

City of Fort Bragg  
Adopted Budget  
Fiscal Year 2012 – 2013



## CITY COUNCIL

Dave Turner, *Mayor*  
Meg Courtney, *Vice Mayor*  
Dan Gjerde, *Councilmember*  
Doug Hammerstrom, *Councilmember*  
Scott Deitz, *Councilmember*

Linda Ruffing  
*City Manager*

## ABOUT THE COVER

Sunset over the Noyo Harbor Buoy viewed from the Fort Bragg Coastal Trail  
*Cover photo by Nancy Philips – Community Development Department*

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## CAPITAL IMPROVEMENTS BUDGET

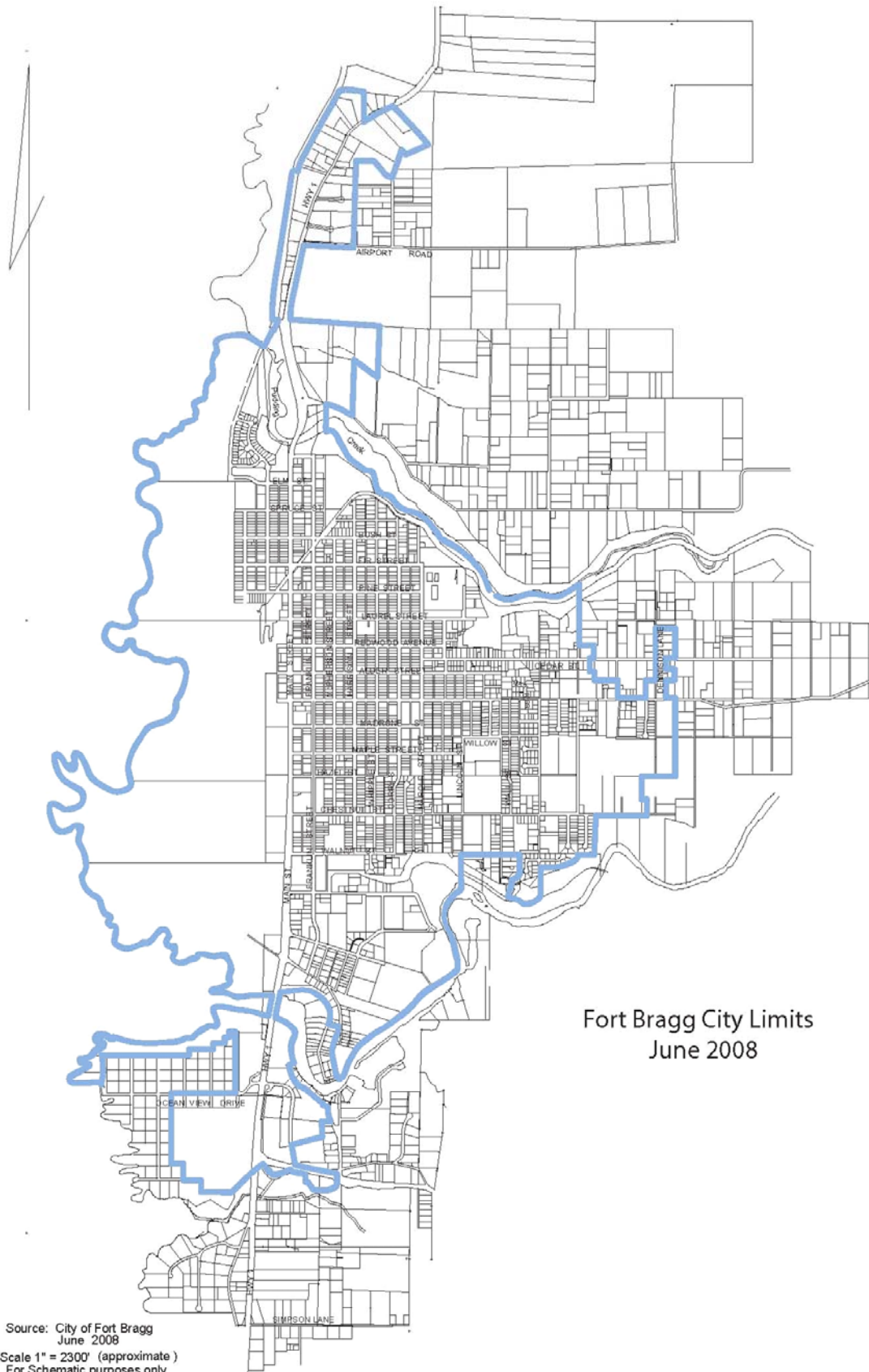
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Fort Bragg City Limits  
June 2008

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



**DIRECTORY OF ELECTED  
AND APPOINTED CITY OFFICIALS**



**Dave Turner**  
*Mayor*



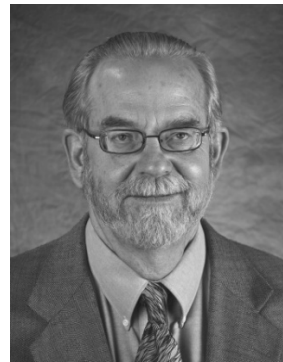
**Meg Courtney**  
*Vice Mayor*



**Scott Deitz**  
*Councilmember*



**Dan Gjerde**  
*Councilmember*



**Doug Hammerstrom**  
*Councilmember*



**Linda Ruffing**  
*City Manager*

**Rosana Cimolino**  
*Finance Director/City Treasurer*

**Ginny Feth-Michel**  
*Assistant to the City Manager*

**Dave Goble**  
*Public Works Director*

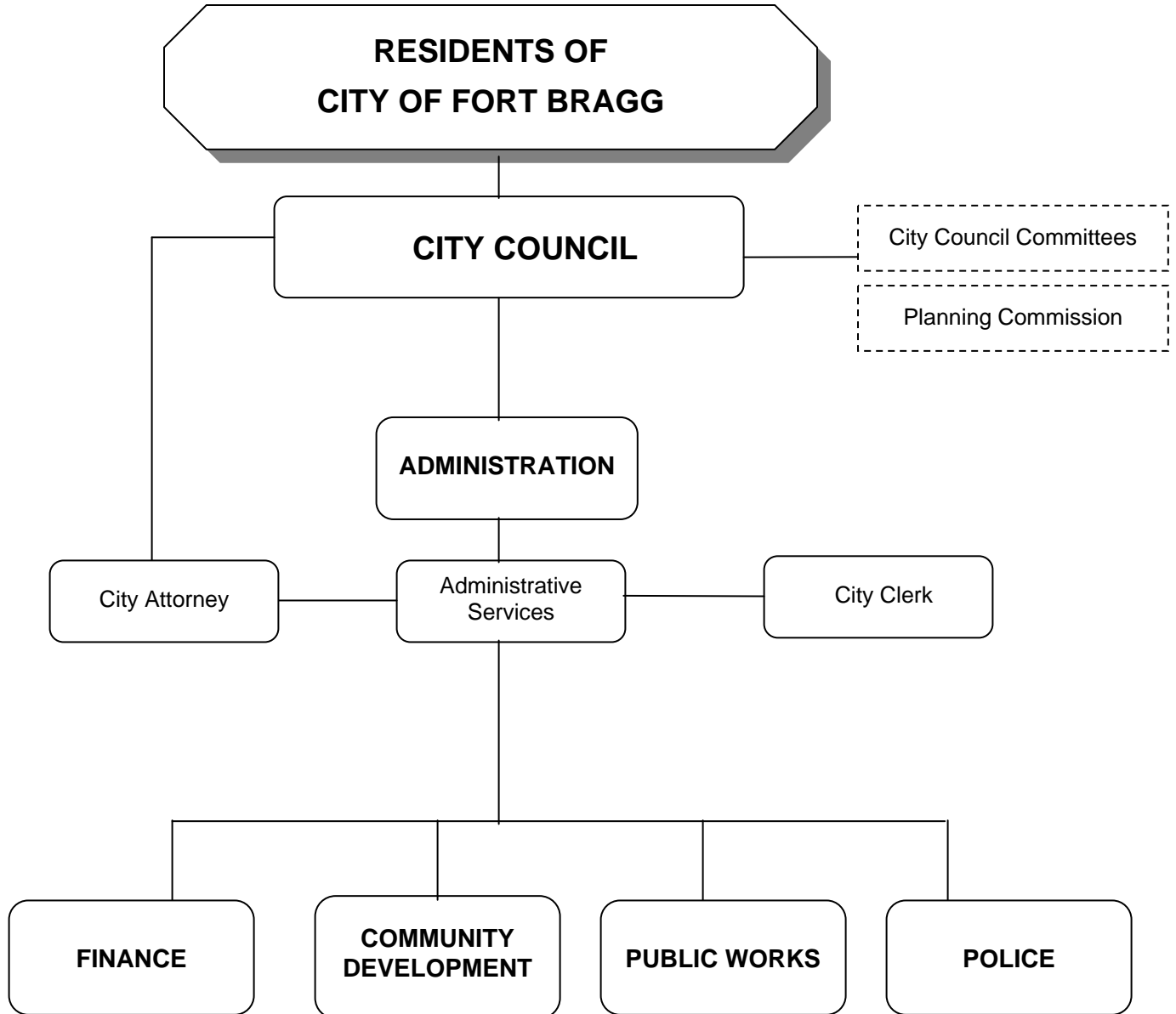
**Marie Jones**  
*Community Development Director*

**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 Scott Deitz	December 2012
Councilmember Dan Gjerde	December 2014
Councilmember Doug Hammerstrom	December 2012

**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 - OVERVIEW**

### **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 District serves approximately 3,000 dwelling units in an area that includes the City of Fort Bragg and some unincorporated territory to the north and to the south of the City. The Municipal Improvement District No. 1 meets on the same schedule as the City Council and can schedule special meetings as necessary.

### **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. Until recently, the City Council members served as the Redevelopment Agency Board of Directors and the City Manager served as its Executive Director. The Fort Bragg Redevelopment Project Area generally included properties within the Central Business District, commercial and industrial lands along Main Street, and the former Georgia Pacific mill site.

On June 28, 2012, Assembly Bill 1X 26 (the "Dissolution Act") and Assembly Bill 1X 27 (the "Alternative Redevelopment Program Act") were enacted by the State legislature, the result of which was to significantly modify the Community Redevelopment Law (Health & Safety Code §33000, *et seq.*; the "CRL"). In late December, 2011, the California Supreme Court upheld the Dissolution Act, but struck down the Alternative Redevelopment Program Act. As a result, all redevelopment agencies in California were dissolved on February 1, 2012.

Among other things, the Dissolution Act provided that the entity that authorized the creation of the redevelopment agency shall be the "successor agency" to the dissolved redevelopment agency unless that entity elects not to serve as the successor agency. On January 9, 2012, the City Council elected to serve as the successor agency to the Fort Bragg Redevelopment Agency (RDA).

The Dissolution Act also allows the entity that authorized creation of a redevelopment agency to retain the housing assets and functions previously performed by the former redevelopment agency. On January 23, 2012, the City Council elected to have the City act as the "successor" to the RDA for purposes of affordable housing assets and functions.

The Dissolution Act required the formation of an "Oversight Board" to supervise the activities of the Successor Agency. The Oversight Board has a fiduciary responsibility to holders of Enforceable Obligations and the taxing entities that benefit from distributions of property tax and other revenues. The Oversight Board of the Successor Agency to each redevelopment agency consists of seven appointed members. The Oversight Board for the Successor Agency to the Fort Bragg Redevelopment Agency consists of seven members two of whom are appointed by the Mayor, two by the County Board of Supervisors, one by the County Superintendent of Education, one by the Chancellor of California Community Colleges, and one appointed by the largest special district in the redevelopment area.

## **CITY OF FORT BRAGG - OVERVIEW**

### **C. V. STARR COMMUNITY CENTER**

The C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (the “C.V. Starr Center”) in Fort Bragg was completed in August 2009, after years of community fundraising which included a major donation from the Starr Foundation whose founder was born and raised in Fort Bragg. The 43,000 square foot C.V. Starr Center was built by the Mendocino Coast Recreation and Parks District. The facility includes a beautiful indoor water park with an eight-lane competition pool and diving board, a leisure pool with a colorful water-slide, and a ‘lazy river’. The C.V. Starr Center is a place for high energy work-outs, exercise equipment, and classes where kids of all ages learn to swim and stay fit. In addition, the C.V. Starr Center has meeting rooms for parties and community events, and the grounds include a dog park, a skateboard park, and petanque courts and picnic/BBQ facilities.

Since opening the C.V. Starr Center, the District was challenged by insufficient operating revenues. In November 2011, the City Council agreed to put a special sales tax measure on the ballot to provide long-term funding for operation, maintenance and capital improvements at the C.V. Starr Center facility. The measure required that ownership of the C.V. Starr Center be transferred to the City of Fort Bragg and that the District assign a portion of its property tax revenues to the City. The sales tax ordinance was approved by the voters in March 2012 and the half-cent special sales tax will be collected starting July 1, 2012. The City is working in partnership with the District to fully reopen the C.V. Starr Community Center in July 2012 with the District serving as the day-to-day operator and the City providing financial and operational oversight.

## **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 (Successor 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. An enterprise fund has recently been established for the C.V. Starr Community Center.



**CITY OF FORT BRAGG  
FY 2012/13  
ADOPTED BUDGET  
SUMMARY SCHEDULES**

**City of Fort Bragg FY2012/13 Summary of Revenue, Expenditures & Fund Balance**

Fund No.	Fund Type/Name	FY 2011 - 2012					FY 2012 - 2013			
		Audited Fund Balance at 07/01/11	Projected Revenue	Estimated Expenditures	Net Transfers	Projected Fund Balance at 06/30/12	FY2012/13 Budget		Net Transfers	Projected Fund Balance at 06/30/13
							Revenue	Appropriations		
<b>110</b>	<b>General Fund</b>									
	Undesignated	1,498,225	7,829,965	7,494,607	388,204	2,221,787	7,445,091	7,884,583	47,718	1,830,013
	Operating Reserve	1,380,188	-	-	-	1,380,188	-	-	235,926	1,616,114
114	Gen Fund Litigation Reserve	282,424	-	30,000	15,000	267,424	-	30,000	62,576	300,000
115	Gen Fund Capital Reserve	400,000	-	-	(117,412)	282,588	-	-	117,412	400,000
	<b>Total General Fund</b>	<b>3,560,837</b>	<b>7,829,965</b>	<b>7,524,607</b>	<b>285,792</b>	<b>4,151,987</b>	<b>7,445,091</b>	<b>7,914,583</b>	<b>463,632</b>	<b>4,146,127</b>
<b>Special Revenue Funds, Restricted:</b>										
116	General Plan Maint Fee Fund	181,638	30,700	-	(20,000)	192,338	30,700	-	(30,000)	193,038
117	Housing Trust Funds	91,022	400	-	-	91,422	400	-	-	91,822
120	Parking	20,579	614	-	50,486	71,679	100	-	(8,000)	63,779
121	Parking In Lieu Fees	-	-	8,000	8,000	-	-	8,000	8,000	-
122	Parkland Monitoring/Reporting	120,995	500	-	-	121,495	500	-	-	121,995
123	Skate Park Repair & Maint.	1,000	-	-	-	-	-	-	-	-
131	CDBG Funds	8,368	-	-	-	8,368	-	-	-	8,368
139	Cops Ab1913 Allocation	-	100,000	-	(100,000)	-	100,000	-	(100,000)	-
167	Police Asset Seizure Revenue	447,648	146,600	43,877	(73,083)	477,288	97,800	53,300	(100,000)	421,788
190	Contruccion/Demo Ordinance	-	25,000	-	9,822	9,822	10,000	-	-	19,822
221	Highw ay User Tax	-	199,500	-	(195,000)	4,500	199,600	-	(199,600)	4,500
223	STP MCOG Streets/Hw y	-	31,700	31,700	-	-	140,000	140,000	-	-
230	Traffic & Safety	(3,369)	6,000	-	(4,600)	(1,969)	10,000	-	(8,000)	31
240	Main Street Traffic Planning	(4,468)	70,000	50,000	-	15,532	23,950	23,950	-	15,532
245	MCOG Capital Project Design	(2,001)	-	-	2,001	-	-	-	-	-
250	Special Sales Tax-Street Repair	1,773,411	737,500	-	(1,215,689)	1,295,222	753,500	-	(42,032)	2,006,690
280	Fire Tax - Fire Equip. Fund	206,458	45,450	-	-	251,908	45,650	-	-	297,558
	<b>Total Special Rev Funds, Restricted</b>	<b>2,841,281</b>	<b>1,393,964</b>	<b>133,577</b>	<b>(1,538,063)</b>	<b>2,537,605</b>	<b>1,412,200</b>	<b>225,250</b>	<b>(479,632)</b>	<b>3,244,923</b>
<b>Special Revenue Funds, Grants:</b>										
129	Safe Routes to School Grant	(31)	50,000	65,000	173,514	158,483	136,759	417,527	-	(122,285)
134	Sustainable Comm Grant	(82,393)	162,349	68,554	25,970	37,372	40,000	70,350	-	7,022
137	OWP Grants	(1,417)	-	(1,417)	-	-	100,000	100,000	-	-
140	Public Safety Grants	-	8,000	8,000	-	-	-	-	-	-
146	OJP Vest Partnership Grant	(365)	600	1,200	1,500	535	600	1,200	2,000	1,935
149	Prop 84 Grant - Coastal Trail	(433)	5,000	5,000	-	(433)	4,845,000	4,699,302	-	145,265
152	CalTrans Planning Grant	(34,256)	34,256	-	-	-	-	-	-	-
154	STBG Housing Rehab	66,846	-	-	-	66,846	-	-	-	66,846
155	Coastal Conservancy Grant	(5,883)	-	-	5,883	-	-	-	-	-
158	CDBG Gen Alloc Grants	34,477	372,286	284,940	(40,000)	81,823	477,370	477,370	-	81,823
159	Coastal Trail Caltrans Grant	-	456,038	456,038	91,442	91,442	-	-	-	91,442
162	CDBG Program Income Account	30,114	975	-	-	31,089	1,100	-	-	32,189
165	EDBG PT/A Grants	(19,422)	70,434	58,434	-	(7,422)	87,744	80,322	-	-
166	CDBG Microenterprise Fund	69,179	56,350	50,350	-	75,179	265,009	265,009	-	75,179
169	CDBG PT/A	-	-	-	-	-	35,000	35,000	-	-
185	Bicycle Transportation Grant	(9,090)	115,240	119,650	13,500	-	-	-	-	-
311	Stewardship Council Grant	-	155,000	-	(155,000)	-	-	-	-	-
312	Coastal Conservancy Grant	-	14,778	10,248	(4,530)	-	-	-	-	-
313	NC Integrated Regional Water Mng	-	550,000	-	(550,000)	-	-	-	-	-
	<b>Total Special Rev Funds, Grants</b>	<b>47,326</b>	<b>2,051,306</b>	<b>1,125,997</b>	<b>(437,721)</b>	<b>534,914</b>	<b>5,988,582</b>	<b>6,146,080</b>	<b>2,000</b>	<b>379,416</b>



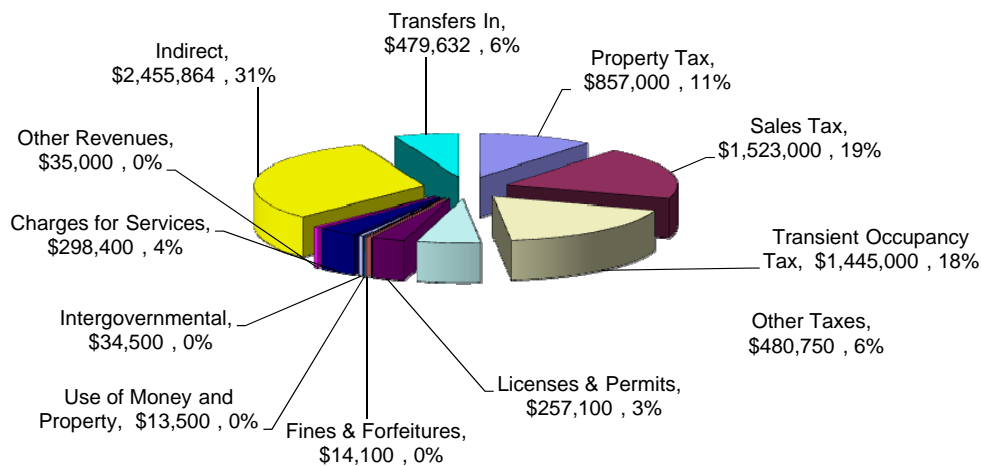
**City of Fort Bragg FY2012/13 Summary of Revenue, Expenditures & Fund Balance**

Fund No.	Fund Type/Name	FY 2011 - 2012					FY 2012 - 2013			
		Audited Fund Balance at 07/01/11	Projected Revenue	Estimated Expenditures	Net Transfers	Projected Fund Balance at 06/30/10	FY2012/13 Budget		Net Transfers	Projected Fund Balance at 06/30/13
							Revenue	Appropriations		
<b>Capital Project Funds:</b>										
184	Bainbridge Park Improvements	(343)	-	-	343	-	-	-	-	-
306	Downtown Parking Lots Resurf	75,018	-	16,532	(58,486)	-	-	-	-	-
401	Otis Johnson Park Renovation	(63,567)	215,195	151,628	-	32,794	32,794	-	-	-
403	Street Structural Repairs	19,517	-	27,705	8,188	-	-	-	-	-
404	Skate Park Phase II	-	-	151,898	155,000	3,102	-	-	-	3,102
405	Street Resurfacing Projects	(674)	84,149	1,068,422	984,947	-	-	-	-	-
	<b>Total Capital Project Funds</b>	<b>29,951</b>	<b>299,344</b>	<b>1,416,185</b>	<b>1,089,992</b>	<b>3,102</b>	<b>32,794</b>	<b>32,794</b>	<b>-</b>	<b>3,102</b>
<b>Agency Funds:</b>										
170	Redevelopment Project	600,429	427,095	199,562	(279,015)	548,947	-	-	-	548,947
171	Redevelopment Housing	1,022,125	108,874	55,405	5,515	1,081,109	-	-	-	1,081,109
172	Redevelopment Debt Service	324,096	-	311,895	313,500	325,701	-	308,535	-	17,166
175	Successor Agency	-	-	294,757	-	(294,757)	815,138	586,702	-	(66,321)
176	LMIH Successor Agency	-	-	-	-	-	-	-	-	-
	<b>Total Agency Funds</b>	<b>1,946,650</b>	<b>535,969</b>	<b>861,619</b>	<b>40,000</b>	<b>1,661,000</b>	<b>815,138</b>	<b>895,237</b>	<b>-</b>	<b>1,580,901</b>
<b>Internal Service Funds:</b>										
520	Facilities Maint & Repair	73,745	59,800	29,800	-	103,745	38,000	38,000	-	103,745
521	Technology Maint & Repair	(2,609)	146,735	162,514	-	(18,388)	163,000	108,131	-	36,481
522	Fleet Services	19,232	310,148	308,548	-	20,832	414,316	413,663	-	21,485
	<b>Total Internal Service Funds</b>	<b>90,368</b>	<b>516,683</b>	<b>500,862</b>	<b>-</b>	<b>106,189</b>	<b>615,316</b>	<b>559,794</b>	<b>-</b>	<b>161,711</b>
<b>Enterprise Funds</b>										
610	Water O & M	1,696,780	2,177,601	2,373,014	17,600	1,518,967	2,211,100	3,817,358	21,600	(65,691)
614	Water Enterprise Reserves	4,205	50	-	-	4,255	-	-	-	4,255
640	Water Enterprise Capital Projects	549,081	44,248	-	-	593,329	42,600	-	-	635,929
	<b>Total Water Enterprise</b>	<b>2,250,066</b>	<b>2,221,899</b>	<b>2,373,014</b>	<b>17,600</b>	<b>2,116,551</b>	<b>2,253,700</b>	<b>3,817,358</b>	<b>21,600</b>	<b>574,493</b>
710	Wastewater O & M	485,254	2,988,829	2,787,654	542,400	1,228,829	2,957,823	3,543,742	(7,600)	635,310
720	Clean Water Education Fund	9,395	45	2,500	-	6,940	25	-	-	6,965
740	Wastewater Capital Reserve	173,336	30,950	-	-	204,286	17,450	-	-	221,736
	<b>Total Wastewater Enterprise</b>	<b>667,985</b>	<b>3,019,824</b>	<b>2,790,154</b>	<b>542,400</b>	<b>1,440,055</b>	<b>2,975,298</b>	<b>3,543,742</b>	<b>(7,600)</b>	<b>864,011</b>
810	CV Starr Center Enterprise	-	-	-	-	-	967,619	967,619	-	-
	<b>Total CV Starr Enterprise</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>967,619</b>	<b>967,619</b>	<b>-</b>	<b>-</b>
	<b>Total Enterprise Funds</b>	<b>2,918,051</b>	<b>5,241,723</b>	<b>5,163,168</b>	<b>560,000</b>	<b>3,556,606</b>	<b>6,196,617</b>	<b>8,328,718</b>	<b>14,000</b>	<b>1,438,504</b>
	<b>Grand Total</b>	<b>11,434,464</b>	<b>17,868,954</b>	<b>16,726,015</b>	<b>-</b>	<b>12,551,403</b>	<b>22,505,738</b>	<b>24,102,456</b>	<b>-</b>	<b>10,954,684</b>

## GENERAL FUND SUMMARY OF REVENUES BY CATEGORY FY 2009/10 through 2012/13

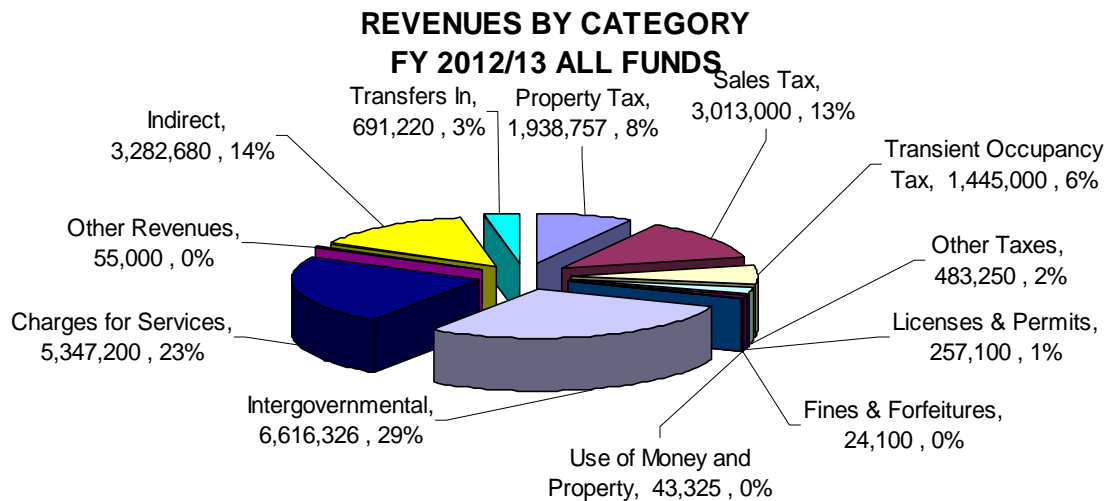
GENERAL FUND	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDITED	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
Property Tax	\$ 895,459	\$ 863,173	\$ 868,000	\$ 856,138	\$ 857,000	0.1%
Sales Tax	1,421,559	1,427,383	1,469,000	1,474,000	1,523,000	3.3%
Transient Occupancy Tax	1,379,128	1,340,873	1,315,000	1,406,000	1,445,000	2.8%
Other Taxes	499,071	519,421	494,064	479,790	480,750	0.2%
<b>Subtotal Taxes</b>	<b>4,195,217</b>	<b>4,150,850</b>	<b>4,146,064</b>	<b>4,215,928</b>	<b>4,305,750</b>	<b>2.1%</b>
Licenses & Permits	305,066	248,533	215,450	252,640	257,100	1.8%
Fines & Forfeitures	15,730	20,435	18,500	14,000	14,100	0.7%
Use of Money and Property	20,501	17,983	16,500	15,500	13,500	-12.9%
Intergovernmental	119,364	40,911	30,500	34,300	34,500	0.6%
Charges for Services	457,757	273,224	258,100	312,620	298,400	-4.5%
Other Revenues	85,404	70,896	35,000	392,900	35,000	-91.1%
<b>General Fund Before Interfund Transactions</b>	<b>5,199,038</b>	<b>4,822,832</b>	<b>4,720,114</b>	<b>5,237,888</b>	<b>4,958,350</b>	<b>-5.3%</b>
Indirect	2,215,777	2,150,078	2,502,128	2,592,077	2,486,741	-4.1%
Transfers In	235,398	217,401	496,792	441,723	479,632	8.6%
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,650,214</b>	<b>\$ 7,190,311</b>	<b>\$ 7,719,034</b>	<b>\$ 8,271,688</b>	<b>\$ 7,924,723</b>	<b>-4.2%</b>

### REVENUES BY CATEGORY FY 2012/13 GENERAL FUND



**ALL OPERATING FUNDS  
SUMMARY OF REVENUES BY CATEGORY  
FY 2009/10 through 2012/13**

<b>ALL FUNDS</b>	<b>FY 2009/10 FYE AUDITED</b>	<b>FY 2010/11 FYE AUDITED</b>	<b>FY 2011/12 AMENDED BUDGET</b>	<b>FY 2011/12 FYE PROJECTED</b>	<b>FY 2012/13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
Property Tax	\$ 2,016,975	\$ 2,021,546	\$ 1,913,000	\$ 1,434,307	\$ 1,938,757	35.2%
Sales Tax	2,154,575	2,146,841	2,159,000	2,204,000	3,013,000	36.7%
Transient Occupancy Tax	1,379,128	1,340,873	1,315,000	1,406,000	1,445,000	2.8%
Other Taxes	501,423	522,764	496,564	482,290	483,250	0.2%
<b>Subtotal Taxes</b>	<b>6,052,101</b>	<b>6,032,024</b>	<b>5,883,564</b>	<b>5,526,597</b>	<b>6,880,007</b>	<b>24.5%</b>
Licenses & Permits	306,392	251,542	215,450	253,184	257,100	1.5%
Fines & Forfeitures	15,730	20,435	18,500	39,000	24,100	-38.2%
Use of Money and Property	73,351	72,211	61,756	49,890	43,325	-13.2%
Intergovernmental	7,760,541	2,715,978	7,768,197	2,928,176	6,616,326	126.0%
Charges for Services	4,740,403	4,980,129	5,224,837	5,284,007	5,347,200	1.2%
Other Revenues	414,747	510,085	51,500	507,787	55,000	-89.2%
<b>All Funds Before Interfund Transactions</b>	<b>19,363,264</b>	<b>14,582,405</b>	<b>19,223,804</b>	<b>14,588,641</b>	<b>19,223,058</b>	<b>31.8%</b>
Indirect	2,696,324	2,790,550	3,154,655	3,280,314	3,282,680	0.1%
Transfers In	2,374,740	1,215,374	2,841,754	2,859,780	691,220	-75.8%
<b>Total All Funds</b>	<b>\$ 24,434,328</b>	<b>\$ 18,588,328</b>	<b>\$ 25,220,213</b>	<b>\$ 20,728,735</b>	<b>\$ 23,196,958</b>	<b>11.9%</b>



**CITY OF FORT BRAGG  
SUMMARY OF REVENUES BY FUND  
Fiscal Years 2009/10 to 2012/13**

	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDITED	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
<b>110 General Fund</b>	<b>\$ 5,199,038</b>	<b>\$ 4,822,832</b>	<b>\$ 4,720,114</b>	<b>\$ 5,237,888</b>	<b>\$ 4,958,350</b>	<b>-5.3%</b>
114 General Fund Litigation Reserve	-	-	-	-	-	0.0%
115 General Fund Capital Reserve	-	-	-	-	-	0.0%
<b>Total General Fund</b>	<b>5,199,038</b>	<b>4,822,832</b>	<b>4,720,114</b>	<b>5,237,888</b>	<b>4,958,350</b>	<b>-5.3%</b>
<b>Special Revenue Funds:</b>						
116 General Plan Maint Fee	44,758	32,790	26,100	30,700	30,700	0.0%
117 Housing Trust Fund	90,439	583	575	400	400	0.0%
120 Parking Permits	1,448	3,151	135	614	100	-83.7%
121 Parking In-Lieu Fees	42	-	-	-	-	0.0%
122 Parkland Monitoring/Reporting	120,260	735	760	500	500	0.0%
129 Safe Routes to Schools Grants	218,273	27,241	186,759	50,000	136,759	173.5%
133 ADA Curb Ramp & Sidewalks	69,709	0	-	-	-	0.0%
134 Sustainable Communities Grant	119,487	129,499	85,350	162,349	40,000	-75.4%
135 Clean Beaches Grant	51,026	-	-	-	-	0.0%
137 MCOG-OWP Grants	90,395	88,024	51,960	-	100,000	0.0%
139 COPS AB1913 Grant	100,000	100,000	100,000	100,000	100,000	0.0%
140 Public Safety Grants	-	-	-	8,000	-	-100.0%
146 OJP Vest Partnership Grant	432	1,343	1,275	600	600	0.0%
149 Prop 84 Grant - Coastal Trail	-	-	4,850,000	5,000	4,845,000	96800.0%
152 CalTrans Planning Grant	55,012	(16,838)	-	34,256	-	0.0%
155 Coastal Conservancy Grant	4,250,563	-	-	-	-	0.0%
158 CDBG Gen Alloc Grants	16,823	817,975	781,338	372,286	477,370	28.2%
159 Coastal Trail Environ Grant	276,833	163,601	199,303	456,038	-	-100.0%
162 CDBG Program Income	90,642	8,378	230	975	1,100	12.8%
165 EDBG Planning & Tech Assit. Grants	24,463	44,650	125,833	70,434	87,744	24.6%
166 EDBG Microenterprise	192,920	151,023	82,656	56,350	265,009	370.3%
167 Police Asset Forfeiture	117,439	273,417	96,600	146,600	97,800	-33.3%
169 CDBG Planning & Tech Assit. Grants	19,251	47,225	77,700	-	35,000	100.0%
185 Bicycle Transportation Grant	-	14,863	104,000	115,240	-	-100.0%
190 Construction/Demo Ordinance	-	-	-	25,000	10,000	-60.0%
221 Highway User Tax (Gas Tax)	133,152	195,939	195,000	199,500	199,600	0.1%
223 D1 Streets & Highways Allocation	95	-	31,700	31,700	140,000	341.6%
225 AB2928 Traffic Congestion Relief	62,191	-	-	-	-	0.0%
230 Traffic & Safety	12,582	10,842	10,000	6,000	10,000	66.7%
240 Main St. Traffic Planning	54,910	-	95,950	70,000	23,950	-65.8%
245 MCOG Capital Projects	-	25,999	-	1	-	-100.0%
250 Special Sales Tax-Street Repair	738,581	729,170	691,740	737,500	753,500	2.2%
280 Fire District Equipment Fund	44,555	45,317	46,175	45,450	45,650	0.4%
310 EECBG-Facilities Lighting Grant	-	41,978	-	-	-	0.0%
311 Stewardship Grant	-	-	155,000	155,000	-	-100.0%
312 Noyo Center Land Acquisition	-	-	-	14,778	-	-100.0%
313 NC integrated Regional Water Magmt	-	-	-	550,000	-	-100.0%
<b>Total Special Revenue Funds</b>	<b>6,996,282</b>	<b>2,936,906</b>	<b>7,996,139</b>	<b>3,445,271</b>	<b>7,400,782</b>	<b>114.8%</b>

**CITY OF FORT BRAGG  
SUMMARY OF REVENUES BY FUND  
Fiscal Years 2009/10 to 2012/13**

<b>Fund Type/Name</b>		<b>FY 2009/10 PROPOSED BUDGET</b>	<b>FY 2010/11 FYE AUDITED</b>	<b>FY 2011/12 AMENDED BUDGET</b>	<b>FY 2011/12 FYE PROJECTED</b>	<b>FY 2012/13 ADOPTED BUDGET</b>	<b>% INCRE/ (DECR)</b>
<b>Capital Project Funds:</b>							
184	Bainbridge Park Improvements	223,615	-	-	-	-	0.0%
301	Street Repair Projects	60	-	-	-	-	0.0%
303	Franklin Street Reconstruction	56,569	-	-	-	-	0.0%
304	RR Crossing Rehab	390,000	-	-	-	-	0.0%
308	Downtown Streetscape	781,824	-	-	-	-	0.0%
401	Otis Johnson Park Project	84,059	93,046	271,873	215,195	32,794	-84.8%
402	Federal ARRA Stimulus Grants	241,596	507,572	-	-	-	0.0%
403	Street Structural Dig-Outs	-	3,850	-	-	-	0.0%
405	Street Resurfacing Project	-	-	245,000	84,149	-	-100.0%
<b>Total Capital Project Funds</b>		<b>1,777,723</b>	<b>604,468</b>	<b>516,873</b>	<b>299,344</b>	<b>32,794</b>	<b>-89.0%</b>
<b>Enterprise Funds:</b>							
610	Water Works O & M	2,048,018	2,115,859	2,237,332	2,177,601	2,211,100	1.5%
614	Water Reserves	-	6	25	50	-	-100.0%
640	Water Works Capital Projects	11,038	42,634	15,190	44,248	42,600	-3.7%
Total Water Enterprise		2,059,055	2,158,500	2,252,547	2,221,899	2,253,700	1.4%
710	Wastewater O & M	2,224,258	2,879,755	2,719,450	2,817,275	2,777,200	-1.4%
720	Clean Water Education	56	57	60	45	25	-44.4%
740	Wastewater Capital Reserve	7,669	31,375	6,110	30,950	17,450	-43.6%
Total Wastewater Enterprise		2,231,983	2,911,187	2,725,620	2,848,270	2,794,675	-1.9%
810	CV Starr Center	-	-	-	-	967,619	100.0%
<b>Total Enterprise Funds</b>		<b>4,291,038</b>	<b>5,069,686</b>	<b>4,978,167</b>	<b>5,070,169</b>	<b>6,015,994</b>	<b>18.7%</b>
<b>Agency Funds:</b>							
170	Redevelopment Agency Project	875,913	916,199	806,055	427,095	-	-100.0%
171	Low/Moderate Income Housing	223,085	229,526	206,456	108,874	-	-100.0%
172	RDA - Debt Service	185	628	-	-	-	0.0%
175	Successor Agency to the FB RDA	-	-	-	-	815,138	100.0%
176	Successor Agency to the FB RDA LMIHF	-	-	-	-	-	100.0%
<b>Total Agency Funds</b>		<b>1,099,183</b>	<b>1,146,353</b>	<b>1,012,511</b>	<b>535,969</b>	<b>815,138</b>	<b>52.1%</b>
<b>Subtotal before Interfund Transactions</b>		<b>19,363,263</b>	<b>14,580,245</b>	<b>19,223,804</b>	<b>14,588,641</b>	<b>19,223,058</b>	<b>31.8%</b>
<b>Internal Service Funds:</b>							
520	Facilities Maintenance & Repair	98,550	41,260	59,800	59,800	38,000	-36.5%
521	Technology Maint. & Repair	97,100	132,500	111,025	146,735	163,000	11.1%
522	Vehicle/Equipment Maint. & Replacement	-	228,500	310,148	310,148	414,316	33.6%
<b>Total Internal Service Funds</b>		<b>195,650</b>	<b>402,260</b>	<b>480,973</b>	<b>516,683</b>	<b>615,316</b>	<b>19.1%</b>
Indirect		2,500,674	2,390,450	2,673,682	2,763,631	2,667,364	-3.5%
Transfers In		2,374,740	1,215,374	2,841,754	2,859,780	691,220	-75.8%
		<b>\$ 24,434,328</b>	<b>\$ 18,588,328</b>	<b>\$ 25,220,213</b>	<b>\$ 20,728,735</b>	<b>\$ 23,196,958</b>	<b>11.9%</b>

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

GENERAL FUND	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDITED	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
<b>Taxes</b>						
Property Tax, Secured/Unsecured	\$ 284,193	\$ 298,506	\$ 291,000	\$ 302,500	\$ 303,000	0.2%
VLF Swap	604,868	559,079	570,000	550,638	550,000	-0.1%
Supplement SB 813	6,398	5,588	7,000	3,000	4,000	33.3%
Homeowners Property Tax Relief	4,302	4,000	4,000	4,000	3,750	-6.3%
Transfer Tax	11,073	10,379	6,000	8,000	10,000	25.0%
Motor Vehicle In-Lieu Tax	26,603	36,000	14,000	-	-	0.0%
Sales and Use Tax	1,073,817	1,068,554	1,100,000	1,105,000	1,110,000	0.5%
In Lieu Sales Tax - Triple Flip	334,810	345,404	360,000	357,000	400,000	12.0%
Proposition 172 - Sales Tax	12,932	13,425	9,000	12,000	13,000	8.3%
Transient Occupancy Tax	1,379,128	1,340,873	1,315,000	1,406,000	1,445,000	2.8%
Franchise Taxes	457,093	469,042	470,064	467,790	467,000	-0.2%
<i>Taxes Sub-Total</i>	4,195,217	4,150,850	4,146,064	4,215,928	4,305,750	2.1%
<b>Licenses &amp; Permits</b>						
Business Licenses	212,131	217,981	191,150	226,340	225,800	-0.2%
Construction/Building Permits	83,999	21,425	17,300	20,300	25,300	24.6%
Other License and Permits	8,936	9,128	7,000	6,000	6,000	0.0%
<i>License &amp; Permits Sub-Total</i>	305,066	248,533	215,450	252,640	257,100	1.8%
<b>Fines &amp; Forfeitures</b>						
Parking Fines	10,083	10,705	10,000	9,000	10,000	11.1%
Miscellaneous Fines	5,647	9,731	8,500	5,000	4,100	-18.0%
<i>Fines &amp; Forfeitures Sub-Total</i>	15,730	20,435	18,500	14,000	14,100	0.7%
<b>Use of Money and Property</b>						
Investment Interest Earned	16,451	2,767	11,000	10,000	9,000	-10.0%
Rents & Concessions	3,349	10,095	5,500	5,500	4,500	-18.2%
Sale of Surplus Assets	700	5,121	-	-	-	0.0%
<i>Use of Money &amp; Property Sub-Total</i>	20,501	17,983	16,500	15,500	13,500	-12.9%
<b>Intergovernmental</b>						
Animal Control Reimbursements	-	4,225	-	-	-	0.0%
DNA Reimbursement	5,383	7,997	6,000	3,500	3,500	0.0%
PD Post Training Reimbursement	14,965	9,338	17,000	10,000	15,000	50.0%
SB 90 Reimbursement	3,425	3,398	-	13,300	12,000	-9.8%
SRO Reimbursement	94,216	3,253	-	-	-	0.0%
2012 Ocean Forum Grant	-	-	-	2,500	-	-100.0%
Booking Fee Reimbursement	1,375	12,700	7,500	5,000	4,000	-20.0%
<i>Intergovernmental Sub-Total</i>	119,364	40,911	30,500	34,300	34,500	0.6%
<b>Charges for Services</b>						
Community Dev. Fees	9,081	8,528	12,000	20,000	25,000	25.0%
Grant Administration Funds	245,063	108,222	140,000	140,000	120,000	-14.3%
City Exp Reimb - Developers	162,589	124,174	82,000	125,000	125,000	0.0%
Police Fingerprints	26,981	26,424	20,000	22,520	23,000	2.1%
Other Current Services	14,043	5,875	4,100	5,100	5,400	5.9%
<i>Charges for Services Sub-Total</i>	457,757	273,224	258,100	312,620	298,400	-4.5%
<b>Other Revenues</b>						
Liability Insurance Refund	42,487	52,993	25,000	32,900	25,000	-24.0%
Miscellaneous Revenue	42,917	17,903	10,000	360,000	10,000	-97.2%
<i>Other Revenues Sub-Total</i>	85,404	70,896	35,000	392,900	35,000	-91.1%
<b>Subtotal General Fund Revenue</b>	<b>5,199,038</b>	<b>4,822,832</b>	<b>4,720,114</b>	<b>5,237,888</b>	<b>4,958,350</b>	<b>-5.3%</b>
Indirect	2,215,777	2,150,078	2,502,128	2,592,077	2,486,741	-4.1%
Transfers in From Other Funds	235,398	217,401	496,792	441,723	479,632	8.6%
<i>Other Financing Sub-Total</i>	2,451,175	2,367,479	2,998,920	3,033,800	2,966,373	-2.2%
<b>Total General Fund Revenue</b>	<b>\$ 7,650,214</b>	<b>\$ 7,190,311</b>	<b>\$ 7,719,034</b>	<b>\$ 8,271,688</b>	<b>\$ 7,924,723</b>	<b>-4.2%</b>

**CITY OF FORT BRAGG  
REVENUE SUMMARY**

The FY 2012/13 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 remained flat 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 2012/13 and beyond.

