



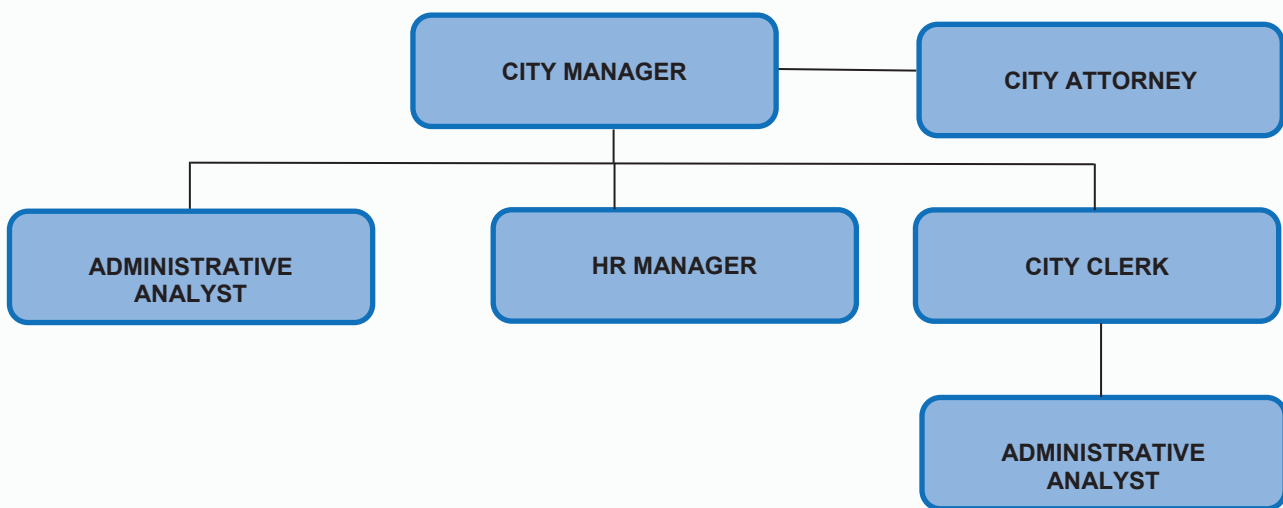
**CITY OF  
FORT BRAGG**

**Fiscal Year**  
**2024**  
**Adopted Budget**



**ADMINISTRATION  
DEPARTMENT**

# ADMINISTRATION DEPARTMENT



AUTHORIZED FTE	FY15	FY16	FY17	FY18	FY19	FY20	FY 21	FY 22	FY 23	FY 24
Administration Dept.	6	6.5	7	7	6	6	6	7	7	5

*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 of Fort Bragg is a Council-Manager form of government. Our five elected city councilmembers serve as the City's primary legislative body, which sets City policy and establishes goals. They also appoint a chief executive officer, the City Manager to oversee day-to-day municipal operations and implements the Council policy direction. The City Manager oversees the Administrative Services Department which includes the contract City Attorney, the City Clerk, and Human Resources. The Department has five full-time staff:

- City Manager
- City Clerk
- Administrative Analysts (2)
- Human Resources Manager

The City Manager also serves our broader community, bringing the benefits of advanced public administration education, professional training, and wide-ranging municipal management experience to allocate local government resources and develop programs that meet the needs of our residents. In cooperation with the Finance Director, the Manager prepares the annual budget for the Council's consideration; serves as the City Council's chief advisor; and carries out the Council's policies. Councilmembers count on the Manager to provide complete and objective information, pros and cons of policy alternatives, and long-term planning for programs that meet our community needs and ultimately ensures sound and effective management practices over City staff and resources.

