

**CITY OF FORT BRAGG BUDGET
FISCAL YEAR 2011-2012**



CITY OF FORT BRAGG
PROPOSED BUDGET
FISCAL YEAR 2011 – 2012



CITY COUNCIL

Dave Turner, *Mayor*
Meg Courtney, *Vice Mayor*
Daniel Gjerde, *Councilmember*
Doug Hammerstrom, *Councilmember*
Jere Melo, *Councilmember*

Linda Ruffing
City Manager

ABOUT THE COVER

Coastal Trail

The Pudding Creek Trestle runs across the beach at the mouth of Pudding Creek in Fort Bragg. It was built in 1916 to carry logs to the Fort Bragg lumber mill on the old Haul Road. Originally a railroad, the Ten Mile Branch, the road was later paved and used by logging trucks. Today it is a walking and hiking trail from Fort Bragg to the mouth of the Ten Mile River, although large portions have washed out in the storms of recent years. The name "Haul Road" (not "Hall Road") refers to the hauling of logs. The name has proved baffling to some, so the road (now trail) has been renamed the "Ten Mile Coastal Trail" although locally it is still referred to as the Haul Road. The Pudding Creek Trestle was repaired and reopened for foot traffic only on November 16, 2007.

*Budget Design and Cover Page by Nancy Philips – Community Development Department
Cover photograph taken by Nancy Philips*

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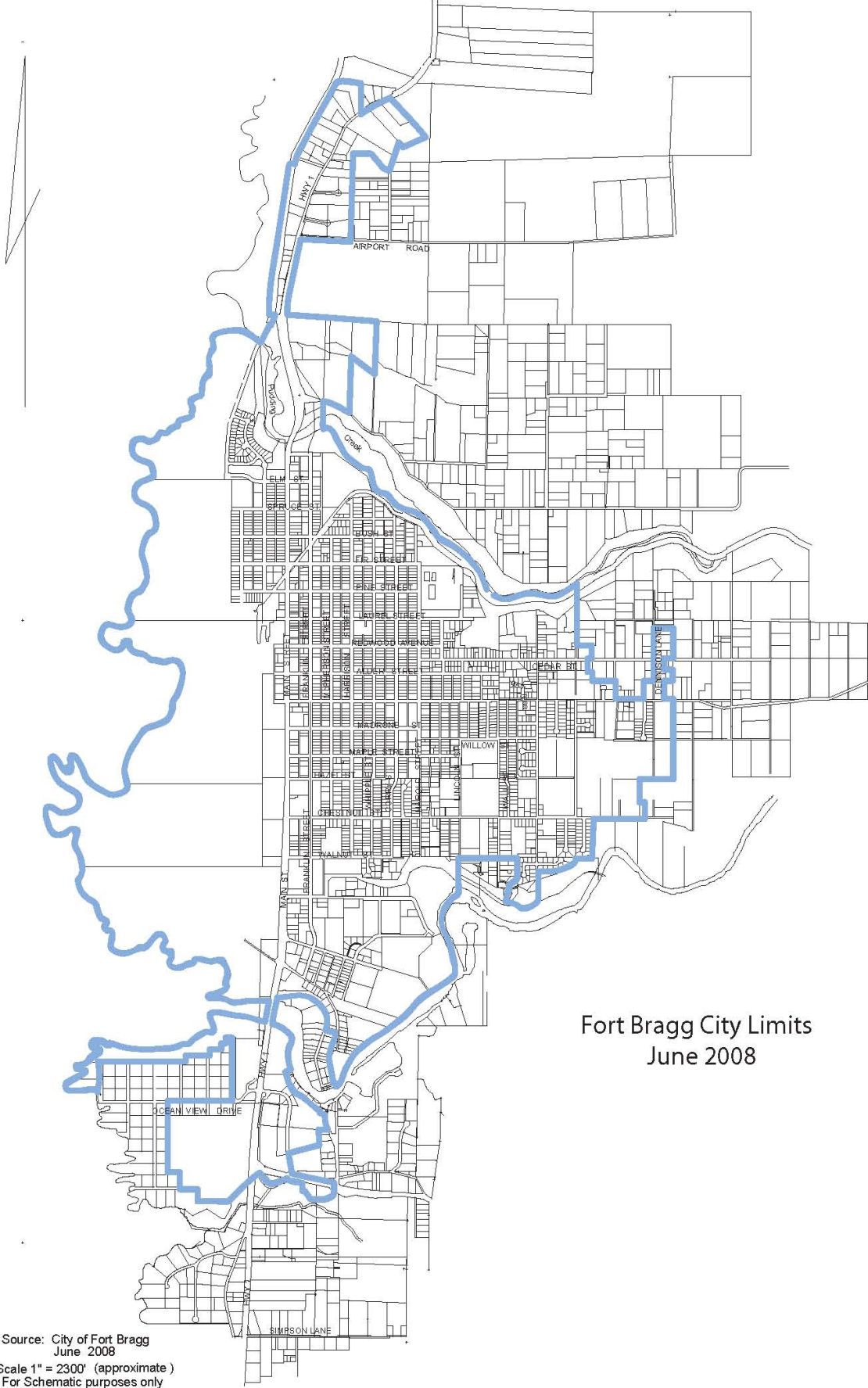
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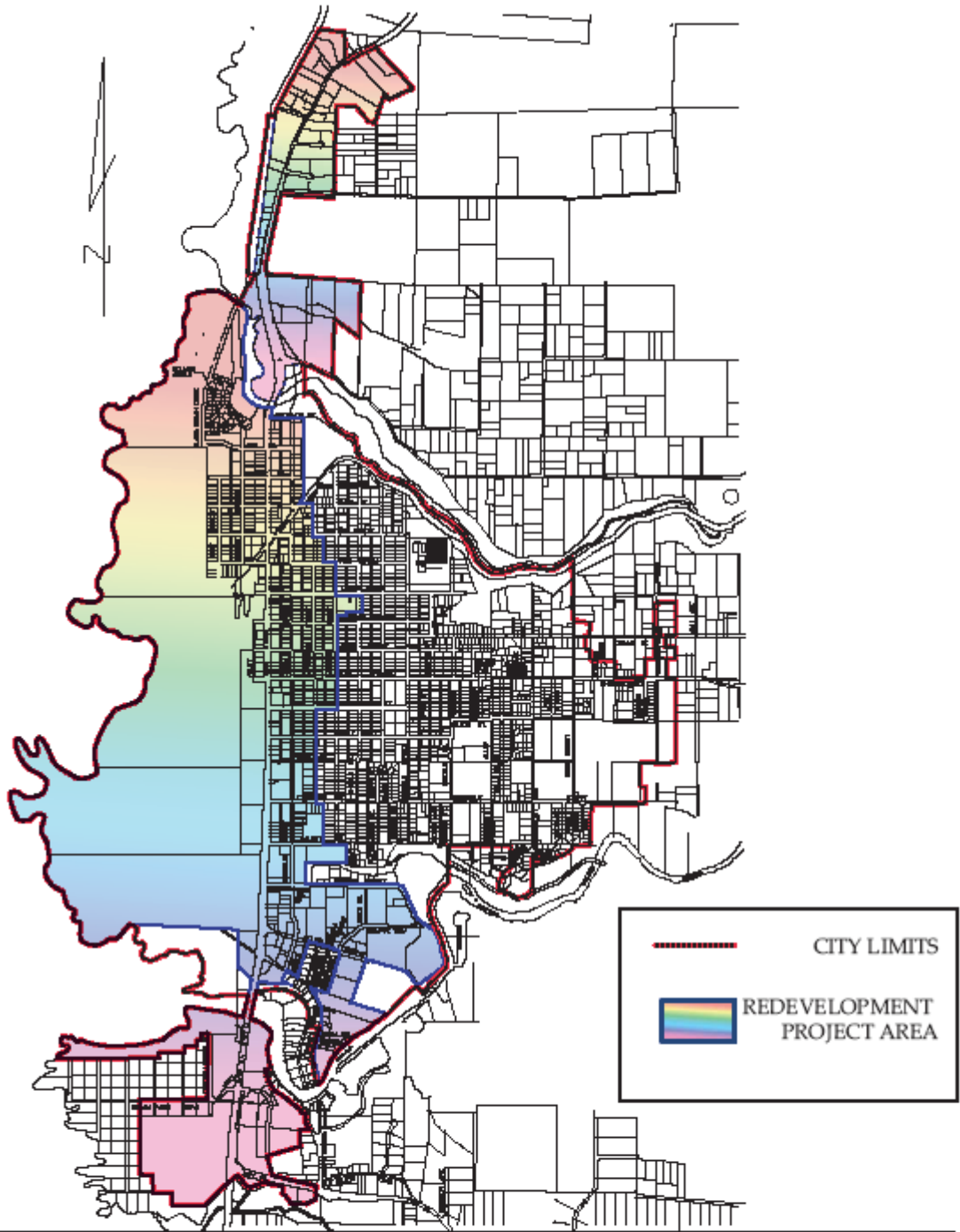
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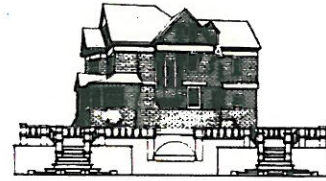


Fort Bragg City Limits
June 2008

Source: City of Fort Bragg
June 2008
Scale 1" = 2300' (approximate)
For Schematic purposes only



**FORT BRAGG REDEVELOPMENT AGENCY
REDEVELOPMENT PROJECT AREA**



June 17, 2011

Fort Bragg City Council
Fort Bragg Redevelopment Agency
Municipal Improvement District No. 1 Board

SUBJECT: FY 2011-12 Operating Budget & Capital Budget

Honorable Mayor and Members of the City Council:

I am pleased to submit the Fiscal Year (FY) 2011-12 Budget for the City of Fort Bragg, Fort Bragg Redevelopment Agency and Municipal Improvement District No. 1. A draft budget was presented to the Council at a workshop on June 1, 2011. Based on Council's direction, the budget document was refined and the final budget is presented herein for adoption at the June 27, 2011 Council meeting.

The annual budget provides a comprehensive statement of the City's organization, operations and resources and it expresses City Council, Redevelopment Agency and Municipal Improvement District Board policies and priorities in all areas of the City's operations. Throughout the year, the budget serves as a financial management tool and an operational plan for the delivery of City services and capital projects. The budget also provides an overview of the accomplishments that were realized in each area of the City's operations over the past year.

The FY 2011-12 Budget addresses the City Council's operational and service delivery priorities in the context of continued fiscal challenges due to the current recession. During the past three years, the City experienced significant reductions in General Fund revenues as a direct result of declining sales tax and transient occupancy tax. About 18 months ago, it became apparent that the City's financial condition was in worse shape than anticipated in the FY 2009-10 Budget process due to precipitous declines in tax revenues. The City acted swiftly to reduce costs. A 10% reduction in the City's workforce was implemented, followed by substantial salary concessions from all City employees. Throughout these difficult economic times, City staff has worked diligently to reduce costs, increase revenues, and enhance operational efficiencies. As a result of these efforts, the City has been able to maintain a very high level of service to the community and remains on solid financial footings.

The good news is that the past year, FY 2010-11, appears to represent the "bottom" of the economic decline. The FY 2011-12 Budget forecasts that General Fund revenues will remain relatively flat with taxes increasing by 1.5%, and the overall General Fund increasing by about .7% (before interfund transactions). These slight increases provide a glimmer of hope that the economic recovery is finding its way to Fort Bragg.

Unfortunately, there is considerable uncertainty regarding the potential impact of the State budget on the City. Funding for the annual COPS grant and Jail Booking Fees is reliant on the temporary tax increases that are set to expire on July 1, 2011. Temporary or permanent funding could be

provided through the State's general fund, but a 2/3rds vote of both houses of the legislature is needed. Governor Brown continues to push for a special election in September to request the voters to extend the tax increases. The City's FY 2011-12 Budget assumes that the City will receive \$100k from COPS and that Booking Fees will be reimbursed by the State. If this does not occur, the General Fund will take an approximately \$140k hit.

In January 2011, the Governor announced his plan to eliminate redevelopment agencies and to redirect their revenues to State purposes. While the plan generated enough opposition from Republican legislators to prevent immediate passage of implementing legislation, the proposal to eliminate redevelopment agencies remains "on the table" and, in fact, the Legislature has passed two bills to either eliminate or extort substantial revenues from local redevelopment funds. Those bills have yet to be signed by the Governor and, if signed, their constitutionality will undoubtedly be challenged in court. The City's FY 2011-12 Budget assumes that the Fort Bragg Redevelopment Agency will remain intact. If the Agency is eliminated, the City will have a budget hole of about \$500k to plug.

In short, while the City is in remarkably good financial condition at the moment and we expect the economy will continue to improve in the coming year, decisions at the State level that are entirely beyond the City's control could wreak further havoc with the City's budget in the coming months and years.

BUDGET PRINCIPLES

The FY 2011-12 Budget was prepared according to the fiscal policy framework established by the City Council. The Council's budget principles are intended to provide for sound financial management of the City's resources to ensure that the community receives consistently high quality service in every area of the City's operations:

- Each year, the City strives to balance the operating budgets of each of the City's four major funds (General Fund, Redevelopment Fund, Water Enterprise, Wastewater Enterprise) such that anticipated revenues meet projected expenditure obligations.
- Recurring annual expenditures (e.g., personnel costs, consumable supplies, equipment operation and maintenance costs, debt service, legal costs, audit costs, etc.) are funded with on-going annual revenues without reliance on one-time revenues, reserves, or the use of undesignated fund balances.
- If undesignated fund balances are expended, uses are restricted to funding one-time expenditures, not on-going operations.
- Conservative revenue projections are incorporated into the budget.
- Expenditures are contained to the maximum extent possible. Where line item cost increases occur, they are related to limited equipment and supplies purchases necessary to support existing operations, essential capital improvement projects, mandated costs, and the City's contractual obligations.
- The City Council has established the following General Fund reserves:
 - (a) An undesignated 18% operating reserve (based on projected annual expenditures) is maintained to ensure liquidity of the General Fund and to provide adequate cash flow throughout the year. This reserve is necessary to accommodate fluctuations in the timing of expenditures and the receipt of revenues. The operating reserve also provides a

modest buffer against unanticipated revenue shortfalls. In FY 2011-12, the General Fund operating reserve is fully funded at \$1.38M.

- (b) A \$300k liability and litigation reserve is maintained to cover unforeseen legal expenses, including unbudgeted settlement costs.
- (c) A \$400k capital reserve is maintained for unanticipated project cost overruns or capital equipment expenses.

FY 2010-11 PROJECTED YEAR-END STATUS – MAJOR FUND BALANCES

Year-end fund balances provide a snapshot of the financial condition of an operating fund. A declining fund balance is not necessarily cause for alarm if budgeted expenditures anticipate the use of undesignated fund balance for one-time costs and/or a decline in revenues was foreseen. It is more problematic when fund balances are whittled away by unanticipated expenditures and revenue shortfalls.

The table below shows the FY 2009-10 and FY 2010-11 year-end fund balances for the City's four major operating funds and projected FY 2011-12 fund balances. In FY 2010-11, the Water Enterprise experienced a decline in fund balance, the Wastewater Enterprise had an increase, and the General Fund and Redevelopment Agency remained relatively flat. It is notable that the Wastewater Enterprise finally pulled out of a very long-standing deficit position and has begun to accrue funds.

	7/01/10 Audited Fund Balance	6/30/11 Projected Fund Balance	% Change	6/30/12 Projected Fund Balance	% Change
General Fund (including reserves)	\$ 3,070,957	\$ 3,069,083	0%	\$ 3,073,479	0%
Water Enterprise	3,321,008	2,990,066	-9%	1,931,104	-35%
Wastewater Enterprise	(101,212)	227,516	324%	446,387	96%
Redevelopment Agency	1,861,881	1,898,120	1.9%	1,789,772	-6%

As of FY 2010-11 year-end, the fund balances of the City's four major operating funds are all on target or exceeding expectations, with the following side notes:

- ~ Water Enterprise: The Water Enterprise's decline in fund balance is due to two factors. One is a decline in revenues related to reduced water consumption by City water customers. The other is a number of one-time expenses related to replacement of the Treatment Plant Programmable Logic Controller and the conversion from gaseous chlorine to sodium hypochlorite. In FY 2011-12, the declining fund balance reflects \$1.02M in capital projects which are funded by working capital in the Water Enterprise Fund.
- ~ Redevelopment Agency: The Redevelopment Agency fund balance and annual revenue stream were significantly reduced by the final settlement of Georgia-Pacific's appeal of the County's reassessment of the Mill Site property after Koch Industries acquired Georgia-Pacific in 2006. The final settlement, reached in FY 2010-11, resulted in the Agency reimbursing the County for about \$725k in excess property taxes which were

disbursed in FY 2007-08, 2008-09 and 2009-10. Thus while the Agency's fund balance appears relatively stable over the past couple of years, it is significant lower than in prior years.

GENERAL FUND BUDGET ISSUES

June 30, 2011 Projected General Fund Balance (including reserves)	\$ 3,069,083
FY 2011-12 Operations	
Revenues	7,222,242
Expenses	<u>7,672,856</u>
Net Operations	(450,614)
Net Transfers	<u>455,010</u>
Operating Surplus	4,396
June 30, 2012 Projected General Fund Balance (including reserves)	\$ 3,073,479

- As shown in the summary table, projected General Fund revenues and expenditures in FY 2011-12 are balanced with a nominal operating surplus. The transfers include funds allocated to the General Fund operating reserve (\$143k) and litigation reserve (\$15k) to keep the reserves fully funded in FY 2011-12.
- The three main external funding sources for the General Fund (sales tax, TOT, and property tax) are all expected to remain relatively flat in FY 2011-12 as a result of the ongoing recession. In total, tax revenues,

which comprise 54% of General Fund revenues, are expected to increase by approximately \$63k or 1.5% above FY 2010-11 levels.

- The General Fund's primary challenges relate to flat or declining sales tax and transient occupancy tax (TOT) revenues and continued uncertainty regarding the impacts of the State budget. It is looking increasingly likely that the annual COPS grant (\$100k) that funds one of the City's Community Service Officer positions will disappear as a result of the State budget and that the City (rather than the State) will be required to reimburse the County for jail booking fees. The booking fees are estimated at approximately \$40k annually. If one or both of these revenues disappears, the Council will need to consider corrective actions to address the resulting deficit.
- For several years, the City has worked to augment its General Fund revenues by focusing significant staff efforts on obtaining grants for capital projects, planning, economic development, and public safety activities, and by retaining as much grant funding as possible in-house to offset staff costs associated with grant administration and activity delivery. The Community Development Department and the Public Works Department's Administration/Engineering Division are receiving far more outside funding to offset the cost of staff services than in the past. It is anticipated that in FY 2011-12, \$140k in grant revenues will be transferred to the General Fund to offset personnel costs related to grant administration.
- Approximately \$41k of Street Sales Tax will be transferred in to cover City staff costs related to administration, inspection and construction management for the Street Structural Repair and Street Resurfacing Projects.
- The Police Department's personnel costs are offset by a \$100k COPS grant to offset personnel costs for the City's community service officers. The budget also includes a \$100k transfer in from the Asset Forfeiture fund to offset costs associated with the School Resource Officer and the Major Crimes Task Force Officer.

- FY 2011-12 General Fund revenues include a transfer in of \$20k from the General Plan Maintenance Fee fund to offset costs associated with the Community Development Department's ongoing work to amend the Inland Land Use & Development Code.
- The Personnel/Admin Cost allocation to the General Fund is increased by \$180k. This is a result of increased personnel costs related to PERS and health care premiums and filling vacant staff positions. Increased unemployment insurance costs are also reflected in this number.
- The budget assumes that the full Annual Required Contribution to offset the City's Other Post Employment Benefits (i.e., retiree health care) liability will be made in FY 2011-12 through the payment of retiree medical premiums and a deposit in an OPEB trust fund. OPEB costs are allocated to the three major funds resulting in a transfer in to the General Fund of \$172,000.
- FY 2011-12 General Fund revenues include a transfer in of \$195k from Fund 221 (Highway User Tax) and \$10k from Fund 230 (Traffic & Safety). The associated expenditures are incorporated into the Public Works Department budget. In previous years, the revenues and expenditures were accounted for in a special revenue fund, making it more difficult to see the entire Public Works Department budget at a glance.

WATER ENTERPRISE FUND ISSUES

June 30, 2011 Projected	
Water Works	\$ 2,990,066
FY 2011-12 Operations	
Revenues	2,252,547
Expenses	<u>3,882,359</u>
Net Operations	(1,629,812)
Net Transfers	<u>570,850</u>
Operating Deficit	(1,058,962)
June 30, 2012 Projected	
Water Works	\$ 1,931,104

- Revenues for the Water Enterprise are expected to grow modestly in FY 2011-12 as a result of a scheduled rate increase in July 2011. The FY 2011-12 Budget includes expenditures which exceed revenues by about \$1.6M. This corresponds directly to one-time costs for capital equipment and capital projects, including a number of long-term maintenance activities and non-routine deferred maintenance activities.

- The Council has expressed an interest in establishing a depreciation account in the Water Enterprise to accrue funds for

costly repairs and upgrades. The 2008 Utility Rate Study recommended that the Council adopt a policy requiring that, at the end of each fiscal year, any fund balance in excess of an amount equal to three months' operating expenses (25% of annual operating expenditures, which amounts to approximately \$559,300) be transferred to the Water Capital Reserve. The FY 2011-12 year-end fund balance is \$1.9M which would make roughly \$1.14M available for funding a Water Capital Reserve.

- The most pressing capital projects necessary to ensure reliability of the water system include: replacement of pumps at the East Fort Bragg booster station, replacement of the Waterfall Gulch and Newman water lines, and installation of a cover on the north Raw Water Pond at the Treatment Plant. A section of the Waterfall Gulch line and the Newman line are funded in the FY 2011-12 capital budget, along with the cover for the north Raw Water Pond.

WASTEWATER ENTERPRISE FUND ISSUES

June 30, 2011 Projected Wastewater Fund	\$ 227,516
FY 2011-12 Operations	
Revenues	2,897,174
Expenses	<u>2,666,703</u>
Net Operations	230,471
Net Transfers	<u>(11,600)</u>
Operating Surplus	218,871
June 30, 2012 Projected Wastewater Fund	\$ 446,387

- The Wastewater Enterprise has been operating with a deficit for several years. In FY 2011-12, the Wastewater Fund will begin the year with a positive fund balance of \$227k. By year-end, the fund balance will grow to \$446k.
- In FY 2011-12, the Wastewater Fund will have revenues (\$2.89M) that exceed expenditures (\$2.66M) by approximately \$230k.
- The FY 2011-12 Budget keeps expenditures in the Wastewater Enterprise to a minimum, however, \$330k is allocated to equipment repair and maintenance and capital

expenditures, of which \$234k is for non-recurring costs that are necessary to perform essential maintenance to facilities and to purchase necessary equipment. The Capital Improvement Program identifies 10 other necessary capital improvements for the City's wastewater treatment and collection system ranging in cost from approximately \$40k to \$1M.

- The most pressing unfunded projects for the Wastewater Enterprise in FY 2011-12 are the Primary Digester Rehabilitation, Sludge-Thickener Mechanism Replacement, Grease Lagoon Rehabilitation and Wastewater Collection System Repairs. These capital projects are only the "tip of the iceberg." The Capital Improvement Program includes a total of \$4.1M in high priority capital projects for the City's wastewater collection and treatment system.

REDEVELOPMENT AGENCY ISSUES

June 30, 2011 Projected Redevelopment Agency	\$ 1,898,120
FY 2011-12 Operations	
Revenues	1,012,511
Expenses	<u>910,859</u>
Net Operations	101,652
Net Transfers	<u>(210,000)</u>
June 30, 2012 Projected Redevelopment Agency	\$ 1,789,772

- The Fort Bragg Redevelopment Agency's June 30, 2012 projected fund balance of \$1.79M is comprised of \$423k in the RDA's Project Fund, \$1.04M in the Low & Moderate Income Housing Fund, and \$325k in the Debt Service Fund.
- Despite these relatively solid fund balances, the Agency is in a very precarious position. The State legislature and the Governor propose to eliminate redevelopment agencies throughout the State, with the possible outcome that

there will be no revenues for redevelopment agencies other than those necessary to satisfy existing debt obligations. Even if a compromise is reached at the State level, it is possible that significant portions of the Agency's revenue will be redirected to solving the State's budget woes. If the Agency is eliminated, the City will need to address an approximately \$500k annual revenue shortfall related to salaries, benefits and other administrative costs that are presently allocated to the Agency.

- While the threat of elimination is certainly the most pressing issue facing the Agency, it is by no means the only issue. The Agency's revenue stream has diminished significantly as a result of the final settlement of Georgia-Pacific's reassessment appeal for the Mill Site property and negotiated pass-through agreements that ratchet up the amount of property tax revenue that the Agency passes through to other taxing entities.
- Additionally, RDA revenues are projected to decrease by \$128k in FY 2011-12 as the Agency received a windfall in Supplemental SB 813 revenues in FY 2010-11 which is not likely to occur again in FY 2011-12.

GRANTS

The City has a very active portfolio of grants for a variety of activities, ranging from street projects, to parks, planning studies, economic development, and public safety activities. Grant activities that will be in progress in FY 2011-12 include the following:

Planning Activities

- Blueprint Planning Process (MCOG OWP)
- Main Street Realignment Design (MCOG OWP)
- Chestnut Street Bike and Pedestrian Safety Plan (MCOG OWP)

Economic Development Activities

- Industrial & Fine Arts Center Feasibility Study, Phase 2 (CDBG)
- Microenterprise Assistance (CDBG)
- Climate Action Plan (Sustainable Communities Grant)
- Compost Feasibility Study (CDBG)

Housing

- CDC Affordable Housing Rehabilitation Project (CDBG/ARRA)
- Housing Rehabilitation Loans (CDBG)
- Home Energy Link Program (CDBG)
- Homeownership Assistance Program (CDBG)

Parks Projects

- Otis Johnson Park Restoration (Rivers & Parkways Grant/Caltrans)
- Skate Park Project-Phase 2 (Stewardship Council Grant)
- Fort Bragg Coastal Restoration and Trail (Caltrans-fed'l approp./Prop 84 Grant)

Equipment

- Bullet-Proof Vests (OJP Partnership Grant)

Public Safety

- Community Service Officer (COPS Grant)

Streets & Circulation Improvements

- Safe Routes to Schools (Federal SR2S Grant)
- Bicycle Signs and Lines (Caltrans Grant)

Water

Waterfall Gulch Raw Water Line Replacement (NCIRWMP Grant)

Other

Food Bank Improvements (CDBG)

CAPITAL PROJECTS

The City's FY 2011-12 capital projects budget is found in the Capital Projects section of this budget document. The City continues to pursue a very ambitious Capital Improvement Program to address deferred maintenance needs and to upgrade infrastructure and public facilities throughout the town. Capital projects that are in progress and/or will be initiated in FY 2011-12 include the following:

Streets & Circulation Improvements

- Safe Routes to Schools (grant-funded)
- 2011 Street Structural Repair Project (funded by special sales tax)
- 2011 Street Re-Surfacing Project (funded by special sales tax)
- Bicycle Signs and Lines Project (grant-funded)
- Alley Rehabilitation Project (funded by Redevelopment fund)

Parks

- Otis Johnson Park Rehabilitation (grant-funded)
- Fort Bragg Coastal Restoration and Trail Project (grant-funded)

Community Facilities

- Downtown Parking Lot Resurfacing (funded by special revenue fund)
- Skate Park Phase 2 (grant-funded)

Wastewater Facilities

- Sewer Manhole Installation Project (funded by Wastewater Enterprise)
- Primary Digester Rehabilitation (funded by Wastewater Enterprise)
- Wastewater Equipment Garage (funded by Wastewater Enterprise)

Water Facilities

- Waterfall Gulch Diversion Structure Maintenance (funded by Water Enterprise)
- Waterfall Gulch Raw Water Line and Trestle Replacement (grant-funded)
- North Raw Water Pond Cover (funded by Water Enterprise)
- Newman Raw Water Line Replacement (funded by Water Enterprise)

The City's Multi-Year Capital Improvement Program is presented in concert with the capital project budget. In addition to the projects listed above, the Capital Improvement Program identifies 21 unfunded capital projects, all of which are priority projects that will need to be completed as funding is secured over the next several years.

SUPPLEMENTAL REQUESTS

There are no “supplemental requests” identified in this budget. It should be noted however that the proposed budget assumes that all authorized positions will be filled including the vacant Finance Technician, Administrative Assistant-Police, Police Lieutenant, and Lead Maintenance Worker. In addition, the budget includes funding for a part-time parking enforcement attendant to perform downtown parking enforcement. Should additional revenues become available during the year, the Council may choose to consider reestablishing staff positions that have been eliminated and/or funding one-time expenditures to improve the efficiency and effectiveness of City operations. Such discussions would occur in the context of the FY 2011-12 mid-year budget review process which will occur in February 2012.

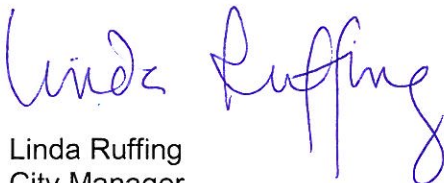
CLOSING REMARKS

The City’s FY 2011-12 Budget includes very lean operating and capital budgets for the General Fund, Redevelopment Agency and Water and Wastewater Enterprises. In recognition of the economic uncertainty the City faces, the budget provides fully funded reserves in accordance with established City Council policies for cash flow, operating reserves, litigation reserves, and capital reserves. The proposed FY 2011-12 Budget is a responsible budget that sustains existing services, programs and staffing levels while recognizing the City’s fiscal constraints.

I would like to thank the City Council for its unwavering leadership in establishing goals and priorities for City services to our community. I would also like to acknowledge the excellent services provided by the City’s dedicated employees who apply their technical and professional expertise on a daily basis to provide high quality municipal services to the citizens of Fort Bragg. I would like to express my appreciation to each member of the City’s executive management team for their diligent efforts to address the City’s budgetary challenges and to define FY 2011-12 Budget proposals that limit expenditures to the absolute minimum necessary to support departmental operations. I also want to acknowledge the hard work of our Finance Department staff, Finance Director Rosana Cimolino, Senior Government Accountant Ginny Feth-Michel, Government Accountant Linda Hilliard and temporary Finance Technician Nikki Salo, each of whom has contributed to the preparation of this budget document.

In closing, I believe the FY 2011-12 Budget will maintain a high level of municipal services for the Fort Bragg community while providing effective fiscal management during these uncertain economic times and into the future. I look forward to continuing to work with the City Council and staff to define and implement successful programs and services that address the needs of our community.

Respectfully submitted,



Linda Ruffing
City Manager

**DIRECTORY OF ELECTED
AND APPOINTED CITY OFFICIALS**



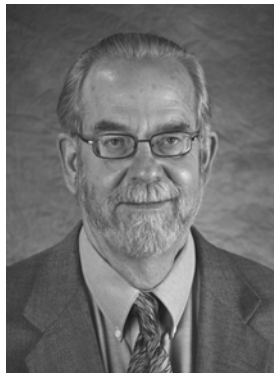
Dave Turner
Mayor



Meg Courtney
Vice Mayor



Dan Gjerde
Councilmember



Doug Hammerstrom
Councilmember



Jere Melo
Councilmember



Linda Ruffing
City Manager

Rosana Cimolino
Finance Director/City Treasurer

Gary Garcia
Assistant to the City Manager

Dave Goble
Public Works Director

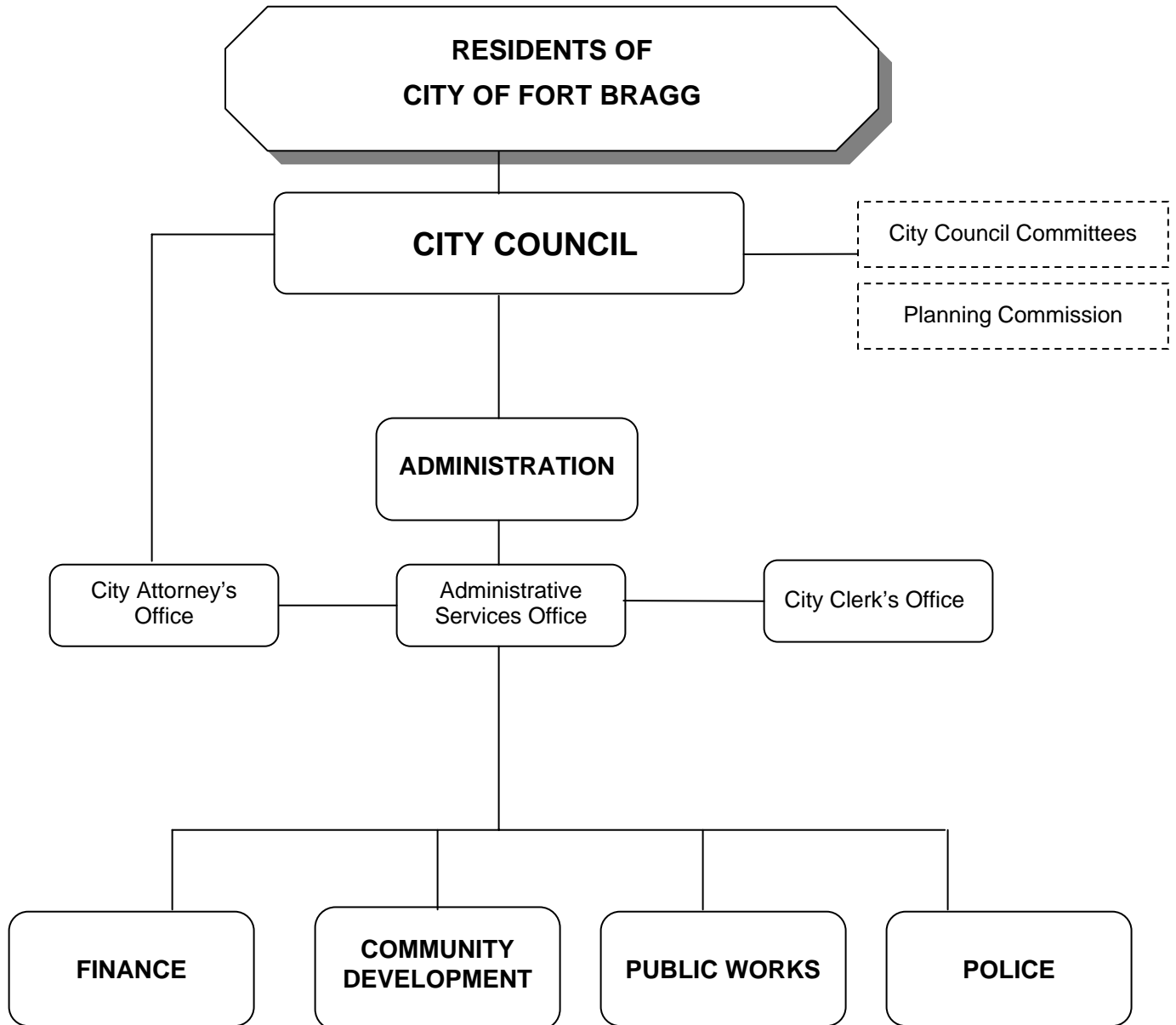
Marie Jones
Community Development Director

Scott Mayberry
Chief of Police

Cynthia VanWormer
City Clerk

Mike Gogna
City Attorney

CITY OF FORT BRAGG MASTER ORGANIZATIONAL CHART



CITY OF FORT BRAGG - OVERVIEW

HISTORY OF FORT BRAGG

The north coast of Mendocino County was inhabited by Native Americans of the Pomo tribe for approximately 10,000 years. The Pomo people were hunter-gatherers with a close relationship to the land and the sea. Seasonal Native American villages were located along the coast with permanent villages located north of the Ten Mile River.

In 1855, an exploration party from the Bureau of Indian Affairs visited the area in search of a site on which to establish a reservation and, the following year, the Mendocino Indian Reservation was established. It spanned an area from the south side of the Noyo River to north of the Ten Mile River and east to Little Valley and Glen Blair. In 1857, the Fort Bragg military post was established on the Mendocino Indian Reservation approximately 1½ miles north of the Noyo River and its purpose was to maintain order on the reservation. During the same year, a lumber mill was established on the Noyo River starting what would become the major industry of the region. The military post was short-lived and records show that November 23, 1861 was the last date on which army units occupied the fort. In 1865, after 300 Native Americans were marched forcibly from the Mendocino Indian Reservation to a reservation in Round Valley, Fort Bragg as a military post was abandoned.

On August 5, 1889, Fort Bragg was incorporated as a City. C.R. Johnson, president of the Fort Bragg Redwood Company, was the first mayor and his company laid out the town much as it exists today – with a uniform street grid and mid-block alleys. In 1893, the Union Lumber Company was created by absorbing some of the smaller lumber companies in the area. In 1901, the Union Lumber Company incorporated the National Steamship Company to carry lumber, passengers and supplies. The steamships provided Fort Bragg's only link to manufactured comforts and staples like sugar and coffee. In 1905, the California Western Railroad was created and a rail line was established from Fort Bragg to Willits where train connections could be made to San Francisco.

The 1906 Earthquake resulted in a fire at the lumber mill that threatened the entire City. Brick buildings throughout the City were damaged, if not destroyed completely, and many frame homes were knocked off their piers. The fire burned the entire downtown area bordered by Franklin Street, Redwood Avenue and McPherson Street. Within 12 months following the earthquake, all downtown reconstruction was completed. The earthquake brought prosperity to Fort Bragg as the mills furnished lumber for the rebuilding of San Francisco. By 1916, Fort Bragg had become a popular place to visit – and to settle.

Commercial fishing also played an important role in the formation of the economic base of Fort Bragg. Noyo Harbor was once a major commercial fishing port well-known for producing quality fish products that were distributed to major metropolitan markets. In recent years, the fishing industry has declined significantly and the community's economic base has transitioned from a "resource extraction" base (i.e., timber and fishing industries) to a more service-oriented economy serving a regional coastal population of approximately 20,000 residents as well as hundreds of thousands of visitors each year.

CITY OF FORT BRAGG - OVERVIEW

CITY GEOGRAPHY

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento on the scenic coast of Mendocino County. The City occupies 2.7 square miles. Census 2010 places the City’s population at 7,273. Although it is quite small, Fort Bragg is the largest city on the coast between San Francisco and Eureka. The largest employment categories in the City include services, wholesale and retail trade, local government, public education, health care, tourism, and fishing. The mild climate and picturesque coastline make Fort Bragg a popular tourist and recreational area.

CITY AUTHORITY

Fort Bragg is a general law city under California state law and its rights, powers, privileges, authority, and functions are established through the State constitution. These statutory rights include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers; manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

THE CITY COUNCIL

Members of the Fort Bragg City Council are elected by the voters to serve overlapping four-year terms. The Mayor is elected by, and from, the City Council for a two-year term. The Council sets policy and exercises the legislative authority of the City. The Council holds meetings on the second and fourth Mondays of every month and at such other times as necessary. Current City Council members and the dates upon which their respective terms expire are as follows:

Mayor Dave Turner	December 2014
Vice Mayor Meg Courtney	December 2014
Councilmember Doug Hammerstrom	December 2012
Councilmember Jere Melo	December 2012
Councilmember Dan Gjerde	December 2014

MUNICIPAL IMPROVEMENT DISTRICT NO. 1

The members of the City Council also serve as the Municipal Improvement District No. 1 Board of Directors. The District was formed in 1969 for the purpose of acquiring and constructing wastewater system improvements including construction of a wastewater treatment plant. The Municipal Improvement District No. 1 meets on the same schedule as the City Council and can schedule special meetings as necessary.

CITY OF FORT BRAGG - OVERVIEW

FORT BRAGG REDEVELOPMENT AGENCY

The Fort Bragg Redevelopment Agency was formed in 1986 to authorize the collection of incremental property tax growth for the purpose of carrying out redevelopment projects; and to promote and support economic development and affordable housing development in the redevelopment project area. The City Council members serve as the Redevelopment Agency Board of Directors and the City Manager serves as its Executive Director. The Fort Bragg Redevelopment Project Area generally includes properties within the Central Business District, commercial and industrial lands along Main Street, and the former Georgia Pacific mill site.

ADMINISTRATION AND MANAGEMENT

Fort Bragg operates under the Council-Manager form of government. The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Several boards, commissions, and committees assist the City Council and Administration in carrying out various aspects and functions of city government.

CITY SERVICES

The City provides a wide range of services to its residents including public safety services, construction and maintenance of streets and infrastructure, water service, community development, financial management and administrative services. Special Districts, and Joint Power Authorities (JPAs), under the jurisdiction of the City, provide emergency services, fire protection, wastewater treatment, and redevelopment services throughout the City. Other entities, not under the City's jurisdiction, that provide services to the City's population include the school district, hospital district, recreation district, harbor district, and other special districts.

CITY OF FORT BRAGG – FUND DEFINITIONS

To demonstrate fiscal accountability, various funds are established to meet the objectives of special regulations, restrictions, and/or limitations. Each fund is considered a separate accounting entity with a self-balancing set of accounts. The funds that are used in the financial reporting model for the City of Fort Bragg are outlined below:

General Fund

The General Fund is the City's primary operating fund. It is used to account for resources traditionally associated with general government activities which are not required legally or by sound fiscal management to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for revenues that are legally restricted. Expenditure of such revenues is restricted for a particular purpose. The City has several Special Revenue Funds including the Redevelopment Agency, General Plan Maintenance Fee, Parking, Gas Tax and Fire Equipment Tax.

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources that are used in the payment of general long-term debt principal and interest as well as related fiscal agent costs.

Capital Project Funds

Capital Project Funds are used to account for financial resources to be used for the acquisition of property, equipment or facilities and/or the construction of major projects.

Internal Service Funds

Internal Service Funds are used by the City to account for the financing of goods and services provided by one department to other departments or agencies on a cost-reimbursement basis. They are set up to take advantage of economies of scale, to avoid duplication of effort, and to accurately identify costs of specific governmental services.

Enterprise Funds

Enterprise Funds are used to account for operations that are supported by a fee charged to external users for goods or services, similar to a private business. The City has two Enterprise Funds: Water Works and Wastewater.

CITY OF FORT BRAGG
FY 2011-12
PROPOSED BUDGET
SUMMARY SCHEDULES



City of Fort Bragg Summary of Revenue, Expenditures & Fund Balance

Fund No.	Fund Type/Name	FY 2010 - 2011					FY 2011 - 2012			
		Audited Fund Balance at 07/01/10	Projected Revenue	Estimated Expenditures	Net Transfers	Projected Fund Balance at 06/30/11	FY2011/12 Budget		Net Transfers	Projected Fund Balance at 06/30/12
							Revenue	Appropriations		
110	General Fund									
	Undesignated	\$ 1,181,160	\$ 6,836,261	\$ 7,135,160	\$ 264,879	\$ 1,147,140	\$ 7,222,242	\$ 7,632,856	\$ 296,765	\$ 1,033,291
	Operating Reserve	1,236,943	-	-	-	1,236,943	-	-	143,245	1,380,188
114	Gen Fund Litigation Reserve	259,356	-	15,000	40,644	285,000	-	40,000	15,000	260,000
115	Gen Fund Capital Reserve	393,498	-	-	6,502	400,000	-	-	-	400,000
	Total General Fund	3,070,957	6,836,261	7,150,160	312,025	3,069,083	7,222,242	7,672,856	455,010	3,073,479
Special Revenue Funds, Restricted:										
116	General Plan Maint Fee Fund	168,849	25,500	-	(20,000)	174,349	26,100	-	(20,000)	180,449
117	Housing Trust Funds	90,439	350	-	-	90,789	575	-	-	91,364
120	Parking	22,593	4,600	-	(5,165)	22,028	135	-	(8,200)	13,963
121	Parking In Lieu Fees	2,835	-	8,000	5,165	-	-	8,200	8,200	-
122	Parkland Monitoring/Reporting	120,260	350	-	-	120,610	760	-	-	121,370
139	Cops Ab1913 Allocation	-	100,000	-	(100,000)	-	100,000	-	(100,000)	-
167	Police Asset Forfeiture	236,416	220,755	24,091	(25,000)	408,080	96,600	20,440	(100,000)	384,240
221	Highway User Tax	983	197,950	35,768	(163,165)	-	195,000	-	(195,000)	-
225	AB2928 Traffic Cong Relief	62,131	-	-	(62,131)	-	-	-	-	-
230	Traffic & Safety	14,720	10,000	13,500	(11,220)	-	10,000	-	(10,000)	-
250	Special Sales Tax-Street Repair	1,456,661	695,500	-	(391,617)	1,760,544	691,740	-	(1,045,760)	1,406,524
280	Fire Tax - Fire Equip. Fund	161,140	45,800	-	-	206,940	46,175	-	-	253,115
	Total Special Rev Funds, Restricted	2,337,027	1,300,805	81,359	(773,133)	2,783,340	1,167,085	28,640	(1,470,760)	2,451,025
Special Revenue Funds, Grants:										
129	Safe Routes to School Grant	(1,200)	27,241	26,041	-	-	186,759	186,759	-	-
134	Sustainable Comm Grant	(66,256)	209,663	143,407	-	-	85,350	85,350	-	-
137	OWP Grants	17,670	70,244	87,914	-	-	3,169	3,169	-	-
146	OJP Vest Partnership Grant	751	1,343	3,000	2,000	1,094	1,275	2,550	1,500	1,319
149	North Coastal Trail Project	-	-	4,700	-	(4,700)	4,850,000	4,845,300	-	-
152	CalTrans Planning Grant	(12,462)	24,672	12,210	-	-	-	-	-	-
154	STBG Housing Rehab	66,846	-	-	-	66,846	-	-	-	66,846
158	CDBG Gen Alloc Grants	187	820,039	820,226	-	-	781,338	781,338	-	-
159	Coastal Trail Caltrans Grant	(39,600)	196,901	221,524	-	(64,223)	199,303	199,303	-	(64,223)
162	CDBG Program Income	30,104	150	-	-	30,254	230	-	-	30,484
165	EDBG PT/A Grants	(2,606)	69,732	67,126	-	-	40,833	40,833	-	-
166	CDBG Microenterprise Fund	30,296	267,268	267,269	-	30,295	82,656	82,656	-	30,295
169	CDBG PT/A	273,718	83,860	357,578	-	-	-	-	-	-
185	Bicycle Transportation Grant	-	13,500	13,500	-	-	104,000	104,000	-	-
310	EECBG - Facilities Lighting	-	43,789	-	(43,789)	-	-	-	-	-
311	Stewardship Council Grant	-	-	-	-	-	178,000	-	(178,000)	-
312	NC Integrated Regional Water Mngmt	-	-	-	-	-	550,000	-	(550,000)	-
	Total Special Rev Funds, Grants	297,448	1,828,402	2,024,495	(41,789)	59,566	7,062,913	6,331,258	(726,500)	64,721

City of Fort Bragg Summary of Revenue, Expenditures & Fund Balance

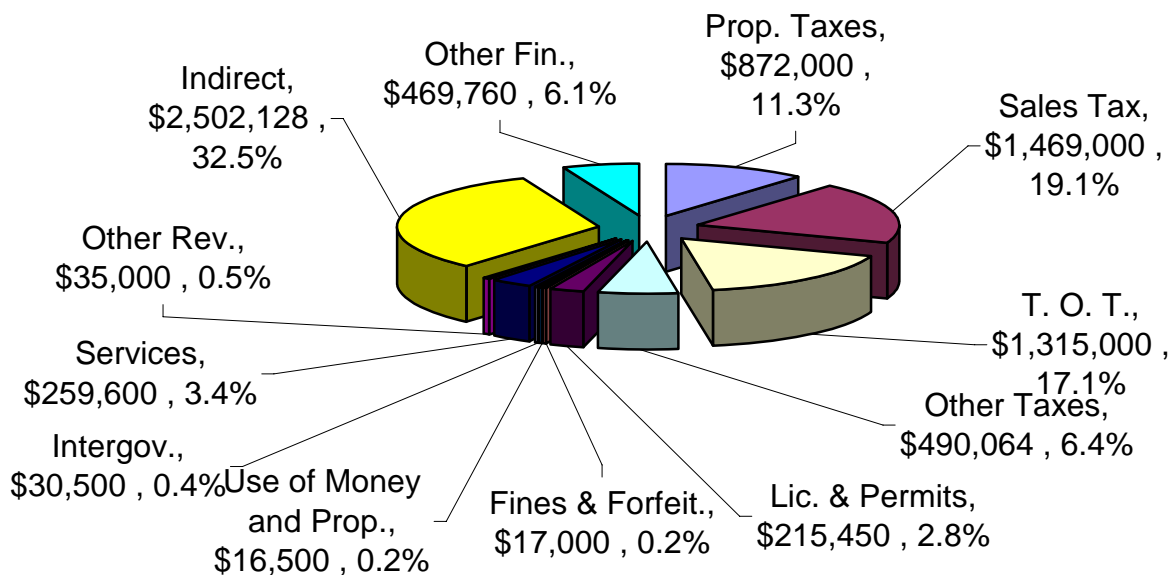
Fund No.	Fund Type/Name	FY 2010 - 2011					FY 2011 - 2012			
		Audited Fund Balance at 07/01/10	Projected Revenue	Estimated Expenditures	Net Transfers	Projected Fund Balance at 06/30/11	FY2011/12 Budget		Net Transfers	Projected Fund Balance at 06/30/12
							Revenue	Appropriations		
Capital Project Funds:										
133	ADA Curb Ramp & Sidewalks	(124)			124	-	-	-	-	-
184	Bainbridge Park Improvements	12,392		628	(11,764)	-	-	-	-	-
240	Main St Realignment	(1,704)	6,704	5,000		-	73,950	73,950	-	-
301	Street Repair Projects	-		12,426	12,426	-	-	-	-	-
306	Downtown Parking Lots Resurf	75,018				75,018	-	75,018	-	-
401	Otis Johnson Park Renovation	2,543	50,681	53,224		-	271,873	271,873	-	-
402	ARRA Projects	(359,932)	507,572	152,332	4,692	-	-	-	-	-
	Adj. rev (+ \$40k) & trn in (\$4,692)									
403	Street Structural Repairs	-		436,630	436,630	-	-	-	-	-
404	Skate Park Phase II	-				-	-	178,000	178,000	-
405	Street Resurfacing	-				-	245,000	1,250,000	1,005,000	-
406	Alley Rehab (3)	-				-	-	210,000	210,000	-
	Total Capital Project Funds	(271,807)	564,957	660,240	442,108	75,018	590,823	2,058,841	1,393,000	-
Agency Funds:										
170	Redevelopment Project	525,564	911,315	616,259	(281,080)	539,540	806,055	433,755	(489,015)	422,825
171	Redevelopment Housing	1,012,849	229,629	173,351	(34,015)	1,035,112	206,466	165,209	(34,485)	1,041,874
172	Redevelopment Debt Service	323,468	-	315,095	315,095	323,468	-	311,895	313,500	325,073
	Total Agency Funds	1,861,881	1,140,944	1,104,705	-	1,898,120	1,012,511	910,859	(210,000)	1,789,772
Internal Service Funds:										
520	Facilities Maint & Repair	68,669	39,100	39,773	4,624	72,620	59,800	59,800	-	72,620
521	Technology Maint & Repair	10,274	132,500	143,287	4,400	3,887	111,025	113,525	-	1,387
522	Fleet Services	-	262,650	198,957		63,693	310,148	310,148	-	63,693
	Total Internal Service Funds	78,943	434,250	382,017	9,024	140,200	480,973	483,473	-	137,700
Enterprise Funds										
610	Water O & M	2,785,539	2,191,706	2,589,992	20,200	2,407,453	2,237,332	3,882,359	570,850	1,333,276
614	Water Enterprise Reserves	4,199	-	-	-	4,199	25	-	-	4,224
640	Water Enterprise Capital Proj	531,270	47,144	-	-	578,414	15,190	-	-	593,604
	Total Water Enterprise	3,321,008	2,238,850	2,589,992	20,200	2,990,066	2,252,547	3,882,359	570,850	1,931,104
710	Wastewater O & M	(252,511)	2,893,620	2,625,032	31,565	47,642	2,891,004	2,666,703	(7,600)	264,343
720	Clean Water Education Fund	9,338	40	-	-	9,378	60	-	(4,000)	5,438
740	Wastewater Capital Reserve	141,961	28,535	-	-	170,496	6,110	-	-	176,606
	Total Wastewater Enterprise	(101,212)	2,922,195	2,625,032	31,565	227,516	2,897,174	2,666,703	(11,600)	446,387
	Total Enterprise Funds	3,219,796	5,161,045	5,215,024	51,765	3,217,582	5,149,721	6,549,062	559,250	2,377,491
	Grand Total	\$ 10,594,245	\$ 17,266,664	\$ 16,618,000	\$ -	\$ 11,242,909	\$ 22,686,268	\$ 24,034,989	\$ -	\$ 9,894,188

For individual fund balance purposes, revenue and appropriations include internal service charges. If these charges were not reflected grand total revenue would be \$14,876,216 for FY 10/11 and \$20,184,736 for FY 11/12 and grand total appropriations would be \$14,275,520 and \$21,533,457, respectively.