Taxes remain the largest resource that supports City operations and the FY 2012/13 Operating Budget. Taxes represent 54.3% of all General Fund revenues and primarily include sales tax, transient occupancy taxes, utility franchise taxes, property taxes and voter approved district taxes for the improvement of local streets and roads and operation of the C.V. Starr Center.

**SALES TAX**

Sales and use tax is the City's largest outside source of revenue and represents 19.2% 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.

	<b>FY 2009-10 FYE AUDITED</b>	<b>FY 2010-11 FYE AUDITED</b>	<b>FY 2011-12 AMENDED BUDGET</b>	<b>FY 2011-12 FYE PROJECTED</b>	<b>FY 2012-13 PROPOSED BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Sales Tax</b>						
General Fund	\$ 1,421,559	\$ 1,427,383	\$ 1,469,000	\$ 1,474,000	\$ 1,523,000	3.3%
Special Sales Tax, Street Repair	733,016	719,458	690,000	730,000	745,000	2.1%
Special Sales Tax, CV Starr Ctr	-	-	-	-	745,000	100.0%
<b>Total Sales Tax</b>	<b>\$ 2,154,575</b>	<b>\$ 2,146,841</b>	<b>\$ 2,159,000</b>	<b>\$ 2,204,000</b>	<b>\$ 3,013,000</b>	<b>36.7%</b>

General sales and use tax collections of \$1.11 million are expected in FY 2012/13, an increase of 0.5% over the projected total for FY 2011/12. Statewide projections show an average year over year growth in sales and use tax of 6.2% based on recent receipts. Like most rural areas, the City of Fort Bragg's economic recovery is lagging behind that of the State.

Sales tax is an excise tax which applies to all retail sales of merchandise and retailers are liable for reporting and payment of the tax. Use tax is an excise tax imposed on consumers of merchandise that is used, consumed or stored in California and which has been purchased from out-of-state vendors not collecting California sales tax. The statewide sales and use tax rate is 7.25% of which the State receives 6.25% and the City receives 1.0% (known as the Bradley Burns Local Sales and Use Tax), which is comprised of the 0.75% local jurisdiction tax plus the 0.25% local transportation fund.

In addition, there are three special transactions (sales) and use taxes that apply in the City of Fort Bragg. These voter-approved taxes are known as "district taxes" and are collected for specified purposes. There is a countywide district tax of 0.125% to fund the County library system; a 0.5% City district tax for street repairs; and as of July 1, 2012, a 0.5% City district tax for C.V. Starr Center operation, maintenance and capital improvements.

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

The proceeds of sales and use taxes imposed within the boundaries of the City of Fort Bragg are distributed by the State to various funds as shown on Table A. As of July 1, 2012, the total tax rate will be 8.375%.

In 2004, California voters enacted Proposition 57, the California Economic Recovery Bond Act, which established a funding mechanism whereby 0.25% of the City’s 1% Bradley-Burns Local Sales and Use 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”, will only last for the life of the State bond issue (currently estimated at five to ten years). The replacement

**Table A**

<b>Where Does Your Sales Tax Go?</b>	
<b>Receiver</b>	<b>%</b>
State General Fund	3.9375%
State Fiscal Recovery Fund	0.2500%
State Local Public Safety Fund	0.5000%
State Local Health & Social Services Fund	0.5000%
State Local Revenue Fund	1.0625%
Mendocino County Transportation Fund	0.2500%
Mendocino County Library Special Transaction	0.1250%
City of Fort Bragg	0.7500%
City of Fort Bragg District Tax (Street Repair)	0.5000%
City of Fort Bragg District Tax (CV Starr Center)	0.5000%
<b>Total Sales &amp; Use Tax Rate</b>	<b>8.3750%</b>

property taxes continue to be recorded as sales tax receipts because the growth formula for these receipts is tied to sales and because this action is a temporary measure. In FY 2012/13, the City’s anticipated “Triple Flip” revenue is \$400k, an increase of 12% due to the true-up payment from the State for taxes collected in FY 2011/12. The yearly “Triple Flip” payment is based on collection estimates and the over- or underpayment is calculated at year-end and applied to the subsequent year’s payment.

Proposition 172 Sales Tax is the 0.5% that is allocated to cities and counties to help fund public safety programs. The City is expected to receive \$13K in Prop 172 sales tax in FY 2012/13, which represents an increase of 8.3% over the prior year. It should be noted that 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 then allocates the funds to the county and cities within the county in proportion to each agency’s 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**

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 PROPOSED BUDGET	% INCRE/ (DECR)
General Fund	\$ 1,379,128	\$ 1,340,873	\$ 1,315,000	\$ 1,406,000	\$ 1,445,000	2.8%
<b>Total Transient Occupancy Tax</b>	<b>\$ 1,379,128</b>	<b>\$ 1,340,873</b>	<b>\$ 1,315,000</b>	<b>\$ 1,406,000</b>	<b>\$ 1,445,000</b>	<b>2.8%</b>

Transient Occupancy Tax (TOT) is the second largest outside revenue source to the General Fund representing 18.2% of the City’s total General Fund revenue and 33.6% of all General Fund taxes. The City levies a 10% TOT on the rental price for transient lodging within the City when the period of occupancy is 30 days or less. Based on year-to-date TOT receipts, FY 2011/12 year-end TOT revenues are projected to be approximately 5% higher than FY 2010/11 TOT revenues. TOT revenues are projected to increase 2.8% during the 2012/13 fiscal year.



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

**PROPERTY TAX**

In FY 2012/13, property tax accounts for 28.2% of all City tax revenues. 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 1.0% 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 2.0% 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.

<b>Property Taxes</b>	<b>FY 2009-10 FYE AUDITED</b>	<b>FY 2010-11 FYE AUDITED</b>	<b>FY 2011-12 AMENDED BUDGET</b>	<b>FY 2011-12 FYE PROJECTED</b>	<b>FY 2012-13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
General Fund	\$ 895,459	\$ 863,173	\$ 868,000	\$ 856,138	\$ 857,000	0.1%
Redevelopment Agency Funds	1,077,299	1,114,094	1,000,000	533,869	-	0.0%
Successor Agency Funds	-	-	-	-	815,138	0.0%
Other Governmental Funds	44,217	44,280	45,000	44,300	44,500	0.0%
Enterprise Funds	-	-	-	-	222,119	100.0%
<b>Total Property Taxes</b>	<b>\$ 2,016,975</b>	<b>\$ 2,021,546</b>	<b>\$ 1,913,000</b>	<b>\$ 1,434,307</b>	<b>\$ 1,938,757</b>	<b>35.2%</b>

Property Tax receipts of about \$1.94 million are projected for FY 2012/13, which represents an increase of 35.2% from the prior year. This increase is due primarily to the Mendocino Coast Recreation and Park District property tax exchange which results in a transfer to the City of nearly \$222k of secured property tax and pass-through payments associated with the former Fort Bragg Redevelopment Agency. Those revenues will be held in the C.V. Starr Center enterprise fund.

The General Fund Property Taxes include secured and unsecured property tax, vehicle license fee (VLF) backfill from the State and SB 813 property taxes (supplemental taxes) on recent property sales. These revenues are expected to remain relatively flat in FY 2012/13. The City is a “low property tax” City and receives only .068% of the 1.0% ad valorem property tax. A 0.1% increase, representing \$850 in revenue, is projected in FY 2012/13 as a result of stagnant and declining property values in the City.

The VLF backfill revenue is a result of Prop 1A (passed in 2004) whereby the State adopted a swap of VLF revenues to cities and counties for a new allocation of ad valorem property tax revenue. The legislation reduced the VLF rate from 2% to 0.65% and replaced lost VLF with an in lieu share of property taxes. The VLF backfill is a permanent source of property tax revenue that grows based on assessed valuations. For FY 2012/13 the anticipated VLF revenue is \$550k.

With the dissolution of the Fort Bragg Redevelopment Agency (RDA), tax increment to cover enforceable obligations of the former RDA and administration costs will be distributed to the Successor Agency. While \$815k is projected, the Department of Finance may disallow expenditures listed on the Recognized Obligation Payment Schedules for the Successor Agency which would result in a revenue reduction in the property tax category.

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

SB 813 property taxes (supplemental taxes) represent payments for taxes owed on recent housing sales. In 2012/13 the anticipated supplemental tax revenue is \$4k. This represents a slight increase over the \$3k projected for FY 2011/12.

**OTHER TAXES**

Other taxes account for 6.1% of total General Fund revenues and primarily reflect franchise fees and Transfer Taxes. The Motor Vehicle In-Lieu (MVLf) Tax revenues previously included in this category were eliminated in the State budget process in FY 2011/12. Franchise fees are collected from Pacific Gas & Electric, Waste Management and Comcast. These revenues are anticipated to remain relatively flat in FY 2012/13. Transfer fees are anticipated to be approximately \$10k in FY 2012/13.

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 PROPOSED BUDGET	% INCR/ (DECR)
<b>Other Taxes</b>						
General Fund	\$ 499,071	\$ 519,421	\$ 494,064	\$ 479,790	\$ 480,750	0.2%
Other Governmental Funds	2,353	3,343	2,500	2,500	2,500	0.0%
<b>Total Other Taxes</b>	<b>\$ 501,423</b>	<b>\$ 522,764</b>	<b>\$ 496,564</b>	<b>\$ 482,290</b>	<b>\$ 483,250</b>	<b>0.2%</b>

**LICENSES & PERMITS**

In the General Fund, licenses and permits are projected at \$257k in FY 2012/13, a 1.8% increase over the projected total of \$253k in FY 2011/12.

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 PROPOSED BUDGET	% INCR/ (DECR)
<b>Licenses &amp; Permits</b>						
General Fund	\$ 305,066	\$ 248,533	\$ 215,450	\$ 252,640	\$ 257,100	1.8%
Other Governmental Funds	1,326	3,009	-	544	-	-100.0%
<b>Total Licenses &amp; Permits</b>	<b>\$ 306,392</b>	<b>\$ 251,542</b>	<b>\$ 215,450</b>	<b>\$ 253,184</b>	<b>\$ 257,100</b>	<b>1.5%</b>

**FINES & FORFEITURES**

Fines and forfeitures include parking fines as well as restitution and “driving under the influence” (DUI) cost recovery, and Construction & Demolition deposit forfeiture revenues. Fines and forfeitures represent 0.2% of all General Fund revenues and are expected to remain about the same in FY 2012/13. The Construction & Demolition deposits are collected to incentivize recycling of construction and demolition debris. Full or partial deposits may be forfeited depending on the level of recycling performed.

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 PROPOSED BUDGET	% INCR/ (DECR)
<b>Fines &amp; Forfeitures</b>						
General Fund	\$ 15,730	\$ 20,435	\$ 18,500	\$ 14,000	\$ 14,100	0.7%
Other Governmental Funds	-	-	-	25,000	10,000	-60.0%
<b>Total Fines &amp; Forfeitures</b>	<b>\$ 15,730</b>	<b>\$ 20,435</b>	<b>\$ 18,500</b>	<b>\$ 39,000</b>	<b>\$ 24,100</b>	<b>-38.2%</b>

**REVENUE SUMMARY - Continued**

**USE OF MONEY & PROPERTY**

Use of money and property represents approximately 0.17% or \$13.5k of all General Fund revenues and 0.19% or \$43.3k 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 remain about the same in FY 2012/13.

<b>Use of Money &amp; Property</b>	<b>FY 2009-10 FYE AUDITED</b>	<b>FY 2010-11 FYE AUDITED</b>	<b>FY 2011-12 AMENDED BUDGET</b>	<b>FY 2011-12 FYE PROJECTED</b>	<b>FY 2012-13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
General Fund	\$ 20,501	\$ 17,983	\$ 16,500	\$ 15,500	\$ 13,500	-12.9%
Redevelopment Agency Funds	21,884	17,348	12,511	2,100	-	-100.0%
Successor Agency Funds	-	-	-	-	-	0.0%
Other Governmental Funds	10,455	15,411	8,315	13,895	15,250	9.8%
Enterprise Funds	20,511	21,470	24,430	18,395	14,575	-20.8%
<b>Total Use of Money &amp; Property</b>	<b>\$ 73,351</b>	<b>\$ 72,211</b>	<b>\$ 61,756</b>	<b>\$ 49,890</b>	<b>\$ 43,325</b>	<b>-13.2%</b>

**INTERGOVERNMENTAL**

Revenue from Intergovernmental charges includes payments, reimbursements, grants and subventions the City receives from the State and Federal governments, as well as other agencies. For FY 2012/13, the revenue from Intergovernmental charges is projected at \$6.6 million. Approximately 90% 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 generate \$193k in FY 2012/13.

<b>Intergovernmental</b>	<b>FY 2009-10 FYE AUDITED</b>	<b>FY 2010-11 FYE AUDITED</b>	<b>FY 2011-12 AMENDED BUDGET</b>	<b>FY 2011-12 FYE PROJECTED</b>	<b>FY 2012-13 PROPOSED BUDGET</b>	<b>% INCR/ (DECR)</b>
General Fund	\$ 119,364	\$ 40,911	\$ 30,500	\$ 34,300	\$ 34,500	0.6%
Other Governmental Funds	7,641,177	2,675,067	7,737,697	2,893,876	6,581,826	127.4%
<b>Total Intergovernmental</b>	<b>\$ 7,760,541</b>	<b>\$ 2,715,978</b>	<b>\$ 7,768,197</b>	<b>\$ 2,928,176</b>	<b>\$ 6,616,326</b>	<b>126.0%</b>

**CHARGES FOR SERVICES**

Service charges represent 3.8% or \$298k of total General Fund revenue. For FY 2012/13, the General Fund service charge revenues primarily include grant administration fees, development fees and services, and police fingerprinting revenues.

Charges for services in the Enterprise Funds represent 21.6% of all City revenues and include water utility revenues of \$2.2 million and wastewater utility revenues of \$2.8 million. For FY 2012/13, water and wastewater sales reflect increased fees effective July 1, 2012 representing an estimated aggregate increase of 4.0%.

**REVENUE SUMMARY - Continued**

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 PROPOSED BUDGET	% INCRE/ (DECR)
<b>Charges for Services</b>						
General Fund	\$ 457,757	\$ 273,224	\$ 258,100	\$ 312,620	\$ 298,400	-4.5%
Other Governmental Funds	50,461	36,531	29,500	34,500	34,500	0.0%
Enterprise Funds	4,232,185	4,670,375	4,937,237	4,936,887	5,014,300	1.6%
<b>Total Charges for Services</b>	<b>\$ 4,740,403</b>	<b>\$ 4,980,129</b>	<b>\$ 5,224,837</b>	<b>\$ 5,284,007</b>	<b>\$ 5,347,200</b>	<b>1.2%</b>

**OTHER REVENUES**

Other revenues include liability insurance refunds, miscellaneous revenue, reimbursement revenues to the General Fund from other City funds for services provided on behalf of those funds, and allocations to the City’s internal service funds.

	FY 2009-10 FYE AUDITED	FY 2010-11 FYE AUDITED	FY 2011-12 AMENDED BUDGET	FY 2011-12 FYE PROJECTED	FY 2012-13 ADOPTED BUDGET	% INCRE/ (DECR)
<b>Other Revenues</b>						
General Fund	\$ 2,301,181	\$ 2,220,974	\$ 2,537,128	\$ 2,984,977	\$ 2,521,741	-15.5%
Other Governmental Funds	486,650	462,236	480,973	516,683	615,316	0.0%
Enterprise Funds	323,239	617,425	188,054	286,441	200,623	-30.0%
<b>Total Other Revenues</b>	<b>\$ 3,111,071</b>	<b>\$ 3,300,635</b>	<b>\$ 3,206,155</b>	<b>\$ 3,788,101</b>	<b>\$ 3,337,680</b>	<b>-11.9%</b>

Reimbursement to the General Fund for services provided on behalf of other City funds are calculated based on budgeted personnel and administrative costs. As the costs increase or decrease, the reimbursement allocations increase or decrease proportionally. In FY 2012/13, the General Fund is projected to receive approximately \$812k from the Water Enterprise, \$980k from the Wastewater Enterprise, \$250k from the Successor Agency, and \$38k from the C.V. Starr Enterprise to offset personnel and administrative costs.

Internal service funds are used to centrally track costs related to facilities maintenance and repair, information technology, and vehicle (fleet) expenditures. The internal service funds provide a more transparent accounting of actual costs in each area and allow for the costs of certain purchased equipment, supplies and services to be allocated between the General Fund and the Enterprise Funds. 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. In FY 2012/13 it is anticipated that the Internal Service Funds will be reimbursed for expenses as follows:

	General Fund	Water	Wastewater	Total
Facilities Maintenance	24,000	7,000	7,000	38,000
Technology Maintenance	78,000	40,000	45,000	163,000
Fleet & Equipment Services	228,600	76,010	109,706	414,316
Totals	330,600	123,010	161,706	615,316

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 36 for Salary/Benefit and Overhead Allocations.)

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

**OTHER FINANCING SOURCES**

Other financing sources of \$691k in FY 2012/13 reflect operating transfers received from other funds. Transfers into the General Fund reflect Highway User Tax funding of street maintenance activities, partial funding of the School Resource Officer and Major Crime Task Force Officer positions from Asset Forfeiture funds and reimbursement from Street Sales Tax for costs associated with street repair capital projects.

<b>Other Financing Sources</b>	<b>FY 2009-10 FYE AUDITED</b>	<b>FY 2010-11 FYE AUDITED</b>	<b>FY 2011-12 AMENDED BUDGET</b>	<b>FY 2011-12 FYE PROJECTED</b>	<b>FY 2012-13 ADOPTED BUDGET</b>	<b>% INCRE/ (DECR)</b>
General Fund	\$ 235,398	\$ 217,401	\$ 496,792	\$ 441,723	\$ 479,632	8.6%
Redevelopment Agency Funds	496,127	315,095	313,500	313,500	-	-100.0%
Successor Agency Funds	-	-	-	-	-	0.0%
Other Governmental Funds	1,555,195	595,729	1,460,612	1,536,957	189,988	-87.6%
Enterprise Funds	88,020	87,149	570,850	567,600	21,600	-96.2%
<b>Total Other Financing Sources</b>	<b>\$ 2,374,740</b>	<b>\$ 1,215,374</b>	<b>\$ 2,841,754</b>	<b>\$ 2,859,780</b>	<b>\$ 691,220</b>	<b>-75.8%</b>

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY CATEGORY  
FY 2009/10 through 2012/13**

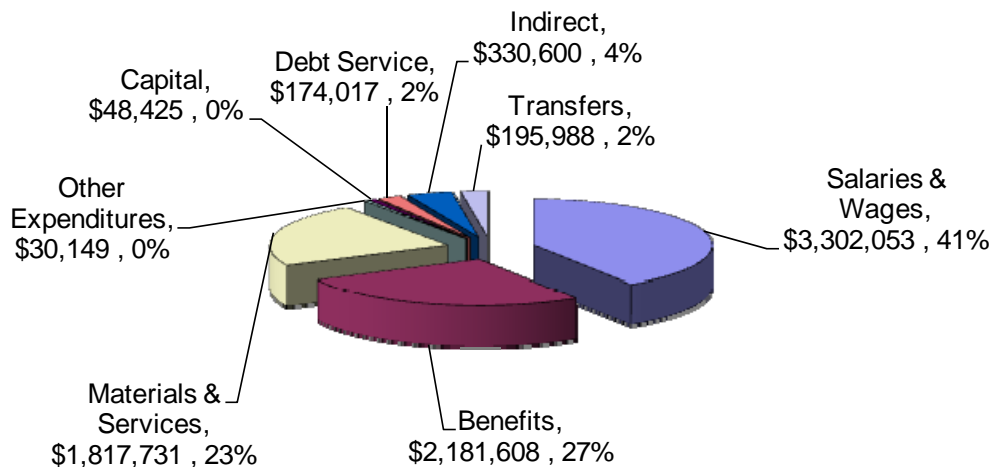
GENERAL FUND	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDITED	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
Salaries & Wages	\$ 3,279,063	\$ 3,079,172	\$ 3,175,850	\$ 3,175,358	\$ 3,302,053	4.0%
Benefits	1,842,292	1,745,447	2,348,329	2,075,323	2,181,608	5.1%
Materials & Services	1,642,625	1,697,290	1,823,746	1,797,457	1,817,731	1.1%
Other Expenditures	39,561	32,415	30,376	28,547	30,149	5.6%
Capital	4,973	3,868	13,425	-	48,425	100.0%
Debt Service	302,005	111,464	171,540	171,550	174,017	1.4%
<b>General Fund Subtotal</b>	<b>7,110,519</b>	<b>6,669,654</b>	<b>7,563,266</b>	<b>7,248,235</b>	<b>7,553,983</b>	<b>4.2%</b>
Indirect	172,611	162,081	197,910	246,372	330,600	34.2%
Transfers	272,200	67,828	43,250	53,519	195,988	266.2%
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,555,330</b>	<b>\$ 6,899,562</b>	<b>\$ 7,804,426</b>	<b>\$ 7,548,126</b>	<b>\$ 8,080,571</b>	<b>7.1%</b>

**Notes:**

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

\* The Adopted Budgets for FY 2011/12 and FY 2012/13 include the Annual Required Contribution for funding the City's liability for Other Post Employment Benefits. FY 2011/12 was the first year the City began funding the full Annual Required Contribution.

**EXPENDITURES BY CATEGORY  
FY 2012/13 GENERAL FUND**



**ALL FUNDS  
SUMMARY OF EXPENDITURES BY CATEGORY  
FY 2009/10 through 2012/13**

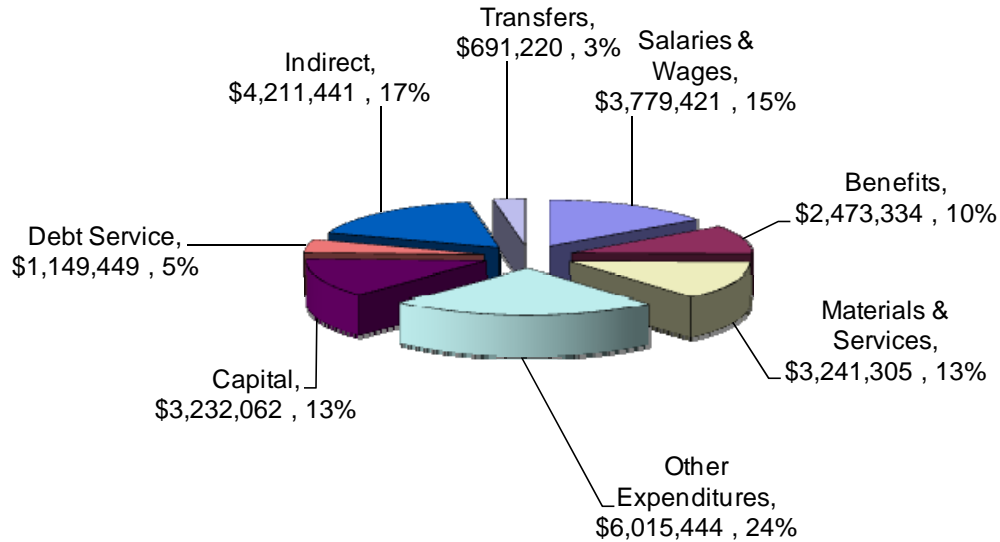
<b>ALL FUNDS</b>	<b>FY 2009/10 FYE AUDITED</b>	<b>FY 2010/11 FYE AUDITED</b>	<b>FY 2011/12 AMENDED BUDGET</b>	<b>FY 2011/12 FYE PROJECTED</b>	<b>FY 2012/13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
Salaries & Wages	\$ 3,742,104	\$ 3,497,753	\$ 3,595,111	\$ 3,629,440	\$ 3,779,421	4.1%
Benefits	2,116,392	1,987,517	2,599,707	2,326,464	2,473,334	6.3%
Materials & Services	3,140,666	2,946,954	3,848,100	3,573,226	3,241,305	-9.3%
Other Expenditures	1,471,698	1,602,141	6,529,082	544,914	6,015,444	1003.9%
Capital	7,263,300	1,307,013	4,771,672	2,240,728	3,232,062	44.2%
Debt Service	1,390,681	703,334	1,190,755	1,152,177	1,149,449	-0.2%
<b>All Funds Subtotal</b>	<b>19,124,841</b>	<b>12,044,711</b>	<b>22,534,427</b>	<b>13,466,949</b>	<b>19,891,015</b>	<b>47.7%</b>
Indirect	2,636,555	2,792,676	3,123,631	3,259,066	4,211,441	29.2%
Transfers	2,146,655	1,215,373	2,914,454	2,859,780	691,220	-75.8%
<b>TOTAL ALL FUNDS</b>	<b>\$23,908,051</b>	<b>\$16,052,760</b>	<b>\$ 28,572,512</b>	<b>\$ 19,585,795</b>	<b>\$ 24,793,676</b>	<b>26.6%</b>

**Notes:**

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

The Adopted Budgets for FY 2011/12 and FY 2012/13 include the Annual Required Contribution for funding the City’s liability for Other Post Retirement Employment Benefits. FY 2011-12 was the first year the City began funding the full required contribution.

**EXPENDITURES BY CATEGORY  
FY 2012/13 ALL FUNDS**



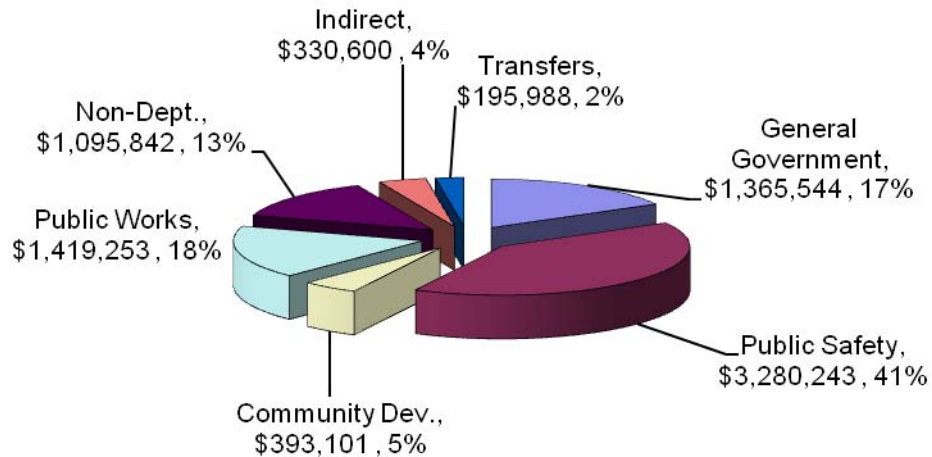
**GENERAL FUND  
SUMMARY OF EXPENDITURES BY FUNCTION  
FY 2009/10 through 2012/13**

GENERAL FUND	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDIT	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
General Government	\$ 1,209,213	\$ 1,160,069	\$ 1,250,735	\$ 1,215,830	\$ 1,365,544	12.3%
Public Safety	3,384,790	3,187,693	3,345,888	3,245,046	3,280,243	1.1%
Community Development	381,871	367,532	397,325	351,755	393,101	11.8%
Public Works	1,388,935	1,208,873	1,426,265	1,287,200	1,419,253	10.3%
Non-Departmental	745,710	745,487	1,143,053	1,148,404	1,095,842	-4.6%
<b>General Fund Subtotal</b>	<b>7,110,519</b>	<b>6,669,654</b>	<b>7,563,266</b>	<b>7,248,235</b>	<b>7,553,983</b>	<b>4.2%</b>
Indirect	172,611	162,081	197,910	246,372	330,600	34.2%
Transfers	272,200	67,828	43,250	53,519	195,988	266.2%
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,555,330</b>	<b>\$ 6,899,562</b>	<b>\$ 7,804,426</b>	<b>\$ 7,548,126</b>	<b>\$ 8,080,571</b>	<b>7.1%</b>

**Note:**

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

**EXPENDITURES BY FUNCTION  
FY 2012/13 GENERAL FUND**





**GENERAL FUND  
EXPENDITURES BY FUNCTION/PROGRAM  
FY 2009/10 through 2012/13**

<b>GENERAL FUND</b>	<b>FY 2009/10 FYE AUDITED</b>	<b>FY 2010/11 FYE AUDITED</b>	<b>FY 2011/12 AMENDED BUDGET</b>	<b>FY 2011/12 FYE PROJECTED</b>	<b>FY 2012/13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
General Government						
City Council	\$ 93,442	\$ 107,760	\$ 128,479	\$ 108,930	\$ 139,217	27.80%
Administrative Services	688,590	655,791	731,565	736,860	828,571	12.45%
Finance	427,181	396,518	390,691	370,040	397,755	7.49%
<b>General Governm't Subtotal</b>	<b>1,209,213</b>	<b>1,160,069</b>	<b>1,250,735</b>	<b>1,215,830</b>	<b>1,365,544</b>	<b>12.31%</b>
Non-Departmental						
Community Organizations	96,253	107,050	91,061	85,608	85,617	0.01%
Caspar Closure & Landfill	195,234	166,658	192,749	303,740	247,744	-18.44%
Other Non-Departmental	454,223	471,778	859,243	759,056	762,481	0.45%
<b>Non-Dept. Subtotal</b>	<b>745,710</b>	<b>745,487</b>	<b>1,143,053</b>	<b>1,148,404</b>	<b>1,095,842</b>	<b>-4.58%</b>
Public Safety						
Police Department	3,029,821	2,818,914	2,985,538	2,884,395	2,903,534	0.66%
Fire	354,969	368,779	360,350	360,651	376,709	4.45%
<b>Public Safety Subtotal</b>	<b>3,384,790</b>	<b>3,187,693</b>	<b>3,345,888</b>	<b>3,245,046</b>	<b>3,280,243</b>	<b>1.08%</b>
Community Services						
Community Development	381,871	367,532	397,325	351,755	393,101	11.75%
Public Works	1,388,935	1,208,873	1,426,265	1,287,200	1,419,253	10.26%
<b>Community Svc's Subtotal</b>	<b>1,770,806</b>	<b>1,576,406</b>	<b>1,823,590</b>	<b>1,638,955</b>	<b>1,812,354</b>	<b>10.58%</b>
<b>General Fund Subtotal</b>	<b>7,110,519</b>	<b>6,669,654</b>	<b>7,563,266</b>	<b>7,248,235</b>	<b>7,553,983</b>	<b>4.22%</b>
Indirect	172,611	162,081	197,910	246,372	330,600	34.19%
Fund Transfers	272,200	67,828	43,250	53,519	195,988	266.20%
<b>TOTAL GENERAL FUND</b>	<b>\$ 7,555,330</b>	<b>\$ 6,899,562</b>	<b>\$ 7,804,426</b>	<b>\$ 7,548,126</b>	<b>\$ 8,080,571</b>	<b>7.05%</b>

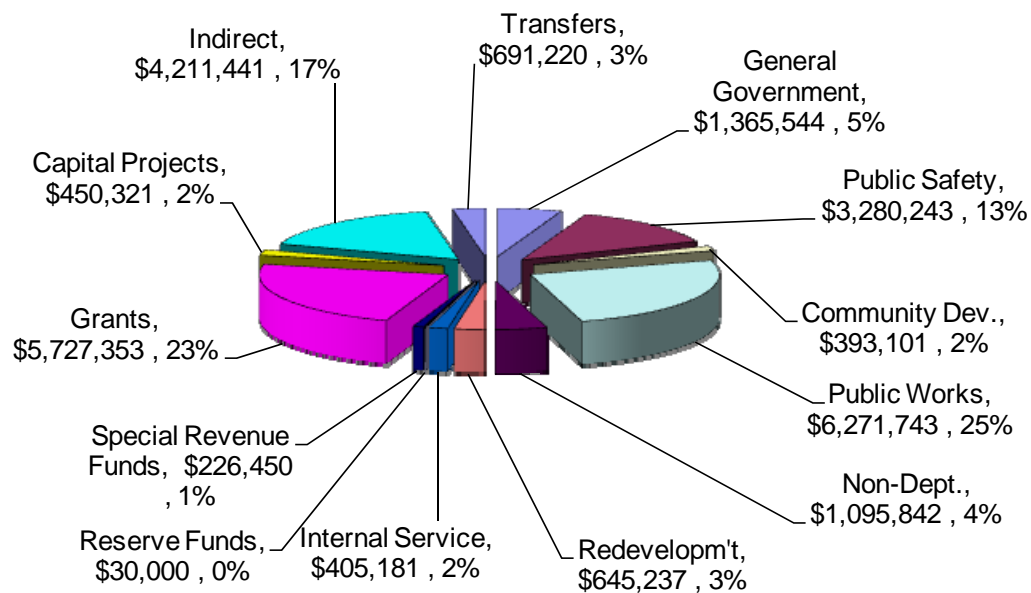
## ALL FUNDS SUMMARY OF EXPENDITURES BY FUNCTION FY 2009/10 through 2012/13

	FY 2009/10 FYE AUDITED	FY 2010/11 FYE AUDIT	FY 2011/12 AMENDED BUDGET	FY 2011/12 FYE PROJECTED	FY 2012/13 ADOPTED BUDGET	% INCR/ (DECR)
<b>ALL FUNDS</b>						
General Government	\$ 1,209,213	\$ 1,160,069	\$ 1,250,735	\$ 1,215,830	\$ 1,365,544	12.3%
Public Safety	3,384,790	3,187,693	3,345,888	3,245,046	3,280,243	1.1%
Community Development	381,871	367,532	397,325	351,755	393,101	11.8%
Public Works	4,221,748	3,157,938	6,013,580	4,126,334	6,271,743	52.0%
Non-Departmental	745,710	745,487	1,143,053	1,148,404	1,095,842	-4.6%
Redevelopment	1,210,740	582,889	446,597	378,107	645,237	70.6%
Internal Service	257,882	286,226	328,331	293,214	405,181	38.2%
Reserve Funds	40,644	17,576	40,000	30,000	30,000	0.0%
Special Revenue Funds	221,051	51,712	270,866	137,277	226,450	65.0%
Grants	802,322	1,409,265	6,962,638	1,059,797	5,727,353	440.4%
Capital Projects	6,648,870	1,078,324	2,335,414	1,481,185	450,321	-69.6%
<b>Subtotal</b>	<b>19,124,841</b>	<b>12,044,711</b>	<b>22,534,427</b>	<b>13,466,949</b>	<b>19,891,015</b>	<b>47.7%</b>
Indirect	2,636,555	2,792,676	3,123,631	3,259,066	4,211,441	29.2%
Transfers	2,146,655	1,215,373	2,914,454	2,859,780	691,220	-75.8%
<b>TOTAL ALL FUNDS</b>	<b>\$ 23,908,051</b>	<b>\$ 16,052,760</b>	<b>\$ 28,572,512</b>	<b>\$ 19,585,795</b>	<b>\$ 24,793,676</b>	<b>26.6%</b>

**Note:**

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

### EXPENDITURES BY FUNCTION FY 2012/13 ALL FUNDS



**ALL FUNDS  
EXPENDITURES BY FUNCTION/PROGRAM  
FY 2009/10 through 2012/13**

<b>ALL FUNDS</b>	<b>FY 2009/10 FYE AUDITED</b>	<b>FY 2010/11 FYE AUDITED</b>	<b>FY 2011/12 AMENDED BUDGET</b>	<b>FY 2011/12 FYE PROJECTED</b>	<b>FY 2012/13 ADOPTED BUDGET</b>	<b>% INCR/ (DECR)</b>
General Government						
City Council	\$ 93,442	\$ 107,760	\$ 128,479	\$ 108,930	\$ 139,217	27.80%
Administration	688,590	655,791	731,565	736,860	828,571	12.45%
Finance	427,181	396,518	390,691	370,040	397,755	7.49%
<b>General Governm't Subtotal</b>	<b>1,209,213</b>	<b>1,160,069</b>	<b>1,250,735</b>	<b>1,215,830</b>	<b>1,365,544</b>	<b>12.31%</b>
Non-Departmental						
Community Organizations	96,253	107,050	91,061	85,608	85,617	0.01%
Caspar Closure & Landfill	195,234	166,658	192,749	303,740	247,744	-18.44%
Other Non-Departmental	454,223	471,778	859,243	759,056	762,481	0.45%
<b>Non-Dept. Subtotal</b>	<b>745,710</b>	<b>745,487</b>	<b>1,143,053</b>	<b>1,148,404</b>	<b>1,095,842</b>	<b>-4.58%</b>
Public Safety						
Police Department	3,029,821	2,818,914	2,985,538	2,884,395	2,903,534	0.66%
Fire	354,969	368,779	360,350	360,651	376,709	4.45%
<b>Public Safety Subtotal</b>	<b>3,384,790</b>	<b>3,187,693</b>	<b>3,345,888</b>	<b>3,245,046</b>	<b>3,280,243</b>	<b>1.08%</b>
Community Services						
Community Development	381,871	367,532	397,325	351,755	393,101	11.75%
Public Works - Non-Enterprise	1,388,935	1,208,873	1,426,265	1,287,200	1,419,253	10.26%
Public Works - Enterprise	2,832,813	1,949,065	4,587,315	2,839,134	4,852,490	70.91%
Redevelopment	1,210,740	582,889	446,597	378,107	645,237	70.65%
<b>Community Svc's Subtotal</b>	<b>5,814,359</b>	<b>4,108,359</b>	<b>6,857,502</b>	<b>4,856,196</b>	<b>7,310,081</b>	<b>50.53%</b>
Internal Service	257,882	286,226	328,331	293,214	405,181	38.19%
<b>Operating Subtotal</b>	<b>11,411,954</b>	<b>9,487,834</b>	<b>12,925,509</b>	<b>10,758,690</b>	<b>13,456,891</b>	<b>25.08%</b>
Reserve Funds	40,644	17,576	40,000	30,000	30,000	0.00%
Special Revenue	221,051	51,712	270,866	137,277	226,450	64.96%
Grants	802,322	1,409,265	6,962,638	1,059,797	5,727,353	440.42%
Capital Projects	6,648,870	1,078,324	2,335,414	1,481,185	450,321	-69.60%
<b>Subtotal</b>	<b>19,124,841</b>	<b>12,044,711</b>	<b>22,534,427</b>	<b>13,466,949</b>	<b>19,891,015</b>	<b>47.70%</b>
Indirect	2,636,555	2,792,676	3,123,631	3,259,066	4,211,441	29.22%
Fund Transfers	2,146,655	1,215,373	2,914,454	2,859,780	691,220	-75.83%
<b>TOTAL ALL FUNDS</b>	<b>\$23,908,051</b>	<b>\$16,052,760</b>	<b>\$28,572,512</b>	<b>\$19,585,795</b>	<b>\$24,793,676</b>	<b>26.59%</b>

**CITY OF FORT BRAGG  
EXPENSE SUMMARY**

Fiscal Year 2012/13 expense budgets were based on budget principles set forth in the Council's fiscal policy framework. Specifically, annual expenditures are kept to a minimum and on-going expenditures are funded with on-going annual revenues rather than one-time revenues or reserves. General Fund expenditures are budgeted to increase 7% from \$7.5 million projected for FY 2011/12 to \$8 million budgeted for FY 2012/13. These increases are primarily due to:

Salaries & Wages	\$ 126,695
Benefits	106,285
Materials & Services	20,274
Capital	48,425
Indirect	82,544
Transfers	142,469
Other	5,753
	<u>\$ 532,445</u>

Citywide "All Funds" expenditures are projected to increase 26.6% from \$19.6 million projected for FY 2011/12 to \$24.7 million budgeted for FY 2012/13. This increase is composed of:

Salaries & Wages	\$ 149,981
Benefits	146,870
Materials & Services	(331,921)
Other Expenditures	5,470,530
Capital	991,334
Debt Service	(2,728)
Indirect	952,375
Transfers	(2,168,560)
	<u>\$ 5,207,881</u>

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

**Salaries & Wages and Benefits**

General Fund and City-Wide salaries, wages and benefits are expected to increase \$233k or 4.4% and \$297K or 4.98%, respectively. During FY 2011/12 the City completed negotiations with both of its collective bargaining units. Both agreements are effective for three years. These negotiations resulted in wage increases to offset changes in cost sharing for both retirement and health benefits. In addition, FY 2012/13 includes one additional position: a Technology Support Technician. This position will replace out-sourced technology support services and facilitate our goal of a secure and effective information network. Increased salaries and wages also drove an increase in FY 2012/13 general fund and City-Wide payroll taxes.

Increases in benefits are composed of:

	General Fund	City-Wide
Health Benefits	\$ 66,700	\$ 77,800
Payroll Taxes	21,100	23,600
Retirement	17,600	23,000
Unemployment Insurance	21,500	21,500
Worker's Compensation	(4,900)	10,000
Other	(6,800)	(1,300)
Retiree Health Benefits	(9,000)	(7,700)
	<u>\$ 106,200</u>	<u>\$ 146,900</u>

In FY 2012/13, the City experienced a 4% increase in medical premium costs for current employees. Under current labor agreements, premium costs are shared 80% by the City and 20% by the employee. 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. Retiree Health benefits decreased in FY 2012/13 in the General Fund \$9k and City-Wide \$7k as result of changes in prescription drug plans and reduction in the covered population from 30 to 29 covered retirees.

The FY 2012/13 PERS contribution by the City decreased from 28.261% for Safety employees in FY 2011/12 to 27.631% in FY 2012/13 and increased from 10.606% to 10.815% for all other employees. Both categories are scheduled to increase in FY 2013/14. In prior years, for employees with 5 years of more of service, the City contributed 100% of the employee's contribution to PERS. As a result of the labor negotiations, beginning in FY 2012/13, the City's contribution will be reduced. These changes along with increased salary costs contributed to the net increase in retirement costs.

The City is a participant in the State of California Direct Reimbursement program for unemployment benefits. Current unemployment programs at the federal and State level provide a combined 79 weeks of coverage. FY 2012/13 costs are estimated to be \$129,800, an increase of \$21,500 from projected FY 2011/12 costs.

