



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, October 5, 2016

3:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

ROLL CALL

1. APPROVAL OF MINUTES

- 1A. [16-397](#) Approve Minutes of Special Meeting of September 8, 2016

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [16-400](#) Receive Annual Report and Budget Reconciliation for FY 2015-16 Asset Forfeiture Fund Expenditures

Attachments: [10052016 Asset Forfeiture Annual Report FY 15-16](#)
[Asset Forfeiture Detail Summary FY 15-16](#)
[Asset Forfeiture Year End Summary FY 15-16](#)

- 3B. [16-396](#) Receive Report and Make Recommendation to City Council Regarding Cost Allocation Methodology for Facilities Maintenance & Repair Internal Service Fund and FY 2016/17 Budget Amendment.

Attachments: [10052016 CAP Methodology for ISFs Report](#)
[Summary of Recalculated Facilities ISF allocation](#)

- 3C. [16-394](#) Receive Report and Make Recommendation to City Council and MID Board Regarding Repayment of Prior Year Over-allocations of Non-Personnel Overhead Costs

Attachments: [10052016 CAP Overallocations Report](#)
[AUP Report](#)
[Schedule of Fixed Assets to be transferred](#)
[Interfund Loan and Payment Schedule](#)

- 3D. [16-398](#) Receive Oral Update from Staff on Departmental Activities

MATTERS FROM COMMITTEE / STAFF



City of Fort Bragg

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Text File

File Number: 16-397

Agenda Date: 10/5/2016

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 September 8, 2016

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Text File

File Number: 16-400

Agenda Date: 10/5/2016

Version: 1

Status: Business

In Control: Finance and Administration Committee

File Type: Report

Agenda Number: 3A.

Receive Annual Report and Budget Reconciliation for FY 2015-16 Asset Forfeiture Fund Expenditures



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: October 5, 2016
TO: Finance and Administration Committee
FROM: Fabian E. Lizarraga, Chief of Police
AGENDA ITEM TITLE: **FY 2015-16 Year-End Report Regarding Asset Forfeiture Discretionary and Education Fund Expenditures**

ISSUE:

The Fort Bragg City Council has adopted the following Asset Forfeiture Expenditure policy:

Asset Forfeiture Discretionary Funds:

- Expenditures under \$5,000 may be decided by the Police Chief.
- Expenditures of between \$5,000 and \$10,000 will require approval of the City Manager; a purchase order shall be required per the City's Administrative Regulation on Purchasing.
- Expenditures over \$10,000 will require approval of the City Council. The Asset Forfeiture budget shall be amended at the time of approval.
- Staff reports to the City Council will be provided on significant Asset Forfeiture expenditures identified by the City Manager.

Asset Forfeiture Education Funds:

- Expenditures will meet the mandated education and prevention guidelines.

Year-End Reporting:

- Prior to the closing of each fiscal year, a report listing all Asset Forfeiture Discretionary and Education Fund expenditures will be brought forward to the City Council's Finance & Administration Committee for review and line item budget appropriations, as necessary, will be agendaized for City Council action.

This year-end report is provided in accordance with the above policy.

SUMMARY:

The Asset Forfeiture expenditures for FY 2015-16 were made in accordance with the established policy guidelines. Expenditures from the General Discretionary Account (Fund 167-4215-0000) totaled \$283,293.28. Expenditures from the Law Enforcement Administrators Association (LEAA) Education Account (Fund 167-4216-0000) totaled \$19,561.42. There were no expenditures from the Federal Justice Discretionary Account (Fund 167-4218-0000) or the Federal Treasury Discretionary Account (Fund 167-

4219-0000). The attached reports provide a summary and line item expenditures for the past year and the remaining fund balances.

RECOMMENDATION:

Receive report, review, and recommend that all necessary line item budgetary appropriations be brought forward for Council approval.

ATTACHMENTS:

