,900	\$ 282,910	\$ 238,750	-16%
0200	Employee Benefits	146,145	158,431	130,593	118,762	-9%
	<b>Personnel Services</b>	<b>489,446</b>	<b>509,331</b>	<b>413,503</b>	<b>357,512</b>	<b>-14%</b>
0320	Dues & Memberships	845	200	200	200	0%
0364	Legal Notices	7,238	3,500	2,962	3,500	18%
0366	Training/Travel Reimbursement	2,534	6,500	7,009	4,500	-36%
0371	Meetings/City Business	812	2,000	1,000	1,000	0%
0381	Small Tools & Equipment	415	500	500	1,800	260%
0384	Books & Subscriptions	-	200	472	200	-58%
	<b>Non-Personnel Services</b>	<b>11,844</b>	<b>12,900</b>	<b>12,143</b>	<b>11,200</b>	<b>-8%</b>
	<b>Total CDD Expenditure</b>	<b>\$ 501,290</b>	<b>\$ 522,231</b>	<b>\$ 425,646</b>	<b>\$ 368,712</b>	<b>-13%</b>

**Line Item Detail****Fund #110****Department: 4320****Account  
Detail****Category  
Detail****FY 2019/20  
Proposed  
Budget****Personnel Costs**

Salaries & Wages	\$ 238,750	
Employee Benefits	118,762	
<b>Total Personnel Costs</b>	<b>\$ 357,512</b>	

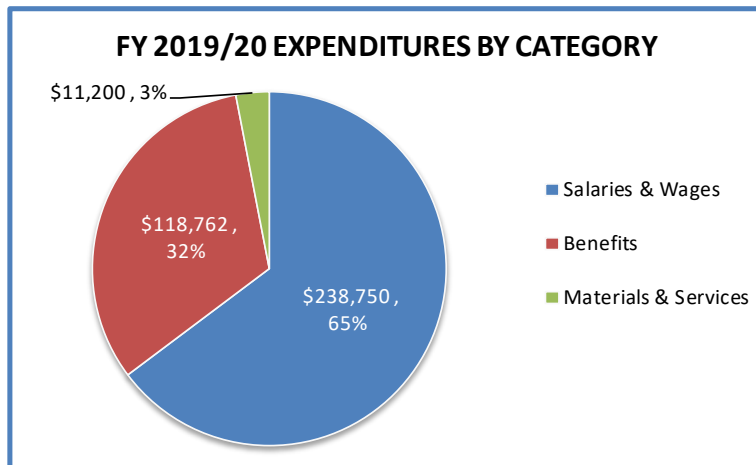
**Materials & Services**

110-4320-0320 Dues & Memberships	200	
110-4320-0364 Legal Notices	3,500	
110-4320-0366 Training/Travel Reimbursement	4,500	
110-4320-0371 Meetings/City Business	1,000	
110-4320-0381 Small Tools & Equipment	1,800	
110-4320-0384 Books & Subscriptions	200	
	11,200	
<b>Total Material &amp; Services</b>		<b>11,200</b>

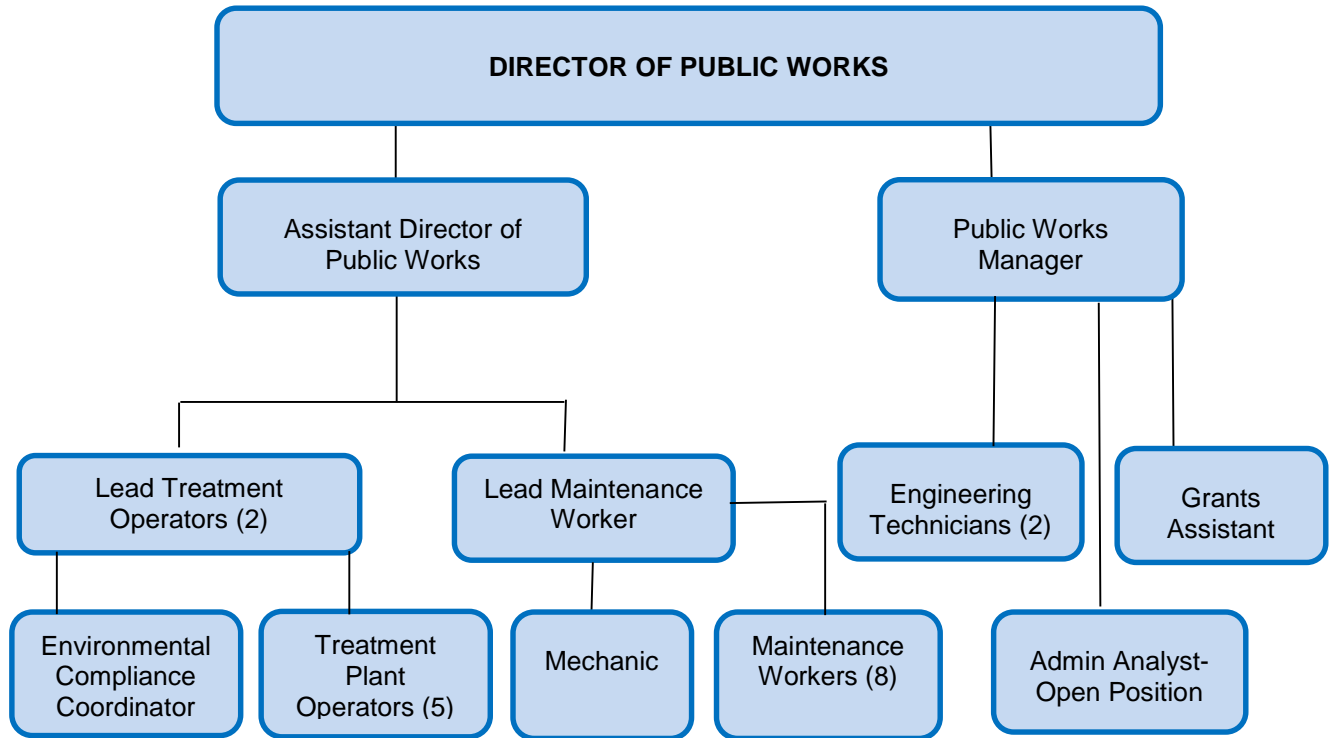
<b>Total - Community Development Department</b>	<b>\$ 368,712</b>
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**COST ALLOCATION DETAIL****Fund #110****Department: 4320**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0801	Salary/Benefit Allocation	-	-	-	102,948	100%
0800	Overhead Allocation	-	-	-	226,101	100%
0802	Cost Allocation contra exp	-	-	-	(120,054)	100%
0396	Allocation to ISF-IT	-	-	-	26,048	100%
0397	Allocation to ISF-Facilities	-	-	-	7,714	100%
3499	Personnel Cost Allocation - Rev	(24,644)	(20,680)	(41,361)	(3,973)	-90%
		(24,644)	(20,680)	(41,361)	238,783	-677%



## PUBLIC WORKS DEPARTMENT



AUTHORIZED FTE	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Public Works Department	12.60	12.60	12.60	13.60	12	12.60	14	14	15.8
Enterprise Department	7	8	8	8	8	8	8	8	8

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

### DEPARTMENTAL DESCRIPTION

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

of all City vehicles, heavy equipment, and other large pieces of equipment owned by the City. The Public Works crew also provides support for many civic and community events. The Water and Wastewater Enterprises are operated as separate enterprises and are presented in separate sections of this budget. In the past year, housing and environmental review capabilities have been added to further strengthen the Department's skills base.

## STRATEGIC GOALS AND OBJECTIVES

- Provide coordinated oversight and management of six divisions within the Public Works Department.
- Ensure that employees are given essential safety training and job-skills training. Provide employees with adequate resources to safely and effectively complete their work. Implement employee policies and procedures in accordance with all federal, State, and local rules and regulations.
- Perform necessary physical and operational activities at each City-owned facility and for the City's infrastructure to stay current with constantly evolving regulatory requirements.
- Directly or through the use of consultants 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 continue innovating sustainability measures.
- Enhance public travel by providing a safe, durable, multi-modal road network that fully includes pedestrian, bicycling, transit, rail and other modes of transportation. Provide for a smooth flow of traffic throughout the City.
- Maintain customer satisfaction and continue to be responsive to citizen inquiries and concerns.

## FY 2018/19 MAJOR ACCOMPLISHMENTS

- **City Hall Improvements:** In the past year, a new emergency generator has been installed.
- **Town Hall:** The Town Hall heater unexpectedly failed last winter and was replaced. Additional ducting upgrades were made at the same time.
- **Security/Fire Alarm System:** A new maintenance contract was executed with substantial cost savings.
- **Coastal Trail, Phase 2 (central segment):** Construction of Phase 2 was completed March 2018. A new connector segment from downtown to the Coastal Trail, near the mill pond, was completed and opened to the public in May 2019.
- **Streets and Alley Rehabilitation Project:** Design is underway for the rehabilitation of 14 to 17 dead end streets and similar street segments throughout town. Construction is scheduled for the summer of 2019.
- **2019 Street Maintenance:** Since the passage of SB-1, the State has created a new class of gas tax funding through the Road Maintenance and Rehabilitation Account (RMRA). In FY 18/19, \$244,000 was expended to provide street maintenance work along 10 streets and alleys as well as refreshing pavement markings in another 17 locations.
- **Street Safety Plan:** In collaboration with the Community Development Department (CDD) an updated Street Safety Plan was completed to help identify and prioritize street improvements that focus on pedestrian and cycling needs.
- **Traffic Committee:** Public Works teams up with the Police Department to consider various requests to install or modify traffic control devices throughout the City. Often these requests involve curb painting, street markings, and street signage. Twenty-Five such requests were processed during the past fiscal year.

- **CV Starr – Pool Basin Resurfacing:** The lining of the main pool in the CV Starr Aquatic Center has worn out and needs to be resurfaced. A previous bid in 2018 produced a costly proposal. CV Starr staff is reexamining the project bid documents to value engineer the project. New bids will be solicited in 2019 with the intent to undertake the resurfacing by the end of the year.
- **1.5 MG Water Tank Installation:** a 1.5 million gallon, finished water tank was installed next to the existing water tank on the north side of Cedar Street next to the City's corporation yard. Construction was completed in 2018. The project was funded by a grant from the Community Development Block Grant (CDBG) program. The new tank will add a new layer of water storage stability and open up the ability to fully maintain the City's other two water storage tanks.
- **Raw Water Line Replacement, Phases II through V:** Portions of the raw water transmission main from the City's water sources to the water treatment plant have been replaced over the years. Approximately 15,000 feet of pipe is now ready for replacement. The stretch of pipe from Forest Road 450 (downstream of Waterfall Gulch) to Sherwood Road has been broken into five phases. Phase I from Highway 20 to the Summers Lane Reservoir has already been completed. For efficient work, design of the remaining four phases will be done under one contract. Construction of each phase will follow as funding and time permit. Design was started in 2019. Bid documents for the next of phase of construction will be ready in the summer of 2020.
- **Georgia Pacific Mill Site Water Availability:** Working closely with CDD, water supply modeling was undertaken to determine water availability for future development of the Mill Site
- **Waste Water Treatment Facility (WWTF) Upgrade Project:** Construction began in June 2018. A new waste water treatment module will improve the level of treatment and increase its reliability. The project is being funded through a combination of loans and grants from federal and state source as well as a significant contribution from the City's Waste Water Enterprise Fund. Construction is running ahead of schedule and may be completed as soon as the end of 2019. A six month start-up and testing period will follow to ensure the full functionality of the improvements and to train City staff to operate the new plant. Construction is expected to take two years with the new upgrades coming online during the summer of 2020.
- **Lift Station Rehabilitation:** Three sanitary sewer lift stations (pumps) are very old and overdue for rehabilitation. These are South Harbor Lift Station, North Harbor Lift Station, and the Pudding creek Lift Station. Design was completed in 2019. Construction will begin in June 2019 and be completed by the fall.
- **Sewer Main Rehabilitation – CIPP:** Nearly 4,000 feet of sewer mains throughout the City will be rehabilitated to improve their ability to reliably send sewage to the WWTF. A Cure In Place Pipe (CIPP) technology that relines the pipe will be used to improve system performance and minimize the disturbance to the overlying streets and alleys. Design was completed in 2019. Construction will begin in the summer of 2019 and be completed by the fall.
- **WWTF Report of Water Discharge (ROWD):** The Report of Water Discharge is an essential part of demonstrating Regional Water Quality Control Board permit compliance for the WWTF. This document was revised and updated in 2019.
- **Sanitary Sewer Management Plan (SSMP) Update:** The SSMP is another key document required to ensure the smooth and safe operation of the WWTF. The SSMP defines the tasks, tools, and strategies in use by District staff to properly manage and maintain the District's wastewater conveyance system. The SSMP is a living document that must be adopted every five years by the District Board. The SSMP must include the following 11 elements: Goals; Organization; Legal Authority; Operation and Maintenance Program; Design and Performance Provisions; Overflow Emergency Response Plan; Fats, Oils, and Grease (FOG) Control Program; System Evaluation and Capacity Assurance Plan; Monitoring/Measurement/Program Modifications; SSMP Program Audits; and Communication Plan.

- **Solid Waste:** Public Works staff is providing assistance to the Mendocino County Solid Waste Management Authority (MCSWMA) with project management and administration of solid waste hauler franchise agreements.
- **Cannabis Businesses:** Amendments to the City's Municipal Code have been drafted to better spell out regulation of retail and manufacturing activities associated with the cannabis industry. Project permitting has been undertaken.

## PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY16	FY17	FY18
<b>PUBLIC WORKS</b>			
# of Projects budgeted - CIP	\$5.5m	\$4.8m	\$22.2m
Grading Permits	-	8	2
Storm Water Permits	-	22	15
Encroachment Permits issued	-	52	46
Traffic Committee requests processed	-	22	25
<b>MAINTENANCE</b>			
Streets (miles)	26.4	27.5	27.5
Alleys (miles)	19	19	19
Storm drains (miles)	10	10	10
Street lights	592	592	592

## FY 2019/20 TOP PRIORITIES

- **Guest House Rehabilitation:** The next phase of work will be improvement to the walkways, signage and other minor corrective measures.
- **Bainbridge Park Improvements:** Funding for phase 2 improvements are being pursued with an application for Proposition 68 funding. The goal is for a total makeover of the Wiggly Giggly playground and construction of the pavilion.
- **Glass Beach Stairs:** Design was previously completed for a replacement set of concrete stairs in the same place as the original cable stairs. The original stairs proved to be no match for demanding coastal environment. Concrete stairs appear to be the most practical replacement. This design will be out to bid for construction in the summer of 2019.
- **Noyo Marine Center:** Public Works is assisting in completing the property transfer for the Noyo Marine Sciences Center. This work includes meeting the requirements of the California Coastal Conservancy.
- **2019/20 Street Maintenance:** the next RMRA funded maintenance project will continue to include street maintenance work along streets and alleys as well as refreshing pavement. In addition street rehabilitation and storm drainage repairs along Maple Street are planned for FY 19/20.
- **Pedestrian Facility Needs Study:** the City has been partnering with the Mendocino Council of Governments (MCOG) on a regional plan to identify and provide preliminary engineering data on potential projects to benefit pedestrians and cyclists in and near the City. The final report will be completed in the summer of 2019.
- **Pudding Creek Water Main Relocation:** high flows in Pudding Creek during the storm season of 2015-2016 overtopped the Georgia Pacific dam across creek. This dam also supports a City 10-inch water main serving the northern part of Fort Bragg. To ensure water system resiliency and supply reliability, the

water main will be moved to the nearby bridge crossing the creek which carries N. Main Street (Highway 1). The original funding from disaster funds was denied. Multiple funding sources as well as partners are being pursued to accomplish this relocation.

- **Water Treatment Plant Overhaul:** The City's water treatment facilities have aged to the point that they are ready for a major overhaul. In addition, the raw water storage ponds will be rehabilitated to reduce leakage as well as an old clarifier will be demolished to open more room on-site. Design is scheduled for the summer of 2019 with construction anticipated in 2020.
- **Water Meter Replacement:** The City's water meters were last replaced in 2007. They are starting to age and their maintenance costs are steadily increasing. If funding can be secured, the replacement of these meters could begin as early as FY 19/20.
- **Storm Water:** The City's Municipal Separate Storm Sewer Systems (MS4) permit is due for an update during FY 19/20. Staff is working closely with the Regional Water Quality Control Board (RWQCB) in anticipation of significant regulatory changes.
- **Trash Capture Devices:** These facilities are a recent RWQCB mandate to intercept and remove litter at storm drain inlets to prevent trash from reaching the ocean or local waterways. An application for funding from the Integrated Regional Water Management (IRWM) program was recently denied. Staff will continue to pursue funding for this important environmental protection measure.
- **Local Development:** Public Works will continue to more closely coordinate work with CDD on land use entitlements and building permit reviews. Improving communication and streamlining permit processing continue to be primary goals. Special attention is being paid to help increase the City's housing stock.
- **Housing:** Housing tasks were recently added to the Public Works portfolio. The City is providing funding assistance to Parents and Friends for a residential care facility serving the elderly. The Glass Beach Apartments are scheduled for a lighting upgrade project during the summer of 2019. The City will continue work with local homeowners on owner-occupied rehabilitation projects. Public Works staff is supporting CDD in updating the Housing Element.

## BUDGET OVERVIEW

The Public Works Department budget for FY 2019/20 totals \$2.2M which is an increase of 14% over the FY 2018/19 projected total of \$1.9M. Personnel costs are expected to increase by \$141k.

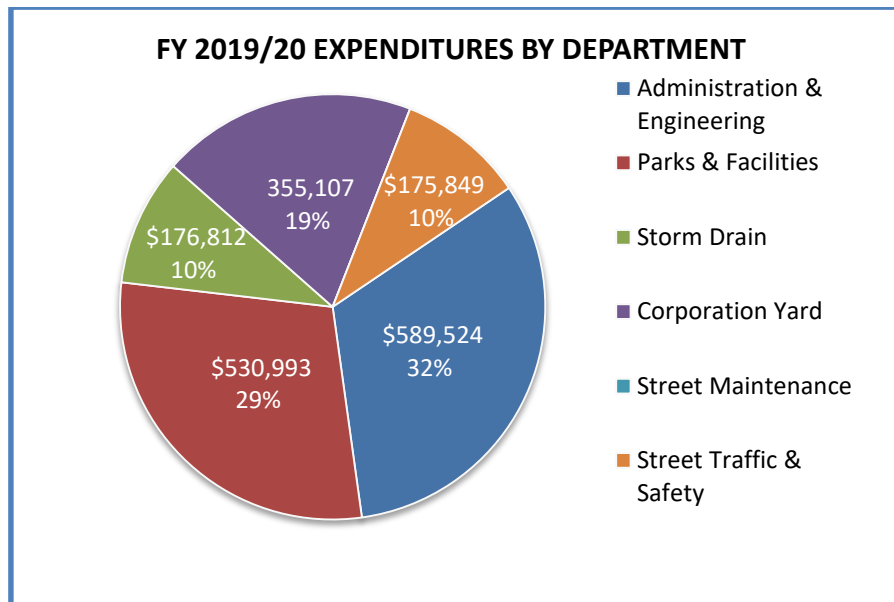
The increase in personnel costs is a result of two positions been added to the department as part of the department restructuring. Additionally, COLA's and increased benefits costs are also budgeted for.

Revenues are projected to increase by 78%, attributed to the increase in cost reimbursements for work related to Street Resurfacing, traffic maintenance and HUTA.