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

**Materials and Services**

The FY 2012/13 General Fund materials and services budget reflects an increase from projected FY 2011/12 of \$20k, and a decrease of \$331.9k City-Wide. This change is reflected in the following funds and categories:

General Fund	\$ 20,300
Coastal Trail	(422,000)
STP MCOG Street	108,300
Redevelopment	(20,000)
Successor Agency	49,500
Internal Service - Technology	(47,600)
Main Street Realignment	(26,000)
Other	5,600
	<u>\$ (331,900)</u>

	General Fund	City-Wide
Legal	\$ 10,000	\$ 33,500
Utilities	18,700	20,700
Other	(1,000)	15,300
Council Election Costs	15,000	15,000
General Supplies	12,100	13,800
Travel	8,900	12,300
Meetings	6,800	8,300
Postage	3,000	3,500
Insurance	(23,200)	(31,900)
Equipment Repair & Maintenance	1,900	(79,500)
Professional Fees	(31,900)	(342,900)
	<u>\$ 20,300</u>	<u>\$ (331,900)</u>

Coastal Trail material and services were comprised primarily of professional services and are projected to decrease as the grant funding these activities has been completed.

Material and Services are expected to decrease as a result of the dissolution of the Redevelopment Agency. The creation of the Successor Agency resulted in budgeted materials and services to increase. Successor Agency material and services consist primarily of legal and consulting services.

The STP MCOG and Main Street Realignment projected changes are project driven. Activities primarily consist of project design and planning. Expenditures fluctuate as projects move from planning to construction phase of a project.

The decrease in Technology Internal Service is a result of the creation of a Technology Support Technician staff position that will replace out-sourced technology support.

<p><b>CITY OF FORT BRAGG</b>  <b>EXPENSE SUMMARY - Continued</b></p>
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**Other Expenditures**

Other expenditures on a City-wide basis consist primarily of grant activity and administrative costs. The projected increase in FY 2012/13 of \$5M is a result of grant activities, which by their nature vary from year to year depending on available and awarded grants. The largest single increase, in the amount of \$4.7 million was for the Coast Trail Project. The FY 2012/13 budget includes:

Grant Activities	\$ 5,345,530
Noyo Center Grant Repayment	125,000
	<u>\$ 5,470,530</u>

:

In FY 2011/12, The City completed the acquisition of the Noyo Center property, which was funded by a State Coastal Conservancy Loan. The repayment of the loan is required to begin in FY 2012/13 and is included in the Successor Agency’s enforceable obligations.

**Capital Projects**

Capital project costs are budgeted to increase on a City-wide basis by \$991K over FY 2011/12. As with grant activity, capital project activities vary from year to year. Capital projects for each year are summarized as follows:

	FY 2011/12	FY 2012/13
Water Capital Projects	\$ 176,000	\$ 1,590,000
Wastewater Capital Projects	376,672	918,000
Safe Routes to Schools	65,000	417,527
Fleet - Vehicle Purchase Reserve		156,000
Technology Improvements	66,119	59,316
Storm Drain Repair		35,000
Otis Johnson Park	151,628	32,794
Bicycle Transportation Grant	119,650	
Street Resurfacing	1,068,422	
Skate Park Phase 2	149,000	
Other	68,237	23,425
	<u>\$ 2,240,728</u>	<u>\$ 3,232,062</u>

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

**Transfers**

Transfers between funds decreased from a projected \$2.6M during FY 2011/12 to \$691K budgeted for FY 2012/13, a \$2.2M increase. Transfers decreased as a result of the completion of grant and street sales tax funded projects and the elimination of the redevelopment agency.

Project Related Transfers	
Street Sales Tax	\$ (1,173,657)
Skate Park	(155,000)
Water Fall Gulch	(550,000)
Downtown Parking Lot Resurfacing	(58,486)
Redevelopment	(273,500)
Other	42,083
	<u>\$ (2,168,560)</u>





**FISCAL YEAR 2012/13  
OPERATING TRANSFERS**

Fund Type/Name	Transfers In	Transfers Out
<b>110 General Fund</b>		
From 221 Highway User Taxes - Street Maintenance	\$ 199,600	
From 139 COPS AB1913 Grant - CSO Wages/Benefits	100,000	
From 167 Asset Forfeiture - School Resource Officer	60,000	
From 250 Special Sales Tax - Street Repairs	42,032	
From 167 Asset Forfeiture - Task Force Officer/Activities	40,000	
From 116 General Plan Maintenance Fee - General Plan Maint	30,000	
From 230 Traffic & Safety - Street Maintenance	8,000	
To 115 General Fund Capital Reserve - Replenish Fund		\$ (117,412)
To 114 General Fund Litigation Reserve - Replenish Fund		(62,576)
To 610 Water Enterprise - Water Cost-School Playing Fields		(14,000)
To 146 DOJ Bullet Proof Vest Grant Fund - General Fund Match		(2,000)
<b>Total - General Fund</b>	<u>479,632</u>	<u>(195,988)</u>
<b>114 General Fund Litigation Reserve</b>		
From 110 General Fund - Replenish Reserve	<u>62,576</u>	
<b>Total - General Fund Litigation Reserve</b>	<u>62,576</u>	-
<b>115 General Fund Capital Reserve</b>		
From 110 General Fund - Replenish Reserve	<u>117,412</u>	
<b>Total - General Fund Capital Reserve</b>	<u>117,412</u>	-
<b>116 General Plan Maint Fee</b>		
To 110 General Fund - General Plan Maintenance		<u>(30,000)</u>
<b>Total - General Plan Maint Fee</b>	<u>-</u>	<u>(30,000)</u>
<b>120 Parking Permits</b>		
To 121 Parking-in-Lieu - Skunk Depot Parking Lot Lease		<u>(8,000)</u>
<b>Total - Parking Permits</b>	<u>-</u>	<u>(8,000)</u>
<b>121 Parking-in-Lieu</b>		
From 120 Parking Permits - Skunk Depot Parking Lot Lease	<u>8,000</u>	
<b>Total - Parking-in-Lieu</b>	<u>8,000</u>	-
<b>139 Cops AB1913 Allocation</b>		
To 110 General Fund - CSO Wages/Benefits		<u>(100,000)</u>
<b>Total - Cops AB1913</b>	<u>-</u>	<u>(100,000)</u>

<b>FISCAL YEAR 2012/13 OPERATING TRANSFERS</b>
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Fund Type/Name	Transfers In	Transfers Out
<b>146 Department of Justice (DOJ) Bullet Proof Vest Program</b>		
From General Fund - Grant Match	2,000	
<b>Total - DOJ Bullet Proof Vest</b>	2,000	-
<b>167 Asset Forfeiture</b>		
To 110 General Fund - School Resource Officer		(60,000)
To 110 General Fund - Task Force Officer/Activities		(40,000)
<b>Total - Asset Forfeiture</b>	-	(100,000)
<b>221 Highway Users Tax/Gas Taxes</b>		
To 110 General Fund - Street Maintenance Costs		(199,600)
<b>Total - HUT/Gas Taxes</b>	-	(199,600)
<b>230 Traffic &amp; Safety</b>		
To 110 General Fund - Street Maintenance Costs		(8,000)
<b>Total - Traffic &amp; Safety</b>	-	(8,000)
<b>250 Street Sales Tax</b>		
To 110 General Fund - Street Repairs		(42,032)
<b>Total - Street Sales Tax</b>	-	(42,032)
<b>610 Water O&amp;M</b>		
From 710 Wastewater O&M - WW Portion-Debt Service Payment	7,600	
From 110 General Fund - City Portion of Water Cost - School Playing Fields	14,000	
<b>Total - Water Enterprise</b>	21,600	-
<b>710 Wastewater O&amp;M</b>		
To Water O&M - Wastewater Portion of Debt Service Payment		(7,600)
<b>Total - Wastewater Enterprise</b>	-	(7,600)
<b>Total Transfers</b>	\$ 691,220	\$ (691,220)

**FISCAL YEAR 2012/13  
STAFFING ALLOCATIONS**

Description	Number of Employees	--- Percent of Time Allocated By Fund ---						
		General Fund	Fleet Services	Water Ent	Sewer Ent	RDA Successor	C. V Starr Center	TOTAL
<b><u>CITY COUNCIL</u></b>								
Councilmembers (5)		55.0%		20.0%	20.0%	5.0%		100.0%
<b><u>ADMINISTRATION</u></b>								
City Manager	1	57.5%		10.0%	10.0%	20.0%	2.5%	100.0%
Assistant to the City Manager	1	67.0%		10.0%	10.0%	10.0%	3.0%	100.0%
Administrative Assistant	1	70.0%		10.0%	10.0%	10.0%		100.0%
City Clerk	1	65.0%		10.0%	10.0%	15.0%		100.0%
Technology Support Technician	1	47.0%		20.0%	20.0%	10.0%	3.0%	100.0%
Office Assistant	1	75.0%		10.0%	10.0%	5.0%		100.0%
<b>TOTAL</b>	<b>6</b>							
<b><u>FINANCE</u></b>								
Finance Director/City Treasurer	1	27.5%		25.0%	25.0%	20.0%	2.5%	100.0%
Senior Government Account	1	40.0%		25.0%	25.0%	5.0%	5.0%	100.0%
Government Accountant I	1	50.0%		25.0%	25.0%			100.0%
Finance Technician I	1	20.0%		40.0%	40.0%			100.0%
<b>TOTAL</b>	<b>4</b>							
<b><u>POLICE</u></b>								
Police Chief	1	100.0%						100.0%
Lieutenant	1	100.0%						100.0%
Administrative Assistant	1	100.0%						100.0%
Police Sergeant	3	100.0%						100.0%
Police Officer	11	100.0%						100.0%
Community Service Officer	2	100.0%						100.0%
Police Service Technician	2	100.0%						100.0%
Parking Enforcement	Hourly	100.0%						100.0%
<b>TOTAL</b>	<b>21</b>							

<h2 style="margin: 0;">FISCAL YEAR 2012/13 STAFFING ALLOCATIONS</h2>
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Description	Number of Employees	--- Percent of Time Allocated By Fund ---						
		General Fund	Fleet Services	Water Ent	Sewer Ent	RDA Successor	C. V Starr Center	TOTAL
<b><u>COMMUNITY DEVELOPMENT</u></b>								
Community Development Director	1	65.0%		5.0%	5.0%	25.0%		100.0%
Senior Planner	1	75.0%		5.0%	5.0%	15.0%		100.0%
Housing & Econ. Developm't Coordinator	0.8	75.0%				25.0%		100.0%
Administrative Assistant	1	90.0%				10.0%		100.0%
<b><u>TOTAL</u></b>	<b><u>3.8</u></b>							
<b><u>PUBLIC WORKS</u></b>								
Public Works Director	1	42.5%	10.0%	20.0%	20.0%	5.0%	2.5%	100.0%
Engineering Tech	1	20.0%		50.0%	30.0%			100.0%
Public Works Project Analyst	1	45.0%		20.0%	35.0%			100.0%
Water Project Coordinator	0.6	55.0%		20.0%	25.0%			100.0%
Public Works Superintendent	1	27.5%	10.0%	30.0%	30.0%		2.5%	100.0%
Lead Maintenance Worker	1	60.0%		20.0%	20.0%			100.0%
Maintenance Worker IV	1	45.0%		25.0%	30.0%			100.0%
Maintenance Worker III	1	30.0%		35.0%	35.0%			100.0%
Maintenance Worker II	1	45.0%		25.0%	30.0%			100.0%
Maintenance Worker II	1	45.0%		25.0%	30.0%			100.0%
Maintenance Worker II	1	5.0%		50.0%	45.0%			100.0%
Maintenance Worker I	1	40.0%		30.0%	30.0%			100.0%
Mechanic	1		100.0%					100.0%
Seasonal Workers (2)	Hourly	85.0%		15.0%				100.0%
<b><u>TOTAL</u></b>	<b><u>12.6</u></b>							
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>								
Lead Treatment Operator-Water	1			95.0%	5.0%			100.0%
Lead Treatment Operator-WW	1			5.0%	95.0%			100.0%
Treatment Plant Operator II	1				100.0%			100.0%
Treatment Plant Operator II	1			35.0%	65.0%			100.0%
Treatment Plant Operator II	1			30.0%	70.0%			100.0%
Treatment Plant Operator II /Electrician	1			30.0%	70.0%			100.0%
Operator in Training	1			30.0%	70.0%			100.0%
Env. Compliance Coordinator	1			5.0%	95.0%			100.0%
Seasonal Worker (1)	Hourly			10.0%	90.0%			100.0%
<b><u>TOTAL</u></b>	<b><u>8</u></b>							
<b>TOTAL APPROVED POSITIONS</b>	<b>55.40</b>							

**FISCAL YEAR 2012/13  
INTERNAL SERVICE CHARGES**

Fund Type/Name	Transfers In	Transfers Out
<b>110 General Fund</b>		
From Successor Agency, Salary/Benefit	\$ 194,688	
From Successor Agency, Overhead	55,312	
From Fleet Internal Service Fund, Salary/Benefit	106,059	
From Fleet Internal Service Fund, Overhead	48,554	
From Water Enterprise, Salary/Benefit	500,885	
From Water Enterprise, Overhead	311,999	
From Wastewater Enterprise, Salary/Benefit	502,849	
From Wastewater Enterprise, Overhead	477,386	
From CV Starr Center Enterprise, Admin	38,858	
<b>Total - General Fund</b>	<u>2,236,590</u>	<u>-</u>
<b>175 Successor Agency</b>		
To General Fund, Salary/Benefit		\$ (194,688)
To General Fund, Overhead		(55,312)
<b>Total - Successor Agency</b>	<u>-</u>	<u>(250,000)</u>
<b>522 Fleet Internal Service Fund</b>		
To General Fund, Salary/Benefit		(106,059)
To General Fund, Overhead		(48,554)
<b>Total - Internal Service Fund</b>	<u>-</u>	<u>(154,613)</u>
<b>610 Water Enterprise</b>		
To General Fund, Salary/Benefit		(500,885)
To General Fund, Overhead		(311,999)
To Wastewater, Salary/Benefit		(180,623)
<b>Total - Water Enterprise</b>	<u>-</u>	<u>(993,507)</u>
<b>710 Wastewater Enterprise</b>		
To General Fund, Salary/Benefit		(502,849)
To General Fund, Overhead		(477,386)
From Water, Salary/Benefit	180,623	
<b>Total - Wastewater Enterprise</b>	<u>180,623</u>	<u>(980,235)</u>
<b>810 CV Starr Center</b>		
To General Fund, Admin		(38,858)
<b>Total - CV Starr Center</b>	<u>-</u>	<u>(38,858)</u>
<b>Total Allocations</b>	<u>\$ 2,417,213</u>	<u>\$ (2,417,213)</u>

**FISCAL YEAR 2012/13  
ARTICLE XIII B 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 Appropriations Limit is based on actual appropriations during FY 1978/79 and is increased each year using the growth of population and inflation. Not all revenues are restricted by the Appropriations 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 its Appropriations 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 falls below its Appropriations Limit in that year. Any excess funds remaining after the second year must 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 2012/13 Appropriations Limit**

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
Population Growth (a)	0.03%	0.16%	0.3900%	0.55%	-0.16%
Per Capita Personal Income Change (b)	4.42%	0.62%	-2.5400%	2.51%	3.77%
Growth (a) times Change (b)	1.0445%	1.0078%	0.9784%	1.0307%	1.0360%
Appropriations Limit	\$ 7,489,152	\$ 7,489,736	\$ 7,488,126	\$ 7,718,011	\$ 7,996,166
Appropriations Subject to Limit	\$ 4,608,300	\$ 4,629,850	\$ 4,138,050	\$ 4,378,564	\$ 4,399,000
% of Appropriations Capacity Used	61.53%	61.82%	55.26%	56.73%	55.01%

**Projected Proceeds of Taxes 2012-13**

Property Taxes	\$ 872,000
Sales & Use Taxes	1,523,000
Transient Occupancy Taxes	1,325,000
Franchise Fees	467,000
Business License Taxes	165,000
Fire Parcel Taxes	44,500
Noyo Lighting District Taxes	2,500
Total:	<u>\$ 4,399,000</u>

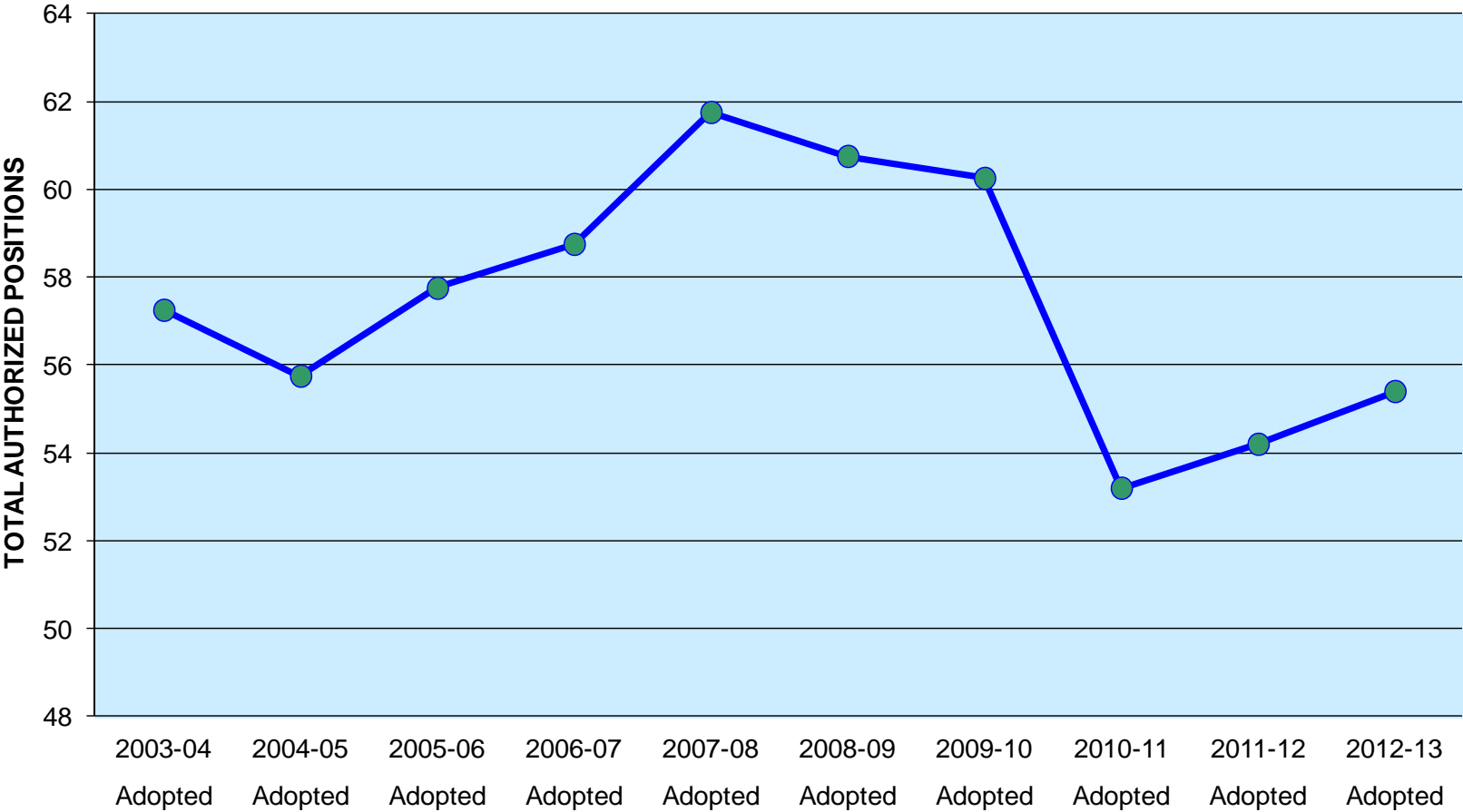
**TEN YEAR AUTHORIZED STAFF POSITION COMPARISON**

	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	FY 2012-13 Adopted
<b>General Government</b>										
Administrative Services	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.80	4.80	6.00
Finance Department	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.00	4.00
<b>Sub-Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>8.80</b>	<b>8.80</b>	<b>10.00</b>
<b>Public Safety</b>										
Police Department	22.50	21.00	21.00	22.00	24.00	23.00	23.00	21.00	21.00	21.00
<b>Sub-Total</b>	<b>22.50</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>24.00</b>	<b>23.00</b>	<b>23.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
<b>Community Services</b>										
Community Development	3.50	3.50	5.00	4.75	5.75	5.75	4.75	3.80	3.80	3.80
Public Works	13.50	13.50	14.00	13.00	13.00	13.00	14.50	12.60	12.60	12.60
Enterprise Funds	7.75	7.75	7.75	9.00	9.00	9.00	8.00	7.00	8.00	8.00
<b>Sub-Total</b>	<b>24.75</b>	<b>24.75</b>	<b>26.75</b>	<b>26.75</b>	<b>27.75</b>	<b>27.75</b>	<b>27.25</b>	<b>23.40</b>	<b>24.40</b>	<b>24.40</b>
<b>Total Authorized Positions</b>	<b>57.25</b>	<b>55.75</b>	<b>57.75</b>	<b>58.75</b>	<b>61.75</b>	<b>60.75</b>	<b>60.25</b>	<b>53.20</b>	<b>54.20</b>	<b>55.40</b>

**Note:** 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

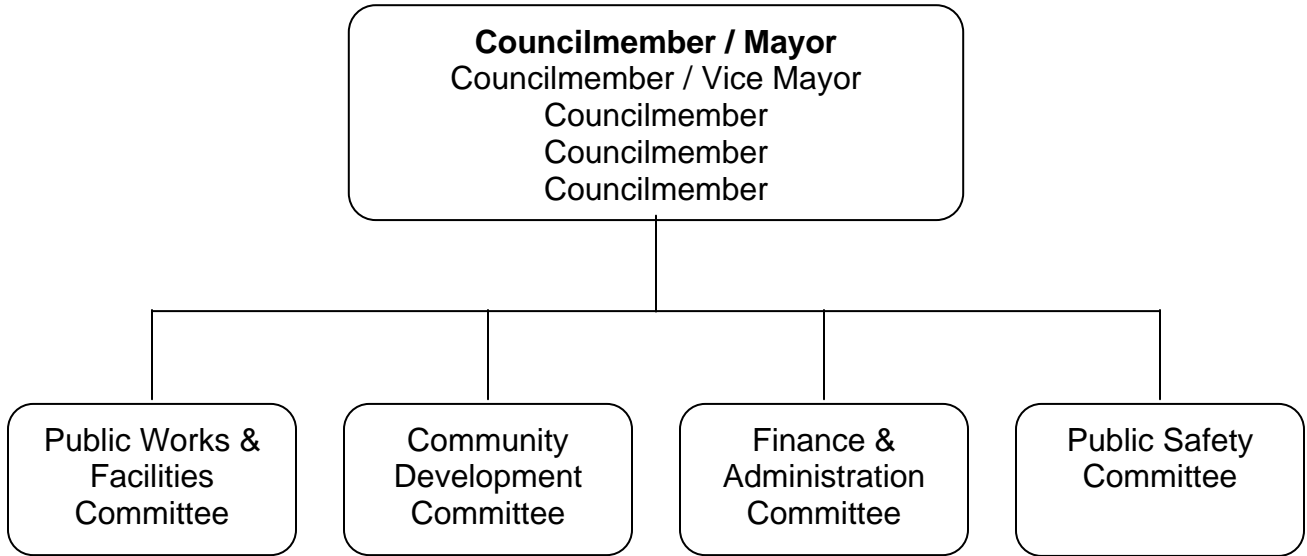


# TEN YEAR AUTHORIZED STAFFING COMPARISON





**CITY COUNCIL**



## **CITY COUNCIL**

### **MISSION STATEMENT**

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

### **DEPARTMENTAL SUMMARY**

A five-member Council provides governance over the City of Fort Bragg's services to a 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 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. All regular meetings are held in Fort Bragg Town Hall and are open to the public. The Council establishes policy for City operations, approves all budgets, and ensures appropriate representation and response to community interests. The City Council appoints the City Manager, who supports the City Council in its policy development functions and ensures that the City Council's policies, programs, and priorities are addressed through the work of City staff.

The City Council's accomplishments in FY 2011/12 are manifested in the accomplishments of every operating department in the City. The Council provides the vision and policy direction that underlie 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 a major Street Structural Repair Project and a Street Resurfacing Project, and completed the first phase of a Safe Routes to Schools 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. Several projects were completed, including the Wastewater Treatment Filter Press Project, and the Primary Digester Rehabilitation Project.
4. The Council continues to provide strategic vision for numerous Fort Bragg parks and recreation projects serving our coastal community including the Fort Bragg Coastal Restoration and Trail Project, the Otis Johnson Park Restoration Project, and the Fort Bragg Skate Park project.

## CITY COUNCIL

### DEPARTMENTAL SUMMARY - Continued

5. The Council placed a half-cent sales tax measure in support of the C.V. Starr Community Center before the voters. Once approved, the City assumed ownership of the C.V. Starr Community Center and took a key role in reorganizing its operations and providing financial oversight over the contract operator of the facility (Mendocino Coast Recreation & Park District)
6. 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.
7. Council members have actively engaged the community in dialogue about a number of important community issues including a single-use carryout bag ban; pedestrian and bicycle accessibility planning; Marine Life Protection Act issues, and other community issues.
8. 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 assign a School Resource Officer to the schools to pro-actively engage with the youth of our community and to address gang-related issues.
9. 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 2012/13 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's key 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

## CITY COUNCIL

### FISCAL YEAR 2012/13 PRIORITIES - Continued

**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

***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

**6. Improve Community Access to City Services**

- Increase the Availability of Services, Communication and Outreach to the General Public

**7. Develop Partnerships with Various Community Groups and Agencies**

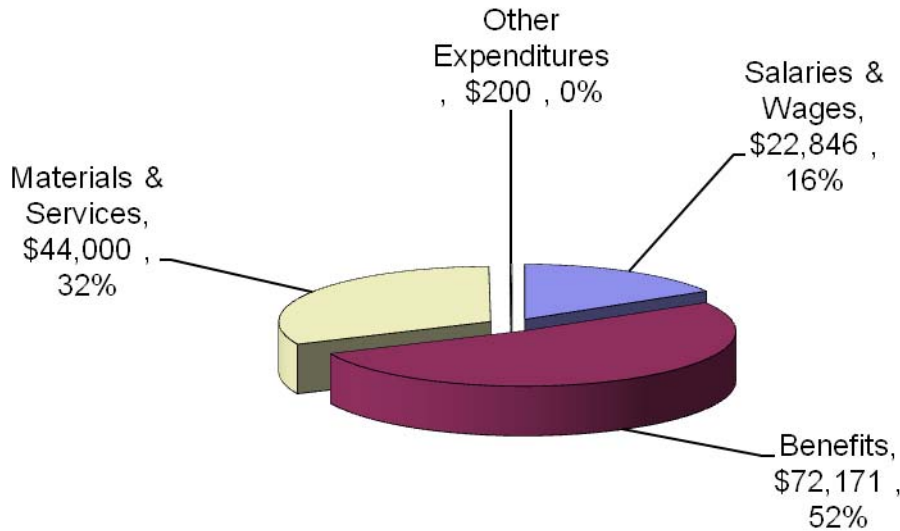
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- Encourage Volunteerism in the Community
- Work to Maintain and Improve Partnership with Georgia Pacific
- Provide On-Going and Effective Code Enforcement

**CITY COUNCIL**

**BUDGET SUMMARY**

FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
\$ 27,732	\$ 28,802	\$ 28,000	\$ 22,000	\$ 22,846	3.8%
58,930	68,475	73,280	63,580	72,171	13.5%
6,744	10,408	27,099	23,100	44,000	90.5%
36	75	100	250	200	-20.0%
<b>\$ 93,442</b>	<b>\$ 107,760</b>	<b>\$ 128,479</b>	<b>\$ 108,930</b>	<b>\$ 139,217</b>	<b>27.8%</b>

**CITY COUNCIL  
FY 2012/13 by Category**



**Note:**

Expenditure totals in FY 2010/11 and FY 2012/13 Budget include election costs of \$10,000 and \$35,000, respectively. Elections are held once every two years. In FY 2008/09 and FY 2010/11, Council elections were not held as only incumbents who filed for Council seats; therefore, the local election was cancelled. FY 2012/13 includes the costs for two elections.

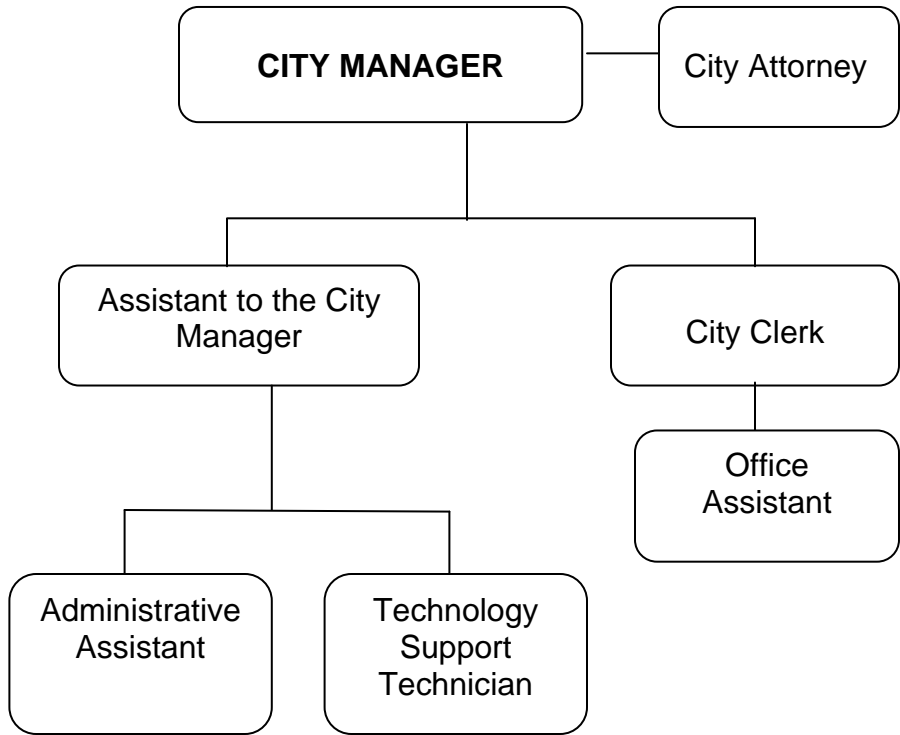
# CITY COUNCIL

## BUDGET DETAIL

Fund #110 Department: 4110	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages, Regular	\$ 22,846	
	Employee Benefits	<u>72,171</u>	
	Medical & Dental Insurance Premiums; Employment Taxes		
	<b>Total Personnel Costs</b>	<u>                    </u>	<b>\$ 95,017</b>
<b>Materials &amp; Services</b>			
110-4110-0315	Election Costs	35,000	
110-4110-0319	Professional Services	2,000	
110-4110-0366	Training/Travel Reimbursement	6,000	
110-4110-0371	Meetings/City Business	<u>1,000</u>	
	<b>Total Material &amp; Services</b>	<u>                    </u>	<b>44,000</b>
<b>Other Expenditures</b>			
110-4110-0619	Miscellaneous	<u>200</u>	
	<b>Total Other Expenditures</b>	<u>                    </u>	<b>200</b>
<b>Total - City Council</b>			<b><u><u>\$ 139,217</u></u></b>



# ADMINISTRATION



## **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. This includes maintaining the City's official records, ensuring ease of access to public information, and making available timely and accurate information to support the City Council in making policy decisions. Legal advice and assistance to the City Council and staff is a key administrative function and is directed at containing the City's exposure to liability and risk, and protecting and promoting City actions and policies.

### **DEPARTMENTAL SUMMARY**

The City of Fort Bragg's administration is provided by a City Manager, an Assistant to the City Manager, a City Clerk, and two administrative staff positions, with support from the City Attorney. These entities provide administrative support to the Council, to the City's four operating departments, to all City employees, and to members of the community.

The City has a Council-Manager form of government whereby the Council establishes key City policies and priorities and the City Manager is accountable for ensuring sound and effective management of the City and for implementation of the Council's goals and priorities.

The Administrative Services Office provides a wide array of administrative services including: technology infrastructure management; employee/labor relations; contract negotiations; employee benefits administration; personnel recruitment; classification and compensation evaluations; 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 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 City Attorney provides professional legal services to the City Council, the City Manager, the departments of the City, and City Council appointed boards and commissions. Services 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.

The accomplishments of the Administrative Services Office in FY 2011/12 include:

1. Continued 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 ongoing economic downturn.

## ADMINISTRATION

### DEPARTMENTAL SUMMARY – Continued

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. Ongoing 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. Provided significant staff support for Council actions associated with the C.V. Starr Community Center special sales tax ballot measure, associated agreements with the Mendocino Coast Recreation and Park District, and transition of the facility to City ownership with fiscal and operational oversight.
6. Continued involvement in key community planning issues, including planning for the remediation and future reuse of the Georgia-Pacific Mill Site and various solid waste management and solid waste transfer station siting issues.
7. Coordinated a successful transition from a private contractor to a “shared services” arrangement with Fort Bragg Unified School District.
8. Conducted employee recruitments, responded to numerous personnel and labor relations matters, and provided on-going employee and retiree benefits administration. Administered the City’s worker’s compensation program including coordination with REMIF, medical providers, Department supervisors, and employees.
9. Completed contract negotiations with the Fort Bragg Employee Organization, the Fort Bragg Police Association, and management and mid-management employees.
10. Prepared agendas and minutes for City Council/Improvement District/RDA and Oversight Board meetings and prepared administrative items for action by Council including ordinances.
11. Prepared and processed Professional Services Agreements and construction contracts in support of all City departments.
12. Processed Public Records Requests. Conducted records retention purge; scanned contracts and reports prior to destruction.
13. Processed encroachment permits, Town Hall applications, and event sign applications.
14. Served as City’s Election Official for the special March 6<sup>th</sup> and April 10<sup>th</sup> elections.
15. Worked with the County of Mendocino Office of Emergency Services on disaster training needs, updated the City’s Emergency Operations Plan.
16. Provided clerical support to the Successor Agency of the Fort Bragg Redevelopment Agency and the Oversight Board for the Successor Agency of the Fort Bragg Redevelopment Agency.
17. Represented the Redwood Empire Division of the League of California Cities on the League’s Administrative Services Policy Committee and served as Secretary of the City Clerks Association of California (CCAC).

## **ADMINISTRATION**

### **FISCAL YEAR 2012/13 PRIORITIES**

The Administrative Services Office priorities for FY 2012/13 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 2012/13 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.
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, Municipal Improvement District Board, and Successor Agency to the Fort Bragg Redevelopment Agency. 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 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. 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 reuse of the former Georgia Pacific Mill Site property.
9. Administer employee benefit programs and develop processes that support consistent and accurate communications tools.
10. Recruit and fill the newly created position of Technology Support Technician.
11. Provide a reliable and secure computer infrastructure with high-speed network access.
12. Maintain, upgrade and support over 50 desktop computers and 8 infrastructure and application servers.
13. Provide Help Desk support service for quick and effective problem diagnosis and resolution and assistance with hardware and application selection.
14. Provide easily maintained and user friendly public Web site to residents.
15. Oversee preparation and timely distribution of City Council and Committee agenda materials. The City is planning to transition to paperless agenda packets in FY 2012/13.

## **ADMINISTRATION**

### **FISCAL YEAR 2012/13 PRIORITIES - Continued**

16. Administer the City's record management and retention program.
17. City Attorney will provide proactive legal advice to help achieve the City Council and City Manager's priority action items; advise on significant changes in State and federal laws and other regulations impacting City operations and programs; facilitate the resolution of disputes and outstanding litigation; and provide appropriate and objective interpretations of City land use regulations and other laws and regulations.
18. Be role models for ethical, honest, and accountable behavior and practices.

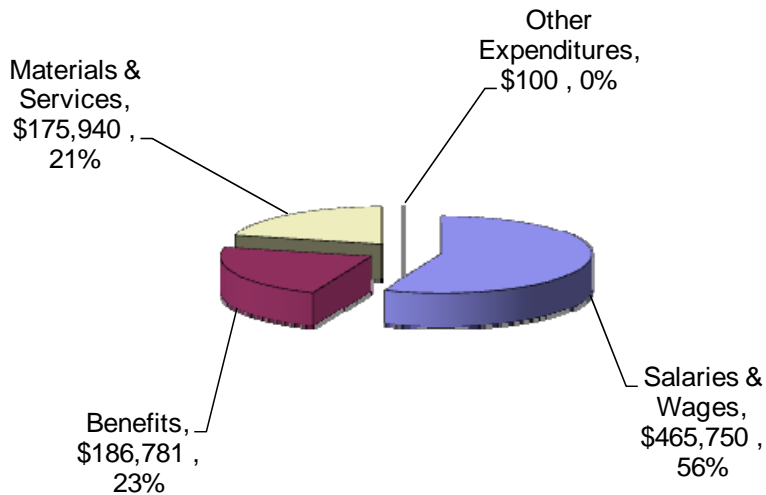
# ADMINISTRATION

## ADMINISTRATIVE SERVICES OFFICE

### BUDGET SUMMARY

FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
\$ 380,877	\$ 351,503	\$ 377,837	\$ 401,019	\$ 465,750	16.1%
163,500	165,037	178,178	160,541	186,781	16.3%
144,198	139,158	175,350	175,100	175,940	0.5%
15	93	200	200	100	-50.0%
<b>\$ 688,590</b>	<b>\$ 655,791</b>	<b>\$ 731,565</b>	<b>\$ 736,860</b>	<b>\$ 828,571</b>	<b>12.4%</b>

**Administrative Services  
FY 2012/13 by Category**



# ADMINISTRATION

## ADMINISTRATIVE SERVICES OFFICE

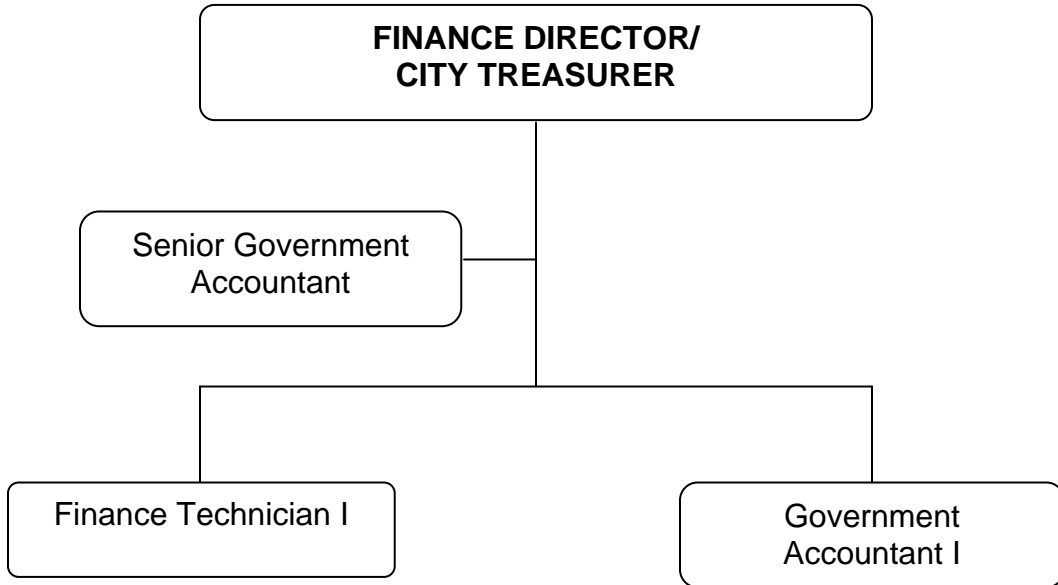
### BUDGET DETAIL

Fund #110 Department: 4130	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages	\$ 465,750	
	Employee Benefits	186,781	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes	<u>                    </u>	
	<b>Total Personnel Costs</b>	<u>                    </u>	<b>\$ 652,531</b>
<b>Materials &amp; Services</b>			
110-4120-0311	Legal	140,000	
110-4130-0316	Pre-Employment Costs	12,820	
110-4130-0317	Recruitment Costs	9,000	
110-4130-0319	Professional Services	5,000	
110-4130-0320	Dues & Memberships APA, ICMA, CalPELRA, IPMA	1,120	
110-4130-0365	Copying/Printing	-	
110-4131-0364	Legal Notices	2,500	
110-4130-0366	Training/Travel Reimbursement League Meeting and City Manager Conf., City Clerk Conf.	4,500	
110-4130-0371	Meetings/City Business	500	
110-4130-0384	Books & Subscriptions	500	
	<b>Total Material &amp; Services</b>	<u>                    </u>	<b>175,940</b>
<b>Other Expenditures</b>			
110-4130-0619	Miscellaneous	100	
	<b>Total Other Expenditures</b>	<u>                    </u>	<b>100</b>
<b>Total - Administrative Services</b>			<b>\$ 828,571</b>





**FINANCE DEPARTMENT**



## **FINANCE DEPARTMENT**

### **MISSION STATEMENT**

Maintain the financial integrity of the City by providing oversight to the City's fiscal management; maintaining accurate fiscal records and reports; and providing advice regarding fiscal policies 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 Finance 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 former Redevelopment Agency.

The following represents a partial list of accomplishments for the Finance Department during FY 2011/12:

1. Coordinated an actuarial valuation of the City's post-retirement health benefits program in compliance with GASB 45 standards to assist the City in determining the best method of addressing Other Post-Employment Benefit (OPEB) liabilities.
2. Coordinated the establishment of a trust account to fund the City's OPEB liabilities.
3. Implemented a computerized timesheet management system to increase efficiency in payroll processing.
4. Participated in recruitment for two key staff positions in Department: Finance Technician and Senior Government Accountant.
5. Prepared Request for Proposals for consultant services to prepare a Water and Wastewater Utility Rate Study. Coordinated preparation of the study to ensure an accurate and timely product.
6. Completed the FY 2010/11 Comprehensive Annual Financial Report in accordance with generally accepted accounting practices (GAAP) and Government Finance Officers' Association (GFOA) standards to provide greater transparency in the City's utilization of financial resources.
7. Provided financial data and forecasts to all other City departments as necessary for budgeting and planning.