**GENERAL FUND
SUMMARY OF REVENUES BY CATEGORY
FY 2008-09 through 2011-12**

GENERAL FUND	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Property Taxes	\$ 899,744	\$ 899,761	\$ 898,205	\$ 858,637	\$ 872,000	1.6%
Sales Tax	1,760,347	1,421,559	1,233,575	1,412,604	1,469,000	4.0%
Transient Occupancy Tax	1,492,134	1,379,128	1,248,575	1,325,000	1,315,000	-0.8%
Other Taxes	523,847	494,768	502,500	486,666	490,064	0.7%
Subtotal Taxes	4,676,072	4,195,217	3,882,855	4,082,907	4,146,064	1.5%
Licenses & Permits	251,409	305,066	213,400	226,655	215,450	-4.9%
Fines & Forfeitures	16,118	13,840	12,550	15,950	17,000	6.6%
Use of Money and Property	40,698	19,801	9,505	15,500	16,500	6.5%
Intergovernmental	135,834	119,364	32,500	39,153	30,500	-22.1%
Charges for Services	166,061	459,647	296,200	243,027	259,600	6.8%
Other Revenues	83,810	89,213	41,000	62,993	35,000	-44.4%
GENERAL FUND BEFORE INTERFUND TRANSACTIONS	5,370,003	5,202,147	4,488,010	4,686,185	4,720,114	0.7%
Indirect	2,100,056	2,212,668	2,150,076	2,150,076	2,502,128	16.4%
Transfers In	270,957	235,398	203,000	324,647	469,760	44.7%
TOTAL GENERAL FUND	7,741,016	7,650,213	6,841,086	7,160,908	7,692,002	7.4%

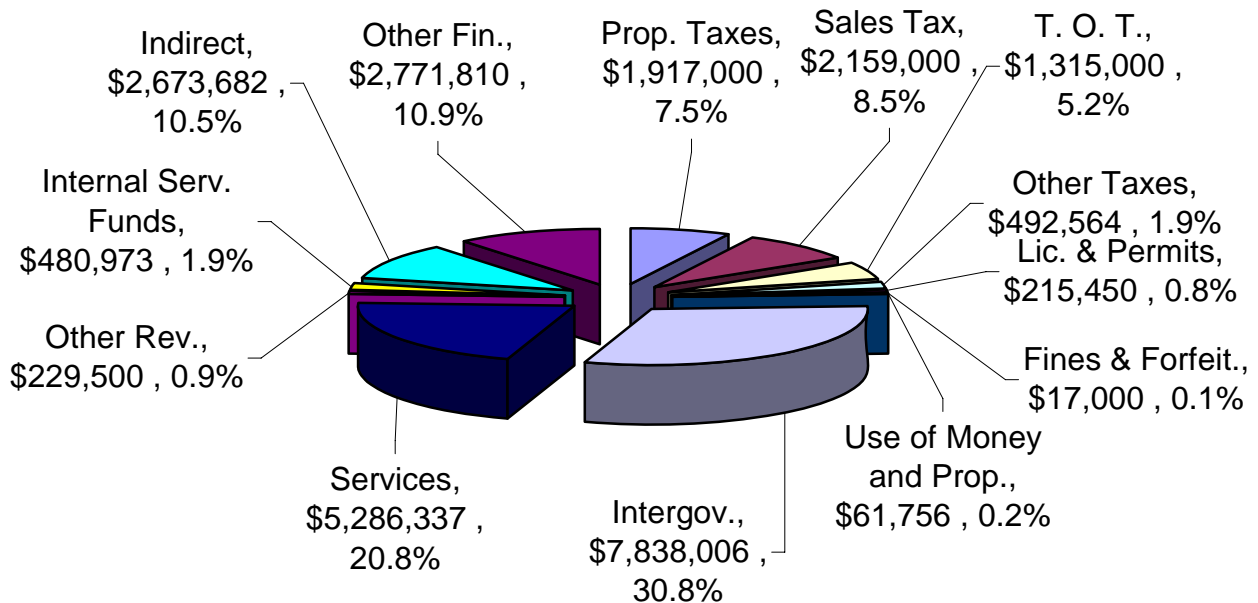
**REVENUES BY CATEGORY
FY 2011-12 GENERAL FUND**



**ALL OPERATING FUNDS
SUMMARY OF REVENUES BY CATEGORY
FY 2008-09 through 2011-12**

ALL FUNDS	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Property Taxes	\$ 2,295,536	\$ 2,021,277	\$ 1,742,805	\$ 2,035,281	\$ 1,917,000	-5.8%
Sales Tax	2,656,955	2,154,575	1,918,575	2,103,604	2,159,000	2.6%
Transient Occupancy Tax	1,492,134	1,379,128	1,248,575	1,325,000	1,315,000	-0.8%
Other Taxes	526,494	497,121	505,300	489,166	492,564	0.7%
Subtotal Taxes	6,971,120	6,052,101	5,415,255	5,953,051	5,883,564	-1.2%
Licenses & Permits	256,543	306,392	219,400	231,155	215,450	-6.8%
Fines & Forfeitures	16,118	13,840	12,550	15,950	17,000	6.6%
Use of Money and Property	192,721	72,651	116,898	130,850	61,756	-52.8%
Intergovernmental	4,274,158	7,760,653	3,562,404	2,758,819	7,838,006	184.1%
Charges for Services	4,169,136	4,737,483	4,815,510	5,054,705	5,286,337	4.6%
Other Revenues	85,304	423,253	209,500	297,436	229,500	-22.8%
Subtotal Other Revenues	8,993,980	13,314,271	8,936,262	8,488,915	13,648,049	60.8%
ALL FUNDS BEFORE INTERFUND TRANSACTIONS	15,965,100	19,366,372	14,351,517	14,441,966	19,531,613	35.2%
Charges for Services - Internal	284,555	195,650	434,250	434,250	480,973	10.8%
Indirect	2,388,414	2,497,565	2,390,448	2,390,448	2,673,682	11.8%
Transfers In	1,656,015	2,374,740	744,130	1,221,576	2,771,810	126.9%
TOTAL ALL FUNDS	\$ 20,294,084	\$ 24,434,327	\$ 17,920,345	\$ 18,488,240	\$ 25,458,078	37.7%

**REVENUES BY CATEGORY
FY 2010-11 ALL FUNDS**



**CITY OF FORT BRAGG
SUMMARY OF REVENUES BY FUND
Fiscal Years 2008-09 to 2011-12**

Fund Type/Name	FY2008/09 FYE AUDITED	FY 2009/10 FYE AUDITED	FY 2010/11 AMENDED BUDGET	FY 2010/11 FYE PROJECTED	FY 2011/12 ADOPTED BUDGET	% INCR/ (DECR)
110 General Fund	\$ 5,370,003	\$ 5,202,147	\$ 4,488,010	\$ 4,686,185	\$ 4,892,265	4.4%
114 GF Litigation Reserve	-	-	-	-	-	0.0%
115 GF Capital Reserve	-	-	-	-	-	0.0%
Total General Fund	5,370,003	5,202,147	4,488,010	4,686,185	4,892,265	4.4%
Special Revenue Funds:						
116 General Plan Maint Fee	23,119	44,758	25,000	25,500	26,100	2.4%
117 Housing Trust Fund	-	90,439	900	350	575	64.3%
120 Parking	5,454	1,448	6,200	4,600	135	-97.1%
121 Parking In-Lieu Fees	83	42	50	-	-	0.0%
122 Parkland Monitoring/Reporting	-	120,260	1,000	350	760	117.1%
129 Safe Routes to Schools Grants	203,944	218,273	196,510	27,241	186,759	585.6%
133 ADA Curb Ramp & Sidewalk Pjt	-	69,709	-	-	-	0.0%
134 Sustainable Communities Grant	-	119,487	180,000	209,663	85,350	-59.3%
135 Clean Beaches Grant	1,243,096	51,026	-	-	-	0.0%
136 Air Quality Management Grant	44,712	-	-	-	-	0.0%
137 MCOG-OWP Grants	-	90,395	66,708	70,244	3,169	-95.5%
139 COPS AB1913 Grant	100,000	100,000	100,000	100,000	100,000	0.0%
146 OJP Vest Partnership Grant	2,533	432	750	1,343	1,275	-5.1%
149 Prop 84 Grant - Coastal Trail	-	-	-	-	4,850,000	0.0%
152 Cal DOT Transportation Planning	-	55,012	-	24,672	-	-100.0%
155 Coastal Conservancy Grant	(1,663)	4,250,563	-	-	-	0.0%
157 EDBG Planning Grant	70,000	-	-	-	-	0.0%
158 CDBG General Allocation Grant	294,503	16,823	971,417	820,039	781,338	-4.7%
159 Federal Approp/Cal DOT Grant	22,346	276,833	310,723	196,901	199,303	1.2%
162 CDBG Program Income	40,953	90,642	200	150	230	53.3%
165 EDBG Planning & Tech Assit. Grants	69,105	24,463	65,560	69,733	40,833	-41.4%
166 EDBG Microenterprise	134,322	192,920	507,761	267,268	82,656	-69.1%
167 Police Asset Forfeiture	82,783	117,439	95,000	220,755	96,600	-56.2%
169 CDBG Planning & Tech Assist. Grant	86,227	19,251	59,308	83,860	-	-100.0%
185 Bicycle Transportation Grant	-	-	-	13,500	104,000	0.0%
221 Gas Taxes	131,575	133,152	132,310	197,950	195,000	-1.5%
223 STP D1 Streets & Hwy Allocation	831	95	-	-	-	0.0%
225 Traffic Congestion Relief	58,253	62,191	50,000	-	-	0.0%
230 Traffic & Safety	17,104	12,582	10,000	10,000	10,000	0.0%
240 MCOG 2005 Main Street Merge	-	54,910	71,000	6,704	73,950	0.0%
250 Special Sales Tax - St. Repairs	913,870	738,581	690,000	695,500	691,740	-0.5%
280 Fire Tax - Fire Equip	47,048	44,555	49,000	45,800	46,175	0.8%
310 EECBG - Facilities Lighting	-	-	-	43,789	-	0.0%
311 Stewardship Council	-	-	-	-	178,000	0.0%
312 NC Integrated Regional Water Mngmt	-	-	-	-	550,000	0.0%
Total Special Revenue Funds	3,590,197	6,996,282	3,589,397	3,135,912	8,303,948	164.8%

**CITY OF FORT BRAGG
SUMMARY OF REVENUES BY FUND
Fiscal Years 2008-09 to 2011-12**

Fund Type/Name	FY2008/09 FYE AUDITED	FY 2009/10 FYE AUDITED	FY 2010/11 AMENDED BUDGET	FY 2010/11 FYE PROJECTED	FY 2011/12 ADOPTED BUDGET	% INCR/ (DECR)
Capital Project Funds:						
111 General Fund Capital Projects	2,486	-	-	-	-	0.0%
184 Bainbridge Park Improvements	(16,278)	223,615	-	-	-	0.0%
301 Street Repair Projects	-	60	-	-	-	0.0%
303 Franklin Street Reconstruction	-	56,569	-	-	-	0.0%
304 RR Crossing Rehab	560	390,000	-	-	-	0.0%
307 Rubberized Chip Seal	110,782	-	-	-	-	0.0%
308 Downtown Streetscape	950,839	781,824	-	-	-	0.0%
309 MCOG 2002 STIP-Street Rehab III	513,680	-	-	-	-	0.0%
401 Otis Johnson Park Project	-	84,059	319,792	50,681	271,873	436.4%
402 Federal ARRA Stimulus Grants	-	241,596	460,683	507,572	-	-100.0%
403 Street Structural Dig-Outs	-	-	-	-	-	0.0%
404 Skate Park Construction - Phase II	-	-	-	-	-	0.0%
405 Street Resurfacing Project	-	-	-	-	245,000	0.0%
406 Alley Rehab Project	-	-	-	-	-	0.0%
Total Capital Project Funds	1,562,069	1,777,723	780,475	558,253	516,873	-7.4%
Enterprise Funds:						
610 Water Works O & M	1,972,398	2,040,268	2,114,810	2,191,706	2,237,332	2.1%
614 Water Reserves	-	-	-	-	25	0.0%
640 Water Works Capital Projects	140,465	18,787	15,000	47,144	15,190	-67.8%
Total Water Enterprise	2,112,863	2,059,055	2,129,810	2,238,850	2,252,547	0.6%
710 Wastewater O & M	2,197,604	2,508,328	2,785,872	2,893,620	2,891,004	-0.1%
720 Clean Water Education	-	56	75	40	60	0.0%
740 Wastewater Capital Reserve	24,568	8,495	5,750	28,535	6,110	-78.6%
Total Wastewater Enterprise	2,222,172	2,516,880	2,791,697	2,922,195	2,897,174	-0.9%
Total Enterprise Funds:	4,335,035	4,575,935	4,921,507	5,161,045	5,149,721	-0.2%
Agency Funds:						
170 Redevelopment Agency	1,095,893	875,913	644,200	911,315	806,055	-11.6%
171 Low & Moderate Housing	292,958	223,085	168,300	229,629	206,456	0.0%
172 RDA - Debt Service	7,303	185	-	-	-	0.0%
Total Agency Funds	1,396,154	1,099,183	812,500	1,140,944	1,012,511	-11.3%
SUBTOTAL BEFORE INTERFUND TRNS	16,253,458	19,651,269	14,591,889	14,682,338	19,875,318	35.4%
Internal Service Funds:						
520 Facilities Maintenance & Repair	148,500	98,550	39,100	39,100	59,800	52.9%
521 Technology Maint. & Replacement	136,055	97,100	132,500	132,500	111,025	0.0%
522 Vehicle/Equipment Maint. & Replacement	-	-	262,650	262,650	310,148	18.1%
Total Internal Service Funds	284,555	195,650	434,250	434,250	480,973	10.8%
Indirect	2,100,056	2,212,668	2,150,076	2,150,076	2,329,977	8.4%
Transfers In	1,656,015	2,374,740	744,130	1,221,576	2,771,810	126.9%
TOTAL ALL FUNDS	\$ 20,294,084	\$ 24,434,327	\$ 17,920,345	\$ 18,488,240	\$ 25,458,078	37.7%

**CITY OF FORT BRAGG
GENERAL FUND REVENUE DETAIL**

GENERAL FUND	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INC/ (Dec)
Taxes						
Property Tax Secured/Unsecured	\$ 286,738	\$ 284,193	\$ 286,240	\$ 287,594	\$ 291,000	1.2%
VLF Swap	591,500	604,868	600,000	559,078	570,000	2.0%
Supplemental Property Tax (SB813)	12,172	6,398	7,665	7,665	7,000	-8.7%
Homeowners Property Tax Relief	9,334	4,302	4,300	4,300	4,000	-7.0%
Transfer Tax	10,303	11,073	8,500	8,500	6,000	-29.4%
Motor Vehicle In-Lieu Tax	18,728	26,603	13,000	13,000	14,000	7.7%
Sales and Use Tax	1,337,826	1,073,817	932,200	1,080,000	1,100,000	1.9%
In-Lieu Sales Tax - "Triple Flip"	408,806	334,810	289,375	323,604	360,000	11.2%
Prop 172-Sales Tax	13,715	12,932	12,000	9,000	9,000	0.0%
Transient Occupancy Tax (TOT)	1,492,134	1,379,128	1,248,575	1,325,000	1,315,000	-0.8%
Franchise Taxes	494,816	457,093	481,000	465,166	470,064	1.1%
<i>Taxes Sub-Total</i>	<u>4,676,072</u>	<u>4,195,217</u>	<u>3,882,855</u>	<u>4,082,907</u>	<u>4,146,064</u>	<u>1.5%</u>
Licenses & Permits						
Business Licenses	227,556	212,071	191,000	201,000	191,000	-5.0%
Construction/Building Permits	13,891	83,999	15,100	18,305	17,300	-5.5%
Other License and Permits	9,962	8,996	7,300	7,350	7,150	-2.7%
<i>License & Permits Sub-Total</i>	<u>251,409</u>	<u>305,066</u>	<u>213,400</u>	<u>226,655</u>	<u>215,450</u>	<u>-4.9%</u>
Fines & Forfeitures						
Parking Fines	12,774	10,083	12,000	10,000	10,000	0.0%
Miscellaneous Fines	3,345	3,757	550	5,950	7,000	17.6%
<i>Fines & Forfeitures Sub-Total</i>	<u>16,118</u>	<u>13,840</u>	<u>12,550</u>	<u>15,950</u>	<u>17,000</u>	<u>6.6%</u>
Use of Money and Property						
Investment Interest Earned	38,283	16,451	6,500	6,500	11,000	69.2%
Rents, Lease, Concessions	2,415	3,349	3,005	9,000	5,500	-38.9%
<i>Use of Money & Property Sub-Total</i>	<u>40,698</u>	<u>19,801</u>	<u>9,505</u>	<u>15,500</u>	<u>16,500</u>	<u>6.5%</u>
Intergovernmental Revenues						
DNA Reimbursement	6,706	5,383	5,000	5,000	6,000	20.0%
POST Reimbursement	30,458	14,965	20,000	20,000	17,000	-15.0%
State Booking Fee Reimbursement	710	1,375	7,500	7,500	7,500	0.0%
Title II Grant (SRO Officer)	97,960	94,216	-	3,253	-	-100.0%
SB 90 Reimbursement	-	3,425	-	3,400	-	-100.0%
<i>Intergovernmental Sub-Total</i>	<u>135,834</u>	<u>119,364</u>	<u>32,500</u>	<u>39,153</u>	<u>30,500</u>	<u>-22.1%</u>
Charges for Services						
Community Development Fees	16,847	18,712	6,800	6,800	12,300	80.9%
Grant Administration Funds	65,966	245,063	179,000	102,779	140,000	36.2%
Reimbursement - Developer Deposits	56,410	162,589	85,000	108,448	82,000	-24.4%
Police Fingerprints	21,035	26,981	20,000	20,000	20,000	0.0%
Other Current Services	5,803	6,301	5,400	5,000	5,300	6.0%
<i>Charges for Services Sub-Total</i>	<u>166,061</u>	<u>459,647</u>	<u>296,200</u>	<u>243,027</u>	<u>259,600</u>	<u>6.8%</u>
Other Revenues						
Liability Insurance Refund	42,465	42,487	25,000	52,993	25,000	-52.8%
Miscellaneous Revenue	41,345	43,617	16,000	10,000	10,000	0.0%
<i>Other Revenues Sub-Total</i>	<u>83,810</u>	<u>86,104</u>	<u>41,000</u>	<u>62,993</u>	<u>35,000</u>	<u>-44.4%</u>
SUBTOTAL GENERAL FUND REVENUE	<u>5,370,003</u>	<u>5,199,038</u>	<u>4,488,010</u>	<u>4,686,185</u>	<u>4,720,114</u>	<u>0.7%</u>
Other Financing Sources:						
Indirect	2,100,056	2,215,777	2,150,076	2,150,076	2,502,128	16.4%
Transfers In From Other Funds	270,957	235,398	203,000	308,165	469,760	52.4%
<i>Other Financing Sub-Total</i>	<u>2,371,013</u>	<u>2,451,175</u>	<u>2,353,076</u>	<u>2,458,241</u>	<u>2,971,888</u>	<u>20.9%</u>
Total General Fund Revenue	<u>\$ 7,741,016</u>	<u>\$ 7,650,214</u>	<u>\$ 6,841,086</u>	<u>\$ 7,144,426</u>	<u>\$ 7,692,002</u>	<u>7.7%</u>

**CITY OF FORT BRAGG
REVENUE SUMMARY**

The FY 2011/12 revenue estimates were built on the assumption that the slow pace of recovery from the economic recession would continue to impact the City's revenue performance. Although most observers agree that the economy has begun a slow recovery, the improvements in employment, home values, and economic activity have been at best unsteady and minimal. The City continues to experience double-digit unemployment. Home prices are expected to remain flat over the next year as bank-owned properties continue to flood the market. Retail sales have declined and construction activity remains stagnant. In summary, the slow recovery from the economic recession is expected to continue to impact the City's economic performance in FY 2011/12 and beyond.

Taxes remain the largest revenue source that supports City operations and the FY 2011/12 Operating Budget. Taxes represent 53.9% of all General Fund revenues and include sales tax, transient occupancy taxes, utility franchise taxes, property taxes and a voter approved district tax for the improvement of local streets and roads.

SALES TAX

Sales and use tax is the City's largest outside source of revenue and represents 19.1% of the City's total General Fund revenue. The Sales Tax category includes General Sales Taxes, Proposition 172 Sales Taxes and the "Triple Flip" payment. Sales tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. The Use Tax is an excise tax imposed on a person or business for the storage, use, or other consumption of tangible personal property purchased from out-of-state vendors not collecting California sales tax and retailer use of items purchased using a resale certificate. In February 2009, a temporary 1% increase to the State sales tax rate was approved. This increase is scheduled to sunset on June 30, 2011. The district tax (i.e., voter-approved half cent sales tax for street repairs) is a special use tax and all funds collected must be utilized for the specified purpose (street repair) only. The proceeds of sales and use taxes imposed within the boundaries of the City are distributed by the State to various agencies as shown on Table A.

Table A

Where Does Your Sales Tax Go?	
Receiver	%
State General Fund	6.00%
State Fiscal Recovery Fund	0.25%
State Local Revenue Fund	0.50%
State Local Public Safety Fund	0.50%
Mendocino County Transportation Fund	0.25%
City of Fort Bragg	0.75%
City of Fort Bragg District Tax (Street Repair)	0.50%
Total Sales & Use Tax Rate	8.75%

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Sales Tax:						
General Fund	\$ 1,760,347	\$ 1,421,559	\$ 1,233,575	\$ 1,412,604	\$ 1,469,000	4.0%
Special Sales Tax Fund	896,609	733,016	685,000	691,000	690,000	-0.1%
Total Sales Tax	\$ 2,656,955	\$ 2,154,575	\$ 1,918,575	\$ 2,103,604	\$ 2,159,000	2.6%

General sales and use tax collections of \$1.1 million are expected in FY 2011/12, an increase of 1.9% over the projected total for FY 2010/11. Projections for sales tax increases Statewide are expecting an average year-over-year growth of 2.4% based on recent increases in sales tax collections. However, the City of Fort Bragg’s economic recovery is anticipated to be slower than that of the State.

As part of the Proposition 57 State fiscal recovery funding mechanism, 0.25% of the City’s 1% Bradley-Burns sales tax is diverted to finance the State’s Fiscal Recovery Fund and replaced dollar-for-dollar with property tax revenue. This action, known as the “triple flip”, is scheduled to last only for the life of the State bond issue (currently estimated at five to ten years). The replacement property taxes will continue to be recorded as sales tax receipts because the growth formula for these receipts is tied to sales and because this action is considered to be temporary. In FY 2011/12 the anticipated “Triple Flip” revenue is \$360k, an increase of 11% due to a “true-up” payment from the State for taxes collected in FY 2010/11. The yearly “Triple Flip” payment is based on collection estimates and the over- or under-payment is calculated at year-end and applied to the subsequent year’s payment.

Proposition 172 Sales Tax collections (representing the one-half cent tax that is allocated to counties and cities on an ongoing basis for funding public safety programs) are expected to total \$9k in FY 2011/12, which represents a decline of 30%. Proposition 172 revenues are collected by the State Board of Equalization and apportioned to each county based on proportionate shares of Statewide taxable sales. Each county is required to allocate the funds to the county and cities within the county in proportion to their loss due to the 1993-94 Phase II ERAF property tax shifts. The resulting allocation percentages do not necessarily correlate with the overall sales tax allocation percentages.

TRANSIENT OCCUPANCY TAX

Transient Occupancy Tax (TOT) is the second largest outside revenue source to the General Fund. It represents 17.1% of the City’s total General Fund revenue and 31.7% of all General Fund taxes. The City levies a 10% TOT on the rental price for transient lodging charged by hotels and motels within the City when the period of occupancy is 30 days or less. The City projects that TOT revenues will show a decline of approximately 3.9% at year-end in FY 2010/11 and remain relatively flat during FY 2011/12.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Transient Occupancy Tax:						
General Fund	\$ 1,492,134	\$ 1,379,128	\$ 1,248,575	\$ 1,325,000	\$ 1,315,000	-0.8%
Total Transient Occupancy Tax	\$ 1,492,134	\$ 1,379,128	\$ 1,248,575	\$ 1,325,000	\$ 1,315,000	-0.8%

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

PROPERTY TAX

Property tax accounts for 21.0% of all City tax revenues with some property tax allocated to the General Fund and some allocated to the Fort Bragg Redevelopment Agency’s Project Fund and Low & Moderate Income Housing Fund. Property tax is an ad valorem (value-based) tax imposed on real property and tangible personal property within the City’s jurisdiction. It includes two major elements: secured or real property (e.g., house and land on which the house was built), and unsecured or personal property (e.g., machinery). Under Proposition 13, the general property tax rate cannot exceed 1% of a property’s assessed value plus other assessments as approved by the voters. The assessed value of real property that has not changed ownership increases by the change in the California Consumer Price Index up to a maximum of 2% per year. Property is assessed at the full market value upon change of ownership. Newly constructed property is assessed at the full market value in the first year in which the construction is completed.

Overall, property tax receipts of \$1.9 million are projected for FY 2011/12, which represents a decline of 5.8% from the prior year. This reflects increases in the Secured, Unsecured Property Tax, and Vehicle License Fee (VLF) categories and a decline in SB 813 Supplemental Taxes. Additional information about each of the property tax sub-categories is provided below.

Secured property taxes account for approximately 90% of the revenues in this category. The County of Mendocino is anticipating a slight overall increase in assessed valuation for the next fiscal year. For FY 2011/12, the City projects total secured property tax receipts of \$1.3 million, a 0.3% increase over the projected revenue for FY 2010/11.

In 2004, Proposition 1A permanently reduced the State’s Vehicle License Fee (VLF) rate from 2% to 0.65%, and substituted the VLF amount previously paid to the City with an equivalent amount of property tax. Proposition 1A protects revenues received from the 0.65% by requiring that the Legislature provide a replacement source of revenue to cities and counties (i.e.: property tax). The backfill amount due to the City is property tax revenue that now grows based on assessed valuations. For FY 2011/12 the anticipated VLF revenue is \$570k, a 1.9% increase.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Property Taxes:						
General Fund	\$ 903,371	\$ 899,761	\$ 898,205	\$ 858,637	\$ 872,000	1.6%
Redevelopment Agency Fund	1,078,408	861,839	637,200	905,315	800,000	-11.6%
Low-Moderate Housing Fund	269,603	215,460	159,300	226,329	200,000	-11.6%
Fire Tax - Fire Equip. Fund	44,154	44,217	48,100	45,000	45,000	0.0%
Total Property Taxes	\$ 2,295,536	\$ 2,021,277	\$ 1,742,805	\$ 2,035,281	\$ 1,917,000	-5.8%

SB 813 property taxes (supplemental taxes) represent payments for taxes owed on recent housing sales. Due to a backlog of unprocessed adjustments from the prior fiscal year, the City received a substantial increase in SB 813 property taxes in FY 2010/11. In FY 2011/12, collections are projected to return to the average collection level of \$20k experienced in prior fiscal years. This represents an 81.9% decline in revenue from the anomaly of the \$125k received in FY 2010/11.

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

OTHER TAXES

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Other Taxes:						
General Fund	\$ 526,494	\$ 497,121	\$ 505,300	\$ 489,166	\$ 492,564	0.7%
Total Other Taxes	\$ 526,494	\$ 497,121	\$ 505,300	\$ 489,166	\$ 492,564	0.7%

Other taxes account for 6.3% of total General Fund revenues and primarily reflect franchise fees, Motor Vehicle In-Lieu Taxes and Transfer Taxes. Franchise fees are collected from Pacific Gas & Electric, Waste Management, and Comcast. These revenues are anticipated to increase 1.1%.

The Motor Vehicle In-Lieu (MVLIF) Tax revenues are license fees collected by the California Department of Motor Vehicles (DMV). The State withholds a portion of these fees for the support of the DMV. The remaining fees are divided equally between counties and cities, and their aggregate shares are distributed in proportion to the respective populations of the cities and counties of the State. As the State administrative fees have increased, this revenue has declined by 56% from \$32k in FY 2007/08 to an anticipated \$14k in FY 2011/12. Transfer taxes have declined in conjunction with real estate sales and are projected to be approximately \$6k in FY 2011/12.

LICENSES & PERMITS

In the General Fund, licenses and permits are projected at \$215k in FY 2011/12. The 6.8% decrease from FY 2010/11 primarily reflects a decline in business license and building permit revenues which is reflective of the economic downturn.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Licenses & Permits:						
General Fund	\$ 251,409	\$ 305,066	\$ 213,400	\$ 226,655	\$ 215,450	-4.9%
Parking Fund	5,134	1,326	6,000	4,500	-	-100.0%
Total Licenses & Permits	\$ 256,543	\$ 306,392	\$ 219,400	\$ 231,155	\$ 215,450	-6.8%

FINES & FORFEITURES

Fines and forfeitures include parking fines as well as restitution and “driving under the influence” cost recovery revenues. Fines and forfeitures represent 0.36% of all General Fund revenues. Revenues are expected to increase in FY 2011/12 due to increased parking enforcement.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Fines & Forfeitures:						
General Fund	\$ 16,118	\$ 13,840	\$ 12,550	\$ 15,950	\$ 17,000	6.6%
Total Fines & Forfeitures	\$ 16,118	\$ 13,840	\$ 12,550	\$ 15,950	\$ 17,000	6.6%

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

USE OF MONEY & PROPERTY

Use of money and property represents approximately .21% or \$16.5k of all General Fund revenues and .26% or \$61.8k of all fund revenues. These revenues are derived primarily from investment earnings, interest earned on loans and advances made to other City funds, and from lease payments for City owned properties. Investment interest earnings are anticipated to increase in FY 2011/12 due investment of a portion of the funds held on deposit in higher interest certificates of deposit and the shift to an interest-earning checking account. The remaining cash reserves are invested in the State’s Local Agency Investment Fund (LAIF) program.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Use of Money & Property:						
General Fund	\$ 40,698	\$ 19,801	\$ 9,505	\$ 15,500	\$ 16,500	6.5%
Other Governmental	31,958	10,455	68,568	91,610	8,315	-90.9%
Enterprise Funds	71,922	20,511	22,825	14,440	24,430	69.2%
Redevelopment Agency Funds	48,143	21,884	16,000	9,300	12,511	34.5%
Total Use of Money & Property	\$ 192,721	\$ 72,651	\$ 116,898	\$ 130,850	\$ 61,756	-52.8%

INTERGOVERNMENTAL

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Intergovernmental:						
General Fund	\$ 135,834	\$ 119,364	\$ 32,500	\$ 39,153	\$ 30,500	-22.1%
Other Governmental	4,138,324	7,641,289	3,529,904	2,719,666	7,807,506	187.1%
Total Intergovernmental	\$ 4,274,158	\$ 7,760,653	\$ 3,562,404	\$ 2,758,819	\$ 7,838,006	184.1%

Revenue from Intergovernmental charges includes payments, reimbursements, grants and subventions that the City receives from the State and Federal governments and from other agencies. For FY 2011/12, the revenue from Intergovernmental charges is projected at \$6.8 million. Approximately 96% of this revenue is derived from grants which includes \$4.8 million for the Coastal Trail project. It should be noted that not all grant revenues budgeted in a fiscal year are actually received and/or expended in that year as many grant-funded activities span multiple years. Also included in this category is the Highway User’s Tax, which is anticipated to equal \$195k in FY 2011/12.

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

CHARGES FOR SERVICES

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Charges for Services:						
General Fund	\$ 166,061	\$ 459,647	\$ 296,200	\$ 243,027	\$ 259,600	6.8%
Other Governmental	33,440	50,349	29,500	96,100	89,500	-6.9%
Enterprise Funds	3,969,634	4,227,487	4,489,810	4,715,579	4,937,237	4.7%
Total Charges for Services	\$ 4,169,136	\$ 4,737,483	\$ 4,815,510	\$ 5,054,705	\$ 5,286,337	4.6%

Service charges represent 3.4% or \$259.6k of total General Fund revenue and for FY 2011/12 the General Fund service charge revenues primarily include grant administration fees, development fees and services, and police fingerprinting revenues. Enterprise Fund revenues represent 20.7% of all City revenues and include water utility revenues of \$2.2 million and wastewater utility revenues of \$2.7 million. For FY 2011/12, water and wastewater sales reflect increased fees that take effect July 1, 2011 and represent an estimated, aggregate increase of 4% for water utilities and 10% for sewer utilities.

OTHER REVENUES

Other revenues include liability insurance refunds, miscellaneous revenue, reimbursement revenues to the General Fund from other funds for services provided on behalf of the other City funds, and allocations in the amount of \$481k to the internal service funds. The General Fund increase of 14.6% includes a reimbursement to the General Fund for the portion of OPEB funding related to Enterprise Fund activities and an increase in the reimbursement revenues. Charges for services provided on behalf of other City funds are calculated based on budgeted personnel and administrative costs. As the costs increase the reimbursement allocations increase proportionately.

Internal service funds were established to centrally track costs related to facilities maintenance and repair, information technology, and vehicle expenditures. The internal service funds provide a more transparent accounting of actual annual costs in each area and allow for the costs of certain purchased equipment, supplies and services to be allocated between the General Fund, Water Enterprise and Sewer Enterprise. While an internal service fund is structured such that items are reimbursed on a ‘break even’ cost recovery basis, it is anticipated and appropriate to allow for a reserve to accumulate in order to meet the needs associated with scheduled multi-year replacement programs.

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Other Revenues:						
General Fund	\$ 2,183,866	\$ 2,301,881	\$ 2,191,076	\$ 2,213,069	\$ 2,537,128	14.6%
Other Governmental	284,555	486,650	434,250	478,039	658,973	37.8%
Enterprise Funds	289,852	327,937	408,872	431,026	188,054	-56.4%
Total Other Revenues	\$ 2,758,273	\$ 3,116,468	\$ 3,034,198	\$ 3,122,134	\$ 3,384,155	8.4%

These reimbursements from other funds are in conformance with Generally Accepted Accounting Principles and bring to light the true operating cost of each department, program, and the general operating fund. (See page 33 for Salary/Benefit and Overhead Allocations.)

**CITY OF FORT BRAGG
REVENUE SUMMARY - Continued**

OTHER FINANCING SOURCES

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Other Financing Sources:						
General Fund	\$ 270,957	\$ 235,398	\$ 203,000	\$ 324,647	\$ 469,760	44.7%
Other Governmental	1,003,449	1,555,195	181,012	522,469	1,417,700	171.3%
Enterprise Funds	32,995	88,020	45,023	59,365	570,850	861.6%
Redevelopment Agency Funds	348,614	496,127	315,095	315,095	313,500	-0.5%
Total Other Financing Sources	\$ 1,656,015	\$ 2,374,740	\$ 744,130	\$ 1,221,576	\$ 2,771,810	126.9%

Other financing sources of \$2.3 million in FY 2011/12 reflect operating transfers received from other funds. Transfers into the General Fund reflect Highway User Tax funding of street maintenance activity, funding of part of the cost of the School Resource Officer and Major Crimes Task Force Officer from Asset Forfeiture funds, and reimbursement from Street Sales Tax for costs associated with street repair capital projects. The major portion of the transfers within Other Governmental Funds is \$1.005 million from Street Sales Tax to the Street Resurfacing capital project fund. Transfers within the Redevelopment Agency funds reflect the annual operating transfer from the Redevelopment Agency Project Fund and the Low & Moderate Income Housing Fund into the Redevelopment Debt Service Fund for principle and interest payments on the 2004 Tax Allocation Bonds.

**GENERAL FUND
SUMMARY OF EXPENDITURES BY CATEGORY
FY 2008-09 through 2011-12**

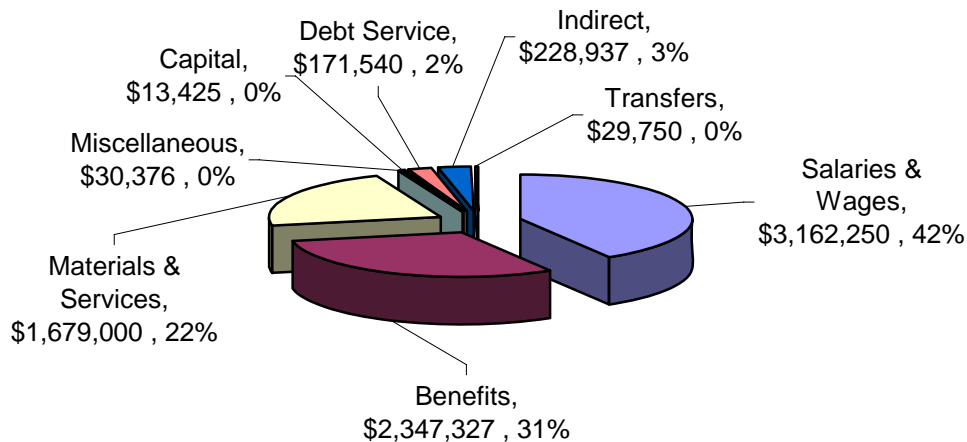
GENERAL FUND	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Salaries & Wages	\$ 3,188,429	\$ 3,279,063	\$ 3,132,075	\$ 3,137,480	\$ 3,162,250	0.8%
Benefits	1,679,554	1,842,292	1,852,580	1,854,520	2,347,327	26.6%
Materials & Services	1,805,439	1,642,625	1,801,121	1,745,545	1,679,000	-3.8%
Other Expenditures	79,251	39,561	34,892	31,120	30,376	-2.4%
Capital	50,248	4,973	18,425	18,475	13,425	-27.3%
Debt Service	227,875	302,005	186,455	182,955	171,540	-6.2%
General Fund Subtotal	7,030,796	7,110,519	7,025,548	6,970,095	7,403,919	6.2%
Indirect	245,069	172,611	179,115	165,065	228,937	38.7%
Transfers	106,492	272,200	48,002	59,768	29,750	-50.2%
TOTAL GENERAL FUND	\$ 7,382,357	\$ 7,555,330	\$ 7,252,665	\$ 7,194,928	\$ 7,662,606	6.5%

Notes:

Indirect Expenses (Costs) = Expenses that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category. Indirect costs may also be viewed as 'shared costs.'

* The Adopted Budget for FY 2011-12 includes the Annual Required Contribution for funding the City's liability for Other Post Retirement Employment Benefits. FY 2011-12 is the first year the City began funding the full required contribution.

**EXPENDITURES BY CATEGORY
FY 2011-12 GENERAL FUND**



**ALL FUNDS
SUMMARY OF EXPENDITURES BY CATEGORY
FY 2008-09 through 2011-12**

ALL FUNDS	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
Salaries & Wages	\$ 3,668,916	\$ 3,742,104	\$ 3,528,890	\$ 3,546,575	\$ 3,581,512	1.0%
Benefits	1,933,361	2,116,392	2,057,335	2,101,980	2,598,705	23.6%
Materials & Services	2,948,098	3,140,666	3,851,798	3,371,463	3,182,156	-5.6%
Other Expenditures	923,137	1,471,698	3,375,043	1,665,056	5,978,278	259.0%
Capital	7,096,406	7,263,300	2,039,407	1,903,183	4,348,925	128.5%
Debt Service	1,276,036	1,390,681	1,347,714	1,235,993	1,190,755	-3.7%
All Funds Subtotal	17,845,954	19,124,841	16,200,187	13,824,250	20,880,331	51.0%
Indirect	2,672,969	2,636,555	2,736,875	2,793,750	3,154,658	12.9%
Transfers	1,656,015	2,146,655	747,730	1,221,576	2,771,810	126.9%
TOTAL ALL FUNDS	\$ 22,174,938	\$ 23,908,051	\$19,684,792	\$ 17,839,576	\$ 26,806,799	50.3%

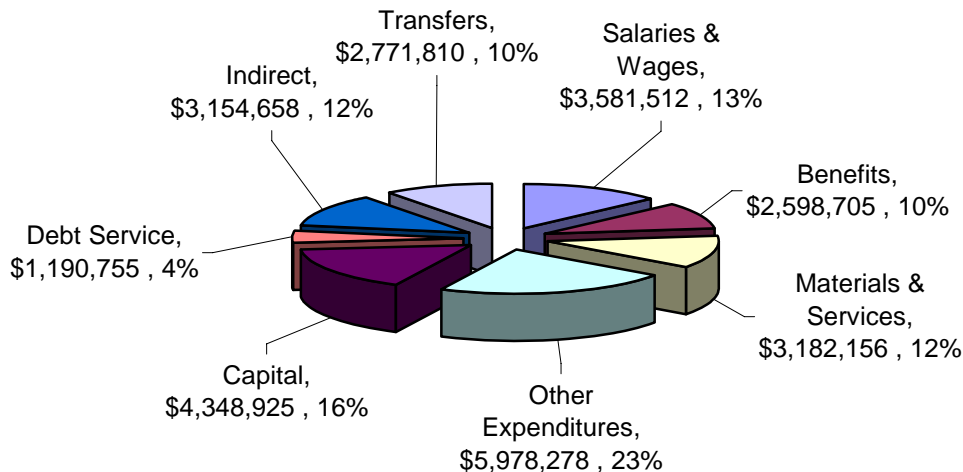
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** The Adopted Budget for FY 2011-12 includes grant funding of \$4.8 million for the Coastal Trail Restoration and Trail Project.

**EXPENDITURES BY CATEGORY
FY 2011-12 ALL FUNDS**



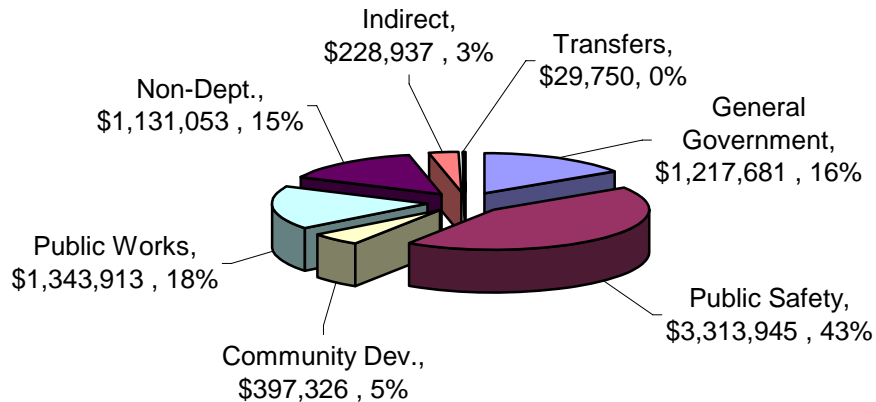
**GENERAL FUND
SUMMARY OF EXPENDITURES BY FUNCTION
FY 2008-09 through 2011-12**

GENERAL FUND	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
General Government	\$ 1,245,313	\$ 1,209,213	\$ 1,210,066	\$ 1,165,731	\$ 1,217,681	4.5%
Public Safety	3,187,582	3,384,790	3,287,176	3,273,087	3,313,945	1.2%
Community Development	440,897	381,871	382,085	371,723	397,326	6.9%
Public Works	1,337,563	1,388,935	1,323,614	1,324,125	1,343,913	1.5%
Non-Departmental	819,440	745,710	822,607	835,429	1,131,053	35.4%
General Fund Subtotal	7,030,796	7,110,519	7,025,548	6,970,095	7,403,919	6.2%
Indirect	245,069	172,611	179,115	165,065	228,937	38.7%
Transfers	106,492	272,200	48,002	59,768	29,750	-50.2%
TOTAL GENERAL FUND	\$ 7,382,357	\$ 7,555,330	\$ 7,252,665	\$ 7,194,928	\$ 7,662,606	6.5%

Note:

Indirect Expenses (Costs) = Expenses that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category. Indirect costs may also be viewed as ‘shared costs.’