1. Asset Forfeiture Detail Summary FY 15-16
2. Asset Forfeiture Year End Summary FY 15-16

Asset Forfeiture Expenditures Detail Summary 2015 ~ 2016

Fund	Dept	Account	Description	Amount
Fleet - New Vehicles & Set Up				
167	4215	0742	2016 Ford Explorer	34,916.48
			Ford Explorer - Polce Vehicle Set Up	10,328.51
			Ford Explorer - Radio Set Up	1,005.23
167	4215	0742	Total	46,250.22
General Supplies				
167	4215	0375	Sympathy Card for employee	5.09
			Taser Training (In-House) Snacks & Coffee	51.31
167	4215	0375	Total	56.40
Professional Services				
167	4216	0319	Name Plates for Officers' Photos in Lobby	69.55
			Officers' & Chief's Photos framed for Lobby	1,301.33
			Chief Lizarraga's Photo framed for the EOC	70.61
			Building 5 Cabinets for the EOC	6,737.79
			Move/Remount 2 Cabinets for the EOC	750.00
167	4216	0319	Total	8,929.28
Training				
167	4215	0366	Rampart Presentation - breakfast with the Chief	37.29
			Rampart Dialogue Presentation - Hotel for presenter	88.96
			Rampart Dialogue Presentation - Food	149.00
			Rampart Dialogue Presenter Business License	21.00
			Rampart Dialogue Presentation	1,021.89
167	4215	0366	Total	1,318.14
Small Tools & Equipment				
167	4215	0381	Polycom Sound Station for EOC	185.98
			Base Station for EOC	1,395.12
			EOC Computers	4,289.77
			EOC Computers - Computer Software, Office Suite	1,486.25
			EOC Computers - 1st year of anti-virus software	213.60
			White Board for Chief's Office	436.57
			4th Desk for Sgts. Office - Sgt. McLaughlin	1,613.01
			3 new WRAP restraining devices	3,323.94
			Glassmats - Lt. Gilchrsit / Sgt. McLaughlin	765.98
			FLIR Thermal Night Vision Monocular	3,181.10
			Materials to build Range Barricades	698.18
			30 Button Phones Updgrade - new phone system	2,607.00
			Rifle Plate Carrier for Officer Nell	194.99
			Patches for Officer Nell's Rifle Plate Carrier	50.89
			FBI Circle Targets for Range	1,157.70
			Full Size Silhouette Targets for Range	839.37
			Computer Monitor Stands	380.15
			Police Department Drone	1,442.15
			Three Electric Motorcycles	66,745.65
			DMV Credit for Motorcycle Registration	(582.00)
			VariDesk for Chief	429.07
			Dual Monitor Arm for Chief's VariDesk	211.82
			Officer Nell's Bicycle Patrol Polo Shirt	89.32
			Rifle Plates for Sgt. Kendl & Officer Nell	2,715.20
			State Use Tax	497.00
167	4215	0381	Total	94,367.81

Asset Forfeiture Expenditures Detail Summary 2015 ~ 2016

Miscellaneous - Canine Program / Takoda

167	4215	0619	Tools & Equipment	366.80
			Canine Training Equipment	9.95
			Lodging for Canine Training for McGregor	1,200.00
			McGregor per diem for Canine Training	1,160.00
			McGregor Training Personal Vehicle Use	670.79
			McGregor additional per diem	578.73
			Canine Police Vehicle graphics	512.47
			Supplied to build kennel foundation	288.66
			Canine Vehicle Hot-N-Pop	1,078.85
			New Kennel & Food	449.14
			Food	189.40
			Deluxe Jute Cuff	55.59
			Bite Bar Sleeve	210.99
			Vet Visit	107.54
			Vaccines	372.52
			Canine Badge	120.00
167	4215	0619	Total	<u>7,371.43</u>

Transfer to Other Funds

167	4215	0799	Task Force Officer Funding	125,000.00
167	4215	0799	Total	<u>125,000.00</u>
			4215 GRAND TOTAL (State General Funds)	<u><u>283,293.28</u></u>

Asset Forfeiture Expenditures Detail Summary 2015 ~ 2016

General Supplies (Education \$\$)

167	4216	0375	National Night Out (NNO) - Helium for Balloons	99.91
			NNO - Giveaway Gifts for Children	358.00
			NNO - Drink Tubs, Ribbon, Scoops	18.47
			NNO - Drinks, Chips, Supplies	199.23
			NNO - Hot Dogs	79.90
			NNO - Fruit	95.48
			NNO - Balls, Frisbees, Nerf Footballs	56.06
			NNO - Ice	35.78
			NNO - Propane	2.89
			Halloween Candy for Wall Street Residents	150.00
			PAL Halloween Party - Crafts for Kids	191.40
			PAL Halloween Party - Baskets	6.62
			PAL Bike Sale - snacks	14.99
			PAL - Christmas Party Crafts for Kids	271.50
			PAL - Bicycle Rodeo Snacks	15.00
			Plastic Badges, Badge Stickers, Pencils	1,026.23
			Day in the Park - Food & Supplies	347.75
			Day in the Park - Kadamas for the Kids	224.85
			Day in the Park - Raffle Prizes	262.06
			Day in the Park - Supplies	26.07
			Day in the Park - Hot Dogs & Buns	315.55
			Day in the Park - Fruit / Onions / Condiments	127.00
			Day in the Park - Tables/Chairs Rental	247.52
			Coastal Trail Opening Event - Crafts for Kids	290.00
167	4216	0375	Total	4,462.26

Small Tools & Equipment (Education \$\$)

