



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda Finance and Administration Committee

Wednesday, March 2, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin
Street

MEETING CALLED TO ORDER

ROLL CALL

APPROVAL OF MINUTES

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

Attachments: [FACM2016-01-11_Special](#)

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

Attachments: [FACM2016-01-29_Special](#)

PUBLIC COMMENTS ON NON-AGENDA ITEMS

CONDUCT OF BUSINESS

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

Attachments: [03022016 Facility & Equipment ISF Reserve Fund Analysis](#)

[Facilities & Equipment ISF - 10 Year Program](#)

[Facility & Equipment ISF - 10 Year Program for Major Projects](#)

[Facility Preventive Maintenance Program - 10 Year](#)

MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on February 26, 2016.

Brenda Jourdain, Administrative Assistant

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Text File

File Number: 16-076

Agenda Date: 3/2/2016

Version: 1

Status: Minutes to be Approved

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve Minutes of Special Meeting of January 11, 2016



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Monday, January 11, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:05 PM.

ROLL CALL

Staff Present: City Manager Linda Ruffing, Finance Director Victor Damiani, Public Works Director Tom Varga and Administrative Assistant Brenda Jourdain.

Others in Attendance: Joseph Arch, CPA and Brett Jones, CPA of JJACPA Inc.

Present: 2 - Doug Hammerstrom and Dave Turner

APPROVAL OF MINUTES

1. Approve Minutes from November 4, 2015 Meeting

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

CONDUCT OF BUSINESS

1. Review and Discuss Comprehensive Annual Financial Report (CAFR) for FY 2014-15

This item was discussed 3rd

Finance Director Victor Damiani explained that the auditors would first discuss the Independent Auditors Report; second, implementation of GASB 68 regarding pension planning; and third, the management discussion and analysis which serves as the summary of the rest of the report. He then introduced auditors Joseph Arch, CPA and Brett Jones, CPA of JJACPA Inc. who reviewed the CAFR and responded to questions. Damiani also explained that the Municipal Improvement District (MID) financial statements have not been finalized, but the results are presented in the CAFR. The stand-alone MID report will be brought to a future Council meeting on the consent calendar.

The following points were noted during discussion of this item:

- *Arch reviewed the organization of the report. The report includes all funds and account groups and component government entities of the City and is presented in three sections: Introductory, Financial and Statistical.
- *The long term pension plan assets and liabilities are addressed in the disclosure statements on page 86-92 of the CAFR.
- * In the Auditors Communication Letter, the report indicates that there are no deficiencies in the internal controls.
- *The differences between enterprise governmental type funds and business type funds were discussed.
- *There was discussion about deferred inflow and outflow and changes in the terminology.
- * Arch reviewed the required supplementary information, including the schedule of contributions on page 103.
- * Ruffing had questions on some numbers in the report and a few corrections were discussed.
- * Damiani summarized the Management's Discussion and Analysis. He discussed the Overview of the Annual Financial Report, Government-Wide Statements, Fund Financial Statements (Governmental and Proprietary), governmental activities, Business type activities, etc.
- * Discussion ensued regarding reserves.

Committee directed staff to make corrections to report and bring it to Council to accept report with corrections.

This item was for information only.

2. Review and Discuss FY 2015-16 First Quarter Financial Report

This item was discussed 4th

Finance Director Victor Damiani reviewed the FY 2015-16 First Quarter Financial.

The following points were noted during discussion of this item:

- *This report summarizes the City's financial results of the city's general fund and enterprise funds for the period from July 1, 2015 through September 30, 2015.
- * The C.V. Starr Community Center fund was not available for this report but will be available at mid-year.
- *TOT revenue amounts are normal and consistent from past years and indicate a profitable year.
- *Business license revenue looks low now but the renewals will go out later in the year and will generate income.
- *City Manager Ruffing commented that the amounts in the report indicate that revenue collection and expenditures are "normal" and there are no red flags warranting further investigation at this time.
- *It was noted that expenditures by department are low due to empty staff positions in the first quarter.
- *Damiani stated that the Enterprise funds are doing fine.

This item was for information only, no action required.