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

<b>Description</b>	<b>FY 2017/18 Audited</b>	<b>FY 2018/19 Amended Budget</b>	<b>18/19 FYE Projected</b>	<b>FY 2019/20 Proposed Budget</b>	<b>% + /-</b>
<b>Expenditure</b>					
Personnel Services	\$ 1,237,168	\$ 1,335,934	\$ 1,383,011	\$ 1,525,683	10%
Non-Personnel Services	254,323	305,300	291,544	282,600	-3%
<b>Total Departmental Expenditure</b>	<b>1,491,491</b>	<b>1,641,234</b>	<b>1,674,555</b>	<b>1,808,283</b>	<b>8%</b>
<b>Revenue</b>					
Charges for services	3,048	-	74,250	91,059	23%
Licenses and Permits	6,075	3,282	5,282	5,700	8%
Reimbursements	264,126	74,993	270,403	527,646	95%
<b>Total Departmental Revenue</b>	<b>273,249</b>	<b>78,275</b>	<b>349,935</b>	<b>624,405</b>	<b>78%</b>
<b>Net Expenditure</b>	<b>(1,218,242)</b>	<b>(1,562,959)</b>	<b>(1,324,621)</b>	<b>(1,183,878)</b>	<b>-11%</b>
<b>Cost Allocation</b>					
Expense - Cost Allocations	182,769	227,062	227,062	392,060	73%
Revenue - Personnel Allocations	(857,476)	(462,691)	(925,383)	(743,653)	-20%
<b>Net Cost Allocation</b>	<b>(674,707)</b>	<b>(235,629)</b>	<b>(698,321)</b>	<b>(351,593)</b>	<b>-50%</b>
<b>Net Expenditure</b>	<b>\$ 543,535</b>	<b>\$ 1,327,330</b>	<b>\$ 626,300</b>	<b>\$ 832,286</b>	<b>33%</b>





**BUDGET EXPENDITURE DETAIL:****Fund #110****Department: 4330, 4392, 4520, 4522, 4570, 4840**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 822,784	\$ 852,803	\$ 884,778	\$ 992,871	12%
0200	Employee Benefits	414,384	483,132	498,233	532,812	7%
	<b>Personnel Services</b>	<b>1,237,168</b>	<b>1,335,934</b>	<b>1,383,011</b>	<b>1,525,683</b>	<b>10%</b>
	<b>Administration, Engineering, Corp Yard</b>					
0319	Professional Services	1,242	6,700	6,700	6,700	0%
0320	Dues & Memberships	156	300	300	300	0%
0366	Training/Travel Reimbursement	7,783	5,500	4,500	5,500	22%
0373	Licenses & Permits	1,296	1,700	1,450	1,800	24%
0375	General Supplies	6,180	6,000	6,000	6,000	0%
0376	Medical/Safety Supplies	1,754	1,500	1,500	1,500	0%
0377	Boot Expense	1,281	2,100	2,100	1,900	-10%
0381	Small Tools & Equipment	1,637	2,000	2,000	1,900	-5%
0384	Books & Subscriptions	279	200	200	200	0%
	<b>Total Administration, Engineering, Corp Yard</b>	<b>21,608</b>	<b>26,000</b>	<b>24,750</b>	<b>25,800</b>	<b>4%</b>
	<b>Parks &amp; Facilities</b>					
0319	Professional Services	7,645	8,000	8,000	8,400	5%
0353	Park Maintenance	3,759	4,000	4,000	4,000	0%
0366	Training/Travel Reimbursement	-	1,500	1,500	1,500	0%
0375	General Supplies	40,601	22,000	22,000	22,000	0%
0381	Small Tools & Equipment	1,635	1,500	1,500	1,500	0%
	<b>Total Parks &amp; Facilities</b>	<b>53,640</b>	<b>37,000</b>	<b>37,000</b>	<b>37,400</b>	<b>1%</b>
	<b>Street Maintenance</b>					
0319	Professional Services	21,852	20,000	20,000	56,000	180%
0375	General Supplies	5,730	13,000	13,000	10,000	-23%
0383	Utilities	119,405	115,000	102,494	112,000	9%
	<b>Total Street Maintenance</b>	<b>146,987</b>	<b>148,000</b>	<b>135,494</b>	<b>178,000</b>	<b>31%</b>
	<b>Storm Drains</b>					
0319	Professional Services	2,225	22,000	22,000	5,500	-75%
0373	Licenses & Permits	5,953	7,000	7,000	6,500	-7%
0375	General Supplies	2,695	4,000	4,000	5,000	25%
0751	Infrastructure	1,756	35,000	35,000	-	-100%
	<b>Total Storm Drains</b>	<b>12,629</b>	<b>68,000</b>	<b>68,000</b>	<b>17,000</b>	<b>-75%</b>
	<b>Traffic &amp; Safety</b>					
0319	Professional Services	439	1,000	1,000	1,000	0%
0375	General Supplies	13,442	20,000	20,000	18,000	-10%
0383	Utilities	5,578	5,300	5,300	5,400	2%
	<b>Total Traffic &amp; Safety</b>	<b>19,459</b>	<b>26,300</b>	<b>26,300</b>	<b>24,400</b>	<b>-7%</b>
	<b>Non-Personnel Services</b>	<b>254,323</b>	<b>305,300</b>	<b>291,544</b>	<b>282,600</b>	<b>-3%</b>
	<b>Total Public Works Department</b>	<b>\$ 1,491,491</b>	<b>\$ 1,641,234</b>	<b>\$ 1,674,555</b>	<b>\$ 1,808,283</b>	<b>8%</b>

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

Fund #110		Account	Category	FY 2019/20
Department: 4330		Detail	Detail	Proposed Budget
<b>Personnel Costs</b>				
	Salaries & Wages		\$	550,170
	Employee Benefits			236,810
				<u>786,981</u>
<b>Total Personnel Costs</b>				<b>\$ 786,981</b>
<b>Materials &amp; Services</b>				
110-4330-0310	Engineering			5,000
110-4330-0366	Training/Travel Reimbursement			4,000
110-4330-0373	Licenses & Permits			500
110-4330-0377	Boot Expense			500
110-4330-0381	Small Tools & Equipment			400
110-4330-0384	Books & Subscriptions			200
				<u>10,600</u>
<b>Total Material &amp; Services</b>				<b>\$ 10,600</b>
<b>Total - Admin. &amp; Engineering Department Expenditure</b>				<b><u>\$ 797,581</u></b>

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

Fund #110		Account	Category	FY 2019/20
Department: 4392		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
110-4392-0319	Professional Services		\$	8,400
	Fire extinguisher maintenance	\$	550	
	Parlin Fork work crew		2,250	
	Porta- potty maintenance		800	
	Tree maintenance		<u>4,800</u>	
110-4392-0353	Park Maintenance			4,000
110-4392-0366	Training/Travel Reimbursement			1,500
110-4392-0375	General Supplies			22,000
110-4392-0381	Small Tools & Equipment			1,500
<b>Total Material &amp; Services</b>				<b>\$ 37,400</b>
<b>Total - Parks &amp; Facilities Department Expenditure</b>				<b><u>\$ 37,400</u></b>

## Street Maintenance Department Expenditure

### Line Item Detail

Fund #110		Account	Category	FY 2019/20
Department: 4520		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
110-4520-0319	Professional Services		\$ 56,000	
	North Summers Lane overlay	\$ 36,000		
	Material disposal	10,000		
	Street structural repairs	10,000		
110-4520-0375	General Supplies		10,000	
110-4520-0383	Utilities		112,000	
<b>Total Material &amp; Services</b>			<b>\$ 178,000</b>	
<b>Total - Street Maintenance Department Expenditure</b>			<b>\$ 178,000</b>	

## Storm Drain Department

### Line Item Detail

Fund #110		Account	Category	FY 2019/20
Department: 4522		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
110-4522-0319	Professional Services		\$ 5,500	
	Engineering	\$ 4,000		
	Outreach	1,500		
110-4522-0373	Licenses & Permits		6,500	
	NPDES permit	6,500		
110-4522-0375	General Supplies		5,000	
<b>Total Materials &amp; Services</b>			<b>\$ 17,000</b>	
<b>Total - Storm Drain Department</b>			<b>\$ 17,000</b>	

## Corporation Yard Department

### Line Item Detail

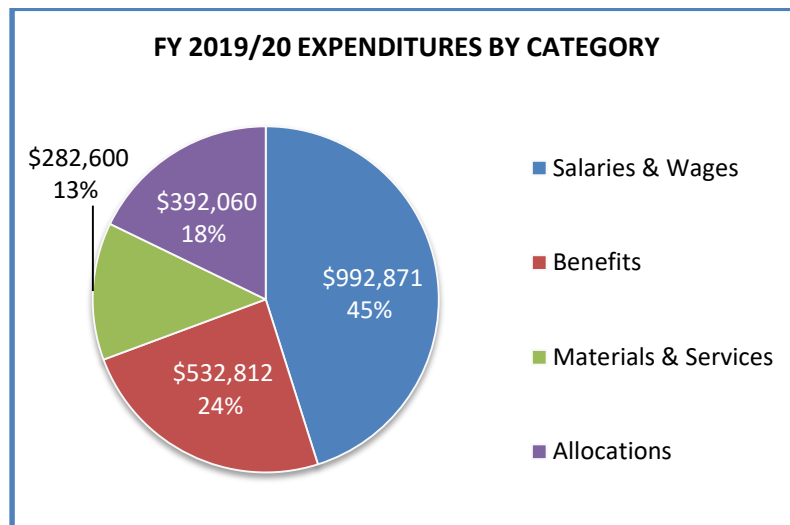
Fund #110 Department: 4570		Account Detail	Category Detail	FY 2019/20 Proposed Budget
<b>Personnel Costs</b>				
	Salaries & Wages		\$	414,701
	Employee Benefits			293,351
	<b>Total Personnel Costs</b>			<b>\$ 708,052</b>
<b>Materials &amp; Services</b>				
110-4570-0319	Professional Services			1,700
	DMV Tests	\$	700	
	Fire extinguisher maintenance		500	
	Materials disposal		500	
110-4570-0320	Dues & Memberships			300
	USA (Underground Service Alert)		300	
110-4570-0366	Training/Travel Reimbursement			1,500
110-4570-0373	Licenses & Permits			1,300
110-4570-0375	General Supplies			6,000
110-4570-0376	Medical/Safety Supplies			1,500
110-4570-0377	Boot Expense			1,400
110-4570-0381	Small Tools & Equipment			1,500
	<b>Total Material &amp; Services</b>			<b>\$ 15,200</b>
	<b>Total - Corporation Yard Department</b>			<b>\$ 723,252</b>



## Street Traffic & Safety Department

### Line Item Detail

Fund #110 Department: 4840		Account Detail	Category Detail	FY 2019/20 Proposed Budget
<b>Personnel Costs</b>				
	Salaries & Wages			\$ 28,000
	Employee Benefits			2,650
	<b>Total Personnel Costs</b>			<b>\$ 30,650</b>
<b>Materials &amp; Services</b>				
110-4840-0319	Professional Services			1,000
110-4840-0375	General Supplies			18,000
110-4840-0383	Utilities			5,400
	<b>Total Material &amp; Services</b>			<b>\$ 24,400</b>
	<b>Total - Street Traffic &amp; Safety Department</b>			<b>\$ 55,050</b>



## COST ALLOCATION DETAIL BY DEPARTMENT

Fund #110

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

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Administration &amp; Engineering</b>						
0801	Salary/Benefit Allocation	\$ -	\$ -	\$ -	\$ (223,180)	100%
0802	Cost Allocation contra exp	-	-	-	(60,123)	100%
0396	Allocation to ISF-IT	-	-	-	69,462	100%
0397	Allocation to ISF-Facilities	-	-	-	5,785	100%
3499	Personnel Cost Allocation - Revenue	(395,977)	(227,477)	(454,955)	(492,765)	8%
<b>Total Administration &amp; Engineering</b>		(395,977)	(227,477)	(454,955)	(700,821)	54%
<b>Parks &amp; Facilities</b>						
0801	Salary/Benefit Allocation	-	-	-	239,978	100%
0800	Overhead Allocation	-	-	-	135,674	100%
0396	Allocation to ISF-IT	-	-	-	4,341	100%
0322	Allocation to Fleet Int Serv Fund	18,396	33,194	33,194	37,881	14%
0397	Allocation to ISF-Facilities	119,655	163,736	163,736	75,718	-54%
<b>Total Parks &amp; Facilities</b>		138,051	196,930	196,930	493,593	151%
<b>Street Maintenance</b>						
0801	Salary/Benefit Allocation	-	-	-	63,524	100%
0322	Allocation to Fleet Int Serv Fund	22,721	14,419	14,419	14,876	3%
0800	Overhead Allocation	-	-	-	115,660	100%
<b>Total Street Maintenance</b>		22,721	14,419	14,419	194,059	100%
<b>Storm Drain</b>						
0801	Salary/Benefit Allocation	-	-	-	85,279	100%
0800	Overhead Allocation	-	-	-	70,727	100%
0322	Allocation to Fleet Int Serv Fund	15,648	8,188	8,188	3,805	-54%
<b>Total Storm Drain</b>		15,648	8,188	8,188	159,812	1852%
<b>Corporation Yard</b>						
0801	Salary/Benefit Allocation	-	-	-	1,526	100%
0800	Overhead Allocation	-	-	-	55,536	100%
0802	Cost Allocation contra exp	-	-	-	(470,114)	100%
0396	Allocation to ISF-IT	-	-	-	13,024	100%
0322	Allocation to Fleet Int Serv Fund	-	-	-	3,114	100%
0397	Allocation to ISF-Facilities	-	-	-	28,769	100%
3499	Personnel Cost Allocation - Revenue	(461,499)	(235,214)	(470,428)	(230,627)	-51%
<b>Total Corporation Yard</b>		(461,499)	(235,214)	(470,428)	(598,772)	100%
<b>Street Traffic &amp; Safety Department</b>						
0801	Salary/Benefit Allocation	-	-	-	52,441	100%
0800	Overhead Allocation	-	-	-	64,536	100%
0802	Cost Allocation contra exp	-	-	-	(4,826)	100%
0322	Allocation to Fleet Int Serv Fund	6,349	7,525	7,525	8,649	15%
3499	Personnel Cost Allocation - Revenue	-	-	-	(20,262)	100%
<b>Total Street Traffic &amp; Safety Department</b>		6,349	7,525	7,525	100,537	1236%
<b>Total Cost Allocation</b>		<b>(674,707)</b>	<b>(235,629)</b>	<b>(698,321)</b>	<b>(351,593)</b>	-50%

# FACILITIES REPAIR & MAINTENANCE

## INTERNAL SERVICE FUND

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

### DEPARTMENTAL DESCRIPTION

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

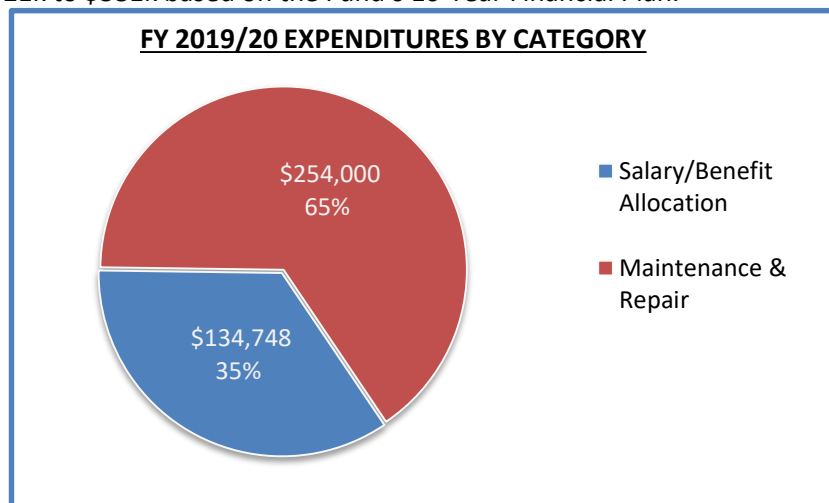
### STRATEGIC GOALS AND OBJECTIVES

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

### BUDGET OVERVIEW

The FY 2019/20 Proposed budget for the Facilities Repair & Maintenance Internal Service Fund (including transfers from the reserve to fund capital projects) is \$388k. Major Facility Maintenance include City hall (\$92k), Guest House foundation and replacement clock (\$105k) .

Pursuant to the City's Fund Balance and Reserve Policy, the unrestricted fund balance is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2019/20, the ISF- Fund balance will decrease from \$521k to \$381k based on the Fund's 10-Year Financial Plan.





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

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure:</b>					
Non-Personnel Services	23,191	62,780	38,254	254,000	564%
<b>Total Departmental Expenditure</b>	<b>23,191</b>	<b>62,780</b>	<b>38,254</b>	<b>254,000</b>	564%
<b>Revenue:</b>					
Interest Earned	2,317	3,448	6,896	-	-100%
<b>Total Departmental Revenue</b>	<b>2,317</b>	<b>3,448</b>	<b>6,896</b>	<b>-</b>	-100%
Net Expenditure	(20,874)	(59,332)	(31,358)	(254,000)	710%
<b>Cost Allocation</b>					
Expense - Cost Allocations	17,973	15,339	15,339	134,748	778%
Revenue - User Fees	(215,189)	(149,518)	(299,036)	(248,485)	-17%
<b>Net Cost Allocation</b>	<b>(197,216)</b>	<b>(134,179)</b>	<b>(283,697)</b>	<b>(113,738)</b>	-60%
Net Expenditure	<b>\$ 176,342</b>	<b>\$ 74,847</b>	<b>\$ 252,339</b>	<b>\$ (140,262)</b>	-156%

**BUDGET DETAIL:****Fund #520****Department: 4393**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0801	Salary/Benefit Allocation	\$ 116,683	\$ 125,573	\$ 125,573	\$ 134,748	7%
	<b>Personnel Services</b>	<b>116,683</b>	<b>125,573</b>	<b>125,573</b>	<b>134,748</b>	7%
0353	Facilities Maint & Repair	22,320	62,780	38,254	254,000	564%
0499	Depreciation- Facilities	871	-	-	-	0%
	<b>Non-Personnel Services</b>	<b>23,191</b>	<b>62,780</b>	<b>38,254</b>	<b>254,000</b>	564%
	<b>Total - Facilities Maintenance</b>	<b>\$ 139,874</b>	<b>\$ 188,354</b>	<b>\$ 163,827</b>	<b>\$ 388,748</b>	137%

## Facility &amp; Equipment Internal Service Fund - 10 Year Program

PROJECTS/REPLACEMENTS FY:	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
City Hall	\$0	\$91,500	\$25,000	\$7,000	\$10,000	\$0	\$0	\$0	\$65,000	\$0	\$0
City Hall East	\$6,143	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fort Building	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Town Hall	\$12,000	\$30,000	\$0	\$62,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Guest House	\$0	\$105,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$0
Police Department	\$0	\$0	\$0	\$0	\$8,000	\$0	\$70,000	\$0	\$0	\$0	\$0
Bainbridge Park	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$30,000	\$0
Noyo Headlands Park	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$14,000	\$0	\$0	\$0
Pomo Bluffs Park	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
Corp Yard	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL projects</b>	<b>\$18,143</b>	<b>\$229,000</b>	<b>\$87,000</b>	<b>\$79,000</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$14,000</b>	<b>\$135,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>General Repairs Facilities</b>	<b>\$20,111</b>	<b>\$25,000</b>	<b>\$25,625</b>	<b>\$26,266</b>	<b>\$26,922</b>	<b>\$27,595</b>	<b>\$28,285</b>	<b>\$28,992</b>	<b>\$29,717</b>	<b>\$30,460</b>	<b>\$31,222</b>
<b>TOTAL preventative maintenance</b>	<b>\$20,111</b>	<b>\$25,000</b>	<b>\$25,625</b>	<b>\$26,266</b>	<b>\$26,922</b>	<b>\$27,595</b>	<b>\$28,285</b>	<b>\$28,992</b>	<b>\$29,717</b>	<b>\$30,460</b>	<b>\$31,222</b>
<b>TOTAL PROJECT FUNDING NEED:</b>	<b>\$38,254</b>	<b>\$254,000</b>	<b>\$112,625</b>	<b>\$105,266</b>	<b>\$94,922</b>	<b>\$27,595</b>	<b>\$113,285</b>	<b>\$42,992</b>	<b>\$164,717</b>	<b>\$60,460</b>	<b>\$31,222</b>

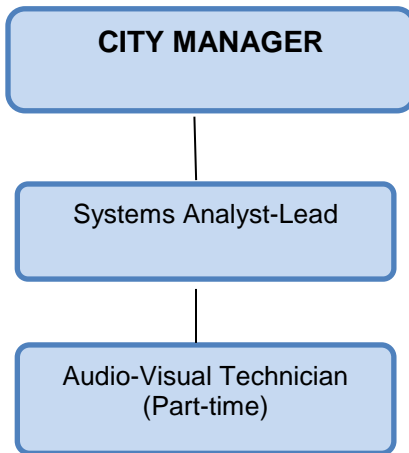
Note: CIP projects that are designated in the "Beyond CIP" category have all been placed in 6th year of the ISF, FY 2024/25

## Funding Requirements and Allocation

Reserve	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
ISF project work	38,254	254,000	112,625	105,266	94,922	27,595	113,285	42,992	164,717	60,460	31,222
Overhead Allocation	15,339		-	-	-	-	-	-	-	-	-
Sal/Benefits - Direct cost allocation	125,573	134,748	148,222	163,045	179,349	197,284	207,148	217,505	228,381	239,800	263,780
Projected Total Cost	179,167	388,748	260,847	268,310	274,271	224,879	320,433	260,498	393,098	300,260	295,001
Required Funds contribution	299,036	248,485	248,485	248,485	248,485	248,485	248,485	248,485	248,485	248,485	248,485
Beginning Reserve Balance	401,624	521,493	381,231	368,869	349,044	323,258	346,864	274,916	262,903	118,291	66,516
Reserve - Increase (decrease)	119,869	(140,262)	(12,362)	(19,825)	(25,786)	23,606	(71,948)	(12,013)	(144,613)	(51,775)	(46,516)
Ending Reserve Balance	521,493	381,231	368,869	349,044	323,258	346,864	274,916	262,903	118,291	66,516	20,000
Contributed Funds:	18/19										
General Fund	163,736										
Water	67,650										
Wastewater	67,650										

## TECHNOLOGY MAINTENANCE & REPLACEMENT

### INTERNAL SERVICE FUND



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

#### INTERNAL SERVICE FUND DESCRIPTION

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

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

#### FY 2018/19 TOP ACCOMPLISHMENTS

- Trouble shoot and isolated problem with Public Wi-Fi, repaired the network with replacement of line surge protector.
- Replaced faulty Battery Back up at Town Hall.
- Configured a Backup solution for new SCADA Workstation at Waste Water Treatment.
- Managed and maintained public Wi-Fi in the downtown area.
- Moved PEG studio to larger facility.

- Upgrades to PEG audio and video equipment.
- Provided IT support to all City staff.
- Roll out of nine new workstations with Windows 10 PR to continue the rolling upgrade to latest OS.
- Tech Refresh of five Council/Planning Commission iPads.
- Office productivity suit upgrade to version 2016 on prem.
- Live-streamed City Council and Planning Commission meetings.
- Live-streamed Council Committee meetings.
- Upgraded the City's website by continuously updating content and overall relevancy of the site.
- Enhanced social media presence including increased Facebook activity and implementation of Instagram and Twitter as active social media channels for the public to engage with the City.
- Implemented numerous upgrades to software and hardware to enhance staff productivity.