The Administrative Services Department is responsible for a wide array of support services including:

## **CITY ATTORNEY**

The City contracts with Jones & Mayer, a firm specializing in municipal law, for City Attorney services. The City Attorney, appointed by the City Council, is the chief legal advisor and provides professional legal services to the City Council, the City Manager, City departments, and the Planning Commission. Services include advising Council and staff during public meetings, providing legal opinions, reviewing and drafting legal documents and contracts, providing advice regarding public officials' conflicts of interest, personnel and labor law issues, and representing the City in litigation. The City Attorney is also responsible for assigning legal work to various specialists in the firm or to outside counsel, as needed.

## **CITY CLERK**

The City Clerk's Office provides one-on-one service and staff support to the Mayor and City Council. As the Office of Record, the City Clerk is responsible for maintaining official records of City Council actions in accordance with the legal requirements for public meetings. The Clerk maintains and preserves municipal archival records and materials as well as records of adopted municipal codes, general bylaws and zoning bylaws, resignations, appointments, petitions, publications, budgets, election results and minutes for public meetings. The City Clerk also acts as Secretary for all City Council meetings.

## **HUMAN RESOURCES**

Human Resources (HR) provides professional services and support to the City Council, City management, employees, and the public. HR provides organizational strategy and analytical information to the City Manager to accomplish key Council goals, promote organizational transparency, and plan for future workforce demands. HR is committed to offering sound, diversified training opportunities to its employees, which not only builds employee capabilities, but also addresses current and future community needs. In its efforts to minimize the City's risk exposure, HR continues to be a valuable resource with employment law and best practices, including such areas as workers' compensation, safety, liability prevention, employee discipline, hiring protocols and benefits administration.

## **STRATEGIC GOALS AND OBJECTIVES**

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- 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 agenda items for 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.
- Ensure that the City is prepared for natural, civil and other emergencies and disaster by coordinating planning, training and emergency operations drills.

## **FY 2022/23 TOP ACCOMPLISHMENTS**

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- Oversaw the Visit Fort Bragg Committee and destination marketing team to implement special events and seasonal marketing campaigns, such as the Magic Market, Holiday Gift Guide, Winter Wonderland, and more.
- Visit Fort Bragg managed on-going public relations and marketing campaign to promote tourism by advertising Fort Bragg's unique qualities statewide.
- Human Resources created database components to assist Finance with bringing CV Starr payroll in-house and now handles payroll related transactional activity for the CV Starr.
- Human Resources conducted 15 recruitments, 15 new hires, and eight internal promotions.
- To support public agency transparency, City Clerk reviewed over 6,000 public documents in response to over 200 Public Records Requests.
- City Clerk individually prepared over 50 complex contracts for various Consultant contracts for City projects.

## PERFORMANCE / WORKLOAD MEASURES

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INDICATORS	FY19	FY20	FY21	FY22
<b>HUMAN RESOURCES</b>				
Number of job posting	10	16	17	15
Number of applications received and reviewed	110	365	217	110
Open Enrollment Compliance and Meetings held	95% - 3	100%	100%	100%
Number of new hires	10	8	17	15
Safety Meetings	4	2	3	2
<b>CITY CLERK</b>				
Ordinances Processed	6	8	13	6
Resolutions Processed	118	122	148	145
Contracts Processed	75	61	97	57
City Council Meeting Agenda Packets	46	53	42	53
PRA's Processed / Records Reviewed	78 / 2,041	146 / 12,027	294 / 8,868	212*/ 6,137
Weddings Performed	2	2	4	12
				*Estimate

## FY 2023/24 TOP PRIORITIES

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- Research and implement City-wide technical automation of current manual tasks that will increase staff productivity as well as accuracy.
- Create new recruitment video for the City to better reflect the unique opportunity living and working in the City offers to potential future hires.
- Research and work with various technical experts to update Personnel Rules and Regulations for the City.
- Explore and develop new revenue sources to support and expand necessary services.

# BUDGET OVERVIEW

The Administration Department for Fiscal Year 2024 is \$1.04 million, a decrease of 9% from the prior year. Most of the reduction occurred in salary and benefits because of the restructuring of the Specials Projects Manager and Grants Coordinator to the Public Works and Community Development Department during the last fiscal year. This variance was offset by Cost of Living Adjustments of 2% and aligned with merit increases in the Department. Two promotions were approved during the prior fiscal year.