**EXPENDITURES BY FUNCTION
FY 2011-12 GENERAL FUND**



**GENERAL FUND
EXPENDITURES BY FUNCTION/PROGRAM
FY 2008-09 through 2011-12**

GENERAL FUND	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
General Government						
City Council	\$ 91,057	\$ 93,442	\$ 107,000	\$ 106,240	\$ 108,480	2.11%
Administrative Services	702,629	688,590	681,570	672,269	722,565	7.48%
Finance	451,627	427,181	421,496	387,222	386,637	-0.15%
General Govern't Subtotal	1,245,313	1,209,213	1,210,066	1,165,731	1,217,681	4.46%
Non-Departmental						
Community Organizations	112,344	96,253	106,222	104,682	91,061	-13.01%
Caspar Closure & Landfill	216,189	195,234	221,260	192,760	192,749	-0.01%
Other Non-Departmental	490,907	454,223	495,125	537,987	847,243	57.48%
Non-Dept. Subtotal	819,440	745,710	822,607	835,429	1,131,053	35.39%
Public Safety						
Police Department	2,833,985	3,029,821	2,941,863	2,927,774	2,953,595	0.88%
Fire	353,597	354,969	345,313	345,313	360,350	4.35%
Public Safety Subtotal	3,187,582	3,384,790	3,287,176	3,273,087	3,313,945	1.25%
Community Services						
Community Development	440,897	381,871	382,085	371,723	397,326	6.89%
Public Works	1,337,563	1,388,935	1,323,614	1,324,125	1,343,913	1.49%
Community Svc's Subtotal	1,778,460	1,770,806	1,705,699	1,695,848	1,741,239	2.68%
General Fund Subtotal	7,030,796	7,110,519	7,025,548	6,970,095	7,403,919	6.22%
Indirect	245,069	172,611	179,115	165,065	228,937	38.70%
Fund Transfers	106,492	272,200	48,002	59,768	29,750	-50.22%
TOTAL GENERAL FUND	\$ 7,382,357	\$ 7,555,330	\$ 7,252,665	\$ 7,194,928	\$ 7,662,606	6.50%

**ALL FUNDS
SUMMARY OF EXPENDITURES BY FUNCTION
FY 2008-09 through 2011-12**

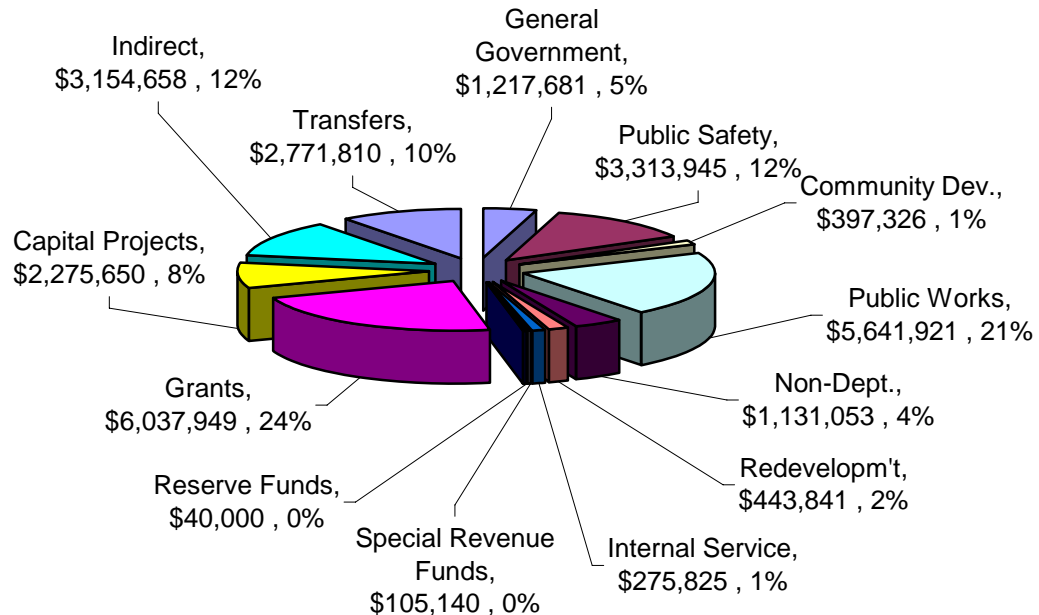
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Public Safety	3,187,582	3,384,790	3,287,176	3,273,087	3,313,945	1.2%
Community Development	440,897	381,871	382,085	371,723	397,326	6.9%
Public Works	3,693,085	4,221,748	4,394,912	4,381,449	5,641,921	28.8%
Non-Departmental	819,440	745,710	822,607	835,429	1,131,053	35.4%
Redevelopment	551,149	1,210,740	767,581	666,010	443,841	-33.4%
Internal Service	155,152	257,882	285,523	270,760	275,825	1.9%
Reserve Funds	-	40,644	-	15,000	40,000	166.7%
Special Revenue Funds	98,010	221,051	174,031	53,591	105,140	96.2%
Grants	743,239	802,322	3,839,428	1,981,954	6,037,949	204.6%
Capital Projects	6,912,087	6,648,870	1,036,778	809,516	2,275,650	181.1%
Subtotal	17,845,954	19,124,841	16,200,187	13,824,250	20,880,331	51.0%
Indirect	2,672,969	2,636,555	2,736,875	2,793,750	3,154,658	12.9%
Transfers	1,656,015	2,146,655	747,730	1,221,576	2,771,810	126.9%
TOTAL ALL FUNDS	\$ 22,174,938	\$ 23,908,051	\$ 19,684,792	\$ 17,839,576	\$ 26,806,799	50.3%

Note:

Indirect Expenses (Costs) = Expenses that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category. Indirect costs may also be viewed as 'shared costs.'

* The Adopted Budget for FY 2011-12 includes grant funding of \$4.8 million for the Coastal Trail Restoration and Trail Project.

**EXPENDITURES BY FUNCTION
FY 2011-12 ALL FUNDS**



**ALL FUNDS
EXPENDITURES BY FUNCTION/PROGRAM
FY 2008-09 through 2011-12**

	FY 2008-09 FYE AUDITED	FY 2009-10 FYE AUDITED	FY 2010-11 AMENDED BUDGET	FY 2010-11 FYE PROJECTED	FY 2011-12 ADOPTED BUDGET	% INCR/ (DECR)
ALL FUNDS						
General Government						
City Council	\$ 91,057	\$ 93,442	\$ 107,000	\$ 106,240	\$ 108,480	2.11%
Administration	702,629	688,590	681,570	672,269	722,565	7.48%
Finance	451,627	427,181	421,496	387,222	386,637	-0.15%
General Governm't Subtotal	1,245,313	1,209,213	1,210,066	1,165,731	1,217,681	4.46%
Non-Departmental						
Community Organizations	112,344	96,253	106,222	104,682	91,061	-13.01%
Caspar Closure & Landfill	216,189	195,234	221,260	192,760	192,749	-0.01%
Other Non-Departmental	490,907	454,223	495,125	537,987	847,243	57.48%
Non-Dept. Subtotal	819,440	745,710	822,607	835,429	1,131,053	35.39%
Public Safety						
Police Department	2,833,985	3,029,821	2,941,863	2,927,774	2,953,595	0.88%
Fire	353,597	354,969	345,313	345,313	360,350	4.35%
Public Safety Subtotal	3,187,582	3,384,790	3,287,176	3,273,087	3,313,945	1.25%
Community Services						
Community Development	440,897	381,871	382,085	371,723	397,326	6.89%
Public Works - Non-Enterprise	1,337,563	1,388,935	1,323,614	1,324,125	1,343,913	1.49%
Public Works -- Enterprise	2,355,522	2,832,813	3,071,298	3,057,324	4,298,008	40.58%
Redevelopment	551,149	1,210,740	767,581	666,010	443,841	-33.36%
Community Svc's Subtotal	4,685,131	5,814,359	5,544,578	5,419,182	6,483,087	19.63%
Internal Service	155,152	257,882	285,523	270,760	275,825	1.87%
Operating Subtotal	10,092,619	11,411,954	11,149,950	10,964,189	12,421,592	13.29%
Reserve Funds	-	40,644	-	15,000	40,000	166.67%
Special Revenue	98,010	221,051	174,031	53,591	105,140	96.19%
Grants	743,239	802,322	3,839,428	1,981,954	6,037,949	204.65%
Capital Projects	6,912,087	6,648,870	1,036,778	809,516	2,275,650	181.11%
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Fund Transfers	1,656,015	2,146,655	747,730	1,221,576	2,771,810	126.90%
TOTAL ALL FUNDS	\$ 22,174,938	\$ 23,908,051	\$ 19,684,792	\$ 17,839,576	\$ 26,806,799	50.27%

Note:

* The Adopted Budget for FY 2011-12 includes grant funding of \$4.8 million for the Coastal Trail Restoration and Trail Project.

**CITY OF FORT BRAGG
EXPENSE SUMMARY**

Fiscal Year 2011/12 expense budgets were based on budget principles consistent with the Council’s fiscal policy framework. Specifically annual expenditures are contained to the maximum extent possible and for the most part, on-going expenditures are funded with on-going annual revenues rather than one-time revenues or reserves. General Fund expenditures are budgeted to increase 6.5% from \$7.2 million projected for FY 2010/11 to \$7.7 million budgeted for FY 2011-12. These increases are primarily due to:

Benefits	\$	492,807
Salaries & Wages		24,770
Other		16,646
Materials & Services		<u>(66,545)</u>
	\$	<u>467,678</u>

It is notable that the increase in “Benefits” shown above includes full payment of the Annual Required Contribution for the City’s Other Post-Employment Benefits (i.e. retiree health care) accrued actuarial liability.

City-Wide expenditures are expected at \$26.8M a \$9M increase over projected expenditures for FY 2010/11 of \$17.83M. This increase is composed of:

Other Expenditures	\$	4,313,222
Capital		2,445,742
Transfers		1,550,234
Benefits		496,725
Indirect		360,908
Other		(10,301)
Material & Services		<u>(189,307)</u>
	\$	<u>8,967,223</u>

**CITY OF FORT BRAGG
EXPENSE SUMMARY - Continued**

Salaries & Wages and Benefits

General Fund salaries and wages are expected to increase 0.8% and 1.0% City-Wide. This increase results from the addition of three part-time seasonal maintenance workers and a temporary part-time parking enforcement position. The City is currently negotiating with one of its two collective bargaining groups and will begin negotiation in the fall of 2011 with the second group. The FY 2011/12 budget reflects a good faith estimate of the results of these negotiations.

Increases in benefits are composed of:

	General Fund	City-Wide
OPEB Funding	\$ 231,000	\$ 231,000
PERS	140,501	148,975
Medical Insurance	58,110	55,387
Unemployment Ins.	32,675	32,675
Retiree Benefits	16,975	19,275
Other - Net	13,546	9,413
	<u>\$ 492,807</u>	<u>\$ 496,725</u>

As directed by City Council and in accordance with the Actuarial Valuation dated January 1, 2010, the FY 2011/12 budget includes the Annual Required Contribution as calculated and the current year “pay as you go” costs. These contributions will be the first of a planned annual pre-funding.

The FY 2011/12 PERS contribution percentages increased as a result of the major financial crisis that CalPERS experienced with the loss of its market value (-28.6% from July 1, 2008 to March 31, 2009). City contributions increased from 22.38% for Safety employees in FY 2010/11 to 28.261% in FY 2011/12 and from 9.65% to 10.606% for all other employees. These costs are scheduled to increase in FY 2012/13 as well.

In FY 2011/12, the City experienced a 9% increase in medical premium costs for current employees. Under current labor agreements, the increased costs are shared 50/50 between the City and employees up to a 12% cap. Retiree benefit costs are also impacted by increases in premium costs. The City has 29 covered retirees, 18 of whom receive full health insurance coverage from the City. The remaining retirees pay a portion of the retiree and spousal coverage depending on the date of hire. On average the City pays 80% of the total retiree medical and dental costs.

**CITY OF FORT BRAGG
EXPENSE SUMMARY - Continued**

The City is a participant in the State of California Direct Reimbursement program for unemployment benefits. During FY 2010/11 a 10% reduction in the City's workforce was implemented. As result of this reduction the City's exposure to unemployment costs increased. Current unemployment programs at the federal and State level provide a combined 99 weeks of coverage. FY 2011/12 costs are estimated to be \$170,000, an increase of \$32,675 from projected FY 2010/11 costs.

Materials and Services

The FY 2011/12 materials and services budget reflects a decrease from projected FY 2010/11 of \$189k across all funds, and \$66k in the General Fund. This decrease is reflected in the following areas:

Redevelopment Agency	\$ (88,904)
General Fund	(66,545)
Water Enterprise	(49,897)
Other	16,039
	<u>\$ (189,307)</u>

These decreases are primarily due to the completion of projects as summarized below:

Redevelopment Agency materials and services is budgeted to decrease as a result of the cessation of RDA Plan Update (\$25k) and the completion of the Noyo Center Planning (\$30k), and the Coastal Trail Environmental Impact Report (\$28K).

General fund material and service purchases are budgeted to decrease primarily as a result of the completion of the Fixed Asset Inventory and Valuation (\$20k), and the A-133 Cost Allocation Study (\$16k). Additional savings are projected in Animal Control (\$5k) and property and liability premiums of \$17k.

Water Enterprise material and services are budgeted to decrease \$50k due to the completion of the East Fort Bragg Pump Station design in FY 2010/11.

**CITY OF FORT BRAGG
EXPENSE SUMMARY - Continued**

Other Expenditures

Other expenditures on a City-wide basis consist primarily of grant activity and administrative costs. Increases result from:

Grant Expenditures	\$ 4,445,177
ERAF Payment	(110,101)
Pass-Throughs	(14,000)
Other	(7,854)
	<u>\$ 4,313,222</u>

Grant activities by their nature vary from year to year depending on available and awarded grants. The FY 2011/12 budget includes a projected \$4.8M expenditure for the Coastal Restoration and Trail Project. This project is funded by Proposition 84 funds and includes habitat restoration of approximately 24 acres on the City's recently acquired parkland and the building of 4.5 miles of new multi-use and pedestrian trails stretching from the Pudding Creek Trestle south to the Noyo Bridge.

In FY 2009/10 and FY 2010/11 the State of California mandated the transfer of funds from the Fort Bragg Redevelopment Agency to the State of \$534k and \$110k, respectively. This transfer is not expected in FY 2011/12.

FY 2011/12 pass-through payments under Section 33401 agreements are budgeted to be \$14k less in than FY 2010/11 due to the final settlement of Georgia Pacific property reassessment.

Capital Projects

Capital project costs are budgeted to increase on a City-wide basis \$2.45M over FY 2010/11. As with grant activity, capital project activities vary from year to year.

Street Resurfacing	\$ 1,250,000
Newman Raw Water Line	608,000
Waterfall Gulch Line and Trestle	762,000
	<u>\$ 2,620,000</u>

The largest project budgeted for FY 2011/12 is the Street Resurfacing Project, which consists of cape seal, rubberized chip and slurry seal to form a smooth surface on selected streets within the City. Projects costs are budgeted to be \$1.25M. This project is being funded with Street Sales tax funds.

**CITY OF FORT BRAGG
EXPENSE SUMMARY - Continued**

Newman Raw Water Line replacement project provides for the replacement of approximately 3000 feet of a 12” main line at an estimated cost of \$608k. The Waterfall Gulch Line and Trestle replacement project is estimated to cost \$762k. Both these projects are funded by the Water Enterprise Fund from available working capital with a portion of the Waterfall Gulch Line and Trestle Replacement project funded by a grant.

Additional Capital Projects and related funding are described in detail beginning on page 185.

Transfers

Transfers between funds increased from \$1.2M during FY 2010/11 to \$2.8M budgeted for FY 2011-12, a \$1.6M increase. Transfers increased primarily due to the transfer of \$1.05M from the Street Sales Tax Special Revenue Fund to the Street Resurfacing Project Fund and a \$210k transfer from the RDA Project Fund to provide for the resurfacing of three alleys.

**FISCAL YEAR 2011-2012
ARTICLE XIII APPROPRIATIONS LIMIT**

The Appropriations Limit imposed by Proposition 4 and modified by Propositions 98 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the Limit; only those that are referred to as “proceeds of taxes.” Some examples of taxes are sales tax, property tax, transient occupancy tax and state motor vehicles in lieu tax.

During any fiscal year a city may not appropriate any proceeds of taxes it receives in excess of the limit. If the City receives excess funds in any one year it can carry them into the subsequent year to be used if the City is below its Appropriations Limit in that year. Any excess funds remaining after the second year have to be returned to the taxpayers by reducing tax rates or fees. As an alternative, a majority of the voters may approve an “override” to increase the Appropriations Limit.

Calculation of 2011-12 Limit

	2008-09	2009-10	2010-11	2011-12
Population Growth (a)	0.03%	0.16%	0.3900%	0.55%
Per Capita Personal Income Change (b)	4.42%	0.62%	-2.5400%	2.51%
Growth (a) times Change (b)	1.0445%	1.0078%	0.9784%	1.0307%
 Appropriations Limit	 <u>\$ 7,489,152</u>	 <u>\$ 7,547,642</u>	 <u>\$ 7,384,620</u>	 <u>\$ 7,611,609</u>
 Appropriations Subject to Limit	 <u>\$ 4,608,300</u>	 <u>\$ 4,629,850</u>	 <u>\$ 4,138,050</u>	 <u>\$ 4,378,564</u>
 % of Appropriations Capacity Used	 <u>61.53%</u>	 <u>61.82%</u>	 <u>55.26%</u>	 <u>57.52%</u>

Projected proceeds of Taxes 2010-11

Property Taxes	\$ 872,000
Sales & Use Taxes	1,469,000
Transient Occupancy Taxes	1,315,000
Franchise Fees	470,064
Business License Fees	191,000
Fire Parcel Taxes	45,000
Motor Vehicle License Fees	14,000
Noyo Lighting District Taxes	2,500
 Total:	 <u><u>\$ 4,378,564</u></u>

**FISCAL YEAR 2011-2012
OPERATING TRANSFERS**

Fund Type/Name	Transfers In	Transfers Out
110 General Fund		
From 221 Highway User Taxes - Street Maintenance	\$ 195,000	
From 139 COPS AB1913 Grant - CSO Wages/Benefits	100,000	
From 167 Asset Forfeiture - Task Force Officer/Activities	60,000	
From 250 Street Sales Tax - Street Project Management	40,760	
From 167 Asset Forfeiture - School Resource Officer	40,000	
From 116 General Plan Maintenance Fee	20,000	
From 230 Traffic & Safety - Street Maintenance	10,000	
From 720 Clean Water Education Fund - NPDES Activity	4,000	
To 114 General Fund Litigation Reserve - Replenish Fund		\$ (15,000)
To 610 Water Enterprise - Water Cost-School Playing Fields		(13,250)
To 146 DOJ Bullet Proof Vest Grant Fund - General Fund Match		(1,500)
Total - General Fund	469,760	(29,750)
114 General Fund Litigation Reserve		
From 110 General Fund - Replenish Reserve	15,000	
Total - General Fund Capital Reserve	15,000	-
116 General Plan Maintenance Fee		
To 110 General Fund - General Plan Maintenance		(20,000)
Total - General Plan Maint Fee	-	(20,000)
120 Parking Permits		
To 121 Parking-in-Lieu - Skunk Depot Parking Lot Lease		(8,200)
Total - Parking Permits	-	(8,200)
121 Parking-in-Lieu		
From 120 Parking Permits - Skunk Depot Parking Lot Lease	8,200	
Total - Parking-in-Lieu	8,200	-
139 Cops AB1913 Allocation		
To 110 General Fund - CSO Wages/Benefits		(100,000)
Total - Cops AB1913 Allocation	-	(100,000)
146 Department of Justice (DOJ) Bullet Proof Vest Program		
From General Fund - Grant Match	1,500	
Total - DOJ Bullet Proof Vest Program	1,500	-
167 Asset Forfeiture		
To 110 General Fund - Task Force Officer/Activities		(60,000)
To 110 General Fund - School Resource Officer		(40,000)
Total - Asset Forfeiture	-	(100,000)
170 RDA Project		
To 406 Alley Resurfacing		(210,000)
To 172 RDA Debt Service Fund		(279,015)
Total - RDA Project	-	(489,015)
171 RDA Housing		
To 172 RDA Debt Service Fund		(34,485)
Total - RDA Housing	-	(34,485)

**FISCAL YEAR 2011-2012
OPERATING TRANSFERS**

Fund Type/Name	Transfers In	Transfers Out
172 RDA Debt Service		
From 170 RDA Project Fund for Debt Service Payment	279,015	
From 171 RDA Housing Fund for Debt Service Payment	34,485	
Total - RDA Debt Service	<u>313,500</u>	
221 Highway Users Tax (HUT)/Gas Taxes		
To 110 General Fund - Street Repair Costs		(195,000)
Total - HUT/Gas Taxes	<u>-</u>	<u>(195,000)</u>
230 Traffic & Safety		
To 110 General Fund - Street Repair Costs		(10,000)
Total - Traffic & Safety	<u>-</u>	<u>(10,000)</u>
250 Street Sales Tax		
To 405 - Street Resurfacing Project		(1,005,000)
To 110 General Fund - Street Capital Project Management		(40,760)
Total - Street Sales Tax	<u>-</u>	<u>(1,045,760)</u>
311 Stewardship Council Grant		
To 404 - Skate Park Phase II		(178,000)
Total - Stewardship Council Grant	<u>-</u>	<u>(178,000)</u>
312 Integrated Regional Waste Management Plan Grant		
To 406 - Alley Resurfacing		(550,000)
Total - Integrated Reg. Waste Mgt Plan Grant	<u>-</u>	<u>(550,000)</u>
404 Skate Park Phase II		
From 310 - Grant Funds for Skate Park Phase II	178,000	
Total - Skate Park Phase II	<u>178,000</u>	<u>-</u>
405 Street Resurfacing Project		
From 250 - Street Sale Tax Funding for Street Resurfacing Project	1,005,000	
Total - Street Resurfacing Project	<u>1,005,000</u>	<u>-</u>
406 Alley Resurfacing		
From 170 - Redevelopment Project Fund	210,000	
Total - Alley Resurfacing	<u>210,000</u>	<u>-</u>
610 Water Enterprise		
From 710 Wastewater - WW Portion-Debt Service Payment	7,600	
From 110 General Fund - City Portion of Water Cost - School Playing Fields	13,250	
Total - Water Enterprise	<u>20,850</u>	<u>-</u>
710 Wastewater Enterprise		
From 312 - Integrated Regional Waste Management Plan	550,000	
To Water Enterprise - Wastewater Portion of Debt Service Payment		(7,600)
Total - Wastewater Enterprise	<u>550,000</u>	<u>(7,600)</u>
720 Clean Water Education		
To Water Enterprise - NPDES Activity		(4,000)
Total - Clean Water Education	<u>-</u>	<u>(4,000)</u>
Total Transfers	<u>\$ 2,771,810</u>	<u>\$ (2,771,810)</u>



**FISCAL YEAR 2011-2012
INTERNAL SERVICE CHARGES**

Fund Type/Name	Transfers In	Transfers Out
110 General Fund		
From RDA Project, Salary/Benefit	\$ 267,438	
From RDA Project, Overhead	91,737	
From RDA Housing, Salary/Benefit	80,299	
From RDA Housing, Overhead	27,544	
From Fleet Internal Service Fund, Salary/Benefit	139,511	
From Fleet Internal Service Fund, Overhead	68,137	
From Water Enterprise, Salary/Benefit	478,308	
From Water Enterprise, Overhead	317,391	
From Wastewater Enterprise, Salary/Benefit	480,874	
From Wastewater Enterprise, Overhead	378,739	
Total - General Fund	<u>2,329,978</u>	<u>-</u>
170 RDA Project		
To General Fund, Salary/Benefit		\$ (267,438)
To General Fund, Overhead		(91,737)
Total - RDA Project	<u>-</u>	<u>(359,175)</u>
171 RDA Housing		
To General Fund, Salary/Benefit		(80,299)
To General Fund, Overhead		(27,544)
Total - RDA Housing	<u>-</u>	<u>(107,843)</u>
522 Fleet Internal Service Fund		
To General Fund, Salary/Benefit		(139,511)
To General Fund, Overhead		(68,137)
Total - Fleet Internal Service Fund	<u>-</u>	<u>(207,648)</u>
610 Water Enterprise		
To General Fund, Salary/Benefit		(478,308)
To General Fund, Overhead		(317,391)
To Wastewater, Salary/Benefit		(171,554)
Total - Water Enterprise	<u>-</u>	<u>(967,253)</u>
710 Wastewater Enterprise		
To General Fund, Salary/Benefit		(480,874)
To General Fund, Overhead		(378,739)
From Water, Salary/Benefit	171,554	
Total - Wastewater Enterprise	<u>171,554</u>	<u>(859,613)</u>
Total Allocations	<u>\$ 2,501,532</u>	<u>\$ (2,501,532)</u>

**FISCAL YEAR 2011-2012
STAFFING ALLOCATIONS**

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Street Maint	Fleet Services	Water Ent	Sewer Ent	RDA Project	RDA Housing	TOTAL	
<u>CITY COUNCIL</u>										
Councilmembers (5)		35%			20%	20%	20%	5%	100%	
<u>ADMINISTRATION</u>										
City Manager	1	50%			10%	10%	25%	5%	100%	
Assistant to the City Manager	0.8	70%			10%	10%	10%		100%	
Administrative Assistant	1	70%			10%	10%	10%		100%	
City Clerk	1	70%			10%	10%	10%		100%	
Office Assistant	1	70%			10%	10%	10%		100%	
TOTAL	4.8									
<u>FINANCE</u>										
Finance Director/City Treasurer	1	35%			25%	25%	10%	5%	100%	
Senior Government Account	1	35%			25%	25%	10%	5%	100%	
Government Accountant I	1	45%			25%	25%	5%		100%	
Finance Technician I	1	20%			40%	40%			100%	
TOTAL	4									
<u>POLICE</u>										
Police Chief	1	100%							100%	
Lieutenant	1	100%							100%	
Administrative Assistant	1	100%							100%	
Police Sergeant	3	100%							100%	
Police Officer	11	100%							100%	
Community Service Officer	2	100%							100%	
Police Service Technician	2	100%							100%	
Parking Enforcement	Hourly	100%							100%	
TOTAL	21									

FISCAL YEAR 2011-2012 STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								TOTAL
		General Fund	Street Maint	Fleet Services	Water Ent	Sewer Ent	RDA Project	RDA Housing		
<u>COMMUNITY DEVELOPMENT</u>										
Community Development Director	1	50%					40%	10%		100%
Senior Planner	1	60%			5%	5%	25%	5%		100%
Housing & Econ. Developm't Coordinator	0.8	30%					30%	40%		100%
Administrative Assistant	1	65%					30%	5%		100%
TOTAL	3.8									
<u>PUBLIC WORKS</u>										
Public Works Director	1	25%	20%	10%	20%	20%	5%			100%
Engineering Tech	1	20%			50%	30%				100%
Public Works Project Analyst	1	20%	25%		20%	35%				100%
Water Project Coordinator	0.6	55%			20%	25%				100%
Public Works Superintendent	1	10%	20%	10%	30%	30%				100%
Lead Maintenance Worker	1	30%	30%		20%	20%				100%
Maintenance Worker IV	1	20%	25%		25%	30%				100%
Maintenance Worker III	1	20%	10%		35%	35%				100%
Maintenance Worker II	1	10%	35%		25%	30%				100%
Maintenance Worker II	1	35%	10%		25%	30%				100%
Maintenance Worker II	1	5%			50%	45%				100%
Maintenance Worker I	1	20%	20%		30%	30%				100%
Mechanic	1			100%						100%
Seasonal Workers (2)	Hourly		85%		15%					100%
TOTAL	12.6									
<u>WATER & WASTEWATER TREATMENT</u>										
Lead Treatment Operator-Water	1				95%	5%				100%
Lead Treatment Operator-WWW	1				5%	95%				100%
Treatment Plant Operator II	1					100%				100%
Treatment Plant Operator II	1				35%	65%				100%
Treatment Plant Operator II	1				30%	70%				100%
Treatment Plant Operator II /Electrician	1				30%	70%				100%
Env. Compliance Coordinator	1				5%	95%				100%
Seasonal Worker (1)	Hourly				10%	90%				100%
TOTAL	7									
TOTAL APPROVED POSITIONS	53.20									

TEN YEAR CITY AUTHORIZED POSITIONS STAFFING COMPARISON

	FY 2002-03 Adopted	FY 2003-04 Adopted	FY 2004-05 Adopted	FY 2005-06 Adopted	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	FY 2010-11 Adopted	FY 2011-12 Adopted
General Government										
Administrative Services	4.75	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.80	4.80
Finance Department	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.00
Sub-Total	8.75	10.00	10.00	10.00	10.00	10.00	10.00	10.00	8.80	8.80
Public Safety										
Police Department	23.50	22.50	21.00	21.00	22.00	24.00	23.00	23.00	21.00	21.00
Sub-Total	23.50	22.50	21.00	21.00	22.00	24.00	23.00	23.00	21.00	21.00
Community Services										
Community Development	3.00	3.50	3.50	5.00	4.75	5.75	5.75	4.75	3.80	3.80
Public Works	13.50	13.50	13.50	14.00	13.00	13.00	13.00	14.50	12.60	12.60
Enterprise Funds	7.60	7.75	7.75	7.75	9.00	9.00	9.00	8.00	7.00	7.00
Sub-Total	24.10	24.75	24.75	26.75	26.75	27.75	27.75	27.25	23.40	23.40
Total Permanent Positions	56.35	57.25	55.75	57.75	58.75	61.75	60.75	60.25	53.20	53.20

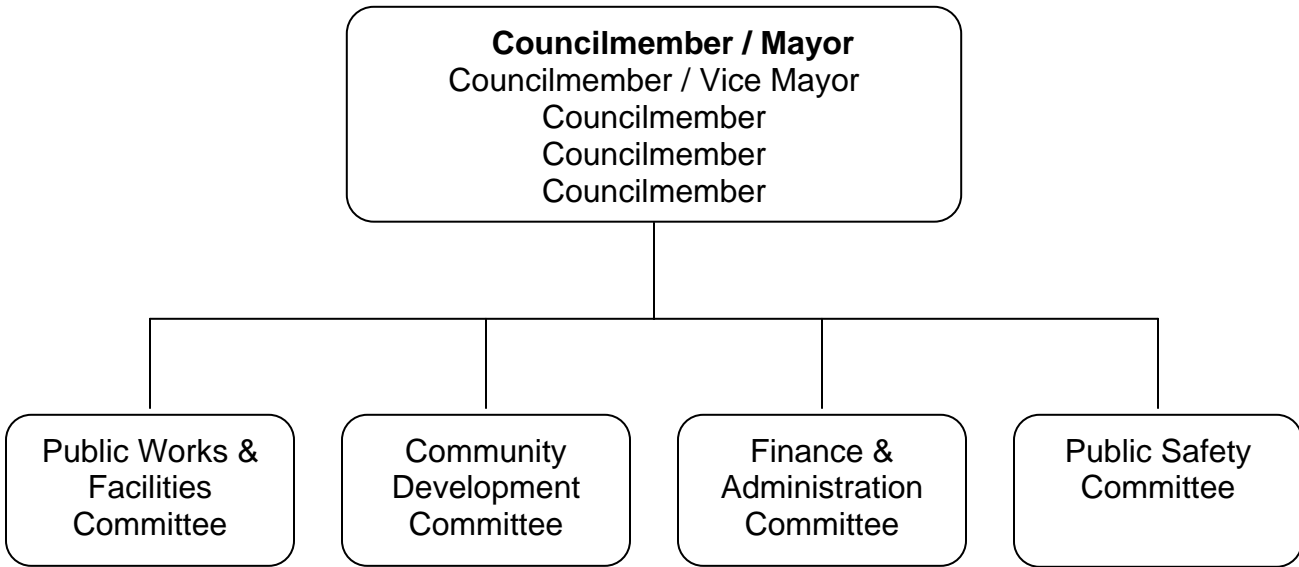
Note: Police Department positions do not include the frozen Community Service Officer position for FY 08-09 and 09-10.
 In FY 04-05 the Human Resource Office was consolidated into the City Manager's Office.
 FY 07-08 and FY 08-09 include a unfilled, but funded, position in the Community Development Department. This position was moved to Public Works in FY 09-10.
 FY 11-12 the City Manager's Office , Human Resources Office and the City Clerk's Office were consolidated into the Administrative Services.

TEN YEAR AUTHORIZED STAFFING COMPARISON





CITY COUNCIL



CITY COUNCIL

MISSION STATEMENT

Develop policy which ensures delivery of quality public services to the people of Fort Bragg in response to their need for a healthy, safe, and prosperous environment.

DEPARTMENTAL SUMMARY

A five-member Council governs City services for Fort Bragg's 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 2nd and 4th Mondays of each month. All regular meetings are held in Fort Bragg Town Hall and are open to the public. The Council sets policy for City operations, approves all budgets, and ensures appropriate representation and response to citizen interests. The City Council appoints the City Manager, who supports the City Council in its policy development functions and carries out City Council policies and programs.

The City Council's accomplishments in FY 2010-11 are manifested in the accomplishments of every operating department in the City. The Council provides the vision and policy direction that have resulted in numerous accomplishments, including the following:

1. Through the budget process and the mid-year budget review process, the Council provided the strategic vision to guide the City organization through challenging economic times. With careful budgeting and a commitment to establishing and maintaining financial reserves, the City has weathered another year of diminished revenues and decreased staffing levels with only minimal decreases in service delivery.
2. The Council has made maintenance and improvement of the City's streets and sidewalks a key priority. In the past year, the City completed street and sidewalk improvements throughout the town as part of two American Reinvestment and Recovery Act (ARRA) funded projects, the Dana and North Harold Street Overlay Project, the Pudding Creek Road Reconstruction Project, and the Pine and Laurel Street Pedestrian Enhancement Project.
3. The Council prioritized improvements to the City's water and wastewater infrastructure by authorizing funding for design and engineering of several key capital projects.
4. The Council continues to provide strategic vision for numerous parks and recreation projects including the Fort Bragg Coastal Restoration and Trail Project, the Otis Johnson Park Restoration Project, and the Fort Bragg Skate Park project.
5. The Council continues to provide leadership for the Mill Site reuse planning process, including direction regarding preparation of the Mill Site Specific Plan, and direction for several key redevelopment initiatives, including the Noyo Center for Science & Education and the Industrial & Fine Arts Center.

CITY COUNCIL

6. Council members have actively engaged the community in dialogue about a number of important community issues including the Caspar Transfer Station, regional animal shelter, biomass energy facility, best practices in pedestrian and bicycle accessibility planning, Marine Life Protection Act issues, and community college issues.
7. The Council has placed a strong emphasis on community safety and support for the Fort Bragg Police Department's operations. The City has continued to assign an officer to the Mendocino County Major Crimes Task Force and to place a School Resource Officer in the schools to pro-actively engage with the youth of our community and to address gang-related issues.
8. Through every facet of the City's work, the Council strives to make sustainability a core value. The City completed a greenhouse gas emissions inventory and a Climate Action Plan is underway. The City has incorporated four hybrid vehicles into its fleet, and fuel economy is a driving factor in purchasing decisions. The Council has infused the City's general plan and zoning regulations with sustainability policies and implementing measures.

FISCAL YEAR 2011-2012 PRIORITIES

The Council's over-arching goals continue to direct the City's work program towards a future with a healthier environment, increased economic prosperity, and an active and engaged community. The Council held a "goal-setting" retreat in April 2011. At the retreat, the goals and priorities established in 2007 were reaffirmed and updated and progress towards achieving those goals was evaluated. Those priorities are as follows:

Priority: A Healthy Environment

1. **Maintain and Improve City Infrastructure**
 - Increase Water Storage Capacity
 - Construct Necessary Repairs and Upgrades to City's Wastewater Treatment Facilities
 - Maintain City Streets and Alleys
 - Build a New Transfer Station
 - Pursue an Overall Information Technology Upgrade
2. **Create a Walkable and Bike-Friendly Community and Promote Healthy Lifestyles**
 - Implement the "City Surrounded by a Park" Vision from the General Plan
 - Pursue Development of Additional Active Recreational Facilities and Bicycle and Pedestrian Access Projects
 - Integrate Concepts of Sustainability into City Plans, Projects and Purchases

Priority: A Prosperous Economy

3. **Foster a Strong, Resilient and Prosperous Local Economy**
 - Ensure that Redevelopment of the Georgia-Pacific Mill Site Benefits the Community
 - Support Local Businesses and Increase the Number of Sustainable Wage Jobs in Fort Bragg
 - Support the Development and Retention of Affordable Housing in Fort Bragg
 - Develop a Long-Term Financial Plan for the City of Fort Bragg that Addresses Organizational Efficiency and Budget Issues

CITY COUNCIL

Priority: An Engaged Community

- 4. Improve Community Access to City Services**
 - Increase the Availability of Services, Communication and Outreach to the General Public
- 5. Develop Partnerships with Various Community Groups and Agencies**
 - Strengthen Neighborhoods and Increase Public Safety on our Streets
 - Establish Partnerships with Community Groups and Agencies that Provide Vital Local Services
 - Establish Community Partnerships for Parks and for Coastal Trail
 - Update City's Emergency Plans and Educate Community about Emergency Preparedness
 - Encourage Volunteerism in the Community
 - Work to Maintain and Improve Partnership with Georgia Pacific
 - Provide On-Going and Effective Code Enforcement

Priority: A Prosperous Economy

- 6. Foster a Strong, Resilient and Prosperous Local Economy**
 - Ensure that redevelopment of the Georgia-Pacific Mill Site benefits the community,
 - Support local businesses and increase the number of sustainable wage jobs in Fort Bragg,
 - Support the development and retention of affordable housing in Fort Bragg,
 - Develop a long-term financial plan for the City of Fort Bragg.

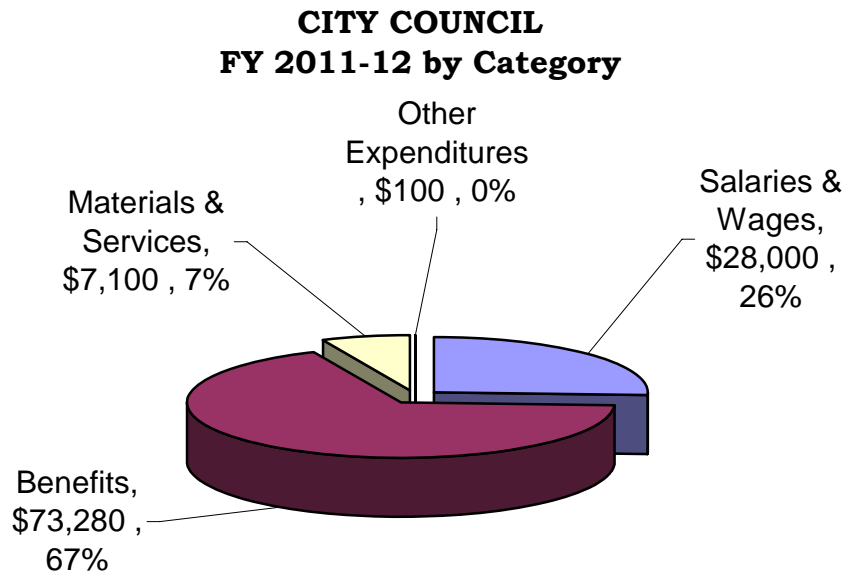
Priority: An Engaged Community

- 7. Improve Community Access to City Services**
 - Increase the availability of services, communication and outreach to the general public.
- 8. Develop Partnerships with Various Community Groups and Agencies**
 - Strengthen neighborhoods and increase public safety on our streets,
 - Establish partnerships with community groups and agencies that provide vital local services,
 - Establish community partnerships for development and maintenance of parklands,
 - Update City's emergency plans and educate community about emergency preparedness.

CITY COUNCIL

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 27,934	\$ 27,732	\$ 28,000	\$ 28,128	\$ 28,000	-0.5%
Benefits	53,857	58,930	58,700	68,112	73,280	7.6%
Materials & Services	9,266	6,744	20,100	9,900	7,100	-28.3%
Other Expenditures	-	36	200	100	100	0.0%
Total	\$ 91,057	\$ 93,442	\$ 107,000	\$ 106,240	\$ 108,480	2.1%



Note:

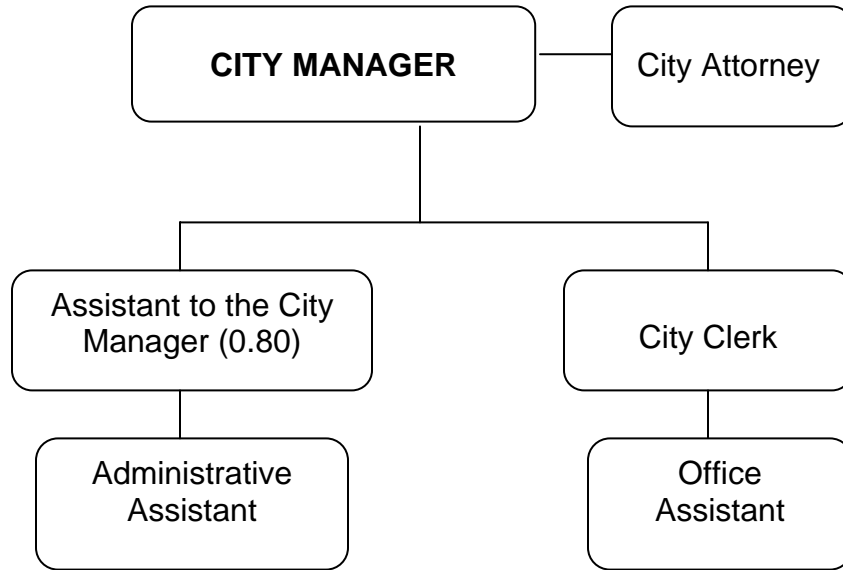
Expenditure total in FY 2010-11 Budget includes election costs of \$10,000. Elections are held once every two years. In FY 2008-09 and FY 2010-11, Council elections were not held as incumbents were the only ones who filed for Council seats; therefore, the local election was cancelled.

CITY COUNCIL

BUDGET DETAIL

Fund #110 Department: 4110	Account Detail	Category Detail	FY2011/12 Adopted Budget
Personnel Costs			
	Salaries & Wages, Regular	\$ 28,000	
	Employee Benefits	<u>73,280</u>	
	Medical & Dental Insurance Premiums;		
	Employment Taxes		
	Total Personnel Costs		\$ 101,280
Materials & Services			
110-4110-0319	Professional Services	500	
110-4110-0366	Training/Travel Reimbursement	5,000	
110-4110-0371	Meetings/City Business	1,500	
110-4110-0384	Books & Subscriptions	<u>100</u>	
	Total Material & Services		7,100
Other Expenditures			
110-4110-0619	Miscellaneous	<u>100</u>	
	Total Other Expenditures		100
Total - City Council			<u>\$ 108,480</u>

ADMINISTRATION



NOTE: Assistant to the City Manager is a part-time position in FY 2011-12.

ADMINISTRATION

MISSION STATEMENT

The City's administration focuses on professional delivery of quality public services, efficient government, community health and safety, fiscal stability, organizational effectiveness and development, economic vitality, quality of life, and citizen involvement.

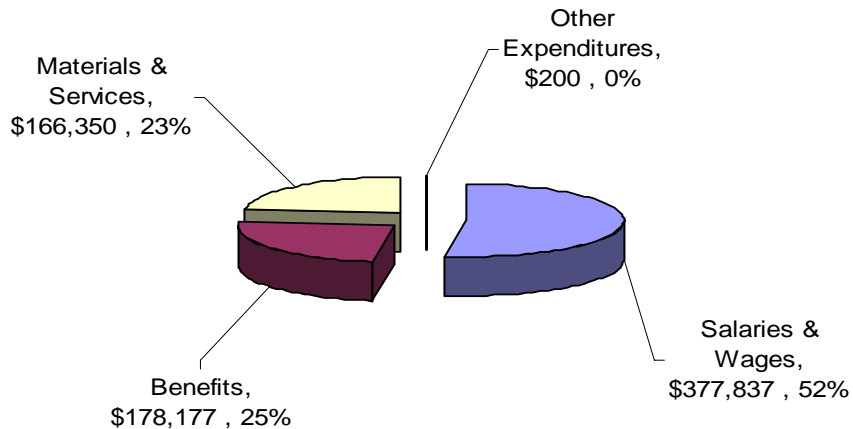
DEPARTMENTAL SUMMARY

The City of Fort Bragg's administration is provided by the Administrative Services Office with key support from the City Attorney's Office and the City Clerk's Office. All three of these offices provide support services to the City's four other operating departments. Administration provides services to the City Council, to all City employees, and to members of the community. The City Manager oversees the administration of the City and is accountable for ensuring sound and effective management of the City and implementation of the Council's goals and priorities.

DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 361,302	\$ 380,877	\$ 366,040	\$ 353,208	\$ 377,837	7.0%
Benefits	147,726	163,500	163,320	168,351	178,177	5.8%
Materials & Services	193,144	144,198	151,960	150,460	166,350	10.6%
Other Expenditures	457	15	250	250	200	-20.0%
Total	\$ 702,629	\$ 688,590	\$ 681,570	\$ 672,269	\$ 722,565	7.5%

**Administrative Services
FY 2011-12 by Category**



ADMINISTRATION

ADMINISTRATIVE SERVICES OFFICE

SERVICE DESCRIPTION

Implement the policies and priority programs of the elected City Council through a professional management system with an emphasis on customer service and continuous performance improvement. Provide quality services City Departments and employees in the areas of project and contract administration, budget management, strategic planning; personnel management, employee relations, employee benefits, recruitment, retention, testing, classification and compensation.

The Administrative Services Office is staffed by a City Manager, an Assistant to the City Manager, and an Administrative Assistant with support provided by the City Clerk's Office and the City Attorney's Office. The Administrative Services Office provides administrative support to the City Council and Department Managers, including technology infrastructure contract management; employee relations; labor relations and contract negotiations; employee benefits administration; personnel recruitment; classification and compensation evaluations; and staff training. The accomplishments of the Administrative Services Office are reflected in the achievements of all of the City's operating departments, as the Office is responsible for ensuring sound and effective management and implementation of the City Council's goals and priorities. FY 2010-11 accomplishments include:

1. Significant focus on the City's financial stability including close monitoring of revenues and expenditures. On-going planning and implementation of sound fiscal management practices to maintain a strong and resilient organization that can weather the current economic downturn.
2. Continued emphasis within the City organization on establishing administrative and fiscal procedures to ensure that City staff costs are appropriately allocated to grants, capital projects, developer deposit accounts, and other external funding sources.
3. Strategic planning for succession, departmental reorganizations, and optimization of staffing in anticipation of retirement of key staff members.
4. Continued focus on actions necessary to ensure the delivery of fundamental City services, with a particular emphasis on the replacement of aging wastewater and water infrastructure.
5. Negotiated purchase agreement for the acquisition of approximately 12 acres of property from Georgia-Pacific Corporation for the Noyo Center for Science & Education Project.
6. Negotiated contracts with Mendocino Coast Humane Society for provision of animal shelter and care services and with Mendocino Coast Chamber of Commerce for administrative oversight of the Fort Bragg Promotion Committee.
7. Negotiated Mendocino Coast Humane Society Lease, and Big Brothers Big Sisters Lease.

ADMINISTRATION

ADMINISTRATIVE SERVICES OFFICE - Continued

8. Participated in analysis of options for operation of the Caspar Transfer Station and negotiation of a new joint powers agreement with the County and a contract with a private contractor for operation of the facility.
9. Continued involvement in key community planning issues, including planning for the remediation and future reuse of the Georgia-Pacific Mill Site; the regional animal shelter, ocean protection issues; community college issues, and various solid waste management and solid waste transfer station siting issues.
10. Initiated dialogue with Fort Bragg Unified School District and Mendocino Coast Hospital District about possible shared services, joint purchasing, and other cost-saving concepts.
11. Administered the City's Information Technology system, including coordination of IT contractor, planning and implementation of technology upgrades, network planning and deployment of updated technologies.
12. Conducted employee recruitments including Police Chief, Finance Technician, Administrative Assistant and Seasonal Laborers, and placement of four temporary employees in the Police Department and one temporary employee in the Finance Department.
13. Maintained City's compensation and classification system including preparation of annual Police Salary survey, compensation surveys and job descriptions for Lead Treatment Operators, Lead Maintenance Worker, and Police Lieutenant positions.
14. Initiated contract negotiations with the Fort Bragg Employee Organization.
15. Responded to numerous personnel and labor relations matters.
16. Provided on-going employee and retiree benefits administration.
17. Administered the City's worker's compensation program including coordination with REMIF, medical providers, Department supervisors, and employees.

FISCAL YEAR 2011-2012 PRIORITIES

The Administrative Services Office priorities for FY 2011-12 focus on effective and efficient administration including ensuring progress on Council priorities, maintenance of good community relations, and continual improvements to the City's operational efficiency. Key activities for FY 2011-12 include the following:

1. 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.

ADMINISTRATION

ADMINISTRATIVE SERVICES OFFICE - Continued

2. Assure 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.
3. 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.
4. Prepare and submit annually an operating budget and a proposed capital budget for consideration and adoption by the City Council, Redevelopment Agency, and Municipal Improvement District Board. Ensure that sound fiscal management policies are implemented throughout the organization.
5. Assure that the City is prepared for potential natural, civil and other emergencies and disasters by coordinating both intra- and inter-City planning, training, and emergency operation drills.
6. Maintain an ongoing awareness and response to State legislative proposals which impact the City or its citizens and make recommendations to support and/or oppose them as appropriate.
7. Direct the administration of City personnel policies and procedures including recruitment, examination, appointment and dismissal. Encourage the development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, interpersonal effectiveness, and customer service.
8. Continue to work on activities associated with the redevelopment of the former Georgia Pacific Mill Site property.
9. Develop strategies and plans in anticipation of state and federal regulatory changes that impact fiscal and operational resources; and provide the necessary tools, training and support to all levels of the organization to facilitate more efficient and effective management and operations.
10. Continue monitoring and improve the Employee Performance Review process and empower managers to review schedules and provide timely performance reviews.
11. Gather and analyze classification, compensation and benefits data from benchmark communities to assist in maintaining City classification and compensation policies.
12. Plan and execute recruitment or department reorganization activities to meet the City's staffing requirements.
13. Administer employee benefit programs and develop processes that support consistent and accurate communications tools.
14. Be role models for ethical, honest, and accountable behavior and practices.