3. Receive Update on Progress on Facilities and Equipment Internal Service Fund Reserve Analysis

This item was discussed 2nd

Public Works Director Tom Varga reviewed the Summary Report and table prepared for this item and answered questions.

The following points were noted during discussion of this item:

- * Turner talked about the coastal trail and how it was populated into the ISF chart.

- * There was discussion on how the chart was organized.
- * Committee discussed how items are to be placed in the chart; short-term vs. long-term items; longevity of assets; deferred maintenance; encumbrances that are carried forward to the next year budget; and the need for an analysis of useful life of assets.

No action taken by committee.

4. Review Administrative Regulation for Disposal of Surplus City Property

This item was discussed 1st

City Manager Ruffing explained the process of disposing of surplus city property and answered questions.

The following was noted during discussion of this item:

*Ruffing noted the Administrative Services Department is in charge of the disposal of surplus City property. Ruffing requested guidance regarding at what threshold value to bring surplus property to Council for approval. She recommended a \$10,000 value as one that would capture heavy equipment (example: street sweeper or sewer vac-truck) but not a car or computers.

Committee concurred with City Manager's recommendation regarding the \$10,000 threshold. Councilmember Hammerstrom will meet separately with the City Manager to discuss suggestions for improving the presentation/language in the administrative regulation.

MATTERS FROM COMMITTEE / STAFF

- * An item will be placed on the next City Council agenda under consent calendar regarding a new telephone system. The Police Department phone system was seriously damaged as a result of a lightning strike in December. The Council has \$45,000 budgeted for a citywide phone system replacement. We will need to expedite the procurement process.
- *City will be contracting with Ginny Feth-Michel to provide help update the cost allocation plan and implement the League's financial health diagnostic tool.
- * Staff is looking at options to address staffing needs associated with the many capital projects in the coming year.

ADJOURNMENT

Chair Turner adjourned the meeting at 5:21 PM.



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Text File

File Number: 16-078

Agenda Date: 3/2/2016

Version: 1

Status: Minutes to be Approved

In Control: Finance and Administration Committee

File Type: Committee Minutes

Agenda Number: 1B.

Approve Minutes of Special Meeting of January 29, 2016



City of Fort Bragg

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Meeting Minutes Finance and Administration Committee

Friday, January 29, 2016

3:00 PM

City Hall Conference Room
416 N. Franklin Street

Special Meeting

MEETING CALLED TO ORDER

Chair Turner called the meeting to order at 3:05 PM.

ROLL CALL

Present: 2 - Doug Hammerstrom and Dave Turner

APPROVAL OF MINUTES

1. PUBLIC COMMENTS ON NON-AGENDA ITEMS

2. CONDUCT OF BUSINESS

- 2A. [16-044](#) Receive Oral Report and Discuss Revenue Options for Coastal Trail Maintenance and Marketing and Consider Making Recommendation to City Council

City Manager Ruffing noted that the Coastal Trail is a tremendous asset for the community, and even with very little marketing it has already become a tourist highlight. It is clear that the Coastal Trail is an opportunity to generate revenues, but there is also a cost associated with it. The trail comes with a maintenance obligation, and many personnel hours were spent over the past year to oversee construction activities. Last summer, one seasonal employee was assigned full time to Coastal Trail maintenance on the northern portion; this summer two full time workers will be needed to maintain the northern and southern sections of the trail. Informal discussions have been held about the possibility of increasing Transient Occupancy Tax (TOT) as a way of generating funds to offset the cost of trail maintenance and to develop a more robust marketing program to bring in more visitors. Discussions about increasing the Mendocino County Lodging Business Improvement District (BID) gross room rent assessment from 1% to 2% did not move forward. There is an opportunity to have a dialogue with Fort Bragg's lodging community about potentially increasing TOT rather than BID assessment, and using some of those funds for marketing purposes and some for maintaining the Coastal Trail facility. Ruffing explained that this is the time to start the process if such a measure were to be included on the November 2016 ballot.