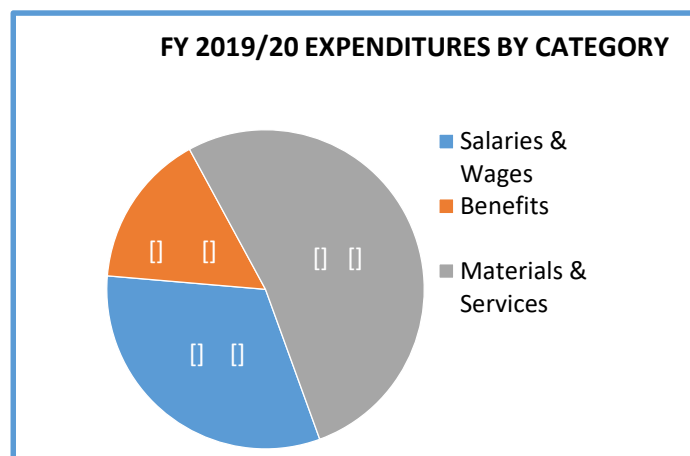
#### FY 2019/20 TOP PRIORITIES

- Continue to expand Downtown Wi-Fi.
- Support the PEG Channel and increase number of meetings streamed live on the website.
- Further enhance the City's website features and relevance to the public by updating our city app.
- Working on implementing Dude Solutions which will integrate with GIS for real-time monitoring of infrastructure.
- Implementing a Network refresh of information technology back-end appliances (e.g. routers and switches).
- Complete virtual server migration with the addition of a new VM Storage device.
- Provide professional and dependable IT support to all City departments, personnel, initiatives and programs.

#### BUDGET OVERVIEW

The FY 2019/20 budget for the Technology Maintenance & Replacement Internal Service Fund before transfers is \$413k, an increase of \$64k or 18% compared to the FY 2018/19 projected balance. The increase is primarily due to increase in personnel costs by \$24k resulting from COLA's and increased benefit costs. Additionally, Hardware/Software support also increased by \$88k, see page: 142 for details.

Pursuant to the City's Fund Balance and Reserve Policy, the unrestricted fund balance in the Technology Maintenance & Replacement Internal Service Fund is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2019/20 the fund balance will be at \$189k based on the Fund's 5-year plan.



**IT DEPARTMENTAL BUDGET SUMMARY****FUND 521****DEPARTMENT: 4394**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure:</b>					
Personnel Services	\$ 172,820	\$ 185,149	\$ 172,480	\$ 196,591	14%
Non-Personnel Services	163,149	176,165	176,578	216,343	23%
<b>Total Departmental Expenditure</b>	<b>335,969</b>	<b>361,314</b>	<b>349,058</b>	<b>412,934</b>	<b>18%</b>
Net Revenue/Expenditure	\$ (335,969)	\$ (361,314)	\$ (349,058)	\$ (412,934)	18%
<b>Cost Allocation</b>					
Expense - Cost Allocations	67,906	62,384	62,384	1,713	-97%
Revenue - User Fees	(399,366)	(230,056)	(460,111)	(451,296)	-2%
Revenue - Personnel Allocations	-	-	-	(14,044)	100%
<b>Net Cost Allocation</b>	<b>(331,460)</b>	<b>(167,672)</b>	<b>(397,727)</b>	<b>(463,627)</b>	<b>17%</b>
Net Expenditure	<b>\$ (4,509)</b>	<b>\$ (193,642)</b>	<b>\$ 48,669</b>	<b>\$ 50,693</b>	<b>4%</b>

**BUDGET DETAIL:**

Fund #521

Department: 4394

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	121,919	127,169	123,152	131,740	7%
0200	Employee Benefits	50,901	57,980	49,328	64,850	31%
	<b>Personnel Services</b>	<b>172,820</b>	<b>185,149</b>	<b>172,480</b>	<b>196,591</b>	<b>14%</b>
0319	Professional Services	272	-	413	-	-100%
0351	Equipment Repair & Maint	170	600	600	-	100%
0366	Training/Travel Reimbursement	3,160	4,352	4,352	5,352	23%
0381	Small Tools & Equipment	3,491	3,000	3,000	3,200	7%
0382	Hardware	12,571	51,600	51,600	11,050	-79%
0383	Software	22,500	26,200	26,200	17,240	-34%
0384	Hardware/Software Support	104,950	90,413	90,413	178,901	98%
0499	Depreciation	16,019	-	-	-	0%
0741	Machinery & Equipment	16	-	-	600	0%
	<b>Non-Personnel Services</b>	<b>163,149</b>	<b>176,165</b>	<b>176,578</b>	<b>216,343</b>	<b>23%</b>
<b>Total Information Technology Services</b>		<b>\$ 335,969</b>	<b>\$ 361,314</b>	<b>\$ 349,058</b>	<b>\$ 412,934</b>	<b>18%</b>

Information Technology Maintenance & Repair Internal Service Fund Detail					
	FY 19-20 Proposed Budget	FY 20-21 Proposed Budget	FY 21-22 Proposed Budget	FY 22-23 Proposed Budget	FY 23-24 Proposed Budget
<b>521-4394-0384</b>					
<b>Software/Hardware Support</b>					
Cisco Capital For Infrastructure	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
Springbrook Maintenance Contract Due July 1	24,926	26,172	27,481	28,855	30,298
Auto CAD Subscription Due in October	3,053	3,053	3,053	3,053	2,035
Parcel Quest	3,500	5,000	5,000	5,000	5,000
PD IBM Maintenance TracNet	13,500	13,500	13,500	13,750	13,750
DLB Associates - IBM Server Maintenance	2,724	2,724	2,724	2,724	2,724
Spam Filter	1,300	1,300	1,400	1,500	1,600
Granicus/Legistar Annual Maintenance - \$700/ Month	8,700	8,700	9,000	9,600	9,600
Granicus Encoder Maintenance - Current Analog	2,640	-	-	-	-
Granicus Encoder Maintenance - Addition for new HD	1,800				
Granicus Remote Configuration of new appliance	875				
Granicus Encoder New Monthly		2,790	2,790	2,790	3,000
Schedule Anywhere - PD Maintenance	565	565	575	575	575
APBnet-TRAK-CriticalReach-Crime Bulliten Software	560	560	560	600	600
Adobie Enterprise agreement	2,742	2,742	2,742	2,742	3,000
PD - Training TMS Annual Fees	2,400	2,400	2,400	2,400	2,400
HWA UPS Maintenance and Warranty (four years)					
CivicPlus Annual Web Site Fee	13,000	13,000	14,000	15,000	15,000
Muni Code	3,500	2,000	2,000	2,500	2,500
ESRI - ARC GIS 2 concurrent 1 online (5 user)	9,345	9,600	9,700	9,800	10,000
Anti-virus Software Maintenance Due in May Yearly	2,300	2,300	2,300	2,500	2,700
Munimetrix Maintenance Due annually on July 28	1,625	1,625	1,625	1,750	1,750
Comcast For City at PD MDF	1,704	1,704	1,704	1,704	1,704
Comcast Town Hall	1,704	1,704	1,704	1,704	1,704
Comcast for City Hall (Internet Pipe for CH and TH)	2,976	2,976	2,976	2,976	2,976
Corp Yard T1 Monthly Contract	2,160	2,160	2,160	2,160	2,160
MCN - Fortbragg.com registration	240	240	240	250	240
Cisco Smart Net Contract	203	203	203	225	225
Read Center support (Water billing software) Paid in May	6,860	6,860	6,860	6,860	6,860
SOLUS Software - Fleet Maintenance				1,000	
CLIPs Annual Maintenance	774	774	774	774	774
Dude Solutions Maint Software	6,000	6,000	6,000	6,000	6,000
Next Request	4,725	4,750	4,775	4,800	4,850
TrackIT	25,000	20,000	20,000	20,000	21,500
Applicant Tracking Software	4,500	4,000	4,000	4,000	4,100
Secure Certificate for Email and WWW (GoDaddy)	-	600	-	-	
Nor-Cal Telephone Repair Service	4,000	4,000	4,000	4,000	4,000
<b>Sub-Total - Software/Hardware Support Maintenance</b>	<b>\$ 178,901</b>	<b>\$ 173,002</b>	<b>\$ 175,246</b>	<b>\$ 180,592</b>	<b>\$ 182,625</b>
<b>521-4394-0381</b>					
<b>Small Tools &amp; Equipment</b>					
Miscellaneous Small Tools - Cables, batteries, tools, ect.)	3,000	2,600	2,600	3,000	3,500
Network Cabling		350	1,500	500	200
Charging cables and bricks	200		200		200
<b>Sub-Total - Small tools and Equipment</b>	<b>\$ 3,200</b>	<b>\$ 2,950</b>	<b>\$ 4,300</b>	<b>\$ 3,500</b>	<b>\$ 3,900</b>
<b>521-4394-0382</b>					
<b>Hardware - upgrades/infrastructure improvements</b>					
<b>Hardware</b>					
User WorkStation Replacement 11 units @900 each		12,000	12,000	13,000	16,000
Managers Laptop and dock					
Shared Laptops 2 units					
IT Department Workstations/laptops					1,900
User Monitor Replacements		800	1,400	1,400	-
Plotters/Printers	700		10,000	1,000	-
iPads for Council/Management	800		1,500		1,230
Granicus HD Encoder upgrade					
HD Encoder Cables					
WFB Check Scanner		-	-	-	900
Tablet Computers for Public Works		-	-	-	3,600
55 Inch Monitor for WWTF SCADA					
Security Cameras - BBP			1,000		1,000
Laptops for Toughbook replacement			2,500	-	
SCADA Computer with Video Cards		-	-	2,000	
Security Camera Monitoring for PD		500	-	1,000	4,000
Public Use Kiosk PC		800	-	-	800
Wireless Access Points Internal Network		400	400	400	600
Mixing board Town Hall		-	-	1,000	800
Microphone Equipment		750	750	2,000	700
Environmental Controls and Racking		300	300	300	300



Information Technology Maintenance & Repair Internal Service Fund Detail (Cont.)					
	FY 19-20 Proposed Budget	FY 20-21 Proposed Budget	FY 21-22 Proposed Budget	FY 22-23 Proposed Budget	FY 22-23 Proposed Budget
<b>521-4394-0382 - CON'TD</b>					
<b>Hardware - Upgrades/infrastructure improvements</b>					
Replacement Server			9,700		
Email Server Dell R730 Hyper V					10,000
IBM Server for TracNET					
UPS Batteries	3,000				5,000
Replace switches			15,000		
Replacement Firewall			5,000		
New Backup Harddrives	500				500
Digital Camera for PW					
VPN Licensing					
PD - UPD Connction	850				1,000
New phone handsets/hands free	200				
Smart/Cell Phone update		500			1,500
General contingency	5,000	5,000			
<b>Sub-Total - Hardware</b>	<b>\$ 11,050</b>	<b>\$ 21,050</b>	<b>\$ 59,550</b>	<b>\$ 22,100</b>	<b>\$ 49,830</b>
<b>521-4394-0383</b>					
<b>Software - Upgrades/infrastructure improvements</b>					
<b>Software</b>					
Dude Solutions Maint Software Startup	12,000				
Additional AV Licenses 10 @ 25		100	100	100	250
Adobe Enterprize Licensing upgrade					
SQL Backup Software	400				-
Windows Server 2012r2					
Windows 10 Pro OS	4,840				
NovaStor Backup Client		1,000	1,000	1,200	1,200
Windows 10 Enterprise transferable \$\$\$ each for 100					
Office 2016 Pro 10 at 327					
Office 2016 Standard 80 @ 239		-	-	-	
<b>Sub Total Software</b>	<b>\$ 17,240</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 1,300</b>	<b>\$ 1,450</b>
<b>521-4394-0366</b>					
<b>Training and Conferences</b>					
<b>Training Budget</b>					
Storm Wind Distance Learning Server 2012	2,500	2,500	2,500	3,000	3,000
Training/Travel	2,500	3,000	3,000	3,500	2,000
MISAC Fee	160	160	160	175	175
Experts Exchange	192	192	192	192	192
<b>Sub Total Training and Conferences</b>	<b>\$ 5,352</b>	<b>\$ 5,852</b>	<b>\$ 5,852</b>	<b>\$ 6,867</b>	<b>\$ 5,367</b>
<b>521-4390-0741</b>					
<b>Public Wi-Fi Upgrades and Maintenance</b>					
13DB Antenna		300		300	
Wireless station		200		200	1,000
Cables and other hardware	50		50		
Equipment repair	300		300		300
Mesh Radio	250		250		
<b>Sub Total Public WiFi</b>	<b>\$ 600</b>	<b>\$ 500</b>	<b>\$ 600</b>	<b>\$ 500</b>	<b>\$ 1,300</b>
<b>Total Information Technology</b>	<b>\$ 216,343</b>	<b>\$ 204,454</b>	<b>\$ 246,648</b>	<b>\$ 214,859</b>	<b>\$ 244,472</b>

**FUNDING REQUIREMENTS AND CONTRIBUTIONS**

<b><u>Reserve</u></b>	<b>FY 19-20 Proposed Budget</b>	<b>FY 20-21 Proposed Budget</b>	<b>FY 21-22 Proposed Budget</b>	<b>FY 22-23 Proposed Budget</b>	<b>FY 23-24 Proposed Budget</b>
Non-Personnel Costs	216,343	204,454	246,648	214,859	244,472
Sal/Benefits	182,547	200,801	220,882	242,970	267,267
Sal/Benefits - Direct cost allocation	1,713	1,885	2,073	2,280	2,508
Overhead Allocation	-	-	-	-	-
PEG Funding	(47,550)	(17,000)	(17,000)	(16,500)	(16,500)
<b>Projected Total Cost</b>	<b>353,053</b>	<b>390,140</b>	<b>452,602</b>	<b>443,609</b>	<b>497,747</b>
<b>Required Funds contribution</b>	<b>403,746</b>	<b>403,746</b>	<b>403,746</b>	<b>403,746</b>	<b>403,746</b>
Beginning Reserve Balance	138,421	189,114	202,720	153,864	114,001
Reserve - increase (decrease)	50,693	13,606	(48,856)	(39,863)	(94,001)
<b>Ending Reserve Balance</b>	<b>189,114</b>	<b>202,720</b>	<b>153,864</b>	<b>114,001</b>	<b>20,000</b>

## Notes:

\*Salary and Benefits assumes a 10% increase annually starting with FY20/21 over FY19/20.

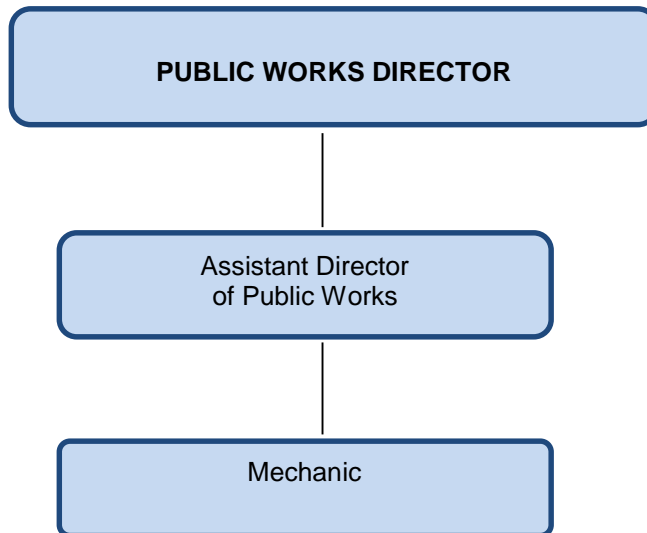
\*Beginning in FY19-20, Internal Service funds are allocated as indirect cost with overhead calculated in second iteration

\*The PEG is funded with a \$30k payment from Mendocino County and \$17,550 in Cable TV franchise taxes



## FLEET & EQUIPMENT SERVICES

### INTERNAL SERVICE FUND



*The Fleet & Equipment Services Internal Service Fund is responsible for acquisition, maintenance and repair of the City's fleet vehicles and equipment. Services include scheduled preventive maintenance, welding and fabrication, diagnostic and emissions testing and inventory functions. The City's Mechanic performs these services.*

#### DEPARTMENTAL DESCRIPTION

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

#### STRATEGIC GOALS AND OBJECTIVES

- Provide necessary maintenance and repair to City's fleet vehicles and equipment, including electrical repairs, engine tune-up, tire replacements, brake replacements and adjustments and other general maintenance work.
- Account for and track all costs and assist Finance Department with preparation of year-end cost allocations.
- Provide recommendations to reduce vehicle miles traveled, fleet vehicle emissions, use of petroleum-based fuels, including the purchase of alternative fuel vehicles and hybrids whenever possible.
- Provide regular inspection and maintenance of the City's fleet and equipment. City staff maintained 29 public work vehicles, 21 police vehicles, two city hall vehicles and six trailers. Vehicles include forklifts, backhoes, a dump truck, mobile generators, and a street sweeper. Small equipment is also included in the maintenance program such as small and large generators, mobile pumps, mowers and 30 small engines on equipment to name a few.

**FY 2018/19 TOP ACCOMPLISHMENTS**

- Two vehicles and one large generator was sold
- One Police transport van was purchased
- One vacuum trailer was purchased
- Acquired small vehicle storage

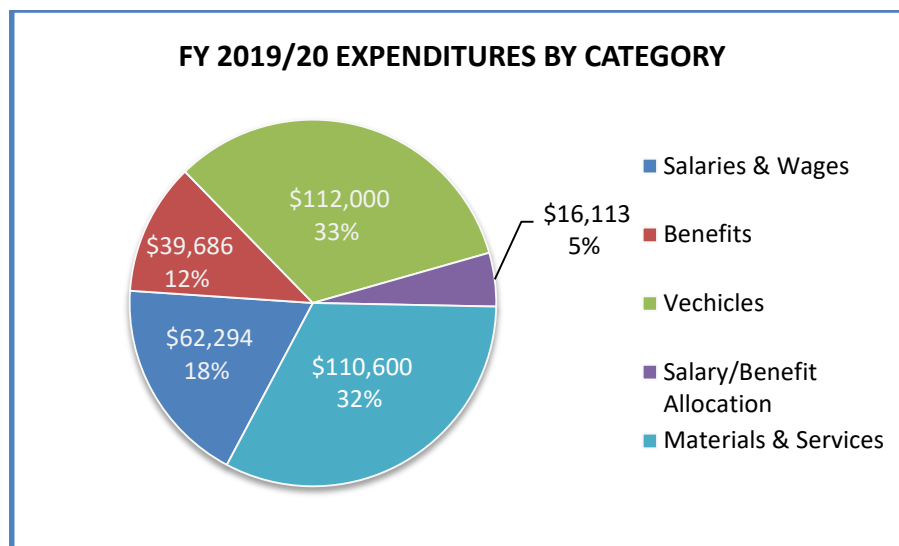
**FY 2019/20 TOP PRIORITIES**

- Reduce maintenance costs by removing lightly used vehicles from the fleet.
- Research alternative fuel vehicles and hybrids when replacement is necessary.
- Provide continued preventive maintenance for the fleet to facilitate timely emergency response.

**BUDGET OVERVIEW**

The FY 2019/20 proposed budget for the Fleet & Equipment Services is \$341k, a decrease of \$34k or 10%, compared to the FY 2018/19 projected year end. The decrease is attributable largely to the decline in Vehicles purchased compared to last FY. According to the Fleet long term plan, year to year swings in expenditures are to be expected. In FY 2015/16 a three-year plan was developed which informed the annual funding requirement. In FY 2018/19, the long-term plan was increased to 10 years to provide better long term financial planning.

Pursuant to the City's Fund Balance and Reserve Policy, the unrestricted fund balance in Fleet & Equipment is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2019/20, the fund balance will increase to \$165k based on the Fund's 10-Year financial plan.