## **FINANCE DEPARTMENT**

### **FISCAL YEAR 2012/13 PRIORITIES**

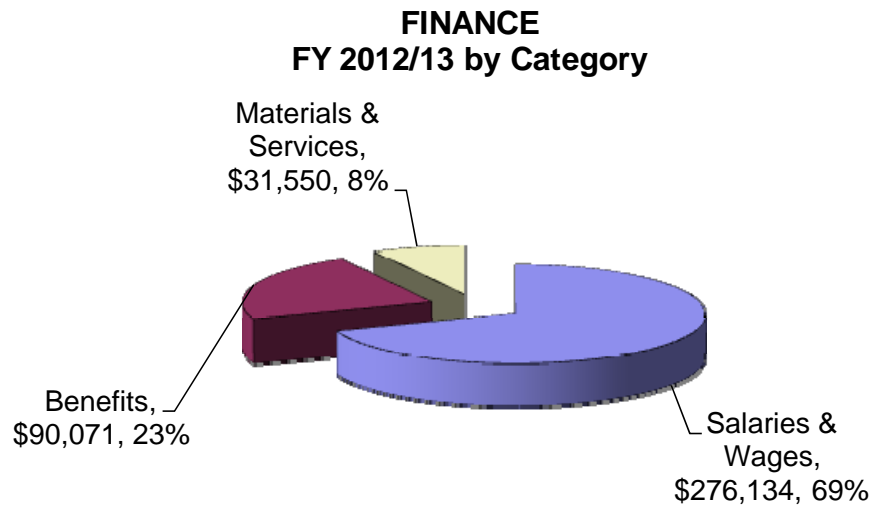
The Fiscal Year 2012/13 budget for the Finance Department addresses the following priorities:

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 Finance 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 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 284,700	\$ 244,276	\$ 263,691	\$ 250,439	\$ 276,134	10.3%
Benefits	74,366	67,632	89,297	75,485	90,071	19.3%
Materials & Services	68,115	84,610	37,703	44,116	31,550	-28.5%
<b>Total</b>	<b>\$ 427,181</b>	<b>\$ 396,518</b>	<b>\$ 390,691</b>	<b>\$ 370,040</b>	<b>\$ 397,755</b>	<b>7.5%</b>



**FINANCE DEPARTMENT**

**BUDGET DETAIL**

Fund #110 Department: 4150	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$ 276,134
	Employee Benefits		<u>90,071</u>
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 366,205</b>
<b>Materials &amp; Services</b>			
110-4150-0312	Auditing & Accounting		18,250
110-4150-0319	Professional Services		7,000
	Bank Fees	3,000	
	Sales Tax Audit	1,000	
	Sales Tax Analysis	2,000	
	Miscellaneous	<u>1,000</u>	
		7,000	
110-4150-0320	Dues & Memberships		600
	GFOA, CSMFO, CMTA, Calif. Muni. Revenue & Tax Assoc.		
110-4150-0364	Legal Notices		400
110-4150-0366	Training/Travel Reimbursement		5,000
110-4150-0384	Books & Subscriptions		<u>300</u>
	<b>Total Material &amp; Services</b>		<b>31,550</b>
<b>Total - Finance Department</b>			<u><u>\$ 397,755</u></u>



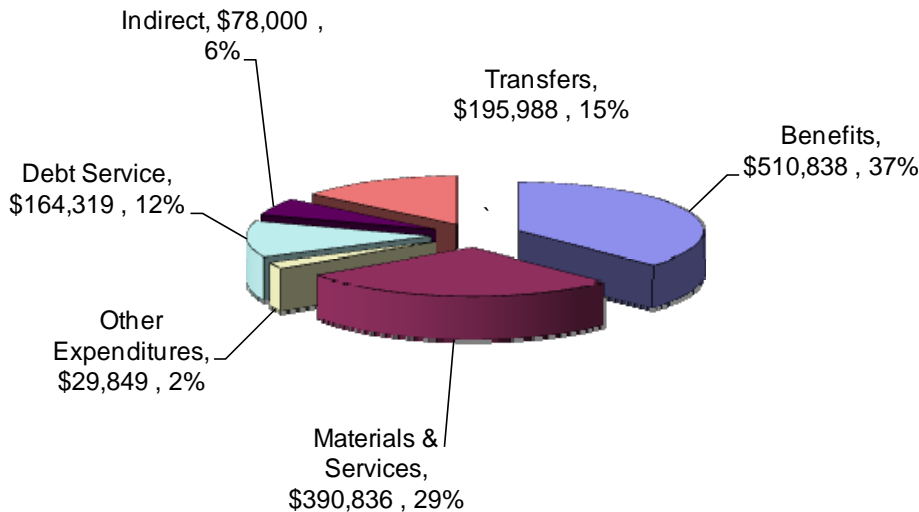
# NON-DEPARTMENTAL

## TOTAL BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Benefits	\$ 218,954	\$ 202,157	\$ 574,350	\$ 506,140	\$ 510,838	0.9%
Materials & Services	255,886	423,075	376,835	452,375	390,836	-13.6%
Other Expenditures	39,510	32,246	30,076	28,097	29,849	6.2%
Debt Service	231,360	88,008	161,792	161,792	164,319	1.6%
<b>Subtotal</b>	<b>745,710</b>	<b>745,487</b>	<b>1,143,053</b>	<b>1,148,404</b>	<b>1,095,842</b>	<b>-4.6%</b>
Indirect	37,425	53,290	43,590	49,200	78,000	58.5%
Transfers	272,200	67,828	43,250	53,519.00	195,988	266.2%
<b>Total</b>	<b>\$ 1,055,335</b>	<b>\$ 866,604</b>	<b>\$ 1,229,893</b>	<b>\$1,251,123</b>	<b>\$1,369,830</b>	<b>9.5%</b>

The Adopted Budget for FY 2011/12 and FY 2012/13 include the Annual Required Contributions for funding the City’s liability for Other Post Employment Benefits. FY 2011/12 is the first year the City began funding the full Annual Required Contribution.

### NON-DEPARTMENTAL FY 2012/13 by Category



## NON-DEPARTMENTAL

### PROGRAMS: COMMUNITY ORGANIZATIONS

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Other Expenditures	\$ 96,253	\$ 107,050	\$ 91,061	\$ 85,608	\$ 85,617	0.0%
Total	<u>\$ 96,253</u>	<u>\$ 107,050</u>	<u>\$ 91,061</u>	<u>\$ 85,608</u>	<u>\$ 85,617</u>	<u>0.0%</u>

#### BUDGET DETAIL

Fund #110 Department: 4390 & 4391	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Chamber of Commerce</b>			
110-4390-0621	Chamber of Commerce		\$ 6,624
<b>Fort Bragg Promotion Committee</b>			
110-4391-0319	Professional Services		58,993
<b>MCTV</b>			
110-4390-0623	MCTV		20,000
	Annual Contribution (50% Comcast Cable Franchise Fees)		
<b>Total - Community Organization Support</b>			<u><u>\$ 85,617</u></u>



**NON-DEPARTMENTAL**

**PROGRAMS: CASPAR CLOSURE & LANDFILL**

**BUDGET SUMMARY**

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ (26,301)	\$ 92,698	\$ 45,000	\$ 156,000	\$ 100,000	-35.9%
Other Expenditures	181	175	180	171	175	2.3%
Debt Service	221,354	73,785	147,569	147,569	147,569	0.0%
<b>Total</b>	<b>\$ 195,234</b>	<b>\$ 166,658</b>	<b>\$ 192,749</b>	<b>\$ 303,740</b>	<b>\$ 247,744</b>	<b>-18.4%</b>

**BUDGET DETAIL**

Fund #110 Department: 4915	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
110-4915-0319	Professional Services		\$ 100,000
	Transfer Station		
	<b>Total Materials &amp; Services</b>		<b>\$ 100,000</b>
<b>Other Expenditures</b>			
110-4915-0607	Caspar Landfill Property Tax		175
	<b>Total Other Expenditures</b>		<b>175</b>
<b>Debt Service</b>			
110-4915-0911	Principal		107,341
110-4915-0912	Interest		40,228
	<b>Total Debt Service</b>		<b>147,569</b>
	<b>Total - Caspar Closure and Transfer Station</b>		<b>\$ 247,744</b>

## NON-DEPARTMENTAL

### PROGRAMS: OTHER NON-DEPARTMENTAL

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Benefits	\$ 218,954	\$ 202,157	\$ 574,350	\$ 506,140	\$ 510,838	0.9%
Materials & Services	225,143	254,043	270,670	238,663	231,843	-2.9%
Other Expenditures	120	1,355	-	30	3,050	10066.7%
Debt Service	10,006	14,223	14,223	14,223	16,750	17.8%
<b>Subtotal</b>	<b>454,223</b>	<b>471,778</b>	<b>859,243</b>	<b>759,056</b>	<b>762,481</b>	<b>0.5%</b>
Indirect	37,425	53,290	43,590	49,200	78,000	58.5%
Transfers	272,200	67,828	43,250	53,519	195,988	266.2%
<b>Total</b>	<b>\$ 763,848</b>	<b>\$ 592,896</b>	<b>\$ 946,083</b>	<b>\$ 861,775</b>	<b>\$ 1,036,469</b>	<b>20.3%</b>

#### BUDGET DETAIL

Fund #110 Department: 4190	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
110-4190-0224	Retiree Medical Benefits		\$ 459,314
	Current Medical and Dental Premiums		\$ 160,000
	Annual Required Contribution		299,314
			459,314
110-4190-0251	Unemployment Insurance		51,524
	<b>Total Employee Benefits</b>		<b>\$ 510,838</b>
<b>Materials &amp; Services</b>			
110-4190-0319	Professional Services		29,000
	County Property Tax Administration		17,000
	MCTV		5,400
	Credit Card Processing Fees		5,400
	Guest House Security		520
	Miscellaneous		680
			29,000
110-4190-0320	Dues & Memberships		21,000
	LAFCO - Share of Costs		9,086
	League		3,953
	REHIT Dues		3,875
	Mendo OES Dues		3,700
	Other		386
			21,000
110-4190-0351	Equipment Repair & Maintenance		275
110-4190-0362	Telephone & Communication		15,000

## NON-DEPARTMENTAL

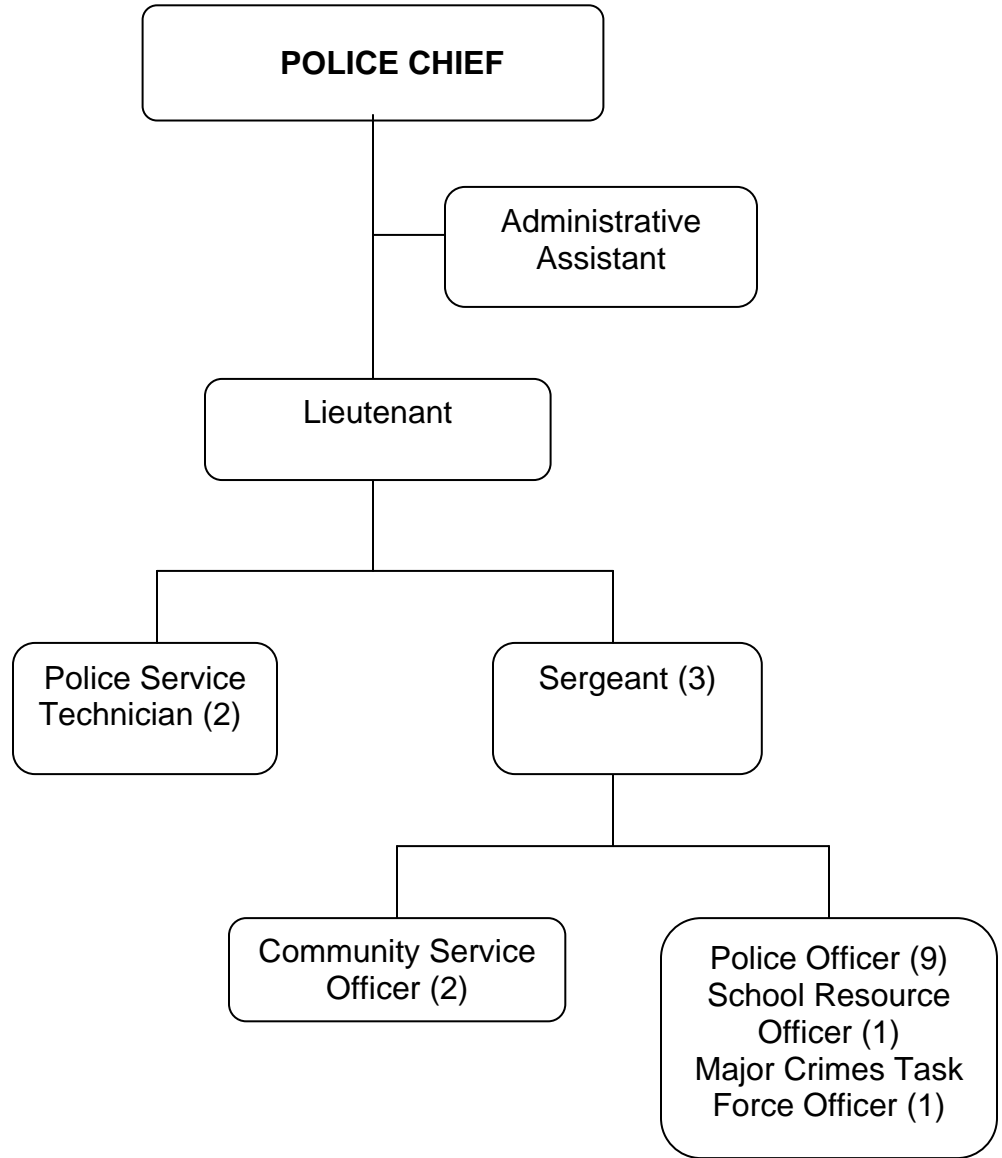
### PROGRAMS: OTHER NON-DEPARTMENTAL

### BUDGET DETAIL - Continued

Fund #110	Account	Category	FY 2012/13
Department: 4190	Detail	Detail	ADOPTED
			Budget
110-4190-0365	Printing and Copying	1,025	
110-4190-0371	Meetings/City Business	8,000	
	Otsuchi Sister City Program	3,000	
	Employee Recognition Committee	5,000	
		8,000	
110-4190-0356	Rentals - Equipment & Vehicles	2,750	
110-4190-0372	Postage	9,000	
110-4190-0375	General Supplies	14,000	
110-4190-0383	Utilities	52,000	
110-4190-0384	Books & Subscriptions	350	
110-4190-0358	Liability Premium	37,443	
110-4190-0359	Liability Deductible	10,000	
110-4190-0360	Property Premium	27,000	
110-4190-0361	Property Deductible	5,000	
	<b>Total Material &amp; Services</b>		<b>231,843</b>
<b>Other Expenditures</b>			
110-4190-0619	Miscellaneous	3,000	
110-4190-0606	Bad Debt Sent to Collections	50	
	<b>Total Other Expenditures</b>		<b>3,050</b>
<b>Allocation Transfers</b>			
110-4190-0396	Allocation to IT Internal Service Fund	78,000	
	<b>Total Allocation Transfers</b>		<b>78,000</b>
<b>Operating Transfers</b>			
110-4190-0799	Transfer to Other Funds	195,988	
	To Fund 114 - Litigation Reserve	62,576	
	To Fund 115 - Capital Projects Reserve	117,412	
	To Fund 146 - Bullet Proof Vests	2,000	
	To Fund 610 - Water Enterprise	14,000	
	City portion of water cost, school fields	195,988	
	<b>Total Operating Transfers</b>		<b>195,988</b>
<b>Debt Service</b>			
110-4190-0915	Capital Lease - Copiers	16,750	
	<b>Total Debt Service</b>		<b>16,750</b>
<b>Total - Non-Departmental</b>			<b>\$ 1,036,469</b>



# POLICE DEPARTMENT



## **POLICE DEPARTMENT**

### **MISSION STATEMENT**

Provide public safety services to our community with an emphasis on enforcement, as well as prevention, education and collaborative partnerships that are designed to safeguard both citizens and property.

### **DEPARTMENTAL SUMMARY**

The divisions of the Police Department consist of Administration and Operations. The Department's overall mission is to provide our community with excellent public safety services that are designed to safeguard citizens and preserve a high quality of life. During the past year, the Police Department remained focused on target goals and priorities. FY 2011/12 accomplishments include:

1. Fostered strong community partnerships that offer preventative and educational resources to our community. Examples include: the Coalition for Gang Awareness and Prevention (CGAP), Crime Prevention Newsletter, Gang Resistance is Paramount (G.R.I.P) Program, Community Forums, At-Risk Youth Programs, Mentorship Programs, School Resource Officer, Domestic Violence Prevention, and Drug and Gang Awareness Presentations, Poetry Slam, Police Athletic League (PAL).
2. Continued to increase community awareness on a variety of issues, including traffic safety, downtown foot patrol, traffic enforcement in and around our schools, identity theft prevention, citizen information pamphlets, probation/parole gang compliance checks on local offenders and developing the Neighborhood Watch Program.
3. Collaborated with other service agencies in our community to form the Interagency Coastal Homelessness Action Group (ICHAG) to define effective ways to address issues related to our homeless population that impact public safety, emergency services, personal well-being, and the quality of life in our community.
4. Worked to create a strong relationship with the Mendocino County District Attorney's Office who, in turn, has committed time and resources to assist the Department with criminal and gang prosecutions.
5. Established a crime/gang tip line where community members can report crimes or information on an anonymous recorded telephone line.
6. Provided support and staff services to a multi-agency force that worked under the command of the Mendocino County Sheriff's Office for over a month to track down the suspect in a double-homicide case involving a City Councilmember.
7. 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.

## **POLICE DEPARTMENT**

### **DEPARTMENTAL SUMMARY - Continued**

8. Implemented upgrades and continued progress in technology and modernization in the following areas: records retention, property and evidence, dispatch services, patrol/training equipment and communication methods.
9. 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.
10. Members of the department have taken on Bainbridge Park as a community project with a goal of enhancing its use by families and other community members without fear of harassment. In addition to the cameras the department members are continually working with community groups and other city departments to make the park a more family friendly environment.
11. Department members have been attending emergency disaster training to better serve our community in the event of a national emergency.
12. Continued to research and work with the local school district in creative ways to fund the School Resource Officer (SRO).

### **FISCAL YEAR 2012/13 PRIORITIES**

The emphasis of the Fiscal Year 2012/13 budget is to maintain current service levels while providing continuing attention to employee and organizational development and community problem-solving. In addition to providing mandated services for general law enforcement, code administration and emergency response, the Department will pursue the following priority objectives:

1. Continue to place a high emphasis on recruitment and retention of police employees and maintenance of 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 supporting the Neighborhood Watch program and proactively working with Department personnel and community members to identify problems within our city and to develop creative approaches to resolving those issues.
4. Continue proactive enforcement efforts on drug and gang-related criminal activity.
5. Continue to pursue outside funding for the School Resource Officer (SRO) position and work collaboratively with the schools and service agencies to address crime prevention and public safety issues involving local youth.

## **POLICE DEPARTMENT**

### **FISCAL YEAR 2012/13 PRIORITIES - Continued**

6. Conduct foot patrols in the downtown business district.
7. Complete the process of creating a Department Police Chaplain Program.
8. Produce a Police Department Annual Report that highlights organizational services, achievements, and overall yearly activities.
9. Continue to train Department supervisors and line officers to be the future leaders within the Police Department.
10. Consider initiation of a cadet program and a volunteer program.
11. Continue to work collaboratively with county-wide law enforcement agencies

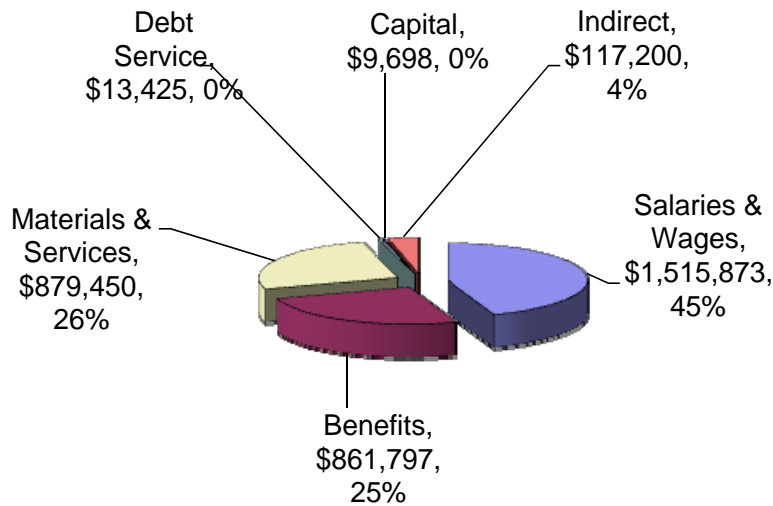


# POLICE DEPARTMENT

## DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	%
	FYE Audited	FYE Audited	Amended Budget	FYE Projected	Adopted Budget	Incr/ (Decr)
Salaries & Wages	\$ 1,510,569	\$ 1,539,527	\$ 1,506,918	\$ 1,551,478	\$ 1,515,873	-2.3%
Benefits	853,776	814,888	933,234	837,291	861,797	2.9%
Materials & Services	594,831	809,821	882,563	846,519	879,450	3.9%
Capital	-	-	13,425	-	13,425	100.0%
Debt Service	70,645	23,456	9,748	9,758	9,698	-0.6%
<b>Subtotal</b>	<b>3,029,821</b>	<b>3,187,693</b>	<b>3,345,888</b>	<b>3,245,046</b>	<b>3,280,243</b>	<b>1.1%</b>
Indirect	62,000	59,900	73,924	105,886	117,200	10.7%
<b>Total</b>	<b>\$ 3,091,821</b>	<b>\$ 3,247,593</b>	<b>\$ 3,419,812</b>	<b>\$ 3,350,932</b>	<b>\$ 3,397,443</b>	<b>1.4%</b>

**POLICE DEPARTMENT  
FY 2012/13 by Category**



## POLICE DEPARTMENT

### DIVISION: ADMINISTRATION

#### SERVICE DESCRIPTION

Provide customer service to the community and support front-line Police Department operations through the administrative and business offices of the Police Department including: executive leadership, management and supervision, management of reports, telephone inquiries, statistics, employee training, evidence and property management, fingerprinting, and court coordination.

#### DIVISION SUMMARY

Administration Division staff consists of the Chief of Police, Police Lieutenant, Administrative Assistant and two Police Service Technicians.

The Chief and Lieutenant, with support from the Administrative Assistant, provide Department personnel with strategic goals and objectives, assure adequate staffing and equipment, provide training and certification in accordance with California Peace Officers Standards and Training regulations (POST), originate and manage the Department's budget, and provide leadership direction. They also serve as a liaison between the Police Department, other City departments and community members.

The Police Service Technicians (PSTs) assure that all police records are kept, filed, released and purged in accordance with laws governing those matters. They are responsible for numerous State reports and validations. They also provide Live Scan fingerprinting services to the public, process and forward criminal reports to the appropriate agencies, and provide information to the public. They assist the public with a wide variety of inquiries both over the phone and in person. One of the PSTs is the Department's Property and Evidence Technician who assists with the intake and safe keeping of property held as evidence and oversees the release and destruction of Department property.

#### BUDGET SUMMARY

	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	%
	FYE	FYE	Amended	FYE	Adopted	Incr/
Expenditure	Audited	Audited	Budget	Projected	Budget	(Decr)
Salaries & Wages	\$ 353,578	\$ 401,887	\$ 339,626	\$ 329,478	\$ 364,946	10.8%
Benefits	189,961	150,942	175,418	167,940	191,791	14.2%
Materials & Services	55,895	61,961	98,750	65,019	63,250	-2.7%
Capital	-	-	13,425	-	13,425	100.0%
<b>Subtotal</b>	<b>599,434</b>	<b>614,790</b>	<b>627,219</b>	<b>562,437</b>	<b>633,412</b>	<b>12.6%</b>
Indirect	62,000	10,000	15,000	15,000	13,550	-9.7%
<b>Total</b>	<b>\$ 661,434</b>	<b>\$ 624,790</b>	<b>\$ 642,219</b>	<b>\$ 577,437</b>	<b>\$ 646,962</b>	<b>12.0%</b>

# POLICE DEPARTMENT

## DIVISION: ADMINISTRATION

### BUDGET DETAIL

Fund #110 Department: 4201	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs:</b>			
	Salaries & Wages	\$ 364,946	
	Employee Benefits	191,791	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 556,737</b>
<b>Materials &amp; Services</b>			
110-4201-0319	Professional Services	15,000	
110-4201-0320	Dues & Memberships	800	
110-4201-0351	Equipment Repair & Maintenance	3,200	
110-4201-0355	Equipment Leases	4,000	
110-4200-0356	Rentals - Equipment	1,300	
110-4200-0357	Rentals - Off Site Storage	1,300	
110-4201-0362	Telephone & Communication	19,500	
110-4201-0365	Copying/Printing	900	
110-4201-0366	Training/Travel Reimbursement	6,000	
110-4201-0371	Meetings/City Business	600	
110-4201-0372	Postage	2,500	
110-4201-0375	General Supplies	800	
110-4201-0381	Small Tools	350	
110-4201-0383	Utilities	7,000	
	<b>Total Material &amp; Services</b>		<b>63,250</b>
<b>Allocation Transfers</b>			
110-4201-0397	Allocation from Facilities Maintenance Fund	13,550	
	<b>Total Allocation Transfers</b>		<b>13,550</b>
<b>Capital Expenditures</b>			
110-4201-0721	Purchase of Land (Parking Lot)	13,425	
	<b>Total Capital Expenditures</b>		<b>13,425</b>
<b>Total - Police Department Administration Division</b>			<b>\$ 646,962</b>

## POLICE DEPARTMENT

### DIVISION: OPERATIONS

#### SERVICE DESCRIPTION

Render 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 traffic and parking regulations, and provide a variety of other community-oriented policing services.

#### DIVISION SUMMARY

The Operations Division accounts for approximately 80% of the total budget of the Police Department and consists of three police sergeants, 11 police officers and two community service officers. One police officer is assigned to work as a School Resource Officer as staffing permits and one police officer is assigned to work with the Mendocino County Major Crimes Task Force.

The Operations Division provides public safety services on a 24-hour a day, seven-day a week basis. Officers 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 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 1,156,991	\$ 1,137,640	\$ 1,167,292	\$ 1,222,000	1,150,927	-5.8%
Benefits	663,815	663,633	757,466	667,700	668,297	0.1%
Materials & Services	538,936	379,395	423,813	422,500	441,200	4.4%
Debt Service	70,645	23,456	9,748	9,758	9,698	-0.6%
<b>Subtotal</b>	<b>2,430,387</b>	<b>2,204,124</b>	<b>2,358,319</b>	<b>2,321,958</b>	<b>2,270,122</b>	<b>-2.2%</b>
Indirect	-	49,900	58,924	90,886	103,650	14.0%
<b>Total</b>	<b>\$ 2,430,387</b>	<b>\$ 2,254,024</b>	<b>\$ 2,417,243</b>	<b>\$ 2,412,844</b>	<b>\$2,373,772</b>	<b>-1.6%</b>

# POLICE DEPARTMENT

## DIVISION: OPERATIONS BUDGET DETAIL

Fund #110	Account	Category	FY 2012/13
Department: 4200	Detail	Account	ADOPTED
			Budget
<b>Personnel Costs:</b>			
	Salaries & Wages	\$ 1,150,927	
	Employee Benefits	<u>668,297</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 1,819,224</b>
<b>Materials &amp; Services</b>			
110-4200-0313	Laboratory	1,500	
110-4200-0318	Investigative Medical Service	5,000	
110-4200-0319	Professional Services	359,500	
	Dispatch Services	\$ 318,079	
	Animal Control	30,000	
	Animal Disposal	4,500	
	Investigative Services	2,500	
	Reporting Subscriptions	1,600	
	Parking Administration	1,200	
	Car Washing	900	
	Miscellaneous	<u>721</u>	
	359,500		
110-4200-0351	Equipment Repair & Maintenance	25,000	
110-4200-0357	Rentals - Off Site Storage	3,000	
110-4200-0363	Advertising & Publishing	200	
110-4200-0366	Training/Travel Reimbursement	16,000	
110-4200-0374	Evidence Supplies	1,000	
110-4200-0375	General Supplies	12,000	
110-4200-0376	Medical/Safety Supplies	3,000	
110-4200-0381	Small Tools & Equipment	14,000	
110-4200-0384	Books & Subscriptions	<u>1,000</u>	
	<b>Total Material &amp; Services</b>		<b>441,200</b>
<b>Allocation Transfers</b>			
110-4200-0322	Fleet Services	<u>103,650</u>	
	<b>Total Allocation Transfers</b>		<b>103,650</b>
<b>Debt Service</b>			
110-4200-0915	Capital Lease - Principal	9,565	
110-4200-0916	Capital Lease - Interest	<u>133</u>	
	<b>Total Debt Service</b>		<b>9,698</b>
<b>Total - Police Department Operations Division</b>			<b><u><u>\$ 2,373,772</u></u></b>

# FIRE PROTECTION DISTRICT

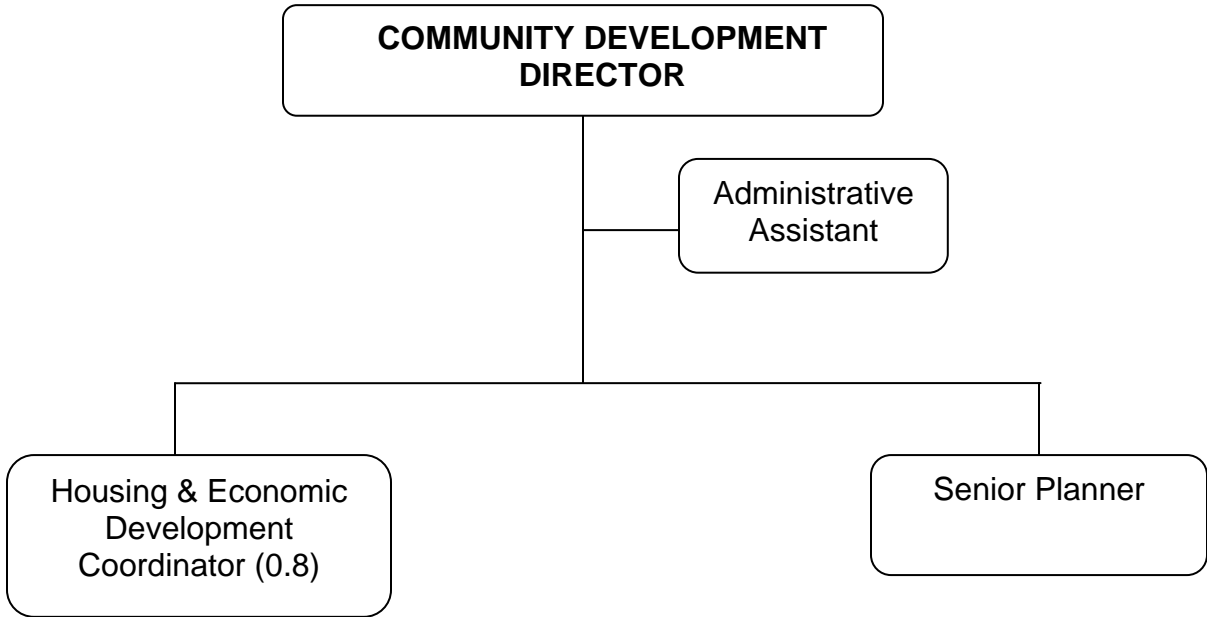
**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2009/10 FYE Audited</b>	<b>FY 2010/11 FYE Audited</b>	<b>FY 2011/12 Amended Budget</b>	<b>FY 2011/12 FYE Projected</b>	<b>FY 2012/13 Adopted Budget</b>	<b>% Incr/ (Decr)</b>
Benefits	\$ 12,141	\$ 313	\$ 350	\$ 1,651	\$ 1,709	3.5%
Materials & Services	342,828	368,466	360,000	359,000	375,000	4.5%
<b>Total</b>	<b>\$ 354,969</b>	<b>\$ 368,779</b>	<b>\$ 360,350</b>	<b>\$ 360,651</b>	<b>\$ 376,709</b>	<b>4.5%</b>

**BUDGET DETAIL**

<b>Fund #110 Department: 4220</b>	<b>Account Detail</b>	<b>Category Detail</b>	<b>FY 2012/13 ADOPTED Budget</b>
<b>Personnel Costs</b>			
110-4220-0220	Pers		\$ 1,709
	<b>Total Employee Benefits</b>		<b>\$ 1,709</b>
<b>Materials &amp; Services</b>			
110-4220-0319	Professional Services		375,000
	<b>Total Material &amp; Services</b>		<b>375,000</b>
	<b>Total - Fort Bragg Fire Protection District</b>		<b>\$ 376,709</b>

**COMMUNITY DEVELOPMENT DEPARTMENT**



**Note:**

Housing & Economic Development Coordinator is a part-time position in FY 2012/13.

**COMMUNITY DEVELOPMENT DEPARTMENT**

**MISSION STATEMENT**

Develop and preserve an attractive and functional built environment, a vibrant economy, and needed community and environmental amenities by providing open and effective long range and current planning; work on special projects; and excellent permitting, economic development, and grant writing services.

**DEPARTMENTAL SUMMARY**

Community Development Department responsibilities include: long range and comprehensive planning, development review, economic development, affordable housing, code enforcement, and grant writing and administration.

Current planning and development review activity increased in FY 2011/12; however the Community Development Department staff continues to focus much attention on special projects and long range planning work. In the past year, the Community Development Department worked on the following:

1. Fort Bragg Coastal Trail activities include: Completion of the Coastal Trail EIR and EA, completion of the Historic Properties Treatment Plan and selection of an archaeology firm to complete the treatment plan, approval of the Coastal Development Permit and Design Review Permit for the project, completion of 60% design plans, acquisition of approximately 5,000 CY of top soil for the project, negotiation of easements, and receipt of a \$450,000 Prop 84 grant for the design, engineering and construction of the middle section of the trail.
2. Noyo Center activities include: coordination with Caltrans for funding to restore the wetland ditch on the Noyo Center and preparation of a restoration plan, mitigation monitoring plan and grading plan for the wetland restoration project.
3. Drafted the open space, sustainability and implementation chapters for the Mill Site Specific Plan and worked with Georgia Pacific to edit and prepare the remaining chapters of the Specific Plan. Prepared water use analysis for Mill Site, reviewed the Utility Master Plan, conducted EIR scoping process, managed EIR consulting team, and participated in numerous meetings regarding the project.
4. Prepared the Climate Action Plan, energy audit, and Sustainability Element for the Inland General Plan, with funding from Sustainable Communities.
5. Completed the Chestnut Street Traffic Calming Feasibility Study and engaged in the Blueprint Planning Process (MCOG).
6. Processed a variety of current planning applications for new single-family, affordable housing, multi-family, institutional and commercial developments.
7. Continued to engage in effective code enforcement of code violations.

**COMMUNITY DEVELOPMENT DEPARTMENT**



## DEPARTMENTAL SUMMARY – Continued

8. Continued to provide economic development assistance to businesses interested in expanding/locating in Fort Bragg. Administer CDBG Business Assistance Loan Program and Microenterprise Program through the West Company. Completed the Food Products Industry Marketing & Technical Assistance Strategy and the Compost Facility Feasibility Study.
9. Continued to build capacity in the City's affordable housing program including implementation of Housing Rehabilitation Loan 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.
10. Wrote several successful grant applications for the City, many of which fund a significant portion of Department staff activities.

## FISCAL YEAR 2012/13 PRIORITIES

The FY 2012/13 Budget for the Community Development Department addresses the following priorities:

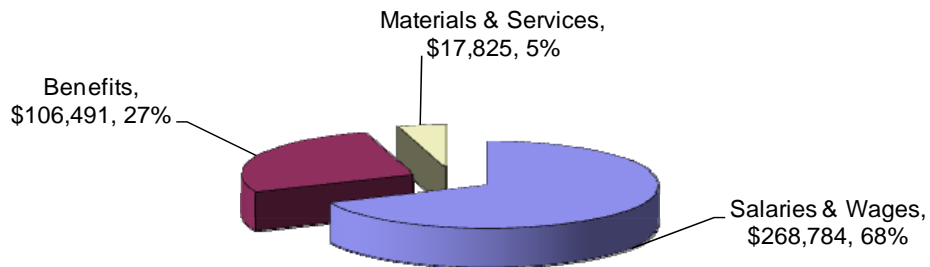
1. Continue to provide oversight for the Mill Site reuse planning process, including: 1) preparation of the Mill Site EIR; 2) consideration of the Mill Site Specific Plan, and CDPs for the Remedial Action Plan and Mill Pond Complex Restoration Project; and 3) continue to engage the City Council, Planning Commission and the public in the project.
2. Complete the following long-range planning activities: Climate Action Plan, Inland General Plan Amendment (Sustainability Element), Economic Development Strategy update, and adoption of the Development Impact Fee.
3. Continue to provide excellent and timely current planning services for private and public sector development projects throughout the City.
4. Work collaboratively with the Public Works Department to ensure that the Coastal Trail final design and bid packets are prepared for the 2013 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. 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).
6. Implement and coordinate the City's Housing Rehabilitation Loan Program for low income residents and engage in other efforts to encourage affordable housing development.
7. Continue to prepare grant applications and manage grant-funded activities.
8. 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**

<b>Expenditure</b>	<b>FY 2009/10 FYE Audited</b>	<b>FY 2010/11 FYE Audited</b>	<b>FY 2011/12 Amended Budget</b>	<b>FY 2011/12 FYE Projected</b>	<b>FY 2012/13 Adopted Budget</b>	<b>% Incr/ (Decr)</b>
Salaries & Wages	\$ 271,198	\$ 261,177	\$ 272,690	\$ 252,388	\$ 268,784	6.5%
Benefits	107,725	101,317	115,460	93,742	106,491	13.6%
Materials & Services	2,948	5,038	9,175	5,625	17,825	216.9%
<b>Total</b>	<b>\$ 381,871</b>	<b>\$ 367,532</b>	<b>\$ 397,325</b>	<b>\$ 351,755</b>	<b>\$ 393,101</b>	<b>11.8%</b>

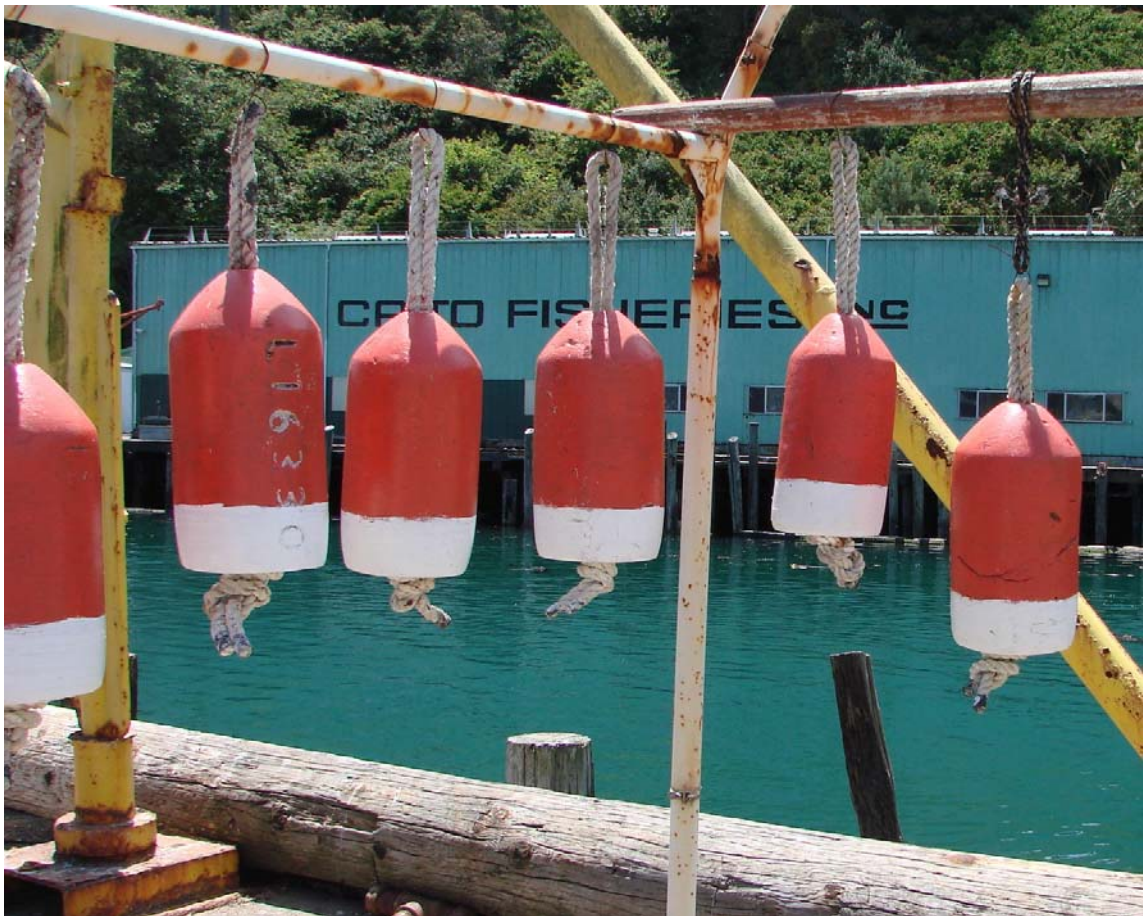
**COMMUNITY DEVELOPMENT  
FY 2012/13 by Category**



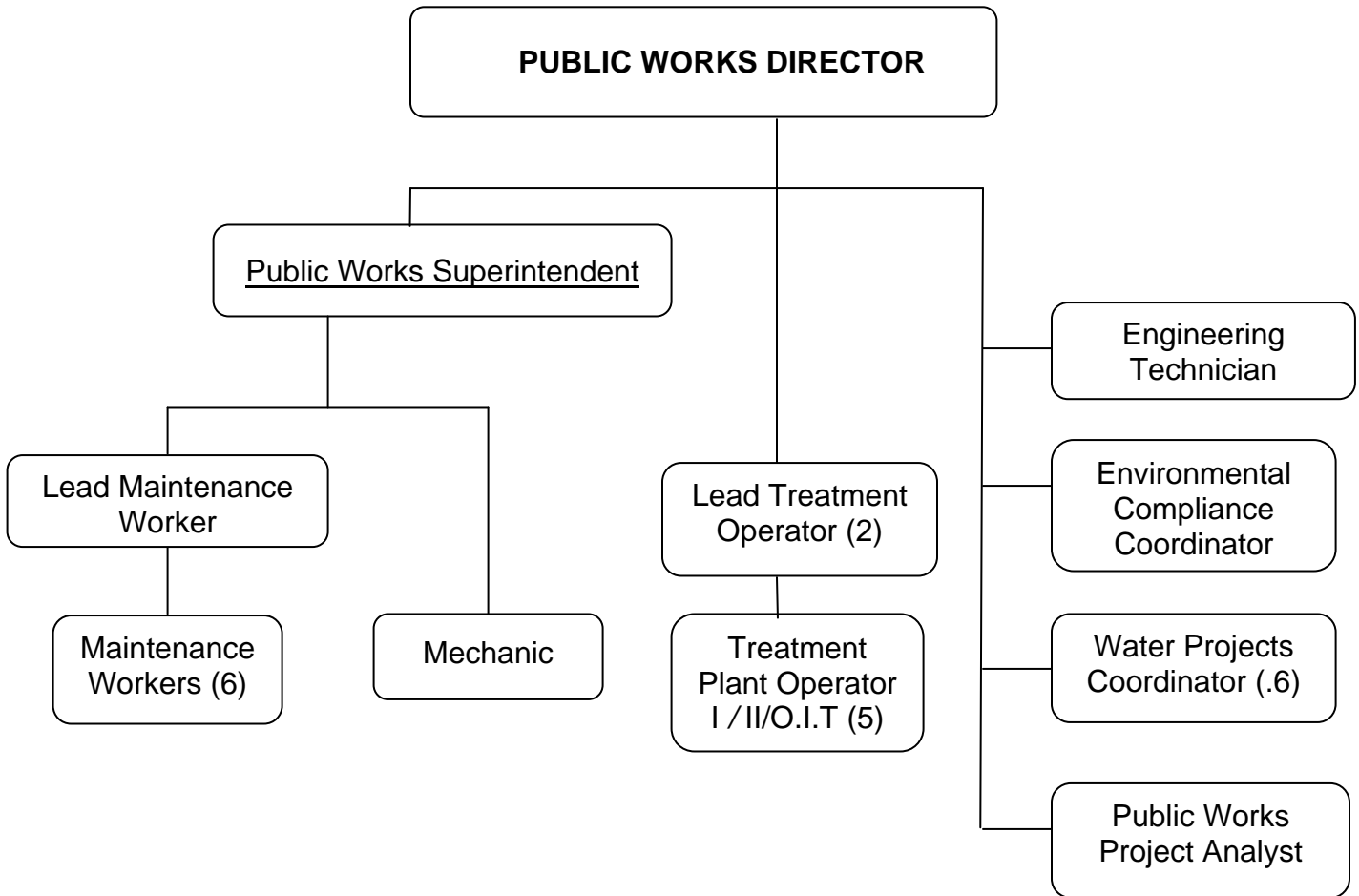
**COMMUNITY DEVELOPMENT DEPARTMENT**

**BUDGET DETAIL**

Fund #110	Account	Category	FY 2012/13
Department: 4320	Detail	Detail	ADOPTED
			Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$ 268,784
	Employee Benefits		<u>106,491</u>
	Medical & Dental Insurance Premiums;		
	Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 375,276</b>
<b>Materials &amp; Services</b>			
110-4320-0319	Professional Services (Consulting and Engineering)	10,000	
110-4320-0320	Dues & Memberships APA Membership	200	
110-4320-0364	Legal Notices	2,000	
110-4320-0365	Copying/Printing	2,500	
110-4320-0366	Training/Travel Reimbursement	2,500	
110-4320-0371	Meetings/City Business	250	
110-4320-0381	Small Tools & Equipment	250	
110-4320-0384	Books & Subscriptions	<u>125</u>	
	<b>Total Material &amp; Services</b>		<b>17,825</b>
<b>Total - Community Development Department</b>			<b><u>\$ 393,101</u></b>



# PUBLIC WORKS DEPARTMENT



**Note:**

Water Projects Coordinator is a part-time position in FY 2012/13.