167	4216	0381	Helmets for PAL Bike Rodeo and All Year Giveaway	1,741.00
			Neighborhood Watch Signs	1,514.16
			State Use Tax	54.00
167	4216	0381	Total	3,309.16

Miscellaneous (Education \$\$)

167	4216	0619	GRIP (Gang Resistance is Paramount)	2,500.00
			Good Students Don't Join Gangs (tutoring program)	2,000.00
			Little League Field Improvements	3,000.00
			Mendocino County Youth Project	1,000.00
			Gloriana Musical Theatre	40.00
			FBHS Safe & Sober Graduation	500.00
			FBHS Cheerleading Squad - uniforms & camp	500.00
			FB Girls Softball Assoc - Equip, Uniforms, Tourn.Fee	300.00
			Project Sanctuary - The Hunting Ground event.	250.00
			Project Sanctuary - Human Trafficking Presentation	200.00
			PAL Annual Donation	1,500.00
167	4216	0619	Total	11,790.00
			4216 GRAND TOTAL (State Education Funds)	19,561.42

Asset Forfeiture Expenditures Detail Summary
2015 ~ 2016

Asset Forfeiture Expenditures Detail Summary
2015 ~ 2016

Asset Forfeiture Expenditures Detail Summary
2015 ~ 2016



**Fort Bragg Police Department
Asset Forfeiture - Expense
Summary for 2015-2016**

Asset Forfeiture - General Discretionary Account #4215-0000					
Date	Account	Description	Expenditures	Balance	Comment
07/01/15		Fund Balance		\$ 391,143.50	
		Revenue & Interest		\$ 93,101.37	Designated AF Fund Revenue & Interest
	0742	Fleet	46,250.22		Unmet needs for Fleet Purchases not identified in the adopted budget
	0375	General Supplies	56.40		Unmet needs for General Supplies not identified in the adopted budget
	0319	Professional Services	8,929.28		Unmet needs for Professional Services not identified in the adopted budget
	0366	Trianing	1,318.14		Unmet needs for Training not identified in the adopted budget
	0381	Small Tools & Equipment	94,367.81		Unmet needs for Small Tools & Equipment not identified in the adopted budget.
	0619	Canine Program - Takoda	7,371.43		Unmet needs for the Canine Program not identified in the adopted budget
	0799	Task Force Officer Funding	125,000.00		Task Force Officer Salary (w/benefits & overhead)
		Total Expenditures:	\$ 283,293.28		
06/30/16		Ending Balance		\$ 200,951.59	

Asset Forfeiture - Education (LEAA) Account #4216-0000					
Date	Account	Description	Expenditures	Balance	Comment
07/01/15		Fund Balance		\$ 207,114.22	
		Revenue & Interest		\$ 52,324.16	LEAA Education Fund Revenue & Interest
	0375	General Supplies	4,462.26		Unmet needs for General Supplies to combat gang & drug activity / educate our community
	0381	Small Tools & Equipment	3,309.16		Unmet needs for Small Tools & Equipment to combat gang & drug activity / educate our community
	0619	Miscellaneous	11,790.00		Donations to community programs that help combat gang & drug activity / educate our community
		Total Expenditures:	\$ 19,561.42		
06/30/16		Ending Balance		\$ 239,876.96	

Asset Forfeiture - Federal Justice Account #4218-0000					
Date	Account	Description	Expenditures	Balance	Comment
07/01/15		Fund Balance		\$22,277.60	
		Interest		\$185.82	Federal Justice Fund Interest
		Adjustment			
		Total Expenditures:	\$0.00		
06/30/16		Ending Balance		\$22,463.42	

Asset Forfeiture - Federal Treasury Account #4219-0000					
Date	Account	Description	Expenditures	Balance	Comment
07/01/15		Fund Balance		\$1,351.72	
		Interest		\$11.27	Federal Treasury Fund Interest
		Adjustment			
		Total Expenditures:	\$0.00		
06/30/16		Ending Balance		\$1,362.99	

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Text File

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Status: Business

In Control: Finance and Administration Committee

File Type: Staff Report

Agenda Number: 3B.

Receive Report and Make Recommendation to City Council Regarding Cost Allocation Methodology for Facilities Maintenance & Repair Internal Service Fund and FY 2016/17 Budget Amendment.