**FLEET & EQUIPMENT SERVICES DEPARTMENTAL BUDGET SUMMARY****FUND 522****DEPARTMENT: 4550**

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
<b>Expenditure:</b>					
Personnel Services	\$ 92,623	\$ 98,247	\$ 94,474	\$ 101,980	8%
Non-Personnel Services	261,581	254,614	246,484	222,600	-10%
<b>Total Departmental Expenditure</b>	<b>354,204</b>	<b>352,861</b>	<b>340,958</b>	<b>324,580</b>	<b>-5%</b>
<b>Revenue:</b>					
Misc Revenues	-	(5,440.00)	(5,440.00)	-	-100%
<b>Total Departmental Revenue</b>	<b>-</b>	<b>(5,440)</b>	<b>(5,440)</b>	<b>-</b>	<b>-100%</b>
Net Expenditure	(354,204)	(358,301)	(346,398)	(324,580)	-6%
<b>Cost Allocation</b>					
Expense - Cost Allocations	27,149	33,670	33,670	16,113	-52%
Revenue - Personnel Allocations	(427,238)	(251,487)	(477,124)	(423,960)	-11%
<b>Net Cost Allocation</b>	<b>(400,089)</b>	<b>(217,817)</b>	<b>(443,454)</b>	<b>(407,847)</b>	<b>-8%</b>
Net Expenditure	<b>\$ 45,885</b>	<b>\$ (140,483)</b>	<b>\$ 97,056</b>	<b>\$ 83,267</b>	<b>-14%</b>

**BUDGET DETAIL:****Fund #522****Department: 4550**

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0100	Salaries & Wages	\$ 60,175	\$ 60,856	\$ 58,624	\$ 62,294	6%
0200	Employee Benefits	32,448	37,391	35,850	39,686	11%
	<b>Personnel Services</b>	<b>92,623</b>	<b>98,247</b>	<b>94,474</b>	<b>101,980</b>	<b>8%</b>
0319	Professional Services	765	1,500	904	1,200	33%
0351	Equipment Repair & Maint	3,254	6,500	2,334	6,500	178%
0352	Vehicle Repair & Maint	43,845	35,000	35,000	35,000	0%
0366	Travel/Training Reimbursement	95	800	800	800	0%
0375	General Supplies	1,223	1,800	348	1,200	245%
0381	Small Tools & Equipment	380	900	1,053	900	-15%
0382	Fuel & Lubricants	73,187	70,000	56,042	65,000	16%
0399	Admin Cost Allocation	18,449	16,114	16,114	-	-100%
0742	Vehicles	1,120	122,000	133,889	112,000	-16%
	<b>Non-Personnel Services</b>	<b>261,581</b>	<b>254,614</b>	<b>246,484</b>	<b>222,600</b>	<b>-10%</b>
	<b>Total Fleet Services</b>	<b>\$ 354,204</b>	<b>\$ 352,861</b>	<b>\$ 340,958</b>	<b>\$ 324,580</b>	<b>-5%</b>

Vehicle Replacement Plan															
Unit No.	Make	Yr.	Model	Hours/Miles	FY 18/19 Estimated	FY 19/20 Proposed	FY 20/21 Projected	FY 21/22 Projected	FY 22/23 Projected	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected	FY 26/27 Projected	FY 27/28 Projected	FY 28/29 Projected
List of Vehicles															
Jetter/Vactor Trailer	HONDA		JETTER TRAILER		\$71,389										
PW48	FORD	2008	RANGER	70,033		\$35,000									
WWT31	NISSAN	2007	FRONTIER	64,414		\$27,000									
WWT15	TMC	1986	LIFT TRUCK	737hrs		\$15,000									
WT1	Dodge	2005	1500 Q. CAB	46,383			\$30,000								
PW8	JOHNDE	85	BACKHOE	5,516			\$50,000								
PW16	FORD	2006	F-150 X-TRA	59,826				\$30,000							
PW46	STERLING	2001	CAMEL	14,215				\$420,000							
PW1	CHEV.	2000	3500 Flatbed	46,383					\$50,000						
CHE121	FORD	2006	ESCAPE	52,091						\$36,000					
PW5	FORD	2006	F-250 SERV.	59,713						\$37,000					
PD745	FORD	2008	E150 Van	85,000	\$62,500										
PD735	FORD	2005	CROWN VIC	89,424		\$47,000									
PD747	FORD	2009	ESCAPE	101,872		\$30,000									
PD744	FORD	2008	RANGER	45,682			\$35,000	\$47,000							
PD1302	FORD	2011	CROWN VIC	62,090											
PD1301-K9	FORD	2011	CROWN VIC	62,005											
PD1403	FORD	2014	INTERCEPTOR	48,866					\$47,000	\$47,000					
PD501	FORD	2015	INTERCEPTOR	32,134						\$48,000	\$48,000				
PD500	FORD	2015	INTERCEPTOR	34,682							\$30,000				
PD509	FORD	2015	TAURUS	25,811								\$48,000			
PD503	FORD	2015	INTERCEPTOR	16,626								\$30,000			
PD510	FORD	2015	TAURUS	26,398									\$48,000		
PD502	FORD	2015	INTERCEPTOR	17,545											
PD507	FORD	2016	INTERCEPTOR	15,970											
PD508	FORD	2016	INTERCEPTOR	9,023									\$48,000		
PD513	FORD	2018	INTERCEPTOR	100										\$48,000	
Subtotal PD					\$62,500	\$77,000	\$35,000	\$47,000	\$47,000	\$95,000	\$78,000	\$78,000	\$96,000	\$48,000	\$48,000
Subtotal Non-PD					\$71,389	\$35,000	\$42,000	\$80,000	\$450,000	\$50,000	\$73,000	\$0	\$0	\$0	\$0
Total Replacement Costs					\$133,889	\$112,000	\$77,000	\$127,000	\$497,000	\$145,000	\$151,000	\$78,000	\$96,000	\$48,000	\$48,000

Maintenance & Purchases	FY 18/19		FY 19/20	FY 2021	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
	Estimated	Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Sal/Benefits	94,474	93,153	102,468	112,715	123,987	136,385	143,205	150,365	157,883	165,777	174,066	
Sal/Benefits - Direct cost allocation**	33,670	16,113	17,725	19,497	21,447	23,591	24,771	26,010	27,310	28,675	30,109	
Non-Personnel Costs	96,481	110,600	113,365	116,199	119,104	122,082	125,134	128,262	131,469	134,755	138,124	
Overhead Allocation	16,114											
Vehicle Purchases	133,889	112,000	77,000	127,000	497,000	145,000	151,000	78,000	96,000	48,000	48,000	
Projected Total Cost	374,628	331,866	310,558	375,411	761,538	427,059	444,109	382,637	412,662	377,208	390,300	
Required Funds contribution	482,564	415,133	415,133	415,133	415,133	415,133	415,133	415,133	415,133	415,133	415,133	
Beginning Reserve Balance	(25,922)	82,014	165,281	269,856	309,578	(36,826)	(48,751)	(77,727)	(45,230)	(42,759)	(4,834)	
Reserve - increase (decrease)	107,936	83,267	104,575	39,722	(346,404)	(11,925)	(28,976)	32,497	2,472	37,925	24,834	
Ending Reserve Balance	82,014	165,281	269,856	309,578	(36,826)	(48,751)	(77,727)	(45,230)	(42,759)	(4,834)	20,000	



## New Cost Allocation Methodology:

	Fleet	Allocation - Total costs smoothed over 10 years									
		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
		Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<b>Direct Programs</b>	<b>Fleet Vehicles</b>										
Police/Fire Department	25	171,934	171,934	171,934	171,934	171,934	171,934	171,934	171,934	171,934	171,934
Community Development	0	-	-	-	-	-	-	-	-	-	-
Parks	5	37,881	37,881	37,881	37,881	37,881	37,881	37,881	37,881	37,881	37,881
Storm Drains	1	3,805	3,805	3,805	3,805	3,805	3,805	3,805	3,805	3,805	3,805
Corporation Yard	0.5	3,114	3,114	3,114	3,114	3,114	3,114	3,114	3,114	3,114	3,114
Street Maintenance	2	14,876	14,876	14,876	14,876	14,876	14,876	14,876	14,876	14,876	14,876
Street Traffic & Safety	1	8,649	8,649	8,649	8,649	8,649	8,649	8,649	8,649	8,649	8,649
Water Enterprise	7	46,184	46,184	46,184	46,184	46,184	46,184	46,184	46,184	46,184	46,184
Wastewater Enterprise	17	114,854	114,854	114,854	114,854	114,854	114,854	114,854	114,854	114,854	114,854
<b>Indirect Programs</b>											
City Council	-	-	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-	-	-
City Administration	2	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838
Human Resources	-	-	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-	-	-
Financial Management	-	-	-	-	-	-	-	-	-	-	-
Utility Billing	-	-	-	-	-	-	-	-	-	-	-
PW Administration	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>60</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>	<b>\$ 415,133</b>

## **CITY OF FORT BRAGG**

# **DEBT MANAGEMENT POLICY**

### ***Introduction***

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

### ***Goals and Objectives***

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

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

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

### ***Principles of Debt Management and Debt Issuance***

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

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

***Standards for Use of Debt Financing***

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

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

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

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

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

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

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

***Financing Criteria***

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

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

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

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

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

***Terms and Conditions of Bonds***

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

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

*Debt Service Structure.* Debt issuance shall be planned to achieve relatively rapid repayment of debt while still matching debt service to the useful life of facilities. The City shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to meet aggregate debt service structuring objectives. Debt service should be structured primarily on an aggregate level annual basis, as opposed to on an escalating or deferred basis.

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

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

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

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

***Refinancing Outstanding Debt***

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

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

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

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

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

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

### **Market Relationships**

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

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

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

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

### **Procurement and Selection of Financing Team**

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

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

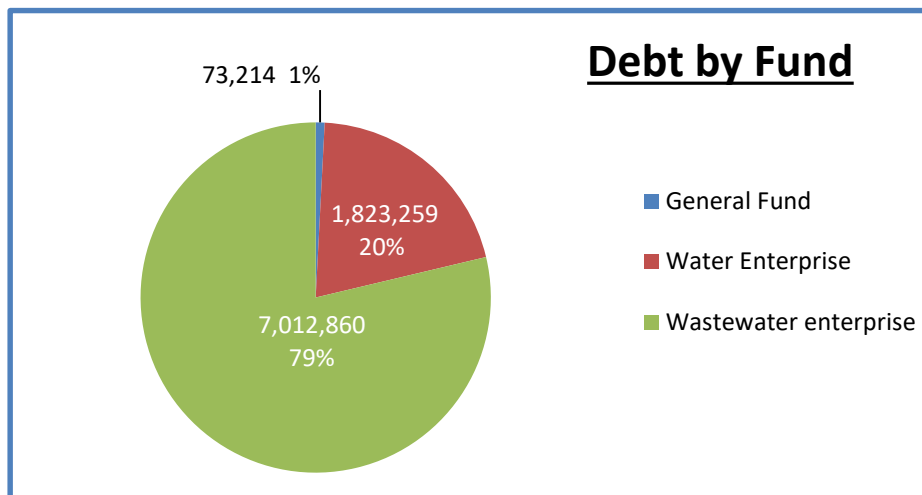
Note: Definitions to financial terms used in this policy are found in the Glossary section of the budget.

## DEBT SERVICE SUMMARY

Funding Source	Issue Date	Maturity Date	Interest Rate	Balance 06/30/19	Principal Payment FY19/20	Interest Expense FY 19/20	Fees FY19/20	Total Due FY19/20	Debt Balance 06/30/20
<b><u>GENERAL FUND</u></b>									
Caspar Landfill Post:	2005	2020	4.15%	\$ 147,569	\$ 143,100	\$ 4,469	\$ -	\$ 147,569	\$ (0)
<b><u>INTERFUND LOAN</u></b>									
WasteWater to General Fund	2017	2022	0.55%	111,178	37,420	544	-	37,964	\$ 73,214
<b>Total General Fund Debt</b>				258,747	180,520	5,013	-	185,533	73,214
<b><u>WATER ENTERPRISE</u></b>									
2014 Water Revenue Refunding Bond	2014	2023	3.06%	1,451,382	300,000	43,391	3,000	346,391	1,107,991
California Department of Water Resources	2007	2027	0%	821,046	76,218	29,560	600	106,378	715,268
<b>Total Water Enterprise Fund Debt</b>				2,272,428	376,218	72,951	3,600	452,769	1,823,259
<b><u>WASTEWATER ENTERPRISE</u></b>									
2018-Certificates of Participation	2018	2057	2%	7,198,000	86,000	99,140	3,000	188,140	7,012,860
<b>Total WasteWater Enterprise Debt</b>				7,198,000	86,000	99,140	3,000	188,140	7,012,860
<b>Total Debt</b>				9,729,175	642,738	177,104	6,600	826,442	8,909,333

Required for Debt Payments:	FY18-19	FY19-20
	\$ 775,098	\$ 826,442

7%



**GENERAL FUND: 2005 REFUNDING & LANDFILL CLOSURE****\$1,655,035****City of Fort Bragg****2005 Certificates of Participation****110-4915**

**Date:** September 1, 2005

**Interest:** Semiannual each December and June, commencing December 1, 2005. Interest accrues at 4.15%.

**Maturity:** June 1, 2020

**Rating:** Standard and & Poor's Not Rated

**Purpose:** To refund the 1989 Certificates of Participation for Oceanview Drive, and to fund the Police Building construction and the Caspar Landfill closure costs.

**Security:** The Certificates of Participation are secured by a ground lease and refinancing lease/purchase agreement between the City and the City of Fort Bragg Joint Powers Financing Authority which covers Town Hall (363 N. Main Street) and the Corporation Yard (831 Cedar Street).

**Covenants\*:** If 45 days before the end of the then current Fiscal Year, the Rent Payments for the next Fiscal Year have not been appropriated, the Lessee, within 5 business days, shall notify in writing the Lessor of such event.

**Debt Service:**

	Principal	Interest	Total	Fees	Total Payment
<b>FY 2019/20 Payments</b>	<b>\$ 143,100</b>	<b>\$ 4,469</b>	<b>\$ 147,569</b>	<b>\$ -</b>	<b>\$ 147,569</b>

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

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



**WATER ENTERPRISE : 2014 REVENUE REFUNDING BOND**

\$2,962,000

City of Fort Bragg Water Enterprise  
 2014 Water Revenue Refunding Bond  
 610-4612

**Date:** June 5, 2014

**Interest:** Semiannual each April and October, commencing October 1, 2014. Interest rate is 3.060% per annum.

**Maturity:** October 1, 2023

**Rating:** Not available at this time.

**Purpose:** To refund the 2003 California Statewide Communities Development Authority Water (CSCDA) and Wastewater Revenue Bonds. The CSCDA bonds were issued to refund the 1993 Water System Certificates of Participation which were issued to fund improvements to the City's water system.

**Security:** The Bond is secured by revenues from the Water Enterprise Fund.

**Required Coverage Ratio:** 1.20

**Disclosures:** Upon request the City shall provide (i) Audited Financial Statements with (240) days of the end of the Fiscal Year, (ii) annual certification that the City has satisfied the 1.20x coverage ratio, (iii) the approved annual budget of the City within (30) days of the end of the Fiscal Year and (iv) any other financial or operational reports as may reasonably requested and as soon as available.

**Debt Service:**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
<b>FY 19-20</b>	<b>300,000</b>	<b>43,391</b>	<b>343,391</b>
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
<b>Total</b>	<b>\$ 2,962,000</b>	<b>\$ 454,179</b>	<b>\$ 3,416,179</b>

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Fees</b>	<b>Total Payment</b>
<b>FY 2019/20 Payments</b>	<b>\$ 300,000</b>	<b>\$ 43,391</b>	<b>\$ 343,391</b>	<b>\$ 3,000</b>	<b>\$ 346,391</b>

**WATER ENTERPRISE : DEPT OF WATER RESOURCE 0% LOAN****\$1,382,784****State of California Department of Water Resources****610-4612**

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

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

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

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
<b>FY 2019/20 Payments</b>	<b>\$ 76,218</b>	<b>\$ 29,560</b>	<b>\$ 105,778</b>	<b>\$ 600</b>	<b>\$ 106,378</b>

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

**WASTEWATER ENTERPRISE: TREATMENT FACILITY****\$5,000,000****2018 Wastewater Certificates of Participation****717-4712**

**Date:** October, 2018

**Interest:** Semiannual each October and April, commencing October 1, 1998. Interest rate is 2.00% per annum.

**Maturity:** 2058

**Rating:** TBD

**Purpose:** To acquire and construct the District's Wastewater Treatment Facility.

**Security:** The Certificates of Participation are secured by an Installment Sale agreement between the City and the City of Fort Bragg Joint Powers Financing Authority with the JPFA as Seller and the City as Purchaser. The obligation is secured and payable from net revenues of the Wastewater Enterprise.

**Fiscal Agent:** US Bank Corporate Trust Services

**Disclosures:** TBD

**2018 CERTIFICATE OF PARTICIPATION****Wastewater System Improvements Project**

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

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Fees</u>	<u>Total Payment</u>
<b>FY 2019/20 Payments</b>	<b>\$ 86,000</b>	<b>\$ 99,140</b>	<b>\$ 185,140</b>	<b>\$ 3,000</b>	<b>\$ 188,140</b>

## **CITY OF FORT BRAGG**

### **INTERFUND LOAN POLICY**

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

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

**GENERAL FUND: INTERFUND LOAN**

WW Fund to General Fund  
710→110

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

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

	Principal	Interest	Total	Fees	Total Payment
<b>FY19/20 Payments:</b>	<b>\$ 37,420</b>	<b>\$ 544</b>	<b>\$ 37,964</b>	<b>\$ -</b>	<b>\$ 37,964</b>





# FORT BRAGG WATER DEPARTMENT

*The Water Enterprise is responsible for ensuring the provision of safe, clean water at adequate pressures and volumes to serve residents, businesses and public facilities in the City of Fort Bragg.*

## SUMMARY OF SERVICES

The services provided by the Water Department include raw water collection, water treatment, and distribution of treated water for domestic and commercial use for Fort Bragg. The Water Enterprise meets and reports water treatment levels of regulatory agencies, provides for water conservation, provides for maintenance and construction of capital improvements, reviews new development projects, assists with public education, and engages in data collection and analysis.

## STRATEGIC GOALS AND OBJECTIVES

- Ensure an adequate supply of high quality drinking water to meet existing and future customer needs.
- Manage the City's water sources in a manner that is protective of both environmental and human health.
- Improve the reliability of the City's water supply, treatment and distribution system through on-going maintenance and replacement of aging infrastructure.
- Seek grant funding and other low-cost financing for capital projects.
- Operate the City's water system in an efficient and cost-effective manner and establish fair and reasonable utility rates.

## FY 2018/19 TOP ACCOMPLISHMENTS

- Continued expansion of monitoring, reporting and testing procedures to meet the State Water Resources Control Board Division of Drinking Water requirements.
- Removed sediment build up from Waterfall Gulch intake.
- Installed monitoring equipment at Summers Lane Reservoir to record water flows.
- Received amended water right license allowing storage of Waterfall Gulch source water in the Summers Lane Reservoir.
- Completed construction of Summers Lane Reservoir.
- Installed flow meters at Waterfall Gulch intake to monitor and record flows.
- Installed new chlorine residual analyzer.

## FY 2019/20 TOP PRIORITIES

- Continue to improve the water plant's efficiencies in order to conserve water.
- Install flow meters at Newman Reservoir to monitor and record flows.
- Complete engineering for raw water lines, Phases II through V.
- Complete engineering for Water Treatment Plant Overhaul Project.
- Replace raw water line from Noyo River to the Water Plant.
- Complete engineering and construction of a 1.5 million gallon finished water tank.
- Continue to seek funding for replacement of key segments of the raw water line between the Waterfall Gulch water source and the Water Treatment Plant.
- Replace and install valves in the distribution system.
- Install floating cover on Summers Lane Reservoir to reduce algae growth and reduce evaporation.



## PERFORMANCE/WORKLOAD MEASURES

INDICATORS	FY16	FY17	FY18
<b>WATER</b>			
Avg. Number of Customer Accounts billed-Monthly	2,806	2,834	2,834
Water annual demand in thousand gallons	1,895	1,976	2,102
Available supply of water in thousand gallons	20,800	21,300	21,300
Total Customer Service Calls	1,253	1,488	1,193
Meter Installs/removals/change outs	16	14	24
Meter Repairs	1	34	5
Leak Investigations	11	34	29
Service Profiles	65	31	63
Turn on/off	669	878	891
Manual Reads	416	444	126
Misc.	75	53	55

## BUDGET SUMMARY

### OVERVIEW

The FY 2019/20 Water Enterprise Fund budget is \$1.8M, a decrease of \$325k or 15% over the FY 2018/19 year-end projection. Revenues for the Water Enterprise Fund are primarily received in the form of rates charged to customers. Charges for Services are expected to increase by 5% or \$172k due to rate increase effective July 1, 2019.

### NET POSITION (FUND BALANCE)

In an Enterprise Fund, fund balance is presented as Net Position, and a year to year analysis of Net Position can help to identify current or potential future problems that could impact the fiscal health of the Enterprise Fund. The FY 2018/19 projected year-end Net Position for the Water Enterprise is expected to be \$4.2M and the FY 2019/20 Net Position is budgeted at \$5.03M.

The following table includes the operating fund as well as the Capacity Fees fund and the Capital Reserve.

	Audited FY 2017/18	Projected FY 2018/19	Proposed FY 2019/20
Water Operating Fund Unrestricted Net Position	\$ 3,178,033	\$ 4,251,845	\$ 5,030,142

As shown above, the Net Position of the Water Enterprise operating fund is expected to increase by approximately \$778k between FY 2018/19 and FY 2019/20. This is attributable to the increase in water service rates that went into effect in 2018 and deferral of capital projects to FY 2019/20.

### WATER ENTERPRISE FUND RESERVES

The Water Enterprise Fund Capital Reserve is established in accordance with the City's Fund Balance & Reserve Policy which is intended to plan for future capital projects and unanticipated emergencies. Each year, all unrestricted fund balance in the Water Enterprise Fund in excess of 25% of the prior year's operating expenditures is transferred to the Capital Reserve. The City Council periodically reviews and updates its reserve policies and

budgeted reserve amounts to ensure that the Water Enterprise has sufficient resources to adequately provide for emergencies and capital projects. In FY 2019/20 the threshold is projected to be \$495k. \$805k will be used to fund capital project and \$1.1M will be transferred to the capital reserve.