## **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 20.6 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, City-owned facility and park 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:

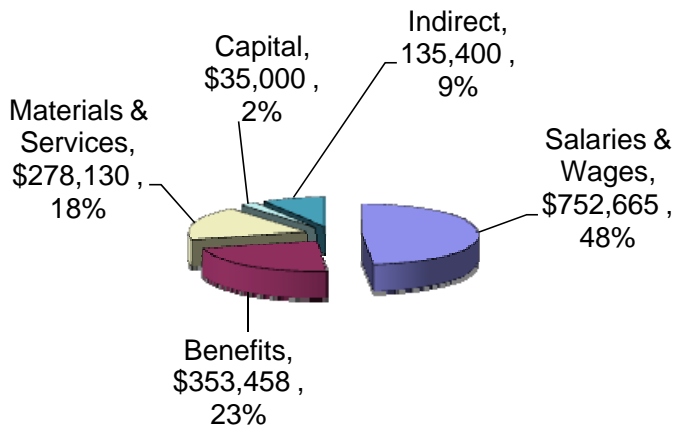
1. Provide coordinated oversight and management of six divisions within the Department.
2. Ensure that employees are provided essential safety training and job-skills training. Provide employees with adequate resources to safely and effectively complete their jobs. Implement employee policies and procedures in accordance with OSHA regulations and all other federal, state, and local rules and regulations.
3. Provide necessary physical and operational improvements and meet or exceed all regulatory requirements at each City-owned facility.
4. Manage and inspect the City's capital projects to ensure quality of workmanship, timeliness, and conformance to budgetary constraints.
5. Pursue additional revenue sources, strive for cost-efficiencies, and reduce costs to General Fund.
6. Strive for energy-efficiency in the operation of all City-owned facilities and work towards implementation of sustainability measures.
7. Enhance community understanding of the City's water and wastewater treatment programs.
8. Protect the public by providing a safe and durable road network. Provide for a smooth flow of traffic throughout the City.
9. Maintain customer satisfaction and continue to be responsive to citizen inquiries and concerns.

# PUBLIC WORKS DEPARTMENT (Non-Enterprise)

## DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 803,987	\$ 653,887	\$ 726,714	\$ 698,034	\$ 752,665	7.8%
Benefits	352,900	325,941	384,530	338,544	353,458	4.4%
Materials & Services	227,075	225,178	315,021	250,622	278,130	11.0%
Capital	4,973	3,868	-	-	35,000	100.0%
<b>Subtotal</b>	<b>1,388,935</b>	<b>1,208,873</b>	<b>1,426,265</b>	<b>1,287,200</b>	<b>1,419,253</b>	<b>10.3%</b>
Indirect	73,186	48,891	80,396	91,286	135,400	48.3%
<b>Total</b>	<b>\$ 1,462,121</b>	<b>\$ 1,257,764</b>	<b>\$ 1,506,661</b>	<b>\$ 1,378,486</b>	<b>\$ 1,554,653</b>	<b>12.8%</b>

**PUBLIC WORKS - NON-ENTERPRISE  
FY 2012/13 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 2011/12, the Administration/Engineering Division of the Public Works Department accomplished the following:

1. Administered permitting, prepared status reports, and provided construction management for the 2011 Street Structural Repair Project.
2. Provided engineering and construction management for the 2011 Street Resurfacing Project.
3. Provided construction management, status reports and construction inspection for completion of Phase II of the Fort Bragg Skate Park at the C.V. Starr Community Center.
4. Prepared easement descriptions for acquisition of property from State Parks for the Coastal Trail Project.
5. Administered permitting, prepared status reports, and provided construction management and inspection for the Otis R. Johnson Park Restoration Project.
6. Continued coordination with the design team on the Highway 1 Safety Project (Main Street Merge) and coordinated with consultants and Caltrans for additional traffic modeling for the project.
7. Prepared bid documents and administered contracts for the Wastewater Chlorine Contact Basin Walkway Replacement; Filter Press and Garage Siding and Roof Replacement; City Hall & Laurel Street Parking Lots Resurfacing; and aspects of the Primary Digester Rehabilitation project.
8. Coordinated with consulting engineers for completion of the design of the Safe Routes to School Project, Cycle 2; worked with Caltrans to secure authorization to construct the project; bid the project and began construction (scheduled for completion in FY 2012-13).
9. Provided contract administration, construction management, inspection, construction engineering and administration of the Franklin Street and Oak Street Bike Lanes Project (funded by the State Bicycle Transportation Account).



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

### **DIVISION: ADMINISTRATION/ENGINEERING**

#### **DIVISION SUMMARY - Continued**

10. Prepared bid documents and administered, managed and inspected the Downtown Crosswalk Rehabilitation Project and additional striping of specific traffic markings for improvement of traffic safety.
11. Prepared required documents and administered installation of improvements associated with the Supplemental Environmental Project with the Regional Water Quality Control Board.
12. Continued oversight of City programs and permitting including Fats, Oils & Grease (FOG) Program; Cross Connection (Backflow) Program and Encroachment Permits.
13. Administered contracts for the design of North Harbor Drive/South Coastal Trail Access at Highway 1; Raw Water Transmission Line Replacement, Noyo River to Sherwood Road, Alley Master Plan, and Safe Routes to School Cycle 3.
14. Prepared grant applications for Safe Routes to School, Cycle 3 (Received award of \$845,000); Waterfall Gulch Raw Water Line Replacement (Received award of \$550,000); Submitted grant application for Prop 84 Alleys Low Impact Development Project (Awaiting notification in May)

#### **FISCAL YEAR 2012/13 PRIORITIES**

The Administration/ Engineering Division has identified the following key priorities for FY 2012/13:

1. Complete construction of designed and funded capital projects including Safe Routes to Schools; Otis Johnson Park Improvements; Raw Water Transmission Line Replacement (Hwy 20 to Brush Creek Road), and Coastal Trail Project (two-year construction phase).
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 to Newman Reservoir.
3. Submit grant applications as available and warranted, specifically Highway Safety Improvement Program to fund intersection improvements as designed at North Harbor Drive and State Route 1.
4. Continue to seek funding in various arenas for Capital Projects, with a special emphasis on funding of Wastewater Treatment Facility capital projects.
5. Continue to work with contract engineers on completing the design of the Main Street Merge Project in preparation for construction in FY 2013-14.
6. Update the City Standards from their current draft form into a final version that is accepted by City Council and made available to the public.

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DIVISION: ADMINISTRATION/ENGINEERING BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Salaries & Wages	\$ 319,284	\$ 227,103	\$ 255,651	\$ 260,986	\$ 271,503	4.0%
Benefits	101,883	91,835	99,277	94,142	107,460	14.1%
Materials & Services	32,817	4,342	13,420	12,020	17,430	45.0%
<b>Subtotal</b>	<b>453,984</b>	<b>323,281</b>	<b>368,348</b>	<b>367,148</b>	<b>396,393</b>	<b>8.0%</b>
Indirect	-	1,150	1,358	2,507	2,860	14.1%
<b>Total</b>	<b>\$ 453,984</b>	<b>\$ 324,431</b>	<b>\$ 369,706</b>	<b>\$ 369,655</b>	<b>\$ 399,253</b>	<b>8.0%</b>

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

**BUDGET DETAIL**

Fund #110 Department: 4330	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$271,503
	Employee Benefits		<u>107,460</u>
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 378,963</b>
<b>Materials &amp; Services</b>			
110-4330-0310	Engineering		10,000
110-4330-0320	Dues & Memberships		180
110-4330-0351	Equipment Repair & Maintenance		200
110-4330-0365	Copying/Printing		50
110-4330-0366	Training/Travel Reimbursement		6,200
110-4330-0377	Boot Expense		200
110-4330-0381	Small Tools & Equipment		500
110-4330-0384	Books & Subscriptions		<u>100</u>
	<b>Total Material &amp; Services</b>		<b>17,430</b>
<b>Allocation Transfers</b>			
110-4330-0322	Fleet Services		<u>2,860</u>
	<b>Total Allocation Transfers</b>		<b>2,860</b>
	<b>Total - Admin. &amp; Engineering Division</b>		<b><u>\$ 399,253</u></b>

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DIVISION: PARKS & FACILITIES

#### DIVISION SUMMARY

In FY 2011/12, 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 preliminary components of the Coastal Trail Project.
5. Assisted with capital projects as needed including Skate Park; Street Structural Repairs; Street Resurfacing Project; and Otis Johnson Park Project.

#### FISCAL YEAR 2012/13 PRIORITIES

The Parks and Facilities Division have identified the following key priorities for FY 2012/13:

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 at all existing park facilities.

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 21,649	\$ 28,303	\$ 22,950	\$ 21,000	\$ 27,250	29.8%
Capital	4,370	-	-	-	-	100.0%
<b>Subtotal</b>	<b>26,019</b>	<b>28,303</b>	<b>22,950</b>	<b>21,000</b>	<b>27,250</b>	<b>29.8%</b>
Indirect	23,412	27,675	46,299	51,798	62,150	20.0%
<b>Total</b>	<b>\$ 49,431</b>	<b>\$ 55,978</b>	<b>\$ 69,249</b>	<b>\$ 72,798</b>	<b>\$ 89,400</b>	<b>22.8%</b>

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

**DIVISION: PARKS & FACILITIES**

**BUDGET DETAIL**

Fund #110 Department: 4392	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
110-4392-0319	Professional Services		\$ 11,750
	Porta-Potty Maintenance	\$ 3,000	
	Holiday Decorations	5,000	
	Tree Maintenance	1,200	
	Parlin Fork Work Crew (5 days)	1,250	
	Fire Extinguisher Maintenance	300	
	Miscellaneous	1,000	
		11,750	
110-4392-0375	General Supplies		15,000
110-4392-0381	Small Tools & Equipment		500
	<b>Total Material &amp; Services</b>		<b>\$ 27,250</b>
<b>Allocation Transfers</b>			
110-4392-0322	Fleet Services		51,700
110-4392-0397	Allocation to Facilities Maintenance & Repair		10,450
	<b>Total Allocation Transfers</b>		<b>62,150</b>
	<b>Total - Parks &amp; Facilities Division</b>		<b>\$ 89,400</b>

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

### **DIVISION: CORPORATION YARD**

#### **DIVISION SUMMARY**

In FY 2011/12, the City's Public Works crew:

1. Responded to 34 sewer calls including 19 main line blockages, six lateral plugs, nine private lateral calls, and six root-cutting issues in City pipes. Completed scheduled annual flushing of 89,940 feet of sewer main. Flushed 7,700 feet of non-scheduled line due to problems.
2. Inspected 391 sewer manholes and identified 32 manholes needing repairs. Installed three new manholes.
3. Responded to two Class 1 spills and two Class 2 spills that required reporting to the State and Regional Water Quality Control Board (RWQCB).
4. Processed 1,141 utility 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.
5. Completed 29 utility meter repairs.
6. 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.
7. Repaired 11 water service line leaks, 12 customer leaks, one main water line breaks, two failed line tap, three meter valves replaced, one meter connection repair, and responded to no contractor accidental damage repairs. Maintained fire hydrants at 268 locations and repaired one damaged fire hydrant resulting from an auto accident raised three hydrants for the fire department, and performed two hydrant repairs due to old age.
8. Placed a total of 15,000 pounds hot asphalt and 75,000 pounds of cold mix patch by hand at numerous locations within the City.
9. Painted curbs and crosswalks, and maintained street lettering for the school zones.
10. Installed more than 110 street signs.
11. Started a comprehensive sign management and replacement plan.
12. Swept more than 120 miles of street each month.
13. Responded to 78 underground service alert utility locates.

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

### **DIVISION: CORPORATION YARD**

#### **DIVISION SUMMARY - Continued**

14. 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.
15. 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.
16. Completed Water valve maintenance program and mapping. This is to comply with Water Distribution requirements of the State.

#### **FISCAL YEAR 2012/13 PRIORITIES**

The Corporation Yard Division has identified the following key priorities for FY 2012/13:

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. Implement a comprehensive water valve maintenance program.
6. Update 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.

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DIVISION: CORPORATION YARD

### FISCAL YEAR 2012/13 PRIORITIES - Continued

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

### BUDGET SUMMARY

	FY 2009/10 FYE <u>Audited</u>	FY 2010/11 FYE <u>Audited</u>	FY 2011/12 Amended <u>Budget</u>	FY 2011/12 FYE <u>Projected</u>	FY 2012/13 Adopted <u>Budget</u>	% Incr/ (Decr)
<b>Expenditure</b>						
Salaries & Wages	\$ 476,303	\$ 426,783	\$ 444,791	\$ 410,768	\$ 474,935	15.6%
Benefits	246,839	234,106	281,768	241,217	245,090	1.6%
Materials & Services	26,978	13,995	15,450	10,750	13,850	28.8%
<b>Subtotal</b>	<b>750,120</b>	<b>674,884</b>	<b>742,009</b>	<b>662,735</b>	<b>733,874</b>	<b>10.7%</b>
Indirect	-	11,975	14,141	6,268	7,150	14.1%
<b>Total</b>	<b>\$ 750,120</b>	<b>\$ 686,859</b>	<b>\$ 756,150</b>	<b>\$ 669,003</b>	<b>\$ 741,024</b>	<b>10.8%</b>



## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DIVISION: CORPORATION YARD

### BUDGET DETAIL

Fund #110	Account	Category	FY 2012/13
Department: 4570	Detail	Detail	ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages	\$474,935	
	Employee Benefits	<u>245,090</u>	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 720,024</b>
<b>Materials &amp; Services</b>			
110-4570-0319	Professional Services	2,700	
	Material Disposal	\$ 1,000	
	Fire Extinguisher Service	300	
	Employee DMV Physicals	400	
	Other	<u>1,000</u>	
		2,700	
110-4570-0320	Dues & Memberships	350	
110-4570-0366	Training/Travel Reimbursement	150	
110-4570-0373	Licenses & Permits	1,800	
	AQMD Generator Permits	550	
	EPA Toxic Sub Permit	200	
	Annual HazMat Permit	900	
	DTSC Annual Permit	<u>150</u>	
		1,800	
110-4570-0375	General Supplies	5,000	
110-4570-0376	Medical/Safety Supplies	650	
110-4570-0377	Boot Expense	1,500	
110-4570-0381	Small Tools & Equipment	1,500	
110-4570-0384	Books & Subscriptions	<u>200</u>	
	<b>Total Material &amp; Services</b>		<b>13,850</b>
<b>Allocation Transfers</b>			
110-4570-0322	Fleet Services	<u>7,150</u>	
	<b>Total Allocation Transfers</b>		<b>7,150</b>
	<b>Total - Corporation Yard Division</b>		<b><u>\$ 741,024</u></b>

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### PROGRAM: STORM DRAINS

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 7,862	\$ 8,975	\$ 16,700	\$ 12,352	\$ 15,900	28.7%
Capital	603	3,868		-	35,000	100.0%
<b>Subtotal</b>	<b>8,465</b>	<b>12,843</b>	<b>16,700</b>	<b>12,352</b>	<b>50,900</b>	<b>312.1%</b>
Indirect	-	8,091	9,299	5,641	6,370	12.9%
<b>Total</b>	<b>\$ 8,465</b>	<b>\$ 20,934</b>	<b>\$ 25,999</b>	<b>\$ 17,993</b>	<b>\$ 57,270</b>	<b>218.3%</b>

### BUDGET DETAIL

Fund #110 Department: 4522	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
	110-4522-0310 Engineering		\$ 3,000
	110-4522-0319 Professional Services		3,900
	NPDES Workshops	\$ 2,500	
	Sampling	500	
	Hotline	400	
	Miscellaneous	500	
		3,900	
	110-4522-0373 Licenses & Permits		5,000
	NPDES Stormwater Permit		
	110-4522-0375 General Supplies		4,000
	<b>Total Material &amp; Services</b>		<b>\$ 15,900</b>
<b>Capital Expenditures</b>			
	110-4522-0751 Infrastructure		35,000
	(Storm drain design and replacement)		
	<b>Total Capital Expenditures</b>		<b>35,000</b>
<b>Allocation Transfers</b>			
	110-4330-0322 Fleet Services		6,370
	<b>Total Allocation Transfers</b>		<b>6,370</b>
<b>Total - Storm Drain Division</b>			<b>\$ 57,270</b>

## **PUBLIC WORKS DEPARTMENT (Street Maintenance Division)**

### **SERVICE DESCRIPTION**

Provide a clear path, smooth ride and safe trip for the traveling public by cost-effectively constructing and maintaining public transportation infrastructure, and traffic signage.

### **DIVISION SUMMARY**

In FY 2011/12, the Street Maintenance Division of the Public Works Department accomplished the following:

1. Placed a total of 15,000 pounds hot asphalt in place by hand at many locations in the City. 75,000 pounds of cold mix patch was put down.
2. Painted curbs and crosswalks, and maintained street lettering for the entire town. Installed over 112 street signs.

### **FISCAL YEAR 2012/13 PRIORITIES**

The Street Maintenance Division has identified the following key priorities for FY 2012/13:

1. Increase street maintenance of areas damaged due to weather and heavy vehicular use including areas of South Franklin Street that require structural repair.
2. Improve alley access during the construction months to reduce maintenance needs that may be required during the rainy season.
3. Complete temporary street repairs in preparation for future capital street projects.
4. Re-paint all of the City's curb and street markings to improve traffic safety.
5. Continue to update sign maintenance and replacement program.
6. Implement street maintenance in areas as identified within the pavement management program.

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### PROGRAM: STREET MAINTENANCE

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 120,016	\$ 147,530	\$ 178,027	\$ 128,000	152,000	18.8%
Capital	-	-	-	-	-	0.0%
<b>Subtotal</b>	<b>120,016</b>	<b>147,530</b>	<b>178,027</b>	<b>128,000</b>	<b>152,000</b>	<b>18.8%</b>
Indirect	49,774	-	-	18,804	21,440	14.0%
<b>Total</b>	<b>\$ 169,790</b>	<b>\$ 147,530</b>	<b>\$ 178,027</b>	<b>\$ 146,804</b>	<b>\$ 173,440</b>	<b>18.1%</b>

#### BUDGET DETAIL

Fund #110 Department: 4520	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
110-4520-0310	Engineering		\$ 7,000
110-4520-0319	Professional Services		25,000
	Material Disposal		\$ 10,000
	Street Structural Repairs		15,000
			<u>25,000</u>
110-4520-0375	General Supplies		15,000
110-4520-0383	Utilities		105,000
	<b>Total Material &amp; Services</b>		<b>\$ 152,000</b>
<b>Allocation Transfers</b>			
110-4520-0322	Fleet Services		21,440
	<b>Total Allocation Transfers</b>		<b>21,440</b>
	<b>Total - Street Maintenance Division</b>		<b><u>\$ 173,440</u></b>

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### PROGRAM: STREET TRAFFIC & SAFETY

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 8,400	\$ -	\$ 26,272	\$ 26,280	\$ 6,228	-76.3%
Benefits	4,178	-	3,485	3,185	908	-71.5%
Materials & Services	17,753	22,032	68,474	66,500	51,700	-22.3%
<b>Subtotal</b>	<b>30,331</b>	<b>22,032</b>	<b>98,231</b>	<b>95,965</b>	<b>58,836</b>	<b>-38.7%</b>
Indirect	-	-	9,299	6,268	35,430	465.3%
<b>Total</b>	<b>\$ 30,331</b>	<b>\$ 22,032</b>	<b>107,530</b>	<b>\$ 102,233</b>	<b>\$ 94,266</b>	<b>-7.8%</b>

### BUDGET DETAIL

Fund #110 Department: 4840	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$ 6,228
	Employee Benefits		908
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 7,136</b>
<b>Materials &amp; Services</b>			
110-4840-0319	Professional Services		27,000
	Tree Removal		
110-4480-0375	General Supplies		20,000
110-4840-0383	Utilities		4,700
	<b>Total Material &amp; Services</b>		<b>51,700</b>
<b>Allocation Transfers</b>			
110-4480-0322	Fleet Services		35,430
	<b>Total Allocation Transfers</b>		<b>35,430</b>
	<b>Total - Street Traffic &amp; Safety Division</b>		<b>\$ 94,266</b>



## **PUBLIC WORKS DEPARTMENT (Water Enterprise)**

### **SERVICE DESCRIPTION**

Services provided by the Water Enterprise include raw water collection, transmission, water treatment, and distribution of treated water for domestic and commercial use for Fort Bragg. The division meets and reports water treatment levels to regulatory agencies, provides water conservation and ground water recharge through channel maintenance, capital improvements, review of new development, public education, and data collection and analysis.

### **DIVISION SUMMARY**

During FY 2011/12, the Water Enterprise accomplished the following key activities:

1. Completed purchase and installation of "Hexa-Tiles" on both the north and south raw water ponds.
2. Worked with consultant to implement upgrades/changes to the SCADA system.
3. Coordinated repairs to the manifold system at the East Fort Bragg Pressure Zone pump station.
4. Continued implementation of equipment maintenance program.
5. Contracted for rehabilitation of raw water pump at Madsen Hole pump station.
6. Complied with all State reporting and sampling requirements.
7. Continued oversight of Backflow Program.

### **FISCAL YEAR 2012/13 PRIORITIES**

The Water Enterprise Division has identified the following key priorities for FY 2012/13:

1. Continue to expand monitoring, reporting and testing procedures to meet California Department of Public Health requirements.
2. Monitor water quality to determine effectiveness of hexa tiles over raw water ponds to address taste and odor concerns at the water treatment facility.
3. Complete raw water transmission line replacement between Highway 20 and Brush Creek Road as designed.
4. Identify and secure funding to replace the raw water transmission line between Waterfall Gulch Reservoir and Newman Reservoir.
5. Identify potential funding and complete Phase I of the Willow Street Pump Station (EFBPZ) Project as designed.

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### BUDGET SUMMARY

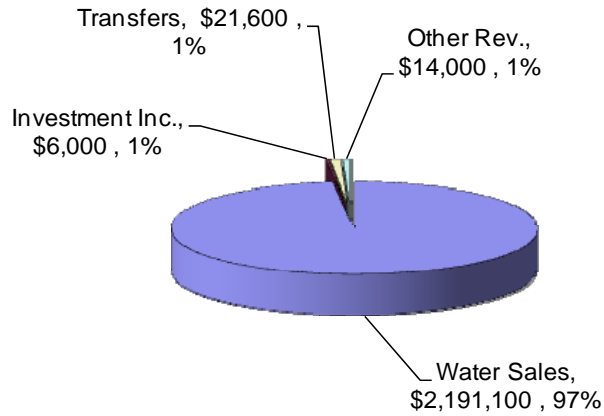
	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Water Sales	\$ 1,995,879	\$ 2,067,597	\$ 2,208,967	\$ 2,147,939	\$ 2,191,100	2.0%
Investment Interest	20,108	16,344	17,365	10,000	6,000	-40.0%
Other Revenue	43,072	31,918	11,000	19,662	14,000	-28.8%
<b>Subtotal</b>	<b>2,059,059</b>	<b>2,115,859</b>	<b>2,237,332</b>	<b>2,177,601</b>	<b>2,211,100</b>	<b>1.5%</b>
Transfers	45,800	46,201	20,850	20,850	21,600	3.6%
<b>Total Revenue</b>	<b>2,104,859</b>	<b>2,162,060</b>	<b>2,258,182</b>	<b>2,198,451</b>	<b>2,232,700</b>	<b>1.6%</b>
<b>Expenditure</b>						
Materials & Services	459,921	414,383	478,864	393,431	395,540	0.5%
Other Expenditures	-	7,946	5,000	9,000	9,000	0.0%
Capital - Recurring R&M	150,512	25,877	30,257	16,000	20,000	25.0%
Debt Service	684,752	245,225	605,362	605,096	607,697	0.4%
<b>Subtotal</b>	<b>1,295,185</b>	<b>693,431</b>	<b>1,119,483</b>	<b>1,023,527</b>	<b>1,032,237</b>	<b>0.9%</b>
Indirect	1,237,332	1,182,108	1,168,962	1,173,487	1,215,121	3.5%
Transfers	3,805	-	7,700	-	-	0.0%
<b>Total Operating Exp.</b>	<b>2,536,322</b>	<b>1,875,539</b>	<b>2,296,145</b>	<b>2,197,014</b>	<b>2,247,358</b>	<b>2.3%</b>
<b>Net Op. Surplus (Deficit)</b>	<b>(431,463)</b>	<b>286,521</b>	<b>(37,963)</b>	<b>1,437</b>	<b>(14,658)</b>	<b>-1120.0%</b>
<b>Non- Recurring Cap. Exp.</b>	<b>84,551</b>	<b>1,645</b>	<b>1,657,882</b>	<b>176,000</b>	<b>1,570,000</b>	<b>792.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (516,014)</b>	<b>\$ 284,876</b>	<b>\$ (1,695,845)</b>	<b>\$ (174,563)</b>	<b>\$ (1,584,658)</b>	<b>807.8%</b>



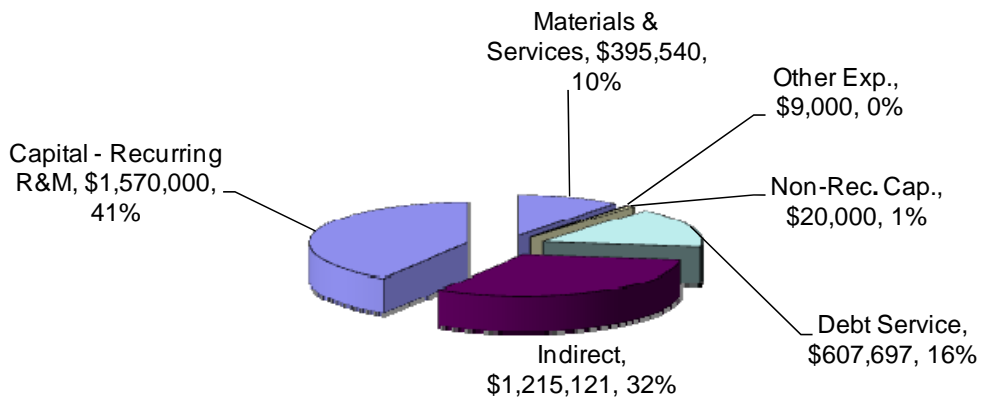
# PUBLIC WORKS DEPARTMENT (Water Enterprise)

## BUDGET SUMMARY - Continued

**WATER O & M  
FY 2012/13 Revenue by Category**



**WATER O & M  
FY 2012/13 Expenditures by Category**



## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### DIVISION: WATER ENTERPRISE - ADMINISTRATION

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 159,277	\$ 166,774	\$ 129,335	\$ 115,831	\$ 108,340	-6.5%
Other Expenditures	-	7,946	5,000	9,000	9,000	0.0%
<b>Subtotal</b>	<b>159,277</b>	<b>174,720</b>	<b>134,335</b>	<b>124,831</b>	<b>117,340</b>	<b>-6.0%</b>
Indirect	1,203,848	1,101,997	1,078,211	1,100,360	1,132,111	2.9%
Transfers	3,805	-	7,700	-	-	0.0%
<b>Total</b>	<b>\$ 1,366,930</b>	<b>\$ 1,276,717</b>	<b>\$ 1,220,246</b>	<b>\$ 1,225,191</b>	<b>\$1,249,451</b>	<b>2.0%</b>

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### DIVISION: WATER ENTERPRISE - ADMINISTRATION

### BUDGET DETAIL

Fund #610 Department: 4610	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
610-4610-0310	Engineering	\$ 4,000	
610-4610-0311	Legal	5,000	
610-4610-0312	Auditing & Accounting	6,500	
610-4610-0319	Professional Services	28,500	
	Hayshed Gauging Station Annual Maintenance	5,000	
	Water Source Development Agency	5,000	
	HazMat Permit	1,200	
	1/2 48 Hr. Notice Phone Service	1,800	
	Other	15,500	
		28,500	
610-4610-0351	Equipment Repair & Maintenance		
	1/2 Yearly Maint. Contract - Folding Machine		450
610-4610-0355	Equipment Leases		1,668
	1/2 Yearly Lease - Folding Machine		
610-4610-0362	Telephone & Communication		2,000
610-4610-0365	Copying/Printing		4,500
610-4610-0372	Postage		6,000
610-4610-0373	Licenses & Permits		12,000
	DHS, Environmental Health; Dept of Public Health; Misc Permits & Fees		
610-4610-0375	General Supplies		500
610-4610-0358	Liability Premium		18,722
610-4610-0360	Property Premium		18,500
			18,500
<b>Total Material &amp; Services</b>			<b>\$ 108,340</b>
<b>Other Expenditures</b>			
610-4610-0606	Bad Debts Sent to Collection		9,000
<b>Total Other Expenditures</b>			<b>9,000</b>
<b>Allocation Transfers</b>			
610-4610-0396	IT Internal Service Fund Allocation		40,000
610-4610-0399	Admin Costs Allocation		311,999
610-4610-0801	Salary/Benefits Allocation		681,508
610-4610-0802	OPEB Allocation		98,604
<b>Total Allocation Transfers</b>			<b>1,132,111</b>
<b>Total - Water Enterprise Administration Division</b>			<b>\$ 1,249,451</b>

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### DIVISION: WATER ENTERPRISE - MAINTENANCE

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2010/11 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Expenditure</b>						
Materials & Services	\$ 42,057	\$ 29,040	\$ 68,350	\$ 28,350	28,350	0.0%
Capital	34,503	-	-	-	-	0.0%
Debt Service	127,912	34,113	126,565	126,565	126,565	0.0%
<b>Subtotal</b>	<b>204,472</b>	<b>63,153</b>	<b>194,915</b>	<b>154,915</b>	<b>154,915</b>	<b>0.0%</b>
Indirect	11,125	7,275	7,000	7,000	7,000	0.0%
<b>Total</b>	<b>\$ 215,597</b>	<b>\$ 70,428</b>	<b>\$ 201,915</b>	<b>\$ 161,915</b>	<b>\$ 161,915</b>	<b>0.0%</b>

#### BUDGET DETAIL

Fund #610 Department: 4611	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
610-4611-0319	Professional Services Tree Removal		\$ 2,000
610-4611-0366	Training/Travel Reimbursement	600	
610-4611-0375	General Supplies	25,000	
610-4611-0381	Small Tools & Equipment	750	
	<b>Total Material &amp; Services</b>		<b>\$ 28,350</b>
<b>Debt Service</b>			
610-4611-0915	Capital Lease - Principal	101,469	
610-4611-0916	Capital Lease - Interest	25,096	
	<b>Total Debt Service</b>		<b>126,565</b>
<b>Allocation Transfers</b>			
610-4611-0397	Facilities Maintenance Allocation	7,000	
	<b>Total Allocation Transfers</b>		<b>7,000</b>
	<b>Total - Water Enterprise Maintenance Division</b>		<b>\$ 161,915</b>

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - TREATMENT**

**BUDGET SUMMARY**

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2010/11 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 258,587	\$ 218,569	\$ 281,179	\$ 249,250	258,850	3.9%
Capital	116,009	25,877	19,883	16,000	20,000	25.0%
Debt Service	556,840	211,112	478,797	478,531	481,132	0.5%
<b>Subtotal</b>	<b>931,436</b>	<b>455,558</b>	<b>779,859</b>	<b>743,781</b>	<b>759,982</b>	<b>2.2%</b>
Indirect	22,359	72,836	83,751	66,127	76,010	14.9%
<b>Total</b>	<b>\$ 953,795</b>	<b>\$ 528,395</b>	<b>\$ 863,610</b>	<b>\$ 809,908</b>	<b>\$ 835,992</b>	<b>3.2%</b>

**DIVISION: WATER ENTERPRISE - TREATMENT**

**BUDGET DETAIL**

Fund #610 Department: 4612	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
610-4612-0313	Laboratory		\$ 8,000
	Monitoring; Title 22, Lead & Copper Sampling		
610-4612-0319	Professional Services		9,800
	PLC Support	\$ 5,000	
	Tank Cathodic Protection Calibration	4,000	
	Backflow Device Testing & Maintenance	500	
	Fire Extinguishers Maintenance	300	
		9,800	
610-4612-0320	Dues & Memberships		1,000
	Operator/Lab Tech Certification	800	
	American Water Works Association	200	
		1,000	
610-4612-0342	Laboratory Supplies		6,000
	Test equipment parts	3,000	
	Buffers, reagents, etc.	3,000	
		6,000	
610-4612-0343	Chemicals		60,000
610-4612-0351	Equipment Repair & Maintenance		36,000
	Pumps & Controls	17,000	
	Misc Hardware	10,000	
	Electric Hardware	4,000	
	Treatment Plant Parts	5,000	
		36,000	

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### DIVISION: WATER ENTERPRISE - TREATMENT

### BUDGET DETAIL - Continued

Fund #610 Department: 4612	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
610-4612-0353	Building Repair & Maintenance	6,350	
	Chlorine Building Door Replacement	1,000	
	Floor Maintenance	350	
	Lighting Replacement (Includes Manlift Rental)	3,000	
	Miscellaneous	2,000	
		6,350	
610-4612-0354	Laundry/Cleaning/Janitorial		4,000
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		3,000
610-4612-0376	Medical/Safety Supplies		2,000
610-4612-0381	Small Tools & Equipment		3,000
610-4612-0382	Fuels & Lubricants		1,500
	Oil and Grease for stationary equipment		
610-4612-0383	Utilities		110,000
610-4612-0384	Books & Subscriptions		200
		200	
	<b>Total Material &amp; Services</b>		<b>\$ 258,850</b>
<b>Recurring Capital Expenditures</b>			
610-4612-0741	Machinery & Equipment Repair	20,000	
	Soft starts, Domestic Water to Water Plant and Corp Yard		
	<b>Total Recurring Capital Expenditures</b>		<b>20,000</b>
<b>Allocation Transfers</b>			
610-4612-0322	Fleet Services	76,010	
	<b>Total Allocation Transfers</b>		<b>76,010</b>
<b>Debt Service</b>			
610-4612-0911	Principal	277,840	
610-4612-0912	Interest	199,892	
610-4612-0913	Fees	3,400	
	<b>Total Debt Service</b>		<b>481,132</b>
	<b>Total - Water Enterprise Treatment Division</b>		<b>\$ 835,992</b>

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - NON-RECURRING CAPITAL EXPENDITURES**

**BUDGET SUMMARY**

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2010/11 Amended Projected	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Capital	\$ 84,551	\$ 1,645	\$ 1,668,256	\$ 176,000	\$ 1,570,000	792.0%
<b>Total</b>	<b>\$ 84,551</b>	<b>\$ 1,645</b>	<b>\$ 1,668,256</b>	<b>\$ 176,000</b>	<b>\$ 1,570,000</b>	<b>792.0%</b>

**BUDGET DETAIL**

Fund #610 Department: 4613	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Expenditures</b>			
610-4613-0720	Building		\$ 55,000
	Security System, Water Plant, E. Fort Bragg Pressure Zone, Noyo Pump Station and Highway 20 Tank	\$ 20,000	
	Re-roof, Water Plant Pump Building and E. Fort Bragg Pressure Zone Building	35,000	
		55,000	
	<b>Total Building Capital Expenditures</b>		<b>\$ 55,000</b>
610-4613-0720	Machinery & Equipment		160,000
	Noyo River Pump Controls	60,000	
	Raw Water Pump 2	60,000	
	Highway 20 Tank Mixer	40,000	
		160,000	
	<b>Total Machinery &amp; Equipment Capital Expenditures</b>		<b>160,000</b>
610-4613-0751	Infrastructure		1,355,000
	Newman Raw Water Line Replacement	53,000	
	Waterfall Gulch Silt Removal	40,000	
	Repair and Paint Tank 1	500,000	
	Waterfall Gulch Line and Trestle Replacement	762,000	
		1,355,000	
	<b>Total Infrastructure Capital Expenditures</b>		<b>1,355,000</b>
<b>Total - Water Enterprise Non-Recurring Expenditures</b>			<b>\$ 1,570,000</b>



Raw water pond before Hexa Tiles



Raw water pond with Hexa Tiles



## **PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)**

### **SERVICE DESCRIPTION**

Services provided by the Wastewater Enterprise include coordinating operations, monitoring, maintenance and related activities of the wastewater treatment plant and sanitary pumping stations. 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.

### **DIVISION SUMMARY**

During FY 2011/12, the Wastewater Enterprise accomplished the following key activities:

1. Provided oversight and construction management and inspection for the Wastewater Chlorine Contact Basin Walkway Replacement and Filter Press and Garage Siding and Roof Replacement Projects.
2. Coordinated with contractors and was heavily involved with Cleaning and Rehabilitation of the Primary Digester, startup of Secondary Digester, transport of 780 tons of material, and restarting of the Primary Digester from scratch.
3. Installed and programmed effluent flow meter.
4. Removed asphalt from Sludge drying bed #1 and replaced with concrete.
5. Provided contractor oversight for lift station soft start project.
6. Began in-house cleaning of sludge lagoons.
7. Purchased and installed contact basin stairway for basin maintenance and completed effluent sampler installation at the contact basin.
8. Installed and programmed chlorine and sulfur dioxide scales that were gifted to the City.
9. Initiated source control program with completion expected the FY 2012/13.
10. Installed grease removal dumpster to keep lagoons clean.
11. Coordinated hauling of 241 tons of bio-solids and required sampling analysis.
12. Continue sampling protocols for each treatment process for efficiency evaluation and recorded results on a spreadsheet.

## **PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)**

### **FISCAL YEAR 2012/13 PRIORITIES**

The Wastewater Enterprise Division has identified the following key priorities for FY 2012/13:

1. Continue to train 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. Continue research on calcium hypochlorite as an alternative the sodium hypochlorite.
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 an emergency stand-by generator at Native American Lift Station.
8. Replace primary trickling filter distributor arms and media.