Chair Turner said that if the Council felt it was worth considering, an ad hoc committee could be formed to talk to the lodging establishments to get their opinions. Committee Member Hammerstrom noted that the opening of the Coastal Trail has increased the burden on the Police Department and Public Works while increasing revenues for local businesses. He suggested that any measure to collect TOT have flexibility built in to meet different needs (promotion vs. maintenance) from year to year. Because of the high visitor use of the trail and the expensive

upkeep, the addition of TOT is one way that visitors can help to finance needed services. It was suggested that the discussion be focused on: (1) the benefits to the entire community of increased promotion and marketing, (2) developing Fort Bragg's reputation as a waterfront community, and (3) how to gather the resources needed to pay for Coastal Trail promotion, maintenance and security.

The Committee Members directed staff to prepare a report to the City Council stating that the Finance and Administration Committee recommends the formation of an ad hoc committee to explore how Fort Bragg hotels and lodging establishments feel about a tax to fund trail maintenance and promotion.

This matter was referred to staff for preparation of a Staff Report to City Council recommending that an ad hoc committee be formed to gather input from the public and local lodging owners and operators regarding revenue options for Coastal Trail maintenance and marketing.

2B. [16-045](#) Review Report of Contracts Under \$25,000 for July 1 - December 31, 2015

The Committee Members reviewed a report of Contracts Under \$25,000 for the last two quarters (July-September and October-December 2015), per Fort Bragg Municipal Code § 3.20.040G (Ordinance 917-2015).

This Report was received and filed.

3. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

Chair Turner adjourned the meeting at 3:33 PM.

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City of Fort Bragg

416 N Franklin Street
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Text File

File Number: 16-074

Agenda Date: 3/2/2016

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 2.

Receive Update on Progress on Facilities and Equipment Internal Service Fund Reserve Analysis



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: March 2, 2016
TO: Finance and Administration Committee
FROM: Director of Public Works
AGENDA ITEM TITLE: Receive Update on Facilities and Equipment Internal Service Fund Reserve Analysis Tables

ISSUE:

Develop a more formal procedure for analyzing and documenting the Facilities and Equipment Internal Service Fund (ISF) reserve needs.

SUMMARY:

Previously, City Council directed staff to create a more detailed and structured analysis of ISF reserve funds for facilities and equipment as an aid to their review of the City's Annual Budget. The purpose of the analysis is to better understand and anticipate funding needs by category of ISF expenditures and the timing of expenditures. This first analysis covers ISF needs for equipment and facilities funded by the General Fund.

At its meeting of November 4, 2015, the Committee received an initial report outlining the list of major facilities, equipment or other assets that need regular maintenance or replacement. The Committee directed staff to further refine the analysis and return with a more detailed list of assets that included estimated costs and a timeline of when expenditures would be anticipated. A \$5,000 threshold was affirmed to identify major items of work. A specific planning horizon was not recommended.

During the Committee's meeting on January 11, 2016, staff received further direction for refining the table(s) for the Facilities and Equipment ISF. A single page will be used to summarize annual ISF amounts for each of the City's facilities. This summary will also include smaller, ongoing expenses. Two additional spreadsheets will be added to support the summary page. The first details major projects that will normally be part of capital improvements. This spreadsheet also includes estimated lifecycles for the major improvements under each facility. The other support spreadsheet will detail estimated, on-going, preventative maintenance expenses. This will allow for the monitoring of smaller activities, (less than \$5,000). The spreadsheets will note that the Coastal Trail is part of the Noyo Headlands Park. With the detail provided in the new tables, a clearer picture of facility and equipment needs can be shown and the negative impacts of deferred maintenance avoided.

It should be noted that the total ISF need for FY 16/17 includes: extensive work on City Hall, City Hall East, and the Guest House. The expenditures for City Hall and the Guest House have been allocated. The \$240,000 noted for City Hall East has not been allocated. This expense is shown in FY 16/17 based only on staff's understanding that such work is desired in the near future and to acknowledge its existence. The amount and timing of this expense still awaits Council's consideration and formal approval before it can be added to the budget.

A narrative describing what is included in the ISF is already part of the budget. Staff recommends continuing this practice to keep the tables from getting too complex and awkward to read. The budget narratives can be modified to be more consistent with the information presented in the tables.