The City Attorney's Adopted Budget is \$300K, a decrease of 6%, reflective of the estimated year-end costs in FY 2023. Additionally, Professional services decreased by \$35k upon completing the Salary and Compensation Survey. The survey results will be brought forward to the Finance and Admin meeting at the next meeting.

## ADMINISTRATION DEPARTMENTAL BUDGET SUMMARY

### FUND 110

### DEPARTMENT: 4130

Description	FY 2021/22 Audited	FY 2022/23 Amended Budget	22/23 FYE Projected	FY 2023/24 Adopted Budget	% + /-
<b>Expenditure Summary</b>					
Personnel Services	\$ 759,797	\$ 786,107	\$ 721,461	\$ 681,845	-5%
Non-Personnel Services	465,862	455,500	419,119	355,660	-15%
Total Departmental Expenditure	1,225,659	1,241,606	1,140,580	1,037,505	-9%
<b>Revenue Summary</b>					
Charges for services	2,116	1,800	2,200	2,200	0%
Miscellaneous Revenue	11,772	11,000	13,500	15,000	11%
Reimbursements	14,492	137,809	2,500	8,000	220%
Total Departmental Revenue	28,379	150,609	18,200	25,200	38%
Net Rev/Exp	(1,197,280)	(1,090,998)	(1,122,380)	(1,012,305)	-10%
<b>Cost Allocation Summary</b>					
Expense - Cost Allocations	(544,793)	(343,183)	(332,077)	(332,077)	0%
Revenue - Personnel Allocations	(333,341)	(189,190)	(189,190)	(333,341)	76%
Net Cost Allocation	(878,134)	(532,373)	(521,267)	(665,418)	28%
<b>Net Expenditure</b>	<b>\$ (319,146)</b>	<b>\$ (558,625)</b>	<b>\$ (601,113)</b>	<b>\$ (346,887)</b>	<b>-42%</b>

**BUDGET EXPENDITURE DETAIL:**

**Fund #110**

**Department: 4130**

Object	Description	FY 2021/22		FY 2022/23		FY 2023/24		% + /-
		Audited		Amended Budget	22/23 FYE Projected	Adopted Budget		
0100	Salaries & Wages	\$ 583,776	\$	576,821	\$ 513,387	\$	502,052	-2%
0200	Employee Benefits	176,021		209,286	208,074		179,793	-14%
	<b>Personnel Services</b>	<b>759,797</b>		<b>786,107</b>	<b>721,461</b>		<b>681,845</b>	-5%
0311	Legal	327,624		353,494	320,000		300,000	-6%
0316	Pre-Employment Costs	16,496		10,000	10,000		10,000	0%
0317	Recruitment Costs	44,416		10,000	10,000		5,000	-50%
0319	Professional Services	56,616		60,395	60,000		25,000	-58%
0320	Dues & Memberships	2,125		2,710	2,000		1,960	-2%
0364	Legal Notices	9,816		4,000	2,500		2,000	-20%
0366	Training/Travel Reimbursement	6,212		12,000	12,000		10,000	-17%
0375	General Supplies	833		500	700		300	-57%
0371	Meetings/City Business	617		200	200		200	0%
0376	Medical/Safety Supplies	292		1,000	500		-	0%
0381	Small Tools & Equipment	622		1,000	1,000		1,000	100%
0384	Books & Subscriptions	194		200	219		200	-9%
	<b>Non-Personnel Services</b>	<b>465,862</b>		<b>455,500</b>	<b>419,119</b>		<b>355,660</b>	-15%
<b>Total - Administration Expenditure</b>		<b>\$ 1,225,659</b>	<b>\$</b>	<b>1,241,606</b>	<b>\$ 1,140,580</b>	<b>\$</b>	<b>1,037,505</b>	-9%

Line Item Detail	Account	Category	FY 2023/24
Fund #110	Detail	Detail	Adopted
Department: 4130			Budget