CITY OF FORT BRAGG

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

FINANCE AND ADMINISTRATION COMMITTEE

MEETING DATE: October 5, 2016
TO: Finance and Administration Committee
AGENDA ITEM TITLE: **Cost Allocation Methodology for Facilities Maintenance & Repair Internal Service Fund and FY 2016/17 Budget Amendment**

BACKGROUND AND OVERVIEW:

On June 27, 2016, the Fort Bragg City Council adopted the City's Fiscal Year 2016-17 budget. At that meeting, the Council directed staff to revisit the Facilities Repair and Maintenance Internal Service Fund allocation as presented in the adopted Budget. Staff was asked to reassess the Water and Wastewater Enterprise funds' allocations for projects funded by the Facilities Repair and Maintenance Internal Service Fund. Staff has completed the reassessment and found a reasonable basis to increase the General Fund's contribution to the Internal Service Fund by \$45,409.19 with a corresponding \$22,704.09 decrease in contribution for each of the Enterprise Funds (see attached summary of recalculated allocation). It should be noted that the General Fund contributed a lump sum of \$400k to the Internal Service Fund in FY 2014-15. This initial outlay was credited to the General Fund projects prior to allocating the remaining costs.

RECOMMENDATION:

Recommend that City Council accept reallocation as presented and approve associated budget amendment to reflect revised allocation methodology.

ALTERNATIVES:

1. Provide direction to staff for further modification of Internal Service Fund allocations.

ATTACHMENTS:

1. Summary of Recalculated Facilities ISF allocation

**Facility & Equipment Internal Service Fund
Cost Allocation - Recalculated**

	Total Cost	GF	Water	Wastewater
City Hall	\$185,500	92,750	46,375	46,375
City Hall East	\$127,000	\$127,000	-	-
Fort Building	\$0	-	-	-
Town Hall	\$0	-	-	-
Fire Station, Main St	\$0	-	-	-
Fire Station, Hwy 20	\$0	-	-	-
Guest House	\$270,000	\$270,000	-	-
Police Department	\$11,500	\$11,500	-	-
Otis Johnson Park	\$0	-	-	-
Bainbridge Park	\$0	\$0	-	-
Noyo Headlands Park	\$0	\$0	-	-
Pomo Bluffs Park	\$0	-	-	-
Noyo Beach	\$0	-	-	-
Harbor Lite Trail	\$0	-	-	-
General Repairs	\$23,000	11,500	5,750	5,750
Total Projects and Maint	\$617,000	\$512,750	\$52,125	\$52,125
Allocation Percentages		83%	8%	8%
Overhead Allocated	124,334	103,326.19	10,503.91	10,503.91
Total Cost	741,334	616,076	62,628.91	62,628.91
General Fund Original Contribution to Reserve	(400,000)	(400,000)		
Allocate remaining reserve draw 50/25/25	(17,232)	(8,616)	(4,308)	(4,308)
FY16-17 Contribution	324,102	207,460	58,321	58,321
As Presented In Adopted Budget		162,051	81,025	81,025
Increase/decrease		45,409	(22,704)	(22,704)
Amended Contribution Amounts		<u>207,460</u>	<u>58,321</u>	<u>58,321</u>

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File Number: 16-394

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File Type: Staff Report

Agenda Number: 3C.

Receive Report and Make Recommendation to City Council and MID Board Regarding Repayment of Prior Year Over-allocations of Non-Personnel Overhead Costs



CITY OF FORT BRAGG

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

FINANCE AND ADMINISTRATION COMMITTEE

MEETING DATE: October 5, 2016
TO: Finance and Administration Committee
AGENDA ITEM TITLE: **Receive Report and Make Recommendation to City Council and MID Board Regarding Repayment of Prior Year Over-Allocations of Non-Personnel Overhead Costs**

BACKGROUND AND OVERVIEW:

While developing the FY 2016-17 budget, an accounting error was discovered that in prior years resulted in an over allocation of non-personnel overhead costs to the Water and Wastewater Enterprises. At the Budget workshop held on May 25, 2016, Council directed staff to determine the extent of the over-allocation with the intent that the General Fund repay the Enterprise Funds.

City staff have determined that the error began in FY 2011. Over allocations from FY 2011 to FY 2016 to the Water Enterprise equal approximately \$1,426,506 and to the Wastewater Enterprise Fund approximately \$1,919,261. The methodology used to calculate the over-allocations and the resulting figures have been reviewed by the City's external auditors, JJACPA Inc. and have been found to be reasonable and accurate. The full JJACPA report is attached.

Thus far, the City Council has taken the following steps to remedy the error:

- Budgeted \$2M in FY 2016-17 for repayment
- Suspended utility rate increases for FY 2016-17
- Corrected the allocation methodology moving forward

RECOMMENDATION:

Staff recommends a plan to complete the repayment of prior year over-allocations which includes cash payments, transfers of fixed assets from the General Fund to the Enterprise Funds and an interfund loan.