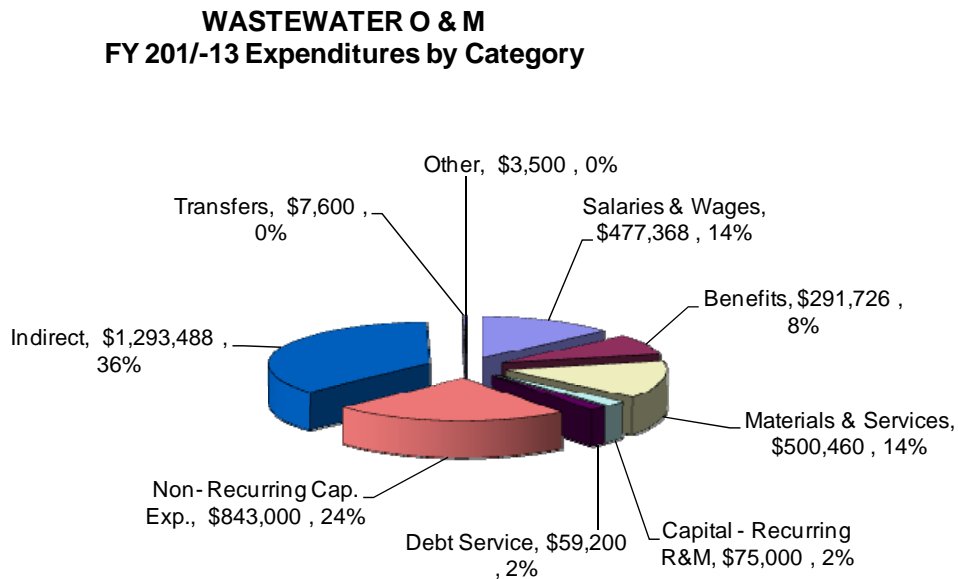
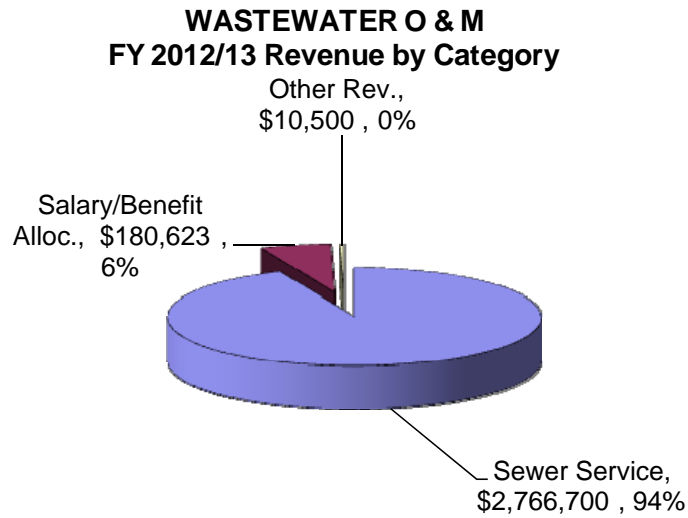
## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Sewer Service	\$ 2,207,930	\$ 2,533,228	\$ 2,711,770	\$ 2,717,300	\$ 2,766,700	1.8%
Salary/Benefit Alloc.	284,897	240,372	171,554	171,554	180,623	5.3%
Other Revenue	15,501	346,527	7,680	99,975	10,500	-89.5%
<b>Subtotal</b>	<u>2,508,328</u>	<u>3,120,127</u>	<u>2,891,004</u>	<u>2,988,829</u>	<u>2,957,823</u>	<u>-1.0%</u>
Transfers	42,220	40,947	550,000	550,000	-	-100.0%
<b>Total Revenue</b>	<u><b>2,550,548</b></u>	<u><b>3,161,074</b></u>	<u><b>3,441,004</b></u>	<u><b>3,538,829</b></u>	<u><b>2,957,823</b></u>	<u><b>-16.4%</b></u>
<b>Expenditure</b>						
Salaries & Wages	463,041	418,581	419,261	454,082	477,368	5.1%
Benefits	274,100	242,070	251,378	251,141	291,726	16.2%
Materials & Services	427,272	457,930	512,230	492,012	500,460	1.7%
Other Expenditures	2,506	1,208	2,000	3,500	3,500	0.0%
Capital - Recurring R&M	131,251	70,139	90,131	36,000	75,000	108.3%
Debt Service	90,648	28,729	99,278	62,200	59,200	-4.8%
<b>Subtotal</b>	<u>1,388,818</u>	<u>1,218,658</u>	<u>1,374,278</u>	<u>1,298,935</u>	<u>1,407,254</u>	<u>8.3%</u>
Indirect	843,583	862,770	1,082,093	1,148,047	1,293,488	12.7%
Transfers	10,710	7,600	7,600	7,600	7,600	0.0%
<b>Total Operating Exp.</b>	<u>2,243,111</u>	<u>2,089,028</u>	<u>2,463,971</u>	<u>2,454,582</u>	<u>2,708,342</u>	<u>10.3%</u>
<b>Net Operating Surplus</b>	307,437	1,072,046	977,033	1,084,247	249,481	-77.0%
<b>Non- Recurring Cap. Exp.</b>	64,259	35,331	435,672	340,672	843,000	147.5%
<b>Net Surplus</b>	<u><b>\$ 243,178</b></u>	<u><b>\$ 1,036,715</b></u>	<u><b>\$ 541,361</b></u>	<u><b>\$ 743,575</b></u>	<u><b>\$ (593,519)</b></u>	<u><b>-179.8%</b></u>

# PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

## BUDGET SUMMARY - Continued



**PUBLIC WORKS DEPARTMENT  
(Wastewater Enterprise)**

**DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION**

**BUDGET SUMMARY**

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011-12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Expenditure</b>						
Materials & Services	\$ 70,214	\$ 70,600	\$ 99,863	\$ 88,036	74,210	-15.7%
Other Expenditures	2,506	1,208	2,000	-	-	0.0%
<b>Sub-Total</b>	<b>72,720</b>	<b>71,808</b>	<b>101,863</b>	<b>88,036</b>	<b>74,210</b>	<b>-15.7%</b>
Indirect	832,458	781,945	988,242	1,045,147	1,176,782	12.6%
Transfers	10,710	7,600	7,600	7,600	7,600	0.0%
<b>Total</b>	<b>\$ 915,888</b>	<b>\$ 861,353</b>	<b>\$ 1,097,705</b>	<b>\$ 1,140,783</b>	<b>\$1,258,592</b>	<b>10.3%</b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION

### BUDGET DETAIL

Fund #710 Department: 4710	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
710-4710-0310	Engineering	\$ 10,000	
710-4710-0311	Legal	1,500	
710-4710-0312	Auditing & Accounting	7,850	
710-4710-0319	Professional Services	5,300	
	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	750	
710-4710-0365	Copying/Printing	1,000	
710-4710-0372	Postage	6,500	
710-4710-0375	General Supplies	500	
710-4710-0358	Liability Premium	18,722	
710-4710-0359	Liability Deductible	500	
710-4710-0360	Property Premium	18,500	
710-4710-0361	Property Deductible	1,000	
	<b>Total Material &amp; Services</b>	<u>                    </u>	<b>\$ 74,210</b>
<b>Allocation Transfers</b>			
710-4710-0396	IT Internal Service Fund Allocation	45,000	
710-4710-0399	Admin Costs Allocation	477,386	
710-4710-0801	Salary/Benefits Allocation	502,849	
710-4710-0802	OPEB Allocation	151,547	
	<b>Total Allocation Transfers</b>	<u>                    </u>	<b>1,176,782</b>
<b>Operating Transfers</b>			
710-4710-0799	To 610 for WW Portion of 2007 Equipment Lease	7,600	
	<b>Total Operating Transfers</b>	<u>                    </u>	<b>7,600</b>
	<b>Total - Wastewater Enterprise Administration Division</b>	<u>                    </u>	<b><u>\$ 1,258,592</u></b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - MAINTENANCE

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Expenditure</b>						
Materials & Services	\$ 16,037	\$ 3,718	\$ 7,100	\$ 7,100	7,100	0.0%
Capital	34,503	-	-	-	0	0.0%
Debt Service	19,435	365	-	-	-	0.0%
<b>Sub-Total</b>	<b>69,975</b>	<b>4,083</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>0.0%</b>
Indirect	11,125	7,275	7,000	7,000	7,000	0.0%
<b>Total</b>	<b>\$ 81,100</b>	<b>\$ 11,358</b>	<b>\$ 14,100</b>	<b>\$ 14,100</b>	<b>\$ 14,100</b>	<b>0.0%</b>

### BUDGET DETAIL

Fund #710 Department: 4711	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
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	
	<b>Total Material &amp; Services</b>		<b>\$ 7,100</b>
<b>Allocation Transfers</b>			
710-4711-0397	Facilities Maintenance Allocation	7,000	
	<b>Total Allocation Transfers</b>		<b>7,000</b>
<b>Total - Wastewater Enterprise Maintenance Division</b>			<b>\$ 14,100</b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - TREATMENT

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Salaries & Wages	\$ 463,041	\$ 418,581	\$ 419,261	\$ 454,082	477,368	5.1%
Benefits	274,100	242,070	251,378	251,141	291,726	16.2%
Materials & Services	338,515	382,404	405,267	396,876	419,150	5.6%
Other Expenditures	2,506	1,208	-	3,500	3,500	0.0%
Capital	96,748	70,139	90,131	36,000	75,000	108.3%
Debt Service	71,213	28,364	99,278	62,200	59,200	-4.8%
<b>Sub-Total</b>	<b>1,246,123</b>	<b>1,142,766</b>	<b>1,265,315</b>	<b>1,203,799</b>	<b>1,325,944</b>	<b>10.1%</b>
Indirect	-	73,550	86,851	95,900	109,706	14.4%
<b>Total</b>	<b>\$ 1,246,123</b>	<b>\$ 1,216,316</b>	<b>\$ 1,352,166</b>	<b>\$ 1,299,699</b>	<b>\$ 1,435,650</b>	<b>10.5%</b>

### BUDGET DETAIL

Fund #710 Department: 4712	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Personnel Costs</b>			
	Salaries & Wages		\$ 477,368
	Employee Benefits		291,726
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>\$ 769,094</b>
<b>Materials &amp; Services</b>			
710-4712-0313	Laboratory		13,000
710-4712-0319	Professional Services		96,800
	Lagoon Cleaning	\$ 15,000	
	NPDES Compliance Support Services	15,000	
	Annual Sludge Removal	25,000	
	Annual Hoist Inspection	1,400	
	Backflow Device Testing	500	
	Fire Extinguisher Maintenance	400	
	Miscellaneous	39,500	
		96,800	
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

Fund #710 Department: 4712	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services, Continued</b>			
710-4712-0342	Laboratory Supplies		7,000
	Chemicals	2,000	
	Micro-organisms & DI Water Cartridges	2,000	
	Pipets, Gloves, Filters, Etc.	1,000	
	Chlorine Analyzer	1,150	
	Certified Thermometer	400	
	Balance Service	450	
		7,000	
710-4712-0343	Chemicals		30,000
710-4712-0351	Equipment Repair & Maintenance		96,500
	Pumps and Repair Parts	17,000	
	Electrical Motor & Controls	12,000	
	Lift Station Replacement Fittings	10,000	
	Pudding Creek Pump	17,000	
	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	
		96,500	
710-4712-0353	Building Repair & Maintenance		5,350
	Roof and Door Maintenance	1,600	
	Lift Stations	1,000	
	Fencing and Gates	500	
	SWPPP BMPs	800	
	Miscellaneous	1,450	
		5,350	
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	
		6,500	

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - TREATMENT

#### BUDGET DETAIL - Continued

Fund #710 Department: 4712	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services, Continued</b>			
710-4712-0373	Licenses & Permits	13,900	
	Annual Fee	8,400	
	Lab Certification	3,000	
	AQMD	700	
	Miscellaneous	1,800	
		<u>13,900</u>	
710-4712-0375	General Supplies	5,000	
710-4712-0376	Medical/Safety Supplies	5,500	
	Gas Detector Sensors	3,500	
	Fire Resistant Cabinets	1,200	
	Respirator Maintenance	500	
	Miscellaneous	300	
		<u>5,500</u>	
710-4712-0377	Boot Expense	1,600	
710-4712-0381	Small Tools & Equipment	5,500	
710-4712-0383	Utilities	127,000	
710-4712-0384	Books & Subscriptions	200	
	<b>Total Material &amp; Services</b>	<u>                    </u>	<b>419,150</b>
<b>Other Expenditures</b>			
710-4712-0606	Bad Debt Sent to Collections	3,500	
	<b>Total Other Expenditures</b>	<u>                    </u>	<b>3,500</b>
<b>Capital Expenditures</b>			
710-4712-0741	Machinery & Equipment	75,000	
	Generator Replacements		
	<b>Total Capital Expenditures</b>	<u>                    </u>	<b>75,000</b>
<b>Allocation Transfers</b>			
710-4712-0322	Fleet Services	109,706	
	<b>Total Allocation Transfers</b>	<u>                    </u>	<b>109,706</b>
<b>Debt Service</b>			
710-4712-0911	Principal	40,000	
710-4712-0912	Interest	17,000	
710-4712-0913	Fees	2,200	
	<b>Total Debt Service</b>	<u>                    </u>	<b>59,200</b>
<b>Total - Wastewater Enterprise Treatment Division</b>			<b><u>\$ 1,435,650</u></b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE – NON RECURRING CAPITAL EXPENDITURES

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Capital	\$ 64,259	\$ 35,331	\$ 435,672	\$ 340,672	843,000	147.5%
<b>Total</b>	<b>\$ 64,259</b>	<b>\$ 35,331</b>	<b>\$ 435,672</b>	<b>\$ 340,672</b>	<b>\$ 843,000</b>	<b>147.5%</b>

#### BUDGET DETAIL

Fund #710 Department: 4713	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Capital Expenditures</b>			
710-4713-0720	Building		\$ 100,000
	Equipment Garage		<u>\$100,000</u>
710-4713-0741	Machinery & Equipment Repair		743,000
	Variable Drives for #2 Water System		8,000
	Aluminum Hand Rail		10,000
	Wireless Lift Station		12,000
	Valve Replacement Project		15,000
	Exterior Lighting		20,000
	SCADA System		25,000
	Native Lift Station		30,000
	Manhole Installation Project		33,000
	Influent Flow Meter		45,000
	Plant Security System		50,000
	Slip Line - Two Blocks		60,000
	Grit Classifier		85,000
	Treatment Plant Fencing		85,000
	Stair Screen		115,000
	Trickling Filter		<u>150,000</u>
			743,000
<b>Total Capital Expenditures</b>			<b>\$ 843,000</b>
<b>Total - Wastewater Enterprise Non-Recurring Expenditures</b>			<b><u>\$ 843,000</u></b>



## C. V. STARR CENTER ENTERPRISE

### SERVICE DESCRIPTION

The C.V. Starr Community Center is a 43,000 square foot facility that includes an indoor water park, exercise rooms and meeting rooms for community use. Its grounds include a dog park, a skateboard park, petanque courts and picnic and BBQ facilities. The City owns the facility and receives restricted sales tax and property tax revenues to help offset the costs of operation, maintenance and capital improvements at the Center. The City contracts with the Mendocino Coast Recreation and Parks District for day-to-day operation of the Center under the financial oversight of the City.

### DEPARTMENTAL SUMMARY

The C.V. Starr Center Enterprise is a new City function. During FY 2011/12, the following key activities were accomplished:

1. Last November, the City Council approved a Memorandum of Agreement with the Mendocino Coast Recreation and Park District and a resolution calling for a special election on March 6, 2012 for voter approval of a special one-half cent sales tax to support the C.V. Starr Community Center. The measure was approved by nearly 75% of the voters.
2. The City and the District entered into a Property Tax Exchange Agreement and an amendment to that agreement whereby the District assigned to the City 45% of its property tax revenues and all of its revenues related to pass-through agreements of the former Fort Bragg Redevelopment Agency. These funds are to be used solely for operation, maintenance and capital improvements at the C.V. Starr Center and for other recreational activities within the City of Fort Bragg.
3. Ownership of the C.V. Starr Center was transferred from the District to the City of Fort Bragg.
4. The City Council entered into agreements with the State Board of Equalization to levy the sales tax.
5. The District entered into an Operating Agreement with the City for day-to-day operation of the C.V. Starr Center.
6. The Council approved a pre-opening budget for FY 2011/12 expenses and one-time costs related to the transition and re-opening of the C.V. Starr Center, and a FY 2012/13 budget for the Center.
7. The City conducted recruitments on behalf of the District for all staff positions at the C.V. Starr Center.
8. The City's Public Works Department coordinated maintenance work and repairs at the C.V. Starr Center to ready it for a July 2012 re-opening date.

# C. V. STARR CENTER ENTERPRISE

## FISCAL YEAR 2012/13 PRIORITIES

The C.V. Starr Center Enterprise has identified the following key priorities for FY 2012/13:

1. Re-open the C.V. Starr Center under new ownership and the new Operating Agreement as soon as possible.
2. Ensure that financial procedures and fiscal controls are established and implemented to address accounting, cash handling, payroll processing, purchasing and procurement, inventory controls, record-keeping, auditing and reporting.
3. Coordinate closely with the C.V. Starr Director to ensure that the Center is run in accordance with the Operating Agreement and the adopted FY 2012/13 Budget.
4. Coordinate closely with the C.V. Starr Director to ensure completion of necessary maintenance and repairs and implementation of capital improvement projects.
5. Develop a multi-year capital improvement plan and budget for the facility with priority given to projects that will reduce energy consumption.

### DIVISION SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ 745,000	100.0%
Property Tax					222,119	100.0%
Investment Interest					500	100.0%
<b>Total Revenue</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>967,619</b>	<b>100.0%</b>
<b>Expenditure</b>						
Indirect					967,619	100.0%
<b>Total Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>967,619</b>	<b>100.0%</b>
<b>Net Surplus (Deficit)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>

### BUDGET DETAIL

Fund #810 Department: 4713	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Indirect</b>			
810-4812-0399	Admin Costs Allocation		\$ 38,858
810-4812-0803	C. V. Starr Allocation		928,761
<b>Total Indirect Expenditures</b>			<b>\$ 967,619</b>
<b>Total - C. V. Starr Center</b>			<b>\$ 967,619</b>

# INTERNAL SERVICE FUNDS

## FACILITIES REPAIR & MAINTENANCE

**SERVICE DESCRIPTION – FACILITIES REPAIR & 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 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Expenditure						
Materials & Services	\$ 109,526	\$ 38,427	\$ 59,800	\$ 29,800	38,000	100.0%
<b>Subtotal</b>	109,526	38,427	59,800	29,800	38,000	<b>27.5%</b>
Transfers	22,000	-	-	-	-	0.0%
<b>Total</b>	<b>\$ 131,526</b>	<b>\$ 38,427</b>	<b>\$ 59,800</b>	<b>\$ 29,800</b>	<b>\$ 38,000</b>	<b>27.5%</b>

### BUDGET DETAIL

Fund #520	Account	Category	FY 2012/13 ADOPTED Budget
Department: 4393	Detail	Detail	
<b>Materials &amp; Services</b>			
520-4393-0353	Facilities Maintenance & Repair		\$ 38,000
	PD - Weight Room Door Entrance	\$ 2,000	
	PD - Resurface Men's Locker Room Floor	700	
	PD - Repaint Interior Door Casings	3,000	
	PD - Replace Lab Counter, Floor and Pair	1,750	
	PD - Re Carpet Admin Office	2,600	
	PD - Coat Parking Lot	3,500	
	ALL - Recore Locks	4,500	
	Misc Building Maintenance	19,950	
		38,000	
<b>Total Materials &amp; Services</b>			<b>\$ 38,000</b>
<b>Total Facilities Maintenance &amp; Repair</b>			<b>\$ 38,000</b>

## INTERNAL SERVICE FUNDS

### FACILITIES REPAIR & MAINTENANCE

#### FUND DETAIL

Facilities Repair & Maintenance Internal Service Fund Detail					
	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget
Police Department Carpet, Stairs, etc	\$ 2,276		\$ -		\$ 2,600
Police Department Paint Exterior	10,645		30,000		
Police Department UPS Replacement	24,311				
Police Department EOC Modernization	7,058				
Police Department Interior Paint, Flooring and Counters					7,450
Police Department Resurface Parking Lot					3,500
Town Hall Paint Exterior	22,588				
Town Hall Bathroom Floors				14,800	
Fort Building Roof	19,146				
City Hall Upstairs Remodel/Storage Area	5,101	4,465	18,000		
City Hall Exterior Paint		2,775			
City Hall Second Floor Furnace		5,087			
City Hall Roof Repair		2,530			
Corp Yard Asphalt Concrete	34,000				
Corp Yard and City Hall - Fire Alarm Repair		1,070			
Bainbridge Park Door Closures			1,800		
Bainbridge Park Drinking Fountain		2,851			
Recore All Lock - Citywide					4,500
Facility Lighting Project		4,887			
Misc Building Maintenance	6,401	14,762	10,000	15,000	19,950
<b>Total Facilities Maintenance &amp; Repair</b>	<b>\$ 131,526</b>	<b>\$ 38,427</b>	<b>\$ 59,800</b>	<b>\$ 29,800</b>	<b>\$ 38,000</b>



## INTERNAL SERVICE FUNDS

### TECHNOLOGY MAINTENANCE & REPLACEMENT

#### SERVICE DESCRIPTION – TECHNOLOGY MAINTENANCE & 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

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Projected	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 67,222	\$ 68,498	\$ 91,325	\$ 96,395	\$ 48,815	-49.4%
Capital	47,361	81,285	71,189	66,119	59,316	-10.3%
<b>Total</b>	<b>\$ 114,583</b>	<b>\$ 149,783</b>	<b>\$ 162,514</b>	<b>\$ 162,514</b>	<b>\$ 108,131</b>	<b>-33.5%</b>

## INTERNAL SERVICE FUNDS

### TECHNOLOGY MAINTENANCE & REPLACEMENT

#### BUDGET DETAIL

Fund #521 Department: 4394	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
521-4394-0319	Professional Services	\$ 6,240	
	Spam Filters	\$ 1,280	
	Papervision Upgrades	400	
	Domain and Internet Connections	4,560	
		6,240	
521-4394-0351	Equipment Repair & Maintenance		41,075
	Anti-Virus Maintenance	2,950	
	Miscellaneous	3,350	
	Munimetrix Systems	3,375	
	ACAD, GIS, Parcel Quest	5,900	
	PD Maintenance - TrakNet and Live Scan	8,500	
	Springbrook Annual Maintenance	17,000	
		41,075	
521-4394-0381	Small Tools & Equipment		1,500
	<b>Total Materials &amp; Services</b>		<b>\$ 48,815</b>
<b>Capital Expenditures</b>			
521-4394-0741	Machinery & Equipment		59,316
	Net Work Upgrades	1,200	
	Web Site Upgrades	4,000	
	Hard Drives and Servers	7,970	
	Software Licenses Upgrades	10,975	
	Replacement Computers, Scanners Etc.	13,700	
	Office License Update	21,471	
		59,316	
	<b>Total Capital Expenditures</b>		<b>59,316</b>
	<b>Total Technology Maintenance &amp; Replacement</b>		<b>\$ 108,131</b>

## INTERNAL SERVICE FUNDS

### TECHNOLOGY MAINTENANCE & REPLACEMENT

#### FUND DETAIL

Information Technology Maintenance & Repair Internal Service Fund Detail					
	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget
<b>Equipment Repair &amp; Maintenance</b>					
IT Maintenance Contract	\$ 41,700	\$ 41,700	\$ 45,600	\$ 48,281	\$ -
Springbrook Maintenance Contract	13,140	13,200	15,000	15,237	17,000
ACAD, Parcel Quest and Paper Vision Annual Fees	3,546	6,746	6,975	3,676	5,900
Anti-virus Software Maintenance	1,200	1,200	2,000	3,500	2,950
Munimetrix Maintenance		3,375	3,375	3,375	3,375
PD Software Licenses			2,400	8,599	8,500
Miscellaneous Software Maintenance		1,079	3,625	1,973	3,350
<b>Sub-Total - Equip. Repair &amp; Maintenance</b>	59,586	67,300	78,975	84,641	41,075
<b>Small Tools &amp; Equipment</b>	7,636	-	1,000	453	1,500
<b>Professional Services</b>					
Springbrook Payroll Training			5,000	8,639	-
Domain, Spam Filters and Internet			1,200	2,662	6,240
<b>Sub-Total - Professional Fees</b>		-	6,200	11,301	6,240
<b>Machinery &amp; Equipment</b>					
Replacement Computers/Printers/Faxes/UPS	9,652	47,283	25,060	37,458	13,700
Hard Drives/Servers	18,700		6,000		4,000
GIS Program	9,109				
Wastewater Wireless			2,500		
Springbrook Version 7 Upgrade		20,000			
License Upgrades - AutoCAD, Training Mgt, GIS					10,975
Network Upgrades			15,779		1,200
Narrow Banding			22,000	21,913	
Cisco Switches	7,900	15,200			
Servers			5,000	6,748	-
Firewall	2,000				3,970
Web Site Upgrades					4,000
Office License Upgrades					21,471
<b>Sub-Total - Machinery &amp; Equipment</b>	47,361	82,483	76,339	66,119	59,316
<b>Total Information Tech. Maint &amp; Repair</b>	<b>\$ 114,583</b>	<b>\$ 149,783</b>	<b>\$ 162,514</b>	<b>\$ 162,514</b>	<b>\$ 108,131</b>

## 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 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Projected	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
Materials & Services	\$ 27,925	\$ 98,016	\$ 106,017	\$ 100,900	\$ 103,050	2.1%
Capital	5,848	-	-	-	156,000	100.0%
<b>Subtotal</b>	33,773	98,016	106,017	100,900	259,050	156.7%
Indirect	-	111,252	207,648	207,648	154,613	-25.5%
<b>Total</b>	<b>\$ 33,773</b>	<b>\$ 209,268</b>	<b>\$ 313,665</b>	<b>\$ 308,548</b>	<b>\$ 413,663</b>	<b>34.1%</b>

## INTERNAL SERVICE FUNDS

### FLEET SERVICES

### BUDGET DETAIL

Fund #522 Department: 4550	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
522-4550-0319	Professional Services	\$ 1,000	
522-4550-0351	Maintenance & Repair	3,250	
522-4550-0352	Equipment Repair & Maintenance	30,000	
522-4550-0366	Training and Travel Reimbursement	400	
522-4550-0375	General Supplies	1,500	
522-4550-0381	Small Tools	1,900	
522-4550-0382	Fuels & Lubricants	65,000	
	<b>Total Materials &amp; Services</b>		<b>\$ 103,050</b>
<b>Capital Expenditures</b>			
522-4550-0742	Vehicles	156,000	
	<b>Total Capital Expenditures</b>		<b>156,000</b>
<b>Allocation Transfers</b>			
522-4550-0399	Admin Costs Allocation	48,554	
522-4550-0801	Salary/Benefits Allocation	106,059	
	<b>Total Allocation Transfers</b>		<b>154,613</b>
	<b>Total Fleet Services</b>		<b>\$ 413,663</b>



## REDEVELOPMENT AGENCY

### DEPARTMENTAL SUMMARY

Until February 1, 2012, a five-member Board of Directors comprised of the five elected City Council members governed the Fort Bragg Redevelopment Agency with the City Manager serving as the Agency's Executive Director and the City Clerk serving as the Secretary to the Agency. The Agency was 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 collected tax increment revenues derived from the annual increase in the total assessed valuation of property within the Fort Bragg Redevelopment Project Area. The tax increment revenues were reinvested in projects and activities that were intended to increase property values and economic activity within the Project Area and to eliminate blighted conditions. The goals and objectives of the Agency included the following:

- Prevent and eliminate blight and remedy conditions which cause blight in the Fort Bragg Redevelopment Project Area.
- 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.
- 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.
- Improve the City's infrastructure, including roads, parking facilities, storm drainage, water and sewer capacity, pedestrian and bicycle paths, and parks.
- Provide affordable housing opportunities for very low-, low- and moderate-income households in the City of Fort Bragg and help to implement the City's housing policies as described in the Housing Element of the Inland General Plan and the Coastal General Plan.

On June 28, 2012, Assembly Bill 1X 26 (the "Dissolution Act") and Assembly Bill 1X 27 (the "Alternative Redevelopment Program Act") were enacted by the State legislature, the result of which was to significantly modify the Community Redevelopment Law (Health & Safety Code §33000, et seq.; the "CRL"). In late December, 2011, the California Supreme Court upheld the Dissolution Act, but struck down the Alternative Redevelopment Program Act. As a result, all redevelopment agencies in California, including the Fort Bragg Redevelopment Agency, were dissolved on February 1, 2012.

While the Fort Bragg Redevelopment Agency has ceased to exist, the City of Fort Bragg serves as the Successor Agency to the Redevelopment Agency and, in that capacity, is responsible for ensuring payment of enforceable obligations and winding down the activities of the former Redevelopment Agency.

## REDEVELOPMENT AGENCY

### AGENCY BUDGET SUMMARY

	FY 2009/10 FYE <u>Audited</u>	FY 2010/11 FYE <u>Audited</u>	FY 2011/12 Amended <u>Budget</u>	FY 2011/12 FYE <u>Projected</u>
<b>Expenditure</b>				
Materials & Services	\$ 171,019	\$ 98,239	\$ 63,772	\$ 20,019
Other Expenditures	725,471	166,733	68,250	-
Capital	974	-	-	-
Debt Service	313,276	317,917	314,575	313,331
	<b>1,210,740</b>	<b>582,889</b>	<b>446,597</b>	<b>333,350</b>
Indirect	383,029	438,696	467,018	233,512
Transfers	496,127	355,095	523,500	273,500
<b>Total</b>	<b><u>\$ 2,089,896</u></b>	<b><u>\$ 1,376,680</u></b>	<b><u>\$ 1,437,115</u></b>	<b><u>\$ 840,362</u></b>



## REDEVELOPMENT AGENCY

**PROGRAM: PROJECT FUND**

**BUDGET SUMMARY**

	FY 2009/10 FYE <u>Audited</u>	FY 2010/11 FYE <u>Audited</u>	FY 2011/12 Amended <u>Budget</u>	FY 2011/12 FYE <u>Projected</u>
<b>Expenditure</b>				
Materials & Services	\$ 164,600	\$ 96,843	\$ 56,406	\$ 18,537
Other Expenditures	536,331	126,733	18,250	-
Capital	974	-	-	-
Debt Service	481	2,822	2,680	1,436
<b>Subtotal</b>	<b>702,386</b>	<b>226,398</b>	<b>77,336</b>	<b>19,973</b>
Indirect	274,922	333,856	359,175	179,589
Transfers	279,028	281,080	489,015	279,015
<b>Total</b>	<b><u>\$ 1,256,336</u></b>	<b><u>\$ 841,334</u></b>	<b><u>\$ 925,526</u></b>	<b><u>\$ 478,577</u></b>

## REDEVELOPMENT AGENCY

### PROGRAM: LOW-MODERATE HOUSING

#### BUDGET SUMMARY

Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected
Materials & Services	\$ 6,419	\$ 1,396	\$ 7,366	\$ 1,482
Other Expenditures	189,140	40,000	50,000	-
<b>Subtotal</b>	<b>195,559</b>	<b>41,396</b>	<b>57,366</b>	<b>1,482</b>
Indirect	108,107	104,840	107,843	53,923
Transfers	217,099	74,015	34,485	(5,515)
<b>Total</b>	<b><u>\$ 520,765</u></b>	<b><u>\$ 220,251</u></b>	<b><u>\$ 199,694</u></b>	<b><u>\$ 49,890</u></b>

### PROGRAM: DEBT SERVICE

#### BUDGET SUMMARY

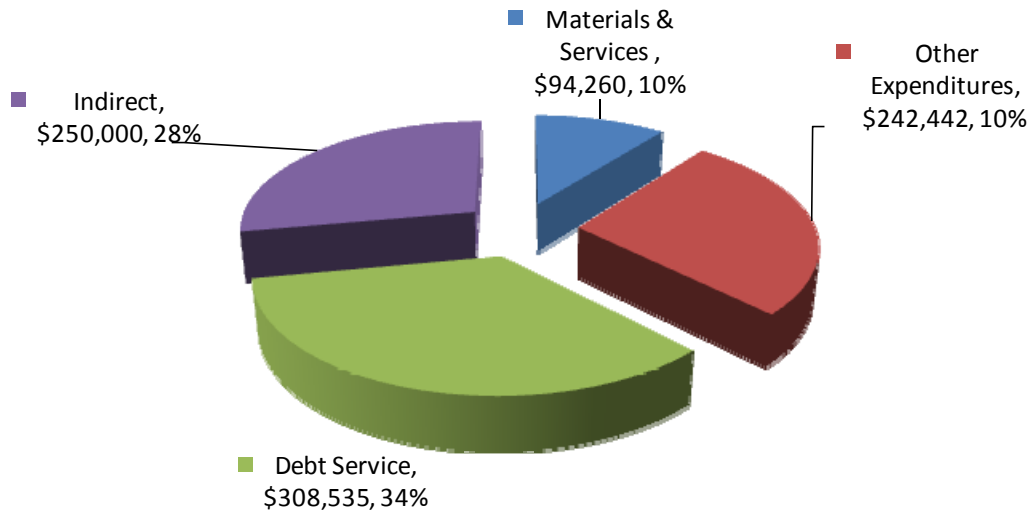
Expenditure	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected
Debt Service	\$ 312,795	\$ 315,095	\$ 311,895	\$ 311,895
<b>Total</b>	<b><u>\$ 312,795</u></b>	<b><u>\$ 315,095</u></b>	<b><u>\$ 311,895</u></b>	<b><u>\$ 311,895</u></b>

# SUCCESSOR AGENCY TO THE FORT BRAGG REDEVELOPMENT AGENCY

## SUCCESSOR AGENCY SUMMARY:

	FY 2011/12 FYE <u>Projected</u>	FY 2012/13 Adopted <u>Budget</u>	% Incr/ <u>(Decr)</u>
<b>Expenditure</b>			
Materials & Services	\$ 44,757	\$ 94,260	110.6%
Other Expenditures	-	242,442	100.0%
Debt Service	-	308,535	100.0%
	<b>44,757</b>	<b>645,237</b>	<b>1341.6%</b>
Indirect	250,000	250,000	0.0%
<b>Total</b>	<b>\$ 294,757</b>	<b>\$ 895,237</b>	<b>203.7%</b>

### SUCCESSOR AGENCY FY 2012/13 by Category



## SUCCESSOR AGENCY TO THE FORT BRAGG REDEVELOPMENT AGENCY

### BUDGET DETAIL:

Fund #175 Department: 4810	Account Detail	Category Detail	FY 2012/13 Adopted Budget
<b>Materials &amp; Services</b>			
175-4810-0311	Legal	\$ 40,000	
175-4810-0312	Auditing & Accounting	7,560	
175-4810-0319	Professional Services	46,700	
	<b>Total Material &amp; Services</b>	_____	<b>\$ 94,260</b>
<b>Other Expenditures</b>			
175-4810-0610	ERAF Payment	92,442	
175-4810-0619	Noyo Center Land Grant	125,000	
175-4810-0619	Community Organization Support	25,000	
	<b>Total Other Expenditures</b>	_____	<b>242,442</b>
<b>Allocation Transfers</b>			
175-4810-0399	Admin Costs Allocation	250,000	
	<b>Total Allocation Transfers</b>	_____	<b>250,000</b>
<b>Debt Service</b>			
172-4810-0911	Principal	80,000	
172-4810-0912	Interest	225,445	
172-4810-0913	Fees	3,090	
	<b>Total Debt Service</b>	_____	<b>308,535</b>
<b>Total - Successor Agency</b>			<b>\$ 895,237</b>

**Debt Summary**  
**Fiscal Year 2012-2013**

Fund	Balance 6/30/2012	Fees	Interest Expense	Principal Payment	Total FY 2012/13	Balance 6/30/2013
<b>Caspar Closure 2005 Certificates of Participation</b>						
General Fund	\$ 972,784	\$ -	\$ 40,228	\$ 107,341	\$ 147,569	\$ 865,443
<b>Redevelopment Tax Allocation Bonds</b>						
RDA Debt Service	4,175,000	3,090	225,445	80,000	308,535	4,095,000
<b>Water Enterprise Certificates of Participation</b>						
Water O&M	3,300,000	3,000	150,655	220,000	373,655	3,080,000
<b>Water Enterprise Department of Water Resource Loan</b>						
Water O&M	1,101,198	400	49,237	57,840	107,477	1,043,358
<b>Municipal Improvement District #1 Bonds</b>						
Wastewater O&M	340,000	2,200	16,960	40,000	59,160	300,000
<b>Capital Leases</b>						
<b>Water Enterprise Equipment Purchase</b>						
Water O&M	558,079		25,096	101,469	126,565	456,610

## 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
<b>FY 12-13 Requirements</b>	<b>\$ 107,341</b>	<b>\$ 40,228</b>	<b>\$ 147,569</b>	<b>\$ -</b>	<b>\$ 147,569</b>

## 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
	\$ 4,830,000	\$ 5,524,483	\$ 10,354,483

	Principal	Interest	Total	Fees	Total Payment
<b>FY 12-13 Requirements</b>	<b>\$ 80,000</b>	<b>\$ 225,445</b>	<b>\$ 305,445</b>	<b>\$ 3,090</b>	<b>\$ 308,535</b>

## 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
<b>FY 12-13 Requirements</b>	<b>\$ 220,000</b>	<b>\$ 150,655</b>	<b>\$ 370,655</b>	<b>\$ 3,000</b>	<b>\$ 373,655</b>



## DEBT HIGHLIGHTS

**\$2,141,532**  
**Water Enterprise Loan**  
**State of California Department of Water Resources**  
**610-4612**

**Date:** January 1, 2007

**Interest:** Semiannual each July and January, commencing July 1, 2007. The loan is interest free. In accordance with generally accepted accounting principles, interest is imputed at 4.53%.

**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	\$ 46,234	\$ 60,843	\$ 107,077
FY 08-09	48,352	58,725	107,077
FY 09-10	50,567	56,510	107,077
FY 10-11	52,884	54,193	107,077
FY 11-12	51,771	55,306	107,077
FY 12-13	57,840	49,237	107,077
FY 13-14	60,490	46,587	107,077
FY 14-15	63,261	43,816	107,077
FY 15-16	66,160	40,917	107,077
FY 16-17	69,191	37,886	107,077
FY 17-18	72,360	34,717	107,077
FY 18-19	75,675	31,402	107,077
FY 19-20	79,142	27,935	107,077
FY 20-21	82,768	24,309	107,077
FY 21-22	86,560	20,517	107,077
FY 22-23	90,526	16,551	107,077
FY 23-24	95,037	12,040	107,077
FY 24-25	99,010	8,067	107,077
FY 25-26	103,546	3,531	107,077
FY 26-27	105,892	1,185	107,077
	\$ 1,457,258	\$ 684,274	\$ 2,141,532

	Principal	Interest	Total	Fees	Total Payment
<b>FY 12-13 Requirements</b>	<b>\$ 57,840</b>	<b>\$ 49,237</b>	<b>\$ 107,077</b>	<b>\$ 400</b>	<b>\$ 107,477</b>

## 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
		<b>\$ 770,000</b>	<b>\$ 468,267</b>	<b>\$ 1,238,267</b>

	Principal	Interest	Total	Fees	Total Payment
<b>FY 12-13 Requirements</b>	<b>\$ 40,000</b>	<b>\$ 16,960</b>	<b>\$ 56,960</b>	<b>\$ 2,200</b>	<b>\$ 59,160</b>

**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
<b>FY 12-13 Requirements</b>	<b>\$ 101,469</b>	<b>\$ 25,096</b>	<b>\$ 126,565</b>	<b>\$ -</b>	<b>\$ 126,565</b>

**Interfund Loan Summary**  
**Fiscal Year 2012-2013**

Fund	Balance 6/30/2012	Fees	Interest Expense	Principal Payment	Total FY 2012/13	Balance 6/30/2013
<b>Redevelopment Agency FY 10 SERAF Payment</b>						
RDA	\$ 312,527	\$ -	\$ 1,523	\$ 108,797	\$ 110,320	\$ 203,730
<b>Wastewater Enterprise Design &amp; Bid Documents</b>						
Wastewater O	46,338	-	227	15,360	15,587	30,978
<b>Redevelopment Agency FY 11 SERAF Payment</b>						
RDA	84,129	-	427	20,856	21,283	63,273
<b>C.V. Starr Center Interfund Loan</b>						
C.V. Starr Center	311,000	-	1,109	-	1,109	311,000

**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
<b>FY 12-13 Requirements</b>	<b>\$ 108,797</b>	<b>\$ 1,523</b>	<b>\$ 110,320</b>	<b>\$ -</b>	<b>\$ 110,320</b>

## 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 12-13 Requirements	\$ 15,360	\$ 227	\$ 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
<b>FY 12-13 Requirements</b>	<b>\$ 20,856</b>	<b>\$ 427</b>	<b>\$ 21,283</b>	<b>\$ -</b>	<b>\$ 21,283</b>

## INTERFUND LOAN HIGHLIGHTS

**\$311,000**  
**Interfund Loan**  
**From General Fund to the C.V. Starr Center Fund**  
**810-4812**

- Date:** July 1, 2012
- Interest:** Quarterly, commencing September 1, 2012. Interest accrues at 0.56%. Interest only for first year, then principal and interest payment through maturity.
- Maturity:** June 30, 2017
- Purpose:** To fund start up costs at the C.V. Starr Center and to advance first quarter sales tax revenues.
- Security:** The loan is secured by sales tax revenues received by the C.V. Starr Center Fund.
- Debt Service:**

Fiscal Year	Principal	Interest	Total
FY 12-13	\$ -	\$ 1,109	\$ 1,109
FY 13-14	77,145	1,274	78,420
FY 14-15	77,649	771	78,420
FY 15-16	77,951	469	78,420
FY 16-17	78,255	165	78,420
	\$ 311,000	\$ 3,788	\$ 314,789

	Principal	Interest	Total	Fees	Total Payment
<b>FY 12-13 Requirements</b>	\$ -	\$ 1,109	\$ 1,109	\$ -	\$ 1,109



## INTERFUND LOAN POLICY

The purpose of the interfund loan policy is to specify the principles under which interfund loans may be considered and approved. The policy specifies the terms and conditions, it summarizes the due diligence necessary prior to the loan and provides guidance as to the repayment and accounting for these loans. This policy was designed to avoid the problems in interfund loans experienced in the past, facilitate future loans in a structured manner and set clear accounting rules for these loans.

The principles of Interfund Loan Policy are as follows:

**1. All interfund loans require formal loan agreement disclosing rates, terms, collateral and repayment conditions.**

All interfund loans must be documented by formal agreements that specify the terms and conditions. The City Council shall act by resolution to approve any proposed interfund loan. The loan amount shall be approved at the amount minimally necessary to ensure the completion of the project for which the funding is required. This procedure recognizes the need for the City Finance Department to treat each City fund as a separate financial entity and avoid commingling resources. Commingling of fund resources is expressly forbidden under Generally Accepted Accounting Principles (GAAP).

The collateral and repayment conditions provide the lending fund some measure of security by earmarking unpledged assets of the borrower, such as cash or receivables. Such language is commonly used on loan documents and it prioritizes repayments from the borrower resources.

**2. The terms and conditions must be based on prevailing investment rates available to other City funds with short to medium terms not to exceed five years.**

The “prevailing investment rate” may be the Local Agency Investment Funds (LAIF) rate or the applicable certificate of deposits rates that offers the same security under an applicable investment policy.

The term of the loan is short to medium, not to exceed five years. This is designed to avoid long term lending, which may appear to be similar to fund balance donations. Long term funding saps the limited cash resources of the various city funds and denies the lending fund the cash necessary for its own operating and capital needs.

**3. All interfund loan proposals require a feasibility analysis demonstrating that (i) the borrowing fund has the capacity to repay the debt, (ii) the lending fund has the capacity to lend the funds, beyond its own operating and capital needs, and (iii) that the loan does not violate any debt covenants or other provisions of the borrowing and lending funds.**

As part of the due diligence, each loan proposal must demonstrate that the funding is truly a loan that can be repaid. It is important to avoid masking an operating deficiency in one fund with an interfund loan from another fund. This is the centerpiece of the policy, which seeks to avoid loans that fail the fundamental test of performance (repayment) under the contract.

If a feasibility analysis does not show that the loan can be safely repaid, the appropriate recommendation may be a revenue enhancement or another correction of the underlying reason for the funding deficiency, followed perhaps by an interfund loan. An alternative financing recommendation may be a fund balance donation.

## **INTERFUND LOAN POLICY - Continued**

This requirement is also designed to identify any conflicts with specific restrictions or requirements pertaining to certain funds. Such conflicts may arise from applicable debt covenants, fiduciary requirements on funds held by the City or legal hurdles that the funding needs to overcome.

- 4. There is to be no prepayment penalty, the interest is to be paid quarterly, while principle payments are subject to the feasibility analysis cash projections.**

The policy states that there will be no prepayment penalties and that the payments be timed on a quarterly basis to simplify the accounting aspects of the loans.

- 5. The interest expense from interfund loans is to be treated as user fund expense, while the interest income is to be treated as interest revenue to the loaning fund.**

The policy simply states that the expense and revenues be considered as borrowing fund expenses and lending fund revenues.



## **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 Fund** 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.

**140 – Public Safety Grants** To account for monies received from the State or law enforcement services under the Citizens Option for Public Safety (COPS) Secure our Schools Program.

**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.

**223 – D1 Street and Highway Allocation** To account for the City's share of highways users' tax revenues that are legally restricted to the planning, construction, improvement, maintenance and operation 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 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
General Plan Maint. Fees	\$ 43,831	\$ 31,675	\$ 25,000	\$ 30,000	\$ 30,000	0.0%
Investment Earnings	927	1,115	1,100	700	700	0.0%
<b>Total Revenues</b>	<b>44,758</b>	<b>32,790</b>	<b>26,100</b>	<b>30,700</b>	<b>30,700</b>	<b>0.0%</b>
<b>Expenditure</b>						
Transfers	30,000	20,000	20,000	20,000	30,000	50.0%
<b>Total Expenditures</b>	<b>30,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>30,000</b>	<b>50.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 14,758</b>	<b>\$ 12,790</b>	<b>\$ 6,100</b>	<b>\$ 10,700</b>	<b>\$ 700</b>	<b>-93.5%</b>

**BUDGET DETAIL**

Fund #116 Department: 4320	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	116-4320-0799 Transfer to Other Funds		\$ 30,000
		To General Fund 110 - General Plan Maintenance	
	<b>Total Transfers - General Plan Maintenance Fee</b>		<b>\$ 30,000</b>
	<b>Total - General Plan Maintenance Fee Fund</b>		<b>\$ 30,000</b>

## SPECIAL REVENUE FUNDS

### PARKING FUND

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Parking Permits	\$ 1,326	\$ 3,009	\$ -	\$ 544	\$ -	-100.0%
Investment Earnings	122	142	135	70	100	42.9%
<b>Total Revenues</b>	<b>1,448</b>	<b>3,151</b>	<b>135</b>	<b>614</b>	<b>100</b>	<b>-83.7%</b>
<b>Expenditures</b>						
Transfers	-	5,165	8,200	8,000	8,000	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>5,165</b>	<b>8,200</b>	<b>8,000</b>	<b>8,000</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 1,448</b>	<b>\$ (2,014)</b>	<b>\$ (8,065)</b>	<b>\$ (7,386)</b>	<b>\$ (7,900)</b>	<b>7.0%</b>

#### BUDGET DETAIL

Fund #120 Department: 4396	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	120-4396-0799 Transfer to Other Funds		\$ 8,000
		To Parking In Lieu Fund 121 - Parking Lot Lease	
	<b>Total Transfers - Parking Fund</b>		<b>\$ 8,000</b>
	<b>Total - Parking Fund</b>		<b>\$ 8,000</b>

## SPECIAL REVENUE FUNDS

### PARKING IN-LIEU FEES

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Parking In-Lieu Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Investment Earnings	42	-	-	-	-	0.0%
Transfers	-	5,165	8,200	8,256	-	-100.0%
<b>Total Revenues</b>	<b>42</b>	<b>5,165</b>	<b>8,200</b>	<b>8,256</b>	<b>-</b>	<b>-100.0%</b>
<b>Expenditure</b>						
Materials & Services	8,000	8,000	8,200	8,000	8,000	0.0%
<b>Total Expenditures</b>	<b>8,000</b>	<b>8,000</b>	<b>8,200</b>	<b>8,000</b>	<b>8,000</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (7,958)</b>	<b>\$ (2,835)</b>	<b>\$ -</b>	<b>\$ 256</b>	<b>\$ (8,000)</b>	<b>-100.0%</b>

#### BUDGET DETAIL

Fund #121 Department: 4392	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Other Expenditures</b>			
	121-4392-0357 Lease/Rental - Space	\$ 8,000	
	Mendocino Railway Parking Lot Lease		
	<b>Total Other Expenditures - Parking In-Lieu</b>		<b>\$ 8,000</b>
	<b>Total - Parking In-Lieu Fund</b>		<b>\$ 8,000</b>

## SPECIAL REVENUE FUNDS

### PARKLAND MONITORING & REPORTING

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Adopted	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Parkland Monitoring	\$ 120,000	\$ -	\$ -	\$ -	\$ -	0.0%
Investment Earnings	-	5,165	8,200	8,256	500	-93.9%
<b>Total Revenues</b>	<b>120,000</b>	<b>5,165</b>	<b>8,200</b>	<b>8,256</b>	<b>500</b>	<b>0.0%</b>
<b>Expenditure</b>						
Transfers	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 120,000</b>	<b>\$ 5,165</b>	<b>\$ 8,200</b>	<b>\$ 8,256</b>	<b>\$ 500</b>	<b>0.0%</b>

**Note:**

No expenditures from this fund are anticipated in FY 2011/12 or FY 2012/13.

