



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Wednesday, November 4, 2015

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Meeting called to order by Chair Turner at 3:02pm

ROLL CALL

Staff Present: Crystal Prairie, Tom Varga, Victor Damiani, Fabian Lizarraga,
Debbie Desmond, John Smith

Present: 2 - Doug Hammerstrom and Dave Turner

APPROVAL OF MINUTES

1. [15-411](#) Approve Minutes from August 12, 2015 Special Meeting

These Committee Minutes were approved for council review

2. [15-413](#) Approve Minutes from September 9, 2015 Special Meeting

These Committee Minutes were approved as amended for council review

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

1. [15-455](#) Receive FY 2014-15 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures

Chief Lizarraga gave a brief overview of the content of the year-end Asset Forfeiture, Discretionary, and Education Fund Expenditures report. He mentioned next year's training expenses may be higher but will stay within budgeted amounts. He stated clarification is needed regarding budgeting under State Asset Forfeiture guidelines. The police department has been funding a task force officer (\$99K) by transferring funds from Asset Forfeiture to General Fund to cover the expense. Some of the rules and verbiage were changed for State Asset Forfeiture last year and this may not be an acceptable use of funds. Generally, Asset Forfeiture funds are not being used by other agencies to fund an officer on a task force.

There was some discussion of researching possible use of Asset Forfeiture funds for safety concerns in neighborhoods for crime prevention, such as lighting.

There was discussion of the general use of Asset Forfeiture such as ATVs, drones, or a K-9 officer. Currently supplies are being purchased with the funds. A vehicle was purchased as well as Tasers, and rifle plates within the last year. These are things that the Police Department would not be able to have otherwise.

This item was for discussion only.

2. [15-412](#) Receive Update on Progress on Facilities & Equipment Internal Service Fund Reserve Analysis

Public Works Director Varga gave a brief overview of the progress on Facilities & Equipment Internal Service Fund reserve analysis. A recommendation was made that there be a \$5,000 threshold for capital expenses to be tracked. It was mentioned that items under \$5,000 need to be in the operating budget for maintenance. Also, the items over \$5,000 will need to be replaced, or require substantial maintenance or upgrades, and money needs to be put away for these future costs. There was discussion of the structure of the Information Technology (IT) Internal Service Fund (ISF) and the detail included. Ideally the Maintenance ISF would be structured a similar way. A 10 year horizon was mentioned to start with. Items will be added as they come up, even if it's more, or less, than 10 years in the future in order to keep track of all items as needed.

There was discussion of assets in the public right of way, which are generally accounted for in the Capital Improvement Plan so won't need to be in the ISF. There are IT assets that were included on the list that will be removed because they are already in the IT ISF.

Committee Member Hammerstrom mentioned a presentation on the California Municipal Financial Health Diagnostic Tool that he attended. The amount of time it takes to set it up was discussed. It was suggested that Arcata be contacted since they are using the Municipal Financial Tool. Further discussion of this tool will occur during a future Committee meeting.

Once the structure of the ISF is in place, prior to being used for mid-year budget, this item will come back to Committee for final review.

Committee Directed Staff to set up structure of Internal Service Fund and bring item back to Committee prior to use during the mid-year budget review.

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Meeting adjourned by Chair Turner at 3:56pm.