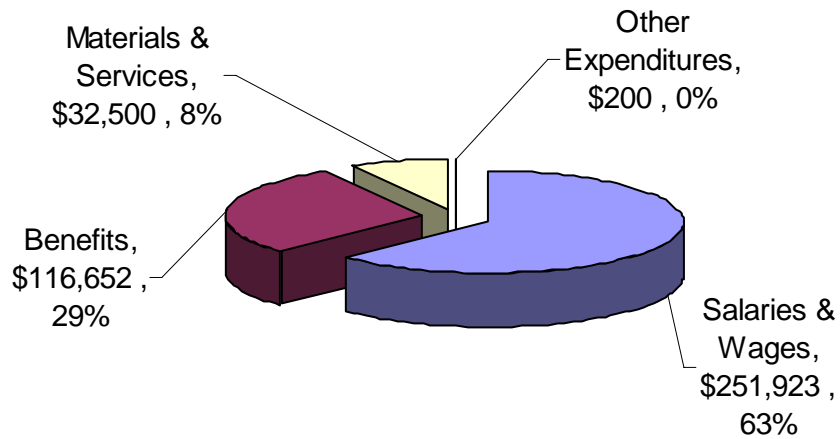
ADMINISTRATION

ADMINISTRATIVE SERVICES OFFICE

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 238,898	\$ 260,197	\$ 246,410	\$ 232,645	\$ 251,923	8.3%
Benefits	94,776	108,887	105,070	111,142	116,652	5.0%
Materials & Services	28,728	11,052	15,600	14,100	32,500	130.5%
Other Expenditures	457	15	250	250	200	-20.0%
Total	\$ 362,859	\$ 380,151	\$ 367,330	\$ 358,137	\$ 401,275	12.0%

ADMINISTRATIVE SERVICES OFFICE FY 2011-12 by Category



ADMINISTRATION

ADMINISTRATIVE SERVICES OFFICE

BUDGET DETAIL

Fund #110			FY2011/12
Department: 4130			Adopted
	Account	Category	Budget
	Detail	Detail	
Personnel Costs			
	Salaries & Wages	\$ 251,923	
	Employee Benefits	<u>116,652</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 368,575
Materials & Services			
110-4130-0316	Pre-Employment Costs	4,000	
110-4130-0317	Recruitment Costs	600	
110-4130-0319	Professional Services	22,000	
110-4130-0320	Dues & Memberships APA, ICMA, CalPELRA, IPMA	1,350	
110-4130-0365	Copying/Printing	300	
110-4130-0366	Training/Travel Reimbursement League Annual Meeting, League City Manager Dept, Other	3,000	
110-4130-0371	Meetings/City Business	800	
110-4130-0384	Books & Subscriptions	<u>450</u>	
	Total Material & Services		32,500
Other Expenditures			
110-4130-0619	Miscellaneous	<u>200</u>	
	Total Other Expenditures		200
	Total - Administrative Services		<u>\$ 401,275</u>

ADMINISTRATION

CITY ATTORNEY'S OFFICE

SERVICE DESCRIPTION

Provide legal advice and assistance to the City Council and staff directed at containing the City's exposure to liability and risk, and protecting and promoting City actions and policies.

DEPARTMENTAL SUMMARY

The City contracts with a firm specializing in municipal law for City Attorney services. The appointed City Attorney assigns legal work to various specialists in the firm or outside counsel, as needed. The functions of the City Attorney's Office are advisory services, litigation services, and administration and public programs. Clients include the City Council, the City Manager, the departments of the City, and City Council appointed boards and commissions.

The City Attorney's Office provides professional legal services that include attending public meetings, providing legal opinions, reviewing and drafting legal documents and contracts, resolving disputes, providing advice regarding public officials' conflicts of interest, providing advice regarding personnel and labor law issues and representing the City in litigation and before courts and administrative agencies.

FISCAL YEAR 2011-2012 PRIORITIES

The City Attorney's Office will undertake projects that specifically address the City Council's priorities by:

1. Providing proactive legal advice as a member of most of the City project teams;
2. Giving opinions and drafting documents that help achieve the City Council and City Manager's priority action items;
3. Advising on significant changes in State and Federal law and other regulations impacting City operations and programs;
4. Facilitating the resolution of disputes and resolving outstanding litigation matters; and
5. Providing appropriate and objective interpretations of City land use regulations and other laws and regulations to support the implementation of City Council policies.

ADMINISTRATION

CITY ATTORNEY’S OFFICE

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 144,433	\$ 124,239	\$ 130,000	\$ 130,000	\$ 130,000	0.0%
Total	\$ 144,433	\$ 124,239	\$ 130,000	\$ 130,000	\$ 130,000	0.0%

BUDGET DETAIL

Fund #110	Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4120			
Materials & Services			
110-4120-0311	Legal		\$ 130,000
	Total Material & Services		\$ 130,000
	Total - City Attorney's Office		\$ 130,000

ADMINISTRATION

CITY CLERK'S OFFICE

SERVICE DESCRIPTION

Maintain the City's official records and documents; ensure ease of access to public information; and make available timely and accurate information required to support the City Council in making policy decisions.

DEPARTMENTAL SUMMARY

The City Clerk's Office has a staffing level of two positions. The City Clerk's priorities consist of taking, transcribing, and certifying minutes and maintaining official records; monitoring compliance with Fair Political Practices Commission requirements; preparing ordinances for codification; maintaining updates to the Fort Bragg Municipal Code, and serving as the City's risk manager for public contracts. The priorities are driven by the actions of the City Council, the City Manager, and the public's requests for information.

The City Clerk's Office accomplished the following tasks during FY 2010-11 (all numbers, except for agendas and minutes, are as of March 30th):

1. Prepared agendas and minutes for 33 joint City Council/Municipal Improvement District/Redevelopment Agency meetings.
2. Received, reviewed, and logged more than 207 insurance certificates; prepared follow-up letters regarding insufficiencies in insurance limits and endorsements; notified insured when insurance was expiring.
3. Prepared nine ordinances for adoption by Council, including analysis of sample ordinances and development of ordinances applicable to Fort Bragg; codified the ordinances in the City's website and hard copy versions of the Municipal Code.
4. Scanned agenda packets, minutes, resolutions, ordinances, and contracts as completed.
5. Conducted records retention purge; scanned contracts and reports prior to destruction.
6. Processed 40 encroachment permits, 27 Town Hall applications, and 28 event signs.
7. Prepared and processed 26 Professional Services Agreements and construction contracts.
8. Processed 19 Public Records Requests of varying degrees of complexity.
9. Completed the Emergency Operations Plan update and placed it on the City's website.
10. Served on the Coastal Animal Shelter Committee; negotiated and managed a number of contracts relating to animal care and control.

ADMINISTRATION

CITY CLERK’S OFFICE - Continued

11. Worked with the Fort Bragg-Mendocino Coast Historical Society and the Director of Public Works on relocating off-site archival storage for City and Society to City Hall East.
12. Served as the Secretary/Treasurer of the Redwood Empire Division of the League of California Cities.
13. Represented the Redwood Empire Division of the League of California Cities on the League’s Administrative Services Policy Committee.
14. Served as Secretary of the City Clerks Association of California (CCAC).

FISCAL YEAR 2011-2012 PRIORITIES

The City Clerk’s Office will continue the delivery of basic services, focusing on:

1. Oversee preparation and timely distribution of City Council and Committee agenda materials.
2. Manage scheduling and legally required activities for matters such as bond issues, bids, elections and hearings.
3. Administer the City’s record management and retention program.

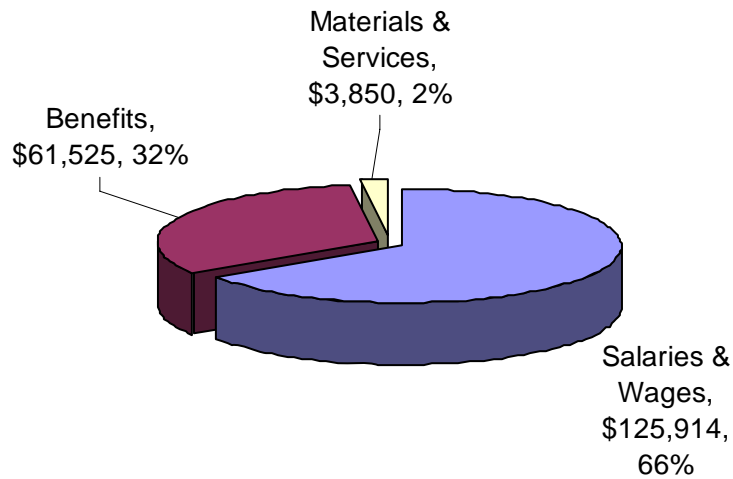
ADMINISTRATION

CITY CLERK'S OFFICE

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 122,404	\$ 120,680	\$ 119,630	\$ 120,563	\$ 125,914	4.4%
Benefits	52,949	54,613	58,250	57,208	61,525	7.5%
Materials & Services	19,983	8,907	6,360	6,360	3,850	-39.5%
Total	\$ 195,336	\$ 184,200	\$ 184,240	\$ 184,132	\$ 191,290	3.9%

**CITY CLERK'S OFFICE
FY 2011-12 by Category**



ADMINISTRATION

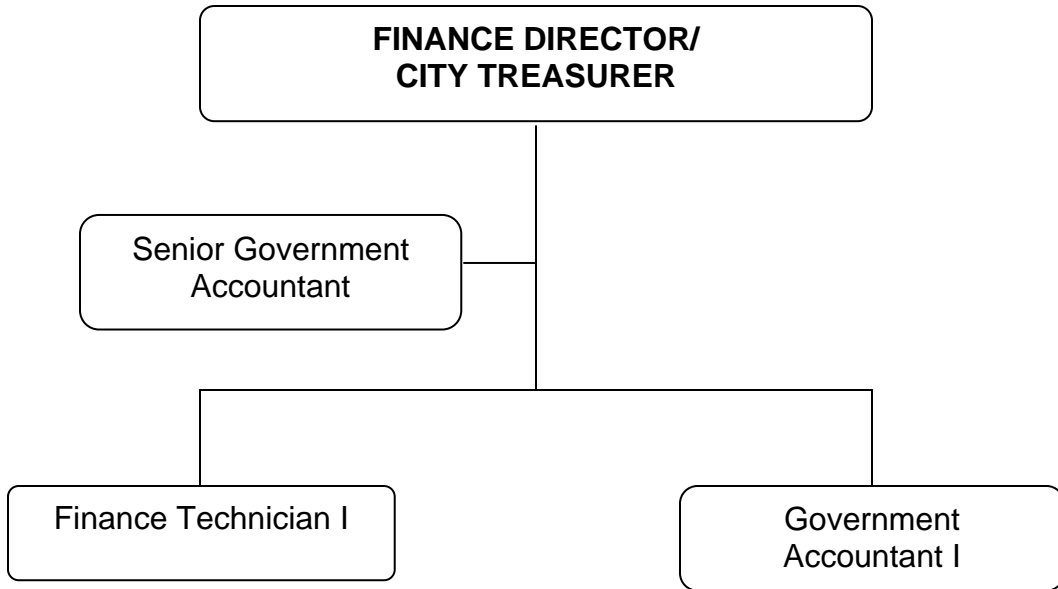
CITY CLERK’S OFFICE

BUDGET DETAIL

Fund #110		Account	Category	FY2011/12
Department: 4131		Detail	Detail	Adopted Budget
Personnel Costs				
	Salaries & Wages		\$ 125,914	
	Employee Benefits		<u>61,525</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes			
	Total Personnel Costs			\$ 187,440
Materials & Services				
110-4131-0320	Dues & Memberships		300	
110-4131-0364	Legal Notices		2,500	
110-4131-0366	Training/Travel Reimbursement		1,000	
110-4131-0384	Books & Subscriptions		<u>50</u>	
	Total Material & Services			3,850
	Total - City Clerk's Office			<u>\$ 191,290</u>



FINANCE DEPARTMENT



FINANCE DEPARTMENT

MISSION STATEMENT

Maintain the financial integrity of the City by providing oversight to City fiscal management; maintaining accurate fiscal records and reports; and providing advice regarding fiscal policy and transactions.

DEPARTMENTAL SUMMARY

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 all City departments. The functions of the 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, and Redevelopment Agency. The Department has four staff positions. The following represents a partial list of accomplishments for the Finance Department during FY 2010-11:

1. Provided service levels on par with prior years, despite the reduction of the Department's staff from five to four authorized positions.
2. Completed planning and implementation of the internet-based version of the City's accounting software (Version 7). This updated version will result in significant efficiencies in the Finance Department and improved access to financial reporting and monitoring of budgets for other City departments.
3. Evaluated the outsourcing of monthly utility bill printing and mailing and the implementation of a lock box for these payments and recommended the outsourcing of the monthly utility bills. The monthly utility bill printing and mailing service will result in a more effective use of staff in the Finance Department and decreased costs to the City. The lock box services will continue to be evaluated to determine if there are sufficient costs savings to implement.
4. Coordinated the actuarial valuation of the post-retirement health program in compliance with GASB 45 standards to assist the City in determining the best method of addressing "other post-employment benefit" (OPEB) liabilities.
5. Provided a detailed analysis of the funding options for the City's OPEB liabilities.
6. Coordinated the preparation of an Asset Valuation Study of Citywide fixed assets in compliance with GASB 34 standards.

FINANCE DEPARTMENT

7. Coordinated preparation of an A-87 Cost Allocation Study to establish a cost allocation methodology for City costs that are reimbursed by grants and developer deposit accounts.
8. Developed a simplified process of Grant and Capital Project tracking and reporting, assuring the timely collection of all reimbursement revenues associated with grants and capital projects.

FISCAL YEAR 2011-2012 PRIORITIES

The Fiscal Year 2011-2012 budget for the Finance Department addresses the following priorities:

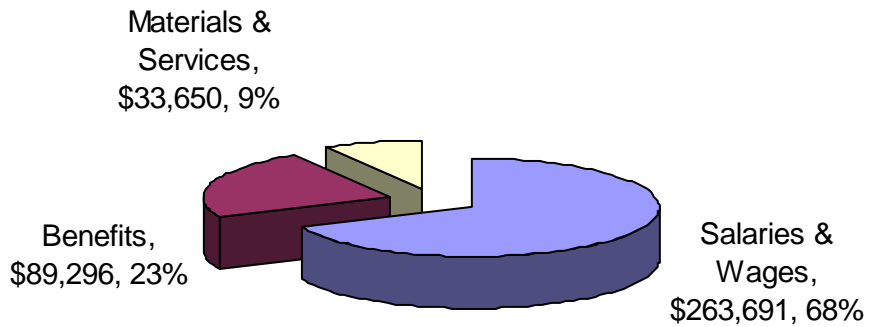
1. Maintain the City's high standard of financial excellence by providing citizens, employees and vendors with professional customer service through collection and disbursement of funds, financial reporting and management of assets.
2. Provide timely and accurate recording and reporting of financial results to the City, government agencies and the general public.
3. Expedite payment of obligations incurred by the City in an accurate and timely manner, maintain records and assist employees and vendors in response to questions regarding payments and invoices.
4. Provide timely and accurate compensation of employees in accordance with City policies and directives and federal, state and local laws.
5. Review internal controls within the department and, if appropriate, implement procedures to enhance internal controls.
6. In conjunction with other City departments and the City Manager, prepare the annual operating and capital budgets for Council approval; provide budgetary and internal control oversight.
7. Evaluate fixed asset purchasing processes to ensure accurate recording of purchased and constructed assets.
8. Work with other City departments to review procurement procedures and coordinate competitive bidding to achieve costs savings.
9. Continue to consolidate the chart of accounts for the City financial system and refine the budget process and presentation.
10. Continue program of cross-training and professional development of staff.

FINANCE DEPARTMENT

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 306,620	\$ 284,700	\$ 240,420	\$ 248,054	\$ 263,691	6.3%
Benefits	96,454	74,366	76,405	73,625	89,296	21.3%
Materials & Services	48,552	68,115	104,671	65,543	33,650	-48.7%
Capital	-	-	-	-	-	0.0%
Total	\$ 451,627	\$ 427,181	\$ 421,496	\$ 387,222	\$ 386,637	-0.2%

**FINANCE
FY 2011-12 by Category**



FINANCE DEPARTMENT

BUDGET DETAIL

Fund #110 Department: 4150	Account Detail	Category Detail	FY2011/12 Adopted Budget
Personnel Costs			
	Salaries & Wages		\$ 263,691
	Employee Benefits		<u>89,296</u>
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 352,987
Materials & Services			
110-4150-0312	Auditing & Accounting		18,250
110-4150-0319	Professional Services		9,500
	A-87 Update	2,500	
	Bank Fees	3,000	
	Sales Tax Audit	1,000	
	Sales Tax Analysis	2,000	
	Miscellaneous	<u>1,000</u>	
		9,500	
110-4150-0320	Dues & Memberships		600
	GFOA, CSMFO, CMTA, Calif. Muni. Revenue & Tax Assoc.		
110-4150-0366	Training/Travel Reimbursement		5,000
110-4150-0384	Books & Subscriptions		<u>300</u>
	Total Material & Services		33,650
Total - Finance Department			<u>\$ 386,637</u>



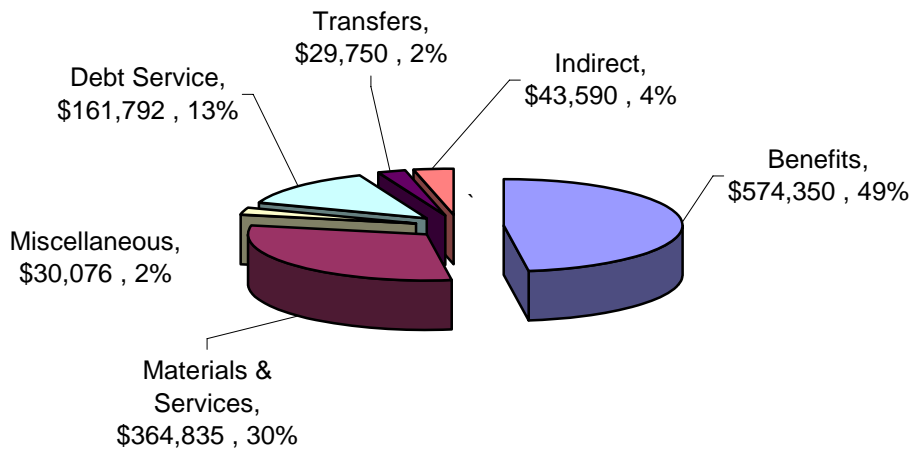
NON-DEPARTMENTAL

TOTAL BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Benefits	\$ 144,385	\$ 218,954	\$ 223,375	\$ 271,737	\$ 574,350 *	111.4%
Materials & Services	438,643	255,886	401,760	373,392	364,835	-2.3%
Other Expenditures	78,795	39,510	34,442	30,770	30,076	-2.3%
Debt Service	157,618	231,360	163,030	159,530	161,792	1.4%
Subtotal	819,440	745,710	822,607	835,429	1,131,053	35.4%
Indirect	49,162	37,425	53,290	53,290	43,590	-18.2%
Transfers	103,314	272,200	48,002	59,768	29,750	-50.2%
Total	\$ 971,916	\$ 1,055,335	\$ 923,899	\$ 948,487	\$ 1,204,393	27.0%

* The Adopted Budget for FY 2011-12 includes the Annual Required Contribution for funding the City's liability for Other Post Retirement Employment Benefits. FY 2011-12 is the first year the City began funding the full required contribution.

NON-DEPARTMENTAL FY 2011-12 by Category



NON-DEPARTMENTAL

PROGRAMS: COMMUNITY ORGANIZATIONS

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Other Expenditures	\$ 112,344	\$ 96,253	\$ 106,222	\$ 104,682	\$ 91,061	-13.0%
Total	\$ 112,344	\$ 96,253	\$ 106,222	\$ 104,682	\$ 91,061	-13.0%

BUDGET DETAIL

Fund #110 Department: 4390 & 4391	Account Detail	Category Detail	FY2011/12 Adopted Budget
Chamber of Commerce			
110-4390-0621	Chamber of Commerce		\$ 6,896
Fort Bragg Promotion Committee			
110-4391-0319	Professional Services		61,165
MCTV			
110-4390-0623	MCTV		23,000
	Annual Contribution (50% Comcast Cable Franchise Fees)		
Total - Community Organization Support			\$ 91,061

NON-DEPARTMENTAL

PROGRAMS: CASPAR CLOSURE & LANDFILL

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 68,446	\$ (26,301)	\$ 70,000	\$ 45,000	\$ 45,000	0.0%
Other Expenditures	174	181	190	190	180	-5.3%
Debt Service	147,569	221,354	151,070	147,570	147,569	0.0%
Total	\$ 216,189	\$ 195,234	\$ 221,260	\$ 192,760	\$ 192,749	0.0%

BUDGET DETAIL

Fund #110	Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4915			
Materials & Services			
110-4915-0319	Professional Services	\$ 45,000	
	Transfer Station		
	Total Materials & Services		\$ 45,000
Other Expenditures			
110-4915-0607	Caspar Landfill Property Tax	180	
	Total Other Expenditures		180
Debt Service			
110-4915-0911	Principal	103,022	
110-4915-0912	Interest	44,547	
	Total Debt Service		147,569
	Total - Caspar Closure and Transfer Station		\$ 192,749

NON-DEPARTMENTAL

PROGRAMS: OTHER NON-DEPARTMENTAL

BUDGET SUMMARY

	FY 2008-09 FYE <u>Audited</u>	FY 2009-10 FYE <u>Audited</u>	FY 2010-11 Amended <u>Budget</u>	FY 2010-11 FYE <u>Projected</u>	FY 2011-12 Adopted <u>Budget</u>	% Incr/ (Decr)
Expenditure						
Benefits	\$ 144,385	\$ 218,954	\$ 223,375	\$ 271,737	\$ 574,350 *	111.4%
Materials & Services	288,871	225,143	257,290	253,790	258,670	1.9%
Other Expenditures	47,602	120	2,500	500	-	-100.0%
Capital	-	-	-	-	-	0.0%
Debt Service	10,049	10,006	11,960	11,960	14,223	18.9%
Subtotal	490,907	454,223	495,125	537,987	847,243	57.5%
Indirect	49,162	37,425	53,290	53,290	43,590	-18.2%
Transfers	103,314	272,200	48,002	59,768	29,750	-50.2%
Total	\$ 643,383	\$ 763,848	\$ 596,417	\$ 651,045	\$ 920,583	41.4%

BUDGET DETAIL

Fund #110 Department: 4190	Account Detail	Category Detail	FY2011/12 Adopted Budget
Personnel Costs			
110-4190-0224	Retiree Medical Benefits		\$ 404,350
	Current Medical and Dental Premiums		\$ 173,350
	Annual Required Contribution		231,000
			404,350
110-4190-0251	Unemployment Insurance		170,000
	Total Employee Benefits		\$ 574,350
Materials & Services			
110-4190-0319	Professional Services		29,640
	County Property Tax Administration		17,000
	MCTV		5,400
	Credit Card Processing Fees		5,400
	Guest House Security		520
	Miscellaneous		1,320
			29,640
110-4190-0320	Dues & Memberships		21,200
	LAFCO - Share of Costs		9,086
	League		3,953
	REHIT Dues		3,875
	Chamber of Commerce		122
	Mendo OES Dues		3,700
	Redwood Empire Division		75
	Other		389
			21,200

NON-DEPARTMENTAL

PROGRAMS: OTHER NON-DEPARTMENTAL

BUDGET DETAIL - Continued

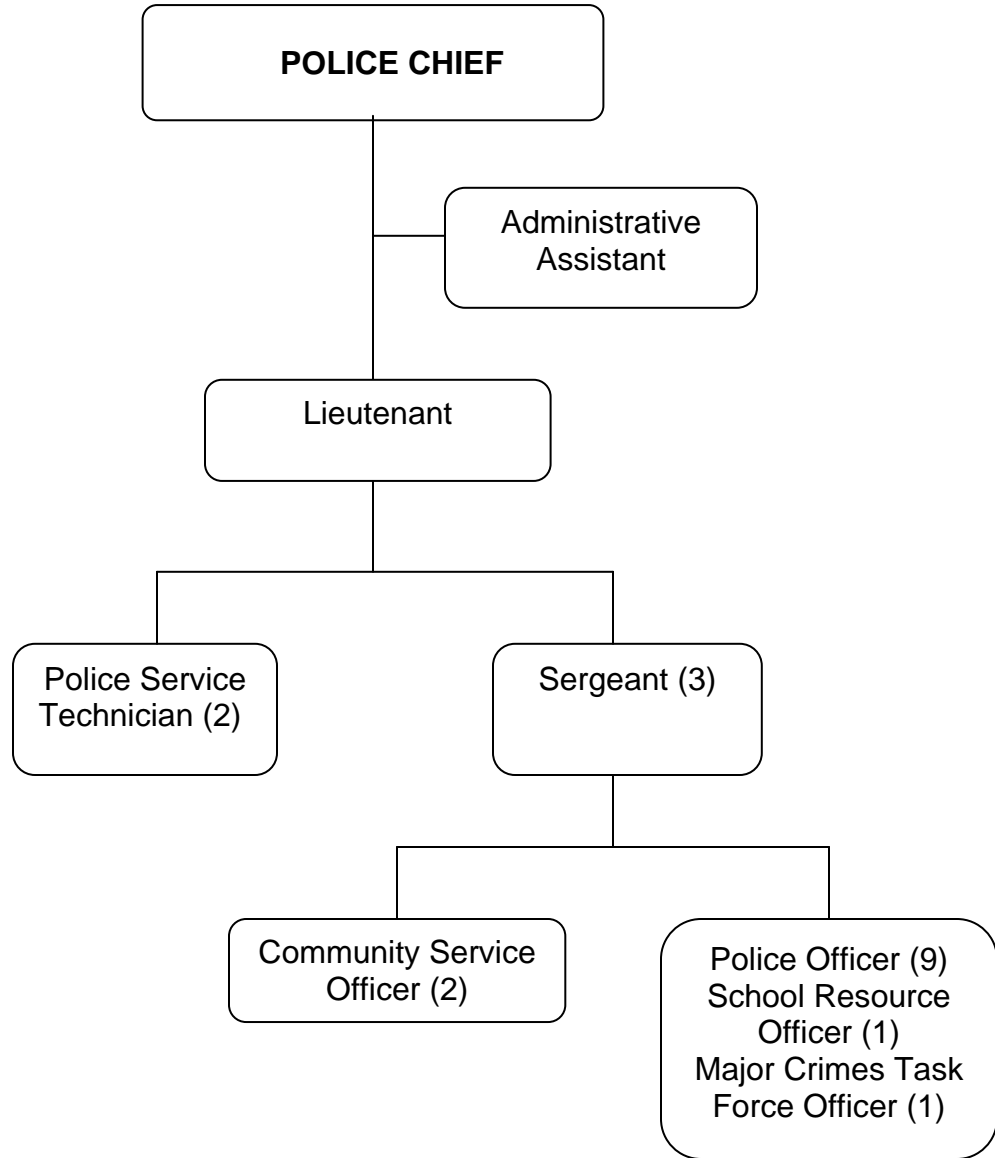
Fund #110		Account	Category	FY2010/11
Department: 4190		Detail	Detail	Adopted Budget
110-4190-0351	Equipment Repair & Maintenance		6,000	
110-4190-0362	Telephone & Communication		17,000	
110-4190-0365	Printing and Copying		500	
110-4190-0371	Meetings/City Business		8,000	
	Otsuchi Sister City Program	3,000		
	Employee Recognition Committee	5,000		
		<u>8,000</u>		
110-4190-0356	Rentals - Equipment & Vehicles		2,000	
110-4190-0372	Postage		7,000	
110-4190-0375	General Supplies		18,000	
110-4190-0383	Utilities		43,000	
110-4190-0384	Books & Subscriptions		400	
	Total Material & Services			152,740
Other Expenditures				
110-4190-0358	Liability Premium		49,080	
110-4190-0359	Liability Deductible		25,000	
110-4190-0360	Property Premium		26,600	
110-4190-0361	Property Deductible		5,250	
	Total Other Expenditures			105,930
Allocation Transfers				
110-4190-0396	Allocation to IT Internal Service Fund		43,590	
	Total Allocation Transfers			43,590
Operating Transfers				
110-4190-0799	Transfer to Other Funds		29,750	
	To Fund 114 - Litigation Reserve	15,000		
	To Fund 146 - Bullet Proof Vests	1,500		
	To Fund 610 - Water Enterprise	13,250		
	City portion of water cost, school fields			
		<u>29,750</u>		
	Total Operating Transfers			29,750
Debt Service				
110-4190-0915	Capital Lease - Copiers		14,223	
	Total Debt Service			14,223
	Total - Non-Departmental			<u>\$ 920,583</u>



Our sister city, Otsuchi, Japan, before March 11, 2011 earthquake & tsunami



POLICE DEPARTMENT



NOTE: In FY 2011-12, the Department has “over hired” one officer to address staffing shortages due to work related injuries. The additional officer is not an authorized new position and it is expected that Department staffing will fall back to authorized levels through attrition.

POLICE DEPARTMENT

MISSION STATEMENT

Provide public safety services to our community through problem solving and preventative strategies designed to safeguard our community with an emphasis on prevention, education, enforcement, and collaborative partnerships.

DEPARTMENTAL SUMMARY

The divisions of the Police Department consist of Administration, Support Services, and Operations. The Department has a staffing level of 21 positions. During this past year, the Police Department remained focused on target goals and priorities. The Department's overall strategic mission provides our community with excellent public safety services that are designed to safeguard citizens and preserve a high quality of life. FY 2010-11 accomplishments include:

1. Continued to expand and improve its service delivery through staff efforts, work flow processes, improved business practices and a continued standard of excellence. Significant progress in technology and modernization has been made in the following areas: records retention, property and evidence, dispatch services, patrol/training equipment and communication methods.
2. Provided successful operational oversight of a multitude of specialty events including the Fourth of July Fireworks, Holiday Lights Parade, Paul Bunyan Weekend and Whale Festival. Through a collaborative and proactive model, the Department has fostered strong community partnerships to provide preventative and educational resources to our community. Examples include: Crime Prevention Newsletter, Gang Resistance is Paramount (G.R.I.P) Program, Community Forums, Safe Communities Celebration in the Park, Teen Court, At-Risk Youth Programs, Mentorship Programs, School Resource Officer, Domestic Violence Prevention, and Drug and Gang Awareness Presentations.
3. Continued to increase community awareness on a variety of issues, including traffic safety, downtown foot/bike patrol, safe school routes, traffic enforcement, identity theft prevention, citizen information pamphlets, probation, and gang operations. Rapid response to calls for service has resulted in an increased apprehension rate for criminal activity including a reduction in gang-related crimes.
4. Continued to recruit and train a diverse and talented team of law enforcement professionals with a significant emphasis on mandated training and mentorship geared around a "community oriented" approach. This past year the Chief and Captain positions were vacant and filled by interim employees. The City recently filled Chief's position and is reclassifying the Captain's position to that of Lieutenant.
5. Departmental strategic planning this past year focused on short and long term goals to modernize and better adapt to service demands, current/future trends, operational efficiency, and overall image. The Department has experienced significant staff turn-over in the Administrative Division this year. By years end, the Department will have new employees in the chief, lieutenant and administrative assistant positions.

POLICE DEPARTMENT

FISCAL YEAR 2011-2012 PRIORITIES

The emphasis of the Fiscal Year 2011-2012 budget is to maintain current service levels while providing continuing attention to employee and organizational development and community problem solving. In addition to the ongoing maintenance of mandated services for general law enforcement, code administration and emergency response, the Department will pursue the following priority objectives:

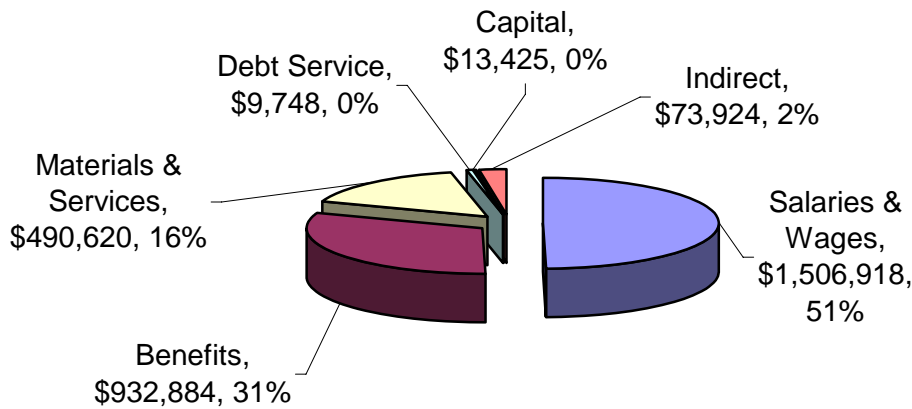
1. Continue placing a high emphasis on recruitment and retention of police employees while providing a professional and respectful work environment.
2. Continue to develop the skills of support staff, officers and supervisors through training, employee development, coaching and mentoring.
3. Address “quality of life” issues by proactively resolving problems associated with code enforcement violations, parking violations, abandoned vehicles, crime trends and substance abuse in the downtown business district, residential neighborhoods and parks.
4. Identify resources that will allow the Department to expand its community based awareness and crime prevention programs.
5. Continue proactive enforcement efforts on drug and gang-related criminal activity.
6. Continue to pursue outside funding for the School Resource Officer (SRO) position.
7. Conduct foot and bike patrols during in the downtown business district, and identify problem locations elsewhere in the city.
8. Manage the expenses of the Department by operating within the fiscal levels established in the final budget.
9. Implement a Restorative Policing approach to address habitual offender issues.
10. Assist and promote training and planning efforts to increase our disaster response/management services and also increase our community preparedness levels.
11. Continue police motorcycle program and increase traffic enforcement throughout the community.
12. Create and implement a Police Chaplain Program.
13. Produce a Police Department Annual Report that highlights organizational services, achievements, and overall yearly activities.
14. Create a Departmental Strategic Plan that identifies future goals and objectives.

POLICE DEPARTMENT

DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 1,424,622	\$ 1,510,569	\$ 1,533,210	\$ 1,561,717	\$ 1,506,918	-3.5%
Benefits	786,597	853,776	864,125	825,706	932,884	13.0%
Materials & Services	519,798	594,831	507,678	503,501	490,620	-2.6%
Capital	32,712	-	13,425	13,425	13,425	0.0%
Debt Service	70,257	70,645	23,425	23,425	9,748	-58.4%
Subtotal	2,833,985	3,029,821	2,941,863	2,927,774	2,953,595	0.9%
Indirect	50,500	62,000	59,900	59,900	73,924	23.4%
Total	\$ 2,884,485	\$ 3,091,821	\$ 3,001,763	\$ 2,987,674	\$ 3,027,519	1.3%

POLICE DEPARTMENT FY 2011-12 by Category



POLICE DEPARTMENT

DIVISION: ADMINISTRATION

SERVICE DESCRIPTION

Provide customer service to the community and support to front line Police Department operations through the business office of the Police Department including management of reports, telephone inquiries, statistics, employee training, evidence and property management, fingerprinting, and court coordination.

DIVISION SUMMARY

Administration staff consists of the Chief of Police, Police Lieutenant and the Administrative Assistant. Their mission is to provide other department personnel with strategic goals and objectives, assure adequate staffing and equipment, provide training and certification in according with California Peace Officers Standards and Training regulations (POST), originate and manage the Department budget and provide leadership direction. Administration also serves as a liaison between the Police Department, other city departments and community members.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 223,525	\$ 237,197	\$ 260,200	\$ 286,127	\$ 250,789	-12.4%
Benefits	112,682	134,412	158,595	119,090	128,103	7.6%
Materials & Services	32,168	27,664	37,000	37,000	32,300	-12.7%
Capital	-	-	13,425	13,425	13,425	0.0%
Subtotal	368,375	399,273	469,220	455,642	424,617	-6.8%
Indirect	50,500	62,000	10,000	10,000	15,000	50.0%
Total	\$ 418,875	\$ 461,273	\$ 479,220	\$ 465,642	\$ 439,617	-5.6%

POLICE DEPARTMENT

DIVISION: ADMINISTRATION

BUDGET DETAIL

Fund #110 Department: 4201	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Personnel Costs:			
	Salaries & Wages	\$ 250,789	
	Employee Benefits	<u>128,103</u>	
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 378,892
Materials & Services			
110-4201-0316	Pre-Employment Costs	2,000	
110-4201-0320	Dues & Memberships	1,200	
110-4201-0351	Equipment Repair & Maintenance	800	
110-4201-0362	Telephone & Communication	17,000	
110-4201-0365	Copying/Printing	200	
110-4201-0366	Training/Travel Reimbursement	3,000	
110-4201-0371	Meetings/City Business	800	
110-4201-0375	General Supplies	300	
110-4201-0383	Utilities	<u>7,000</u>	
	Total Material & Services		32,300
Allocation Transfers			
110-4201-0397	Allocation from Facilities Maintenance Fund	<u>15,000</u>	
	Total Allocation Transfers		15,000
Capital Expenditures			
110-4201-0721	Purchase of Land (Parking Lot)	<u>13,425</u>	
	Total Capital Expenditures		13,425
Total - Police Department Administration Division			<u>\$ 439,617</u>

POLICE DEPARTMENT

DIVISION: OPERATIONS

SERVICE DESCRIPTION

Provide frontline emergency and non-emergency police services to the community through uniformed police officers and community service officers who provide security, investigate crimes and traffic accidents, arrest law violators, enforce parking regulations and provide a variety of other community oriented policing services.

FISCAL YEAR 2011-2012 PRIORITIES

Operations Division expenses account for approximately 80% of the total department budget. The division consists of three police sergeants, 11 police officers and two community service officers. One police officer position is a School Resource Officer and one police officer position is assigned to work with the Mendocino County Major Crimes Task Force.

The Operations Division provides public safety services to our citizens on a 24 hour a day, seven day a week basis. They respond to calls for service, both criminal and non-criminal, conduct investigations, and write police reports relating to those calls. They also respond to traffic accidents, traffic/parking complaints, and deliver a variety of prevention and awareness information to community members, service organizations and schools.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 1,079,366	\$ 1,156,991	\$ 1,185,265	\$ 1,186,465	\$ 1,167,291	-1.6%
Benefits	620,013	663,815	660,880	660,939	757,466	14.6%
Materials & Services	457,054	538,936	442,878	438,551	430,370	-1.9%
Capital	32,712	-	-	-	-	0.0%
Debt Service	70,257	70,645	23,425	23,425	9,748	-58.4%
Subtotal	2,259,402	2,430,387	2,312,448	2,309,380	2,364,875	2.4%
Indirect	-	-	49,900	49,900	58,924	18.1%
Total	\$ 2,259,402	\$ 2,430,387	\$ 2,362,348	\$ 2,359,280	\$ 2,423,799	2.7%

POLICE DEPARTMENT

DIVISION: OPERATIONS

BUDGET DETAIL

Fund #110	Account	Category Account	FY 2011-12 Adopted
Department: 4200	Detail	Detail	Budget
Personnel Costs:			
	Salaries & Wages	\$ 1,167,291	
	Employee Benefits	<u>757,466</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 1,924,757
Materials & Services			
110-4200-0313	Laboratory	3,000	
110-4200-0316	Pre-Employment Costs	7,000	
110-4200-0318	Investigative Medical Service	2,000	
110-4200-0319	Professional Services	346,970	
	Dispatch Services	\$ 296,415	
	Animal Control	40,500	
	Task Force	3,500	
	Reporting Subscriptions	3,780	
	Parking Administration	1,200	
	Car Washing	900	
	Miscellaneous	<u>675</u>	
		346,970	
110-4200-0351	Equipment Repair & Maintenance	25,000	
110-4200-0357	Rentals - Space	3,000	
110-4200-0363	Advertising & Publishing	200	
110-4200-0366	Training/Travel Reimbursement	16,000	
110-4200-0374	Evidence Supplies	1,200	
110-4200-0375	General Supplies	12,000	
110-4200-0376	Medical/Safety Supplies	3,000	
110-4200-0381	Small Tools & Equipment	10,500	
110-4200-0384	Books & Subscriptions	<u>500</u>	
	Total Material & Services		430,370
Allocation Transfers			
110-4200-0322	Fleet Services	<u>58,924</u>	
	Total Allocation Transfers		58,924
Debt Service			
110-4200-0915	Capital Lease - Principal	9,565	
110-4200-0916	Capital Lease - Interest	<u>183</u>	
	Total Debt Service		9,748
Total - Police Department Operations Division			<u><u>\$ 2,423,799</u></u>

POLICE DEPARTMENT

DIVISION: SUPPORT SERVICES

SERVICE DESCRIPTION

Provide customer service to the community and support to front line Police Department operations through the business office of the Police Department including management of reports, telephone inquiries, statistics, employee training, evidence and property management, fingerprinting, and court coordination.

FISCAL YEAR 2011-2012 PRIORITIES

The Support Services Division is staffed by two Police Service Technicians whose primary responsibilities are to assure that all police records are kept, filed and released in accordance with laws governing those matters. They also provide live-scan finger print services to the public, process and forward criminal reports, provide information and assist on the intake, and oversee the release and destruction of all department evidence.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 121,731	\$ 116,381	\$ 87,745	\$ 89,125	\$ 88,837	-0.3%
Benefits	53,901	55,549	44,650	45,677	47,316	3.6%
Materials & Services	30,576	28,231	27,800	27,950	27,950	0.0%
Total	\$ 206,208	\$ 200,161	\$ 160,195	\$ 162,752	\$ 164,103	0.8%

POLICE DEPARTMENT

DIVISION: SUPPORT SERVICES

BUDGET DETAIL

Fund #110 Department: 4202	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Personnel Costs:			
	Salaries & Wages	\$ 88,837	
	Employee Benefits	47,316	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs	\$ 136,153	
Materials & Services			
110-4202-0319	Professional Services	12,000	
	Finger Printing		
110-4202-0351	Equipment Repair & Maintenance	3,000	
110-4202-0355	Equipment Leases	5,000	
110-4202-0356	Rentals - Equipment & Vehicles	1,200	
110-4202-0357	Rentals - Space	1,400	
110-4202-0365	Copying/Printing	100	
110-4202-0366	Training/Travel Reimbursement	2,000	
110-4202-0372	Postage	2,500	
110-4202-0375	General Supplies	400	
110-4202-0381	Small Tools & Equipment	350	
	Total Material & Services	27,950	
Total - Police Department Support Services Division			\$ 164,103

FIRE PROTECTION DISTRICT

BUDGET SUMMARY

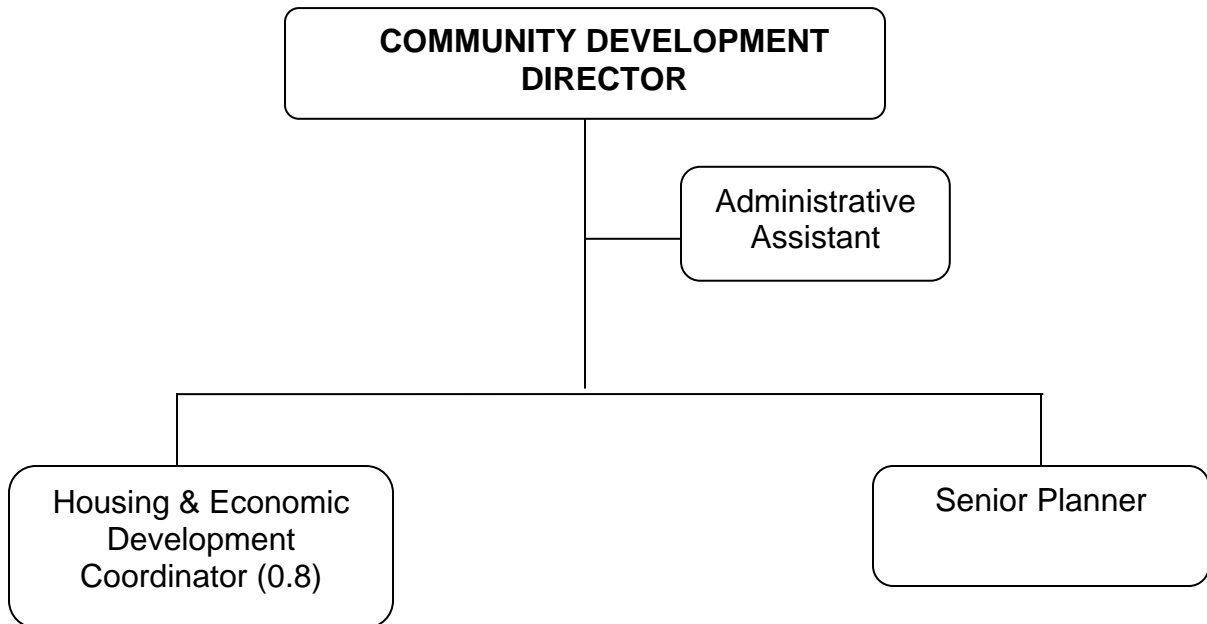
Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Benefits	\$ 11,853	\$ 12,141	\$ 313	\$ 313	\$ 350	11.8%
Materials & Services	341,744	342,828	345,000	345,000	360,000	4.3%
Total	\$ 353,597	\$ 354,969	\$ 345,313	\$ 345,313	\$ 360,350	4.4%

BUDGET DETAIL

Fund #110	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Department: 4220			
Personnel Costs			
110-4220-0220	Pers	\$ 350	
	Total Employee Benefits		\$ 350
Materials & Services			
110-4220-0319	Professional Services	360,000	
	Total Material & Services		360,000
Total - Fort Bragg Fire Protection District			\$ 360,350



COMMUNITY DEVELOPMENT DEPARTMENT



NOTE: Housing & Economic Development Coordinator is a part-time position in FY 2011-12.

COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENTAL SUMMARY

MISSION STATEMENT

Engage in long range and current planning activities that maintain and enhance the City of Fort Bragg as a sustainable working town with a diversified economy that serves residents and visitors. Work to preserve and develop desirable community and environmental amenities, an attractive and functional built environment, and a vibrant economy by providing open and effective long range, special project, and current planning; efficient, professional and customer-friendly permitting and economic development; and grant writing to reduce costs to the City's General Funds.

Community Development Department responsibilities include: long range and comprehensive planning, development review, economic development, affordable housing, code enforcement, and grant writing and administration. The Department has four staff positions. As current planning and development review activity slowed during the past year due to economic conditions, Community Development Department staff focused more attention on special projects and long range planning work. Community Development Department accomplishments include the following:

1. Significant progress was made on moving the North Fort Bragg Coastal Trail toward construction. Major accomplishments include: purchase of the 92-acre parcel, award of a \$4.85 million Prop 84 grant for trail construction, management of and production of a complex EIR/EA document, ground truthing and refinements to the 30 percent design, removal of invasive plants from trail property, and initial seed collection for restoration activities.
2. Pursued two priority economic development projects. The Noyo Center Project was substantially advanced over the past year. Major accomplishments include: completion of the Noyo Center conceptual design, submittal of a Prop 84 grant application for \$7 million, the Mitigated Negative Declaration (MND), and site acquisition. The Industrial Arts Center hit some roadblocks in 2010 when Georgia-Pacific indicated that they would not enter into a long-term lease or sell Dry Shed #4 to the City.
3. Worked collaboratively with Public Works to ensure the effective implementation of the Otis Johnson Park restoration and Skate Park construction projects.
4. Community Development Director serves as City's project manager for Mill Site Specific Plan activities. Integrated the proposed design guidelines for the Mill Site into the Citywide Design Guidelines, drafted open space chapter for the Specific Plan, completed draft Development Impact Fee Study, prepared a variety of memos for the MSCC addressing entitlement and phasing issues, edited first admin draft of the Specific Plan, prepared water use analysis for Mill Site, participated in joint meetings with the Coastal Commission staff and other public agencies, participated in numerous meetings to manage consultant work and provide feedback and input on interim work products, participated in numerous City team strategy meetings, etc.

COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENTAL SUMMARY - Continued

5. Worked with Georgia Pacific and regulatory agencies to ensure that the proposed Mill Pond remediation/restoration strategy is developed according to City Council's direction; participated in joint agency meetings regarding remediation efforts.
6. Completed the Inland General Plan Update, LUDC Update and CEQA review.
7. Started preparation of the Climate Action Plan and a sustainability element for the General Plan.
8. Completed the draft Residential Streets Safety Plan and the South Main Street Access and Beautification Plan. Staff has also been actively engaged in the Vision Mendocino 2030 Steering Committee (MCOG), Blueprint Planning Process (MCOG). Staff also assisted with the Caltrans funded BTA implementation project and wrote an MCOG OWP grant application for Chestnut St. Traffic Calming Feasibility Study.
9. Continued to process a variety of current planning applications for new single-family, affordable housing, multi-family, institutional and commercial development.
10. Implemented a very effective fee program for code that has improved code violation resolution.
11. Continued to provide economic development assistance to businesses interested in expanding/locating in Fort Bragg. Administer two CDBG Economic Enterprise Fund Grants (Business Assistance Loan Program and Microenterprise Program) through the West Company. Implement Shop Local campaign; Historical Tourism analysis; and Business Roundtables. Updated the Economic Development website and Downtown Business Directory & Map. Completed the Food Products Industry Marketing & Technical Assistance Strategy. Provide staffing to the Fort Bragg Promotion Committee and facilitated the transition of the committee to the Chamber of Commerce. Initiated the Compost Facility Feasibility Study.
12. Continued to build capacity in the City's affordable housing program. Began implementing new \$800,000 Housing Rehabilitation Program and Homeownership Assistance Program. Continue to manage and administer fund for the Home Energy Link Program and the CDC Housing Rehabilitation Project. Participate in Homeless Services Planning Group.
13. Wrote several successful grant applications for the City, many of which fund a significant portion of Department staff activities. Grants cover a variety of activities including: housing rehab, homeownership assistance; Food Bank improvements, Home Energy Link Program, CDC Housing Rehabilitation Project, Business Assistance Loan Program, Microenterprise Program, Food Products Industry Strategy, Shop Local campaign, Historical Tourism, Business Roundtables, Industrial & Fine Arts Facility Phase II, Compost Facility Feasibility Study, Coastal Trail Design & Engineering, Coastal Trail EIR, MCOG Blueprint Planning, South Main Street Bike Access & Beautification Plan, Safe Routes to School project, Skate Park Phase II project, Ed Byrne/JAG FY 09 Formula Grant, COPS Secure our Schools, Noyo Center Schematic Design, Otis Johnson Park Restoration Project, the Climate Action Plan, and more.