The attached table is preliminarily ready for the mid-year budget review pending any final adjustments. The full long term projections more than a few years beyond the current fiscal year can be expected to further evolve as the tables see more use as an analytical tool.

RECOMMENDATION:

Staff is requesting the Committee's final review of the ISF spreadsheets in preparation for usage during the mid-year budget review and preparation of the next fiscal year's budget

ATTACHMENTS:

Tables of Facility & Equipment Internal Service Fund activity

Facility & Equipment Internal Service Fund - 10 Year Program

MAJOR PROJECTS/REPLACEMENTS	Fiscal Year									
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
City Hall	\$0	\$176,500	\$42,000	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0
City Hall East	\$3,000	\$240,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fort Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0
Town Hall	\$0	\$0	\$10,000	\$15,000	\$110,000	\$3,000	\$0	\$0	\$0	\$0
Guest House	\$250,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police Department	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$70,000
Otis Johnson Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bainbridge Park <Master Plan Underway>	\$12,000	\$10,500	\$5,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
Noyo Headlands Park/Coastal Trail	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pomo Bluffs Park	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Noyo Beach	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0
Harbor Lite Trail	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL major projects	\$274,500	\$633,500	\$67,500	\$15,000	\$110,000	\$18,000	\$0	\$18,000	\$1,000	\$70,000
General Repairs Parks 110-4392-0375	\$7,175	\$6,825	\$7,025	\$7,075	\$7,175	\$7,175	\$7,275	\$7,275	\$7,375	\$7,375
General Repairs Facilities 520-4550-0353	\$10,400	\$6,800	\$7,500	\$7,700	\$7,600	\$7,800	\$7,800	\$7,700	\$7,800	\$7,700
TOTAL preventative maintenance	\$17,575	\$13,625	\$14,525	\$14,775	\$14,775	\$14,975	\$15,075	\$14,975	\$15,175	\$15,075
 TOTAL FUNDING NEED:	 \$292,075	 \$647,125	 \$82,025	 \$29,775	 \$124,775	 \$32,975	 \$15,075	 \$32,975	 \$16,175	 \$85,075

Facility & Equipment Internal Service Fund - 10 Year Program for Major Projects

MAJOR PROJECTS/REPLACEMENTS		Notes	Fiscal Year										Total	Estimated lifecycle
			15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25		
City Hall														
+	Flooring	New carpet		\$11,500									\$11,500	10 years
F10	Paint	Exterior		\$120,000									\$120,000	10 years
F13	Electric/Generator			\$40,000									\$40,000	20 years
	Plumbing/Carpentry												\$0	maintenance only
+	Heaters	4 units		\$5,000				\$5,000					\$10,000	10 years
	Roofing												\$0	30 years
+	ADA Doors				\$25,000								\$25,000	10 years
	Landscaping												\$0	maintenance only
F14	Electric Vehicle facility				\$17,000								\$17,000	10 years
	TOTAL City Hall		\$0	\$176,500	\$42,000	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$223,500	
City Hall East														
+	Electric	Deferred maintenance		\$10,000									\$10,000	minor maintenance only
+	Lighting Gym				\$8,000								\$8,000	maintenance
+	Flooring	Hallway carpet		\$5,000									\$5,000	10 years
+	Roofing	Gym & offices		\$25,000									\$25,000	short term repair
	Heaters	3 units		\$3,000									\$3,000	10 years
	Pool	Incl structure		\$160,000									\$160,000	30 years
	Sprinkler System			\$40,000									\$40,000	30 years
	TOTAL City Hall East		\$3,000	\$240,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$248,000	
Fort Building														
	Paint								\$10,000				\$10,000	10 years
	TOTAL Fort Building		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000	
Town Hall														
	Paint	Exterior					\$110,000						\$110,000	10 years
	Pergola												\$0	maintenance only
	Electrical/Plumbing												\$0	maintenance only
	Roofing												\$0	maintenance only
	Bathrooms				\$15,000								\$15,000	20 years
	Carpentry	Dias/Cabinets					\$3,000						\$3,000	5 years
	Flooring												\$0	maintenance only
	HVAC												\$0	maintenance only
+	Doors	South Side		\$10,000									\$10,000	10 years
	Landscaping												\$0	maintenance only
	TOTAL Town Hall		\$0	\$0	\$10,000	\$15,000	\$110,000	\$3,000	\$0	\$0	\$0	\$0	\$138,000	