### COPS AB1913

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
COPS AB 1913 Allocation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
<b>Total Revenues</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0%</b>
<b>Expenditure</b>						
Transfers	100,000	100,000	100,000	100,000	100,000	0.0%
<b>Total Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

#### BUDGET DETAIL

Fund #139 Department: 4854	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	139-4854-0799 Transfer to Other Funds		\$ 100,000
		To General Fund 110 - CSO costs	
	<b>Total Operating Transfers - COPS AB1913</b>		<b>\$ 100,000</b>
	<b>Total - COPS AB1913 Fund</b>		<b>\$ 100,000</b>



**SPECIAL REVENUE FUNDS**

**OJP VEST PARTNERSHIP**

**BUDGET SUMMARY**

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Depart. of Justice Grant	\$ 432	\$ 1,343	\$ 1,275	\$ 600	\$ 600	0.0%
Transfer	-	2,000	1,500	1,500	2,000	33.3%
<b>Total Revenues</b>	<b>432</b>	<b>3,343</b>	<b>2,775</b>	<b>2,100</b>	<b>2,600</b>	<b>23.8%</b>
<b>Expenditure</b>						
Materials & Services	864	4,459	2,550	1,200	1,200	0.0%
<b>Total Expenditures</b>	<b>864</b>	<b>4,459</b>	<b>2,550</b>	<b>1,200</b>	<b>1,200</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (432)</b>	<b>\$ (1,116)</b>	<b>\$ 225</b>	<b>\$ 900</b>	<b>\$ 1,400</b>	<b>55.6%</b>

**BUDGET DETAIL**

Fund #146 Department: 4844	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
	146-4844-0381 Small Tools & Equipment	\$ 1,200	
	<b>Total Materials &amp; Services - OJP Vest Partnership</b>		<b>\$ 1,200</b>
<b>Total - OJP Vest Partnership Fund</b>			<b>\$ 1,200</b>

## SPECIAL REVENUE FUNDS

### ASSET FORFEITURE

### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
State Asset Forfeitures	\$ 80,107	\$ 80,107	\$ 220,081	\$ 90,000	\$ 55,000	-38.9%
State Asset Forfeitures - Educ.	36,250	51,454	39,000	39,000	40,000	2.6%
Investment Earnings	1,082	1,883	2,600	2,600	2,800	7.7%
<b>Total Revenues</b>	<b>117,439</b>	<b>133,444</b>	<b>261,681</b>	<b>131,600</b>	<b>97,800</b>	<b>-25.7%</b>
<b>Expenditure</b>						
Materials & Services	58,405	7,489	37,967	42,377	40,300	-4.9%
Miscellaneous	2,976	1,000	-	-	3,000	100.0%
Capital	6,000	-	18,052	-	10,000	100.0%
<b>Subtotal</b>	<b>67,381</b>	<b>8,489</b>	<b>56,019</b>	<b>42,377</b>	<b>53,300</b>	<b>25.8%</b>
Transfers	11,000	53,696	100,000	73,083	100,000	36.8%
<b>Total Expenditures</b>	<b>78,381</b>	<b>62,185</b>	<b>156,019</b>	<b>115,460</b>	<b>153,300</b>	<b>32.8%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 39,058</b>	<b>\$ 71,259</b>	<b>\$ 105,662</b>	<b>\$ 16,140</b>	<b>\$ (55,500)</b>	<b>-443.9%</b>

### BUDGET DETAIL

Fund #167 Department: 4215 & 4216	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
	167-4216-0319 Professional Services	\$ 3,500	
	167-4216-0371 Meetings/City Business	1,500	
	167-4216-0375 General Supplies	3,300	
	167-4216-0381 Small Tools & Equipment	32,000	
	<b>Total Material &amp; Supplies - Asset Forfeiture</b>	<b>\$ 40,300</b>	
<b>Other Expenditures</b>			
	167-4216-0619 Miscellaneous	3,000	
	<b>Total Other Expenditures - Asset Forfeiture</b>	<b>3,000</b>	
<b>Capital Expenditures</b>			
	167-4216-0741 Machinery & Equipment	10,000	
	<b>Total Capital Expenditures - Asset Forfeiture</b>	<b>10,000</b>	
<b>Operating Transfers</b>			
	167-4215-0799 Transfer to Other Funds	100,000	
	To General Fund 110 for Major Crimes Task Force Detective		
	<b>Total Operating Transfers - Asset Forfeiture</b>	<b>100,000</b>	
<b>Total Asset Forfeiture Fund</b>			<b>\$ 153,300</b>

## SPECIAL REVENUE FUNDS

### GAS TAXES

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Gas Tax	\$ 126,143	\$ 119,784	\$ 188,000	\$ 192,500	\$ 192,600	0.1%
Noyo Lighting District Tax	2,353	3,343	2,500	2,500	2,500	0.0%
Investment Earnings	2	-	-	-	-	0.0%
Other Revenue	4,654	4,857	4,500	4,500	4,500	0.0%
Transfers	14,642	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>147,794</b>	<b>127,984</b>	<b>195,000</b>	<b>199,500</b>	<b>199,600</b>	<b>0.1%</b>
<b>Expenditure</b>						
Indirect	-	35,768	-	-	-	0.0%
Transfers	49,774	11,657	195,000	195,000	199,600	2.4%
<b>Total Expenditures</b>	<b>49,774</b>	<b>47,425</b>	<b>195,000</b>	<b>195,000</b>	<b>199,600</b>	<b>2.4%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 98,020</b>	<b>\$ 80,559</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>-100.0%</b>

#### BUDGET DETAIL

Fund #221 Department: 4520	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	221-4520-0799 Transfer to Other Funds		\$ 199,600
		To General Fund 110 - Street Repair	
	<b>Total Transfers - Street Maintenance</b>		<b>\$ 199,600</b>
<b>Total - Gas Tax - Street Maint. Division</b>			<b>\$ 199,600</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE DIVISION

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Revenues	\$ 850,001	\$ 730,300	\$ 700,000	\$ 726,000	\$ 768,950	3.7%
Investment Earnings	5,565	9,712	1,740	7,500	8,500	13.3%
Transfers	313,348	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>1,168,914</b>	<b>740,012</b>	<b>701,740</b>	<b>733,500</b>	<b>777,450</b>	<b>6.0%</b>
<b>Expenditure</b>						
Materials & Services	56,614	2,764	169,897	50,000	23,950	-52.1%
Capital	5,000	-	-	-	-	0.0%
<b>Sub-Total</b>	<b>61,614</b>	<b>2,764</b>	<b>169,897</b>	<b>50,000</b>	<b>23,950</b>	<b>-52.1%</b>
Indirect	-	-	-	-	-	0.0%
Transfers	391,426	474,552	1,072,792	1,215,689	42,032	0.0%
<b>Total Expenditures</b>	<b>453,040</b>	<b>477,316</b>	<b>1,242,689</b>	<b>1,265,689</b>	<b>65,982</b>	<b>-94.8%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 715,874</b>	<b>\$ 262,696</b>	<b>\$ (540,949)</b>	<b>\$ (532,189)</b>	<b>\$ 711,468</b>	<b>-233.7%</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – TRAFFIC CONGESTION RELIEF

#### DEPARTMENT SUMMARY

	FY 2009/10 FYE <u>Audited</u>	FY 2010/11 FYE <u>Audited</u>	FY 2011/12 Amended <u>Budget</u>	FY 2011/12 FYE <u>Projected</u>	FY 2012/13 Adopted <u>Budget</u>	% Incr/ (Decr)
<b>Revenue</b>						
Prop 42 - Traffic Cong. Relief	\$ 62,075	\$ -	\$ -	\$ -	\$ -	0.0%
Investment Earnings	116	-	-	-	-	0.0%
<b>Total Revenues</b>	<u><b>62,191</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>0.0%</b></u>
<b>Expenditure</b>						
Transfers	58,314	62,131	-	-	-	0.0%
<b>Total Expenditures</b>	<u><b>58,314</b></u>	<u><b>62,131</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>0.0%</b></u>
<b>Net Surplus (Deficit)</b>	<u><b>\$ 3,877</b></u>	<u><b>\$ (62,131)</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>0.0%</b></u>

**Note:**

Effective July 1, 2010, this program was eliminated by the State.

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – MAIN STREET REALIGNMENT

#### DEPARTMENT SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Intergovernmental	\$ 54,910	\$ 10,842	\$ 10,000	\$ 6,000	\$ 23,950	0.0%
<b>Total Revenues</b>	<b>54,910</b>	<b>10,842</b>	<b>10,000</b>	<b>6,000</b>	<b>23,950</b>	<b>299.2%</b>
<b>Expenditure</b>						
Materials & Services	56,614	2,764	169,897	50,000	23,950	-52.1%
<b>Total Expenditures</b>	<b>56,614</b>	<b>2,764</b>	<b>169,897</b>	<b>50,000</b>	<b>23,950</b>	<b>-52.1%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (1,704)</b>	<b>\$ 8,078</b>	<b>\$ (159,897)</b>	<b>\$ (44,000)</b>	<b>\$ -</b>	<b>-100.0%</b>

#### BUDGET DETAIL

Fund #240 Department: 4837	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Materials &amp; Services</b>			
	240-4837-0319 Professional Services		\$ 23,950
		Design for Main St Realignment	
	<b>Total Material &amp; Services</b>		<b>\$ 23,950</b>
	<b>Total - MCOG - Streets</b>		<b>\$ 23,950</b>

**SPECIAL REVENUE FUNDS**

**STREETS & MAINTENANCE – SPECIAL SALES TAX, STREETS**

**DEPARTMENT DETAIL**

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Special Sales Tax	\$ 733,016	\$ 719,458	\$ 690,000	\$ 720,000	\$ 745,000	3.5%
Investment Earnings	5,565	9,712	1,740	7,500	8,500	13.3%
Transfer	313,232	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>1,051,813</b>	<b>729,170</b>	<b>691,740</b>	<b>727,500</b>	<b>753,500</b>	<b>3.6%</b>
Capital	5,000	-	-	-	-	0.0%
Transfers	333,112	412,420	1,072,792	1,215,689	42,032	0.0%
<b>Total Expenditures</b>	<b>338,112</b>	<b>412,420</b>	<b>1,072,792</b>	<b>1,215,689</b>	<b>42,032</b>	<b>0.0%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 713,701</b>	<b>\$ 316,750</b>	<b>\$ (381,052)</b>	<b>\$ (488,189)</b>	<b>\$ 711,468</b>	<b>-245.7%</b>

**BUDGET DETAIL**

Fund #250 Department: 4950	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	250-4950-0799 Operating Transfer to 110 Street Project Management		\$ 42,032
	<b>Total Operating Transfers</b>		<b>\$ 42,032</b>
	<b>Total - Special Sales Tax - Streets</b>		<b>\$ 42,032</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – TRAFFIC & SAFETY

#### BUDGET SUMMARY

	FY 2009/10 FYE Audited	FY 2010/11 FYE Audited	FY 2011/12 Amended Budget	FY 2011/12 FYE Projected	FY 2012/13 Adopted Budget	% Incr/ (Decr)
<b>Revenue</b>						
Traffic Safety Fines	\$ 12,582	\$ 10,842	\$ 10,000	\$ 6,000	\$ 10,000	66.7%
<b>Total Revenues</b>	<b>12,582</b>	<b>10,842</b>	<b>10,000</b>	<b>6,000</b>	<b>10,000</b>	<b>66.7%</b>
<b>Expenditure</b>						
Transfers	-	6,899	10,000	4,600	8,000	73.9%
<b>Total Expenditures</b>	<b>-</b>	<b>6,899</b>	<b>10,000</b>	<b>4,600</b>	<b>8,000</b>	<b>73.9%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 12,582</b>	<b>\$ 3,943</b>	<b>\$ -</b>	<b>\$ 1,400</b>	<b>\$ 2,000</b>	<b>42.9%</b>

#### BUDGET DETAIL

Fund #230 Department: 4840	Account Detail	Category Detail	FY 2012/13 ADOPTED Budget
<b>Operating Transfers</b>			
	230-4840-0799 Transfer to Other Funds		\$ 10,000
		To General Fund 110 - Street Repair	
	<b>Total Transfers - Traffic &amp; Safety</b>		<b>\$ 10,000</b>
	<b>Total - Traffic &amp; Safety Division</b>		<b>\$ 10,000</b>





## SPECIAL REVENUE FUNDS

### GRANT FUND DESCRIPTIONS

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.

**169 – Community Development Block Grant Planning and Technical Assistance** Grant award for planning the Water Distribution Facilities Study.

**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.

**312 – Noyo Center Land Acquisition** Grant award for from the Coastal Conservancy for the acquisition of the Noyo Center Land on the former Georgia Pacific Mill site.

**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 received for Otis Johnson Wilderness Park habitat restoration.

## SPECIAL REVENUE FUNDS

### GRANTS DETAIL – FY 2012/13 GRANTS IN PROGRESS

Fund Department	Original Funding	Prior Year(s) Exp	FY 2012/13 FYE
<b>Fund 129 - Safe Routes to Schools *</b>			
4930 2007 Federal Grant	\$ 214,000	\$ 65,000	\$ 417,527
<b>Fund 134 - Sustainable Communities</b>			
4857 Georgia Pacific Specific Plan	319,500	33,554	20,000
4871 Climate Action	85,350	35,000	<u>50,350</u>
			<b>70,350</b>
<b>Fund 137 - OWP Grants</b>			
Franklin Street Way Finding Signs	55,000	-	55,000
4856 Chestnut Street Corridor	45,000	-	<u>45,000</u>
			<b>100,000</b>
<b>Fund 149 - Prop 84 Grant *</b>			
4833 Coastal Trail	4,850,000	9,000	4,699,302
<b>Fund 158 - CDBG General Allocation Grant</b>			
4825 2010 Housing Rehabilitation	400,000	149,060	238,000
4866 Home Energy Link Program	80,000	52,914	27,056
4867 Homeownership Assistance	200,000	11,500	187,625
4869 Grant Administration	60,000	30,030	<u>24,689</u>
			<b>477,370</b>
<b>Fund 165 - EDBG PT/A Grants</b>			
4847 Industrial and Fine Arts Center Feasibility	35,000	18,306	16,694
4849 Compost Feasibility	35,000	34,250	750
4954 Economic Development	35,000	13,750	21,250
4955 Guest House Improvement	50,000	8,372	<u>41,628</u>
			<b>80,322</b>
<b>Fund 166 - EDBG Microenterprise</b>			
4861 Microenterprise Program #5784	300,000	34,991	265,009
<b>Fund 169 - CDBG PT/A</b>			
4956 Water Mater Plan	37,500	-	37,500
<b>Fund 401 - Otis Johnson Park Rehab Project *</b>			
4803 OJ Park - Caltrans	226,059	226,059	-
<b>FY2012/13 Total Grant Expenditures</b>			<b><u>\$ 6,047,380</u></b>

**Notes:**

In FY2012/13 the anticipated amount to be allocated to the General Fund for staff time reimbursed by grant funding is \$120,000.

\* Grant funded Capital Projects are included for reference only.

## SPECIAL REVENUE FUNDS

### GRANTS

#### BUDGET DETAIL – FY 2011/12 COMPLETED GRANTS

Fund Department	Grant Awarded	FY Awarded
<b>Fund 159 - Federal Appropriation</b>		
4833 Coastal Trail	\$ 750,000	2009/10
<b>Fund 166 -CDBG - Micro Enterprise</b>		
4858 Microenterprise Program	350,000	2009/10
<b>Fund 185 - Bicycle Transportation Account</b>		
4952 Oak and Franklin Street Bike Routes	117,500	2010/11
<b>Fund 313 - Integrated Regional Waste Management Plan</b>		
4853 Waterfall Gulch Raw Water Line	550,000	2010/11
<b>Fund 401 - Otis Johnson Park Rehab Project</b>		
4805 River Parkways/Prop 50	178,238	2008/09
<b>Fund 405 - RAC Chip Seal Grant</b>		
4870 Street Resurfacing	70,399	2010/11
<b>FY 2011/12 COMPLETED GRANTS</b>	<b><u>\$2,016,137</u></b>	

## **CAPITAL PROJECT FUNDS**

Capital Project Funds are used to account for major capital expenditures such as the construction of park facilities, water and wastewater facilities and street projects. Acquisitions of other capital assets, such as machinery, furniture, and vehicles, are generally accounted for in the fund that is responsible for the financing each expenditure.

A separate Capital Project Fund is established when acquisition or construction of a 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 is oftentimes advantageous to use a separate Capital Project Fund even when one is not technically required. As with all funds in a governmental entity, the purpose of creating a specific Capital Project Fund is to establish a basis of accountability for resources provided for a particular purpose.

## **CAPITAL PROJECT FUNDS FY 2011/12 CAPITAL PROJECTS SUMMARY**

The Public Works Department completed eight capital projects and began a ninth project in FY 2011/12. These projects included: Downtown Parking Lots Resurfacing; Raw Water Ponds Covers; 2011 Streets Structural Repair Project; 2011 Streets Resurfacing Project; Skate Park Improvements – Phase II; Otis Johnson Park Improvements; Primary Digester Cleaning & Minor Rehab; BTA Franklin Street and Oak Street Bike Lanes Project; and a portion of the Safe Routes to Schools Project, Cycle 2. A brief summary of each project follows:

- Downtown Parking Lots – During the Streets Resurfacing project, staff negotiated an agreement with Intermountain Slurry Seal to seal coat City-owned parking lots at City Hall, Laurel Street, and Main Street. Separate parking funds were utilized for this portion of the work and the contractor provided a reasonable cost to complete the work. Work was completed with minimal disruption to the parking lot users and the City ended up with newly surfaced and striped lots.
- Raw Water Ponds Cover – This project was handled completely in house by the City's treatment operators. Plastic "hexatiles" were purchased and as materials arrived, they were placed into the north and south raw water ponds at the water treatment facility. Over a period of several months, a sufficient number of tiles were placed to fully cover the surface of the ponds. Staff has already noted changes to the ponds, such as the lack of vegetation, and sampling levels that have remained more constant. This has allowed for higher quality water and use of fewer chemicals in the treatment process.
- 2011 Streets Structural Repairs - As the first step in the Streets Resurfacing Project, the City contracted for structural repairs at various locations throughout the City. This required a contractor to grind areas of the street that had structurally failed to a depth of four inches and then pave back with two inch lifts of new asphalt. Argonaut Constructors completed all the necessary repairs prior to start of the Street Resurfacing project.
- 2011 Streets Resurfacing Project – Intermountain Slurry Seal was hired to complete the second phase of the Streets Resurfacing Project using a triple layer surface treatment. These three layers consisted of a microsurface of hot mix asphalt, installation of rubberized chip seal, and a surface slurry seal to smooth out the chips. This project was completed on ten streets within the City and has improved the overall pavement condition index (PCI). An upcoming pavement management update should indicate improved street conditions within the City.

## CAPITAL PROJECT FUNDS FY 2011/12 CAPITAL PROJECTS SUMMARY Continued

- Skate Park Improvements, Phase II – Funding was awarded by the Stewardship Council for completion of the second phase of improvements to the Fort Bragg Skate Park. Plans and specifications were completed and the project bid, and GeoCon Engineering was awarded the contract. This project consisted of constructing the bowl in the center of the park, adding skate features along the east side and southeast corner of the park, installing new sidewalk and stairs along the west side of the park, and installing benches, trash/recycling containers and a new park sign.
- Otis Johnson Park Project – Most of this project was completed during the summer of 2011 with Akeff Construction Services replacing the retaining wall along the entrance from Laurel Street; installing a bridge over the upper creek and lower creek; doing some minor stair work, and installing entrance improvements at the Laurel Street entrance. Other work included removal of invasive plants, overall park cleanup, installation of stream revetment, signs, kiosks, and rebuilding the redwood stairs. Much of this work was completed by City staff, local volunteers and prison crews from Parlin Fork and Chamberlain Creek. Staff continues to work on planting and vegetation maintenance as well as minor additional improvements.
- Primary Digester Cleaning & Minor Rehab – Treatment personnel were heavily involved with this project, including oversight of the initial clean-out of the digester by a contractor. The primary digester was taken off-line and completely emptied. This included removal of 14 feet of silt and sand that had built up within the digester over the past 40 years. Once cleaned, some valves and piping were replaced, and substantial work on the roof was completed in order to replace view ports and vents. This cleaning/rehab process also required staff to convert the secondary digester to the primary digester, a process which was very challenging due to a design flaw in the secondary digester which required piping modifications just to mix the sludge. Staff deserves enormous credit for following up with the process, getting the right people involved, putting in long hours to make the process work, and taking on the task of starting up the newly cleaned primary digester from scratch. It is no easy process to start a digester and get it working properly, but the primary digester is back on line and functioning as designed.
- Bicycle Transportation Account – Funding for bike lanes and associated signage on Franklin and Oak Street was awarded under the Bicycle Transportation Account (BTA) and the City hired DP Engineering to complete the design. During the design process, it was determined that additional striping could be completed within the available funding, so the project scope was expanded to include a section of Dana Street, Elm Street, and bicycle detector loops at Elm & Main as well as at Oak & Main. The project was bid, with no contractors responding, and staff negotiated with a striping contractor to complete the project within the grant budget. Staff managed and inspected the project which came in at budget and was completed prior to expiration of the grant.

**CAPITAL PROJECT FUNDS**  
**FY 2011/12 CAPITAL PROJECTS SUMMARY Continued**

- Partial Safe Routes to School Cycle 2 - Staff received clearance and authorization to construct this project which was placed out to bid in February 2012. Surveying of students and parents occurred in March as part of the grant requirements. A contract was awarded in mid-April and work on the project will begin in FY 2011/12. Certain components of this project cannot be undertaken until school is out for the summer, so it is anticipated that the project will be completed in FY 2012/13..

Other projects that were completed in FY 2011/12 that were not identified in the capital projects listing but required substantial Public Works personnel time include:

- Repair of the manifold at the East Fort Bragg Pressure Zone Pump Station;
- Silt removal at Waterfall Gulch Reservoir;
- Downtown Crosswalk Rehabilitation consisting of repainting stamped crosswalks within the central business district; striping safety improvements at various locations;
- Traffic model for the Main Street Re-alignment;
- Wastewater filter press project;
- Garage siding and roof replacement;
- Manholes rehabilitation at various locations; and
- Drying B=beds repair at Wastewater Treatment Facility by replacing old asphalt surface with concrete.



**FY 2012-13 CAPITAL PROJECTS  
& APPROPRIATIONS**

Line Item Detail

Project Number and Name	Project Cost	Prior Year(s) Costs	FY2012/13 Adopted
PW-04 - Safe Routes to Schools	\$ 445,126	\$ 27,599	\$ 417,527
PW-09 - Fort Bragg Coastal Restoration and Trail	5,787,495	1,088,193	4,699,302
	<b>Total Public Works</b>		<b>5,116,829</b>
WA-04 - Newman Raw Water Line Replacement	608,000		53,000
WA-09 - Waterfall Gulch Line and Trestle Replacement	762,000		762,000
WA-10 - Waterfall Gulch Silt Removal	40,000		40,000
	<b>Total Water Enterprise</b>		<b>855,000</b>
WW-03 - Replacement of Treatment Plant Fencing	85,000	-	85,000
WW-07 - Wastewater Equipment Garage	103,500	3,500	100,000
WW-10 - Sewer Manhole Installation Project	115,000	-	33,000
	<b>Total Wastewater Enterprise</b>		<b>218,000</b>
	<b>Total Capital Projects</b>		<b>\$ 6,189,829</b>



**MULTI-YEAR CAPITAL IMPROVEMENT PROGRAM**



**2012-2017 CAPITAL IMPROVEMENT PROGRAM  
PROJECT EXPENDITURE BY CATEGORY**

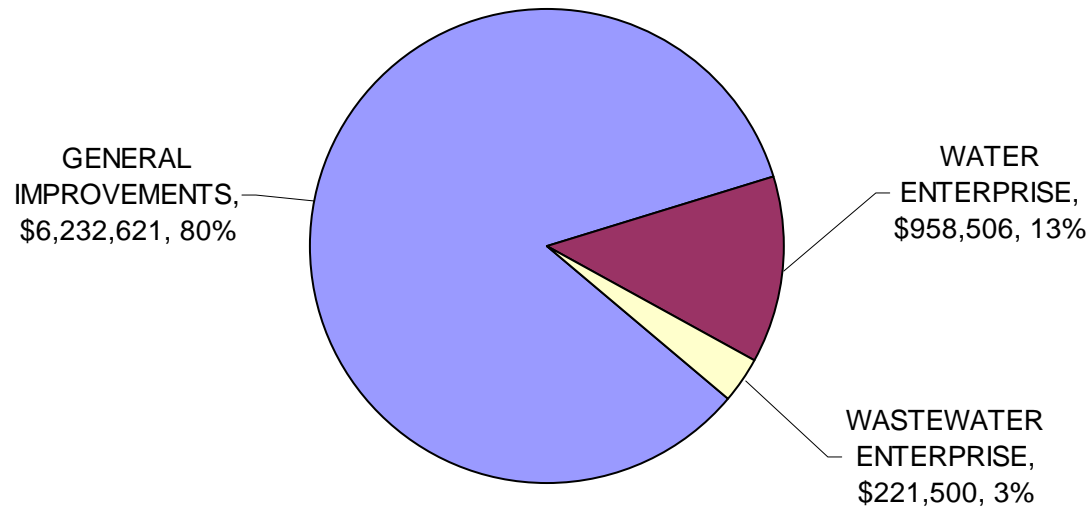
CATEGORY	Prior Years	2012/13	2013/14	2014/15	2015/16	2016/17	5 Year CIP		Grand Total
							Total	Beyond CIP	
<b>GENERAL IMPROVEMENTS</b>									
PW-03 ADA Transition Plan Ph I, Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000
PW-04 Safe Routes to Schools (Federal)	27,599	417,527	-	-	-	-	445,126	-	445,126
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	1,088,193	4,699,302	-	-	-	-	5,787,495	-	5,787,495
PW-10 Guest House Museum Roof & Exterior Paint	-	-	-	-	-	-	-	237,500	237,500
<b>GENERAL IMPROVEMENTS TOTAL</b>	<b>1,115,792</b>	<b>5,116,829</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,232,621</b>	<b>5,459,500</b>	<b>11,692,121</b>
<b>STREET REPAIR</b>									
ST-01 Annual Alley Rehab	-	-	-	-	-	-	-	652,000	652,000
<b>STREET REPAIR TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>652,000</b>	<b>652,000</b>
<b>STORM DRAINS</b>									
SD-01 South City Storm Drain Project	-	-	-	-	-	-	-	920,000	920,000
<b>STORM DRAINS TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>920,000</b>	<b>920,000</b>
<b>WATER ENTERPRISE</b>									
WA-02 Treatment Building Replacement	-	-	-	-	-	-	-	350,000	350,000
WA-03 Waterfall Gulch Raw Water Transmission Line Replacement - 3 Sections	-	-	-	-	-	-	-	995,000	995,000
WA-04 Newman Raw Water Line Replacement	-	53,000	-	-	-	-	53,000	555,000	608,000
WA-05 Cedar Street Water Distribution Line	-	-	-	-	-	-	-	420,000	420,000
WA-08 Newman Gulch Reservoir	103,506	-	-	-	-	-	103,506	1,526,494	1,630,000
WA-09 Waterfall Gulch Raw Water Transmission Line & Trestle Replacement - Hwy 20 to Bush Creek Road	-	762,000	-	-	-	-	762,000	-	762,000
WA-10 Waterfall Gulch Diversion Structure Imp.	-	40,000	-	-	-	-	40,000	100,000	140,000
WA-11 Newman Raw Water Line Replacement - Res to Noyo	-	-	-	-	-	-	-	768,000	768,000
<b>WATER ENTERPRISE TOTAL</b>	<b>103,506</b>	<b>855,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>958,506</b>	<b>4,714,494</b>	<b>5,673,000</b>

**2012-2017 CAPITAL IMPROVEMENT PROGRAM  
PROJECT EXPENDITURE BY CATEGORY**

CATEGORY	Prior Years	2012/13	2013/14	2014/15	2015/16	2016/17	5 Year CIP	Beyond CIP	Grand Total
<b>WASTEWATER ENTERPRISE</b>									
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	-	85,000
WW-05 Clarifier Mechanism Replacement	-	-	-	-	-	-	-	950,000	950,000
WW-06 Sludge Thickener Mechanism Replacement	-	-	-	-	-	-	-	360,000	360,000
WW-07 Wastewater Equipment Garage	3,500	100,000	-	-	-	-	103,500	-	103,500
WW-08 Sandersen Sewer Main Replacement	-	-	-	-	-	-	-	772,000	772,000
WW-09 Wastewater Treatment Disinfection	-	-	-	-	-	-	-	415,000	415,000
WW-10 Sewer Manhole Installation	-	33,000	-	-	-	-	33,000	82,000	115,000
<b>WASTEWATER ENTERPRISE TOTAL</b>	<b>3,500</b>	<b>218,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>221,500</b>	<b>2,984,000</b>	<b>3,205,500</b>
<b>GRAND TOTAL</b>	<b>\$ 1,222,798</b>	<b>\$ 6,189,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,412,627</b>	<b>\$ 14,729,994</b>	<b>\$ 22,142,621</b>

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### Five Year Expenditures by Category



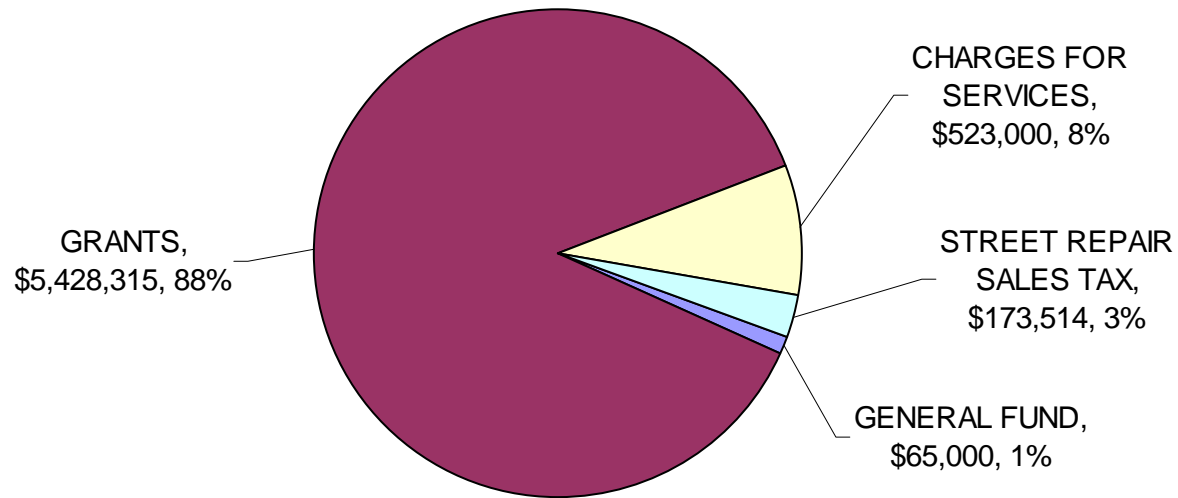
**2012-2017 CAPITAL IMPROVEMENT PROGRAM  
PROJECT EXPENDITURE BY SOURCE**

SOURCE	Prior Years	2012/13	2013/14	2014/15	2015/16	2016/17	5 Year CIP Total	Beyond CIP	Grand Total
<b>GENERAL FUND</b>									
PW-09 Fort Bragg Coastal Trail	-	65,000	-	-	-	-	65,000	-	65,000
<b>GENERALFUND TOTAL</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>
<b>GRANTS</b>									
PW-04 Safe Routes to Schools (Federal)	27,599	244,013	-	-	-	-	271,612	-	271,612
PW-09 Fort Bragg Coastal Trail	1,088,193	4,634,302	-	-	-	-	5,722,495	-	5,722,495
Waterfall Gulch Raw Water Transmission Line									
WA-09 & Trestle Replacement - Hwy 20 to Bush Creek Road	-	550,000	-	-	-	-	550,000	-	550,000
<b>GRANTS TOTAL</b>	<b>1,115,792</b>	<b>5,428,315</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,544,107</b>	<b>-</b>	<b>6,544,107</b>
<b>STORM DRAIN SERVICE CHARGE (OR DRAINAGE IMPACT FEE)</b>									
SD-01 South City Storm Drain Project	-	-	-	-	-	-	-	920,000	920,000
<b>STORM DRAIN SERVICE CHARGE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>920,000</b>	<b>920,000</b>
<b>STREET REPAIR SALES TAX</b>									
PW-04 Safe Routes to Schools (Federal)	-	173,514	-	-	-	-	173,514	-	173,514
<b>TOTAL</b>	<b>-</b>	<b>173,514</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>173,514</b>	<b>-</b>	<b>173,514</b>
<b>WATER SERVICE CHARGE</b>									
WA-02 Treatment Building Replacement	-	-	-	-	-	-	-	350,000	350,000
Waterfall Gulch Raw Water Transmission Line									
WA-03 Replacement - 3 Sections	-	-	-	-	-	-	-	995,000	995,000
WA-04 Newman Raw Water Line Replacement	-	53,000	-	-	-	-	53,000	555,000	608,000
WA-05 Cedar Street Water Distribution Line	-	-	-	-	-	-	-	420,000	420,000
WA-08 Newman Gulch Reservoir	103,506	-	-	-	-	-	103,506	1,526,494	1,630,000
Waterfall Gulch Raw Water Transmission Line									
WA-09 & Trestle Replacement - Hwy 20 to Bush Creek Road	-	212,000	-	-	-	-	212,000	-	212,000
WA-10 Waterfall Gulch Diversion Structure Imp.	-	40,000	-	-	-	-	40,000	100,000	140,000
WA-11 Newman Raw Water Line Replacement - Res to Noyo	-	-	-	-	-	-	-	768,000	768,000
<b>WATER SERVICE CHARGE TOTAL</b>	<b>103,506</b>	<b>305,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>408,506</b>	<b>4,714,494</b>	<b>5,123,000</b>
<b>WASTEWATER SERVICE CHARGE</b>									
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	-	85,000
WW-05 Clarifier Mechanism Replacement	-	-	-	-	-	-	-	950,000	950,000
WW-06 Sludge Thickener Mechanism Replacement	-	-	-	-	-	-	-	360,000	360,000
WW-07 Wastewater Equipment Garage	3,500	100,000	-	-	-	-	103,500	-	103,500
WW-08 Sanderson Sewer Main Replacement	-	-	-	-	-	-	-	772,000	772,000
WW-09 Wastewater Treatment Disinfection	-	-	-	-	-	-	-	415,000	415,000
WW-10 Sewer Manhole Installation	-	33,000	-	-	-	-	33,000	82,000	115,000
<b>WASTEWATER SERVICE CHARGE TOTAL</b>	<b>3,500</b>	<b>218,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>221,500</b>	<b>2,984,000</b>	<b>3,205,500</b>

**2012-2017 CAPITAL IMPROVEMENT PROGRAM  
PROJECT EXPENDITURE BY SOURCE**

SOURCE	Prior Years	2012/13	2013/14	2014/15	2015/16	2016/17	5 Year CIP	Beyond CIP	Grand Total
<b>UNIDENTIFIED FUNDING</b>									
PW-03 ADA Transition Plan Ph I, Facilities	-	-	-	-	-	-	-	225,000	225,000
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-10 Guest House Museum Roof & Exterior Paint	-	-	-	-	-	-	-	237,500	237,500
ST-01 Annual Alley Rehab	-	-	-	-	-	-	-	652,000	652,000
<b>UNIDENTIFIED FUNDING TOTAL</b>	-	-	-	-	-	-	-	<b>6,111,500</b>	<b>6,111,500</b>
<b>GRAND TOTAL</b>	<b>\$ 1,222,798</b>	<b>\$ 6,189,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,412,627</b>	<b>\$ 14,729,994</b>	<b>\$ 22,142,621</b>

## Five Year Expenditures by Source



# 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:** Dependent Upon Funding

**Description**

In FY 2001/2002 the City completed a facilities self evaluation and transition plan as required by the Americans with Disabilities Act (ADA). As a result of this review, the City identified deficiencies at various facilities. The five-year transition plan identified necessary improvements and prioritized the improvements from immediate need (priority 1) to those that should be completed within the life of the plan (Priority 5).

The ADA Transition Plan proposes that priority 1 and a portion of priority 2 improvements be completed within the first year of the plan. The entire plan initially required \$175,000 to complete and this first phase proposed to utilize \$30,000 to begin implementation of the improvements.



This project 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 identified within the transition plan.

As part of the City Hall Remodel Project, some of the accessibility and signage issues were addressed. As always, staff looks 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 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	225,000	-	225,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Unfunded	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\$ -



# CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department

**Project Manager:** Director of Public Works

**Project:** Safe Routes to School (Federal)

**Project No.** PW - 04

**Expected Completion Date:** 2012

**Description**

In July 2008, the City applied for funding under the Federal Safe Routes to Schools program and funding in the amount of \$214,000 was approved. 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 May or June 2012.



This Safe Routes to School project is focused around improvements near the Middle School and Redwood and Dana Gray elementary schools. 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 has worked closely with CalTrans Local Assistance staff to complete the federal process for authorization to proceed and construct the project. Full project completion is anticipated by summer 2012.

**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 of portion of improvements, construction management and inspection.

**FY 2012/2013 Work Plan**

- ◆ Complete construction of project as designed and bid

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	27,599	27,599	-	-	-	-	-	-
Construction Mgt & Inspection	57,612	-	-	57,612	-	-	-	-
Construction	349,915	-	-	349,915	-	-	-	-
Other	10,000	-	-	10,000	-	-	-	-
<b>Total</b>	<b>\$ 445,126</b>	<b>\$ 27,599</b>	<b>\$ -</b>	<b>\$ 417,527</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Federal Safe Routes To School Grant	\$ 214,000	\$ 27,599	\$ -	\$ 186,401	\$ -	\$ -	\$ -	\$ -
D1 Funds	57,612	-	-	57,612	-	-	-	-
Special Sales Tax - Street Repair	173,514	-	-	173,514	-	-	-	-
General Fund	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 445,126</b>	<b>\$ 27,599</b>	<b>\$ -</b>	<b>\$ 417,527</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair	-	-	-	-	-	-	-	-

# 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:** TBD

**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, but due to environmental concerns and leaks in the tanks, they were removed and the sites were cleaned up and cleared through the North Coast Regional Water Quality Control Board.



During the winter months heavy storms occasionally result in 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 fuel 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 utilized by purchasing large quantities of fuel in bulk at a better rate than what is available at the regular pump.

Staff proposes to purchase and install single/multi unit Convault dual containment fuel tank with card lock system for use by City personnel utilizing City vehicles.

**FY 2012/2013 Work Plan**

- ◆ Purchase and install if funding becomes available.

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design - City Staff	-	-	-	-	-	-	-	-
Construction Mgt & Inspection-City Staff	-	-	-	-	-	-	-	-
Construction	75,000	-	75,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Unfunded	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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:** TBD

**Description**

The City of Fort Bragg owns property at the northeast corner of State Hwy 20 and Babcock Lane that contains a 300,000 gallon water storage tank, single family residence and a large storage facility that houses fire equipment for the Fire Joint Powers Authority. The City has an agreement with the Fire JPA to allow rental of the residence to a fire fighter and for use of the structures on site for establishment of a fire station. The structures are 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 new fire station, that will be placed so that access is to/from Babcock Lane; storage availability for City departments; residential units on the second level to be utilized by 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 needs and preparing the conceptual design for the project.

The main residence has been demolished and the area re-fenced.

**FY 2012/2013 Work Plan**

- ◆ Identify funding source.
- ◆ Continue process to define necessary development.
- ◆ Begin permitting process through the Community Development Department.
- ◆ Demolish wood portion of the fire station.

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design - City Staff	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - TBD	-	-	-	-	-	-	-	-
Construction	3,000,000	-	3,000,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Unfunded	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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:** TBD

### Description

In March 2007, the City completed 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 Fire Station that are at risk of structural damage in the event of a major earthquake. The report identified that making necessary seismic upgrades to the north wing would cost about \$175 per square foot; south wing would cost about \$50 per square foot and, for the newer middle section costs would be about \$20 per square foot.



As a follow up on the Facilities Master Plan, the City secured a Community Development Block Grant to complete a more extensive evaluation of the structure and foundation to better identify structural fixes to bring the building to current standards. I.L. Welty and Associates completed the structural review and provided recommendations and estimates for repair. BACE Geotechnical sub-contracted with Welty to complete the sub-structure evaluation. Additional funding 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. Full plans and specifications to bid a project were not a part of this contract and would be required to move forward with completing repairs to the Main Street Fire Station.

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 s.f. 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 also \$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 easily 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.

### FY 2012/2013 Work Plan

- ◆ Continue to seek funding to complete structural improvements.

# 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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Environmental Clearance	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	35,000	-	35,000	-	-	-	-	-
Construction	1,885,000	-	1,885,000	-	-	-	-	-
Other - Timber Removal	-	-	-	-	-	-	-	-
Total	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Project Funding Source(s)</u></b>								
Unfunded	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,922,000	\$ -	\$ 1,922,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Operation &amp; Maintenance Costs</u></b>								
Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -	\$ -

## CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department - Facilities

**Project Manager:** Director of Public Works

**Project:** Fort Bragg Guest House Museum

**Project No.** PW - 10

**Expected Completion Date:** TBD

### Description

The Guest House was donated to the City of Fort Bragg in 1985. Since that time, there have been minimal improvements to the exterior of the structure and there are a number of items that are increasingly requiring attention. Over the past few years leaks have developed in the roof due to shingles coming loose and falling off. Minimal repairs have been made, but the entire Guest House and adjacent structures need a new roof. New roof cost is estimated at \$70,000.