**Personnel Costs**

Salaries & Wages, Regular		\$	502,052
Employee Benefits			179,793
			<u>179,793</u>
<b>Total Personnel Costs</b>			<b>\$ 681,845</b>

**Materials & Services**

110-4130-0311	City Attorney Services		300,000
110-4130-0316	Pre-Employment Costs		10,000
	Live Scan	\$	1,000
	Occu-Med		7,500
	Polygraph & Background		<u>1,500</u>
110-4130-0317	Recruitment Costs		5,000
110-4130-0319	Professional Services		25,000
110-4130-0320	Dues & Memberships		1,960
	American Planning Assoc.	\$	360
	International Foundation of Employee E		325
	International Institute of Municipal Clerk		290
	City Clerks Association of California- C		200
	CA League of Economic Development		350
	International Public Management Assoc		156
	Cal GOVHR		60
	Society of Human Resources Managen		<u>219</u>
110-4130-0364	Legal Notices		2,000
110-4130-0366	Training/Travel Reimbursement		10,000
	City Clerk	\$	2,000
	City Manager		2,000
	Human Resource Manager		2,000
	Adminstrative Assistant		2,000
	Administrative Analyst		<u>2,000</u>
110-4130-0371	Meetings/City Business	\$	200
110-4130-0375	General Supplies		300
110-4130-0381	Small Tools & Equipment		1,000
110-4130-0384	Books & Subscriptions		<u>200</u>
<b>Total Material &amp; Services</b>			<b>\$ 355,660</b>
<b>Total - Administration Expenditure</b>			<b><u>\$ 1,037,505</u></b>



**BUDGET REVENUE DETAIL:**

**Fund #110**

**Department: 4130**

Object	Description	FY 2021/22 Audited	FY 2022/23 Amended Budget	22/23 FYE Projected	FY 2023/24 Adopted Budget	% + /-
Charges for Services						
3419	Document Copies	\$ 2,116	\$ 1,800	\$ 2,200	\$ 2,200	0%
<b>Total Charges for Services</b>		2,116	1,800	2,200	2,200	0%
Reimbursements						
3201	Training Reimbursements	-	-	-	2,000	100%
3415	City Reimb-DDA	3,927	5,000	500	1,000	100%
3318	Grant Staff Time Reimb	10,564	132,809	2,000	5,000	150%
<b>Total Reimbursements</b>		14,492	137,809	2,500	8,000	220%
Miscellaneous Revenue						
3998	Miscellaneous Fines	5,535	5,000	2,500	5,000	100%
3905	Rents & Concession	6,237	6,000	11,000	10,000	-9%
<b>Total Miscellaneous Revenues</b>		11,772	11,000	13,500	15,000	11%
<b>Total - Administration Revenue</b>		\$ 28,379	\$ 150,609	\$ 18,200	\$ 25,200	38%

**COST ALLOCATION DETAIL**

**Fund #110**

**Department: 4130**

Object	Description	FY 2021/22 Audited	FY 2022/23 Amended Budget	22/23 FYE Projected	FY 2023/24 Adopted Budget	% + /-
0801	Salary/Benefit Allocation	\$ 84,677	\$ 27,464	\$ 27,464	\$ 27,464	0%
0802	Cost Allocation contra exp	(695,545)	(428,605)	(428,605)	(428,605)	0%
0396	Allocation to ISF-IT	37,443	26,931	37,443	37,443	0%
0322	Allocation to Fleet Int Serv Fund	8,357	11,346	11,346	11,346	0%
0397	Allocation to ISF-Facilities	20,275	19,681	20,275	20,275	0%
3499	Personnel Cost Allocation - Revenue	(333,341)	(189,190)	(189,190)	(333,341)	43%
<b>Net Cost Allocation</b>		\$ (878,134)	\$ (532,373)	\$ (521,267)	\$ (665,418)	28%

**FY 2023/24 EXPENDITURES BY CATEGORY**