Summary of Over Allocation
 Amounts Owed and Repayment Plan
 As of 8/15/2016

	Water	Wastewater	Total
Amounts Owed	<u>\$1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$3,345,767</u>
Initial Cash Payment	847,175	1,152,825	2,000,000
Fixed Assets Transferred	579,331	579,331	1,158,662
5 Yr Interfund Loan		187,105	187,105
Total Repayment	<u>\$1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$3,345,767</u>

1. As mentioned previously, Council has budgeted \$2M in FY 2016-17 for cash payments.
2. The fixed assets transfer includes transfer of 25% of shared buildings to each of the two Enterprise Funds. The shared buildings to be proportionately transferred are City Hall, Town Hall and the Corporation Yard. Details of the proposed assets transfer are attached.
3. The General Fund and the Wastewater Enterprise will enter into an interfund loan for the balance of \$187,105 with a term of 5 yrs at the LAIF interest rate of 0.55%. The proposed interfund loan document and amortization schedule are attached.

ALTERNATIVES:

1. Provide alternative direction to staff.

ATTACHMENTS:

1. Agreed Upon Procedures Report – Cost Allocation Application Review (JJACPA)
2. Proposed Schedule of Fixed Assets to be transferred
3. Proposed Interfund Loan Agreement and Amortization schedule

CITY OF FORT BRAGG, CALIFORNIA

Agreed Upon Procedures

Cost Allocation Application Review

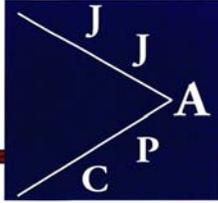
Joseph J Arch, CPA JJACPA, Inc.

9/14/2016

City of Fort Bragg
Agreed Upon Procedures
Cost Allocation Application Review

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JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

We have performed the agreed-upon procedures enumerated in Attachment A, which were agreed to by the City solely to assist you in obtaining information regarding specific cost allocation calculations. Management of the City is responsible for the accounting records pertaining to the City's compliance pursuant to any Federal, State or Local regulation for which this information may pertain. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A either for the purpose for which this report has been requested or for any other purpose.

The scope of this engagement was limited to performing the agreed-upon procedures as set forth in Attachment A. Attachment A also identifies the findings noted as a result of the procedures performed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion as to the appropriateness of the results summarized in Attachment A. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City and its management and is not intended to be, and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

September 14, 2016

JJACPA, Inc.

JJACPA, Inc.
Dublin, California

Attachment A—Agreed-Upon Procedures Engagement

- 1) Review the cost allocation procedures performed by the City in prior years and report on our findings. The period identified by the Finance Director has been determined to be fiscal year beginning July 1, 2010 through the fiscal year ended June 30, 2016

Procedures and Findings: The City's Finance Director prepared various schedules detailing the differences caused by prior year cost allocations. These schedules presented a particular methodology that included certain assumptions based upon the amounts recorded and schedules used for the allocations.

The assumptions used included General Fund allocations for support departments were fully allocated, except for City Attorney costs, which were allocated at 50%, to other funds for non-payroll expenditures. The following General Fund departments were used for the allocations:

City Attorney, Council, City Manager, City Clerk, Human Resources, Finance, Community Development and Non-departmental.

The results indicated the following:

All departments included above were appropriately shown in the Finance Director prepared schedules.

The methodology used in prior year schedules appeared to be based upon budgeted amounts instead of adjusted at year end based upon actual results. In addition, allocating full cost to other funds is not an accurate basis by which these allocations should be recorded because it does not account for the General fund's participation in the allocation formula.

We also reviewed the methodology developed as a result of these variances and concur with the changes that were made to these allocations and the policy developed. Further, the adjustment to actual at fiscal year-end will make the projections more accurate on a year by year basis and be more reflective of each fund's participation in the expenditures.

- 2) Review the schedules and documents prepared by the Finance Director indicating an over-allocation to the City's enterprise funds in prior years. The period identified by the Finance Director has been determined to be fiscal year beginning July 1, 2010 through the fiscal year ended June 30, 2016.

Attachment A, continued—Agreed-Upon Procedures Engagement

Procedures and Findings: The City’s Finance Director prepared various schedules detailing the differences caused by prior year cost allocations. These schedules presented as Appendix B were validated and traced to entries recorded in the City’s general ledger to establish the reliability of the schedules. The results indicated the following:

Upon tracing amounts recorded to the Water and Wastewater Funds, all amounts were accurate and traced to the schedules in Appendix B without exception.

Further tracing indicated amounts for use of City facilities had not been charged to either the Water or Wastewater Funds. The fixed assets to be transferred accounted for 25% of shared buildings to each of the two Enterprise Funds. The shared buildings to be proportionately transferred are City Hall, Town Hall and the Corporation Yard, all of which are utilized by Water and Wastewater personnel and operations. The amounts were recalculated and we are recommending the loan be reduced by a like amount for each fund or \$579,331 per fund.

We further recommend the City’s overhead allocation allow for a “true up” at fiscal year end to account for actual results rather than a budgetary allocation. This will also aid in future budgets to reflect an estimate projected on actual amounts rather than budgetary estimates.