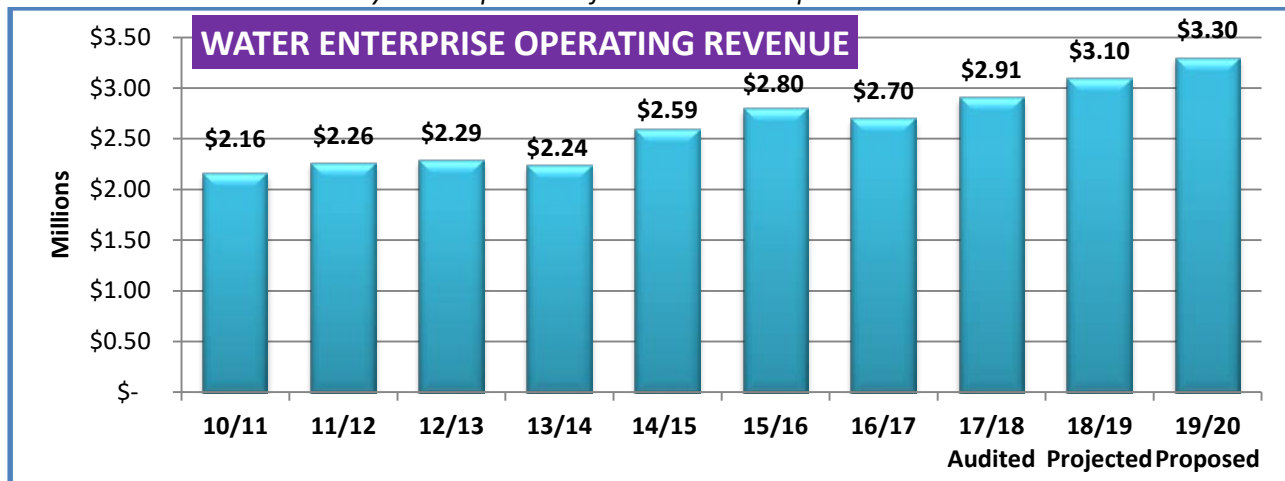
The City collects water capacity charges for new water connections. These fees are committed for improvements to facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future. These fees are accounted for in the Water Enterprise Capacity Fees Fund. This accounts for the increase in the Capacity Fees Fund balance. The balance is expected to amount to \$252k at FY 2019/20 year-end.

	Audited FY 2017/18	Projected FY 2018/19	Proposed FY 2019/20
Water Enterprise Capacity Fees Fund	\$ 164,300	\$ 198,617	\$ 252,153
Water Enterprise Capital Reserve	2,387,604	3,172,957	4,283,216
Unrestricted Balance	626,129	880,271	494,773
	<u>\$ 3,178,033</u>	<u>\$ 4,251,845</u>	<u>\$ 5,030,142</u>

#### DISCUSSION OF WATER ENTERPRISE FUND REVENUE TRENDS

FY 2019/20 Water Enterprise Fund revenues (before transfers in) are projected to total \$3.3M, an increase of 5% from the \$3.2M projected in FY 2018/19. Revenues in FY 2016/17 saw a decline due to the suspension of rate increases and reduction in water consumption per the Stage three water emergency declaration enacted by the City. In 2006, the California Supreme Court ruled that utility rates charged by governmental entities are considered property-related fees and therefore are subject to the procedural requirements of Proposition 218, Article 130 of the California Constitution. Prop 218 requires governmental agencies that charge for utility services to conduct a majority protest hearing prior to adopting any changes in utility rates. The legislation provided for future rate increases within prescribed limits to be approved without holding a hearing each year for up to an additional four years. In June 2014, the City Council adopted a four -year schedule of rate increases based on a Utility Rate Study. In FY 2016/17, the adopted rate schedule establishes a water rate increase of 10% which was scheduled to take effect on July 1, 2016. Due to the City's new Cost Allocation Plan, the Water Enterprise received a lower allocation of administrative shared costs and Council therefore authorized a suspension of the July 1, 2016 rate increase. A new utility rate study was conducted in FY 2016/17 and presented to the Council's Finance & Administration Committee. The rate study indicated that, due to the expectation of lower operating costs, it would be prudent to roll out the remaining two rate increases over a four-year period, thus the original four-year roll out becomes a seven-year roll out. The Committee recommended resumption of the previously adopted rate schedule according to the following updated schedule:

*A 10-year comparison of the Water Enterprise Fund's revenues:*



Adopted Water Rates as of September 1, 2014

Customer Classes/Meter Sizes	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017-2018	FY 2018/2019	FY 2019/2020	FY 2020/2021
<b>Fixed Charges for Residential Customers:</b>							
5/8 & 3/4 inch	\$ 29.00	\$ 31.90	\$ 31.90	\$ 33.50	\$ 35.10	\$ 36.86	\$ 38.61
1 inch	\$ 41.25	\$ 45.38	\$ 45.38	\$ 47.65	\$ 49.92	\$ 52.42	\$ 54.92
1.5 inch	\$ 49.42	\$ 54.36	\$ 54.36	\$ 57.09	\$ 59.81	\$ 62.80	\$ 65.79
2 inch	\$ 85.92	\$ 94.51	\$ 94.51	\$ 99.24	\$ 103.96	\$ 109.16	\$ 114.36
3 inch	\$ 124.17	\$ 136.59	\$ 136.59	\$ 143.42	\$ 150.25	\$ 157.76	\$ 165.27
4 inch	\$ 162.44	\$ 178.68	\$ 178.68	\$ 187.62	\$ 196.55	\$ 206.38	\$ 216.20
6 inch	\$ 391.98	\$ 431.18	\$ 431.18	\$ 452.74	\$ 474.30	\$ 498.01	\$ 521.72
<b>Fixed Charges for Non-Residential Customers:</b>							
5/8 & 3/4 inch	\$ 59.00	\$ 64.91	\$ 64.91	\$ 68.16	\$ 71.40	\$ 74.98	\$ 78.55
1 inch	\$ 90.56	\$ 99.63	\$ 99.63	\$ 104.62	\$ 109.60	\$ 115.09	\$ 120.57
1.5 inch	\$ 111.61	\$ 122.78	\$ 122.78	\$ 128.93	\$ 135.07	\$ 141.83	\$ 148.59
2 inch	\$ 216.82	\$ 238.52	\$ 238.52	\$ 250.46	\$ 262.40	\$ 275.53	\$ 288.66
3 inch	\$ 322.03	\$ 354.27	\$ 354.27	\$ 372.00	\$ 389.73	\$ 409.24	\$ 428.74
4 inch	\$ 427.25	\$ 470.01	\$ 470.01	\$ 493.54	\$ 517.06	\$ 542.94	\$ 568.82
6 inch	\$ 971.75	\$ 1,068.93	\$ 1,068.93	\$ 1,122.38	\$ 1,175.82	\$ 1,234.61	\$ 1,293.40
<b>Commercial Low-Usage Customers:</b>							
5/8 & 3/4 inch	\$ 29.00	\$ 31.90	\$ 31.90	\$ 33.50	\$ 35.10	\$ 36.86	\$ 38.61
<b>Variable Charges:</b>							
<u>Single Family Residential Rates per HCF</u>							
Tier 1: 1-5 HCF	\$ 2.74	\$ 3.02	\$ 3.02	\$ 3.17	\$ 3.32	\$ 3.49	\$ 3.65
Tier 2: 6-10 HCF	\$ 4.11	\$ 4.52	\$ 4.52	\$ 4.75	\$ 4.98	\$ 5.23	\$ 5.47
Tier 3: 11+ HCF	\$ 6.17	\$ 6.78	\$ 6.78	\$ 7.12	\$ 7.46	\$ 7.84	\$ 8.21
<u>Non-Single Family Residential</u>							
Rate per HCF	\$ 4.73	\$ 5.20	\$ 5.20	\$ 5.46	\$ 5.72	\$ 6.01	\$ 6.30

## DISCUSSION OF WATER ENTERPRISE FUND EXPENDITURE TRENDS

Water Enterprise Fund expenditures are expected to decrease by \$325k year over year.

Operating expenses of \$502k are the Fund's largest expense representing 28% of total expenses in FY 2019/20, followed by Debt Service of \$453k and Salary and Benefit allocations of \$440k paid to the General Fund and the Wastewater Enterprise Fund per the City's cost allocation plan.

	Audited FY 2017/18	Projected FY 2018/19	Proposed FY 2019/20
Salary/Benefit Allocation	\$ 788,551	\$ 813,356	\$ 440,502
Facilities, Fleet, and Administration Allocations	319,652	336,801	501,905
Materials and Services	466,923	377,000	386,330
Miscellaneous	-	-	-
Non-Routine Maintenance	16,423	139,788	12,250
Debt Service	118,537	451,796	452,769
	<u>\$ 1,710,086</u>	<u>\$ 2,118,741</u>	<u>\$ 1,793,757</u>

**Personnel Services**

The Salary/Benefit Allocation includes wages and the City's contributions to health benefits and retirement costs for those employees who perform services on behalf of the Water Enterprise Fund. This allocation is expected to decrease by 46% in FY 2019/20 when compared to FY 2018/19 due to the new cost allocations, however, these savings are offset by increases in Facilities, Fleet and Administration Allocation by 33%.

**Non-Personnel Services**

Water Enterprise Fund Materials and Services are budgeted to increase by \$9k. The increase is attributed to the equipment repair and maintenance that was not undertaken in FY 2018/19.

Non-routine maintenance decreased by \$128k due to Non-routine maintenance projects undertaken in FY 2018/19 which includes Waterfall Gulch, Madsen Hole Pump and Treatment units clarifiers, these have been completed and are not budgeted for in FY 2019/20.



# WATER ENTERPRISE BUDGET SUMMARY

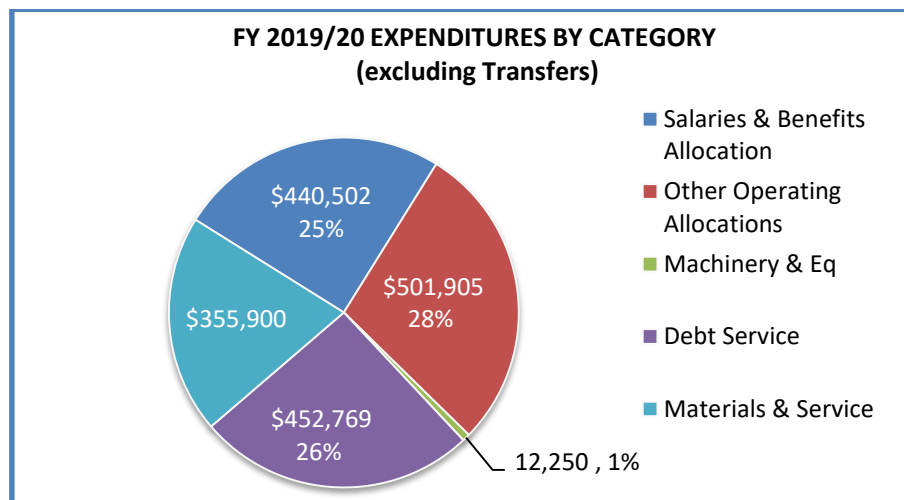
Fund 610

Department: 4610,4611 & 4612

Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
Salary/Benefit Allocation	\$ 788,551	\$ 813,356	\$ 813,356	\$ 440,502	-46%
Other Operating Allocations	319,652	336,801	336,801	501,905	49%
Non-Personnel Services	601,883	1,046,344	968,584	820,919	-15%
Total Expenditure	1,710,086	2,196,501	2,118,741	1,763,327	-17%
Charges for Services	2,927,816	1,612,652	3,134,904	3,307,574	6%
Use of Money & Property	38,576	9,030	18,060	18,060	0%
Miscellaneous	278	472	5,472	5,000	-9%
Total Revenue	2,966,670	1,622,154	3,158,436	3,330,634	5%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENDITURES	1,256,584	(574,347)	1,039,695	1,567,307	51%
Transfers In	5,752,064	1,348,169	2,820,367	1,843,630	-35%
Transfers Out	(4,767,246)	(1,143,169)	(1,805,193)	(1,843,630)	2%
CHANGE IN NET POSITION	\$ 2,241,401	\$ (369,347)	\$ 2,054,869	\$ 1,567,307	-24%

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

\$2,241,401 Less \$323,902 (depreciation) equals \$1,917,498 as published in the FY2017/18 CAFR)



**BUDGET EXPENDITURE DETAIL:**

Fund #610

Department: 4610, 4611, 4612

Object	Description	FY 2017/18 Audited	FY 2018/19 Amended Budget	18/19 FYE Projected	FY 2019/20 Proposed Budget	% + /-
0801	Salary/Benefits Allocation	\$ 788,551	\$ 813,356	\$ 813,356	\$ 440,502	-46%
	<b>Personnel Services</b>	<b>788,551</b>	<b>813,356</b>	<b>813,356</b>	<b>440,502</b>	-46%
0311	Legal	81,771	20,000	1,000	10,000	900%
0312	Auditing & Accounting	6,625	8,400	5,166	-	-100%
0313	Laboratory	12,683	15,000	13,000	13,200	2%
0319	Professional Services	76,075	102,460	65,706	48,880	-26%
0320	Dues & Memberships	891	800	800	800	0%
0342	Laboratory Supplies	12,033	12,000	10,000	12,000	20%
0343	Chemicals	38,695	40,000	40,000	40,000	0%
0351	Equipment Repair & Maint	25,832	37,500	25,000	35,000	40%
0353	Building Repair & Maint	6,060	6,000	6,000	6,000	0%
0354	Laundry/Cleaning/Janitorial	1,035	600	600	700	17%
0360	Property Premium	14,470	16,000	14,646	16,000	9%
0362	Telephone & Communication	2,953	2,740	2,582	2,800	8%
0366	Training/Travel Reimbursement	3,304	9,500	9,500	9,500	0%
0372	Postage	6,758	8,700	8,000	8,000	0%
0373	Licenses & Permits	8,256	8,500	8,500	8,700	2%
0375	General Supplies	28,343	28,500	28,500	32,750	15%
0376	Medical/Safety Supplies	1,159	1,500	1,500	1,500	0%
0381	Small Tools & Equipment	7,219	6,500	6,500	5,500	-15%
0382	Fuels & Lubricants	61	-	-	-	0%
0383	Utilities	129,933	130,000	130,000	135,000	4%
0384	Books & Subscriptions	-	200	-	-	0%
	<b>Materials &amp; Services</b>	<b>466,923</b>	<b>454,900</b>	<b>377,000</b>	<b>386,330</b>	2%
0911	Principal	-	362,849	362,849	376,218	4%
0912	Interest	118,124	85,347	85,347	72,951	-15%
0913	Fees	413	3,600	3,600	3,600	0%
	<b>Debt Service</b>	<b>118,537</b>	<b>451,796</b>	<b>451,796</b>	<b>452,769</b>	0%
0741	Machinery & Equipment	16,423	139,648	139,788	12,250	-91%
	<b>Non-Routine Maintenance</b>	<b>16,423</b>	<b>139,648</b>	<b>139,788</b>	<b>12,250</b>	-91%
	<b>Total Non-Personnel Services</b>	<b>601,883</b>	<b>1,046,344</b>	<b>968,584</b>	<b>851,349</b>	-12%
0322	Fleet Services	60,422	64,982	64,982	46,184	-29%
0396	Allocation to IT Int Serv Fund	90,120	104,814	104,814	13,024	-88%
0397	Alloc to Facilities Maint	47,783	67,650	67,650	-	-100%
0399	Admin Costs Allocation	121,327	99,355	99,355	442,698	346%
	<b>Other Operating Allocations</b>	<b>319,652</b>	<b>336,801</b>	<b>336,801</b>	<b>501,905</b>	49%
	<b>Total Water Enterprise Before Transfers</b>	<b>1,710,086</b>	<b>2,196,501</b>	<b>2,118,741</b>	<b>1,793,757</b>	-15%
0799	Transfer to Other Funds	4,767,246	1,143,169	1,805,193	1,843,630	2%
	<b>Total Water Enterprise</b>	<b>\$ 6,477,332</b>	<b>\$ 3,339,670</b>	<b>\$ 3,923,934</b>	<b>\$ 3,637,387</b>	-7%

## Water Enterprise Administration Division

### Line Item Detail

Fund #610		Account	Category	FY 2019/20
Department: 4610		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
610-4610-0311	Legal		\$ 10,000	
610-4610-0319	Utility Billing Professional Services		30,430	
	Shut off notification calls	430		
	Bank Fees; lockbox, credit card, ACH, print services	30,000		
610-4610-0360	Property Insurance		16,000	
610-4610-0362	Telephone & Communication		2,800	
610-4610-0372	Postage		8,000	
<b>Total Material &amp; Services</b>				<b>\$ 67,230</b>
<b>Allocations</b>				
610-4610-0396	IT Internal Service Fund		13,024	
610-4610-0399	Admin Costs		442,698	
610-4610-0801	Salary/Benefits		440,502	
<b>Total Allocations</b>				<b>\$ 896,224</b>
<b>Total - Water Enterprise Administration Division</b>				<b>\$ 963,454</b>

## Water Enterprise Maintenance Division

### Line Item Detail

Fund #610		Account	Category	FY 2019/20
Department: 4611		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
610-4611-0366	Training/Travel Reimbursement		\$ 3,500	
610-4611-0375	General Supplies		29,250	
610-4611-0381	Small Tools & Equipment		2,500	
<b>Total Material &amp; Services</b>				<b>\$ 35,250</b>
<b>Total - Water Enterprise Maintenance Division</b>				<b>\$ 35,250</b>



**Water Enterprise Treatment Division**  
**Line Item Detail**

Fund #610 Department: 4612		Account Detail	Category Detail	FY 2019/20 Proposed Budget
<b>Materials &amp; Services</b>				
610-4612-0313	Laboratory		\$	13,200
	Analysis	\$	8,500	
	License		1,700	
	Supplies		3,000	
610-4612-0319	Professional Services			18,450
	PLC support		10,000	
	Backflow		4,500	
	Cathodic protection maintenance		3,500	
	Fire extinguisher maintenance		450	
610-4612-0320	Dues & Memberships			800
	Operator/lab certification		800	
610-4612-0342	Laboratory Supplies			12,000
	Analytical equipment parts/service		4,500	
	Lab Supplies		4,000	
	Reagents & buffers		3,500	
610-4612-0343	Chemicals			40,000
610-4612-0351	Equipment Repair & Maintenance			35,000
	Pumps and controls		15,000	
	Equipment replacement		7,500	
	Treatment unit parts		7,500	
	Electrical parts		5,000	
610-4612-0353	Building Repair & Maintenance			6,000
610-4612-0354	Laundry/Cleaning/Janitorial			700
610-4612-0366	Training/Travel Reimbursement			6,000
	Safety Training		3,000	
	Technical Training		3,000	
610-4612-0373	Licenses & Permits			8,700
	SWRCB fees		6,500	
	County hazmat fees		1,200	
	AQMD		1,000	
610-4612-0375	General Supplies			3,500
610-4612-0376	Medical/Safety Supplies			1,500
610-4612-0381	Small Tools & Equipment			3,000
610-4612-0383	Utilities			135,000
<b>Total Material &amp; Services</b>				<b>\$ 283,850</b>

(continued on next page)

## Water Enterprise Treatment Division Cont'd

Fund #610		Account	Category	FY 2019/20
Department: 4612: Continued		Detail	Detail	Proposed Budget
<b>Allocations</b>				
610-4612-0322	Fleet Services		46,184	
<b>Total Allocations</b>				<b>\$ 46,184</b>
<b>Debt Service</b>				
610-4612-0911	Principal		376,218	
610-4612-0912	Interest		72,951	
610-4612-0913	Fees		3,600	
<b>Total Debt Service</b>				<b>452,769</b>
<b>Transfers Out</b>				
610-7999-0799			1,843,630	
	To 614, Non-routine maintenance	33,445		
	To 615, True up Operating Reserve	1,460,222		
	To 651, Sweep Excess Fund Balance to Capital Reserve	349,963		
				<b>1,843,630</b>
<b>Total - Water Enterprise Treatment Division</b>				<b>\$ 2,626,433</b>

## Water Enterprise Non-Routine Maintenance Line Item Detail

Fund #614		Account	Category	FY 2019/20
Department: 4614		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
614-4614-0741	Machinery & Equipment		12,250	
<b>Total Material &amp; Services</b>				<b>12,250</b>
<b>Total - Water Enterprise Non-Routine Maintenance</b>				<b>\$ 12,250</b>

# FORT BRAGG WASTEWATER DEPARTMENT

*The Wastewater Enterprise is operated by the Municipal Improvement District No. 1 and is responsible for ensuring the provision of a safe and effective sanitary sewer system to serve residents, businesses and public facilities in the City of Fort Bragg. It also is responsible for operation of a wastewater treatment facility in compliance with state and federal regulations.*

## SUMMARY OF SERVICES

Services provided by the Wastewater Enterprise include coordinating operations, monitoring, maintenance and related activities of the wastewater treatment plant and sanitary pumping stations. The Enterprise provides primary and secondary treatment of wastewater as well as treatment and conditioning of the solids removed at the treatment facility resulting in a high quality effluent that can be discharged to the ocean.

## STRATEGIC GOALS AND OBJECTIVES

- Operate, maintain, and upgrade the City's wastewater collection system and treatment facilities.
- Ensure compliance with all regulatory requirements, including discharge limitations, monitoring and reporting, and safety procedures.
- Seek grant funding and other low-cost financing for capital projects.
- Manage the City's wastewater system in a cost-effective and efficient manner.