COMMUNITY DEVELOPMENT DEPARTMENT

FISCAL YEAR 2011-2012 PRIORITIES

The FY 2011-12 Budget for the Community Development Department addresses the following priorities:

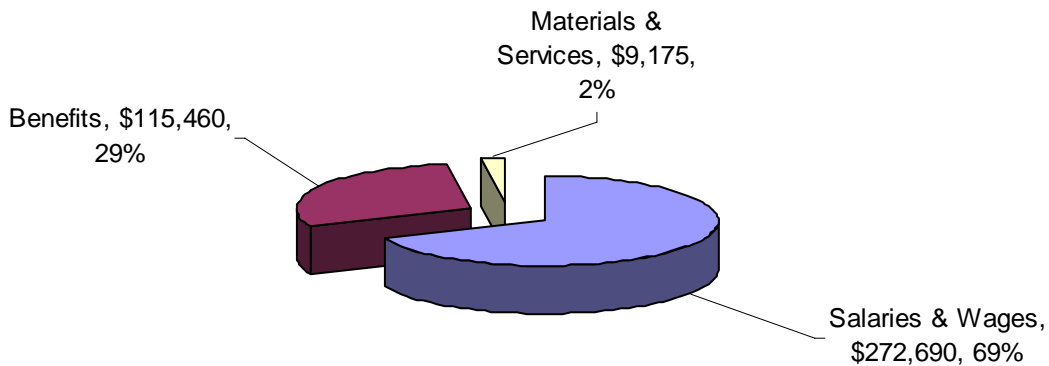
1. Continue to provide oversight for the Mill Site reuse planning process, including: 1) review and adoption of the Specific Plan, Remedial Action Plan, Pond 8 restoration project, and water rights; 2) manage the preparation of the EIR for the Specific Plan and related projects; and 3) continue to engage the public in the project.
2. Complete the following long-range planning activities: Residential Street Safety Plan, Alley Master Plan, and Climate Action Plan.
3. Continue to provide excellent and timely current planning services for private sector development projects throughout the City; key City project such as Skate Park Phase II, the Coastal Trail and all City capital improvement projects.
4. Work collaboratively with the Public Works Department to ensure that the Coastal Trail final design and bid packets are prepared for the 2012 construction season. Assist Public Works with management of the construction process to ensure that all conditions of permit approval and all mitigation measures in the EIR are achieved.
5. Continue to develop and implement the City's sustainability programs.
6. Provide economic development assistance to the business community through the activities of the Business Advocates Program, the Micro-enterprise Program, and the Economic Enterprise Program (business assistance loan program).
7. Implement and coordinate the City's new Housing Rehabilitation Loan Program for low income residents and engage in other efforts to encourage affordable housing development.
8. Continue to prepare grant applications and manage grant-funded activities.
9. Continue to improve the health and safety of the City by engaging in code enforcement activities, reviewing event permits, building permits, and sign permits.

COMMUNITY DEVELOPMENT DEPARTMENT

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 316,443	\$ 271,198	\$ 268,165	\$ 257,271	\$ 272,690	6.0%
Benefits	104,724	107,725	106,145	105,027	115,460	9.9%
Materials & Services	19,449	2,948	7,775	9,425	9,175	-2.7%
Capital	281	-	-	-	-	0.0%
Total	\$ 440,897	\$ 381,871	\$ 382,085	\$ 371,723	\$ 397,326	6.9%

COMMUNITY DEVELOPMENT FY 2011-12 by Category

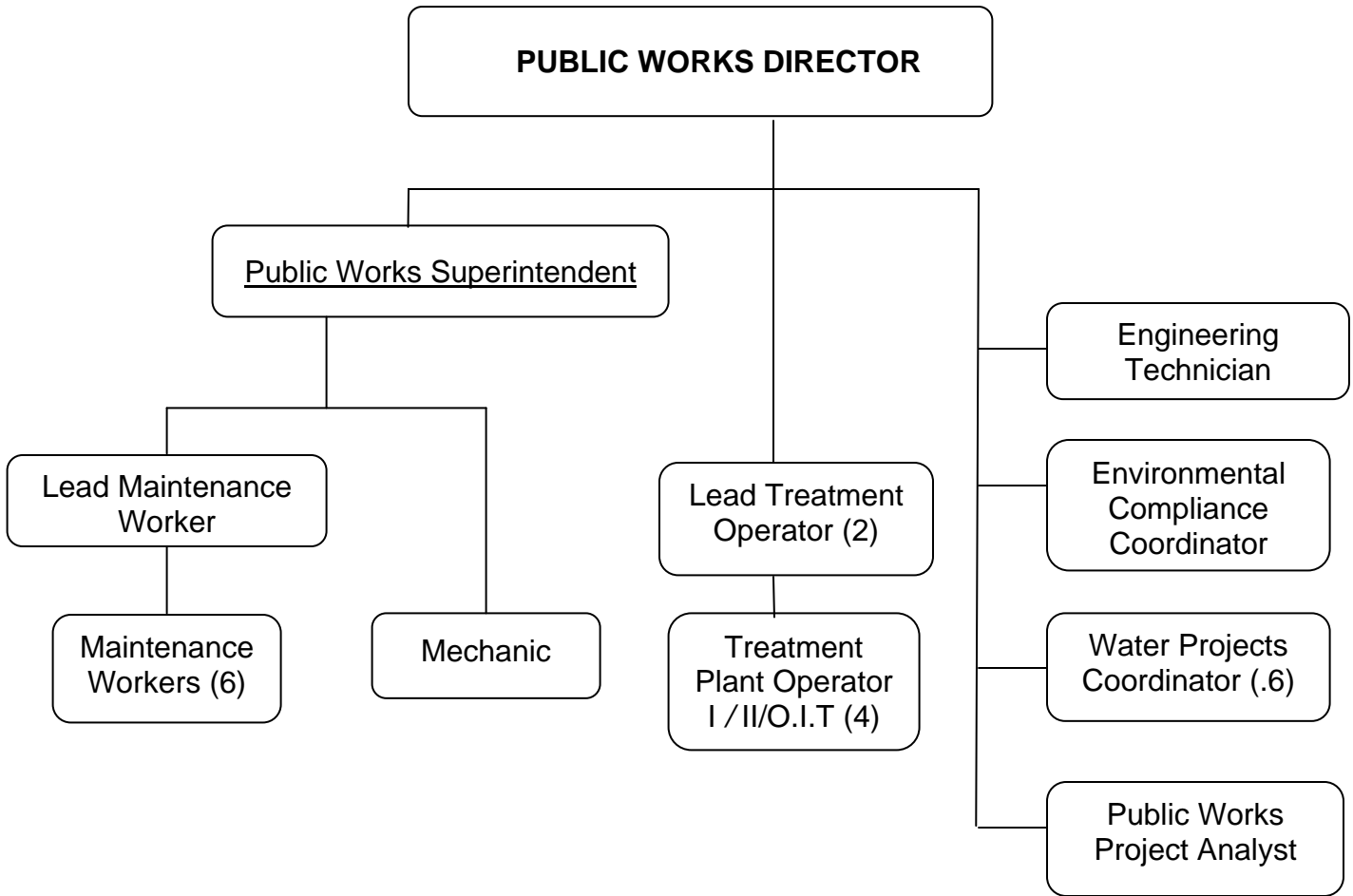


COMMUNITY DEVELOPMENT DEPARTMENT

BUDGET DETAIL

Fund #110 Department: 4320	Account Detail	Category Detail	FY2011/12 Adopted Budget
Personnel Costs			
	Salaries & Wages	\$ 272,690	
	Employee Benefits	<u>115,460</u>	
	Medical & Dental Insurance Premiums;		
	Pers; Employment Taxes		
	Total Personnel Costs		\$ 388,151
Materials & Services			
110-4320-0319	Professional Services	500	
110-4320-0320	Dues & Memberships	200	
	APA Membership		
110-4320-0364	Legal Notices	2,500	
110-4320-0365	Copying/Printing	3,000	
110-4320-0366	Training/Travel Reimbursement	2,500	
110-4320-0371	Meetings/City Business	100	
110-4320-0381	Small Tools & Equipment	250	
110-4320-0384	Books & Subscriptions	<u>125</u>	
	Total Material & Services		9,175
Total - Community Development Department			<u><u>\$ 397,326</u></u>

PUBLIC WORKS DEPARTMENT



NOTE: Water Projects Coordinator is a part-time position in FY 2011-12. One Maintenance Worker position is currently vacant.

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

MISSION STATEMENT

Provide, operate and maintain essential public infrastructure facilities and services to make everyday life as safe and convenient as possible.

DEPARTMENTAL SUMMARY

The Public Works Department consists of six divisions - Administration/ Engineering, Parks and Facilities, Corporation Yard/Motor Pool, Street Maintenance, Water Enterprise, and Wastewater Enterprise. The Department has a staffing level of 19.6 positions. Water and Wastewater are operated as separate enterprises and are shown in separate sections of this budget.

The basic services provided by the Public Works Department include surveying, mapping, drafting, park and city-owned facility maintenance, street maintenance and repair, traffic signage, water intake, treatment and distribution, storm water runoff management, and wastewater collection, treatment and discharge. For each of these basic services, the Public Works Department emphasizes the following key priorities:

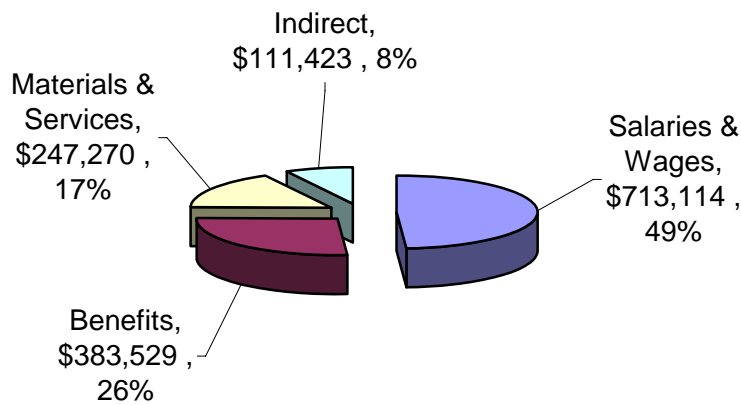
1. Provide coordinated oversight and management of six divisions within the Department.
2. Manage and inspect Capital Projects for quality and quantity of workmanship.
3. Ensure that employees are provided essential safety training and employee training. Provide employees with adequate resources to safely and effectively complete their jobs.
4. Implement employee policies and procedures in accordance with OSHA Regulations.
5. Continue to improve employee performance and morale.
6. Provide necessary physical and operational improvements to city-owned facilities. Meet or exceed all regulatory requirements at each city-owned facility. Make city-owned facilities more energy-efficient and cost-efficient.
7. Maintain customer satisfaction.
8. Pursue additional revenue sources and reduce costs to General Fund.
9. Enhance community understanding of water and wastewater treatment programs.
10. Protect public by providing a safe and durable road network. Provide for a smooth flow of traffic throughout the City.

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 751,509	\$ 803,987	\$ 696,240	\$ 689,102	\$ 713,114	3.5%
Benefits	333,957	352,900	360,197	341,649	383,529	12.3%
Materials & Services	234,843	227,075	262,177	288,324	247,270	-14.2%
Capital	17,255	4,973	5,000	5,050	-	-100.0%
Subtotal	1,337,564	1,388,935	1,323,614	1,324,125	1,343,913	1.5%
Indirect	145,407	73,186	65,925	51,875	111,423	114.8%
Transfers	3,178	-	-	-	-	0.0%
Total	\$ 1,486,149	\$ 1,462,121	\$ 1,389,539	\$ 1,376,000	\$ 1,455,336	5.8%

PUBLIC WORKS - NON-ENTERPRISE FY 2011-12 by Category



PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: ADMINISTRATION/ENGINEERING

SERVICE DESCRIPTION

Provide administrative support, fiscal management and engineering services to the Public Works Department and employees in its six divisions. Provide construction management for the Capital Improvement Program and work closely with staff of the regulatory agencies to maintain permit compliance.

DIVISION SUMMARY

In FY 2010-11, the Administration/Engineering Division of the Public Works Department accomplished the following:

1. Administered permitting, prepared status reports, and provided construction management and inspection for the American Recovery and Reinvestment Act (ARRA) funding of the Pudding Creek Road Reconstruction Project.
2. Provided construction management, engineering and inspection for the American Recovery and Reinvestment Act (ARRA) funded Dana Street and North Harold Street Overlay Project.
3. Provided construction management, engineering and inspection for the American Recovery and Reinvestment Act (ARRA) funded Pine & Laurel Streets Pedestrian Enhancement Project.
4. Provided construction management for installation of drainage improvement at the intersection of Harrison and Madrone Streets.
5. Provided construction management for completion of Phase I of the Fort Bragg Skate Park at the C.V. Starr Community Center.
6. Evaluated survey and boundary descriptions for the Noyo Center property prior to acquisition and developed legal description for temporary access to the Noyo Center from the Georgia Pacific property entrance at Cypress Street.
7. Administered permitting, prepared status reports, and provided construction management and inspection for the Otis R. Johnson Park Restoration Project.
8. Continued coordination with design team on the Highway 1 Safety Project (Main Street Merge) and coordinated funding for additional traffic modeling for the project.

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: ADMINISTRATION/ENGINEERING

DIVISION SUMMARY - Continued

9. Continued oversight of City programs and permitting including Fats, Oils & Grease (FOG) Program; Cross Connection (Backflow) Program and Encroachment Permits.
10. Worked with engineering firm to complete design of Safe Routes to School (Federal) Project and advertise project for construction in summer of 2011.
11. Administered contracts for the design of the East Fort Bragg Pressure Zone Improvements Phase I and Phase II Project; design of the Waterfall Gulch Raw Water Line Replacement between Highway 20 and Brush Creek Road and Wastewater Projects Design including Sludge Thickener Mechanism/Grit Removal System, Primary Clarifier Mechanism Replacement and Trickling Filter Improvements.
12. Prepared bid documents, advertised projects for construction and provided construction management and inspection for: Lift Stations Fencing Replacement Project; Metal Siding and Roof Replacement for Wastewater Filter Press Building & Garage; Chlorine Contact Basin Walkway Replacement Project; Facilities Lighting Replacement Project; Madsen Hole Emergency Generator Installation Project; Street Structural Repairs Project (Various Locations); Rubberized Chip Seal (Street Resurfacing) Project, Phase II.

FISCAL YEAR 2011-2012 PRIORITIES

The Administration and Engineering Division has identified the following key priorities for FY 2011-12:

1. Complete construction of designed and funded capital projects including Skate Park Phase II; Safe Routes to Schools; Otis Johnson Park Improvements; Street Structural Repairs; Rubberized Chip Seal (Street Resurfacing) Project; Chlorine Contact Basin Walkway Project; Wastewater Treatment Filter Press and Garage Building Siding and Roof Replacement and City Hall Parking Lot Resurfacing.
2. Identify and secure funding for construction of alternate water storage; East Fort Bragg Pressure Zone Improvements and replacement of the Raw Water Line from Waterfall Gulch between Highway 20 and Brush Creek Road.
3. Continue to seek funding in various arenas for Capital Projects, with a special emphasis on funding of Wastewater Treatment Facility capital projects.
4. Continue to work with contract engineers on completing the design of the Main Street Merge Project in preparation for construction in FY 2013-14.

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: ADMINISTRATION/ENGINEERING

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 265,887	\$ 319,284	\$ 235,675	\$ 228,700	\$ 255,652	11.8%
Benefits	92,595	101,883	108,697	90,188	99,277	10.1%
Materials & Services	24,130	32,817	14,800	29,999	13,420	-55.3%
Capital	13,168	-	-	50	-	-100.0%
Subtotal	395,780	453,984	359,172	348,937	368,348	5.6%
Indirect	-	-	-	1,800	1,358	-24.6%
Total	\$ 395,780	\$ 453,984	\$ 359,172	\$ 350,737	\$ 369,706	5.4%

BUDGET DETAIL

Fund #110	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Department: 4330			
Personnel Costs			
	Salaries & Wages		\$ 255,652
	Employee Benefits		99,277
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 354,928
Materials & Services			
	110-4330-0310 Engineering		10,000
	110-4330-0320 Dues & Memberships		420
	110-4330-0351 Equipment Repair & Maintenance		200
	110-4330-0365 Copying/Printing		50
	110-4330-0366 Training/Travel Reimbursement		2,000
	110-4330-0377 Boot Expense		200
	110-4330-0381 Small Tools & Equipment		500
	110-4330-0384 Books & Subscriptions		50
	Total Material & Services		13,420
Allocation Transfers			
	110-4330-0322 Fleet Services		1,358
	Total Allocation Transfers		1,358
	Total - Admin. & Engineering Division		\$ 369,706

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: PARKS & FACILITIES

DIVISION SUMMARY

In FY 2010-11, the City's Public Works crew:

1. Maintained all City parks and street trees.
2. Installed additional trash receptacles; street benches and bicycle racks.
3. Provided all building maintenance, janitorial duties, and building repairs.
4. Assisted with Capital Projects as required including Skate Park; Pudding Creek Road Reconstruction; Dana & Harold Streets Overlay; Johnson Park Project and Pine & Laurel Sidewalk Enhancement Project.

FISCAL YEAR 2011-2012 PRIORITIES

The Parks and Facilities Division have identified the following key priorities for FY 2011-12:

1. Oversee continued maintenance and improvement to Pomo Bluffs Park, Guest House Museum, Fort Building/City Hall Grounds, Bainbridge Park and Otis Johnson Park.
2. Maintain pedestrian paths created by Safe Routes to School Project.
3. Continue to assist with development of a maintenance program for the Coastal Trail & Parkland property for future bicycle and pedestrian access.
4. Improve safety and maintenance to all existing park facilities.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 16,774	\$ 21,649	\$ 26,125	\$ 31,750	\$ 23,200	-26.9%
Capital	-	4,370	-	-	-	0.0%
Subtotal	16,774	26,019	26,125	31,750	23,200	-26.9%
Indirect	95,185	23,412	27,675	22,350	46,299	107.2%
Total	\$ 111,959	\$ 49,431	\$ 53,800	\$ 54,100	\$ 69,499	28.5%

**PUBLIC WORKS DEPARTMENT
(Non-Enterprise)**

DIVISION: PARKS & FACILITIES

BUDGET DETAIL

Fund #110 Department: 4392	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Materials & Services			
110-4392-0319	Professional Services		\$ 7,450
	Porta-Potty Maintenance	\$ 2,500	
	Guest House & City Hall Alarms	1,200	
	Tree Maintenance	1,200	
	Parlin Fork Work Crew (5 days)	1,250	
	Fire Extinguisher Maintenance	300	
	Miscellaneous	1,000	
		7,450	
110-4392-0351	Equipment Repair & Maintenance		250
110-4392-0375	General Supplies		15,000
110-4392-0381	Small Tools & Equipment		500
	Total Material & Services		\$ 23,200
Allocation Transfers			
110-4392-0322	Fleet Services		15,499
110-4392-0397	Allocation to Facilities Maintenance & Repair		30,800
	Total Allocation Transfers		46,299
	Total - Parks & Facilities Division		\$ 69,499

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: CORPORATION YARD/MOTOR POOL

DIVISION SUMMARY

In FY 2010-11, the City's Public Works crew:

1. Responded to 39 sewer calls including 18 main line blockages, eight lateral plugs, 13 private lateral calls, and 12 root cutting issues in City pipes. Completed scheduled annual flushing of 96,670 feet of sewer main. Flushed 5,570 feet of non-scheduled line due to problems.
2. Inspected 371 sewer manholes identifying nine needing repairs. Installed three new manholes.
3. Installed one 4" and one 6" sewer line for new customers.
4. Assisted and provided oversight for slip lining 1,500' of sewer main.
5. Responded to two Class 1 spills and two Class 2 spills that required reporting to the State and RWQCB.
6. Processed 1,353 Water customer contacts through the Finance Department and responded to: seven new meter installs, 99 meter profiles, 15 investigations for leaks, 23 meter change outs, 13 Public Assists, 323 turn-ons, 336 turn-offs, two read only, two meter removals, 64 turn off / on for customer repairs, nine on and off for vacation. 218 customers turned off for non-payment and turned back on.
7. Completed 27 Meter repairs.
8. Conducted storm drain maintenance including: flush and vacuum every storm drain inlet and collection box, repeatedly clean each storm inlet within the City. Completed one drain box install and two line repairs.
9. Repaired 19 water service line leaks, 20 customer leaks, one main water line breaks, three failed line tap, and responded to two contractor accidental damage repairs. Maintained fire hydrants at 268 locations and repaired one damaged fire hydrant resulting from an auto accident and two hydrant repairs from old age.
10. Placed a total of 54,000 pounds hot asphalt and 125,000 pounds of cold mix patch by hand at numerous locations within the City.
11. Painted curbs and crosswalks, and maintained street lettering for the school zones.
12. Installed over 163 street signs.
13. Started a comprehensive sign management and replacement plan.
14. Swept 120 miles of street each month.
15. Responded to 96 USA underground service alert utility locates.

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: CORPORATION YARD

DIVISION SUMMARY - Continued

16. The Motor Pool Mechanic maintained: two backhoes, four gas powered blowers, two gas powered cement saws, two chainsaws, two gas powered compactors, three compressors, two forklifts, four gas and two diesel powered portable, generators, seven standby power, one grinder, one motorcycle, eight gas powered mowers, two gas powered hydraulic power units, two gas powered pressure washers, six gas powered pumps, one grader, one roller, one gas powered cut-off, two gas powered sprayers, one street sweeper, one tractor, seven trailers, three 1-axle large trucks, one 2-axle large truck, 43 cars and trucks, five gas powered weed eaters, and one gas powered welder.
17. Supported the following community events and tasks: Christmas tree and building decorations, Holiday Lights parade preparation, Whale Festival preparation, Salmon BBQ preparation and aid, and Labor Day parade preparation and work the day of the parade. Public Works has now taken over maintaining the town advertising sign and set up assistance with First Friday events.
18. Completed a base map update of all street sign locations and comprehensive sign data base.
19. Started Water valve maintenance program and mapping. This is to comply with Water Distribution requirements of the State.

FISCAL YEAR 2011-2012 PRIORITIES

The Corporation Yard Division has identified the following key priorities for FY 2011-12:

1. Continue to maintain City infrastructure including streets, water and sewer lines, and storm drainage facilities.
2. Continue to maintain City facilities and parks.
3. Continue to work on improving security in and around city facilities.
4. Continue training of maintenance personnel to improve safety and maintenance procedures and to comply with regulatory requirements for improvements to existing infrastructure.
5. Start comprehensive water valve maintenance program.
6. Draw enhanced CAD Base Utility map and utilize GIS integration.
7. Prepare a street re-signage cost evaluation for future replacement of signs to comply with new federal standards.
8. Evaluate new reflectivity sign standards and incorporate into City standards.

**PUBLIC WORKS DEPARTMENT
(Non-Enterprise)**

DIVISION: CORPORATION YARD

FISCAL YEAR 2011-2012 PRIORITIES - Continued

9. Continue to update sign maintenance and replacement program.
10. Improve alley access during the construction months to reduce maintenance needs that may be required during the rainy season.
11. Complete temporary street repairs in preparation for upcoming capital street projects.
12. Re-paint entire City curb and street markings to improve traffic safety.
13. Implement street maintenance in areas as identified within the pavement management program.
14. Weed gutters and curbs throughout the City to prevent damage and deterioration of pavement.

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 472,328	\$ 476,303	\$ 460,565	\$ 460,402	\$ 444,791	-3.4%
Benefits	233,368	246,839	251,500	251,461	281,767	12.1%
Materials & Services	39,971	26,978	19,700	20,200	15,450	-23.5%
Subtotal	745,667	750,120	731,765	732,063	742,008	1.4%
Indirect	-	-	11,975	11,975	14,141	18.1%
Transfers	3,178	-	-	-	-	0.0%
Total	\$ 748,845	\$ 750,120	\$ 743,740	\$ 744,038	\$ 756,149	1.6%

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

DIVISION: CORPORATION YARD

BUDGET DETAIL

Fund #110 Department: 4570	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Personnel Costs			
	Salaries & Wages	\$ 444,791	
	Employee Benefits	<u>281,767</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 726,558
Materials & Services			
110-4570-0319	Professional Services		4,050
	Material Disposal	\$ 1,000	
	Fire Extinguisher Service	300	
	EPA Toxic Sub. Permit	200	
	Employee DMV Physicals	400	
	Annual HazMat Permit	900	
	Alarm Monitoring	250	
	Other	<u>1,000</u>	
		4,050	
110-4570-0320	Dues & Memberships		350
110-4570-0351	Equipment Repair & Maintenance		200
110-4570-0366	Training/Travel Reimbursement		150
110-4570-0373	Licenses & Permits		1,050
	AQMD Generator Permits	900	
	DTSC Annual Permit	<u>150</u>	
		1,050	
110-4570-0375	General Supplies		5,000
110-4570-0376	Medical/Safety Supplies		650
110-4570-0377	Boot Expense		1,800
110-4570-0381	Small Tools & Equipment		2,000
110-4570-0384	Books & Subscriptions		<u>200</u>
	Total Material & Services		15,450
Allocation Transfers			
110-4570-0322	Fleet Services		<u>14,141</u>
	Total Allocation Transfers		14,141
	Total - Corporation Yard Division		<u>\$ 756,149</u>

**PUBLIC WORKS DEPARTMENT
(Non-Enterprise)**

OTHER PROGRAM: STORM DRAINS

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 2,506	\$ 7,862	\$ 20,175	\$ 12,100	\$ 16,700	38.0%
Capital	4,087	603	5,000	5,000	-	-100.0%
Subtotal	6,593	8,465	25,175	17,100	16,700	-2.3%
Indirect	-	-	-	7,875	9,299	18.1%
Total	\$ 6,593	\$ 8,465	\$ 25,175	\$ 24,975	\$ 25,999	4.1%

BUDGET DETAIL

Fund #110	Account	Category	FY 2011-12 Adopted Budget
Department: 4522	Detail	Detail	
Materials & Services			
110-4522-0310	Engineering	\$ 3,000	
110-4522-0319	Professional Services	5,000	
	NPDES Workshops	\$ 4,000	
	Sampling	500	
	Miscellaneous	500	
		<u>5,000</u>	
110-4522-0373	Licenses & Permits	3,700	
	NPDES Stormwater Permit		
110-4522-0375	General Supplies	5,000	
	Total Material & Services		\$ 16,700
Allocation Transfers			
110-4330-0322	Fleet Services	9,299	
	Total Allocation Transfers		9,299
Total - Storm Drain Division			\$ 25,999

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

OTHER PROGRAM: STREET MAINTENANCE

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Actual	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 128,009	\$ 120,016	\$ 152,002	\$ 172,775	\$ 147,000	-14.9%
Capital	-	-	-	-	-	0.0%
Subtotal	128,009	120,016	152,002	172,775	147,000	-14.9%
Indirect	50,222	49,774	26,275	-	31,027	100.0%
Total	\$ 178,231	\$ 169,790	\$ 178,277	\$ 172,775	\$ 178,027	3.0%

BUDGET DETAIL

Fund #110	Account	Category	FY 2011-12 Adopted Budget
Department: 4520	Detail	Detail	Budget
Materials & Services			
110-4520-0310	Engineering	\$ 7,000	
110-4520-0319	Professional Services	15,000	
	Material Disposal	\$ 13,000	
	Other	2,000	
		<u>15,000</u>	
110-4520-0375	General Supplies	20,000	
110-4520-0383	Utilities	105,000	
	Total Material & Services		\$ 147,000
Allocation Transfers			
110-4520-0322	Fleet Services	31,027	
	Total Allocation Transfers		31,027
	Total - Street Maintenance Division		\$ 178,027

PUBLIC WORKS DEPARTMENT (Non-Enterprise)

OTHER PROGRAM: STREET TRAFFIC & SAFETY

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Actual	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 13,293	\$ 8,400	\$ -	\$ -	\$ 12,672	100.0%
Benefits	7,994	4,178	-	-	2,485	100.0%
Materials & Services	20,610	17,753	29,375	29,375	31,500	46.5%
Subtotal	41,897	30,331	29,375	29,375	46,657	117.0%
Indirect	-	-	-	-	9,299	18.1%
Total	\$ 41,897	\$ 30,331	\$ 29,375	29,375	\$ 55,956	90.5%

BUDGET DETAIL

Fund #110	Account	Category	FY 2011-12 Adopted Budget
Department: 4840	Detail	Detail	Budget
Personnel Costs			
	Salaries & Wages		\$ 12,672
	Employee Benefits		2,485
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 15,157
Materials & Services			
110-4840-0319	Professional Services		12,000
	Franklin Street Thermoplastic Cross Walk Refurbishment		
110-4480-0375	General Supplies		15,000
110-4840-0383	Utilities		4,500
	Total Material & Services		31,500
Allocation Transfers			
110-4480-0322	Fleet Services		9,299
	Total Allocation Transfers		9,299
	Total - Street Traffic & Safety Division		\$ 55,956



PUBLIC WORKS DEPARTMENT (Water Enterprise)

SERVICE DESCRIPTION

Service under this division includes raw water collection, transmission, water treatment, and distribution of treated water for domestic and commercial use for Fort Bragg. Meet and report water treatment levels to regulatory agencies as required. Provide water conservation and ground water recharge through channel maintenance, capital improvements, review of new development, public education, and data collection and analysis.

DEPARTMENTAL SUMMARY

During FY 2010-11 the Water Enterprise accomplished the following key activities:

1. Completed replacement of the Water Treatment Plant Programmable Logic Controller (PLC) including: Confirming wiring diagrams, conduit work, confirming PLC panel design and components.
2. Specified, purchased and installed equipment for conversion to sodium hypochlorite from gaseous chlorine.
3. Secured permit modification from Division of State Health to allow use of sodium hypochlorite instead of gaseous chlorine in treatment process.
4. Continued implementation of equipment maintenance program.
5. Provided management, oversight and assistance for contract engineering services to complete design, plans and specifications for recommended phases for improvement of the East Fort Bragg Pressure Zone.
6. Inspected Filter Treatment Unit #1 Clarifier and Filter media. Replaced filter media as needed.
7. Complied with all State reporting and sampling requirements.
8. Completed implementation of Backflow Program and began second phase of the program as required by Department of Health Services.
9. Completed repairs and modifications to all pressure tanks in accordance with OSHA regulations and inspections.

PUBLIC WORKS DEPARTMENT (Water Enterprise)

FISCAL YEAR 2011-2012 PRIORITIES

The Water Enterprise Division has identified the following key priorities for FY 2011-12:

1. Complete evaluation of water storage needs and, if warranted, complete environmental review, timberland conversion program, plans, specifications and cost estimate process for new raw water storage reservoir at the Newman Reservoir property site.
2. Continue to expand monitoring, reporting and testing procedures to meet California Department of Public Health requirements.
3. Develop solutions to address taste and odor concerns at the water treatment facility associated with algae.
4. Identify and secure funding to replace the raw water transmission line between Highway 20 and Newman Reservoir as designed.
5. Identify funding and complete Phase I of the Willow Street Pump Station (EFBPZ) Project as designed.

PUBLIC WORKS DEPARTMENT (Water Enterprise)

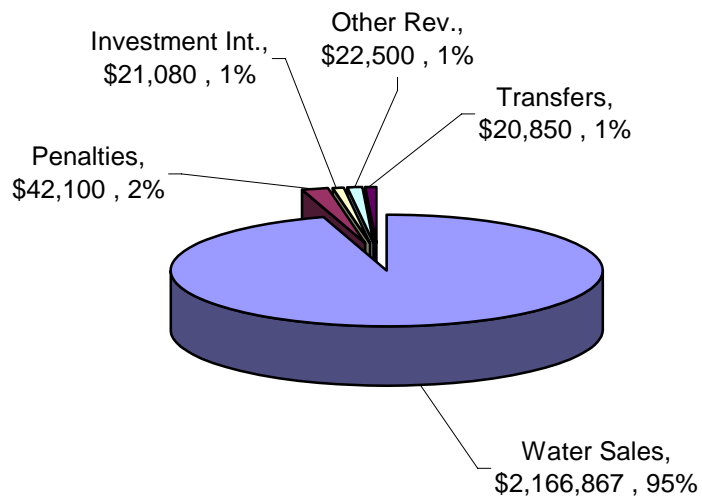
BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Water Sales	\$ 1,867,478	\$ 1,960,109	\$ 2,049,210	\$ 2,107,400	\$ 2,166,867	2.8%
Penalties & Fees	35,790	35,770	34,100	42,250	42,100	-0.4%
Investment Interest	71,006	20,108	22,000	13,950	21,080	51.1%
Other Revenue	138,590	43,072	24,500	75,250	22,500	-70.1%
Subtotal	<u>2,112,864</u>	<u>2,059,059</u>	<u>2,129,810</u>	<u>2,238,850</u>	<u>2,252,547</u>	0.6%
Transfers	32,995	45,800	12,800	20,200	20,850	3.2%
Total Revenue	<u>2,145,859</u>	<u>2,104,859</u>	<u>2,142,610</u>	<u>2,259,050</u>	<u>2,273,397</u>	0.6%
Materials & Services	330,917	459,921	595,856	491,932	442,035	-10.1%
Other Expenditures	3,919	-	5,000	6,000	5,000	-16.7%
Capital - Recurring R&M	-	150,512	125,747	142,024	16,000	-88.7%
Debt Service	652,633	684,752	602,827	602,192	605,362	0.5%
Subtotal	<u>987,469</u>	<u>1,295,185</u>	<u>1,329,430</u>	<u>1,242,148</u>	<u>1,068,397</u>	-14.0%
Indirect	1,153,841	1,237,332	1,109,273	1,180,198	1,168,962	-1.0%
Transfers	-	3,805	-	-	-	0.0%
Total Operating Exp.	<u>2,141,310</u>	<u>2,536,322</u>	<u>2,438,703</u>	<u>2,422,346</u>	<u>2,237,359</u>	-7.6%
Net Op. Surplus (Deficit)	4,549	(431,463)	(296,093)	(163,296)	36,038	-122.1%
Non- Recurring Cap. Exp.	63,842	84,551	197,469	167,646	1,645,000	881.2%
Net Surplus (Deficit)	<u>\$ (59,293)</u>	<u>\$ (516,014)</u>	<u>\$ (493,562)</u>	<u>\$ (330,942)</u>	<u>\$ (1,608,962)</u>	<u>386.2%</u>

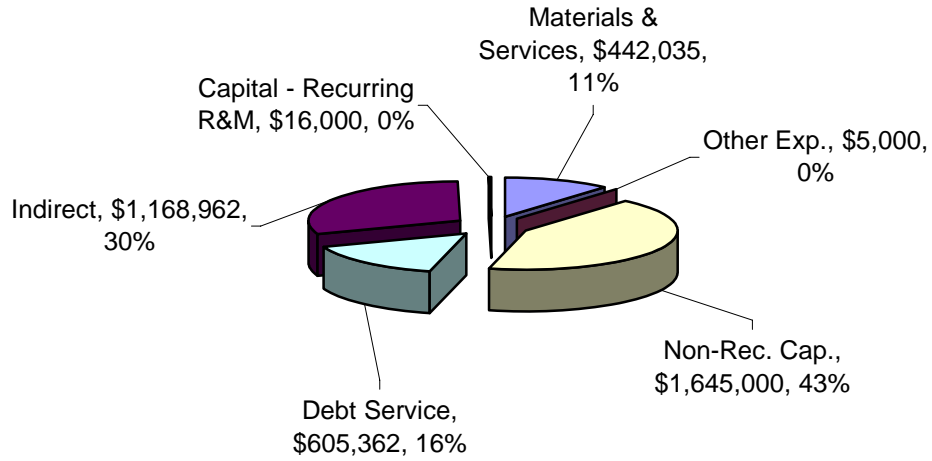
**PUBLIC WORKS DEPARTMENT
(Water Enterprise)**

BUDGET SUMMARY - Continued

**WATER O & M
FY 2011-12 Revenue by Category**



WATER O & M
FY 2011-12 Expenditures by Category



**PUBLIC WORKS DEPARTMENT
(Water Enterprise)**

DIVISION: WATER ENTERPRISE - ADMINISTRATION

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 108,112	\$ 159,277	\$ 208,954	\$ 210,664	\$ 129,335	-38.6%
Other Expenditures	3,919	-	5,000	6,000	5,000	-16.7%
Subtotal	112,031	159,277	213,954	216,664	134,335	-38.0%
Indirect	1,135,006	1,203,848	1,101,998	1,101,998	1,078,211	-2.2%
Transfers	-	3,805	-	-	-	0.0%
Total	\$ 1,247,037	\$ 1,366,930	\$ 1,315,952	\$ 1,318,662	\$ 1,212,546	-8.0%

PUBLIC WORKS DEPARTMENT (Water Enterprise)

DIVISION: WATER ENTERPRISE - ADMINISTRATION

BUDGET DETAIL

Fund #610			FY2011/12
Department: 4610			Adopted
	Account	Category	Budget
	Detail	Detail	
Materials & Services			
610-4610-0310	Engineering	\$ 4,000	
610-4610-0311	Legal	10,000	
610-4610-0312	Auditing & Accounting	5,937	
610-4610-0319	Professional Services	31,700	
	Service Rate Study	\$ 20,000	
	Hayshed Gauging Station Annual Maintenance	5,000	
	Water Source Development Agency	5,000	
	HazMat Permit	1,200	
	1/2 48 Hr. Notice Phone Service	500	
		<u>31,700</u>	
610-4610-0351	Equipment Repair & Maintenance		
	1/2 Yearly Maint. Contract - Folding Machine		420
610-4610-0355	Equipment Leases		
	1/2 Yearly Lease - Folding Machine		1,668
610-4610-0362	Telephone & Communication		2,400
610-4610-0365	Copying/Printing		5,500
610-4610-0372	Postage		8,300
610-4610-0373	Licenses & Permits		13,800
	DHS, Environmental Health;		
	Dept of Public Health; Misc Permits & Fees		
610-4610-0375	General Supplies		<u>500</u>
	Total Material & Services		\$ 84,225
Other Expenditures			
610-4610-0358	Liability Premium	25,000	
610-4610-0360	Property Premium	20,110	
610-4610-0606	Bad Debts Sent to Collection	5,000	
		<u>5,000</u>	
	Total Other Expenditures		50,110
Allocation Transfers			
610-4610-0396	IT Internal Service Fund Allocation	32,468	
610-4610-0399	Admin Costs Allocation	317,391	
610-4610-0801	Salary/Benefits Allocation	649,862	
610-4610-0802	OPEB Allocation	78,490	
		<u>78,490</u>	
	Total Allocation Transfers		1,078,211
	Total - Water Enterprise Administration Division		<u><u>\$ 1,212,546</u></u>

PUBLIC WORKS DEPARTMENT (Water Enterprise)

DIVISION: WATER ENTERPRISE - MAINTENANCE

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Serv	\$ 28,406	\$ 42,057	\$ 75,550	\$ 30,750	\$ 68,350	122.3%
Capital		34,503	-	-	-	0.0%
Debt Service	127,980	127,912	126,565	126,565	126,565	0.0%
Subtotal	156,386	204,472	202,115	157,315	194,915	23.9%
Indirect	18,835	11,125	7,275	7,275	7,000	-3.8%
Total	\$ 175,221	\$ 215,597	\$ 209,390	\$ 164,590	\$ 201,915	22.7%

BUDGET DETAIL

Fund #610	Account	Category	FY2011/12 Adopted Budget
Department: 4611	Detail	Detail	
Materials & Services			
610-4611-0319	Professional Services		\$ 42,000
	Waterfall Gulch Silt Removal		\$ 40,000
	Tree Removal		2,000
			<u>42,000</u>
610-4611-0366	Training/Travel Reimbursement		600
610-4611-0375	General Supplies		25,000
610-4611-0381	Small Tools & Equipment		750
			<u>750</u>
	Total Material & Services		\$ 68,350
Debt Service			
610-4611-0915	Capital Lease - Principal		96,849
610-4611-0916	Capital Lease - Interest		29,716
			<u>126,565</u>
	Total Debt Service		126,565
Allocation Transfers			
610-4611-0397	Facilities Maintenance Allocation		7,000
			<u>7,000</u>
	Total Allocation Transfers		7,000
	Total - Water Enterprise Maintenance Division		\$ 201,915

**PUBLIC WORKS DEPARTMENT
(Water Enterprise)**

DIVISION: WATER ENTERPRISE - TREATMENT

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 194,399	\$ 258,587	\$ 311,352	\$ 250,518	\$ 244,350	-2.5%
Capital	-	116,009	125,747	142,024	16,000	-88.7%
Debt Service	524,653	556,840	476,262	475,627	478,797	0.7%
Subtotal	719,052	931,436	913,361	868,169	739,147	-14.9%
Indirect	-	22,359	-	70,925	83,751	18.1%
Total	\$ 719,052	\$ 953,795	\$ 913,361	\$ 939,094	\$ 822,898	-12.4%

DIVISION: WATER ENTERPRISE - TREATMENT

BUDGET DETAIL

Fund #610		Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4612				
Materials & Services				
610-4612-0313	Laboratory		\$ 6,500	
		Monitoring; Title 22, Lead & Copper Sampling		
610-4612-0319	Professional Services		7,800	
		PLC Support	\$ 5,000	
		Tank Cathodic Protection Calibration	2,000	
		Backflow Device Testing & Maintenance	500	
		Fire Extinguishers Maintenance	300	
			<u>7,800</u>	
610-4612-0320	Dues & Memberships		1,000	
		Operator/Lab Tech Certification	800	
		American Water Works Association	200	
			<u>1,000</u>	
610-4612-0342	Laboratory Supplies		4,000	
		Colilert, IDEXX Trays, Sample Bottles	1,685	
		Buffers, reagents, etc.	2,315	
			<u>4,000</u>	

PUBLIC WORKS DEPARTMENT (Water Enterprise)

DIVISION: WATER ENTERPRISE - TREATMENT

BUDGET DETAIL - Continued

Fund #610 Department: 4612	Account Detail	Category Detail	FY2011/12 Adopted Budget
610-4612-0343	Chemicals		60,000
610-4612-0351	Equipment Repair & Maintenance		30,000
	Pumps & Controls	15,000	
	Misc Hardware	7,000	
	Electric Hardware	3,000	
	Spare Critical Control Parts	5,000	
		30,000	
610-4612-0353	Building Repair & Maintenance		5,350
	Roll Up Door	2,500	
	Floor Maintenance	350	
	Miscellaneous	2,500	
		5,350	
610-4612-0354	Laundry/Cleaning/Janitorial		3,500
610-4612-0366	Training/Travel Reimbursement		8,000
	Safety Training	5,000	
	Technical Training	2,000	
	Continuing Education	1,000	
		8,000	
610-4612-0375	General Supplies		2,500
610-4612-0376	Medical/Safety Supplies		1,500
610-4612-0381	Small Tools & Equipment		3,000
610-4612-0382	Fuels & Lubricants		1,000
	Oil and Grease for stationary equipment		
610-4612-0383	Utilities		110,000
610-4612-0384	Books & Subscriptions		200
Total Material & Services			\$ 244,350
Recurring Capital Expenditures			
610-4612-0741	Machinery & Equipment Repair		16,000
	Pumps, chart recorder and transducers		
Total Recurring Capital Expenditures			16,000
Allocation Transfers			
610-4612-0322	Fleet Services		83,751
610-4612-0323	Fleet Reserve		-
Total Allocation Transfers			83,751
Debt Service			
610-4612-0911	Principal		317,077
610-4612-0912	Interest		158,520
610-4612-0913	Fees		3,200
Total Debt Service			478,797
Total - Water Enterprise Treatment Division			\$ 822,898

PUBLIC WORKS DEPARTMENT (Water Enterprise)

DIVISION: WATER ENTERPRISE - NON-RECURRING CAPITAL EXPENDITURES

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Capital	\$ 63,842	\$ 84,551	\$ 197,469	\$ 167,646	\$ 1,645,000	881.2%
Total	\$ 63,842	\$ 84,551	\$ 197,469	\$ 167,646	\$ 1,645,000	881.2%

BUDGET DETAIL

Fund #610	Account	Category	FY2011/12 Adopted Budget
Department: 4613	Detail	Detail	Budget
Expenditures			
610-4613-0720	Building		\$ 35,000
	Water Plant Pump Room Roof		\$ 30,000
	East Fort Bragg Pressure Zone Roof		5,000
			<u>35,000</u>
	Total Building Capital Expenditures		\$ 35,000
610-4613-0720	Machinery & Equipment		45,000
	Raw Water Pump 1 Variable Drive Replacm't		5,000
	Manifold Replacement		25,000
	Control Pump Auto Shut Down		15,000
			<u>45,000</u>
	Total Machinery & Equipment Capital Expenditures		45,000
610-4613-0751	Infrastructure		1,565,000
	North Raw Water Pond Cover		155,000
	Newman Raw Water Line Replacement		608,000
	Waterfall Gulch Line & Trestle Replacement		762,000
	Waterfall Gulch Silt Removal		40,000
			<u>1,565,000</u>
	Total Infrastructure Capital Expenditures		1,565,000
	Total - Water Enterprise Non-Recurring Expenditures		<u>\$ 1,645,000</u>



PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

SERVICE DESCRIPTION

To coordinate the operations, monitoring, maintenance and related activities of the wastewater treatment plant and sanitary pumping stations. To provide primary and secondary treatment of sanitary wastewater as well as treatment and conditioning of the solids removed in the treatment at the plant facility resulting in a high quality effluent that can be discharged into the ocean.

DEPARTMENTAL SUMMARY

During FY 2010-11, the Wastewater Enterprise accomplished the following key activities:

1. Continued to develop funding and design to replace primary recirculation pump #1. Ordered and installed new equipment for primary recirculation pump P1 as part of the EECBG grant program.
2. Completed sewer lift stations fencing project to replace critical fencing at three sites; North Noyo, South Noyo and Elm Street Lift Stations.
3. Completed lift station pump level controllers using modern ultrasound level sensors to replace 40 year old technology that utilized mercury switches, compressor and diaphragms.
4. Completed lift station auto dialers project that allow staff to respond to alarms more efficiently, minimize multiple responders and eliminate 24 hour phone service contract.
5. Constructed an addition to the Fort Bragg Municipal Lab for lab equipment.
6. Coordinated hauling 255 tons of bio-solids and required sampling analysis.
7. Replaced utility water hose bibs. The original installation was constructed with galvanized pipe and is systematically failing due to corrosion. Stainless steel pipe is used to replace the hose bibs and will prevent future reportable spills.
8. Digester drains were rerouted to headworks to minimize facility spills.
9. Federal, State, Regional and County reports were completed as required. Reports included Risk Management Plan (RMP), facility annual report, storm water annual report and facility evaluation and the Hazardous Materials Business Plan. The operations and maintenance manual was updated and reflects current facility equipment.
10. Completed 2010 DMR-QA, Toxicity Reduction Evaluation (TRE), bio-solids, storm water and other sampling required by the Regional Water Quality Control Board.

PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

DEPARTMENTAL SUMMARY - Continued

11. Performed sampling protocols for each treatment process for efficiency evaluation and recorded results on a spreadsheet.
12. Treatment staff overhauled five pumps and sent three out for service. Other projects completed in house were the addition of a backup sulfur dioxide feed system, replacement of a broken auger on the screw press, mobile generator rewire and setup, mix pump installation, installation of two Chicago pumps, and plumb in the new diesel storage tank.
13. Completed contracted projects including re-roofing and siding lower garage and sludge press building, re-roofing all lift station and plant buildings, replacing fencing at three lift stations, and constructing the contact basin walkway.

FISCAL YEAR 2011-2012 PRIORITIES

The Wastewater Enterprise Division has identified the following key priorities for FY 2011-12:

1. Continue training personnel and provide additional equipment to ensure safety of all treatment operations.
2. Continue to develop overall program for wastewater facility upgrades as outlined within the Wastewater Treatment Facility Study and pursue additional funding as directed by the District Board.
3. Identify Inflow and Infiltration projects that require immediate attention and complete slip lining projects as funding allows for repair of deficiencies at specific locations.
4. Rehabilitate the disinfection and dechlorination systems in-lieu of proceeding with converting to liquid chemicals from gaseous.
5. Meet mandatory monitoring and testing requirements of the NPDES permit as required by the Regional Board. Monitor efficiencies of facility process units through the collection and analysis of process samples and sludge samples.
6. Continue to rehabilitate hardware and equipment to lift stations and treatment facilities as budget and staffing restraints will allow.
7. Install two new emergency stand-by generators at Noyo Heights and Native American Lift Stations.

PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

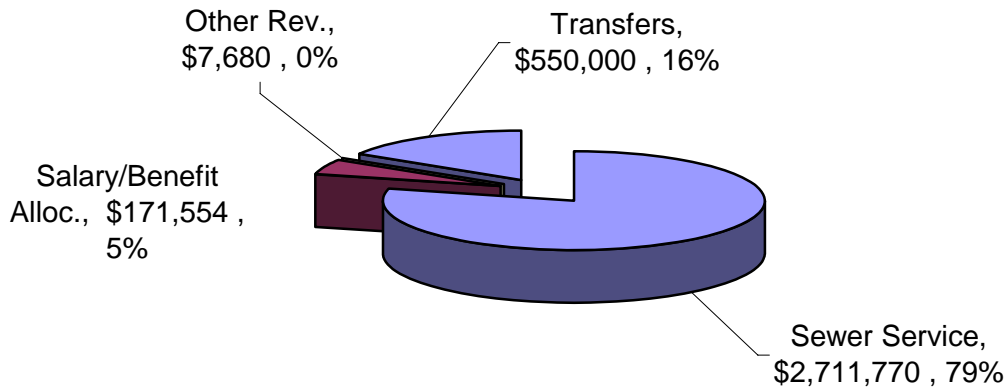
BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Sewer Service	\$ 1,889,699	\$ 2,207,930	\$ 2,390,500	\$ 2,492,650	\$ 2,711,770	8.8%
Salary/Benefit Alloc.	288,358	284,897	240,372	240,372	171,554	-28.6%
Other Revenue	44,115	15,501	155,000	160,598	7,680	-95.2%
Subtotal	2,222,172	2,508,328	2,785,872	2,893,620	2,891,004	-0.1%
Transfers	-	42,220	-	39,165	550,000	1304.3%
Total Revenue	2,222,172	2,550,548	2,785,872	2,932,785	3,441,004	17.3%
Expenditure						
Salaries & Wages	480,487	463,041	396,815	409,095	419,261	2.5%
Benefits	253,496	274,100	204,755	247,460	251,378	1.6%
Materials & Services	478,115	427,272	449,326	440,672	441,193	0.1%
Other Expenditures	1,346	2,506	1,500	1,500	2,000	33.3%
Capital - Recurring R&M	5,420	131,251	240,486	240,486	4,500	-98.1%
Debt Service	85,348	90,648	133,017	133,017	99,278	-25.4%
Subtotal	1,304,211	1,388,818	1,425,899	1,472,230	1,217,611	-17.3%
Indirect	774,025	843,583	862,767	862,767	1,082,093	25.4%
Transfers	7,600	10,710	7,600	7,600	7,600	0.0%
Total Operating Exp.	2,085,836	2,243,111	2,296,266	2,342,597	2,307,304	-1.5%
Net Operating Surplus	136,336	307,437	489,606	590,188	1,133,700	92.1%
Non- Recurring Cap. Exp.	-	64,259	118,500	175,300	367,000	109.4%
Net Surplus	\$ 136,336	\$ 243,178	\$ 371,106	\$ 414,888	\$ 766,700	-284.8%

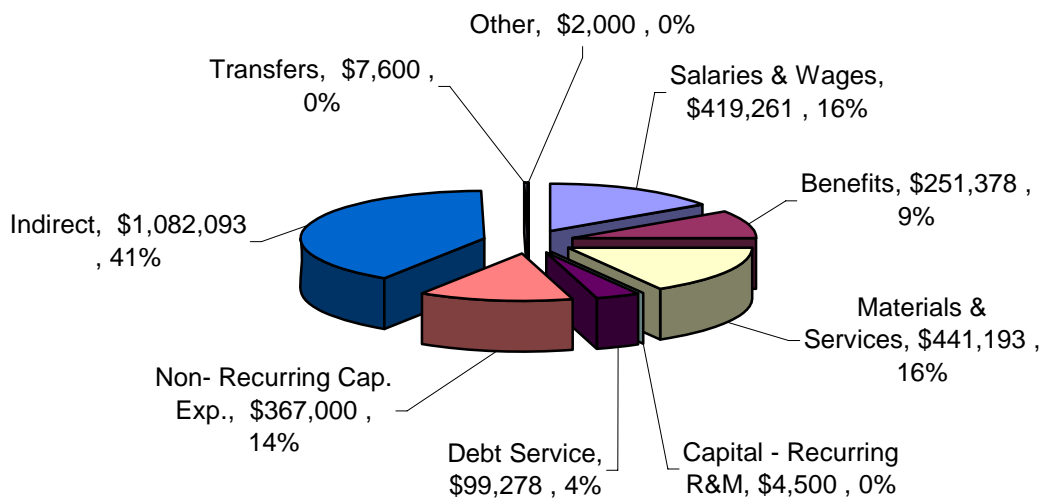
PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

BUDGET SUMMARY - Continued

**WASTEWATER O & M
FY 2011-12 Revenue by Category**



**WASTEWATER O & M
FY 2011-12 Expenditures by Category**



**PUBLIC WORKS DEPARTMENT
(Wastewater Enterprise)**

DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION

BUDGET SUMMARY

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	%
	FYE	FYE	Amended	FYE	Adopted	Incr/
Expenditure	Audited	Audited	Budget	Projected	Budget	(Decr)
Materials & Services	\$ 80,564	\$ 70,214	\$ 85,270	\$ 91,540	\$ 99,863	9.1%
Other Expenditures	1,346	2,506	1,500	1,500	2,000	33.3%
Sub-Total	81,910	72,720	86,770	93,040	101,863	9.5%
Indirect	746,330	832,458	781,942	781,942	988,242	26.4%
Transfers	7,600	10,710	7,600	7,600	7,600	0.0%
Total	\$ 835,840	\$ 915,888	\$ 876,312	\$ 882,582	\$ 1,097,705	24.4%

PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION

BUDGET DETAIL

Fund #710 Department: 4710	Account Detail	Category Detail	FY2011/12 Adopted Budget
Materials & Services			
710-4710-0310	Engineering	\$ 8,000	
710-4710-0311	Legal	2,500	
710-4710-0312	Auditing & Accounting	6,800	
710-4710-0319	Professional Services	20,500	
	1/2 48 Hr. Notice Phone Service; 1/2 Service Rate Study		
710-4710-0351	Equipment Repair & Maintenance	420	
	1/2 Yearly Maintenance. Contract - Folding Machine		
710-4710-0355	Equipment Leases	1,668	
	1/2 Yearly Lease - Folding Machine		
710-4710-0362	Telephone & Communication	2,400	
710-4710-0365	Copying/Printing	3,000	
710-4710-0372	Postage	8,300	
710-4710-0375	General Supplies	500	
	Total Material & Services	<u>54,088</u>	\$ 54,088
Other Expenditures			
710-4610-0606	Bad Debts Sent to Collection	2,000	
710-4710-0358	Liability Premium	25,000	
710-4710-0359	Liability Deductible	1,000	
710-4710-0360	Property Premium	18,200	
710-4710-0361	Property Deductible	1,575	
	Total Other Expenditures	<u>47,775</u>	47,775
Allocation Transfers			
710-4710-0396	IT Internal Service Fund Allocation	34,968	
710-4710-0399	Admin Costs Allocation	378,739	
710-4710-0801	Salary/Benefits Allocation	480,874	
710-4710-0802	OPEB Allocation	93,661	
	Total Allocation Transfers	<u>988,242</u>	988,242
Operating Transfers			
710-4710-0799	To 610 for WW Portion of 2007 Equipment Lease	7,600	
	Total Operating Transfers	<u>7,600</u>	7,600
Total - Wastewater Enterprise Administration Division			<u>\$ 1,097,705</u>

**PUBLIC WORKS DEPARTMENT
(Wastewater Enterprise)**

DIVISION: WASTEWATER ENTERPRISE - MAINTENANCE

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Serv	\$ 13,351	\$ 16,037	\$ 6,700	\$ 6,700	\$ 7,100	6.0%
Capital	-	34,503	-	-	-	0.0%
Debt Service	20,668	19,435	24,205	24,205	-	-100.0%
Sub-Total	34,019	69,975	30,905	30,905	7,100	-77.0%
Indirect	27,695	11,125	7,275	7,275	7,000	-3.8%
Total	\$ 61,714	\$ 81,100	\$ 38,180	\$ 38,180	\$ 14,100	-63.1%

BUDGET DETAIL

Fund #710	Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4711			
Materials & Services			
710-4711-0319	Professional Services	\$ 1,000	
710-4711-0366	Training/Travel Reimbursement	600	
710-4711-0375	General Supplies	5,000	
710-4711-0381	Small Tools & Equipment	500	
	Total Material & Services		\$ 7,100
Allocation Transfers			
710-4711-0397	Facilities Maintenance Allocation	7,000	
	Total Allocation Transfers		7,000
Total - Wastewater Enterprise Maintenance Division			\$ 14,100

PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

DIVISION: WASTEWATER ENTERPRISE - TREATMENT

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 480,487	\$ 463,041	\$ 396,815	\$ 409,095	\$ 419,261	2.5%
Benefits	253,496	274,100	204,755	247,460	251,378	1.6%
Materials & Services	384,200	341,021	357,356	342,432	334,230	-2.4%
Capital	5,420	96,748	240,486	240,486	4,500	-98.1%
Debt Service	64,680	71,213	108,812	108,812	99,278	-8.8%
Sub-Total	1,188,283	1,246,123	1,308,224	1,348,285	1,108,648	-17.8%
Indirect	-	-	73,550	73,550	86,851	18.1%
Total	\$ 1,188,283	\$ 1,246,123	\$ 1,381,774	\$ 1,421,835	\$ 1,195,499	-15.9%

BUDGET DETAIL

Fund #710 Department: 4712	Account Detail	Category Detail	FY2011/12 Adopted Budget
Personnel Costs			
	Salaries & Wages		\$ 419,262
	Employee Benefits		251,378
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	Total Personnel Costs		\$ 670,640
Materials & Services			
710-4712-0313	Laboratory		13,500
710-4712-0319	Professional Services		39,800
	Digester Cleaning	\$ 10,000	
	Annual Sludge Removal	25,000	
	Annual Hoist Inspection	1,400	
	Backflow Device Testing	500	
	Fire Extinguisher Maintenance	400	
	Miscellaneous	2,500	
		39,800	
710-4712-0320	Dues & Memberships		1,800
	Operator Certification/Renewal	1,000	
	Calif. Rural Water Association	800	
		1,800	

**PUBLIC WORKS DEPARTMENT
(Wastewater Enterprise)**

DIVISION: WASTEWATER ENTERPRISE - TREATMENT

BUDGET DETAIL - Continued

				FY2011/12
Fund #710		Account	Category	Adopted
Department: 4712		Detail	Detail	Budget
Materials & Services, Continued				
710-4712-0342	Laboratory Supplies			10,930
	Chemicals	1,800		
	Micro-organisms & DI Water Cartridges	1,800		
	PH Meter	1,600		
	No Lab Door	1,100		
	Volatile Solids Equipment	2,600		
	Pipets, Gloves, Filters, Etc.	880		
	Chlorine Analyzer	400		
	Certified Thermometer	400		
	Balance Service	350		
		<u>10,930</u>		
710-4712-0343	Chemicals			28,000
710-4712-0351	Equipment Repair & Maintenance			86,100
	Pumps and Repair Parts	17,000		
	Electrical Motor & Controls	12,000		
	Lift Station Replacement Fittings	10,000		
	Gorman-Rupp Pump @ Elm Street	6,600		
	Electrical Hardware	6,000		
	Chlorine Leak Detector Sensors	4,000		
	Boiler Annual Maintenance	1,500		
	Stainless Steel/PVC Hardware	1,500		
	Replacement Press Belt	1,400		
	Grating	1,100		
	Miscellaneous	25,000		
		<u>86,100</u>		
710-4712-0353	Building Repair & Maintenance			5,350
	Roof and Door Maintenance	1,000		
	Concrete Paths	1,500		
	Removable Bollards	750		
	Road Drain	1,000		
	Lab Floor Maintenance	350		
	Miscellaneous	750		
		<u>5,350</u>		
710-4712-0354	Laundry/Cleaning/Janitorial			3,500
710-4712-0366	Training/Travel Reimbursement			6,500
	Safety/Training/CPR/First Aid	5,000		
	Miscellaneous	1,500		
		<u>6,500</u>		

PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

DIVISION: WASTEWATER ENTERPRISE - TREATMENT

BUDGET DETAIL - Continued

Fund #710 Department: 4712	Account Detail	Category Detail	FY2011/12 Adopted Budget
Materials & Services, Continued			
710-4712-0373	Licenses & Permits		11,850
	Annual Fee	7,000	
	Lab Certification	3,000	
	Miscellaneous	1,850	
		11,850	
710-4712-0375	General Supplies		4,500
710-4712-0376	Medical/Safety Supplies		4,300
	Gas Detector Sensors	3,500	
	Respirator Maintenance	500	
	Miscellaneous	300	
		4,300	
710-4712-0377	Boot Expense		1,400
710-4712-0381	Small Tools & Equipment		6,500
710-4712-0383	Utilities		110,000
710-4712-0384	Books & Subscriptions		200
	Total Material & Services		334,230
Capital Expenditures			
710-4712-0741	Machinery & Equipment		4,500
	Pump Replacements		
	Total Capital Expenditures		4,500
Allocation Transfers			
710-4712-0322	Fleet Services		86,851
610-4612-0323	Fleet Reserve		-
	Total Allocation Transfers		86,851
Debt Service			
710-4712-0911	Principal		77,135
710-4712-0912	Interest		19,943
710-4712-0913	Fees		2,200
	Total Debt Service		99,278
Total - Wastewater Enterprise Treatment Division			\$ 1,195,499

<h2 style="margin: 0;">PUBLIC WORKS DEPARTMENT</h2> <h3 style="margin: 0;">(Wastewater Enterprise)</h3>

DIVISION: WASTEWATER ENTERPRISE – NON RECURRING CAPITAL EXPENDITURES

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Actual	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Capital	\$ -	\$ 64,259	\$ 118,500	\$ 175,300	\$ 367,000	209.7%
Total	<u>\$ -</u>	<u>\$ 64,259</u>	<u>\$ 118,500</u>	<u>\$ 175,300</u>	<u>\$ 367,000</u>	<u>209.7%</u>

BUDGET DETAIL

Fund #710	Account	Category	FY2011/12 Adopted Budget
Department: 4713			
Capital Expenditures			
710-4713-0720	Building		\$ 95,000
	Equipment Garage		<u>\$ 95,000</u>
710-4713-0741	Machinery & Equipment Repair		133,000
	6 Lift Station Soft Starts		80,000
	Repair Building & Fence at Native Lift Station		20,000
	Flow Meters for Influent and Effluent		15,000
	P3 and P4 Pump Replacement		12,000
	Influent/Effluent Sampler		6,000
			<u>133,000</u>
710-4713-0751	Infrastructure		<u>139,000</u>
	Primary Digester Maintenance		80,000
	Sewer Manhole Installations		33,000
	Replace Asphalt		16,000
	Repair Dry Beds		10,000
			<u>139,000</u>
Total Capital Expenditures			\$ 367,000
Total - Wastewater Enterprise Non-Recurring Expenditures			<u>\$ 367,000</u>



INTERNAL SERVICE FUNDS

FACILITIES REPAIR & MAINTENANCE

SERVICE DESCRIPTION – FACILITIES REPAIR AND MAINTENANCE

Account for all costs associated with the maintenance of public buildings, including preventative maintenance and on-going repairs. These services are performed primarily by the City’s Public Works staff.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 46,855	\$ 109,526	\$ 39,773	\$ 39,773	\$ 59,800	50.4%
Subtotal	46,855	109,526	39,773	39,773	59,800	50.4%
Transfers	-	22,000	-	-	-	0.0%
Total	\$ 46,855	\$ 131,526	\$ 39,773	\$ 39,773	\$ 59,800	50.4%

BUDGET DETAIL

Fund #520			FY 2011-12		
Department: 4393			Account	Category	Adopted
			Detail	Detail	Budget
Materials & Services					
520-4393-0353	Facilities Maintenance & Repair				\$ 59,800
	1012-2	Paint Exterior - Police Depart.	\$ 30,000		
	1012-3	Stairway to Storage		18,000	
	1012-99	Miscellaneous		10,000	
	1012-1	Bainbridge Park Door Closures		1,800	
				<u>59,800</u>	
	Total Materials & Services				\$ 59,800
	Total Facilities Maintenance & Repair				\$ 59,800

INTERNAL SERVICE FUNDS

FACILITIES REPAIR & MAINTENANCE

FUND DETAIL

Facilities Repair & Maintenance Internal Service Fund Detail					
	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget
Police Department Carpet, Stairs, etc	\$ 7,979	\$ 2,276	\$ 5,000		\$ 5,000
Police Department Paint Exterior		10,645	5,000	\$ 1,160	15,000
Police Department UPS Replacement		26,936		579	
Police Department Evidence & Interview Room					
Police Department EOC Modernization		7,058			
Town Hall Paint Exterior		22,588			
Town Hall Floors - Bathrooms & Main Hall	230		15,000		
Town Hall Paint Interior					
Town Hall Replace Lights Above Dais			3,000		
Town Hall Bathroom Floors					15,000
Fort Building Roof		15,000			
Fort Building Gutters				1,969	
Guest House Repairs				1,631	7,500
City Hall Upstairs Remodel/Storage Area		5,101		13,147	
City Hall Paint Exterior Stairway		-			
City Hall Exterior Paint				1,615	
City Hall Second Floor Furnace			5,000	4,975	
Corp Yard Asphalt Concrete		34,000			
Fire Alarm Repair - Corp Yard			1,100		
Bainbridge Park Door Closures					1,800
Bainbridge Park Drinking Fountain				3,044	
Misc Building Maintenance	38,646	646	5,000	11,654	15,500
Total Facilities Maintenance & Repair	\$ 46,855	\$ 124,250	\$ 39,100	\$ 39,773	\$ 59,800

INTERNAL SERVICE FUNDS

TECHNOLOGY MAINTENANCE & REPLACEMENT

SERVICE DESCRIPTION – TECHNOLOGY MAINTENANCE AND REPLACEMENT

Account for all costs associated with the internal computing resources for all departments in the City. These costs include hardware, software and services contracts associated with all City computers and information technology.

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 47,370	\$ 67,222	\$ 71,700	\$ 72,587	\$ 86,175	18.7%
Capital	60,928	47,361	70,700	70,700	27,350	-61.3%
Total	\$ 108,298	\$ 114,583	\$ 142,400	\$ 143,287	\$ 113,525	-20.8%

INTERNAL SERVICE FUNDS

TECHNOLOGY MAINTENANCE & REPLACEMENT

BUDGET DETAIL

Fund #521 Department: 4394	Account Detail	Category Detail	FY 2011-12 Adopted Budget
Materials & Services			
521-4394-0319	Professional Services	\$ 6,200	
	Springbrook Training	\$ 5,000	
	Munimatrix Systems	1,200	
		6,200	
521-4394-0351	Equipment Repair & Maintenance		78,975
	IT Maintenance	45,600	
	Springbrook Annual Maintenance	15,000	
	ACAD, GIS, Parcel Quest	6,975	
	Munimatrix Systems	3,375	
	Misc	3,200	
	Off Site Backup	2,400	
	Anti Virus Software	2,000	
	Downhome Annual License Fee	425	
		78,975	
521-4394-0381	Small Tools & Equipment		1,000
	Total Materials & Services		\$ 86,175
Capital Expenditures			
521-4394-0741	Machinery & Equipment		27,350
	Replacement Computers, Etc.	16,850	
	Emergency Back Up Servers	6,000	
	Wastewater Wireless	2,500	
	Equipment Repairs	2,000	
		27,350	
	Total Capital Expenditures		27,350
	Total Technology Maintenance & Replacement		\$ 113,525

INTERNAL SERVICE FUNDS

TECHNOLOGY MAINTENANCE & REPLACEMENT

FUND DETAIL

Information Technology Maintenance & Repair Internal Service Fund Detail					
	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Adopted Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget
Equipment Repair & Maintenance					
IT Maintenance Contract	\$ 41,604	\$ 41,700	\$ 41,700	\$ 41,700	\$ 45,600
Springbrook Maintenance Contract	12,755	13,140	13,200	13,797	15,000
ACAD, Parcel Quest and Paper Vision Annual Fees		3,546	6,746	6,746	6,975
Anti-virus Software Maintenance		1,200	1,200	1,200	2,000
Munimetrix Maintenance			3,375	3,375	3,375
Offsite Data Backup					2,400
Miscellaneous Software Maintenance			1,079	1,079	3,625
Sub-Total - Equip. Repair & Maintenance	54,359	59,586	67,300	67,897	78,975
Small Tools & Equipment	328	6,305	-	1,162	1,000
Professional Services					
Springbrook Payroll Training					5,000
Comcast Internet					1,200
Sub-Total - Professional Fees					6,200
Machinery & Equipment					
Replacement Computers/Printers/Faxes/UPS	4,577	21,285	30,000	12,597	18,850
Hard Drives/Servers	24,230	18,700		5,495	6,000
GIS Program	24,804	9,109			
Wastewater Wireless					2,500
Springbrook Version 7 Upgrade			20,000	25,000	
Network Upgrades				31,136	
Cisco Switches		7,900	15,200		
Firewall		2,000			
Sub-Total - Machinery & Equipment	53,611	58,994	65,200	74,228	27,350
Total Information Tech. Maint & Repair	\$ 108,298	\$ 124,885	\$ 132,500	\$ 143,287	\$ 113,525

INTERNAL SERVICE FUNDS

FLEET SERVICES

SERVICE DESCRIPTION – FLEET SERVICES

Account for all costs associated with the inspection, repair and maintenance of the City's vehicle and equipment fleet. These services are performed by the City's Public Works staff.

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ -	\$ 27,925	\$ 103,350	\$ 87,700	\$ 102,500	16.9%
Capital	-	5,848	-	-	-	0.0%
Subtotal	-	33,773	103,350	87,700	102,500	16.9%
Indirect	-	-	111,257	111,257	207,648	86.6%
Total	\$ -	\$ 33,773	\$ 214,607	\$ 198,957	\$ 310,148	55.9%

INTERNAL SERVICE FUNDS

FLEET SERVICES

BUDGET DETAIL

Fund #522			FY 2011-12
Department: 4550			Adopted
	Account	Category	Budget
	Detail	Detail	
Materials & Services			
522-4550-0319	Professional Services	\$ 1,500	
522-4550-0351	Maintenance & Repair	3,000	
522-4550-0352	Equipment Repair & Maintenance	30,000	
522-4550-0366	Training and Travel Reimbursement	500	
522-4550-0375	General Supplies	2,000	
522-4550-0381	Small Tools	500	
522-4550-0382	Fuels & Lubricants	<u>65,000</u>	
	Total Materials & Services		\$ 102,500
Allocation Transfers			
522-4550-0399	Admin Costs Allocation	68,137	
522-4550-0801	Salary/Benefits Allocation	<u>139,511</u>	
	Total Allocation Transfers		207,648
	Total Fleet Services		<u>\$ 310,148</u>



REDEVELOPMENT AGENCY

DEPARTMENTAL SUMMARY

A five-member Board of Directors governs the Fort Bragg Redevelopment Agency. The Board is comprised of the five elected City Council members with the City Manager serving as the Agency's Executive Director and the City Clerk serving as the Secretary to the Agency. The Agency is staffed by personnel from various departments in the City with a considerable amount of work effort provided by the Community Development Department and the Finance Department. The Agency collects tax increment revenues which are derived from the annual increase in the total assessed valuation of property within the Fort Bragg Redevelopment Project Area. The tax increment revenues are reinvested in projects and activities that are intended to increase property values and economic activity within the Project Area and eliminate blighted conditions. The goals and objectives of the Agency include the following:

- Prevent and eliminate blight and remedy conditions which cause blight in the Fort Bragg Redevelopment Project Area.
- Promote the economic health of the City.
- Renovate and/or redevelop the public, residential, commercial and industrial properties within the Project Area that are characterized by blight.
- Improve the City's infrastructure, including roads, parking facilities, storm drainage, water and sewer capacity, pedestrian and bicycle paths, and parks.
- Carry out improvements to enhance the functioning, appearance, and economic vitality of the Central Business District.
- Carry out projects that make Fort Bragg a desirable place to live, to work, and to visit, thereby improving the economic health of the City.
- Provide affordable housing opportunities for very low-, low- and moderate-income households in the City of Fort Bragg.
- Help to implement the City's housing policies as described in the Housing Element of the Inland General Plan and the Coastal General Plan.
- Plan for the future redevelopment of the Georgia-Pacific Mill Site property by preparing a specific plan and supporting the environmental remediation of the property under the oversight of the State Department of Toxic Substances Control.

REDEVELOPMENT AGENCY

FISCAL YEAR 2011-2012 PRIORITIES

The Fiscal Year 2011-12 budget for the Redevelopment Agency addresses the following priorities:

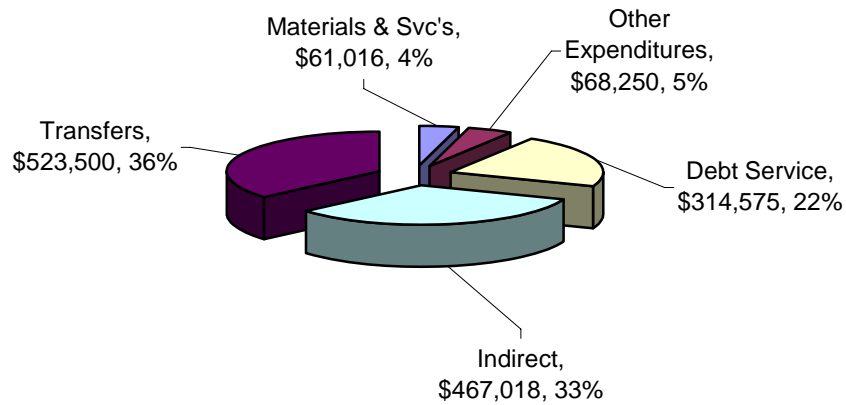
1. Continue to implement the City's Economic Development Strategy, including on-going administration of a robust program of activities supported by Community Development Block Grants.
2. Continue to implement the City's affordable housing program, as defined in the Inland and Coastal General Plan Housing Elements.
3. Continue to engage in the Georgia-Pacific Mill Site reuse planning process, including (a) completion of the North Fort Bragg Coastal Trail planning and environmental review process; (b) oversight of the environmental remediation process and coordination with Georgia-Pacific and the Department of Toxic Substances Control in accordance with the Polanco Redevelopment Act; (c) participation in the Mill Site Specific Plan process to establish a land use plan and implementation program for redevelopment of the Mill Site property.
4. In the face of possible legislative "reforms" for redevelopment activities, evaluate options and begin to implement a strategy for either modifying the existing Fort Bragg Redevelopment Plan or adopting a new redevelopment plan to ensure that redevelopment financing is available to assist with the development of public improvements and amenities in conjunction with redevelopment of the Mill Site.
5. Continue to plan for and pursue "incubator" projects on the Mill Site including the Noyo Center for Science & Education and the Industrial and Fine Arts Center.
6. Complete updated Five-Year Implementation Plan for the Fort Bragg Redevelopment Project Area.

REDEVELOPMENT AGENCY

AGENCY BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 105,890	\$ 171,019	\$ 143,006	\$ 149,920	\$ 61,016	-59.3%
Other Expenditures	127,287	725,471	199,160	198,261	68,250	-65.6%
Capital	7,792	974	-	-	-	0.0%
Debt Service	310,180	313,276	425,415	317,829	314,575	-1.0%
	551,149	1,210,740	767,581	666,010	443,841	-33.4%
Indirect	500,034	383,029	438,695	438,695	467,018	6.5%
Transfers	421,595	496,127	355,095	315,095	523,500	66.1%
Total	\$ 1,472,777	\$ 2,089,896	\$ 1,561,371	\$ 1,419,800	\$ 1,434,359	1.0%

REDEVELOPMENT AGENCY FY 2011-12 by Category



REDEVELOPMENT AGENCY

PROGRAM: PROJECT FUND

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 58,278	\$ 164,600	\$ 130,356	\$ 137,270	\$ 53,650	-60.9%
Other Expenditures	127,287	536,331	143,300	142,401	18,250	-87.2%
Capital	7,792	974	-	-	-	0.0%
Debt Service	-	481	110,320	2,734	2,680	-2.0%
Subtotal	193,357	702,386	383,976	282,405	74,580	-73.6%
Indirect	393,511	274,922	333,854	333,854	359,175	7.6%
Transfers	312,565	279,028	281,080	281,080	489,015	74.0%
Total	\$ 899,433	\$ 1,256,336	\$ 998,910	\$ 897,339	\$ 922,770	2.8%

REDEVELOPMENT AGENCY

PROGRAM: PROJECT FUND

BUDGET DETAIL

Fund #170 Department: 4810	Account Detail	Category Detail	FY2011/12 Adopted Budget
Materials & Services			
170-4810-0311	Legal	\$ 15,000	
170-4810-0312	Auditing & Accounting	5,650	
170-4810-0319	Professional Services	21,000	
	County Tax Administration Fees	\$ 16,000	
	Other	5,000	
		21,000	
170-4810-0320	Dues & Memberships	12,000	
	California Redevelopment Association	7,000	
	EDFC	5,000	
		12,000	
	Total Material & Services		\$ 53,650
Other Expenditures			
170-4810-0607	Misc Assistance Program	250	
170-4810-0609	Section 33401 Pass-through	18,000	
	Total Other Expenditures		18,250
Allocation Transfers			
170-4810-0399	Admin Costs Allocation	91,737	
170-4810-0801	Salary/Benefits Allocation	267,438	
	Total Allocation Transfers		359,175
Operating Transfers			
170-4810-0799	Transfer to Other Funds	489,015	
	To Fund 172 - RDA Debt Service	279,015	
	To Fund 406 - Alley Resurfacing	210,000	
		489,015	
	Total Operating Transfers		489,015
Interfund Loan Payments			
170-4810-0912	Interest	2,680	
	Total Interfund Loan Payments		2,680
Total - Redevelopment Agency Project Fund			\$ 922,770

REDEVELOPMENT AGENCY

PROGRAM: LOW-MODERATE HOUSING

BUDGET SUMMARY

Expenditure	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 47,612	\$ 6,419	\$ 12,650	\$ 12,650	\$ 7,366	-41.8%
Other Expenditures	-	189,140	55,860	55,860	50,000	-10.5%
Subtotal	47,612	195,559	68,510	68,510	57,366	-16.3%
Indirect	106,523	108,107	104,841	104,841	107,843	2.9%
Transfers	66,449	217,099	74,015	34,015	34,485	1.4%
Total	\$ 220,584	\$ 520,765	\$ 247,366	\$ 207,366	\$ 199,694	-3.7%

BUDGET DETAIL

Fund #171 Department: 4810	Account Detail	Category Detail	FY2011/12 Adopted Budget
Materials & Services			
	171-4810-0311	Legal	\$ 2,000
	171-4810-0312	Auditing & Accounting	1,366
	171-4810-0319	Professional Services	4,000
		County Tax Administration Fees	
		Total Material & Services	\$ 7,366
Other Expenditures			
	170-4810-0607	Misc Assistance Program	50,000
		Affordable Housing Feasibility Study	
		Total Other Expenditures	50,000
Allocation Transfers			
	171-4810-0399	Admin Costs Allocation	27,544
	171-4810-0801	Salary/Benefits Allocation	80,299
		Total Allocation Transfers	107,843
Operating Transfers			
	171-4810-0799	Transfer to Other Funds	34,485
		To Fund 172 - RDA Debt Service	
		Total Operating Transfers	34,485
Total - Redevelopment Agency Housing Fund			\$ 199,694

REDEVELOPMENT AGENCY

PROGRAM: DEBT SERVICE

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Expenditure						
Debt Service	\$ 310,180	\$ 312,795	\$ 315,095	\$ 315,095	\$ 311,895	-1.0%
Total	\$ 310,180	\$ 312,795	\$ 315,095	\$ 315,095	\$ 311,895	-1.0%

BUDGET DETAIL

Fund #172 Department: 4810	Account Detail	Category Detail	FY2011/12 Adopted Budget
Debt Service			
172-4810-0911	Principal		\$ 80,000
172-4810-0912	Interest		228,805
172-4810-0913	Fees		3,090
	Total Debt Service		\$ 311,895
Total - Redevelopment Agency Debt Service Fund			\$ 311,895



<h2 style="margin: 0;">Debt Summary</h2> <h3 style="margin: 0;">Fiscal Year 2011-2012</h3>
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Fund	Balance 6/30/2011	Fees	Interest Expense	Principal Payment	Total FY 2011/12	Balance 6/30/2012
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Caspar Closure 2005 Certificates of Participation

General Fund	\$ 1,075,806	\$ -	\$ 44,547	\$ 103,022	\$ 147,569	\$ 972,784
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Redevelopment Tax Allocation Bonds

RDA Debt Service	4,255,000	3,090	228,805	80,000	311,895	4,175,000
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Water Enterprise Certificates of Participation

Water O&M	3,510,000	3,200	158,520	210,000	371,720	3,300,000
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Water Enterprise Department of Water Resource 0% Loan

Water O&M	1,235,156	400	-	107,077	107,477	1,183,452
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Municipal Improvement District #1 Bonds

Wastewater O&M	380,000	2,200	19,080	40,000	61,280	340,000
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Capital Leases

Police Department Vehicle Financing

General Fund	9,565		183	9,565	9,748	-
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Water Enterprise Equipment Purchase

Water O&M	654,928		29,716	96,849	126,565	558,079
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DEBT HIGHLIGHTS

\$2,213,535
City of Fort Bragg
Caspar Closure
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).

Debt Service:

Fiscal Year	Principal	Interest	Total
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
FY 19-20	143,100	4,469	147,569
	\$ 1,655,035	\$ 558,501	\$ 2,213,535

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 103,022	\$ 44,547	\$ 147,569	\$ -	\$ 147,569

DEBT HIGHLIGHTS

\$4,830,000
Redevelopment Agency of the City of Fort Bragg
Tax Allocation Bonds – Series 2004
172-4810

Date: May 1, 2004
Interest: Semiannual each November and May, commencing May 1, 2004. Interest rates range from 1.80% to 5.5%.
Maturity: May 1, 2037
Rating: Standard and & Poor's BBB+/Stable
Purpose: To refinance 1993 Redevelopment Agency (RDA) Bonds and finance certain Redevelopment Activities in the Project Area.
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.

Debt Service:

Fiscal Year	Principal	Interest	Total
FY 03-04	\$ 80,000	\$ 49,728	\$ 129,728
FY 04-05	65,000	243,795	308,795
FY 05-06	65,000	242,495	307,495
FY 06-07	70,000	240,935	310,935
FY 07-08	70,000	239,115	309,115
FY 08-09	70,000	237,015	307,015
FY 09-10	75,000	234,705	309,705
FY 10-11	80,000	232,005	312,005
FY 11-12	80,000	228,805	308,805
FY 12-13	80,000	225,445	305,445
FY 13-14	90,000	221,965	311,965
FY 14-15	95,000	217,915	312,915
FY 15-16	100,000	212,880	312,880
FY 16-17	100,000	207,580	307,580
FY 17-18	110,000	202,280	312,280
FY 18-19	110,000	196,450	306,450
FY 19-20	120,000	190,620	310,620
FY 20-21	125,000	184,260	309,260
FY 21-22	135,000	177,635	312,635
FY 22-23	135,000	170,480	305,480
FY 23-24	150,000	163,325	313,325
FY 24-25	155,000	155,375	310,375
FY 25-26	160,000	146,850	306,850
FY 26-27	175,000	138,050	313,050
FY 27-28	180,000	128,425	308,425
FY 28-29	190,000	118,525	308,525
FY 29-30	200,000	108,075	308,075
FY 30-31	210,000	97,075	307,075
FY 31-32	225,000	85,525	310,525
FY 32-33	240,000	73,150	313,150
FY 33-34	250,000	59,950	309,950
FY 34-35	265,000	46,200	311,200
FY 35-36	280,000	31,625	311,625
FY 36-37	295,000	16,225	311,225
Total	\$ 4,830,000	\$ 5,524,483	\$ 10,354,483

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 80,000	\$ 228,805	\$ 308,805	\$ 3,090	\$ 311,895

DEBT HIGHLIGHTS

\$4,855,000

**Water Enterprise Certificates of Participation
California Statewide Communities Development Authority
Water and Wastewater Revenue Bonds
Series 2003B
610-4612**

Date: October 1, 2003
Interest: Semiannual each April and October, commencing April 1, 2004. Interest rates range from 2.00% to 5.25%.
Maturity: October 1, 2023
Rating: Standard and & Poor's AAA/Negative
Purpose: To refund the 1993 Water System Certificates of Participation which were issued to fund improvements to the City's water system.
Security: The Bonds were issued by the California Statewide Communities Development Authority (CSCDA) to provide resources for the City for the purpose noted above. The Bonds are an obligation of the CSCDA and are payable solely from and are secured by revenues that consist primarily of payments on an installment obligation of the City.

Debt Service:

Fiscal Year	Principal	Interest	Total
FY 04-05	\$ 190,000	\$ 191,643	\$ 381,643
FY 05-06	185,000	187,893	372,893
FY 06-07	185,000	184,193	369,193
FY 07-08	195,000	180,393	375,393
FY 08-09	195,000	176,249	371,249
FY 09-10	195,000	171,520	366,520
FY 10-11	200,000	165,485	365,485
FY 11-12	210,000	158,520	368,520
FY 12-13	220,000	150,655	370,655
FY 13-14	225,000	142,036	367,036
FY 14-15	230,000	133,333	363,333
FY 15-16	245,000	123,335	368,335
FY 16-17	255,000	112,595	367,595
FY 17-18	265,000	101,803	366,803
FY 18-19	275,000	89,363	364,363
FY 19-20	290,000	75,238	365,238
FY 20-21	300,000	60,113	360,113
FY 21-22	315,000	43,969	358,969
FY 22-23	330,000	27,038	357,038
FY 23-24	350,000	9,188	359,188
	\$ 4,855,000	\$ 2,484,557	\$ 7,339,557

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 210,000	\$ 158,520	\$ 368,520	\$ 3,200	\$ 371,720

DEBT HIGHLIGHTS

**\$2,141,532
Water Enterprise 0% Loan
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.
Debt Service:

Fiscal Year	Principal	Interest	Total
FY 07-08	\$ 107,077	\$ -	\$ 107,077
FY 08-09	107,077	-	107,077
FY 09-10	107,077	-	107,077
FY 10-11	107,077	-	107,077
FY 11-12	107,077	-	107,077
FY 12-13	107,077	-	107,077
FY 13-14	107,077	-	107,077
FY 14-15	107,077	-	107,077
FY 15-16	107,077	-	107,077
FY 16-17	107,077	-	107,077
FY 17-18	107,077	-	107,077
FY 18-19	107,077	-	107,077
FY 19-20	107,077	-	107,077
FY 20-21	107,077	-	107,077
FY 21-22	107,077	-	107,077
FY 22-23	107,077	-	107,077
FY 23-24	107,077	-	107,077
FY 24-25	107,077	-	107,077
FY 25-26	107,077	-	107,077
FY 26-27	107,077	-	-
	<u>\$ 2,141,532</u>	<u>\$ -</u>	<u>\$ 2,034,456</u>

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 107,077	\$ -	\$ 107,077	\$ 400	\$ 107,477

DEBT HIGHLIGHTS

\$770,000
Fort Bragg Municipal Improvement District
1998 Wastewater Revenue Bonds
710-4712

Date: April 13, 1998
Interest: Semiannual each October and April, commencing October 1, 1998. Interest rates range from 3.75% to 5.30%.
Maturity: January 1, 2027
Rating: Standard and & Poor's AAA/Negative
Purpose: To acquire and construct capital improvements to the District's wastewater system.
Security: The Bonds were issued by the Association of Bay Area Governments (ABAG) whereby ABAG issued revenue bonds on behalf of the City. The Bonds are an obligation of ABAG and payable solely from and secured by revenues that consist primarily of payments on an installment obligation of the City.

Debt Service:

	Fiscal Year	Principal	Interest	Total
	FY 98-99	\$ 25,000	\$ 37,730	\$ 62,730
	FY 99-00	25,000	36,758	61,758
	FY 00-01	25,000	35,298	60,298
	FY 01-02	25,000	34,304	59,304
	FY 02-03	25,000	33,279	58,279
	FY 03-04	30,000	32,130	62,130
	FY 04-05	30,000	30,855	60,855
	FY 05-06	30,000	29,550	59,550
	FY 06-07	30,000	28,140	58,140
	FY 07-08	35,000	26,515	61,515
	FY 08-09	35,000	24,765	59,765
	FY 09-10	35,000	11,945	46,945
	FY 10-11	40,000	21,140	61,140
	FY 11-12	40,000	19,080	59,080
	FY 12-13	40,000	16,960	56,960
	FY 13-14	45,000	14,708	59,708
	FY 14-15	45,000	12,322	57,322
	FY 15-16	50,000	9,805	59,805
	FY 16-17	50,000	7,155	57,155
	FY 17-18	55,000	4,373	59,373
	FY 18-19	55,000	1,458	56,458
		\$ 770,000	\$ 468,267	\$ 1,238,267

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 40,000	\$ 19,080	\$ 59,080	\$ 2,200	\$ 61,280

DEBT HIGHLIGHTS

\$82,229
Police Department Vehicles
Capital Lease
110-4200

Date: November 14, 2007
Interest: Interest accrues at 5.5%
Maturity: November 11, 2011
Purpose: To acquire three police department vehicles.
Security: 2008 Ford Ranger; 2007 Ford Crown Victoria and 2008 Ford Van.
Debt Service:

Fiscal Year	Principal	Interest	Total
FY 07-08	\$ 9,537	\$ 2,173	\$ 11,710
FY 08-09	19,885	3,536	23,421
FY 09-10	21,017	2,404	23,421
FY 10-11	22,225	1,200	23,425
FY 11-12	9,565	183	9,748
	<u>\$ 82,229</u>	<u>\$ 9,496</u>	<u>\$ 91,725</u>

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 9,565	\$ 183	\$ 9,748	\$ -	\$ 9,748

DEBT HIGHLIGHTS

**\$1,000,000
Water Enterprise Equipment Loan
610-4612**

Date: July 1, 2007
Interest: Semiannual each January and July, commencing January 1, 2008.
 Interest accrues at 4.714%
Maturity: July 1, 2017
Purpose: To acquire meter reading equipment.
Security: Meter reading equipment.
Debt Service:

Fiscal Year	Principal	Interest	Total
FY 07-08	\$ 80,469	\$ 44,478	\$ 124,947
FY 08-09	84,238	42,328	126,566
FY 09-10	88,227	38,339	126,566
FY 10-11	92,449	34,116	126,565
FY 11-12	96,854	29,711	126,565
FY 12-13	101,469	25,096	126,565
FY 13-14	106,304	20,261	126,565
FY 14-15	111,369	15,196	126,565
FY 15-16	116,676	9,890	126,566
FY 16-17	121,945	4,621	126,566
	<u>\$ 1,000,000</u>	<u>\$ 264,036</u>	<u>\$ 1,264,036</u>

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 96,854	\$ 29,711	\$ 126,565	\$ -	\$ 126,565

<h2 style="margin: 0;">Interfund Loan Summary</h2> <h3 style="margin: 0;">Fiscal Year 2011-2012</h3>
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Fund	Balance 6/30/2011	New Loan Proceeds	Interest Expense	Principal Payment	FY 2011/12 Payment Total	Balance as of 6/30/2012
Wastewater Enterprise Headworks Screen Project						
Wastewater	\$ 21,862	\$ -	\$ 549	\$ 21,862	\$ 22,411	\$ -
Redevelopment Agency FY 10 SERAF Payment						
RDA	420,711	-	2,136	108,184	110,320	312,527
Wastewater Enterprise Design & Bid Documents						
Wastewater	61,611	-	314	15,273	15,587	46,338
Redevelopment Agency FY 11 SERAF Payment						
RDA	104,868	-	544	20,739	21,283	84,129

INTERFUND LOAN HIGHLIGHTS

\$42,692
Interfund Loan
From Redevelopment Agency to the Fort Bragg Municipal Improvement Agency
710-4712

Date: May 29, 2007
Interest: Quarterly, commencing September 30, 2010. Interest accrues at 5.095%
Maturity: March 31, 2012
Purpose: To complete the Headworks Screen Project.
Security: Headworks Screen
Debt Service:

Fiscal Year	Principal	Interest	Total
FY 10-11	\$ 27,910	\$ 1,971	\$ 29,881
FY 11-12	21,862	549	22,411
	\$ 49,772	\$ 2,520	\$ 52,292

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 21,862	\$ 549	\$ 22,411	\$ -	\$ 22,411

NOTE: No payments were made on this Interfund Loan from May 2007 through June 30, 2010, therefore interest of \$7,080 was accrued to the principal, resulting in total principal repayments of \$49,772.

INTERFUND LOAN HIGHLIGHTS

\$534,774

Interfund Loan

**From Redevelopment Agency Low Income Housing Fund to the Redevelopment Agency Project Fund
170-4810**

Date: May 10, 2010
Interest: Quarterly, commencing June 30, 2010. Interest accrues at 0.56%
Maturity: May 9, 2015
Purpose: To fund the FY 10 SERAF payment to the State of California.
Security: The loan is secured by property tax revenues received by the RDA Project Fund.

Debt Service:

Fiscal Year	Principal	Interest	Total
FY 09-10	\$ 6,477	\$ 418	\$ 6,895
FY 10-11	107,586	2,734	110,320
FY 11-12	108,184	2,136	110,320
FY 12-13	108,797	1,523	110,320
FY 13-14	109,408	915	110,323
FY 14-15	94,322	289	94,611
	<u>\$ 534,774</u>	<u>\$ 8,015</u>	<u>\$ 542,789</u>

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 108,184	\$ 2,136	\$ 110,320	\$ -	\$ 110,320

INTERFUND LOAN HIGHLIGHTS

\$76,800

Interfund Loan

**From Redevelopment Agency to the Fort Bragg Municipal Improvement Agency
710-4712**

Date: June 30, 2010
Interest: Quarterly, commencing September 30, 2010. Interest accrues at 0.56%
Maturity: June 30, 2015
Purpose: To fund design of the wastewater treatment projects.
Security: The loan is secured by revenues from the Wastewater Enterprise Fund.
Debt Service:

Fiscal Year	Principal	Interest	Total
FY 10-11	\$ 15,189	\$ 398	\$ 15,587
FY 11-12	15,273	314	15,587
FY 12-13	15,360	227	15,587
FY 13-14	15,446	141	15,587
FY 14-15	15,533	55	15,588
	\$ 76,801	\$ 1,135	\$ 77,936

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 15,273	\$ 314	\$ 15,587	\$ -	\$ 15,587

INTERFUND LOAN HIGHLIGHTS

\$110,101
Interfund Loan
From Redevelopment Agency Low Income Housing Fund to the Redevelopment
Agency Project Fund
170-4810

Date: May 10, 2011
Interest: Quarterly, commencing June 30, 2011. Interest accrues at 0.56%
Maturity: May 9, 2016
Purpose: To fund the FY 11 SERAF payment to the State of California.
Security: The loan is secured by property tax revenues received by the RDA Project Fund.

Debt Service:

Fiscal Year	Principal	Interest	Total
FY 10-11	\$ 5,233	\$ 88	\$ 5,321
FY 11-12	20,739	544	21,283
FY 12-13	20,856	427	21,283
FY 13-14	20,973	310	21,283
FY 14-15	21,091	193	21,284
FY 15-16	21,209	74	21,283
	<u>\$ 110,101</u>	<u>\$ 1,636</u>	<u>\$ 111,737</u>

	Principal	Interest	Total	Fees	Total Payment
FY 11-12 Requirements	\$ 20,739	\$ 544	\$ 21,283	\$ -	\$ 21,283



SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS SUMMARY

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

116 – General Plan Maintenance Fee 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.

120 – Parking To account for parking permit revenues and the cost of maintaining City owned public parking lots.

121 – Parking In-Lieu Fees 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.

122 – Parkland Monitoring and Reporting To account for payments made by Georgia Pacific for monitoring and maintenance of the Coastal Trail remediation area.

139 – COPS AB1913 To account for monies received from the State or law enforcement services under the Citizens Option for Public Safety (COPS) Program established by AB 1913.

146 – OJP Vest Partnership 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.

167 - Asset Forfeiture To account for monies obtained from seized assets of criminal activities and the funds are used solely to support law enforcement purposes.

221 – Gas Taxes To account for the City's share of gas tax revenues that are legally restricted to the maintenance and improvement of City roads and streets.

225 - Traffic Congestion Relief To account for the City's share of Prop 42 gas tax revenues which are required to be used for City street repairs.