Appendix B

Finance Director Prepared Schedules

FY 10-11 SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
GF					3,257,154	
RDA		245,663	245,663		245,663	12%
RDA Housing		77,146	77,146		77,146	4%
Fleet		78,653	78,653		78,653	4%
Water Enterprise		751,077	751,077	(240,372)	991,449	38%
Wastewater Enterprise	649,423	404,943	1,054,367	(240,372)	813,996	41%
Gas Tax		35,768	35,768		35,768	2%
	649,423	1,593,250	2,242,674	(240,372)	2,002,302	100%

Total Budgeted Payroll	5,259,456.00
GF	3,257,154.04

Revised Totals	649,423	1,593,250	2,242,673	-	5,499,828
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Non-Salary General Fund Costs to be Allocated

(LINKED to Finance Master Exp WB)

Legal (50%)	65,000
Council	20,300
GF - City Manager	4,550
GF - City Clerk	6,360
HR	11,300
Finance	81,415
Comm Dev	7,275
Non-Dept	522,615
	<hr/>
	718,815
13%	
Public Works	111,125
	<hr/>
	829,940

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	5,668,083.00
GF	3,537,637.97

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,537,638		62%	
RDA		267,438	267,438		267,438	13%	5%	
RDA Housing		80,299	80,299		80,299	4%	1%	
Fleet		114,267	114,267		114,267	5%	2%	
Water Enterprise		462,148	462,148	171,682	633,830	30%	11%	159,870
Wastewater Enterprise	741,538	464,755	1,206,293	(171,682)	1,034,611	49%	18%	260,959
	741,538	1,388,907	2,130,445	0	2,130,445	100%		
Revised Totals	741,538	1,388,907	2,130,445	0	5,668,083			

Non-Salary General Fund Costs to be Allocated

Legal (total less \$30k)	170,000
Council	7,200
GF - City Manager	3,750
GF - City Clerk	3,850
HR	18,950
Finance	71,400
CDD	9,175
Non-Dept (excluding transfers, OPEB & PayGo Retiree Medical Costs)	534,703
GF Retiree Medical PayGo	173,350
Public Works	135,038
	1,127,416
Retiree Medical Benefits	
OPEB FY11/12 Funding	231,000
WW PayGo	71,238
	302,238
	<u>1,429,654</u>

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	5,617,548.00
GF	3,495,029.15

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,495,029		62%	
CVSC		51,604	51,604		51,604	2.43%	1%	
RDA		189,269	189,269		189,269	8.92%	3%	
RDA Housing		71,666	71,666		71,666	3.38%	1%	
Fleet		106,059	106,059		106,059	5.00%	2%	
Water Enterprise		492,069	492,069	181,770	673,839	31.75%	12%	182,912
Wastewater Enterprise	720,541	491,311	1,211,852	(181,770)	1,030,082	48.53%	18%	279,613
	<u>720,541</u>	<u>1,401,978</u>	<u>2,122,519</u>	-	<u>2,122,519</u>	<u>97.57%</u>		
Revised Totals	720,541	- 1,401,978	- 2,122,519	- -	5,617,548	-	1	

Non-Salary General Fund Costs to be Allocated

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	<u>1,209,388</u>
	1,524,870

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	6,087,026.00
GF	3,842,843.95

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from W	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,842,484		63%	
CVSC		38,342	38,342		38,342	1.71%	1%	
RDA		189,749	189,749		189,749	8.46%	3%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		79,515	79,515		79,515	3.54%	1%	
IT	90,094	10,999	101,093		101,093	4.50%	2%	
Fleet	82,864	22,763	105,627		105,627	4.71%	2%	
Water Enterprise		494,171	494,171	178,375	672,546	29.97%	11%	167,386
Wastewater Enterprise	735,974	499,712	1,235,686	(178,375)	1,057,311	47.11%	17%	263,147
	<u>908,932</u>	<u>1,335,251</u>	<u>2,244,182</u>	<u>-</u>	<u>2,244,182</u>	<u>98.29%</u>		
Revised Totals	172,958	1,335,251	2,244,182	-	6,086,666	1		

Non-Salary General Fund Costs to be Allocated

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	<u>1,199,388</u>
	1,514,870

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	6,193,091.00
GF	4,173,190.70

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					4,173,191		67%	
CVSC		-	-		-	0.00%	0%	
						0.00%	0%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		82,249	82,249		82,249	4.07%	1%	
IT	95,789	18,859	114,648		114,648	5.68%	2%	
Fleet	83,933	21,376	105,309		105,309	5.21%	2%	
Water Enterprise		489,085	489,085	178,034	667,119	34.75%	11%	150,560
Wastewater Enterprise	722,272	506,336	1,228,608	(178,034)	1,050,575	50.29%	17%	237,101
	901,994	1,117,906	2,019,900	-	2,019,900	100.00%		
Revised Totals	901,994	- 1,117,906	- 2,019,900	- - -	6,193,091	-	1	