## FY 2018/19 TOP ACCOMPLISHMENTS

- Purchased and installed a dump station to receive discharge from suction equipment conducting maintenance and repairs to the collection system.
- Made prescribed modifications to the influent flow meter parshall flume.
- Entered into a three-year contract with Synagro to continuously haul biosolids generated by the facility.
- Biosolids were transported to Synagro & Redwood Landfill.
- Principally completed the rehabilitation of the electrical control system at North Noyo Point Lift Station.
- Contracted with Applied Marine Sciences to complete the receiving water monitoring report.
- Purchased a second towable generator for emergency use at lift stations at the end of 2017 and finished modifications to the unit early 2018. The district now has emergency power for all of its facilities.
- Hired a contractor to inspect and repair the wastewater outfall.
- Completed the installation and implementation of SCADA controls to five of the six lift stations.

## FY 2019/20 TOP PRIORITIES

- Rehabilitation of four lift stations.
- Complete wastewater plant upgrade.
- Maintain plant running efficiently and safely amidst construction.
- Prepare for plant changes.
- Procurement of emergency bypass towable pump.
- Design & implementation of modifications to effluent flow meter.

**PERFORMANCE/WORKLOAD MEASURES**

INDICATORS	FY17	FY18
<b>WASTEWATER DEPARTMENT</b>		
Customer Service calls, wastewater	43	33
New customer sewer lines installed	4	0
Sewer mains cleaned/flushed in miles	17.38	16
Sewer mains and laterals repaired in number of jobs	12	9
Sewer manholes inspected	374	374
Sewer spill responses	1	1

**BUDGET SUMMARY**

**OVERVIEW**

The FY 2019/20 Wastewater Enterprise Fund appropriations budget is \$2.2M, a decrease of 18% or \$476k over the previous fiscal year. Revenues for the Wastewater Enterprise Fund are primarily received in the form of rates charged to customers. Charges for Services revenues are expected to tick up 3% or \$106k.

**NET POSITION (FUND BALANCE)**

In an Enterprise Fund, fund balance is presented as Net Position. Over time, Net Position trends can help identify current and potential future problems that could undermine the fiscal health of an enterprise fund. The FY 2018/19 projected year-end Net Position is expected to be \$200k and the FY 2019/20 year-end Net Position is budgeted at \$1.4M.

The following table includes the operating fund as well as the Capacity Fees fund and the Capital Reserve:

	Audited FY 2017/18	Projected FY 2018/19	Proposed FY 2019/20
Wastewater Fund Unrestricted Net Position	\$ 3,462,700	\$ 198,100	\$ 1,407,530

As shown above, the unrestricted net position of the Wastewater Enterprise operating fund is expected to decrease by approximately \$3.3M between FY 2017/18 and FY 2018/19. This is due to spend down of capital reserves related to the wastewater treatment plant overhaul. With most of the planned enterprise capital expenditures completed by FY 2019/20 the net position is expected to stabilize. In FY 2019/20, funding for the Enterprise Capital Improvement Program consists of \$1.5M from the Capital Reserve, \$5M in bond proceeds as well as \$3.8M in grant funding.

**WASTEWATER ENTERPRISE RESERVES**

The Wastewater Enterprise Fund Capital Reserve is established in accordance with the Fund Balance & Reserve Policy which is intended to ensure the continued financial well-being of the City by planning for unanticipated emergency and contingency needs as well as future capital projects. Each year, all unrestricted fund balance in the Wastewater Enterprise Fund in excess of 25% of the prior year's operating expenditures is transferred to the Capital Reserve. The Improvement District Board periodically reviews and updates its reserve policy and budgeted reserve amounts to ensure that the Wastewater Enterprise has sufficient resources to adequately provide for capital projects and unforeseen emergencies. In FY 2019/20, the 25% threshold is projected to be \$600k. Excess fund balance in the amount of \$1.6M is expected to be transferred to the capital reserve.

The City collects capacity charges for new wastewater connections. These fees are committed for improvements to facilities in existence at the time the charge is imposed or for new facilities to be constructed in the future. These fees are accounted for in the Wastewater Enterprise Capacity Fees fund. The balance of the Capacity Fees fund has grown steadily over the years and is expected to reach \$391k in FY 2019/20.

	Audited	Projected	Proposed
	FY 2017/18	FY 2018/19	FY 2019/20
Wastewater Capacity Fees Fund (committed)	\$ 319,573	\$ 355,782	\$ 390,840
Wastewater Education Fund (committed)	5,095	2,795	2,795
Wastewater Enterprise Capital Reserve (committed)	2,562,659	(760,419)	413,953
Restricted for Debt Service	-	83,923	102,513
Uncommitted	575,373	599,942	599,942
Balance	\$ 3,462,700	\$ 282,023	\$ 1,510,043

#### DISCUSSION OF WASTEWATER ENTERPRISE FUND REVENUE TRENDS

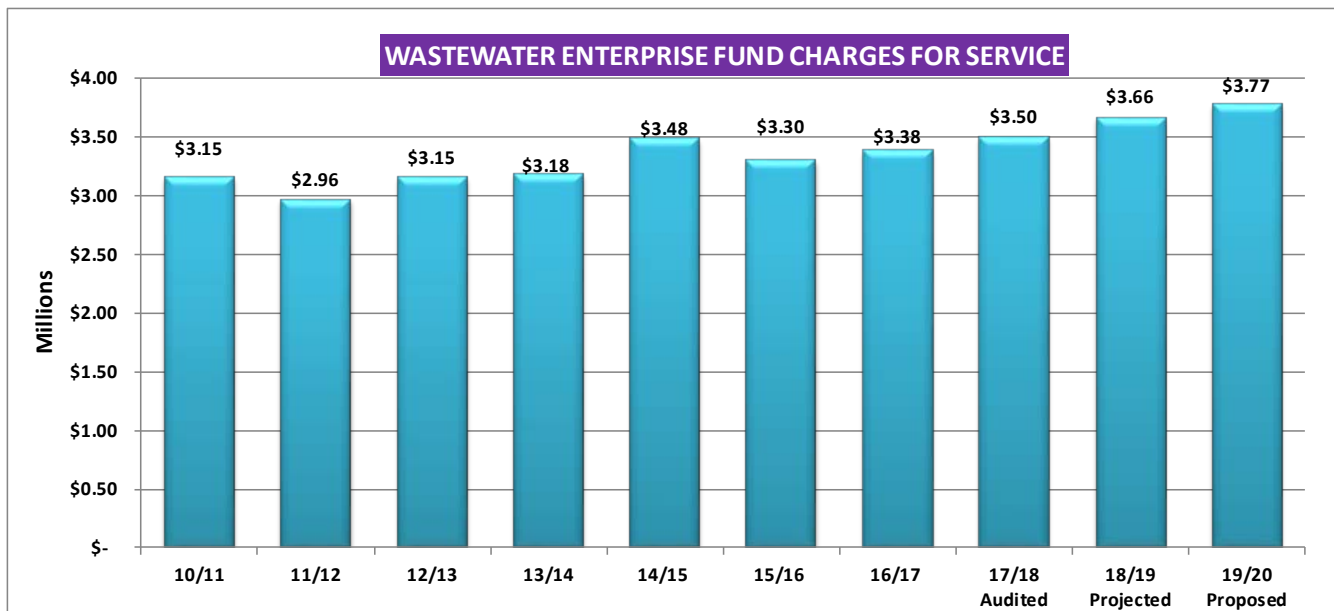
FY 2019/20 Wastewater Enterprise Fund revenues (before transfers in and bond proceeds) are projected to total \$3.92M, an increase of 2.77% from the \$3.81M projected in FY 2018/19. Charges for Services will see a 3% increase or \$107k while Other Revenue will remain essentially flat.

In 2006, the California Supreme Court ruled that utility rates charged by governmental entities are considered property-related fees and therefore are subject to the procedural requirements of Proposition 218, Article 130 of the California Constitution. Prop 218 requires governmental agencies that charge for utility services to conduct a majority protest hearing prior to adopting any changes in utility rates. The legislation provided for future rate increases within prescribed limits to be approved without holding a hearing each year for up to an additional four years. In June 2014, the City Council adopted a four-year schedule of rate increases based on a Utility Rate Study. In FY 2016/17, the adopted rate schedule establishes a wastewater rate increase of 6% which was scheduled to take effect on July 1, 2016. Due to the City's new Cost Allocation Plan, the Wastewater Enterprise received a lower allocation of administrative shared costs and Council therefore authorized a suspension of the July 1 rate increase. A new utility rate study was conducted in FY 2016/17 which was presented to the Council's Finance & Administration Committee. The rate study indicated that, due to the expectation of lower operating costs, it would be prudent to roll out the remaining two rate increases over a four-year period. Thus the original four-year roll out becomes a seven-year roll out. The Committee recommended resumption of the previously adopted rate schedule according to the following updated schedule:

Adopted Sewer Rates as of July 1, 2014

Customer Class	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017-2018	FY 2018/2019	FY 2019/2020	FY 2020/2021
<b>Fixed Charges:</b>							
<u>Residential:</u>							
Single Family Residential	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
Multifamily Residential	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
Mobile Home Parks	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
<u>Commercial:</u>							
Low Strength	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
Medium Strength	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
High Strength	\$ 24.50	\$ 26.46	\$ 26.46	\$ 27.26	\$ 28.05	\$ 28.89	\$ 29.73
<b>Variable Charges:</b>							
<u>Residential:</u>							
Single Family Residential	\$ 6.19	\$ 6.69	\$ 6.69	\$ 6.89	\$ 7.09	\$ 7.31	\$ 7.52
Multifamily Residential	\$ 2.78	\$ 3.00	\$ 3.00	\$ 3.09	\$ 3.18	\$ 3.28	\$ 3.38
Mobile Home Parks	\$ 0.20	\$ 0.21	\$ 0.21	\$ 0.22	\$ 0.22	\$ 0.23	\$ 0.24
<u>Commercial:</u>							
Low Strength	\$ 8.40	\$ 9.07	\$ 9.07	\$ 9.34	\$ 9.61	\$ 9.90	\$ 10.19
Medium Strength	\$ 8.63	\$ 9.33	\$ 9.33	\$ 9.61	\$ 9.89	\$ 10.19	\$ 10.48
High Strength	\$ 21.52	\$ 23.24	\$ 23.24	\$ 23.94	\$ 24.64	\$ 25.38	\$ 26.12

A 10-year comparison of the Wastewater Enterprise Fund's operating revenue follows:



#### DISCUSSION OF WASTEWATER ENTERPRISE FUND EXPENDITURE TRENDS

Wastewater Enterprise Fund expenditures are budgeted for FY 2019/20 at \$2.2M, a decrease of 18% or \$476k from FY 2018/19 projections. Retirements in the department have led to lower personnel cost (\$112k) while the City's new cost allocation plan results in a \$200k savings. Materials and Services as well as non-routine maintenance are each down by \$100k as the enterprise has substantially caught up on deferred maintenance projects.

	Audited FY 2017/18	Projected FY 2018/19	Proposed FY 2019/20
Salaries/Wages/Benefits	\$ 909,509	\$ 947,531	\$ 835,051
Salary/Benefit Allocation	401,215	368,674	(52,714)
Fleet, IT and Administration Allocations	441,726	461,843	684,242
Materials and Services	467,387	563,062	451,230
Non-Routine Maintenance	50,271	193,820	90,750
Debt Service	5,469	137,769	188,140
	<u>\$ 2,275,577</u>	<u>\$ 2,672,699</u>	<u>\$ 2,196,699</u>

#### Personnel Services

Salaries/Wages/Benefits decreased \$112k or 12% primarily due to retirements in the department. Vacant positions have been filled with new employees at lower steps in the pay grade. Newer employees also tend to participate in the PEPR pension plan which has a significantly lower cost from the classic plan. The Wastewater Enterprise also allocates personnel costs to the Water Enterprise for employees that are shared between the two.

### Non-Personnel Services

Wastewater Enterprise Fund Materials and Services are budgeted to decrease approximately 20% or \$112k. The lower cost is due to a lower expected cost for bio-solids removal as well as receiving water monitoring.

The Wastewater Enterprise Fund has embarked on an upgrade to the City's aging Wastewater Treatment Facility in FY 2018/19 and FY2019/20. The Capital project is budgeted at over \$17.6M with a significant portion of the funding expected to come from State and federal grants (\$9.4M). The Wastewater Enterprise Fund balance is anticipated to provide \$3.2M of the funding. Additional funding will be contributed via a low interest USDA loan in the amount of \$5M. The project is expected to be completed in FY 2019/20. In addition to the \$3.2M contributed to the Wastewater Treatment Facility project, the Enterprise will also fund \$1.4M for the rehabilitation of three lift stations as well as \$120k for Sewer Main Rehabilitation. For more detail on the Wastewater Enterprise Capital Improvement Program see pages 209 thru 250.

Debt Service is budgeted to increase \$50k due to the Enterprise issuing Certificates of Participation (a type of bond funding) in connection with the Wastewater Treatment Facility upgrade project. The City's Joint Powers Financing Authority (JPFA) will sell a revenue bond for which the sole purchaser will be USDA. The JPFA will use the funds to construct the wastewater treatment plant and then sell the project to the City via an Installment Sales agreement. The City will purchase the project from the JPFA with periodic payments made from the operating revenue of the wastewater enterprise (MID). The bonds will be issued at \$5M with a 40 year term and an interest rate of 2%. Annual debt including principal and interest is expected to be approximately \$188k. For more detail on the Wastewater Enterprise Debt Service requirements see pages 157 thru 167.

### Other Operating Allocations

Allocations to Internal Service Funds are budgeted \$66k lower in FY 2019/20 than in the previous year. Overhead allocations are budgeted \$133k lower than the previous years. In both instances the lower allocation is due to the new allocation methodology employed by the City beginning in FY 2019/20. For full details of the allocation plan see pages 65 thru 72.

# Municipal Improvement District #1; Wastewater Enterprise

## Fund 710

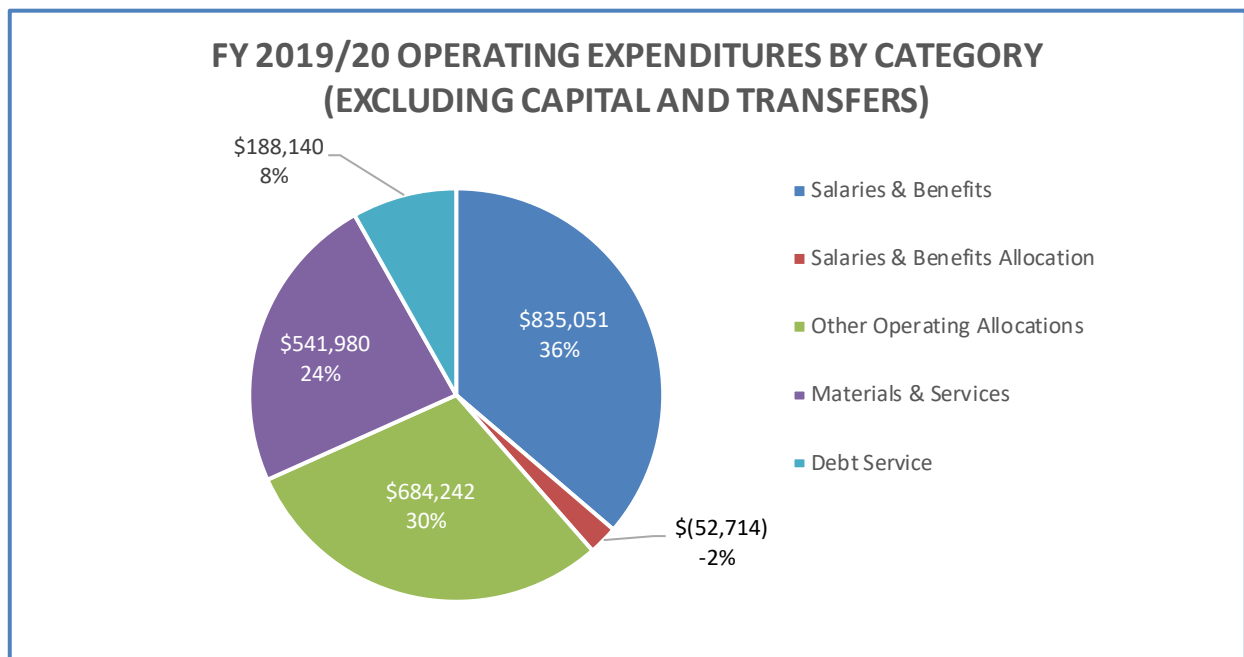
Department: 4710, 4711 & 4712

Appropriations & Revenue

Description	FY 2018/19				% + / -
	FY 2017/18 Audited	Amended Budget	FY 2018/19 FYE Projected	FY 2019/20 Adopted Budget	
Salaries & Benefits	\$ 909,509	\$ 959,097	\$ 947,531	\$ 835,051	-12%
Salary/Benefit Allocation	401,215	368,674	368,674	(52,714)	-114%
Other Operating Allocations	441,726	461,843	461,843	684,242	48%
Non-Personnel Services	523,127	953,253	894,651	730,120	-18%
Total Appropriations	2,275,577	2,742,867	2,672,699	2,196,699	-18%
Charges for Services	3,495,429	3,518,411	3,662,502	3,769,609	3%
Other Revenue	307,343	96,199	150,840	149,366	-1%
Total Operating Revenue	3,802,772	3,614,610	3,813,341	3,918,975	3%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	1,527,195	871,743	1,140,642	1,722,277	51%
Transfers In	5,717,558	18,435,134	10,351,531	11,534,547	11%
Transfers Out	(5,803,876)	(9,049,434)	(6,295,110)	(6,055,268)	-4%
NET CHANGE IN FUND BALANCE	\$ 1,440,877	\$ 10,257,443	\$ 5,197,063	\$ 7,201,556	39%

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

\$1,440,877 less \$293,317 (depreciation) equals \$1,147,560 (as published in the FY2017/18 CAFR)





BUDGET EXPENDITURE DETAIL:

Municipal Improvement District #1; Wastewater Enterprise

Fund #710

Department: 4710,4711,4712

Object	Description	FY 2017/18	FY 2018/19	FY 2018/19	FY 2019/20	% + / -
		Audited	Amended Budget	FYE Projected	Proposed Budget	
0101	Salaries & Wages	\$ 551,035	\$ 598,449	\$ 585,987	\$ 512,540	-13%
0200	Employee Benefits	358,474	360,649	361,544	322,511	-11%
	<b>Salaries &amp; Benefits</b>	<b>909,509</b>	<b>959,097</b>	<b>947,531</b>	<b>835,051</b>	-12%
0801	Salary/Benefits Allocation	401,215	368,674	368,674	(52,714)	-114%
	<b>Salary/Benefits Allocation</b>	<b>401,215</b>	<b>368,674</b>	<b>368,674</b>	<b>(52,714)</b>	-114%
	<b>Personnel Services</b>	<b>1,310,724</b>	<b>1,327,771</b>	<b>1,316,205</b>	<b>782,337</b>	-41%
0312	Auditing & Accounting	8,942	11,734	11,734	2,350	-80%
0313	Laboratory	20,666	27,000	27,000	24,000	-11%
0319	Professional Services	122,384	210,241	163,417	85,930	0%
0320	Dues & Memberships	1,963	2,300	2,300	1,300	-43%
0343	Chemicals	42,055	67,984	57,000	55,000	-4%
0351	Equipment Repair & Maint	62,517	84,345	84,345	60,000	0%
0353	Building Repair & Maint	2,072	5,000	5,000	5,000	0%
0354	Laundry/Cleaning/Janitorial	734	1,000	1,000	1,000	0%
0359	Liability Deductible	-	2,000	2,000	2,000	0%
0360	Property Premium	14,004	16,000	16,000	16,000	0%
0361	Property Deductible	-	1,000	1,000	1,000	0%
0362	Telephone & Communication	873	760	766	900	17%
0366	Training/Travel Reimbursement	700	8,500	8,500	9,500	12%
0372	Postage	6,758	13,200	12,700	8,200	-35%
0375	General Supplies	10,350	9,500	9,500	10,550	11%
0376	Medical/Safety Supplies	4,946	6,000	6,000	6,000	0%
0377	Boot Expense	1,232	1,800	1,800	1,800	0%
0381	Small Tools & Equipment	5,489	8,000	8,000	7,000	-13%
0383	Utilities	148,636	130,000	130,000	140,000	8%
0384	Books & Subscriptions	-	300	-	-	n/a
	<b>Materials &amp; Services</b>	<b>467,387</b>	<b>621,664</b>	<b>563,062</b>	<b>451,230</b>	-20%
0741	Machinery & Equipment	9,178	67,820	67,820	90,750	34%
0751	Infrastructure	209	-	-	-	n/a
0751	Infrastructure	40,884	126,000	126,000	-	-100%
0751	Infrastructure	41,093	126,000	126,000	-	-100%
	<b>Capital Expenditures</b>	<b>50,271</b>	<b>193,820</b>	<b>193,820</b>	<b>90,750</b>	-53%
0911	Principal	-	55,000	55,000	86,000	56%
0912	Interest	1,456	77,569	77,569	99,140	28%
0913	Fees	4,013	5,200	5,200	3,000	-42%
	<b>Debt Service</b>	<b>5,469</b>	<b>137,769</b>	<b>137,769</b>	<b>188,140</b>	37%
	<b>Non-Personnel Services</b>	<b>523,127</b>	<b>953,253</b>	<b>894,651</b>	<b>730,120</b>	-18%
0322	Fleet Services	104,231	134,545	134,545	114,854	-15%
0396	Allocation to IT Int Serv Fund	90,120	104,814	104,814	39,072	-63%
0397	Alloc to Facilities Maint	47,783	67,650	67,650	-	-100%
0399	Admin Costs Allocation	199,592	154,834	154,834	530,316	243%
	<b>Other Operating Allocations</b>	<b>441,726</b>	<b>461,843</b>	<b>461,843</b>	<b>684,242</b>	48%
0799	Transfer to Other Funds	5,803,876	9,049,434	6,295,110	6,055,268	n/a
	<b>Total Wastewater Enterprise</b>	<b>\$ 8,079,453</b>	<b>\$ 11,792,301</b>	<b>\$ 8,967,809</b>	<b>\$ 8,251,966</b>	-8%