Facility & Equipment Internal Service Fund - 10 Year Program for Major Projects

MAJOR PROJECTS/REPLACEMENTS	Notes	Fiscal Year										Total	Estimated lifecycle	
		15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25			
Guest House														
F03	Paint		\$200,000										\$200,000	10 years
	Electric												\$0	maintenance only
	Heater												\$0	maintenance only
F03	Carpentry	Windows/Siding/Fencing	\$50,000										\$50,000	20 years
F03	Roofing		\$150,000										\$150,000	30 years
F03	Foundation		\$50,000										\$50,000	50 years
	Landscaping												\$0	maintenance only
	TOTAL Guest House		\$250,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000	
Police Department														
	Flooring												\$0	maintenance only
	Paint								\$8,000				\$8,000	10 years
	Electric												\$0	maintenance only
	Plumbing/Carpentry												\$0	maintenance only
	Heaters	8 units											\$0	maintenance only
	Roofing										\$70,000		\$70,000	30 years
	Landscaping												\$0	maintenance only
	Parking - Repair and Paint												\$0	maintenance only
F16	Emergency Generator	Done	\$3,500										\$3,500	20 years
	TOTAL Police Department		\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$70,000	\$81,500	
Otis Johnson Park														
	Caretaker Area												\$0	
	Signs												\$0	maintenance only
	Vegetation Mgmt												\$0	maintenance only
	Carpentry	Stairs/Fences											\$0	maintenance only
	TOTAL Otis Johnson Park		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Bainbridge Park														
	New Master Plan Facilities	<Master Plan Underway>											\$0	placeholder
	+ Security			\$2,500									\$2,500	5 years
F15	Lighting		\$12,000										\$12,000	10 years
	+ Tennis Court Surface				\$5,000								\$5,000	10 years
	Fencing												\$0	pending master plan
	Wig Gig Fence			\$8,000									\$8,000	15 years
	Wig Gig Equipment						\$10,000						\$10,000	15 years
	Playground Chips												\$0	maintenance only
	Landscaping												\$0	maintenance only
	TOTAL Bainbridge Park		\$12,000	\$10,500	\$5,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$37,500	

Facility & Equipment Internal Service Fund - 10 Year Program for Major Projects

MAJOR PROJECTS/REPLACEMENTS	Notes	Fiscal Year										Total	Estimated lifecycle		
		15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25				
Noyo Headlands Park, including the Coastal Trail														project completed 2015	
Noyo Marine Center	Not City maintained												\$0		
Surfacing - Gravel/Pavement													\$0		maintenance only
Bathrooms	Incl doors and locks			\$2,500									\$2,500		20 years
Security Systems													\$0		maintenance only
Fencing/Gates/Signs													\$0		maintenance only
Trash Cans/Dog Bags/Litter													\$0		maintenance only
Stairs													\$0		maintenance only
Porta Potty	4 mo./yr.												\$0		annual rental costs only
Dog Park													\$0		maintenance only
TOTAL Noyo Headlands Park		\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500		
Pomo Bluffs Park															
Surfacing - Gravel/Seal Coats													\$0		maintenance only
F12 Bathrooms	Incl doors - Done	\$6,000											\$6,000		10 years
Gates/Bollards													\$0		maintenance only
Trash Cans/Dog Bags/Litter													\$0		maintenance only
Fencing/Signs													\$0		maintenance only
TOTAL Pomo Bluffs Park		\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000		
Noyo Beach															
Trail													\$0		maintenance only
Trash Cans/Litter													\$0		maintenance only
Signs			\$500										\$500		10 years
Gates										\$1,000			\$1,000		maintenance only
TOTAL Noyo Beach		\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,500		
Harbor Lite Trail														Completed 2016?	
Trail			\$6,000										\$6,000		20 years
+ Trash Cans/Litter													\$0		maintenance only
TOTAL Harbor Lite Trail		\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000		
TOTAL MAJOR PROJECT FUNDING NEEDS:		\$274,500	\$633,500	\$67,500	\$15,000	\$110,000	\$18,000	\$0	\$18,000	\$1,000	\$70,000	\$1,204,500			