Non-Salary General Fund Costs to be Allocated

Legal	177,000
Council	18,700
GF - Admin	59,750
GF - City Clerk	4,875
Finance	16,250
CDD	17,600
Public Works	107,710
Non-Dept (excluding transfers)	1,005,812
	1,407,697
	1,397,697

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	6,395,350.00
GF	4,378,384.16

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wa	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					4,378,384		68%	
CVSC		-	-		-	0.00%	0%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		80,575	80,575		80,575	3.99%	1%	
IT	98,539	27,740	126,279		126,279	6.26%	2%	
Fleet	86,570	23,296	109,866		109,866	5.45%	2%	
Water Enterprise		464,078	464,078	183,768	647,846	33.84%	10%	148,058
Wastewater Enterprise	755,570	480,598	1,236,168	(183,768)	1,052,400	50.46%	16%	240,515
	<u>940,679</u>	<u>1,076,287</u>	<u>2,016,966</u>	-	<u>2,016,966</u>	100.00%		
Revised Totals	940,679	1,076,287	2,016,966	-	6,395,350			

Non-Salary General Fund Costs to be Allocated

Legal	170,000
Council	10,000
GF - Admin	48,930
GF - City Clerk	5,425
Finance	33,200
CDD	7,800
Public Works	162,642
Non-Dept (excluding transfers & allocations)	<u>1,033,591</u>
	1,471,588
	1,461,588

FORT BRAGG GENERAL FUND FIXED ASSETS
BUILDINGS AND IMPROVEMENTS 910.160.163

ACQUISITION/ REMODEL	DESCRIPTION	DATE IN SERVICE	USEFUL LIFE (S/L)	COST BASIS	NBV FY16	Accumulated Depreciation	Water Proportionate Share 25%	Wastewater Proportionate Share 25%
1921/45/03	CITY HALL INC REHAB		30	464,643.00	(0)	(464,643)	116,160.75	116,160.75
1959	CORPORATION YARD		30	200,000.00	-	(200,000)	50,000.00	50,000.00
1912/1989	TOWN HALL		20	400,000.00	-	(400,000)	100,000.00	100,000.00
2008-2009	City Hall Remodel 4/1/09	4/1/2009	30	711,241.70	539,358	(171,883)	177,810.43	177,810.43
2009-2010	Town Hall Parapets	12/18/2009	30	221,397.18	173,120	(48,277)	55,349.30	55,349.30
3/1/2015	Town Hall Remodel	3/1/2015	30	320,042.13	300,879	(19,163)	80,010.53	80,010.53
TOTALS				2,317,324.01	1,013,357.14	(1,303,966.87)	579,331.00	579,331.00
				1,158,662.01			1,158,662.01	check figure

Class	Description	DR	CR
Equity	General Fixed Assets-Investment in Fixed Assets	506,678.57	
Asset	General Fixed Assets - Accumulated Depreciation	651,983.43	
Asset	General Fixed Assets - Buildings asset account		1,158,662.01
Asset	Water Fund - Buildings asset account	579,331	
Contra Asset	Water Fund - Accum Depreciation		253,339
Exp	Water Fund - Depreciation Expense	253,339	
Rev	Water Fund - Contributed Capital		579,331
Asset	Wastewater Fund - Buildings asset account	579,331	
Contra Asset	Wastewater Fund - Accum Depreciation		253,339
Exp	Wastewater Fund - Depreciation Expense	253,339	
Rev	Wastewater Fund - Contributed Capital		579,331
Eq	Water Fund - Unrestricted Fund balance	325,992	
Eq	Water Fund - Net investment in capital assets		325,992
Eq	Wastewater Fund - Unrestricted Fund balance	325,992	
Eq	Wastewater Fund - Net investment in capital assets		325,992

**INTERFUND LOAN AGREEMENT BY AND BETWEEN THE FORT BRAGG
GENERAL FUND AND THE FORT BRAGG WASTEWATER ENTERPRISE
FUND**

In accordance with Resolution No. 3720-2014 of the Fort Bragg City Council approving and adopting an Interfund Loan Policy, the following Agreement is hereby approved as of June 30, 2017, between the Fort Bragg General Fund, as borrower and the Fort Bragg Wastewater Enterprise Fund, as lender, as authorized by Resolution No. XXXX-XXXX of the Fort Bragg City Council.

Date of Loan: July 1, 2016

Amount: \$1,919,261.20

Interest Rate: 0.55%

Term: Commencing July 1, 2016 and maturing June 30, 2022.