**Municipal Improvement District #1**

**Wastewater Enterprise Administration Division**

**Line Item Detail**

Fund #710		Account	Category	FY 2019/20
Department: 4710		Detail	Detail	Proposed Budget
Materials & Services				
710-4710-0312	Auditing & Accounting		\$ 2,350	
710-4710-0319	Professional Services	Bank Fees- Lockbox	30,430	
710-4710-0359	Liability Deductible		2,000	
710-4710-0360	Property Premium		16,000	
710-4710-0361	Property Deductible		1,000	
710-4710-0362	Telephone & Communication		900	
710-4710-0372	Postage		8,200	
Total Material & Services			\$	60,880
Allocations				
710-4710-0396	IT Internal Service Fund		39,072	
710-4710-0399	Admin Costs		530,316	
Total Allocations				569,388
Operating Transfers				
710-7999-0799	Transfers to Other Funds			
	To 714 - Non-Routine Maintenance		74,939	
	To 717 - Debt Service Reserve		18,590	
	To 717- Debt Service		188,140	
	To 715 - Sweep Excess Fund Balance to Capital Reserve		1,638,662	
	To 716 - WW Capital Projects		768,481	
	To 716- Proceeds of Loan		3,366,456	
Total Operating Transfers				6,055,268
Total - Wastewater Enterprise Administration Division			\$	6,685,536

**Municipal Improvement District #1**

**Wastewater Enterprise Maintenance Division**

**Line Item Detail**

Fund #710		Account	Category	FY 2019/20
Department: 4711		Detail	Detail	Proposed Budget
<b>Materials &amp; Services</b>				
	710-4711-0366 Training/Travel Reimbursement		\$ 3,500	
	710-4711-0375 General Supplies		6,250	
	710-4711-0381 Small Tools & Equipment		2,500	
	<b>Total Material &amp; Services</b>			<b>\$ 12,250</b>
	<b>Total - Wastewater Enterprise Maintenance Division</b>			<b>\$ 12,250</b>

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

		FY 2019/20	
Fund #710		Account	Category
Department: 4712		Detail	Detail
			Proposed Budget
<b>Personnel Costs</b>			
	Salaries & Wages	\$	512,540
	Employee Benefits		322,511
710-4710-0801	Salary/Benefits Allocation from General Fund		254,896
710-0000-3499	Salary/Benefits Allocation to Water Enterprise		(307,610)
<b>Total Personnel Costs</b>			<b>\$ 782,337</b>
<b>Materials &amp; Services</b>			
710-4712-0313	Laboratory		24,000
710-4712-0319	Professional Services		55,500
	Biosolids (3yr contract)	\$ 50,000	
	Backflow testing	1,500	
	Fire extinguisher maintenance	1,000	
	Flow meter calibrations	3,000	
		55,500	
710-4712-0320	Dues & Memberships		1,300
710-4712-0343	Chemicals		55,000
710-4712-0351	Equipment Repair & Maintenance		60,000
	Lift station fittings	5,000	
	Pump repair	12,000	
	Electrical hardware & maintenanc	15,000	
	Small projects and improvements	15,000	
	Stainless steel/PVC hardware	1,500	
	Boiler Maintenance	1,500	
	New plant startup	10,000	
		60,000	
710-4712-0353	Building Repair & Maintenance		5,000
710-4712-0354	Laundry/Cleaning/Janitorial		1,000
710-4712-0366	Training/Travel Reimbursement		6,000
710-4712-0372	Postage		-

(continued on next page)

**ENTERPRISE FUNDS – WASTEWATER**

**Municipal Improvement District #1 Cont'd**

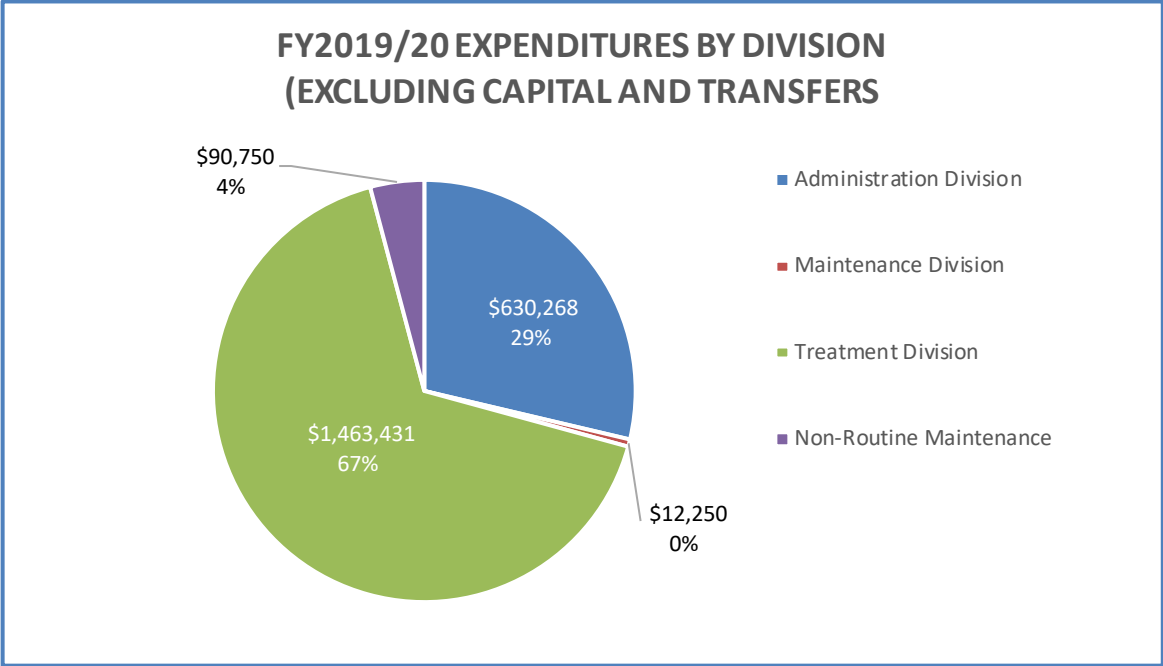
				FY 2019/20
Fund #710		Account	Category	Proposed
Department: 4712		Detail	Detail	Budget
<b>Materials &amp; Services, Continued</b>				
710-4712-0373	Licenses & Permits		13,700	
	Annual fees	9,500		
	AQMD	3,000		
	County hazmat	1,200		
		<u>13,700</u>		
710-4712-0375	General Supplies		4,300	
710-4712-0376	Medical/Safety Supplies		6,000	
710-4712-0377	Boot Expense		1,800	
710-4712-0381	Small Tools & Equipment		4,500	
710-4712-0383	Utilities		140,000	
	<b>Total Material &amp; Services</b>			<b>378,100</b>
<b>Allocations</b>				
710-4712-0322	Fleet Services		114,854	
	<b>Total Allocations</b>			<b>114,854</b>
<b>Debt Service</b>				
710-4712-0911	Principal		86,000	
710-4712-0912	Interest		99,140	
710-4712-0913	Fees		3,000	
	<b>Total Debt Service</b>			<b>188,140</b>
	<b>Total - Wastewater Enterprise Treatment Division</b>			<b>\$ 1,463,431</b>

**Municipal Improvement District #1**

**Wastewater Enterprise Non-Routine Maintenance**

**Line Item Detail**

				FY 2019/20
Fund # 714		Account	Category	Proposed
Department: 4713		Detail	Detail	Budget
<b>Materials &amp; Services</b>				
714-4713-0741	Machinery & Equipment		90,750	
	<b>Total Material &amp; Services</b>			<b>90,750</b>
	<b>Total - Wastewater Enterprise Non-Routine Maintenance</b>			<b>\$ 90,750</b>





# C.V. STARR COMMUNITY CENTER

## OVERVIEW

The C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (C.V. Starr Center) is a 43,000 square foot facility that includes an indoor water park, fitness, exercise and weight rooms and meeting rooms for community use. Its grounds include a dog park, a skateboard park, petanque courts and picnic and BBQ facilities. The City owns the facility and receives restricted sales tax and property tax revenues to help offset the costs of operation, maintenance and capital improvements at the C.V. Starr Center. These restricted sales and property tax funds are held in the C.V. Starr Enterprise Fund.

## SUMMARY OF SERVICES

The City contracts with the Mendocino Coast Recreation and Parks District (MCRPD) for day-to-day operation and maintenance of the C.V. Starr Center.

## GOALS AND OBJECTIVES

- Continue to coordinate with the MCRPD to ensure efficient and effective operation of the C.V. Starr Center in accordance with the Operating Agreement between the City and the MCRPD.
- Continue to ensure that financial procedures and fiscal controls are effectively implemented to address accounting, cash handling, payroll processing, purchasing and procurement, inventory controls, record-keeping, auditing and reporting.
- Coordinate closely with the MCRPD District Administrator to ensure completion of necessary maintenance and repairs and implementation of capital improvement projects.



## BUDGET OVERVIEW

The C.V. Starr Center's annual operating budget is adopted as a stand-alone budget for the facility. The C.V. Starr Enterprise Fund receives special sales tax revenues and property tax revenues that are restricted and used to help offset the costs of operation, maintenance and capital improvements at the Center. Revenue generated from operating the C.V. Starr Center is collected through user fees, the sale of merchandise, and other miscellaneous sources.

Operating revenues for FY 2019/20 are budgeted at \$751k which represents a 6% increase compared to the FY 2018/19 projected result of \$711k. Following the City's lead, the CV Starr Center budget was developed using less conservative revenue forecasting. The FY2019/20 budget is based upon a rate increase that was implemented at the start of calendar year 2019. The increase is modest and will bring the rates back to levels that were previously decreased. MCRPD Staff presented the rate increases to the MCRPD Board as well as the City of Fort Bragg City Council for approval. The FY 2019/20 budget shows revenues from operations covering approximately 43% of operating expenses. Tax revenues cover the remaining 57% of operations plus all capital spending.

Operating expenditures are costs directly related to the operation of the C.V. Starr Center, such as wages, benefits, utilities, services, and supplies. These expenses are budgeted for FY 2019/20 at \$2.2 million, which represents a 21% increase over the projected year end 2018/19. The increase is attributable to the pool basin resurfacing project which was not undertaken in FY 2018/19 as originally planned. The project has been rolled forward to FY 2019/20 and the project

budget increased from \$180k to \$350k. It has become apparent that due to Fort Bragg's remote location a limited number of contractors are likely to bid on the project and it is probable that the cost will be significantly higher than first anticipated.

For FY 2019/20, multiple capital projects are scheduled to address some deferred maintenance items. Smaller projects totaling \$46k will be undertaken by the Center's staff including an IT system update, purchase of a matrix ascent trainer, emergency lighting system battery replacement and purchase of a floor cleaning machine. The Pool Basin Resurfacing project is budgeted at \$350k and will be managed by the City's Public Works department and administered by the City's Finance department.

	FY 2019/20	
	FY 2018/19 FYE	Proposed
	Projected	Budget
Beginning Unrestricted Net Position	\$ 874,690	\$ 993,658
Operating Revenue	710,839	750,856
Sales Tax Revenue	932,336	955,175
Property Tax Revenue	253,162	261,770
Non-operating Revenue	10,000	10,001
Operating Expense	1,736,848	1,758,536
Non-operating Expense		
Capital Assets - Net of Debt Payments	50,521	396,117
Net Assets	\$ 993,658	\$ 816,807

	FY 2018/19	FY 2019/20
	FYE	Proposed
	Projected	Budget
Operating Reserve	\$ 434,212	\$ 434,212
Capital Repair & Equip Reserve	559,446	382,595
Total Reserves	\$ 993,658	\$ 816,807

As can be seen in the table above, The Center is maintaining an Operating Reserve at 25% of the previous year's operating expenditures as well as a Capital Repair and Equipment Reserve. In FY2018/19 the Capital Reserve balance will decrease as a result of a robust capital work plan.

#### FY 2018/19 TOP ACCOMPLISHMENTS

- Continued to coordinate with the MCRPD to ensure the provision of excellent services at the C.V. Starr Center.
- Continued to provide financial oversight to ensure that financial procedures and fiscal controls are effectively implemented and to ensure adherence to the approved budget.
- Began preparation of a multi-year capital improvement plan and budget for the facility.

#### FY 2019/20 TOP PRIORITIES

- Continue to coordinate with the MCRPD to ensure the provision of excellent services at the C.V. Starr Center.
- Continue to provide financial oversight to ensure that financial procedures and fiscal controls are effectively implemented and to ensure adherence to the FY 2019/20 budget.



- Assist MCRPD as needed with implementation of FY 2019/20 capital improvements.
- Complete the Pool Basin Resurfacing project.
- Complete a multi-year capital improvement plan and budget for the facility.
- Prepare an equipment repair and maintenance plan and budget for the facility.

## C.V. STARR CENTER ENTERPRISE BUDGET SUMMARY

### Fund 810

#### Department: 4812

#### Appropriations & Revenue

Description	FY 2017/18		FY 2018/19		FY 2019/20	
	Audited	Amended Budget	FY 2018/19 FYE Projected	Proposed Budget	% + /-	
Personnel Services	\$ 1,064,034	\$ 1,068,238	\$ 1,059,601	\$ 1,039,012	-2%	
Non-Personnel Services	580,693	888,995	727,768	1,115,641	53%	
Total Appropriations	1,644,726	1,957,233	1,787,369	2,154,653	21%	
Revenue from Operations	718,663	682,300	703,339	743,174	6%	
Property Tax	236,035	246,376	253,162	261,770	3%	
Sales & Use Tax	915,239	928,120	932,336	955,175	2%	
Other Revenue	29,089	9,500	17,500	17,683	1%	
Total Revenue	1,899,025	1,866,296	1,906,337	1,977,802	4%	
NET EXCESS/(DEFICIENCY) OF REVENUES						
OVER/(UNDER) EXPENSES	\$ 254,299	\$ (90,937)	\$ 118,968	\$ (176,851)	-249%	
Transfers In	-	-	-	-		
Transfers Out	-	-	-	-		
NET CHANGE IN FUND BALANCE	\$ 254,299	\$ (90,937)	\$ 118,968	\$ (176,851)	-249%	

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

\$ 254,299 less \$741,200(depreciation) equals <\$486,901>.

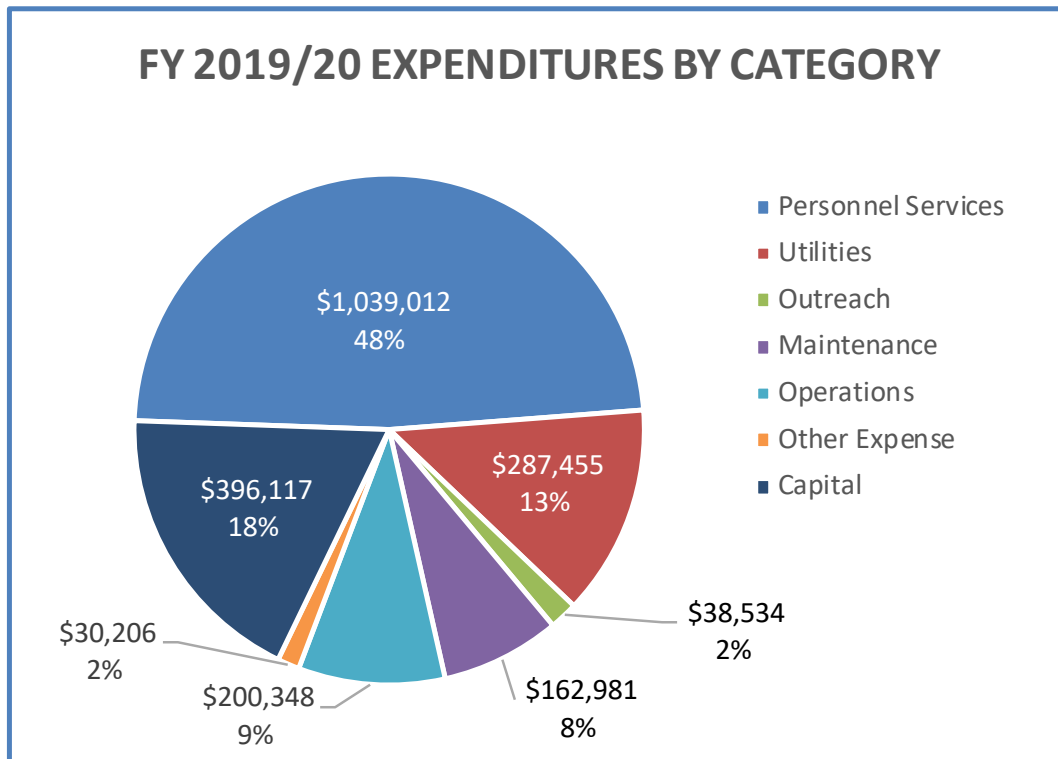
(as published in the FY2017/18 CAFR)

**BUDGET DETAIL:**

Fund #810

Department: 4812

		FY 2018/19		FY 2019/20		% + /-
Description		FY 2017/18 Audited	Amended Budget	FY 2018/19 FYE Projected	Proposed Budget	
0101	Salaries, Wages & Benefits	\$ 1,064,033	\$ 1,068,238	\$ 1,059,601	\$ 1,039,012	-2%
	<b>Personnel Services</b>	<b>1,064,033</b>	<b>1,068,238</b>	<b>1,059,601</b>	<b>1,039,012</b>	-2%
0351	Equipment Repair & Maint	93,673	127,160	131,580	162,981	24%
0383	Utilities	244,671	256,488	286,082	287,455	0%
0319	Utilities	8,044				
0386	Operations	209,713	203,331	198,569	200,348	1%
0385	Outreach	-	37,134	31,634	38,534	22%
0619	Other	24,400	29,382	29,382	30,206	3%
	<b>Materials &amp; Services</b>	<b>580,501</b>	<b>653,495</b>	<b>677,247</b>	<b>719,524</b>	6%
0751	Capital	24	235,500	50,521	396,117	684%
	<b>Capital</b>	<b>24</b>	<b>235,500</b>	<b>50,521</b>	<b>396,117</b>	
0912	Loan Expense	169	-	-	-	n/a
	<b>Debt Service</b>	<b>169</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Non-Personnel Services</b>	<b>580,694</b>	<b>888,995</b>	<b>727,768</b>	<b>1,115,641</b>	53%
	<b>Total C.V. Starr Enterprise</b>	<b>\$ 1,644,727</b>	<b>\$ 1,957,233</b>	<b>\$ 1,787,369</b>	<b>\$ 2,154,653</b>	21%



## GRANT SPECIAL REVENUE FUNDS

The City of Fort Bragg actively seeks grants to augment ongoing revenue sources. Over the years, the City has been very successful in obtaining grant funding for a wide variety of projects, ranging from planning activities to community services and capital projects. All City departments are involved in seeking and administering grants and the City has invested considerable resources to ensure sufficient staffing and training to write successful grant applications, implement grant-funded activities, and meet fiscal monitoring and reporting requirements.

The City expects to apply for additional grants for which awards have not yet been announced, and any awards could provide additional funding for activities in the FY 2019/20 budget year. If additional funds are awarded, budget amendments will be processed, as needed, to reflect grant revenues and expenditures.


The following categories describe the grant programs and projects that are funded in FY 2019/20.