230 – Traffic & Safety To account for revenue received from traffic fines which is restricted to City street repairs and traffic safety.

240 – Main Street Realignment To account for monies received from the Mendocino Council of Governments (MCOG), a joint powers agency that serves as the Regional Transportation Planning Agency in Mendocino County for the Main Street Realignment.

250 – Special Sales Tax, Street Repairs To account for revenue received from local sales tax which is restricted to City street repairs.

SPECIAL REVENUE FUNDS

GENERAL PLAN MAINTENANCE FEE

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
General Plan Maint. Fees	\$ 20,430	\$ 43,831	\$ 25,000	\$ 25,000	\$ 25,000	0.0%
Investment Earnings	2,689	927	-	500	1,100	120.0%
Total Revenues	<u>23,119</u>	<u>44,758</u>	<u>25,000</u>	<u>25,500</u>	<u>26,100</u>	<u>2.4%</u>
Expenditure						
Transfers	20,000	30,000	20,000	20,000	20,000	0.0%
Total Expenditures	<u>20,000</u>	<u>30,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Net Surplus (Deficit)	<u>\$ 3,119</u>	<u>\$ 14,758</u>	<u>\$ 5,000</u>	<u>\$ 5,500</u>	<u>\$ 6,100</u>	<u>-210.9%</u>

BUDGET DETAIL

Fund #116 Department: 4320	Account Detail	Category Detail	FY2011/12 Adopted Budget
Operating Transfers			
116-4320-0799 Transfer to Other Funds			\$ 20,000
		To General Fund 110 - General Plan Maintenance	
Total Transfers - General Plan Maintenance Fee			<u>\$ 20,000</u>
Total - General Plan Maintenance Fee Fund			<u>\$ 20,000</u>

SPECIAL REVENUE FUNDS

PARKING FUND

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Parking Permits	\$ 5,134	\$ 1,326	\$ 6,000	\$ 4,500	\$ -	-100.0%
Investment Earnings	320	122	200	100	135	35.0%
Transfers	-	-	-	-	-	0.0%
Total Revenues	<u>5,454</u>	<u>1,448</u>	<u>6,200</u>	<u>4,600</u>	<u>135</u>	<u>-97.1%</u>
Expenditures						
Transfers	-	-	5,202	5,165	8,200	58.8%
Total Expenditures	<u>-</u>	<u>-</u>	<u>5,202</u>	<u>5,165</u>	<u>8,200</u>	<u>58.8%</u>
Net Surplus (Deficit)	<u>\$ 5,454</u>	<u>\$ 1,448</u>	<u>\$ 998</u>	<u>\$ (565)</u>	<u>\$ (8,065)</u>	<u>1327.4%</u>

BUDGET DETAIL

Fund #120	Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4396			
Operating Transfers			
120-4396-0799 Transfer to Other Funds		\$ 8,200	
To Parking In Lieu Fund 121 - Parking Lot Lease			
Total Transfers - Parking Fund			<u>\$ 8,200</u>
Total - Parking Fund			<u>\$ 8,200</u>

SPECIAL REVENUE FUNDS

PARKING IN-LIEU

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Parking In-Lieu Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Investment Earnings	83	42	50	-	-	0.0%
Transfers	-	-	5,202	5,165	8,200	58.8%
Total Revenues	<u>83</u>	<u>42</u>	<u>5,252</u>	<u>5,165</u>	<u>8,200</u>	<u>58.8%</u>
Expenditure						
Materials & Services	6,290	8,000	8,120	8,000	8,200	2.5%
Total Expenditures	<u>6,290</u>	<u>8,000</u>	<u>8,120</u>	<u>8,000</u>	<u>8,200</u>	<u>2.5%</u>
Net Surplus (Deficit)	<u>\$ (6,207)</u>	<u>\$ (7,958)</u>	<u>\$ (2,868)</u>	<u>\$ (2,835)</u>	<u>\$ -</u>	<u>-100.0%</u>

BUDGET DETAIL

	Account Detail	Category Detail	FY2011/12 Adopted Budget
Fund #121			
Department: 4392			
Other Expenditures			
121-4392-0357 Lease/Rental - Space		\$ 8,200	
Mendocino Railway Parking Lot Lease			
Total Other Expenditures - Parking In-Lieu			<u>\$ 8,200</u>
Total - Parking In-Lieu Fund			<u>\$ 8,200</u>

SPECIAL REVENUE FUNDS

PARKLAND MONITORING

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Adopted	% Incr/ (Decr)
Revenue						
Parkland Monitoring	\$ -	\$ 120,000	\$ -	\$ -	\$ -	0.0%
Investment Earnings	-	260	1,000	350	760	117.1%
Total Revenues	-	120,260	1,000	350	760	117.1%
Expenditure						
Transfers	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	-	-	0.0%
Net Surplus (Deficit)	\$ -	\$ 120,260	\$ 1,000	\$ 350	\$ 760	-317.1%

Note: No expenditures from this fund are anticipated in FY 2011-12.

COPS AB1913

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
COPS AB 1913 Allocation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
Investment Earnings	-	-	-	-	-	0.0%
Total Revenues	100,000	100,000	100,000	100,000	100,000	0.0%
Expenditure						
Transfers	100,000	100,000	100,000	100,000	100,000	0.0%
Total Expenditures	100,000	100,000	100,000	100,000	100,000	0.0%
Net Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

BUDGET DETAIL

Fund #139 Department: 4854	Account Detail	Category Detail	FY2011/12 Adopted Budget
Operating Transfers			
139-4854-0799 Transfer to Other Funds			\$ 100,000
		To General Fund 110 - CSO costs	
Total Operating Transfers - COPS AB1913			\$ 100,000
Total - COPS AB1913 Fund			\$ 100,000

SPECIAL REVENUE FUNDS

OJP VEST PARTNERSHIP

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Depart. of Justice Grant	\$ 2,533	\$ 432	\$ 750	\$ 1,343	\$ 1,275	-5.1%
Transfer	1,391	-	2,000	2,000	1,500	-25.0%
Total Revenues	<u>3,924</u>	<u>432</u>	<u>2,750</u>	<u>3,343</u>	<u>2,775</u>	<u>-17.0%</u>
Expenditure						
Materials & Services	2,984	864	1,500	3,000	2,550	-15.0%
Total Expenditures	<u>2,984</u>	<u>864</u>	<u>1,500</u>	<u>3,000</u>	<u>2,550</u>	<u>-15.0%</u>
Net Surplus (Deficit)	<u>\$ 940</u>	<u>\$ (432)</u>	<u>\$ 1,250</u>	<u>\$ 343</u>	<u>\$ 225</u>	<u>-34.4%</u>

BUDGET DETAIL

Fund #146 Department: 4844	Account Detail	Category Detail	FY2011/12 Adopted Budget
Materials & Services			
	146-4844-0381 Small Tools & Equipment	\$ 2,550	
	Total Materials & Services - OJP Vest Partnership		<u>\$ 2,550</u>
Total - OJP Vest Partnership Fund			<u>\$ 2,550</u>

SPECIAL REVENUE FUNDS

ASSET FORFEITURE

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
State Asset Forfeitures	\$ 46,913	\$ 80,107	\$ 55,000	\$ 180,755	\$ 55,000	-69.6%
State Asset Forfeitures - Educ.	32,500	36,250	39,000	39,000	39,000	0.0%
Investment Earnings	3,370	1,082	1,000	1,000	2,600	160.0%
Total Revenues	82,783	117,439	95,000	220,755	96,600	-56.2%
Expenditure						
Other Expenditures	62,038	58,405	16,000	23,391	20,440	-12.6%
Miscellaneous	12,303	2,976	700	700	-	-100.0%
Capital	3,950	6,000	-	25,000	-	-100.0%
Subtotal	78,291	67,381	16,700	49,091	20,440	-58.4%
Transfers	500	11,000	83,000	11,000	100,000	809.1%
Total Expenditures	78,791	78,381	99,700	60,091	120,440	100.4%
Net Surplus (Deficit)	\$ 3,992	\$ 39,058	\$ (4,700)	\$ 160,664	\$ (23,840)	-85.2%

BUDGET DETAIL

Fund #167 Department: 4215 & 4216	Account Detail	Category Detail	FY2011/12 Adopted Budget
Other Expenditures			
167-4216-0319 Professional Services		\$ 15,000	
167-4215-0381 Small Tools & Equipment		4,440	
167-4219-0375 General Supplies		1,000	
	Total Other Expenditures		\$ 20,440
Operating Transfers			
167-4215-0799 Transfer to Other Funds		60,000	
	To General Fund 110 for Major Crimes Task Force Detective		
167-4216-0799 Transfer to Other Funds		40,000	
	To General Fund 110 for School Resource Officer		
	Total Operating Transfers		100,000
	Total Asset Forfeiture Fund		\$ 120,440

SPECIAL REVENUE FUNDS

GAS TAXES

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Gas Tax	\$ 123,975	\$ 126,143	\$ 125,000	\$ 195,450	\$ 188,000	-3.8%
Noyo Lighting District Tax	2,647	2,353	2,800	2,500	2,500	0.0%
Investment Earnings	554	2	10	-	-	0.0%
Other Revenue	4,399	4,654	4,500	-	4,500	100.0%
Transfers	-	14,642	76,117	-	-	0.0%
Total Revenues	<u>131,575</u>	<u>147,794</u>	<u>208,427</u>	<u>197,950</u>	<u>195,000</u>	<u>-1.5%</u>
Expenditure						
Transfers	-	49,774	35,768	35,768	195,000	445.2%
Total Expenditures	<u>-</u>	<u>49,774</u>	<u>35,768</u>	<u>35,768</u>	<u>195,000</u>	<u>445.2%</u>
Net Surplus (Deficit)	<u>\$ 131,575</u>	<u>\$ 98,020</u>	<u>\$ 172,659</u>	<u>\$ 162,182</u>	<u>\$ -</u>	<u>-100.0%</u>

BUDGET DETAIL

Fund #221	Account	Category	FY2011/12 Adopted Budget
Department: 4520	Detail	Detail	Budget
Operating Transfers			
221-4520-0799	Transfer to Other Funds		\$ 195,000
	To General Fund 110 - Street Repair		
	Total Transfers - Street Maintenance		\$ 195,000
Total - Gas Tax - Street Maint. Division			\$ 195,000



SPECIAL REVENUE FUNDS

STREETS & MAINTENANCE DIVISION

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Revenues	\$ 954,862	\$ 850,001	\$ 806,000	\$ 697,704	\$ 763,950	9.5%
Investment Earnings	17,261	5,565	5,000	4,500	1,740	-61.3%
Transfers	55,956	313,348	-	-	-	0.0%
Total Revenues	<u>1,028,079</u>	<u>1,168,914</u>	<u>811,000</u>	<u>702,204</u>	<u>765,690</u>	<u>9.0%</u>
Expenditure						
Materials & Services	-	56,614	147,711	5,000	73,950	1379.0%
Capital	-	5,000	-	-	-	0.0%
Sub-Total	-	61,614	147,711	5,000	73,950	1379.0%
Indirect	-	-	-	-	-	0.0%
Transfers	349,391	391,426	100,408	391,617	1,045,760	167.0%
Total Expenditures	<u>349,391</u>	<u>453,040</u>	<u>248,119</u>	<u>396,617</u>	<u>1,119,710</u>	<u>182.3%</u>
Net Surplus (Deficit)	<u>\$ 678,688</u>	<u>\$ 715,874</u>	<u>\$ 562,881</u>	<u>\$ 305,587</u>	<u>\$ (354,020)</u>	<u>15.8%</u>

SPECIAL REVENUE FUNDS

STREETS & MAINTENANCE – TRAFFIC CONGESTION RELIEF

DEPARTMENT SUMMARY

	<u>FY 2008-09 FYE Audited</u>	<u>FY 2009-10 FYE Audited</u>	<u>FY 2010-11 Amended Budget</u>	<u>FY 2010-11 FYE Projected</u>	<u>FY 2011-12 Adopted Budget</u>	<u>% Incr/ (Decr)</u>
Revenue						
Prop 42 - Traffic Cong. Relief	\$ 58,253	\$ 62,075	\$ 50,000	\$ -	\$ -	0.0%
Investment Earnings	-	116	-	-	-	0.0%
Total Revenues	<u>58,253</u>	<u>62,191</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Expenditure						
Transfers	55,956	58,314	-	-	-	0.0%
Total Expenditures	<u>55,956</u>	<u>58,314</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Net Surplus (Deficit)	<u>\$ 2,297</u>	<u>\$ 3,877</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>

Note: Effective July 1, 2010 this program was eliminated at the State level.

SPECIAL REVENUE FUNDS

STREETS & MAINTENANCE – MAIN STREET REALIGNMENT

DEPARTMENT SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Intergovernmental	\$ -	\$ 54,910	\$ 71,000	\$ 6,704	\$ 73,950	1003.1%
Transfers	-	-	-	-	-	0.0%
Total Revenues	<u>-</u>	<u>54,910</u>	<u>71,000</u>	<u>6,704</u>	<u>73,950</u>	<u>100.0%</u>
Expenditure						
Materials & Services	-	56,614	147,711	5,000	73,950	1379.0%
Total Expenditures	<u>-</u>	<u>56,614</u>	<u>147,711</u>	<u>5,000</u>	<u>73,950</u>	<u>1379.0%</u>
Net Surplus (Deficit)	<u>\$ -</u>	<u>\$ (1,704)</u>	<u>\$ (76,711)</u>	<u>\$ 1,704</u>	<u>\$ -</u>	<u>-100.0%</u>

BUDGET DETAIL

Fund #240	Account	Category	FY2011/12 Adopted Budget
Department: 4837	Detail	Detail	
Materials & Services			
240-4837-0319 Professional Services		\$ 73,950	
Design for Main St Realignment			
Total Material & Services			\$ 73,950
Total - MCOG - Streets			\$ 73,950

SPECIAL REVENUE FUNDS

STREETS & MAINTENANCE – SPECIAL SALES TAX, STREETS

DEPARTMENT DETAIL

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Special Sales Tax	\$ 896,609	\$ 733,016	\$ 685,000	\$ 691,000	\$ 690,000	-0.1%
Investment Earnings	17,261	5,565	5,000	4,500	1,740	-61.3%
Transfer	55,956	313,232	-	-	-	0.0%
Total Revenues	969,826	1,051,813	690,000	695,500	691,740	-0.5%
Capital	-	5,000	-	-	-	0.0%
Transfers	293,435	333,112	100,408	391,617	1,045,760	167.0%
Total Expenditures	293,435	338,112	100,408	391,617	1,045,760	167.0%
Net Surplus (Deficit)	\$ 676,391	\$ 713,701	\$ 589,592	\$ 303,883	\$ (354,020)	-216.5%

BUDGET DETAIL

Fund #250	Account Detail	Category Detail	FY2011/12 Adopted Budget
Department: 4950			
Operating Transfers			
250-4950-0799	Operating Transfer to 405 Street Resurfacing Project		\$ 1,005,000
250-4950-0799	Operating Transfer to 110 Street Project Management		40,760
	Total Operating Transfers		\$ 1,045,760
	Total - Special Sales Tax - Streets		\$ 1,045,760

SPECIAL REVENUE FUNDS

STREETS & MAINTENANCE – TRAFFIC & SAFETY

BUDGET SUMMARY

	FY 2008-09 FYE Audited	FY 2009-10 FYE Audited	FY 2010-11 Amended Budget	FY 2010-11 FYE Projected	FY 2011-12 Adopted Budget	% Incr/ (Decr)
Revenue						
Traffic Safety Fines	\$ 17,104	\$ 12,582	\$ 1,000	\$ 10,000	\$ 10,000	0.0%
Transfers	42,507	-	12,133	-	-	0.0%
Total Revenues	<u>59,611</u>	<u>12,582</u>	<u>13,133</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Expenditure						
Transfers	41,897	-	29,375	-	10,000	100.0%
Total Expenditures	<u>41,897</u>	<u>-</u>	<u>29,375</u>	<u>-</u>	<u>10,000</u>	<u>100.0%</u>
Net Surplus (Deficit)	<u>\$ 17,714</u>	<u>\$ 12,582</u>	<u>\$ (16,242)</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>-100.0%</u>

BUDGET DETAIL

Fund #230 Department: 4840	Account Detail	Category Detail	FY2011/12 Adopted Budget
Operating Transfers			
230-4840-0799 Transfer to Other Funds			\$ 10,000
To General Fund 110 - Street Repair			
Total Transfers - Traffic & Safety			\$ 10,000
Total - Traffic & Safety Division			\$ 10,000

SPECIAL REVENUE FUNDS

GRANTS

The City is the recipient of a number of State and Federal Grants which provide funding for a variety of projects. Following is a description of each grant and the projects that are funded by the Grant.

Community Development Block Grant Funds The Community Development Block Grant (CDBG/EDGB) program enables local governments to undertake a wide range of activities intended to create suitable living environments provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income.

129 – Safe Routes to Schools Federal Grant providing funding to improve the conditions and quality of bicycling and walking to school, as well as to educate the community about safety, health and environmental benefits of non-vehicular transport.

134 – Sustainable Communities Monies received from Prop 84 Funds to complete the City's Climate Action Plan and a Sustainability Element for the General Plan.

137 – Overall Work Program Local transportation funds awarded for transportation planning and technical assistance.

149 – Statewide Park Program (Prop 84 Funds) Proposition 84 funds of \$4.85 million awarded for the construction of the Fort Bragg Coastal Restoration and Trail Project.

159 – Federal Appropriation/California Department of Transportation (CalTrans) The 2006 Housing & Urban Development spending bill included a \$750,000 congressional appropriation for the Coastal Trail project on the former Georgia Pacific mill site. Federal funding for this project is appropriated through and administered by CalTrans.

185 – Bicycle Transportation Grant Grant award for completion of the “signs and lines” bicycle safety striping project for bicycle lanes within City limits.

311 – Stewardship Council Grant award for completion of the Skate Park Phase II project.

401 – Prop. 50/River Parkways Grant Funds received for rehabilitation and enhancement of Otis Johnson Wilderness Park.

401- CalTrans Ten Mile River Bridge Mitigation Funds Funds received for Otis Johnson Wilderness Park habitat restoration.

The following is a summary of Grants that have been awarded and the related projects in progress during FY 2011-12 and those that were completed during FY 2010-11.

SPECIAL REVENUE FUNDS

GRANTS DETAIL – FY 2011-12 GRANTS IN PROGRESS

Fund Department	Original Funding	Prior Year(s) Exp	FY2011-12 Adopted
Fund 129 - Safe Routes to Schools *			
4930 2007 Federal Grant	\$ 214,000	\$ 27,241	\$ 186,759
Fund 134 - Sustainable Communities			
Climate Action	85,350	-	85,350
Fund 137 - OWP Grants			
4829 Blueprint Planning	13,500	10,331	3,169
Fund 149 - Prop 84 Grant *			
4833 Coastal Trail	4,850,000	4,700	4,845,300
Fund 158 - CDBG General Allocation Grant			
4862 2009 Housing Rehabilitation	813,917	801,671	12,246
4825 2010 Housing Rehabilitation	400,000	1,500	398,500
4865 Food Bank Improvements	70,000	2,310	67,690
4866 Home Energy Link Program	80,000	16,110	63,890
4867 Homeownership Assistance	200,000	11,500	188,500
4869 Grant Administration	60,000	9,488	50,512
			781,338
Fund 159 - Federal Approp/CalDOT			
4833 Coastal Trail	750,000	550,697	199,303
Fund 165 - EDBG PT/A Grants			
4849 Compost Feasibility	35,000	28,925	6,075
4847 Industrial and Fine Arts Center Feasibility	35,000	242	34,758
			40,833
Fund 166 - CDBG Microenterprise			
4858 Microenterprise Program #3730	350,000	291,704	58,296
4861 Microenterprise Program #5784	300,000	275,640	24,360
			82,656
Fund 185 - Bicycle Transportation Account			
4952 Oak and Franklin Streets Bike Routes	117,500	13,500	104,000
Fund 311 - Stewardship Grant*			
4808 Skate Park Phase Two	178,000	-	178,000
Fund 312 - Integrated Regional Waste Management Plan			
4853 Waterfall Gulch Raw Water Line	550,000	-	550,000
Fund 401 - Otis Johnson Park Rehab Project *			
4802 OJ Park - River Parkways/Prop 50	178,238	64,836	113,402
4803 OJ Park - CalTrans	226,059	67,588	158,471
			271,873
Fund 405 - RAC Chip Seal Grant			
4870 Street Resurfacing	70,399	-	70,399
FY2011-12 Total Grant Expenditures			\$ 7,398,980

Notes:

In FY2011-12 the anticipated amount to be allocated to the General Fund for staff time reimbursed by grant funding is \$140,000.

* Grant funded Capital Projects are included for reference only.

SPECIAL REVENUE FUNDS

GRANTS

BUDGET DETAIL – FY 2010-11 GRANTS COMPLETED

Fund Department	Grant Awarded	FY Awarded
Fund 134 - Sustainable Communities		
4844 So Fort Bragg Trail Access	\$ 50,000	2008-09
4857 Coastal Trail	142,900	2008-09
4863 Noyo Center	125,600	2008-09
Fund 137 - OWP Grants		
4819 Residential Street Safety Plan	60,750	2009-10
4820 Alley Master Plan	60,000	2009-10
Fund 152 - CalTrans Planning Grant		
4828 S. Fort Bragg Bicycle and Pedestrian Access Study	76,649	2008-09
Fund 165 - EDBG - Economic Development Allocation		
4843 Business Assessment Strategy	17,500	2008-09
4845 Food Products Incubator	17,500	2008-09
Fund 169 - General Allocation		
4808 Skate Park Construction	339,000	2007-08
Fund 310 - Energy Efficiency Conservation Block Grant		
4864 Energy Efficiency Upgrades	36,458	2010-11
FY 2010-11 COMPLETED GRANTS		\$ 926,357



CAPITAL PROJECT FUNDS

CAPITAL PROJECT FUNDS DESCRIPTIONS

The acquisition or construction of capital projects, other than those financed by Enterprise Funds, Internal Service Funds, or Trust Funds, may be accounted for in a Capital Project Fund.

A Capital Project Fund is used to account for major capital expenditures such as the construction of park facilities, water and wastewater facilities and street projects.

The acquisition of other capital assets, such as machinery, furniture, vehicles, is generally accounted for in the fund that is responsible for the financing of the expenditure.

A separate Capital Project Fund is established when the acquisition or construction of the capital project extends beyond a single fiscal year and the financing sources are provided by more than one fund, or the capital asset is financed by specifically designated resources.

Specifically designated resources may arise from the issuance of general governmental bonds, receipts of grants from other governmental units, designation of a portion of tax receipts, or a combination of these and other financing sources.

A Capital Project Fund must be used when mandated by law or stipulated by regulations or covenants related to the financing source. For control purposes, it may also be advantageous to use a separate Capital Project Fund even though one is not technically required.

As with all funds in a governmental entity, the purpose of establishing a specific fund is to establish a basis of accountability for resources provided for a particular purpose.

CAPITAL PROJECT FUNDS

Capital Projects Summary for Fiscal Year 2010-11

The Public Works Department completed the following capital projects that were included in the FY 2010-11 Capital Projects Budget:

- Pudding Creek Road Reconstruction – North Bay Construction provided services to grind the existing surface of approximately 900 feet of Pudding Creek Road from Highway 1 to the City Limits; re-grade and compact the sub-grade; replace an existing cross-culvert; install new asphalt paving, and re-stripe the pavement. This project was funded by an American Recovery & Reinvestment Act (ARRA) grant.
- North Harold and Dana Street Overlay – This project incorporated a few of the improvements from the upcoming Safe Routes to School project (such as bulb-outs at mid block crossings) in front of the Middle School. Sidewalk corner improvements were installed on Harold Street between Laurel and Fir Streets; both Dana Street and Harold Street had edge grindings on each side of the street and new asphalt overlay installed. Dana Street was overlaid between Oak and Chestnut Streets. Harold Street was overlaid between Fir and Laurel Streets. Both streets had new centerline striping and pavement markings installed. This project was funded by an American Recovery & Reinvestment Act (ARRA) grant.
- Pine and Laurel Streets Pedestrian Enhancements - This project extended the pedestrian improvements on Pine Street (between Whipple and Harold Street) and on Laurel Street (between Harold and Alger Street). This project was designed by the City's Engineering Division staff and included bulb-outs, sidewalk infill, driveway replacements; sidewalk replacements and alley crossing improvements. This project was funded by an American Recovery & Reinvestment Act (ARRA) grant.
- Fort Bragg Skate Park- Phase 1 – After many years of planning, the first phase of the Fort Bragg Skate Park project was constructed last year. Plans and specifications were completed by ASD and City staff oversaw the construction of the new project on the C.V. Starr Community Center property. A.J. Vasconi was the contractor that installed the concrete features and then Parlin Fork work crews installed the fencing around the park. Public Works personnel worked with both Parlin Fork and Mendocino Coast Recreation and Park District staff to help get the finishing touches installed. Phase 2 of the Skate Park construction is expected to be completed this fiscal year. Phase 1 was funded by State Community Development Block Grant funds and community donations. Phase 2 will be funded by a Stewardship Council grant.

CAPITAL PROJECT FUNDS

Capital Projects Summary for Fiscal Year 2010-11 - Continued

- Water Treatment Conversion of Gaseous Chlorine to Sodium Hypochlorite – The City's Water Treatment staff researched and purchased new equipment and tanks to allow for installation of new equipment to allow the Water Treatment Facility to use sodium hypochlorite instead of gaseous chlorine. The conversion was substantially less expensive than the engineer's estimate and chemical costs were negotiated down from the original estimate as well. City staff installed all of the necessary improvements and secured written authorization from the Department of Health Services allowing this change to the current permit. This project was funded through the Water Enterprise.
- Waterfall Gulch Raw Water Line Replacement (Design) – City staff worked closely with KASL Engineering to complete plans and specifications for an alternate route for installation of the raw water transmission line between Highway 20 and Brush Creek Road. A grant application was submitted for funding and preliminary approval has identified \$550,000 in grant funds for construction. Depending on funding this project is expected to go to construction in the upcoming fiscal year.
- 2011 Street Structural Repair Project – This project was the first phase in completing the Streets Resurfacing Project which will include cape seal, rubberized chip and slurry seal to form a smooth surface on selected streets. Prior to completing the resurfacing, specific areas within the street section must be removed and new asphalt placed to structurally improve the road base. This project consisted of grinding out 4 inches of material and replacing with hot mix asphalt in two lifts and compacting back in place to the original grade. Streets included in this project included Elm, Fir, Alder, Maple, Lincoln, Chestnut, Hazel and Minnesota Avenue. Work on this project was completed by Argonaut Constructors and funding was from City Sales Tax.

Other projects that were completed in FY 2010-11 that were not identified in the capital projects program but involved substantial Public Works personnel time include:

- ~ Alley Master Plan;
- ~ Installation of Emergency Generator at Madsen Hole;
- ~ Installation of the UPS at the Police Department;
- ~ Replacement of P1 Re-circulation Pump at the Wastewater Facility;
- ~ EECBG Lighting Project at Town Hall,
- ~ Guest House and Filter Press Building at Wastewater Facility;
- ~ Fencing for Lift Stations;
- ~ Street Drainage Repair at Harrison and Madrone Streets.

FY 2011-12 CAPITAL PROJECTS & APPROPRIATIONS

Project Number and Name	Project Cost	Prior Year(s) Costs	FY2011/12 Adopted
PW-01 - Downtown Parking Lot Resurfacing	\$ 75,018	\$ -	\$ 75,018
PW-02 - Skate Park Phase 2	178,000	-	178,000
PW-04 - Safe Routes to Schools	221,110	34,351	186,759
PW-05 - OJ Park Rehab Project	404,297	132,424	271,873
PW-09 - Fort Bragg Coastal Restoration and Trail Project	5,787,495	942,495	4,845,000
	Total Public Works		5,556,650
ST-01 - Alley Rehab	210,000		210,000
ST-02 - 2011 Street Resurfacing	1,250,000		1,250,000
ST-04 - Bicycle Signs and Lanes	117,500	13,500	104,000
	Total Streets		1,564,000
WA-01 - North Raw Water Pond Cover	155,000		155,000
WA-04 - Newman Raw Water Line Replacement	608,000		608,000
WA-09 - Waterfall Gulch Line and Trestle Replacement	762,000		762,000
WA-10 - Waterfall Gulch Silt Removal	40,000		40,000
	Total Water Enterprise		1,565,000
WW-04 - Primary Digester Maintenance	80,000		80,000
WW-07 - Wastewater Equipment Garage	95,000		95,000
WW-10 - Sewer Manhole Installation Project	33,000		33,000
	Total Wastewater Enterprise		208,000
	Total Capital Projects		\$ 8,893,650

MULTI-YEAR CAPITAL IMPROVEMENT PROGRAM



CAPITAL PROJECT SUMMARY

FY 2011-12

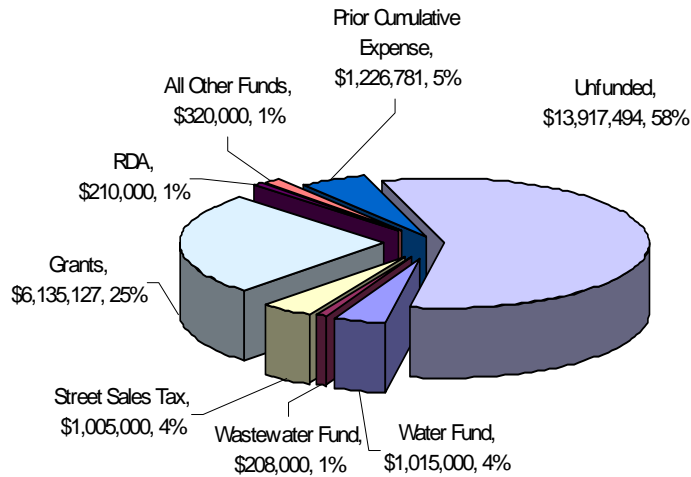
Projects	Total Project Cost	Prior Year Spending	Grants	Street Sales Tax	Water Enterprise	WW Enterprise	Parking Permit Fees	RDA	Other	Unfunded
Public Works										
PW-01 Downtown Parking Lots Resurfacing	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -
PW-02 Skate Park Phase II	178,000		178,000							-
PW-03 ADA Transition Plan Ph I, Facilities	225,000									225,000
PW-04 Safe Routes to Schools (Federal)	221,110	34,351	186,759							-
PW-05 Otis Johnson Park Rehabilitation	404,297	132,424	271,873							-
PW-06 Emergency Fueling Station	75,000									75,000
PW-07 Highway 20 Fire Station	3,000,000									3,000,000
PW-08 Main Street Fire Station Rehabilitation	1,922,000									1,922,000
PW-09 Fort Bragg Coastal Trail	5,787,495	943,000	4,844,495							-
Totals - Public Works	11,887,902	1,109,775	5,481,127	-	-	-	75,000	-	-	5,222,000
Streets										
ST-01 Alley Rehab (2 Commercial, 1 Residential)	210,000							210,000		-
ST-02 Street Resurfacing (Rubberized Chip Seal)	1,250,000			1,005,000					245,000	-
ST-03 Franklin & Oak Street Bike Lane Project	117,500	13,500	104,000							-
Totals - Streets	1,577,500	13,500	104,000	1,005,000	-	-	-	210,000	245,000	-
Water Enterprise										
WA-01 North Raw Water Pond Cover	155,000				155,000					-
WA-02 Treatment Building Replacement	350,000									350,000
WA-03 Waterfall Gulch Raw Water Transmission Line Replacement-3 sections	970,000									970,000
WA-04 Newman Raw Water Line Replacement	608,000				608,000					-
WA-05 Cedar St Water Distribution Line	420,000									420,000
WA-06 Water Master Plan Update	125,000									125,000
WA-07 Madsen Hole Access Road	350,000									350,000
WA-08 Newman Gulch Reservoir	1,630,000	103,506								1,526,494
WA-09 Line & Trestle Replacement-Hwy 20 to Brush Creek Road (grant approval pending)	762,000		550,000		212,000					-
WA-10 Waterfall Gulch Diversion Structure Improve	140,000				40,000					100,000
WA-11 Newman Raw Water Line Replacement	768,000									768,000
Totals - Water Enterprise	6,278,000	103,506	550,000	-	1,015,000	-	-	-	-	4,609,494

CAPITAL PROJECT SUMMARY

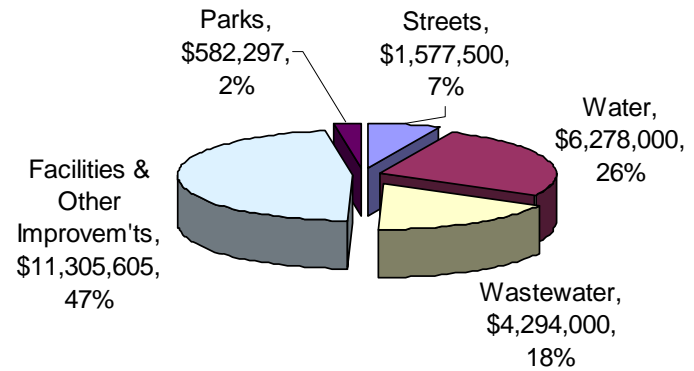
FY 2011-12

Projects	Total Project Cost	Prior Year Spending	Grants	Street Sales Tax	Water Enterprise	WW Enterprise	Parking Permit Fees	RDA	Other	Unfunded
Wastewater Enterprise										
WW-01 Grease Lagoon Rehabilitation	155,000									155,000
WW-02 Sludge Screw Press Installation	250,000									250,000
WW-03 Replacement of Treatment Plant Fencing	85,000									85,000
WW-04 Primary Digester Rehabilitation	1,080,000					80,000				1,000,000
WW-05 Clarifier Mechanism Replacement	950,000									950,000
WW-06 Sludge Thickener Mechanism Replacemnt	360,000									360,000
WW-07 Wastewater Equipment Garage	95,000					95,000				-
WW-08 N Sanderson Sewer Main Replacement	772,000									772,000
WW-09 Wastewater Treatment Disinfection	415,000									415,000
WW-10 Sewer Manhole Installation	132,000					33,000				99,000
Totals - Wastewater Enterprise	4,294,000	-	-	-	-	208,000	-	-	-	4,086,000
Grand Total	\$ 24,037,402	\$ 1,226,781	\$ 6,135,127	\$ 1,005,000	\$ 1,015,000	\$ 208,000	\$ 75,000	\$ 210,000	\$ 245,000	\$ 13,917,494

**FY 2011-12 Capital Improvement Projects
Expenditures By Fund**



**FY 2011-12 Capital Improvement Projects
Expenditures by Category**



CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Director of Public Works

Project: Downtown Parking Lots Resurfacing

Project No. PW - 01

Expected Completion Date: FY 2011

Description

The City of Fort Bragg owns three parking lots in the Central Business District. The Main Street Lot is located in the 400 Block of North Main Street, just south of the North Coast Brewery. The City Hall Parking Lot is located north of City Hall and east of the Fort Building, in the 400 block of N. Franklin Street. The third lot is the Laurel Street Parking Lot located in the 200 block of east Laurel Street, just west of the Footlighters Theatre.



The Laurel Street Lot has had the most recent surface treatment and does not require any work, however the other two lots are showing extensive raveling and the pavement is reaching a point where it is beginning to break up and potholes are appearing. The options to repair the surfaces are to chip seal the parking lot, which would give long life to the surface, but would be relatively rough for some time, or a sand slurry which consists of covering the surface with an emulsion and sand that is very smooth, fills in the rough surfaces and bonds the overall surface together. Once the parking lots have been resurfaced, either with chip seal or sand slurry, re-striping will be required.

Given current funding constraints the alternate to expand the use of the City Hall parking lot by creating additional spaces along the east and north side of the old Fort Building has been deferred to a later date.

FY 2011/2012 Work Plan

- ◆ Complete plans and specifications for resurfacing treatment.
- ◆ Advertise project for bid with anticipated completion in FY 2011/12.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	75,018	-	-	75,018	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 75,018	\$ -	\$ -	\$ 75,018	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Fund 120 - Parking Fund	\$ 75,018	\$ -	\$ -	\$ 75,018	\$ -	\$ -	\$ -	\$ -
	\$ 75,018	\$ -	\$ -	\$ 75,018	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Director of Public Works
Engineering Tech

Project: Skate Park Project Phase II

Project No. PW - 02

Expected Completion Date: FY 2011

Description

In 2010, the City contracted with A.J. Vasconi to complete a modified version of the original Skate Park Project as funds were not available to construct the entire project. The project was completed in October 2010 and the new skate park was opened for use. The City applied to the Stewardship Council for funding to complete the remainder of the project. The City was awarded a grant of up to \$155,000 for construction of the components that were eliminated from the original project. The components include installation of the bowl, flat work around the perimeter of the park, installation of benches, trash/recycle containers and additional features within the skate area.



To proceed with the Phase II project the City must enter into a grant agreement with the Stewardship Council and that agreement is expected to be signed in 2011. Once the agreement is in place, the City can contract for design services to incorporate the missing pieces of the original plan into bid documents for construction.

Impact on Operating Budget

Impact will be cost of project design, preparation of plans & specifications and inspection. There will also be costs associated with construction management and administration.

FY 2011/2012 Work Plan

- ◆ Complete plan revisions and prepare bid documents for construction of Phase II.
- ◆ Bid, award and construct Skate Park Phase II.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Environmental Clearance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	5,000	-	-	5,000	-	-	-	-
Construction	173,000	-	-	173,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 178,000	\$ -	\$ -	\$ 178,000	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Stewardship Council Grant	\$ 178,000	\$ -	\$ -	\$ 178,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 178,000	\$ -	\$ -	\$ 178,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department
Project Manager: Director of Public Works
 Public Works Superintendent

Project: ADA Transition Plan Phase I, Public Facilities

Project No. PW - 03

Expected Completion Date: To Be Determined

Description

The City has completed a facilities self evaluation and American's With Disabilities Act (ADA) Transition plan. As a result of this review, the City identified accessibility deficiencies at various public facilities. The ADA Transition Plan identifies necessary improvements and prioritizes the improvements from immediate need (priority 1) to those that should be completed within the life of the plan (Priority 5).

The Transition Plan proposes that priority 1 and a portion of priority 2 improvements be completed as the first phase of improvements.

This Phase I consists of a variety of improvements to City facilities for priority 1 and priority 2 ADA improvements as identified within the Transition Plan. No funding has currently been identified to complete the improvements.

As part of the City Hall Remodel Project some of the accessibility issues and signage at that facility were addressed. As always, staff seeks to incorporate accessibility improvements when developing project plans for public facilities. The Transition Plan is taken into consideration as plans develop through the design process.



FY 2011/2012 Work Plan

- ◆ Continue work on Priority 1 and Priority 2 improvements as identified in the Transition Plan.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	225,000	-	225,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
Total	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Unfunded	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department
Project Manager: Director of Public Works
Project: Safe Routes to School (Federal)
Expected Completion Date: FY 2011

Project No. PW - 04

Description

In July 2008, the City applied for funding under the Federal Safe Routes to Schools program and was approved for funding in the amount of \$214,000. The project delivery schedule for this project identifies various target dates, and some of the key dates are: Complete NEPA process by June 30, 2009; Plans, Specifications and Estimate by September 30, 2009; award construction contract April 2010; complete construction September 30, 2010. The actual schedule has been modified beyond the target dates and construction is expected to occur in July 2011.



This Safe Routes to School project is focused around improvements near the Middle School and the two elementary schools; Redwood and Dana Gray. Improvements will include installation of high visibility raised and striped crosswalks; construction of accessible curb ramps and /or bulb outs to reduce crossing distance and calm traffic at key school crossings; sidewalk construction to fill a critical gap at Redwood School; sidewalk barriers to discourage jaywalking at a crossing at the Middle School; traffic control signage at Redwood School; construction of two bicycle/pedestrian trails to promote off street transit to schools; street pavement signage to encourage bicycle travel along designated routes and installation of bicycle parking facilities at strategic locations on school sites.

Staff will work closely with CalTrans Local Assistance staff to complete the federal process for authorization to proceed and construct the project based upon the original task schedule.

Impact on Operating Budget

The City expects to reduce sidewalk maintenance and repair costs with the construction of the new sidewalks and ramps. City costs associated with this project will be initially for completion of the environmental process for project clearance, but will also have costs for construction management and inspection.

FY 2011/2012 Work Plan

- ◆ Construct project as designed and bid.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	17,160	17,160	-	-	-	-	-	-
Construction Mgt & Inspection-TBD		-	-	-	-	-	-	-
Construction	176,000	-	-	176,000	-	-	-	-
Other	20,950	3,081		17,869	-	-	-	-
Total	\$ 221,110	\$ 27,241	\$ -	\$ 193,869	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Federal Safe Routes To School Grant	\$ 214,000	\$ 27,241		\$ 186,759	\$ -	\$ -	\$ -	\$ -
General Fund	7,110	-	-	7,110	-	-	-	-
Total	\$ 221,110	\$ 27,241	\$ -	\$ 193,869	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Parks

Project Manager: Director of Public Works

Project: Otis Johnson Park Rehabilitation

Project No. PW - 05

Expected Completion Date: FY 2011

Description

The Otis Johnson Wilderness Park Enhancement Project is part of an effort by the City to create a comprehensive trail system that will encircle the entire City (i.e., the "City Surrounded by a Park"). The goals of the project include preserving and enhancing the Park for maximum public access and use, while improving habitat values and public education opportunities as well as recreational activities for the park visitors.



In October 2008, the City was awarded a grant in the amount of \$179,000 from the California River and Parkways grant program, also known as Proposition 50 funds. The City obtained additional funding from the California Department of Transportation for stream enhancement and habitat restoration in the amount of \$226,059.

The scope of work for this project consists of coordination with all affected agencies; preparation of plans, specifications and estimates based upon input from staff; preparation of construction drawings for foot bridge; access bridge (capable of holding large vehicle); retaining walls; drainage components; native material revetment for erosion purposes; upgraded stairs and landings; upgraded entry features at Laurel Street entrance; and preparation of cost estimates and descriptions necessary to complete CEQA process.

Project is anticipated to be completed in FY 2011-12.

FY 2011/2012 Work Plan

- ◆ Complete permitting requirements.
- ◆ Complete project construction.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	38,300	38,300	-	-	-	-	-	-
Construction Mgt & Inspection-City Staff	23,609	8,000	-	15,609	-	-	-	-
Construction	342,388	116,700	-	225,688	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 404,297	\$ 163,000	\$ -	\$ 241,297	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

California River & Parkways Grant	\$ 178,238	\$ 88,000	\$ -	\$ 90,238	\$ -	\$ -	\$ -	\$ -
CalTrans Grant	226,059	75,000	-	151,059	-	-	-	-
Total	\$ 404,297	\$ 163,000	\$ -	\$ 241,297	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Director of Public Works

Project: Emergency Fueling Station

Project No. PW - 06

Expected Completion Date: To Be Determined

Description

Prior to the late 1980's, the City operated and maintained individual fueling stations for Police and Public Works vehicles and equipment. At that time the City had underground fuel tanks at the Police Department and Corporation Yard. In response to environmental concerns and leaks in the tanks, the tanks were removed and the sites cleaned under the oversight of the North Coast Regional Water Quality Control Board.



During the winter months, storms occasionally cause power outages on the north coast; in some cases for several days at a time. City staff has made arrangements with local fuel providers to make gas and diesel available as needed for city vehicles and equipment, but that has not always been convenient. Staff has determined that during times of emergency power outages it would be in the City's best interest to have dual contained fuel stations that could be accessed anytime by city personnel. Economy of cost could also be achieved by purchasing large quantities of fuel in bulk at a better rate than what is available at the regular pump.

When funds are available, staff proposes to purchase and install single/multi unit Convault dual containment fuel tank with card lock system for use for all city vehicles.

FY 2011/2012 Work Plan

- ◆ Purchase and install if funding becomes available.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design - City Staff	-	-	-	-	-	-	-	-
Construction Mgt & Inspection-City Staff	-	-	-	-	-	-	-	-
Construction	75,000	-	75,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Unfunded	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Fire JPA
Director of Public Works

Project: Hwy 20 Fire Station Project

Project No. PW - 07

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg owns a property at the northeast corner of State Hwy 20 and Babcock Lane that contains a 300,000 gallon water storage tank and a large storage facility that houses fire equipment for the Fire Joint Powers Authority. The City further has an agreement with the Fire JPA to allow use of the structure on site for establishment of a fire station. The structure is very old and in need of replacement in lieu of maintenance, and the site, while having City water available, does not have City sewer service. As part of any upgrade, extension of the sewer main from the Old Willits Road is recommended.



The proposed project will consist of demolition of all buildings on site, and construction of one large two story structure. The new structure will contain a fire station that will be placed so that all access is to/from Babcock Lane; storage space for city departments; residential units on the second level to be rented to police department employees and firefighters. There will also be secure storage for the Police Department evidence, confiscated or lost/found items. A training tower will provide on-site training for fire, police and public works personnel.

The overall plan is still in the conceptual stage, but considerable progress has been made with identifying the needs and designing the project to address the needs of all city departments.

FY 2011/201 Work Plan

- ◆ Identify funding source.
- ◆ Continue process to define necessary development.
- ◆ Demolish wood portion of the fire station.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design - City Staff	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - TBD	-	-	-	-	-	-	-	-
Construction	3,000,000	-	3,000,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Unfunded	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT



CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Director of Public Works
Public Works Project Analyst

Project: Main Street Fire Station Rehabilitation

Project No. PW - 08

Expected Completion Date: To Be Determined

Description

In March 2007, the City contracted with the Grossman Design Group to complete a Public Facilities Master Plan to evaluate all City structures. As a part of the Master Plan, a preliminary structural analysis of the Main Street Fire Station was completed and findings and recommendations were incorporated into the report. This analysis identified numerous deficiencies in the three separate phases of the Fire Station. The structural engineer identified a risk of significant structural damage in the event of a major earthquake. The report identified the cost of necessary seismic upgrades to the north wing at about \$175 per square foot; the South wing would cost about \$50 per square foot and the newer middle section would cost about \$20 per square foot dependent upon special job conditions.



To follow up on the Facilities Master Plan, the City obtained a Community Development Block Grant to complete a more intense structural evaluation to better identify structural fixes to bring the building up to current seismic standards. The City entered into a contract with I. L. Welty and Associates to complete the structural review and provide recommendations and estimates for repair. BACE Geotechnical sub-contracted with Welty to complete the sub-structure evaluation. Additional funding beyond the grant funds was provided by the Fire JPA in the amount of \$27,000. This work was completed in March 2009 and includes recommendations and estimates outlined below. Recommendations from Welty's review include:

North Wing - Brace top of concrete masonry unit (CMU); strengthen the in-plane shear capacity of the east wall; strengthen walls between North Apparatus room; strengthen and improve shear transfer from the CMU walls to the foundation. Cost for this work based upon 4800 square feet at \$60 to \$120 per square foot equals \$288,000 on the low end to \$570,000 on the high end, depending on the alternate solution chosen during the design stage of the project.

Offices & Crew Rooms - Connect the two north-south interior shear walls to the roof diaphragm; add hold downs on the ends of the four shear walls on the east and two shear walls on the west; add epoxy anchors to the sill plates; add edge nailing to the shear walls; and provide seismic separations from adjacent buildings at the roof level & second floor. Cost for this work is estimated at \$80,000.

South Wing - Weld cover plates on the east and west steel frame columns to create box sections; add hold downs on the ends of the two shear wall segments on the south wall; provide a seismic separation at the north wall. Cost estimate for these repairs is \$52,000.

To remediate the liquefiable soils identified at several locations in the geotechnical report, costs are estimated as follows: Compaction Grouting Method @ \$150,000 to \$475,000 or Permeation Grouting Method @ \$900,000 to \$950,000. Compaction Grouting is the method most commonly used, and using this method for the Fire Station Project would provide an estimated range for the full project from \$570,000 to \$1,183,000.

Under a separate contract with I.L. Welty & Associates, the Fire JPA has authorized preparation of plans and specifications for construction of Fire Station improvements as outlined within the Facilities Master Plan and follow up structural evaluation. Plans and specifications are expected to be at 100% completion by July 1, 2011 and upon identification of funding the project could be placed out to bid.

Impact on Operating Budget

Impact will be cost of construction and repayment of potential loan. There will also be costs associated with construction management, inspection and engineering.

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Facilities

Project Manager: Director of Public Works
Public Works Project Analyst

Project: Main Street Fire Station Rehabilitation

Project No. PW - 08

Expected Completion Date: To Be Determined

FY 2011/2012 Work Plan

- ◆ Identify funding to complete required structural improvements.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Environmental Clearance	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	35,000	-	35,000	-	-	-	-	-
Construction	1,885,000	-	1,885,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Unfunded	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Parks

Project Manager: Director of Public Works

Project: Fort Bragg Coastal Trail

Project No. PW - 09

Expected Completion Date: FY 2012-2013

Description

The proposed Fort Bragg Coastal Restoration and Trail Project includes restoration of 25 acres of asphalt impacted land with native habitat and construction of an approximately 4.5- mi (23,100-linear ft) trail system from the Pudding Creek Trestle Bridge south to Soldier's Bay and from the Waste Water Treatment facility to Noyo Bay. The trail system includes natural pave multi-use trails, boardwalks, viewing platforms, and side trails. The project also includes elimination of the informal Glass Beach parking area at the southern end of Glass Beach Drive; reconfiguration of the existing parking area on the northern end of Glass Beach Drive; construction of a new access road at Elm Street and a new 41 space parking lot; construction of a new access road at Noyo Point Road and a new 40 space parking lot; construction of an extensive array of stormwater management features; and construction of two welcome plazas, a passive recreation field, bicycle parking, three restrooms, a storage building, multiple bioswales, interpretive signage, benches, picnic tables, property line fencing, habitat protective fencing, and two sets of cable stairs to the beach.