Payments: An initial cash payment in the amount of \$1,152,825.10 shall be made immediately upon execution of this agreement. An additional \$579,331.00 shall be satisfied with the transfer of fixed assets from the General Fund to the Wastewater Enterprise immediately upon execution of this agreement. Borrower will make payments as set forth in Schedule I for the remaining \$187,105.10. Any unpaid balance as of June 30, 2022, shall be immediately due and payable in full.

Collateral: Any and all undesignated fund balance or other reserves available, excluding the operating reserve, shall be paid in accordance with Schedule I, and applied first to repay accrued interest and then to the principal balance outstanding.

Right to Prepay: Borrower has the right to make payments of principal at any time before they are due.

Feasibility Analysis: The Wastewater Enterprise Fund has sufficient funds to loan to the General Fund, as demonstrated by its current cash balance. The General Fund expects to repay the loan from undesignated fund balances and reserves, which are expected to be \$3,603,827 as of June 30, 2016. These balances and reserves are sufficient to cover the debt service requirement of this loan.

This agreement may be amended with the consent of the Fort Bragg City Council, provided the amendments are consistent with the City's Interfund Loan Policy.

ACKNOWLEDGED:

City Manager

Fund Manager

SCHEDULE I

Amortization Schedule - Interfund Loan
 From Fund 710 to Fund 110 (Resolution XXXX-XXXX)
 Purpose: Repayment of prior year over-allocations of overhead costs

Loan Amount	\$ 187,105.10	Scheduled Payment	See Below
Annual Interest Rate	0.55%	Scheduled No. of Pymts	20
Loan Period In Years	5	Actual No. of Pymts	20
No. of Pymts/Year	4	Total Principal Pymnts	\$187,105.10
Start Date of Loan	07/01/16	Total Interest	\$10,992.96

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Total Payment	Principal	Interest	Ending Balance
1	09/30/17	\$187,105.10	\$ 9,904.90	\$ 9,904.90	\$ 8,875.82	\$ 1,029.08	\$ 178,229.28
2	12/31/17	178,229.28	9,904.90	9,904.90	8,924.64	\$ 980.26	169,304.64
3	03/31/18	169,304.64	9,904.90	9,904.90	8,973.72	\$ 931.18	160,330.91
4	06/30/18	160,330.91	9,904.90	9,904.90	9,023.08	\$ 881.82	151,307.83
5	09/30/18	151,307.83	9,904.90	9,904.90	9,072.71	\$ 832.19	142,235.13
6	12/31/18	142,235.13	9,904.90	9,904.90	9,122.61	\$ 782.29	133,112.52
7	03/31/19	133,112.52	9,904.90	9,904.90	9,172.78	\$ 732.12	123,939.74
8	06/30/19	123,939.74	9,904.90	9,904.90	9,223.23	\$ 681.67	114,716.51
9	09/30/19	114,716.51	9,904.90	9,904.90	9,273.96	\$ 630.94	105,442.55
10	12/31/19	105,442.55	9,904.90	9,904.90	9,324.97	\$ 579.93	96,117.58
11	03/31/20	96,117.58	9,904.90	9,904.90	9,376.25	\$ 528.65	86,741.33
12	06/30/20	86,741.33	9,904.90	9,904.90	9,427.82	\$ 477.08	77,313.51
13	09/30/20	77,313.51	9,904.90	9,904.90	9,479.68	\$ 425.22	67,833.83
14	12/31/20	67,833.83	9,904.90	9,904.90	9,531.81	\$ 373.09	58,302.02
15	03/31/21	58,302.02	9,904.90	9,904.90	9,584.24	\$ 320.66	48,717.78
16	06/30/21	48,717.78	9,904.90	9,904.90	9,636.95	\$ 267.95	39,080.83
17	09/30/21	39,080.83	9,904.90	9,904.90	9,689.96	\$ 214.94	29,390.87
18	12/31/21	29,390.87	9,904.90	9,904.90	9,743.25	\$ 161.65	19,647.62
19	03/31/22	19,647.62	9,904.90	9,904.90	9,796.84	\$ 108.06	9,850.78
20	06/30/22	9,850.78	9,904.90	9,904.96	9,850.78	\$ 54.18	0.00
			\$ 198,098.00	\$ 198,098.06	\$ 187,105.10	\$ 10,992.96	

Payment Totals by Fiscal Year

	Interest	Principal	Total
FY 2017-18	3,822.33	35,797.27	39,619.60
FY 2018-19	3,028.27	36,591.33	39,619.60
FY 2019-20	2,216.60	37,403.00	39,619.60
FY 2020-21	1,386.92	38,232.68	39,619.60
FY 2021-22	\$ 538.84	\$ 39,080.82	39,619.66
	\$ 10,992.96	\$ 187,105.10	\$ 198,098.06



City of Fort Bragg

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Text File

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Receive Oral Update from Staff on Departmental Activities