Footnotes:

+ Item added to table, but included in current budget document

Facility Preventive Maintenance Program - 10 Year

Major Projects/Replacements		Notes	Year										Total
			15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
City Hall													
Flooring			Cap Proj	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$900
Paint	Exterior		Cap Proj	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$1,800
Electric	Meter Main			\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,000
Plumbing/Carpentry				\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,000
Heaters	4 units		Cap Proj	\$1,000	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,800
Roofing				\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,000
ADA Doors			Cap Proj	\$0	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$350
Landscaping				\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,000
Electric Vehicle Facility			Cap Proj	\$0	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$350
Parking - Repair and Paint				\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$6,000
Emergency Generator			Cap Proj	\$2,000	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$2,800
TOTAL				\$5,400	\$2,700	\$2,900	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$32,000
City Hall East													
Electric			Cap Proj	\$1,000	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,600
Lighting Gym			Cap Proj	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$450
Flooring			Cap Proj	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$900
Roofing			Cap Proj	\$500	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,300
Heaters	3 units		Cap Proj	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$450
Pool	Incl structure		Cap Proj	\$0	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$1,600
Sprinkler System			Cap Proj	\$0	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$800
TOTAL				\$1,650	\$200	\$650	\$800	\$800	\$800	\$800	\$800	\$800	\$8,100
Fort Building													
Paint			Cap Proj										\$0
TOTAL				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Town Hall													
Paint	Exterior			\$200	\$200	\$200	\$200	Cap Proj	\$200	\$200	\$200	\$200	\$1,800
Pergola & Landscaping				\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,000
Electrical/Plumbing				\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
Roofing				\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,000
Bathrooms				\$100	\$100	\$100	Cap Proj	\$100	\$100	\$100	\$100	\$100	\$900
Carpentry	incl. Dias/Cabinets			\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,000
Flooring			Cap Proj	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$450
HVAC				\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
Doors	South side replace		Cap Proj	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$450
TOTAL				\$850	\$900	\$850	\$800	\$700	\$900	\$900	\$900	\$900	\$8,600

Facility Preventive Maintenance Program - 10 Year

Major Projects/Replacements	Notes	Year										Total
		15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Noyo Headlands Park, including the Coastal Trail												
Noyo Marine Center	Not City maintained											
Surfacing - Gravel/Pavement		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$12,000
Bathrooms	3 bldgs/Incl doors	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$5,000
Security Systems		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
Fencing/Gates/Signs		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,000
Trash Cans/Dog Bags/Litter		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,000
Stairs		\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,000
Porta Potty	4 mo./yr. rental	\$1,600	\$1,600	\$1,700	\$1,700	\$1,800	\$1,800	\$1,900	\$1,900	\$2,000	\$2,000	\$18,000
Dog Park		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
TOTAL		\$4,200	\$4,200	\$4,300	\$4,300	\$4,400	\$4,400	\$4,500	\$4,500	\$4,600	\$4,600	\$44,000
Pomo Bluffs Park												
Surfacing - Gravel/Seal Coats		\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$2,500
Bathrooms	Incl doors	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,000
Gates/Bollards		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,000
Trash Cans/Dog Bags/Litter		\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,500
Fencing/Signs		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,000
TOTAL		\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$9,000
Noyo Beach												
Trash Cans/Litter		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
Signs		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$500
Gates		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$250
Driftwood/logs		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,000
TOTAL		\$425	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,250
Harbor Lite Trail												
Trail		\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,000
Trash Cans/Litter		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$250
TOTAL		\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$2,250
TOTAL ON-GOING, PREVENTATIVE MAINTENANCE NEEDS:		\$17,575	\$13,750	\$14,525	\$14,775	\$14,775	\$14,975	\$15,075	\$14,975	\$15,175	\$15,075	\$150,375