FY 2011/2012 Work Plan

- ◆ EIR certification and permits 2011
- ◆ Final Design and Bid Package 2012
- ◆ Bidding 2012
- ◆ Construction 2012 through 2013
- ◆ Restoration 2012 through 2015
- ◆ Grand opening 2012 and/or 2013

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary - Design, EIR, Permitting	\$ 885,000	\$ 885,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Mgt & Inspection-City Staff	58,000	8,000	-	20,000	30,000	-	-	-
Construction	4,794,495	50,000	-	1,867,798	2,876,697	-	-	-
Other	50,000	50,000	-	-	-	-	-	-
Total	\$ 5,787,495	\$ 993,000	\$ -	\$ 1,887,798	\$ 2,906,697	\$ -	\$ -	\$ -

Project Funding Source(s)

Sustainable Communities	\$ 143,000	\$ 143,000		\$ -	\$ -	\$ -	\$ -	\$ -
Federal Appropriation	750,000	750,000	-	-	-	-	-	-
Prop 84 - State Parks	4,844,495	50,000		1,887,798	2,906,697	-	-	-
City Match	50,000	50,000	-	-	-	-	-	-
Total	\$ 5,787,495	\$ 993,000	\$ -	\$ 1,887,798	\$ 2,906,697	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Streets

Project Manager: Director of Public Works

Project: Annual Alley Rehab Project

Project No. ST - 01

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg has nearly 26 miles of paved streets that require a substantial amount of effort to maintain and reconstruct. In additions, nearly every block is bisected with a 20 foot wide alley which is also City right of way and requires maintenance. The alleys comprise an additional approximately 7 miles of public right of way. While the alleys were not constructed to accommodate the same level of use as street, they have become increasingly utilized for access to secondary dwellings and businesses.



In FY 2010-11, the City received funds from the Mendocino Council of Governments (MCOG) Overall Work Program to contract for engineering services to complete an Alley Master Plan. A Final Plan is expected to be completed by July 1, 2011 and will identify necessary alley improvements, cost estimates, and alley prioritization. The Plan will be useful in seeking funding for future alley improvements.

Impact on Operating Budget

No funds are available.

FY 2010/2011 Work Plan

- ◆ Complete Alley Master Plan
- ◆ Develop Priority List for Alley Maintenance/Rehabilitation based on data within the Master Plan.

FY 2011-2012 Work Plan

- ◆ Continue with basic alley maintenance through the Public Works Department.
- ◆ Complete reconstruction/rehabilitation of three (3) alleys blocks if funding allows.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	21,000	-	-	21,000	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	189,000	-	-	189,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Fund 170 - Redevelopm't Agency	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -
	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department - Streets

Project Manager: Director of Public Works

Project: 2011 Streets Resurfacing Project

Project No. ST - 02

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg has nearly 26 miles of paved streets that require a substantial amount of effort to maintain and reconstruct. The voters of Fort Bragg approved a half-cent sales tax for street maintenance purposes that went into effect January 1, 2005. This tax generates an average of \$750,000 annually that is used for street maintenance projects. Streets are evaluated every couple years with the assistance of a Pavement Management Plan (PMP) that helps identify streets requiring improvements. Based on the pavement condition index of streets within the PMP, staff has defined a resurfacing project that will utilize rubberized chip seal similar to the project completed in 2007.



In Fiscal Year 2010-11, a Street Structural Repair Project was prepared and the project awarded for street repairs on various streets within the City. This project was the first phase in completing the 2011 Streets Resurfacing Project which will include cape seal, rubberized chip and slurry seal to form a smooth surface on selected streets.

Streets identified for the 2011 Resurfacing Project include Fir Street , Pine Street and Alder Street from Main to Harold; Chestnut Street from Main to Sanderson Way; Maple Street from Main to the alley east of Harrison Street; Harold Street from Laurel to Maple Street; Hazel Street from Main to McPherson and Minnesota Avenue from Chestnut to City limits. Estimated cost of this work is approximately \$1,250,000.

In FY 2010-11 the City Council provided direction to staff to proceed with preparation of bid documents for completion of the Streets Resurfacing Project and the project is anticipated to bid in June 2011 with construction taking place late summer 2011.

Impact on Operating Budget

Revenues from Street Sales Tax will fund construction, inspection and administration of the project.

FY 2011-2012 Work Plan

- ◆ Complete bid process and recommend project award to the City Council.
- ◆ Complete project construction.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	50,000	-	-	50,000	-	-	-	-
Construction	1,200,000	-	-	1,200,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Fund 250 - Street Sales Taxes	\$ 1,005,000	\$ -	\$ -	\$ 1,005,000	\$ -	\$ -	\$ -	\$ -
RAC Chip Seal Grant	70,399	-	-	70,399	-	-	-	-
Funding in Progress	174,601	-	-	174,601	-	-	-	-
Total	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Public Works Department- Streets

Project Manager: Director of Public Works
Engineering Technician

Project: Franklin Street and Oak Street Bike Lines Project

Project No. ST-03

Expected Completion Date: FY 2011/2012

Description

The Franklin Street and Oak Street Bike Lanes Project is funded through the State of California Bicycle Transportation Account (BTA). The project includes the design and construction of Class II/III bicycle facilities with associated signage. The project initially entailed 2,250 lineal feet of bicycle facilities on North Franklin Street between Pine Street and Manzanita Street, and 3800 lineal feet on Oak Street between Harrison Street and Dana Street. Upon approval by Caltrans, the administering agency for the BTA, the project was expanded to include additional bicycle facilities on Dana Street, Elm Street, and Oak Street (from Dana Street to the City Limits). The scope change also consists of updating existing bicycle facilities on Oak Street between Highway One and Harrison Street. This entire Bike Lanes Project will provide the City with an additional 9850 lineal feet of bicycle facilities (close to 2 miles), increasing connectivity of bicycle amenities throughout the City.



FY 2011/2012 Work Plan

- ◆ Design completion June 2011
- ◆ Bidding July 2011
- ◆ Construction August through September 2011

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	26,000			26,000				
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	91,500	-	-	91,500	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 117,500	\$ -	\$ -	\$ 117,500	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Bicycle Transportation Account	\$ 105,750	\$ -	\$ -	\$ 105,750	\$ -	\$ -	\$ -	\$ -
City Match	11,750	-	-	11,750	-	-	-	-
Total	\$ 117,500	\$ -	\$ -	\$ 117,500	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise
Project Manager: Director of Public Works
 Treatment Lead Operator
Project: North Raw Water Pond Cover
Expected Completion Date: FY 2012

Project No. WA - 01

Description

The City's Water Treatment Facility takes in water from three surface water sources and stores up to three million gallons in two main raw water ponds. Water is then drawn from the ponds and introduced into the treatment facility for filtering and disinfection prior to distribution. During certain times of the year when the water becomes warmer, aquatic growth occurs in the ponds and creates taste and odor issues with the water that are difficult to remove. The aquatic growth also causes build up of algae and vegetation on the bottom of the ponds which reduces the storage capacity.



Treatment and maintenance staff have evaluated potential costs for pond clean up and/or covering the pond to reduce the sunlight that allows the growth. Estimate for cleaning/dredging and disposal is about \$50,000 and would have to occur periodically as an ongoing maintenance activity. If the north pond is covered, the cost of that project is estimated at \$150,000. Covering just the north pond would allow for clear cooler water to enter the treatment process and would eliminate the use of acid for ph control, reduce pumping costs, use less coagulant, and improve the quality of the water by removing taste and odor issues associated with aquatic growth within the pond. Water to the treatment process would come from the north pond only and water would be transferred between the south and north ponds as needed.

This project will consist of installing a floating ball blanket (known as Bird Balls) over the surface of the north pond. This project could be installed in phases if necessary by simply installing a boom across the pond and holding the floating balls to one side or the other to restrict any growth within that area of the pond.

Impact on Operating Budget

Impact will be any annual loan repayment fee or alternate funding requirement associated with securing funding to construct this project.

FY 20011/2012 Work Plan

- ◆ Pursue potential funding sources for this project.
- ◆ Update product design and engineers cost estimate.

	Five Year Total	Prior Cumulative Spending	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5,000	-	-	5,000	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	150,000	-	-	150,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 155,000	\$ -	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Water Enterprise	\$ 155,000	\$ -	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 155,000	\$ -	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Lead Water Treatment Operator

Project: Treatment Building Replacement

Project No. WA - 02

Expected Completion Date: To Be Determined

Description

A portion of the original treatment building remains at the City's Water Plant, but the integrity of the posts and beams are in question because of dry rot. This item has been included for funding in previous budgets, but due to high costs of bids, the work has not been completed. The City Engineer has reviewed the project and identified modifications that may reduce the cost for replacement.



The current plan is to modify the original plans and rebid the project. Staff has further evaluated the needs of the treatment facility to include the construction of a field office and training room for Public Works & Treatment staff. The office currently being used by the Lead Operator at the Water Treatment Facility is located within the treatment building, but is in a location that was established to set a third treatment unit, if and when the need arises. Constructing a new office/training facility would allow vacating the existing office space well in advance of installation of a third treatment unit.

This project will consist of tearing down the old wooden structure housing the pumping facility of the water plant, with the exception of the south wall. The walls will be reconstructed; the roof trusses extended to the existing metal building of the new facility and a new roof will be built over the trusses. The project also includes construction of work space between the two buildings to house a compressor/blower for the treatment plant and finally, construction of a new field office/training facility as an alternate bid item if funding allows.

Impact on Operating Budget

Impact will be the annual loan repayment fee or alternate funding requirement associated with securing funding to construct this project.

FY 20011/2012 Work Plan

- ◆ Pursue potential funding sources for this project.
- ◆ Update design and engineers cost estimate.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	45,000	-	45,000	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	305,000	-	305,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Water Enterprise	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: Waterfall Gulch Raw Water Transmission Line Replacement

Project No. WA - 03

(Road 450 to Hwy 20)(Covington Gulch to Hwy 20)
(Brush Creek Road to Newman Reservoir)

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg receives water from three sources, one of which is Waterfall Gulch, and the water gravity flows through a transmission system of PVC, old asbestos cement, ductile iron and steel pipe. Much of this raw water transmission line has been in place for decades and has reached a point that failures are becoming more and more common. During the FY 2010-11, Public Works personnel were called on to repair a complete break and another major leak in the pipe running from Road 450 to Hare Creek. There is an existing section of ductile iron pipe that was installed in the early 1990's across Hare Creek and partially up Covington Gulch, but from that point to Hwy 20 the old original pipe remains in place.



Since this water source is basically free water because there are no pumping costs associated with transmitting the water from Waterfall Gulch to the Water Treatment Facility, and it is one of the purest water sources owned by the City, it is essential that the transmission line remain operational.

Replacement of the entire length of the Waterfall Gulch Raw Water Transmission line is warranted, but will likely be undertaken in phases. The most immediate need and most inaccessible is replacement of approximately 1,100 lineal feet of asbestos cement (AC) line from State Forest Road 450 to Hare Creek. Cost estimate for construction portion of this section is estimated at \$150,000. The second area of concern is the line from Brush Creek Road to existing Newman Reservoir. If the new 45 Acre Foot Reservoir project is constructed, this section of piping will be replaced as part of that project. If the reservoir project is kept on hold then replacement of approximately 2,000 lineal feet of steel ad AC pipe should be undertaken as part of this line runs under the corner of a residence. Construction estimate is approximately \$220,000. The last section is the line that runs from Covington Gulch to Hwy 20. This section of pipe is located in a more stable terrain, is buried and not as susceptible to damage as the sections that have trestles or contain steel pipe. This last section would require replacement of approximately 2,500 lineal feet of AC pipe and is estimated at \$300,000. The cost estimates included in this detail do not include engineering, inspection, construction management or contingency. Those costs are generally based upon percentages of the construction estimates and will be developed as each section of the replacement project is initiated.

Future funding for construction must be identified before any of these projects can proceed.

Impact on Operating Budget

The impact would be the cost of engineering, installation and inspection of the new pvc pipeline, along with staff time to administer.

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: Waterfall Gulch Raw Water Transmission Line Replacement
(Road 450 to Hwy 20)(Covington Gulch to Hwy 20)
(Brush Creek Road to Newman Reservoir)

Project No. WA - 03

Expected Completion Date: To Be Determined

FY 2011/2012 Work Plan

- ◆ Seek any available funding for project construction.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	115,000	-	115,000	-	-	-	-	-
Construction Mgt & Inspection	85,000	-	85,000	-	-	-	-	-
Construction	670,000	-	670,000	-	-	-	-	-
Other (Contingency)	100,000	-	100,000	-	-	-	-	-
Total	<u>\$ 970,000</u>	<u>\$ -</u>	<u>\$ 970,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Project Funding Source(s)</u>								
Unfunded	\$ 970,000	\$ -	\$ 970,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 970,000</u>	<u>\$ -</u>	<u>\$ 970,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works

Project: Newman Raw Water Line Replacement

Project No. WA -04

Expected Completion Date: FY 2012

Description

The City of Fort Bragg has three raw water sources, two of which deliver water to the water treatment facility through the use of the Newman Raw Water transmission line. This line is critical in supplying raw water for City use at no cost to City operations, as it functions by gravity and does not require pumping.

Recently, the City has experienced numerous main line failures in the Newman Raw Water transmission line that runs between the Noyo River and the water treatment facility. In the recent past, Public Works personnel have repaired the line in four separate locations. These repairs consisted of digging up the line and installing repair bands to hold the sections of pipe together. Investigation by staff determined that the pipe in place is not the correct type of pipe that will withstand any type of pressure that is usually present in water mains. The line should be replaced with PVC C900 water main line that is rated to withstand a minimum of 150 pounds per square inch.



This project consists of completing the environmental assessment to replace about 3,000 feet of main line, engineering to complete plans, specifications and estimates and construction of 12" water main to replace the existing main line.

FY 2011/2012 Work Plan

- ◆ Develop concept and any potential funding source for water main replacement.
- ◆ Design and engineering.
- ◆ Complete construction.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Design	50,000	-	-	50,000	-	-	-	-
Construction Mgt & Inspection	45,000	-	-	45,000	-	-	-	-
Construction	510,000	-	-	510,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Project Funding Source(s)</u>								
Water Enterprise	\$ 608,000	\$ -	\$ -	\$ 608,000	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works

Project: Cedar Street Water Distribution Line Project

Project No. WA - 05

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg has two transmission lines leaving the Water Treatment storage tanks that provide water for the entire City of Fort Bragg. A 20 inch water line runs south from the tanks to Sherwood Road, then west along Sherwood Road/Oak Street to feed the City. The second line runs off of the transmission line to Oak Street, on the City Water Treatment Facility site, then northeast across private property to Cedar Street. City mapping indicates that the 8 inch transmission line that feeds the City from Cedar Street runs directly from the tanks to Cedar Street, but Public Works personnel located the line as part of the Water Treatment Plant improvements and traced it across private property.



Staff has been unable to locate any easement for the main line current location, and the property owner has requested that the line be moved, as the current location impacts any future development of the site. Staff has made no commitments for removal or relocation of the water main, and will be conducting additional investigations to determine the options available.

This project could consist of relocation of the distribution line onto City property and then into public right of way; securing an easement for leaving the line in the current location or securing an easement and relocating the line when the private property develops.

The cost of this project will depend on the final option developed and the amount of material required and the distance traveled. Funding for this project has yet to be identified, but will be directed through the Water Enterprise fund.

FY 2011/2012 Work Plan

- ◆ Develop concept and any potential funding source for water main replacement.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	35,000	-	35,000	-	-	-	-	-
Construction Mgt & Inspection	25,000	-	25,000	-	-	-	-	-
Construction	355,000	-	355,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 420,000	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Water Enterprise	\$ 420,000	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 420,000	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise
Project Manager: Director of Public Works
Project: Water Master Plan Update
Expected Completion Date: To Be Determined

Project No. WA - 06

Description

The City of Fort Bragg has a Water System Study and Master Plan that was completed by John Carollo Engineers and adopted by the City Council in 1986. The purpose of the study and master plan was to evaluate several aspects of the water supply system including present and future water supply sources; water treatment plant components; bypassing Newman Reservoir; physical improvement of existing sources and existing and future distribution system by computer simulation. Recommendations within the plan were based on information contained within the 1980 General Plan and were estimated to include development through the year 2000.



The current water master plan is 25 years and exceeds the life of the original plan. Much of the work recommended within the plan has been completed and numerous changes within the community have taken place that will affect current water usage as well as future demand. The City has adopted a new General Plan, installed numerous capital improvements to the water system and is working on a reuse plan for property covering about 1/3 that upon development will create new demands on the water system. Update of the current plan is essential to direct City staff in developing a plan for future needs.

The Water Master Plan update is expected to consist of review of the existing Master Plan document, identification of new water demand within the City, updated mapping of water infrastructure, comprehensive evaluation of the water treatment equipment and process, recommend capacity improvements, quality, constructability and performance. A computer modeling of the system will be part of the update that will provide recommended improvements to the infrastructure, priorities and cost estimates associated with such improvements.

Staff will be seeking CDBG grant funds in 2011-12 in the amount of \$35,000 to cover the costs of the updated Master Plan, and it is expected that Water Enterprise funds will be necessary to make up the difference in required funding.

FY 2011/2012 Work Plan

- ◆ Identify funding for project completion.
- ◆ Prepare RFP for Consultant Services to complete an Updated Water Master Plan.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	125,000	-	125,000	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Water Enterprise	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT



CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: Madsen Hole Access Road

Project No. WA - 07

Expected Completion Date: To Be Determined

Description

One of the City's main water sources is the Noyo River, and during the rainy season, it is the most relied upon source, as the Newman water source becomes unusable due to discoloration of the water that cannot be removed during treatment. The Noyo River water is transmitted to the Water Treatment Facility via a pipeline running from the Noyo River, up Madsen Hill Road to Sherwood Road and then gravity flows down Sherwood to the Water Treatment Facility. The water is pumped up to Sherwood Road by using variable speed pumps that require substantial power to operate.

The Fort Bragg area is susceptible to power outages due to heavy winds associated with winter storms that cause main power transmission lines to be knocked down, causing a loss of power to the entire area. In FY 2009-2010 funding was budgeted to purchase a new emergency generator for the Madsen Hole Pump Station, and that purchase was made. During FY 2010-11 staff prepared bid documents and bid the project to have the emergency generator installed and all work on that project was completed in early April 2011.

The second part of the original capital project is the condition of the access road to allow vehicle access to the pump station during the winter months. There is limited fuel available for operation of the generator and it must be refueled numerous times during an extended power outage. The access road is 2,100 feet of rocky surface that is so steep and quickly rutted due to rain runoff that fuel delivery vehicles cannot safely go up and down the road to deliver fuel. The road needs to have drainage improvements installed and be paved for all weather access. This project will require engineering to identify all drainage concerns and develop plans, specifications and estimate for construction purposes, and for budgeting purposes, staff estimates this work at \$350,000.

Impact on Operating Budget

The project is necessary to assure the water Enterprise's continuing, long term ability to supply water to customers; the impact to the operating budget will depend on the type of funding secured and the cost associated with payback of any loans.

FY 2011/2012 Work Plan

- ◆ Identify potential funding sources for project completion.



CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: Madsen Hole Access Road

Project No. WA - 07

Expected Completion Date: To Be Determined

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	40,000	-	40,000	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	310,000	-	310,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Water Enterprise	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	310,000	-	310,000	-	-	-	-	-
Total	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Project Analyst

Project: 45 Acre Foot Reservoir at Newman Gulch

Project No. WA - 08

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg owns 40 acres at the north end of Summers Lane at the head of Newman Gulch and is considering construction of a raw water reservoir on the site to supplement City water storage.

Preliminary geotechnical investigation and recommendations for a reservoir at the Newman Gulch property have been completed. The reservoir will be constructed utilizing existing native materials to build the levee walls and soil would be balanced on site to reduce the cost of in haul or export of necessary materials to construct the reservoir. The project will have excavation to depths of up to 18 feet and fill of heights up to 16 feet. Approximately 1,000 feet of raw water transmission line just south of the new reservoir site will also be replaced. Once constructed, the reservoir would be lined with High Density Polyethelene (HDPE) as recommended by the engineer.

A contract was awarded in FY 2007-08 for the Timber Harvest/Timber Conversion Plan and it is done for the most part, but cannot be finalized until CEQA is completed. In FY 2008-09, the City awarded a contract to Lawrence & Associates to complete the design of the reservoir and prepare plans, specifications and construction estimate for bidding purposes. Costs of the two contracts was just under \$150,000 and bid documents were completed in March 2010. Timber removal and clearing of the new reservoir site is expected to occur as soon as possible following completion of the CEQA and final approval of the timber plan



Impact on Operating Budget

Annual expenditures depend on necessary or required improvements to the facility and potential funding that will be utilized to construct the new facilities.

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Project Analyst

Project: 45 Acre Foot Reservoir at Newman Gulch

Project No. WA - 08

Expected Completion Date: To Be Determined

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	300,000	103,506	196,494	-	-	-	-	-
Construction Mgt & Inspection	80,000	-	80,000	-	-	-	-	-
Construction	1,250,000	-	1,250,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
Total	\$ 1,630,000	\$ 103,506	\$ 1,526,494	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Water Enterprise	\$ 300,000	\$ 103,506	\$ 196,494	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	1,330,000	-	1,330,000	-	-	-	-	-
Total	\$ 1,630,000	\$ 103,506	\$ 1,526,494	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: Waterfall Gulch Raw Water Transmission Line Replacement
(Hwy 20 to Brush Creek Road)

Project No. WA - 09

Expected Completion Date: 2012

Description

The City of Fort Bragg receives water from three sources, one of which is Waterfall Gulch, and the water gravity flows through a transmission system of PVC, old asbestos cement, ductile iron and steel pipe. Much of this raw water transmission line has been in place for decades and has reached a point that failures are becoming more and more common. In recent years, Public Works personnel repaired several leaks in the pipe running from Highway 20 to Newman Reservoir, and based upon visual inspection of the pipe, additional leaks can be expected.



Since this source is basically free water because there are no pumping costs associated with transmitting the water from Waterfall Gulch to the Water Treatment Facility, and it is one of the purest water sources owned by the City, it is essential that the transmission line remain operational.

In FY 2009-10 the City contracted with KASL Engineering to complete the surveying, plans, specifications and engineers estimate for this project. The plans were completed and used to inform an application for grant funding of this project. Preliminary approval of the grant identified that the project would be partially funded, but there could remain a funding shortfall to fully complete the project as designed.

Future funding for construction may have to be identified once the final notification is received.

Impact on Operating Budget

The impact would be the cost of installation of the new pipeline and staff time to administer the project.

FY 2011/2012 Work Plan

- ◆ Place project out to bid and construct new pipeline once available funding has been secured.
- ◆ Identify any additional funding required for project construction.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	25,000	-	-	25,000	-	-	-	-
Construction	641,000	-	-	641,000	-	-	-	-
Other (Contingency)	96,000	-	-	96,000	-	-	-	-
Total	\$ 762,000	\$ -	\$ -	\$ 762,000	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Prop 84 Grant (not yet approved)	\$ 550,000	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -
Water Enterprise	212,000	-	-	212,000	-	-	-	-
Total	\$ 762,000	\$ -	\$ -	\$ 762,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works

Project: Waterfall Gulch Diversion Structure Improvements

Project No. WA - 10

Expected Completion Date: 2012

Description

The City of Fort Bragg has three raw water sources, one of which is the Waterfall Gulch Diversion. This is a small containment structure that has an open screen through which water is transmitted from Waterfall Gulch to either Newman Reservoir or directly to the water treatment facility. Waterfall Gulch containment is an earth filled dam, with a very small reservoir, that is directly on line with a free flowing stream and an overflow pipe for times of high flows. During winter months and times of heavy rain, the stream flows at a level that causes substantial sand to be washed into the containment area. Over time, the sand builds to a level that threatens the intake and reduces the amount of water going directly into the transmission pipe.



In 2001, the City hired LACO Associates to look at the existing system and the diversion area and to prepare a report on how to improve the intake area and reduce the annual maintenance costs. After studying the area and sampling the materials contained within the diversion area, LACO recommended installation of an underground infiltration gallery. This project would consist of slotted screened piping surrounded by sand filter material and covered with a geotextile fabric. The piping would converge in the existing box, letting all the water that infiltrated through the slots flow down the existing pipe under the dam.

Impact on Operating Budget

This project would generate savings in staff time to maintain the existing diversion system and potentially save the City some pumping costs by diverting more water from Waterfall Gulch which in turn would require less pumping from Madsen Hole.

FY 2010/2011 Work Plan

- ◆ Implement temporary improvements to secure water quality from this source; including silt removal from the impoundment structure.
- ◆ Develop conceptual design and begin work on the environmental portion of the project.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	25,000	-	25,000	-	-	-	-	-
Construction	20,000	-	20,000	-	-	-	-	-
Other (Contingency)	55,000	-	55,000	-	-	-	-	-
Total	\$ 140,000	\$ -	\$ 100,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Water Enterprise	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	40,000	-	-	40,000	-	-	-	-
Total	\$ 140,000	\$ -	\$ 100,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Water Enterprise

Project Manager: Director of Public Works

Project: Newman Raw Water Line Replacement
Newman Reservoir to Noyo River

Project No. WA –11

Expected Completion Date: To Be Determined

Description

The City of Fort Bragg has three raw water sources, two of which deliver water to the water treatment facility through the use of the Newman Raw Water transmission line. This line is critical in supplying raw water for City use at no cost to City operations, as it functions by gravity and does not require pumping.

While in the recent past the City has not experienced any main line failures in the Newman Raw Water transmission line that runs between the existing Newman Reservoir and the Noyo River, the line has been in place for decades and warrants consideration for replacement. This line is very shallow buried asbestos cement pipe. There is another segment of piping already identified as a capital project that must be replaced due to numerous failures, and this section should also be replaced with PVC C900 water main line that is rated to withstand a minimum of 150 pounds per square inch pressure.



This project consists of completing the environmental assessment to replace about 4,000 feet of main line, engineering to complete plans, specifications and estimates and construction of 12" water main to replace the existing main line.

Funding for this project has yet to be identified, but will be directed through the Water Enterprise fund.

FY 2011/2012 Work Plan

- ◆ Develop concept and any potential funding source for water main replacement.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	50,000	-	50,000	-	-	-	-	-
Construction Mgt & Inspection	45,000	-	45,000	-	-	-	-	-
Construction	670,000	-	670,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 768,000	\$ -	\$ 768,000	\$ -	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Water Enterprise	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise
Project Manager: Director of Public Works
 Lead Wastewater Treatment Operator

Project: Grease Lagoon Rehabilitation

Project No. WW - 01

Expected Completion Date: 2012

Description

The wastewater treatment process uses a variety of components necessary to complete treatment. The grease lagoon allows for disposal of grease and sludge that cannot be handled through the regular treatment process. Grease is pumped to the lagoon and the excess water is drained from the solids and recycled back through the treatment works. The lagoon requires cleaning periodically to remove the grease and solids buildup. The last cleaning of the lagoons took place over 17 years ago, and the levels are nearing the containment limits.

This project will consist of hiring a contractor to remove and haul away all the grease and sludge currently stored in the lagoons, modify the containment walls, rehabilitate the overflow and the drainage system and reshape the lagoons to better handle grease and sludge. Any piping or flow modifications necessary to the operation will also be handled at the same time.

The City's 2009 NPDES permit did not require that the grease lagoon comply with Title 27, but it is likely to be imposed with the next renewal. Title 27 establishes the need for a lined reservoir. In an effort to stay ahead of Regional Board compliance orders, staff proposes that necessary funding be identified for design and construction of the new grease lagoon improvements. Engineering and liner installation is estimated to add \$35,000 to the project total.



Impact on Operating Budget

The project is intended to reduce the frequency for staff to perform work to clear the lagoon and dispose of debris.

FY 20011/2012 Work Plan

- ◆ Seek funding for engineering and construction of improvements to grease lagoon.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	30,000	-	30,000	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	125,000	-	125,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Wastewater Enterprise	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Treatment Lead Operator

Project: Sludge Screw Press Installation

Project No. WW - 02

Expected Completion Date: To Be Determined

Description

A major component of the Wastewater Treatment Facility is the sludge filter press. The current filter press mechanism was installed in 1988 and has been in service since that time. The filter press belts are replaced frequently and there have been times that the rollers and bearings have been replaced as well, but the equipment is reaching such a condition that continuing to rehabilitate the existing machinery is becoming more difficult. A filter press is essential to the operations of the treatment facility because it reduces the amount of water in the sludge allowing disposal by volume at the Redwood Landfill in Novato.

This project proposes to install a new screw press that does not require a belt and is more energy efficient, has less moving parts and produces a higher quality sludge that could allow disposal utilizing dumpsters from the local trash hauler. Disposal in this manner would eliminate the need to off haul sludge that has an annual budget cost of approximately \$30,000. Total project cost is estimated at \$250,000.



Staff is seeking additional data from the product manufacturer that identifies cost savings associated with this type of sludge press and expects that cost recovery will allow the unit to pay for itself by reduced costs over an extended period of time.

Impact on Operating Budget

No operational impact. Cost to purchase equipment or pay back any loan.

FY 2011/2012 Work Plan

Seek funding through any available grant, bond or low interest loan.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	250,000	-	250,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Water Enterprise	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Replacement of Wastewater Treatment Facility Fencing

Project No. WW - 03

Expected Completion Date: To Be Determined

Description

The Wastewater Treatment Facility sits on the bluff top overlooking the Pacific Ocean and is exposed to severe weather conditions and salt spray from the ocean. For security purposes a 6 foot cyclone fence was installed as part of the original construction of the facility. Although at that time it was within the lumber mill property boundary and access was restricted, the fence was installed to protect both the Improvement District and the public. Since the time of the initial installation no improvements to the fence have taken place and numerous sections have deteriorated leaving holes in the perimeter.



With the upcoming construction of the Coastal Trail, the security of the wastewater facility becomes more important. The trail will be located around the easterly and southerly edge of the facility and the public will have access to the area along the trail. The plant operates 24 hours a day, 7 days a week, but is automated to a certain degree and no one is on site between 5 p.m. to 7:30 a.m. daily, leaving a large period of time where the plant could be accessed if the fence is not fully installed.

Based upon recent fencing projects and utilizing those numbers, staff estimates the project to cost \$85,000. This project does not simply propose installation of standard 6 foot high chain link fence, but to use the same design recently utilized at several of the sewer lift stations. Posts would be powder coated; fence fabric would be black vinyl coated and have black vinyl privacy slats with no gaps to better secure the operation.

Impact on Operating Budget

No operational impact.

FY 2011/2012 Work Plan

Seek funding through any available means.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	85,000	-	85,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Wastewater Enterprise	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Primary Digester Maintenance and Rehabilitation

Project No. WW - 04

Expected Completion Date: To Be Determined

Description

The Wastewater Treatment Plant has been in operation since 1970 and has never been taken out of service to rehabilitate its internal operations. The District completed installation of a secondary digester to allow for the primary digester to be taken out of service for a short period of time to inspect and repair as necessary.

This project will consist of shutting down the primary digester and transferring all sludge handling operations to the secondary digester. The primary digester will be drained and cleaned; the entire interior of the structure will be inspected for defects or damaged equipment.

A repair plan and cost estimate will be established and repairs to the primary digester will be handled as quickly as possible to get the digester back in operation. Repair costs are unknown until the workings are exposed.

Treatment staff has secured a proposal from a digester cleaning firm who estimates pumping and cleaning of both digesters at \$30,000; staff also knows that once the primary digester is emptied that two valves definitely need to be replaced as well as one of the main manhole covers which is estimated to add \$50,000 to the project. The inspection of the interior of the digester will then determine future needs for rehabilitation of the primary digester.

Engineering staff has worked with two different funding sources over the past fiscal year to try and secure funding for the entire cleaning and rehab of the digester, but to date the Improvement District has yet to qualify for potential funding. Staff will continue to seek any other sources of funding.

Impact on Operating Budget

Rehabilitation of the primary digester is intended to assure continuous plant operations and avoid potential emergency situations where the plant cannot operate.

FY 2011/2012 Work Plan

- ◆ Prepare bid documents and bid project to clean sludge from both digesters.
- ◆ Replace valves as necessary and repair manhole cover on primary digester.
- ◆ Evaluate and document condition of interior of primary digester for development of plans and specifications for total digester rehabilitation.



CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Primary Digester Maintenance and Rehabilitation

Project No. WW - 04

Expected Completion Date: To Be Determined

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	1,080,000	-	1,000,000	80,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 1,080,000	\$ -	\$ 1,000,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Wastewater Enterprise	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Wastewater Enterprise	1,000,000	-	1,000,000	-	-	-	-	-
Total	\$ 1,080,000	\$ -	\$ 1,000,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Clarifier Mechanism Replacement Project

Project No. WW - 05

Expected Completion Date: To Be Determined

Description

Inefficient performance of the two clarifiers in removal of suspended solids utilizing flocculating chemicals can create potential problems with effluent treatment levels at the Wastewater Treatment facility. Performance of the clarifiers can result in the District exceeding the suspended solids limits contained within the NPDES permit.

This project proposes to install new clarifier mechanisms at both the primary and secondary clarifiers for promoting removal of solid material from flow. Improvements include spiral sludge scrapers, a larger feed well, and density current baffles along the wall below the overflow weir to prevent carryover of solids from the tank bottom over the weir to the effluent.

Total project cost is estimated at \$950,000 for both.

In FY 2009-10 the District Board authorized funding to complete design of the improvements for the Primary Clarifier and engineering services were contracted for the design of the primary clarifier project.

During FY 2010-11, All Inclusive Engineering worked with District staff to complete engineering plans and specifications for improvements to numerous components at the Wastewater Treatment Facility and the primary clarifier was one of those components.



Impact on Operating Budget

No operational impact.

FY 2011/2012 Work Plan

- ◆ Pursue funding under available sources for shovel ready project to construct Primary Clarifier Improvements.
- ◆ Continue to evaluate project needs and design/alignment for Secondary Clarifier in preparation for project completion in future year and seek funding through any available grant.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	65,000	-	65,000	-	-	-	-	-
Construction	740,000	-	740,000	-	-	-	-	-
Other (Contingency)	145,000	-	145,000	-	-	-	-	-
Total	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Project Funding Source(s)</u>								
Wastewater Enterprise	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Sludge Thickener Mechanism Replacement

Project No. WW - 06

Expected Completion Date: To Be Determined

Description

A major component of the Wastewater Treatment Facility is the sludge thickener mechanism. The current mechanism has been in place since the plant came on line in 1970 and the mechanism has deteriorated to a point that it is questionable as to how long it will continue to operate. The sludge thickener mechanism has tilted and the influent pipe has ruptured. The efficiency and the performance of this essential treatment unit is compromised and it should be replaced as soon as possible.

This project proposes to install new sludge thickener mechanism to replace the existing equipment.

Total project cost is estimated at \$360,000.

A contract for design and engineering of Sludge Thickener and Grit Removal System Improvements was secured in April 2010 and project design has been completed. Construction will follow upon identifying and securing a funding source for this work.



Impact on Operating Budget

No operational impact.

FY 2011/2012 Work Plan

Seek funding through any available grant, bond or low interest loan.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	40,000	-	40,000	-	-	-	-	-
Construction	270,000	-	270,000	-	-	-	-	-
Other	50,000	-	50,000	-	-	-	-	-
Total	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Wastewater Enterprise	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise
Project Manager: Director of Public Works
 Lead Wastewater Treatment Operator
Project: Wastewater Equipment Garage
Expected Completion Date: To Be Determined

Project No. WW - 07

Description

The Wastewater Treatment Facility is located on the bluffs overlooking the Pacific Ocean, which is a very harsh environment for materials and equipment. Recent improvements and upcoming improvements to the facility will greatly restrict or eliminate use of the existing garage storage building for vehicular access.

Numerous newer vehicles have no covered parking areas at the Wastewater Treatment Facility, which allows the inclement weather to increase the rapid breakdown of the surfaces. Staff recommends that a garage/equipment building be installed either west of the sludge belt press building or west of the employee breakroom/emergency generator structure. The current proposal will take advantage of the concrete slab/foundation poured as part of the past PG&E generator project and to install a cover over the existing area.



Impact on Operating Budget

Purchase cost and installation of the new garage structure or any annual fees to repay the costs of funds acquired to purchase and install the new structure.

FY 2011/2012 Work Plan

- ◆ Identify funding source.
- ◆ Complete environmental clearance with assistance from Community Development.
- ◆ Complete design plans, specifications and cost estimate.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	25,000	-	-	25,000	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	70,000	-	-	70,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 95,000	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Wastewater Enterprise	\$ 95,000	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 95,000	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Public Works Superintendent

Project: N. Sanderson Way Sewer Main Replacement Project

Project No. WW - 08

Expected Completion Date: To Be Determined

Description

The Fort Bragg Municipal Improvement District is responsible for the wastewater collection system, and has been conducting activities to reduce the inflow and infiltration into the system for several years. As part of this process sewer mains within the City were smoke tested and filmed to determine the condition of each main line and to identify areas that require immediate attention. During the evaluation process, staff determined that the main line running north/south on N. Sanderson Way between Oak and Cedar Streets is in serious need of replacement. The line has high influx of inflow and infiltration (I&I), has areas of high grease build up, and is undersized for the area being serviced. When the line was originally installed, there was limited development east of Sanderson Way, but since that time there has been and continues to be development of subdivisions that feed into the existing main line. The line currently runs at full capacity much of the time and continues to be a maintenance issue for Public Works personnel.



This project will consist of designing a new main line sewer utilizing either a 10" or 12" main line to replace the existing 6" running between the manhole at Oak Street on the south to the manhole in Cedar Street to the north, and connecting and replacing all laterals within the right of way. This will address both the I&I issues as well as capacity issues.

Impact on Operating Budget

Annual fees to repay the costs of funds acquired to construct the new structure.

FY 2010/2011 Work Plan

- ◆ Identify and seek potential funding sources.
- ◆ Upon securing funding, begin environmental process through the Community Development Department.
- ◆ If funding is identified, begin design of plans, specifications and cost estimate.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	42,000	-	42,000	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	728,000	-	728,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	<u>\$ 772,000</u>	<u>\$ -</u>	<u>\$ 772,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Project Funding Source(s)</u>								
Wastewater Enterprise	\$ 772,000	\$ -	\$ 772,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 772,000</u>	<u>\$ -</u>	<u>\$ 772,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Wastewater Treatment Disinfection Project

Project No. WW - 09

Expected Completion Date: On Hold

Description

The Fort Bragg Municipal Improvement District disinfects effluent prior to discharge with gaseous chlorine which is injected into the effluent after the biologic treatment process. The chlorine remains in contact with the effluent for a suitable time to achieve the necessary "kill" of coliform organisms in the chlorine contact chamber.

Chlorine is toxic to marine organisms so after the chlorine contact basin gaseous sulfur dioxide is injected into the flow to remove the residual chlorine. The reaction is instantaneous so no additional contact chlorine is necessary. Staff recently upgraded the chlorination system by installing two new chlorinators, a chlorine sensor in the tank storage area, and a new chlorine residual monitor.

The chlorine gas and sulfur dioxide gas are delivered to the plant in one ton cylinders. The monorail and hoist at the chemical bulk tank storage area has not been serviced because the local service contractor does not believe it is properly capacity rated.

In the FY 2008-09 Budget the District Board approved funding up to \$233,000 to design and construct the Wastewater Treatment Disinfection and Dechlorination project as estimated by Nute Engineering. A contract was executed with Nute Engineering and the design has proceeded to a point that the project is ready to bid and construct. However, due to redundancy requirements of the Regional Board and other design issues, the project estimate is substantially higher than the original estimate, and if the project is to move forward, additional funding will have to be secured. Staff has completed a similar project at the water plant after working out chemical delivery details and costs with the supplier, but the wastewater project still does not have funding available to allow for the conversion at this time. The project is on hold pending future funding for the wastewater project.

Impact on Operating Budget

The impact would be the cost of the initial investment of the engineering, design, equipment and materials to set up the alternate disinfection and dechlorination process. Actual impact would vary depending on the financing option chosen. Converting to disinfection and dechlorination with sodium hypochlorite and sodium bisulfite will increase annual chemical costs by approximately \$40,000.

FY 2011/2012 Work Plan

- ◆ Project remains on hold and no staff work is expected on this project this year.



CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
Lead Wastewater Treatment Operator

Project: Wastewater Treatment Disinfection Project

Project No. WW - 09

Expected Completion Date: On Hold

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
<u>Estimated Project Costs</u>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	10,000	-	10,000	-	-	-	-	-
Construction Mgt & Inspection	25,000	-	25,000	-	-	-	-	-
Construction	380,000	-	380,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 415,000	\$ -	\$ 415,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project Funding Source(s)

Wastewater Enterprise	\$ 415,000	\$ -	\$ 415,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 415,000	\$ -	\$ 415,000	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT

Department: Wastewater Enterprise

Project Manager: Director of Public Works
PW Superintendent

Project: Sewer Manhole Installation Project

Project No. WW - 10

Expected Completion Date: To Be Determined

Description

As part of the continued inflow and infiltration improvements to the District sewer collection system, installation of manholes at selected locations is necessary to provide adequate access for cleaning and rehabilitating the mainline system. The District has undertaken numerous manhole installation projects in the recent past, and this has made a major improvement to the access to the mainline system.

The Public Works Superintendent has identified approximately sixteen (16) locations remaining that do not have access to the mainline system, and installation of these manholes would greatly increase the ability to monitor and control the effluent so that future blockages or discharges from the system may not occur. This project will consist of contract engineering, design, plans, specifications and construction of new wastewater manholes at various locations throughout the city. Staff estimates that the work to complete the manholes would be approximately \$115,000; engineering for the work for preparation of bid documents is estimated at \$17,000 and construction management and inspection would be handled by District staff.



Impact on Operating Budget

This will depend on identified funding. This entire project could be funded through the enterprise fund, which would put the full impact of the project within the base budget.

FY 2011/2012 Work Plan

- ◆ Identify funding for project;
- ◆ Complete plans, specifications and engineers estimate.

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 16/17
Estimated Project Costs								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	17,000	-	12,750	4,250	-	-	-	-
Construction Mgt & Inspection - District Staff	-	-	-	-	-	-	-	-
Construction	115,000	-	86,250	28,750	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	\$ 132,000	\$ -	\$ 99,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -
Project Funding Source(s)								
Wastewater Enterprise	\$ 132,000	\$ -	\$ 99,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 132,000	\$ -	\$ 99,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -

GLOSSARY OF FINANCIAL TERMS

Accrual Basis - A basis of accounting in which revenues and expenditures are recorded at the time they occur as opposed to when cash is actually received or spent.

Appropriation - A legal authorization granted by the City Council to make expenditures of resources and to incur obligations for a specific purpose.

Assessed Valuation - The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Audit - An examination performed by an independent certified public accountant to determine the accuracy and validity of records and reports or the conformity of procedures with established policies.

Authorized Positions - Employee positions authorized in the adopted budget which will be filled during the year.

Betterment - An addition made to, or changes made in, a fixed asset that will either increase the useful life of the asset or increase its efficiency.

Balanced Budget – A balanced budget in governmental funds requires operating revenues to fully cover operating expenditures. A balanced budget in the enterprise funds requires that there are enough revenues to pay operating expenses exclusive of depreciation and debt service.

Bond - A long-term promise to repay a specified amount (the face amount of the bond) on a particular date (the maturity date). The most common types of bonds are general obligation and revenue bonds. Bonds are primarily used to finance capital projects.

Bond Anticipation Notes - Short-term borrowing in anticipation of issuing Bonds.

Bond Refinancing - The complete or partial payoff of one bond issue and re-issuance of another bond, to obtain better interest rates and/or bond conditions.

Budget - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period and matching those projected revenues and planned expenditures to municipal services, goals, and objectives.

Budget Adjustment - A financial planning tool that allows the City to amend or supplement the budget at any time after it is adopted as circumstances may change throughout the fiscal year. It may be used to create a budget for a new account established after the beginning of a new fiscal year, and it may also be used to transfer funds between general fund accounts belonging to the same chart of accounts

Budget Calendar - A schedule of key dates a government follows in the preparation and adoption of the budget.

Budget Document - The instrument used by the budget-making authority to present a comprehensive financial program to the City Council.

Callable - A portion of a bond due to be repaid before the specified due date in the bond contract.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also referred to as fixed assets.

Capital Grants - External grants that are restricted by the grantor for the acquisition and/or construction of fixed assets.

Capital Improvement - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

GLOSSARY OF FINANCIAL TERMS

Capital Improvement Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay - Fixed assets that have general value of \$5,000 or more and have a useful economic lifetime of more than one year.

Capital Project - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life, also called capital improvements.

Capital Projects Fund - A fund created to account for all resources and expenditures used for the acquisition of fixed assets except those financed by enterprise funds.

Capital Reserve - An account used to segregate a portion of the City's equity to be used for future capital replacement purposes.

Collective Bargaining Agreement - A legal contract between an employer and a verified representative of a recognized bargaining unit specifying terms and conditions of employment.

Consumer Price Index (CPI) - A statistical description of price levels provided by the US Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies.

Contributed Capital - An equity account recording resources externally restricted for the acquisition or construction of capital assets, including Capital Grants, contributions from developers and customers, and tax levies restricted to capital purposes. The account also records current resources furnished to an internal service fund for working capital.

Cost-of-living Adjustment (COLA) - An adjustment in salaries to offset the adverse effect of inflation on compensation.

Council/Manager - Form of Government where the City Manager is hired by the Council to serve as the administrator of the city.

Debt Service - Payment of interest and principal on borrowed money according to a predetermined payment schedule.

Dedicated Tax - A tax levied to support a specific government program or purpose.

Department - The basic unit of service responsibility, encompassing a broad mandate of related service responsibilities.

Depreciation - The process of estimating and recording the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Disbursement - The expenditure of monies by cash from an account.

Division - Can be a subunit of a department which encompasses a substantial portion of the duties assigned to a department.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

GLOSSARY OF FINANCIAL TERMS

Enterprise Fund - A proprietary accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedule for these services is established to ensure that revenues are adequate to meet all necessary expenditures.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Face Value - The amount of principal that must be paid at maturity for a bond issue.

Fiscal Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

Fixed Assets - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) - A full-time or part-time position converted to the decimal equivalent of a full-time position based on 2,088 hours per year. For example, a part-time person working 20 hours per week would be the equivalent of 0.5 of a full-time position.

Fund - A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB - The Governmental Accounting Standards Board, established in 1985, is the current standard-setting board for governmental GAAP.

General Fund - The principal operating fund of the City used for general governmental operations. Taxes and fees that generally have no restriction on their use support it.

General Obligation (G.O.) Bonds - This type of bond is backed by the full faith, credit and taxing power of the government issuing it.

Grants - A contribution by a government or other organization to be used or spent for a specified purpose, activity, or facility.

Improvement - This refers to permanent items that are purchased or constructed and are attached to land or annexations to land which are intended to remain attached or annexed.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be identified with a specific product, function or activity.

Infrastructure - The physical assets of a government (e.g. streets, water, sewer, public buildings, and parks).

Interfund Transfers - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenues - Funds received from federal, state and other local government sources in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Charges - The charges to user departments for internal services provided by another government agency, or department of the same agency.

Internal Service Fund - A fund used to account for the financing of goods or services provided to other funds, departments or governments on a cost reimbursement basis.

Levy - To impose taxes for the support of governmental activities.

GLOSSARY OF FINANCIAL TERMS

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Mandates - A legal obligation.

Mission Statement – A broad statement of the intended accomplishment or basic purpose of a program.

Modified Accrual Accounting - A basis of accounting in which expenditures are accrued but revenues are accounted for when they become measurable and available. Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

Obligations - Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Budget - The portion of the budget that pertains to daily operations that provide basic governmental services.

Operating Expenses - The cost for administration, personnel, maintenance, material, depreciation, and equipment required for a department to function.

Operating Revenue - Funds that the City receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenue. They are used to pay for day-to-day services.

Ordinance - A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Prior-Year Encumbrances - Obligations from previous fiscal years, in the form of purchase orders or contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program - The smallest organization that delivers a specific set of services. A program may be an entire department; or if a department encompasses significantly diverse responsibilities or large work forces, a single department may be divided into two or more programs.

Reserve - An account used to either set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body--an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources-Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Revenue Bonds - A type of bond that is backed by the revenues from a specific enterprise or project, such as a water utility.

Special Revenue Fund - A governmental accounting fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

GLOSSARY OF FINANCIAL TERMS

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Trust and Agency Fund - A fiduciary accounting fund used to account for cash and other assets received and held by the City acting in the capacity of trustee or custodian.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Utility Fund - See Enterprise Fund.