### SPECIAL REVENUE FUNDS - GRANTS FY 2019/20 GRANTS IN PROGRESS


Fund	Description	GRANT AMOUNT AWARDED	PRIOR YEAR(S) ACTIVITY	FY 2019/20 PROPOSED BUDGET
<b>314</b>	<b>MCOG OWP</b>			
	2018 City-Wide Street Safety Plan	\$ 64,978	\$ 64,978	\$ -
	Mill Site Reuse Plan - Traffic Study	48,125	6,764	41,361
	Total MCOG OWP	113,103	71,742	41,361
<b>320</b>	<b>State Parks Proposition 84</b>			
	Coastal Trail Phase II	450,000	450,000	-
		450,000	450,000	-
<b>323</b>	<b>Caltrans Federal Funding</b>			
	Coastal Trail Phase:II ATP	770,000	770,000	-
	South Main St.Bike & Ped Improvements	800,000	-	45,000
	Total Caltrans Federal Funding	1,570,000	770,000	45,000
<b>326</b>	<b>HCD HOME</b>			
	2016 Home Program	500,000	-	500,000
		500,000	-	500,000
<b>327</b>	<b>State Water Revolving Fund</b>			
	WW Treatment Facility upgrade	6,000,000	4,058,721	1,941,279
		6,000,000	4,058,721	1,941,279
<b>329</b>	<b>Other State Grants</b>			
	California Coastal Commission - Mill Site Re	\$ 100,000	\$ 80,000	20,000
		100,000	80,000	20,000

Fund	Description	GRANT AMOUNT AWARDED	PRIOR YEAR(S) ACTIVITY	FY 2019/20 PROPOSED BUDGET
<b>330</b>	<b>Other Federal Grants</b>			
	<b>U.S. Department of Agriculture</b>			
	USDA - WW Treatment Plant	3,388,000	-	3,388,000
	USDA - PD Vehicle	34,375	34,375	42,350
		<u>3,422,375</u>	<u>34,375</u>	<u>3,430,350</u>
<b>331</b>	<b>CDBG 2016 Grant</b>			
	<b>2016 Super NOFA:</b>			
	Water Tank Installation	1,395,349	1,395,349	-
	Business Assistance Loan Prog.	155,349	155,349	-
	Microenterprise Technical Assistance & Support Services	193,488	128,000	52,660
	Microenterprise Financial Assistance	23,255	11,627	-
	Mill Site Specific Planning	46,512	46,512	-
	Economic Development Strategy Planning	46,512	18,137	28,375
	General Administration	139,535	137,535	2,000
	Total 2016 Super NOFA	<u>2,000,000</u>	<u>1,892,509</u>	<u>83,035</u>
	<b>2016 Supplemental Activities:</b>			
	CDC Housing Rehabilitation	23,912	23,912	-
	Slip Line Project	150,000	-	150,000
	Total 2016 Supplemental	<u>173,912</u>	<u>23,912</u>	<u>150,000</u>
<b>332</b>	<b>Other Grants</b>			
	HEAP - Homeward Bound Program	12,686		12,686
		<u>12,686</u>	<u>-</u>	<u>12,686</u>
<b>333</b>	<b>CDBG 2017 Grant</b>			
	<b>2017 NOFA:</b>			
	Cypress Street Parents & Friends Housing f	2,826,880	-	2,826,880
	General Administration	212,016	-	50,600
	Total 2017 NOFA	<u>3,038,896</u>	<u>-</u>	<u>2,877,480</u>
	<b>Total FY 19/20 Grant Activity</b>	<u><b>\$ 17,680,972</b></u>	<u><b>\$ 7,381,259</b></u>	<u><b>\$ 9,101,191</b></u>
	<b><u>Grant(s) not Awarded</u></b>			
	<b>PROP 68 - Application due in August</b>			
	Bainbridge Park Improvements	800,000	-	130,000
	Total	<u>800,000</u>	<u>-</u>	<u>130,000</u>

## GRANT DETAIL

Fund No.	Grant Special Revenue	Description
314	Mendocino Council of Governments (MCOG) Overall Work Program	<p>MCOG allocates funds to local agencies in Mendocino County for transportation planning and technical assistance through its Overall Work Program (OWP). In FY 2019/20, the City will have one active MCOG OWP</p>  <p><b>Mill Site Reuse Plan Traffic Study: Grant Award is \$48,125</b></p>
323	Caltrans Federal Funding	<ul style="list-style-type: none"> <li> <b>South Main St. Bike Improvements: \$800k</b>            The \$800,000 grant is from the State Transportation improvement Program (STIP) which was revived by the recent passage of SB-1. The funding is administered by Caltrans and the California Transportation commission(CTC). The funds are committed to the S. Main Street Pedestrian and Bike Improvements project which will build or upgrade pedestrian and/or cycling facilities along the west side of S. Main Street (Highway 1) from approximately South Street to N. Noyo Point Road.         </li> </ul>
326	HCD HOME	<ul style="list-style-type: none"> <li> <b>2016 Home Program: \$500,000</b>            The HOME Program was created under Title II (the HOME Investment Partnerships Act) of the National Affordable Housing Act of 1990. The objectives and intent of the HOME Program are to provide decent affordable housing to lower-income households.            In 2017, the City was awarded a \$500,000 HOME Grant to fund a Housing Rehabilitation Loan program for qualified low- and moderate-income homeowners Housing rehabilitation activities will continue until July 2020, or until all loan funds are expended, whichever date comes first.         </li> </ul>
327	State Water Resources Control Board (SWRCB)	<ul style="list-style-type: none"> <li> <b>State Revolving Fund: \$6,000,000</b>            The City has been awarded \$6,000,000 in grant funding for the Wastewater Treatment Facility Upgrade Project from the State Revolving Fund.         </li> </ul>

## GRANT DETAIL

Fund No.	Grant Special Revenue	Description
329	Other State Grants	<ul style="list-style-type: none"> <li>● <b>California Coastal Commission</b></li> </ul> <p>\$100k for Mill-Site Re-use plan.</p>
330	Other Federal Grants	<ul style="list-style-type: none"> <li>● <b>U.S Department of Agriculture(USDA) - \$3,388,000</b></li> </ul> <p>This is a rural assistance grant provided by the United States Department of Agriculture (USDA). Part of the funding package for the Waste Water Treatment Plant Upgrade project awarding \$3,388,000.</p>
331	Community Development Block Grant Funds 2016	<div style="display: flex; align-items: flex-start;">  <div> <ul style="list-style-type: none"> <li>● <b>2016 Super NOFA</b></li> </ul> <p>Awarded at \$2,000,000 in October 2016. Activities expected to commence and be completed in FY2017/18 include the Water Tank Installation Project, the Mill Site Specific Planning activity, and the Economic Development Strategy Planning activity. A Business Assistance Loan Program, Microenterprise Technical Assistance and Support Services Programs, and Microenterprise Financial Assistance Program are expected to commence in FY2017-18 and continue until October 2019 or until funds are fully expended. All grant expenditures for these activities must be completed by October 25, 2019.</p> </div> </div> <ul style="list-style-type: none"> <li>● <b>2016 Super NOFA Supplemental Activities</b></li> </ul> <p>Added to the 2016 grant application in order to expend future CDBG Program Income that is projected to be received during the 2016 grant term. Two Supplemental Activities expected to be completed within the grant term are the Community Development Commission (CDC) Housing Rehabilitation Project at CDC's Glass Beach housing facility, and a Sewer Slip Line Project. These activities must be completed by October 25, 2019.</p>

## GRANT DETAIL

Fund No.	Grant Special Revenue	Description
332	OTHER GRANTS	<ul style="list-style-type: none"> <li>● <b>HEAP - Homeward Bound Program Grant: \$12,686</b></li> </ul> <p>The program will fund Police Department assistance by our Community Service Officers to assist non-local homeless adults, youths and families return to their community of origin. This program will be implemented on the streets by our community service officers and other members of the police force will actively reach out to homeless families, youth and adults to identify their community of origin. Police officers will: 1) assist the person or family to reconnect with their family and friends in their community of origin and identify a person or situation in which the homeless person can safely land in their community of origin; and 2) provide transportation assistance (gas cards, bus tickets, other transport) to return to their place of origin.</p>
332	Community Development Block Grant Funds 2017	<ul style="list-style-type: none"> <li>● <b>2017 Super NOFA: \$3,038,896</b></li> </ul> <p>Awarded at \$3,038,869 in July 2018. The Project expected to commence and be near completion in FY19/20 is the construction of the Cypress Street Residential Care Facility for the Elderly Project. The proposed facility will be comprised of three, four-bedroom, three-bath residential units that will be constructed to be full accessible and equipped for aging, disabled clients. All grant expenditures related to the project must be expended by July 31, 2021.</p>





## SPECIAL REVENUE FUNDS SUMMARY

Special Revenue Funds account for revenues received that have restrictions placed on their use or are committed for specified purposes either through statute or by City Council policy. The City has a number of different special revenue funds which are part of the non-operating budget. These include the following:

<b>Fund No.</b>	<b>Fund Type</b>	<b>Description</b>
116	<b>General Plan Maintenance Fee</b>	To account for General Plan Maintenance Fee revenue which is required to be used for costs related to the update of the City's General Plan and zoning code.
117	<b>Housing Trust</b>	To account for Inclusionary Housing In-Lieu fee revenue which is required to be used for affordable housing activities.
120	<b>Parking</b>	To account for parking permit revenues and the cost of maintaining City-owned public parking lots.
121	<b>Parking In-Lieu Fees</b>	To account for payments made by downtown property owners in lieu of providing on-site parking. Accumulated funds must be used for activities related to providing off-street parking facilities in the central business district. The requirement for payment of parking in-lieu fees was temporarily suspended by the City Council through December 31, 2017.
122	<b>Parkland Monitoring and Reporting</b>	To account for payments made by Georgia Pacific in connection with the City's acquisition of Noyo Headlands Park property to cover costs associated with on-going monitoring and reporting requirements related to the environmental remediation of the property.
124	<b>State Tobacco License Fee</b>	To account for fees and fines associated with the City's Tobacco Retailer licensing program.
125	<b>State Disability Access Fee</b>	To account for funds received under California SB-1186 which mandates a State fee of \$4 on any applicant for or renewal of a local business license, permit or similar instrument when it is issued or renewed. 30% of the collected fees are remitted to the California Division of the State Architect while 70% are retained to help increase the number of Certified Access Specialists in the City and to facilitate compliance with construction-related accessibility requirements.
139	<b>COPS AB1913</b>	To account for monies received from the State for law enforcement services under the Citizens Option for Public Safety (COPS) Program established by AB 1913.
146	<b>OJP Bulletproof Vest Partnership Grant</b>	To account for monies received under the Bulletproof Vest Partnership Grant Act. This program is designed to pay up to 50% of the cost of National Institute of Justice (NIJ) compliant armored vests purchases for local law enforcement.

(continued)

## SPECIAL REVENUE FUNDS, Cont'd

<b>Fund No.</b>	<b>Fund Type</b>	<b>Description</b>
167	<b>Asset Forfeiture</b>	To account for monies obtained from seized assets of criminal activities. The funds are used solely to support law enforcement purposes.
176	<b>RDA Housing Successor</b>	To account for revenues retained by the Fort Bragg Redevelopment Agency Successor Agency in connection with the winding-down of the former Redevelopment Agency. Funds must be expended on activities related to the development, retention or rehabilitation of affordable housing in Fort Bragg.
190	<b>Construction/Demolition Ordinance Revenue</b>	To account for deposits that are made in accordance with the City's Construction & Demolition Ordinance. Deposits are refunded if recycling goals are met. Otherwise, the deposits are forfeited and retained in the special revenue fund. The funds may used to improve solid waste recycling facilities, and to provide other related education and programs within the City.
220	<b>Waste Management Community Benefit Revenue</b>	To account for a one-time payment received from Waste Management at the time its franchise agreement for solid waste collection services within the City was extended. The City Council may designate the funds for community benefit purposes. To date, this fund has been used to help offset costs associated with the Noyo Center for Marine Science initiative, the Town Hall Remodel Project and the Downtown Wifi Project.
221	<b>Gas Tax</b>	To account for the City's share of State of California's Highway User Tax collected by the State. These revenues are legally restricted to the maintenance and improvement of City roads and streets.
222	<b>RMRA-Gas Tax</b>	To account for the City's share of California's Highway User Tax collected by the State. These revenues are legally restricted to the maintenance and improvements of City roads and streets.

<b>Fund No.</b>	<b>Fund Type</b>	<b>Description</b>
223	<b>Regional Surface Transportation Program (RSTP) D1</b>	To account for Regional Surface Program (RSTP) D1 funds. The purpose of the program is to provide funding to local jurisdiction for a wide variety of transportation planning and improvements projects, such as research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic.)The City currently has D1 funds available to claim from MCOG in the amount of \$283k; it is anticipated that this balance will increase in FY 2017/18 by approximately \$98k.
230	<b>Traffic &amp; Safety</b>	To account for revenue received from traffic fines which is restricted to City street repairs and traffic safety.
250	<b>Street and Alley Repairs</b>	To account for revenue received from a special half-cent sales tax which is restricted to City street and alley repairs.
280	<b>Parcel Tax, Fire Equipment</b>	To account for monies received from a parcel tax which is restricted to the purchase of Fire Equipment. The parcel tax was renewed by the voters in 2015.
285	<b>OJ Park Maintenance</b>	This fund accounts for revenues from a one-time gift to the City by the heirs of Otis Johnson for use on special projects and/or maintenance activities at Otis Johnson Wilderness Park.



## SPECIAL REVENUE FUNDS - RESTRICTED

Fund	Fund Description	FY 2017/18 AUDITED	FY 2018/19 AMENDED BUDGET	FY 2018/19 FYE PROJECTED	FY 2019/20 PROPOSED BUDGET
116	General Plan Maintenance Fee	\$ 23,171	\$ 50,000	\$ 20,000	50,000
117	Housing Trust Funds	8,275	-	-	-
120	Parking	-	-	-	-
121	Parking In-Lieu	8,208	-	-	-
122	Parkland Monitoring and Reporting	2,269	-	149	-
124	Tobacco License Fee	1,100	1,100	1,100	-
125	State Disability Access Fee	120	60	60	60
139	COPS AB1913 Allocation	100,000	115,000	190,000	130,000
146	OJP Bulletproof Vest	-	-	-	705
167	Asset Forfeiture	135,887	50,000	22,567	5,460
176	RDA Housing Successor	-	250,000	250,000	-
190	Construction/Demolition Ord Fees	5,000	-	-	-
220	Waste Mgt Community Benefit	7,500	-	-	-
221	Highway User Tax (Gas Tax)	190,320	267,108	107,226	224,155
222	RMRA-Gas Tax	45,540	-	119,118	124,336
223	STP D1 MCOG Streets/Hwy	-	-	-	-
230	Traffic & Safety	5,825	5,900	5,900	-
250	Street/Alley Repair Sales Tax	16,797	-	-	179,155
280	Fire Equipment Fund	38,002	-	-	216,000
285	OJ Park Maintenance Fund	-	-	2,931	-
<b>Total - Restricted Funds</b>		<b>\$ 588,014</b>	<b>\$ 739,168</b>	<b>\$ 719,051</b>	<b>\$ 929,871</b>

## FORT BRAGG REDEVELOPMENT SUCCESSOR AGENCY

### OVERVIEW

The Fort Bragg Redevelopment Successor Agency and its Oversight Board are responsible for winding down the functions of the former Fort Bragg Redevelopment Agency. As a result of legislation enacted in 2011, all Redevelopment Agencies (RDAs) in California were dissolved and the assets, liabilities and costs associated with the dissolution are now administered by Successor Agencies. Property tax revenues previously allocated to the RDAs are now used to pay required payments on existing bonds, other obligations, and pass-through payments to local governments (defined as enforceable obligations). The remaining property tax revenues (amounts exceeding the enforceable obligations) are retained by the County and allocated back to cities, counties and special districts.

Each Successor Agency (SA) has an Oversight Board that supervises its work. The Oversight Board is comprised of representatives of the local agencies that serve the redevelopment project area: the city, county, special districts, and K-14 educational agencies. Oversight Board members have a fiduciary responsibility to holders of enforceable obligations, as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area.

The SA reports enforceable obligations to the California Department of Finance (DOF) on an annual basis (starting in FY 2016/17). The enforceable obligations are subject to approval by the DOF. The City can report costs each year for administration of the SA and winding down of enforceable obligations, subject to approval by the Oversight Board and DOF. If SA activities are reduced by the Oversight Board or by the DOF, through the disallowance of enforceable obligations, the administrative costs may be reduced accordingly. In FY 2016/17, the State of California began reducing the Fort Bragg Redevelopment Successor Agency's allowable administrative costs. The City received approval for \$128,025 of administrative costs for the period July 1, 2019 through June 30, 2020.

### Fort Bragg Redevelopment Successor Agency

#### Fund 175

#### Department: 4810

#### Expense & Revenue

Description	FY 2018/19		FY 2019/20		% + /-
	FY 2017/18 Audited	Amended Budget	18/19 FYE Projected	Proposed Budget	
Expense	\$ 258,665	\$ 375,278	\$ 375,509	\$ 390,775	4%
<b>Total Expense</b>	<b>258,665</b>	<b>375,278</b>	<b>375,509</b>	<b>390,775</b>	4%
Redevelopment Property Tax Trust	385,066	265,089	375,278	380,975	2%
<b>Total Revenue</b>	<b>385,066</b>	<b>265,089</b>	<b>375,278</b>	<b>380,975</b>	2%
NET EXCESS/(DEFICIENCY) OF REVENUES					
OVER/(UNDER) EXPENSES	\$ 126,401	\$ (110,189)	\$ (231)	\$ (9,800)	

# FORT BRAGG REDEVELOPMENT SUCCESSOR AGENCY

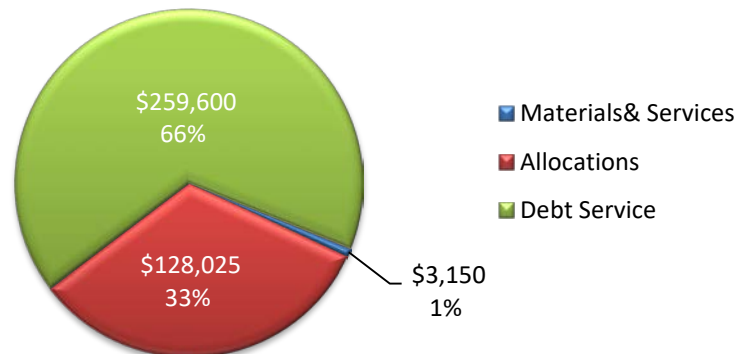
## BUDGET DETAIL:

Fund #175

Department: 4810

Object	Description	FY 2018/19		FY 2019/20		% + /-
		FY 2017/18 Audited	Amended Budget	18/19 FYE Projected	Proposed Budget	
0312	175-4810-0312 Auditing & Accounting	\$ 1,629	\$ 3,949	\$ 2,530	\$ 3,150	25%
	<b>Materials&amp; Services</b>	<b>1,629</b>	<b>3,949</b>	<b>2,530</b>	<b>3,150</b>	25%
0399	175-4810-0399 Successor Agency-RDA Admin All	146,609	115,279	115,279	128,025	11%
	<b>Allocations</b>	<b>146,609</b>	<b>115,279</b>	<b>115,279</b>	<b>128,025</b>	11%
0911	175-4810-0911 Principal	-	155,000	155,000	160,000	3%
0912	175-4810-0912 Interest Expense	108,777	99,400	99,400	96,300	-3%
0913	175-4810-0913 Fees	1,650	1,650	3,300	3,300	0%
	<b>Debt Service</b>	<b>110,427</b>	<b>256,050</b>	<b>257,700</b>	<b>259,600</b>	1%
	<b>Total Sucessor Agency</b>	<b>\$ 258,665</b>	<b>\$ 375,278</b>	<b>\$ 375,509</b>	<b>\$ 390,775</b>	4%

## FY 2019/20 EXPENDITURES BY CATEGORY



## FORT BRAGG REDEVELOPMENT SUCCESSOR AGENCY

**\$4,040,000**

**Fort Bragg Redevelopment Successor Agency  
Tax Allocation Bonds – Series 2015 Refunding**

**Date:** February 1, 2015  
**Interest:** Semiannual each September and March, commencing September 1, 2015. Interest rates range from 2.0% to 3.25%.  
**Maturity:** September 1, 2036  
**Rating:** Standard and Poor's A-  
**Purpose:** To refinance 1993 and 2004 Redevelopment Agency (RDA) Bonds and finance certain Redevelopment Activities in the Project Area  
**Coverage Ratio:** 1.25  
**Continuing**  
**Disclosure:** Annual report due to the Municipal Securities Rulemaking Board by April 1<sup>st</sup>  
**Security:** The Bonds are special obligations of the RDA and are payable from pledged tax revenues derived from property in the Project Area and allocated to the RDA pursuant to the Redevelopment Law.

### **RDA 2015 Refunding Tax Allocation Bonds**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
FY 15 -16	\$ 90,000	\$ 111,475	\$ 201,475
FY 16 -17	150,000	105,450	255,450
FY 17 -18	150,000	102,450	252,450
FY 18 -19	155,000	99,400	254,400
<b>FY 19 -20</b>	<b>160,000</b>	<b>96,300</b>	<b>256,300</b>
FY 20 -21	165,000	93,150	258,150
FY 21 -22	170,000	89,900	259,900
FY 22 -23	165,000	86,550	251,550
FY 23 -24	175,000	83,200	258,200
FY 24 -25	175,000	79,800	254,800
FY 25 -26	180,000	75,425	255,425
FY 26 -27	190,000	70,100	260,100
FY 27 -28	190,000	64,550	254,550
FY 28 -29	195,000	58,850	253,850
FY 29 -30	205,000	53,075	258,075
FY 30 -31	210,000	47,075	257,075
FY 31 -32	215,000	40,850	255,850
FY 32 -33	225,000	34,206	259,206
FY 33 -34	230,000	27,056	257,056
FY 34 -35	240,000	19,663	259,663
FY 35 -36	250,000	12,025	262,025
FY 36 -37	155,000	4,063	159,063
	<b>\$ 4,040,000</b>	<b>\$ 1,454,613</b>	<b>\$ 5,494,613</b>

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Fees</b>	<b>Total Payment</b>
<b>FY 2019/20 Payments</b>	<b>\$ 160,000</b>	<b>\$ 96,300</b>	<b>\$ 256,300</b>	<b>\$ 3,300</b>	<b>\$ 259,600</b>

Interest rates and terms on the following loans were revised by the Successor Agency Oversight Board on February 27, 2014 pursuant to Section 34176(e)(6)(B) of the California Health & Safety Code.