The one project undertaken in the 1990's after the Guest House was donated to the city was installation of decking, window repairs, gutter and down spout maintenance, and painting the exterior. Since that time the paint has faded and reached a point that the exterior needs painting. Repainting of entire structure is estimated at \$100,000.

The covered porch at the front entrance of the Guest House has a southern exposure that allows heavy rains to be blown onto the wooden boards that make up the surface. This has caused rotting of the material and creation of holes in the porch. The extent of the damage to the porch is not apparent but part of the surface material needs to be replaced and there may need to be substructure replacement as well.

The last major issue being covered under this capital project is the condition of the existing foundation and the need to replace it with a new concrete perimeter foundation. There are some areas under the Guest House that do have concrete as the foundation, but there are others that are brick holding up the entire structure. To correctly address this situation, the foundation must be evaluated by a structural engineer and engineered plans and specifications created to allow construction of new concrete perimeter foundation. Design and installation of new foundation is estimated at \$65,000.

As with any restoration or rehabilitation project costs for these types of work can be very expensive and many times the final amount cannot be determined until the work begins and the sub-structures are exposed.

### FY 2012/2013 Work Plan

- ◆ Seek funding for required maintenance and rehab.
- ◆ Repair porch to eliminate safety concerns.



**Guest House in the 1920's**



**Guest House 2011**

## CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department - Facilities

**Project Manager:** Director of Public Works

**Project:** Fort Bragg Guest House Museum

**Project No.** PW – 10

		Five Year Total	Prior Cumulative Expense	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>									
	Preliminary - Design, EIR, Permitting	\$ 100	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Construction Mgt & Inspection-City Staff	100	-	2,500	-	-	-	-	-
	Construction	50,000	-	215,000	-	-	-	-	-
	Other		-	-	-	-	-	-	-
	<b>Total</b>	<b>\$ 50,200</b>	<b>\$ -</b>	<b>\$ 237,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Project Funding Source(s)</u></b>									
	Unfunded	\$ -	\$ -	\$ 237,500	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 237,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Operation &amp; Maintenance Costs</u></b>									
	Staff				\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Repair				-	-	-	-	-
	<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department - Parks

**Project Manager:** Director of Public Works

**Project:** Fort Bragg Coastal Restoration & Trail

**Project No.** PW - 09

**Expected Completion Date:** FY 2012 to 2015

**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 south to Soldier's Bay and from the Wastewater Treatment facility to Noyo Bay. The trail system includes 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 parking lot; construction of a new access road at Noyo Point Road and a new 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 2012/2013 Work Plan**

- ◆ Construction May 2013 through October 2014
- ◆ Restoration April 2013 through October 2014
- ◆ Grand opening 2014

	Five Year Total	Prior Cumulative Expense	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary - Design, EIR, Permitting	\$ 885,000	\$ 885,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Mgt & Inspection-City Staff	58,000	38,000	-	20,000	-	-	-	-
Construction	4,793,995	165,193	-	4,628,802	-	-	-	-
Other	50,500	-	-	50,500	-	-	-	-
Total	<b>\$ 5,787,495</b>	<b>\$ 1,088,193</b>	<b>\$ -</b>	<b>\$ 4,699,302</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Sustainable Communities	\$ 143,000	\$ 143,000		\$ -	\$ -	\$ -	\$ -	\$ -
Federal Appropriation	750,000	750,000		-	-	-	-	-
Prop 84 - State Parks	4,850,000	150,698		4,699,302	-	-	-	-
City Match	44,495	44,495		-	-	-	-	-
Total	<b>\$ 5,787,495</b>	<b>\$ 1,088,193</b>	<b>\$ -</b>	<b>\$ 4,699,302</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
Total				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department – Storm Drains

**Project Manager:** Director of Public Works  
Water Projects Coordinator

**Project:** South City Storm Drain Project

**Project No.** SD - 01

**Expected Completion Date:** TBD

**Description**

The City submitted an application for funding under the State Water Board Prop 40 Urban Stormwater Program (USWP), but the project did not meet the ranking for funding, therefore funds to complete this project are not currently available. The need to complete the project still exists, and staff will continue to pursue alternate sources of funding as the opportunities arise.



This project will consist of contract engineering, design, plans, specifications and construction of new storm drain facilities south of Chestnut Street to the old logging haul road and discharge to the Noyo River. Existing storm drain systems will be properly sized and extended from the ends of Spring Street, Harold Street, Olsen Lane and Lincoln Street to a new main line to be installed along the northerly side of the old logging road.

This new main line will run west to east, tie into the natural drainage coming from the end of Riverview Drive and the Noyo Heights Subdivision, and discharge into the Noyo River. The project will require environmental review and permitting, acquisition of easements; installation of piping and manholes and potential storm water oil/grease removal system.

**Impact on Operating Budget**

This will depend on the match required by any future grant applications. The last application required a match as follows: 25% Grant Match and costs associated with staff time to administer the grant and project, but due to the community base, the match may be reduced to 10% or become a full grant. Currently no grants are available for this type of project.

**FY 2012/2013 Work Plan**

- ◆ Continue to evaluate grants for storm water related projects.

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	100,000	-	100,000	-	-	-	-	-
Construction Mgt & Inspection	75,000	-	75,000	-	-	-	-	-
Construction	645,000	-	645,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 920,000</b>	<b>\$ -</b>	<b>\$ 920,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

GF Fund 110-4522 Grant Match Funds	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Future Grant Funds	900,000	-	900,000	-	-	-	-	-
<b>Total</b>	<b>\$ 920,000</b>	<b>\$ -</b>	<b>\$ 920,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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:** TBD

**Description**

The City of Fort Bragg has nearly 26 miles of paved streets that require a substantial amount of effort to maintain and reconstruct. Along with the streets, nearly every block is bisected with a 20-foot wide alley which is also City right of way and requires maintenance. The alleys make up approximately an additional seven miles of public right of way that was never constructed to the same level as street surfaces, but is increasingly utilized for access to secondary dwellings and businesses.



At one time, the City implemented an alley rehabilitation program that reconstructed or overlaid three alleys a year, but when funding for this work dried up and with the increased cost of materials, equipment and personnel, the alleys have been neglected with the exception of minimal patching.

During fiscal year 2006/07, the City authorized funding to reconstruct two alleys within the central business district and funding was provided through the use of Redevelopment Funds. Resurfacing of these alleys were completed within the next fiscal year, but since that time no funds have been identified to complete any alley resurfacing within the city.

In FY 2010/11 the City received funds from the Mendocino Council of Governments (MCOG) Overall Work Program(OWP) to complete an Alley Master Plan. The final Alley Master Plan was completed in 2011 and includes alley prioritizations, cost estimates and construction options that staff can use in seeking funding for future alley improvements.

**Impact on Operating Budget**

Reduced staff effort and costs for maintenance for these streets included in this project.

**FY 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	55,000	-	55,000	-	-	-	-	-
Construction Mgt & Inspection	45,000	-	45,000	-	-	-	-	-
Construction	480,000	-	480,000	-	-	-	-	-
Other (Contingency)	72,000	-	72,000	-	-	-	-	-
<b>Total</b>	<b>\$ 652,000</b>	<b>\$ -</b>	<b>\$ 652,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Fund 221 - Gasoline Taxes	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
Prop 84 Stormwater Grant	-	-	-	-	-	-	-	-

**Operation & Maintenance Costs**

Staff								
Maintenance & Repair								
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROJECT

**Department:** Water Enterprise  
**Project Manager:** Director of Public Works  
 Lead Water Treatment Operator  
**Project:** Treatment Building Replacement  
**Expected Completion Date:** Undetermined

**Project No.** WA - 02

**Description**

A portion of the original treatment building still remains at the Water Plant, but the integrity of the posts and beams are deteriorated by 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. Constructing a new office/training facility would require the existing office space to be vacated well in advance of installation of a third treatment unit.

This project will consist of tearing down the old wooden structure that houses 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 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 20012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	45,000	-	45,000	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	305,000	-	305,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Water Enterprise	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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:** TBD

### Description

The City of Fort Bragg receives water from three sources, including 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 more and more common. Public Works personnel are called on to repair breaks on a more frequent basis.

Since the Waterfall Gulch water source is basically free water (i.e., no pumping costs associated with transmitting the water from Waterfall Gulch to the Water Treatment Facility), and the source is one of the purest water sources owned by the City. Therefore, it is essential that the transmission line remains 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 need is replacement of approximately 1100 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 \$175,000. 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 2000 lineal feet of steel and 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 2500 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 and those costs will be developed as each section of the replacement project is initiated and these costs are generally based upon percentages of the construction estimates.

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 **Project No.** WA - 03

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

**Expected Completion Date:** TBD

**FY 2012/2013 Work Plan**

- ◆ Seek any available funding for project construction.

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	115,000	-	115,000	-	-	-	-	-
Construction Mgt & Inspection	85,000	-	85,000	-	-	-	-	-
Construction	695,000	-	695,000	-	-	-	-	-
Other (Contingency)	100,000	-	100,000	-	-	-	-	-
<b>Total</b>	<b>\$ 995,000</b>	<b>\$ -</b>	<b>\$ 995,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Project Funding Source(s)</u></b>								
Prop 84 Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Operation &amp; Maintenance Costs</u></b>								
Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROJECT

**Department:** Water Enterprise  
**Project Manager:** Director of Public Works

**Project:** Newman Raw Water Line Replacement  
**Expected Completion Date:** TBD

**Project No.** WA -04

**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.

In the recent past the City has experienced numerous main line failures in the Newman Raw Water transmission line that runs between the Noyo River and Sherwood Road. Public works personnel have been required to repair the line in five separate locations. These repairs consisted of exposing 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 3000 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 2012/2013 Work Plan**

- ◆ Complete design; bid and construct project if funding is provided for construction.

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	50,000	-	(3,000)	53,000	-	-	-	-
Construction Mgt & Inspection	45,000	-	45,000	-	-	-	-	-
Construction	510,000	-	510,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 608,000</b>	<b>\$ -</b>	<b>\$ 555,000</b>	<b>\$ 53,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Water Enterprise	\$ 608,000	\$ -	\$ 53,000	\$ 555,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 608,000</b>	<b>\$ -</b>	<b>\$ 53,000</b>	<b>\$ 555,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROJECT

**Department:** Water Enterprise  
**Project Manager:** Director of Public Works

**Project:** Cedar Street Water Distribution Line Project  
**Expected Completion Date:** TBD

**Project No.** WA - 05

**Description**

The City of Fort Bragg has two water transmission lines from the Water Treatment storage tanks that provide water for the entire City. 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 Sherwood Road/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 asked staff when the City plans to move the line, as the current location impacts any future development of the site.

Staff has made no commitments at this time for any 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 materials required and the distance traveled. Funding for this project has yet to be identified, but will be directed through the Water Enterprise fund.

**FY 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	35,000	-	35,000	-	-	-	-	-
Construction Mgt & Inspection	25,000	-	25,000	-	-	-	-	-
Construction	355,000	-	355,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Water Enterprise	\$ 420,000	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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:** On Hold

### Description

The City of Fort Bragg owns 40 acres at the north end of Summers Lane at the head of Newman Gulch. There is an existing reservoir and the site has been identified as a potential site for construction of a new raw water reservoir to be used by the City at times of water shortages.

Preliminary geotechnical investigation and recommendations for a reservoir at the Newman Gulch property were completed and staff was directed to move forward with the necessary steps to construct the reservoir. The reservoir is expected to be constructed utilizing existing native materials to build the levee walls and balance on site to reduce the cost of in haul or export of necessary materials to construct the reservoir. The project will consist of construction of a 45-acre foot reservoir using cuts and fills in an approximate balanced grading configuration, with excavation to depths of up to 18 feet and fill of heights up to 16 feet.

Approximately 1000 feet of raw water transmission line from Waterfall Gulch, 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 to complete the timber management portion of the project, which 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 and 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. In 2010, the City put the project on hold.

### 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.

### FY 12-13 Work Plan

- ◆ No work anticipated this fiscal year.

### Future Work Plan

- ◆ Identify funding source.
- ◆ Finalize CEQA process
- ◆ Complete Timber Harvest Plan and Botanical Review
- ◆ Bid Timber removal contract and clear area for new reservoir.





## 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:** On Hold

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
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	<u>\$ 1,630,000</u>	<u>\$ 103,506</u>	<u>\$ 1,526,494</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>Project Funding Source(s)</u></b>								
Water Enterprise	\$ 300,000	\$ 103,506	\$ 196,494	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	1,330,000	-	1,330,000	-	-	-	-	-
Total	<u>\$ 1,630,000</u>	<u>\$ 103,506</u>	<u>\$ 1,526,494</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>Operation &amp; Maintenance Costs</u></b>								
Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
Total				<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## 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 past years, Public Works personnel have been called on to repair several leaks in the pipe running from Hwy 20 to Newman Reservoir, and based upon visual inspection of the pipe, additional leaks are expected.

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. It is also one of the purest water sources owned by the City and it is essential that the transmission line remain operational.

In fiscal year 2009/10 the City contracted with KASL Engineering from Citrus Heights to complete the surveying, plans, specifications and engineers estimate for this project. The plans were completed during FY 2010/11 and using the information provided by the engineers estimate staff submitted an application for funding of this project. Preliminary approval of the application identified that the project would be partially funded, but there could remain a funding shortfall to fully complete the project as designed. Additional funds to complete the full project were included in the FY 2011/12 budget and staff fully expects to complete the project early in the next FY. The City is still waiting for the grant paperwork from the agency that is administering the grant, after which the project can proceed.

### Impact on Operating Budget

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

### FY 2012/2013 Work Plan

- ◆ Complete project construction



# 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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
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	\$ -	\$ -	\$ -	\$ -
<b><u>Project Funding Source(s)</u></b>								
Prop 84 Grant	\$ 550,000	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -
Water Enterprise	212,000	-	-	212,000	-	-	-	-
Total	\$ 762,000	\$ -	\$ -	\$ 762,000	\$ -	\$ -	\$ -	\$ -
<b><u>Operation &amp; Maintenance Costs</u></b>								
Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -	\$ -

## CAPITAL IMPROVEMENT PROJECT

**Department:** Public Works Department

**Project Manager:** Director of Public Works

**Project:** Waterfall Gulch Diversion Structure Improvements

**Project No.** WA – 10

**Expected Completion Date:** TBD

### 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. The 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 2012/2013 Work Plan

- ◆ Complete temporary improvements to secure water quality from this source; including silt removal from the impoundment structure.

### Future Work Plan

- ◆ Develop conceptual design and begin work on the environmental portion of the project.

## CAPITAL IMPROVEMENT PROJECT

**Department:** Water Enterprise  
**Project Manager:** Director of Public Works  
 Public Works Superintendent

**Project:** Waterfall Gulch Diversion Structure Improvements

**Project No.** WA - 10

**Expected Completion Date:** TBD

	Five Year Total		Prior Year(s)		FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
			Spending	Unfunded					
<b><u>Estimated Project Costs</u></b>									
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	25,000	-	25,000	-	-	-	-	-	-
Construction Mgt & Inspection	20,000	-	20,000	-	-	-	-	-	-
Construction	95,000	-	55,000	40,000	-	-	-	-	-
Other (Contingency)	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Project Funding Source(s)</u></b>									
Prop 84 Grant	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Enterprise	40,000	-	-	40,000	-	-	-	-	-
<b>Total</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Operation &amp; Maintenance Costs</u></b>									
Staff				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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:** TBD

**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 that is critical in transmitting water from two city sources to the water treatment facility. There is another segment of piping already identified as a capital project that must be replaced due to numerous failures, but 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 4000 feet of main line, engineering to complete plans, specifications and estimates and construction of 12" water main to replace the existing main line.

This project consists of completing the environmental assessment to replace about 4000 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 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	50,000	-	50,000	-	-	-	-	-
Construction Mgt & Inspection	45,000	-	45,000	-	-	-	-	-
Construction	670,000	-	670,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 768,000</b>	<b>\$ -</b>	<b>\$ 768,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Water Enterprise	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROJECT

**Department:** Wastewater Enterprise  
**Project Manager:** Director of Public Works  
 Lead Wastewater Treatment Operator  
**Project:** Grease Lagoon Rehabilitation  
**Expected Completion Date:** 2012

**Project No.** WW - 01

**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 NPDES permit adopted in July 2009 did not require that the grease lagoon comply with Title 27 as expected. Title 27 establishes the need for a lined reservoir and, while Regional Board has suggested a compliance order may be issued, to date none has. Staff recommends that the City identify necessary funding for design and construction of the 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 20012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	30,000	-	30,000	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	125,000	-	125,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROJECT

**Department:** Wastewater Enterprise  
**Project Manager:** Director of Public Works  
 Treatment Lead Operator  
**Project:** Sludge Screw Press Installation  
**Expected Completion Date:** TBD

**Project No.** WW - 02

**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. The equipment is reaching a point where 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 new screw press that does not require a belt, is more energy-efficient, has fewer 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 annually which 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 will show cost recovery allowing 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 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	250,000	-	250,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Funding Source(s)</b>								
Water Enterprise	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operation &amp; Maintenance Costs</b>								
Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## 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:** 2013

**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 six-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 or replacement of the fence has taken place and numerous sections have completely deteriorated leaving gaping holes in the perimeter.



With the upcoming installation of the Coastal Trail scheduled for construction in 2012, 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, seven 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 six-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 2012/2013 Work Plan**

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

	Five Year Total		Prior Year(s)				
	Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>							
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-
Construction	85,000	-	85,000	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair		-	-	-	-	-	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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:** TBD

**Description**

Inefficient performance of the two clarifiers in removal of suspended solids utilizing flocculating chemicals has created a potential problem with effluent treatment levels at the wastewater treatment facility. Performance of the clarifiers can be directly attributable for 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 and larger feed well hydraulically designed. Also density current baffles will be installed 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 staff prepared a Request for Proposal and contract engineering services were contracted for the design of the primary clarifier project. The secondary clarifier improvements project requires similar design and environmental work as well as identification of funding before it can move ahead. 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 2012/2013 Work Plan**

- ◆ Seek 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 Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	65,000	-	65,000	-	-	-	-	-
Construction	740,000	-	740,000	-	-	-	-	-
Other (Contingency)	145,000	-	145,000	-	-	-	-	-
<b>Total</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROJECT

**Department:** Wastewater Enterprise  
**Project Manager:** Director of Public Works  
 Lead Wastewater Treatment Operator  
**Project:** Sludge Thickener Mechanism Replacement  
**Expected Completion Date:** TBD

**Project No.** WW - 06

**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 now compromised and 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.

As a second component of the contract awarded for design of wastewater projects utilizing Redevelopment Funds included Sludge Thickener and Grit Removal System Improvements. Engineering services were secured in April 2010 and project design has been completed. Construction will follow upon identification and securing a funding source for this work.



**Impact on Operating Budget**

No operational impact.

**FY 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection	40,000	-	40,000	-	-	-	-	-
Construction	270,000	-	270,000	-	-	-	-	-
Other	50,000	-	50,000	-	-	-	-	-
<b>Total</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL IMPROVEMENT PROJECT

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

**Project:** Wastewater Equipment Garage  
**Expected Completion Date:** 2013

**Project No.** WW - 07

**Description**

The Fort Bragg Municipal Improvement District 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. As a recommendation of this initial project, staff proposed to have a garage/equipment building installed either west of the sludge belt press building or just west of the employee breakroom/emergency generator structure, which might be an option for any future needs.



The current proposal is to take advantage of the concrete slab/foundation poured as part of the past PG&E generator project and install a cover over the existing area. Preliminary evaluation by a structural engineer determined that a perimeter foundation will likely be required around the existing slab to allow structural support of the building, but the slab can be used as the floor. Funding in the amount of \$95,000 was included in FY 2011/12, but due to a number of circumstances this project did not move forward this year, but funding to complete next year will be included in the current FY 2012/13 request.

**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 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	13,500	3,500	-	10,000	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	90,000	-	-	90,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 103,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 103,500	\$ 3,500	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 103,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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# CAPITAL IMPROVEMENT PROJECT

**Department:** Wastewater Enterprise  
**Project Manager:** Director of Public Works  
 Public Works Superintendent

**Project:** Sewer Main Replacement Project N. Sanderson Way **Project No.** WW - 08  
**Expected Completion Date:** TBD

**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. As part of this process sewer mains within the City have been 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 has identified that the main line running north/south on N. Sanderson Way between Oak and Cedar Streets is in desperate need of replacement. Not only does the line have high influence of inflow and infiltration (I&I), but 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. Staff is considering recommending no new connections for development east of Sanderson Way that would flow sewer to this main line until the line has been replaced.



Staff is considering recommending no new connections for development east of Sanderson Way that would flow sewer to this main line until the line has been replaced.

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 2012/2013 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 Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>								
Preliminary	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Design	42,000	-	42,000	-	-	-	-	-
Construction Mgt & Inspection	-	-	-	-	-	-	-	-
Construction	728,000	-	728,000	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 772,000</b>	<b>\$ -</b>	<b>\$ 772,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 772,000	\$ -	\$ 772,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 772,000</b>	<b>\$ -</b>	<b>\$ 772,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff				\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair				-	-	-	-	-
<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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. The plant staff has 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 essentially 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 the 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. Plans for the project were completed by Nute Engineering in winter 2009, but due to funding constraints associated with the wastewater facility, 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 may increase annual chemical costs by approximately \$40,000.

## FY 2012/2013 Work Plan

- ◆ Project remains on hold and no staff work is expected on this project this year. Staff continues to evaluate other options for disinfection other than gaseous chlorine.



## 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 Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b><u>Estimated Project Costs</u></b>									
	Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Design	10,000	-	10,000	-	-	-	-	-
	Construction Mgt & Inspection	25,000	-	25,000	-	-	-	-	-
	Construction	380,000	-	380,000	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Project Funding Source(s)</u></b>									
	Wastewater Enterprise	\$ 415,000	\$ -	\$ 415,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Operation &amp; Maintenance Costs</u></b>									
	Staff				\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance & Repair				-	-	-	-	-
	<b>Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROJECT

**Department:** Wastewater Enterprise  
**Project Manager:** Director of Public Works  
 PW Superintendent  
**Project:** Sewer Manhole Installation Project  
**Expected Completion Date:** TBD

**Project No.** WW - 10

**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 fourteen (14) 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 has estimated that the work to complete the manholes would be approximately \$100,000; engineering for the work for preparation of bid documents is estimated at \$15,000 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 2012/2013 Work Plan**

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

	Five Year Total	Prior Year(s) Spending	Unfunded	FY 12/13	FY 13/14	FY 14/15	FY 16/17	FY 17/18
<b>Estimated Project Costs</b>								
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-
Construction Mgt & Inspection - City Staff	-	-	-	-	-	-	-	-
Construction	115,000	-	82,000	33,000	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 82,000</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Project Funding Source(s)**

Wastewater Enterprise	\$ 115,000	\$ -	\$ 82,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 82,000</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Operation & Maintenance Costs**

Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Repair	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



This part of the comprehensive annual budget report for the City of Fort Bragg presents detailed information as a context for understanding what the information in the budget says about the City's overall financial health.

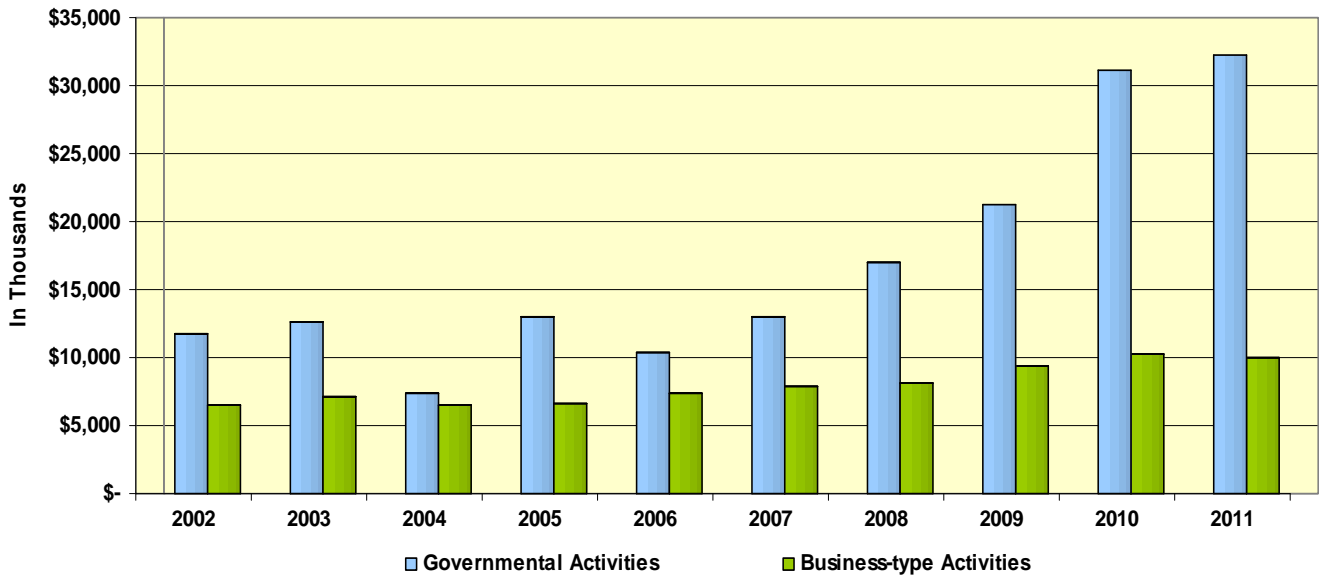
<b>Contents</b>	<b>Page</b>
<b>Financial Trends</b>	<b>220</b>
<i>These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.</i>	
<b>Revenue Capacity</b>	<b>226</b>
<i>These schedules contain information to help the reader assess the City's most significant revenue source.</i>	
<b>Debt Capacity</b>	<b>231</b>
<i>These schedules present information to help the reader assess the City's current levels of outstanding debt and its ability to issue additional debt in the future.</i>	
<b>Demographic and Economic Information</b>	<b>235</b>
<i>These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.</i>	
<b>Operating Information</b>	<b>237</b>
<i>These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.</i>	

**CITY OF FORT BRAGG**  
**NET ASSETS BY COMPONENT**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*  
(In Thousands)

	Fiscal Year									
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>Governmental Activities</b>										
Invested in capital assets, net of related debt <sup>1</sup>	\$ 6,931	\$ 7,131	\$ 2,059	\$ 4,610	\$ 3,209	\$ 5,356	\$ 8,522	\$13,862	\$24,795	\$25,408
Restricted	1,295	1,346	1,689	2,233	1,980	2,464	2,912	3,822	4,450	5,064
Unrestricted	3,594	4,146	3,631	6,123	5,174	5,240	5,572	3,552	1,843	1,714
<b>Total governmental activities net assets</b>	<b>\$11,820</b>	<b>\$12,623</b>	<b>\$ 7,379</b>	<b>\$12,966</b>	<b>\$10,363</b>	<b>\$13,060</b>	<b>\$17,006</b>	<b>\$21,236</b>	<b>\$31,088</b>	<b>\$32,186</b>
<b>Business-type Activities</b>										
Invested in capital assets, net of related debt	\$ 1,822	\$ 1,654	\$ 3,267	\$ 4,703	\$ 4,476	\$ 5,460	\$ 6,030	\$ 7,170	\$ 7,255	\$ 6,147
Restricted	35	35	35	35	28	35	35	35	64	108
Unrestricted	4,764	5,446	3,213	1,939	2,933	2,420	2,122	2,223	2,997	3,750
<b>Total business-type activities net assets</b>	<b>\$ 6,586</b>	<b>\$ 7,135</b>	<b>\$ 6,515</b>	<b>\$ 6,677</b>	<b>\$ 7,437</b>	<b>\$ 7,915</b>	<b>\$ 8,187</b>	<b>\$ 9,428</b>	<b>\$10,316</b>	<b>\$10,005</b>
<b>Primary Government</b>										
Invested in capital assets, net of related debt	\$ 8,753	\$ 8,785	\$ 5,326	\$ 9,313	\$ 7,685	\$10,816	\$14,552	\$21,032	\$32,050	\$31,555
Restricted	1,295	1,381	1,724	2,268	2,008	2,499	2,947	3,857	4,514	5,172
Unrestricted	8,358	9,592	6,844	8,062	8,107	7,660	7,694	5,775	4,840	5,464
<b>Total primary government net assets</b>	<b>\$18,406</b>	<b>\$19,758</b>	<b>\$13,894</b>	<b>\$19,643</b>	<b>\$17,800</b>	<b>\$20,975</b>	<b>\$25,193</b>	<b>\$30,664</b>	<b>\$41,404</b>	<b>\$42,191</b>

<sup>1</sup>Capital assets include land, easements, infrastructure, construction in progress, structures & improvements, equipment, and software. Governmental capital assets do not include depreciation in FY 2001-02 and FY 2002-03.

**NET ASSETS BY COMPONENT**



Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG**  
**CHANGE IN NET ASSETS**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*  
**(In Thousands)**

	Fiscal Year									
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>Expenses</b>										
Governmental activities:										
General Government	\$2,485	\$1,783	\$2,033	\$2,254	\$2,062	\$2,294	\$1,621	\$2,013	\$ 2,518	\$2,591
Public safety	3,326	2,197	2,351	2,446	2,843	3,071	3,332	3,387	4,011	3,596
Public works	679	572	599	650	1,040	912	970	1,846	2,286	1,532
Community development	1,312	1,378	834	805	1,157	1,474	867	2,922	2,489	3,361
Interest on long-term debt	309	295	342	388	454	326	325	323	311	296
Total governmental activities expenses	8,111	6,225	6,159	6,543	7,556	8,077	7,115	10,491	11,615	11,376
Business-type Activities										
Water	1,050	1,048	1,625	1,584	1,438	1,794	1,899	2,050	2,401	2,179
Wastewater	1,062	1,118	1,375	1,497	1,686	1,792	1,865	2,233	2,465	2,425
Total business-type activities expenses	2,112	2,166	3,000	3,081	3,124	3,586	3,764	4,283	4,866	4,604
Total primary government expenses	10,223	8,391	9,159	9,624	10,680	11,663	10,879	14,774	16,481	15,980
<b>Program Revenues</b>										
Governmental activities:										
Charges for services	381	299								
General Government			324	207	555	492	724	2,306	3,193	3,087
Public safety			179	253	239	147	210	133	30	30
Public works			24	7	119	191	101	50	13	5
Community development	429	444	172	147	618	383	246	188	5	9
Operating grants and contributions	3,066	701	463	573	226	410	695	1,101	10,622	2,138
Capital grants and contributions	29	217	200	382	1,430	2,075	2,279	3,673	2,108	602
Total governmental program revenues	3,905	1,661	1,362	1,569	3,187	3,698	4,255	7,451	15,971	5,871
Business-type Activities										
Charges for services										
Water	1,449	1,510	1,803	1,665	1,775	1,891	1,925	2,042	2,017	2,108
Wastewater	957	997	1,073	1,315	1,392	1,470	1,505	1,930	2,216	2,773
Operating grants and contributions								288		
Capital grants and contributions			92	23	240	482		1,239	85	
Total business-type activities program revenues	2,406	2,507	2,968	3,003	3,407	3,843	3,430	5,499	4,318	4,881
Total primary government program revenues	6,311	4,168	4,330	4,572	6,594	7,541	7,685	12,950	20,289	10,752
Net (expense) revenue										
Government activities:										
General government	(4,206)	(4,564)	(4,797)	(4,974)	(4,369)	(4,379)	(2,860)	(3,040)	4,356	(5,505)
Business-type activities	294	341	(32)	(78)	283	257	(334)	1,216	(548)	277
Total government activities expenses	(3,912)	(4,223)	(4,829)	(5,052)	(4,086)	(4,122)	(3,194)	(1,824)	3,808	(5,228)

(Continued)

**CITY OF FORT BRAGG**  
**CHANGE IN NET ASSETS**  
**LAST TEN FISCAL YEARS**  
*(accrual basis of accounting)*  
**(In Thousands)**  
**(Continued)**

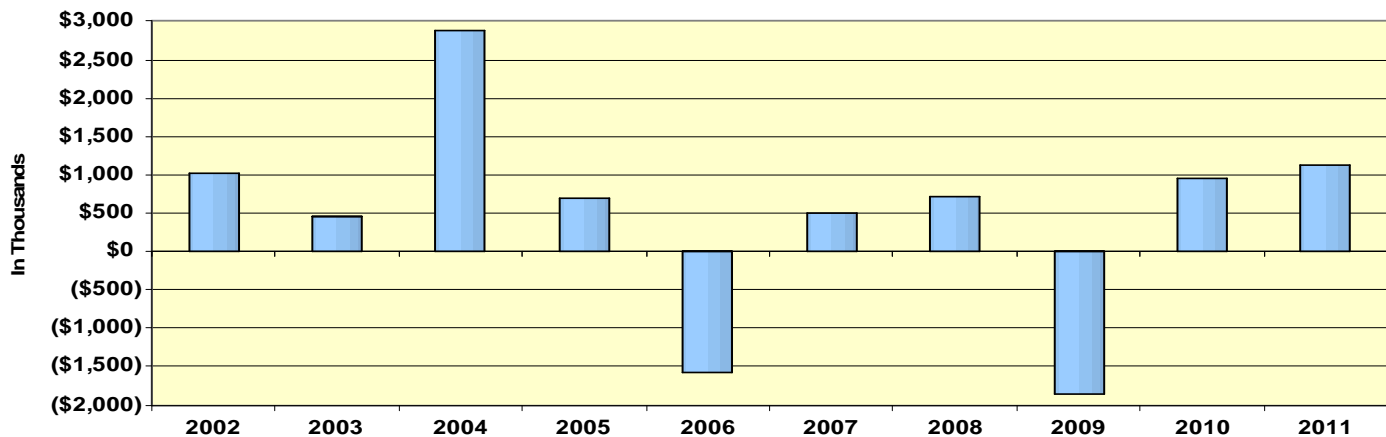
	Fiscal Year									
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>General revenues and other changes in net assets</b>										
Governmental activities:										
Taxes	4,651	4,749								
Property taxes			1,672	2,217	2,128	2,477	2,328	2,249	1,988	2,075
Sales and use taxes					2,551	2,524	2,545	2,657	2,154	2,147
Transient occupancy taxes					1,396	1,504	1,553	1,492	1,379	1,341
Franchise taxes					248	231	278	495	457	469
Other	76	70	3,260	3,673	222	232	315	274	26	
Unrestricted investment earnings	217	176	252	203	85	119	106	41	58	51
Miscellaneous	251	329	525	517	52				424	71
Transfers	(5)	(155)	235	21	(283)	(11)	(319)	49	(2)	(55)
<b>Total governmental activities</b>	<b>5,190</b>	<b>5,169</b>	<b>5,944</b>	<b>6,631</b>	<b>6,399</b>	<b>7,076</b>	<b>6,806</b>	<b>7,257</b>	<b>6,484</b>	<b>6,099</b>
Business-type activities										
Property taxes	47	51			52	55	68	3		
Unrestricted investment earnings	95	90	63	75	142	156	132	72	21	21
Miscellaneous	(231)	(124)	59	58					322	407
Transfers	5	155	(235)	(21)	283	11	319	(49)	2	55
<b>Total business-type activities</b>	<b>(84)</b>	<b>172</b>	<b>(113)</b>	<b>112</b>	<b>477</b>	<b>222</b>	<b>519</b>	<b>26</b>	<b>345</b>	<b>483</b>
<b>Total primary government</b>	<b>5,106</b>	<b>5,341</b>	<b>5,831</b>	<b>6,743</b>	<b>6,876</b>	<b>7,298</b>	<b>7,325</b>	<b>7,283</b>	<b>6,829</b>	<b>6,582</b>
<b>Change in net assets</b>										
Governmental activities	984	605	1,147	1,657	2,030	2,697	3,946	4,217	10,840	593
Business-type activities	210	513	(145)	34	760	479	185	1,242	(203)	761
<b>Total primary government</b>	<b>\$1,194</b>	<b>\$1,118</b>	<b>\$1,002</b>	<b>\$1,691</b>	<b>\$2,790</b>	<b>\$3,176</b>	<b>\$4,131</b>	<b>\$5,459</b>	<b>\$10,637</b>	<b>\$1,354</b>

Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG**  
**CHANGE IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
*(modified basis of accounting)*  
**(In Thousands)**

	Fiscal Year									
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>Revenues</b>										
Taxes and assessments	\$4,651	\$4,749	\$4,932	\$5,890	\$6,545	\$6,783	\$6,813	\$6,939	\$6,052	\$6,032
Intergovernmental	3,524	1,361	1,188	1,073	2,050	2,520	2,963	4,162	7,760	2,692
Charges for services	217	299	319	374	322	401	279	2,170	2,726	2,463
Fines, forfeitures and penalties	26	27	24	23	51	78	186	109	14	17
Licenses and permits	76	70	91	99	180	273	260	272	307	252
Investment earnings	207	176	252	203	320	415	338	158	52	51
Other	251	303	265	517	402	323	541	209	377	118
<b>Total revenues</b>	<b>8,952</b>	<b>6,985</b>	<b>7,071</b>	<b>8,179</b>	<b>9,870</b>	<b>10,793</b>	<b>11,380</b>	<b>14,019</b>	<b>17,288</b>	<b>11,625</b>
<b>Expenditures</b>										
<b>Current</b>										
General Government	1,371	1,598	2,005	2,122	2,051	2,278	1,592	2,100	1,742	1,178
Public safety	2,069	2,197	2,255	2,320	2,729	2,858	3,174	3,217	3,535	3,237
Public works	423	572	586	619	702	746	788	1,540	1,519	1,332
Community development	816	911	834	804	751	1,395	865	2,893	2,434	3,009
<b>Debt Service</b>										
Principal retirement	-	185	200	195	1,988	194	210	224	308	107
Interest and fiscal charges	15	296	345	389	441	315	310	304	297	282
Capital outlay	2,948	467	947	1,265	4,166	2,492	3,408	5,648	6,513	1,286
<b>Total expenditures</b>	<b>7,642</b>	<b>6,226</b>	<b>7,172</b>	<b>7,714</b>	<b>12,828</b>	<b>10,278</b>	<b>10,347</b>	<b>15,926</b>	<b>16,348</b>	<b>10,431</b>
Excess (deficiency) of revenues over expenditures	1,310	759	(101)	465	(2,958)	515	1,033	(1,907)	940	1,194
<b>Other financing sources (uses)</b>										
Proceeds from Capital Lease							84			
Bond proceeds, net			4,689	208	1,655					
Payment to refunded debt escrow			(1,938)							
Transfers in	1,134	1,134	4,007	2,314	2,700	5,493	4,812	1,623	2,287	1,122
Transfer out	(1,426)	(1,426)	(3,772)	(2,293)	(2,984)	(5,504)	(5,131)	(1,574)	(2,266)	(1,183)
<b>Total other financing sources (uses)</b>	<b>(292)</b>	<b>(292)</b>	<b>2,986</b>	<b>229</b>	<b>1,371</b>	<b>(11)</b>	<b>(319)</b>	<b>49</b>	<b>21</b>	<b>(61)</b>
<b>Net change in fund balances</b>	<b>\$1,018</b>	<b>\$467</b>	<b>\$2,885</b>	<b>\$694</b>	<b>(\$1,587)</b>	<b>\$504</b>	<b>\$714</b>	<b>(\$1,858)</b>	<b>\$961</b>	<b>\$1,133</b>
Debt service as a percentage of non-capital expenditures	0.32%	8.35%	8.76%	9.06%	28.04%	6.54%	7.49%	5.14%	6.15%	4.25%

**CHANGE IN FUND BALANCE - GOVERNMENTAL FUNDS**

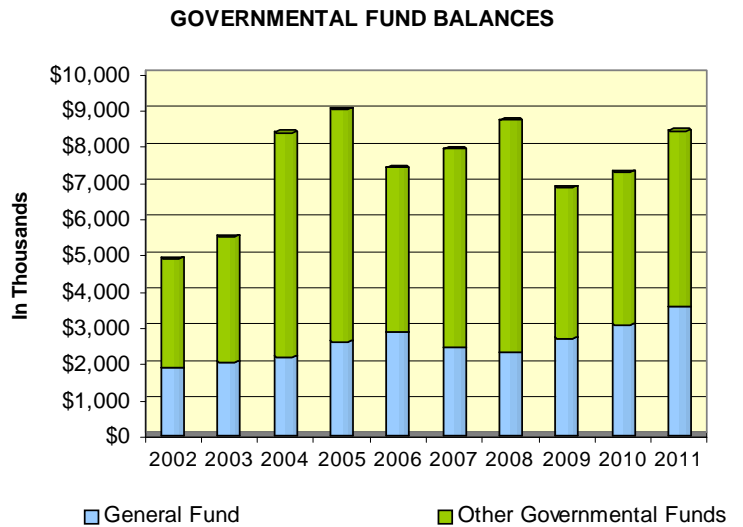


Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG**  
**FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
*(modified basis of accounting)*  
**(In Thousands)**

	Fiscal Year									
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11 <sup>2</sup>
<b>General Fund</b>										
Reserved	\$ 341	\$ 227	\$ 117	\$ 107	\$ 491	\$ 410	\$ 46	\$ 80	\$ 707	\$ 707
Unreserved	1,536	1,816	2,049	2,497	2,358	2,031	2,238	2,613	2,364	2,364
Total General Fund	<u>1,877</u>	<u>2,043</u>	<u>2,166</u>	<u>2,604</u>	<u>2,849</u>	<u>2,441</u>	<u>2,284</u>	<u>2,693</u>	<u>3,071</u>	<u>3,071</u>
<b>Other Governmental Funds<sup>1</sup></b>										
Reserved	2,772	2,918	3,348	2,949	2,043	1,653	2,159	2,020	3,789	3,789
Unreserved, Reported in:										
Special Revenue Funds	(39)	(93)	2,717	3,051	709	2,197	1,934	2,671	1,088	1,088
Capital Project Funds	279	625	147	419	1,813	1,627	2,340	(513)	(654)	(654)
Total Other Governmental Funds	<u>3,012</u>	<u>3,450</u>	<u>6,212</u>	<u>6,419</u>	<u>4,565</u>	<u>5,477</u>	<u>6,433</u>	<u>4,178</u>	<u>4,223</u>	<u>4,223</u>
<b>Total Governmental Funds</b>										
Reserved	3,113	3,145	3,465	3,056	2,534	2,063	2,205	2,100	4,496	4,496
Unreserved, Reported in:										
General Fund	1,536	1,816	2,049	2,497	2,358	2,031	2,238	2,613	2,364	2,364
Special Revenue Funds	(39)	(93)	2,717	3,051	709	2,197	1,934	2,671	1,088	1,088
Capital Project Funds	279	625	147	419	1,813	1,627	2,340	(513)	(654)	(654)
Total All Governmental Funds	<u>4,889</u>	<u>5,493</u>	<u>8,378</u>	<u>9,023</u>	<u>7,414</u>	<u>7,918</u>	<u>8,717</u>	<u>6,871</u>	<u>7,294</u>	<u>7,294</u>

	2010-11 <sup>2</sup>
<b>General Fund</b>	
Nonspendable	1
Unassigned	3,560
Total General Fund	<u>3,561</u>
<b>Other Governmental Funds</b>	
Restricted	5,093
Unassigned	(228)
Total Other Governmental Funds	<u>4,865</u>
<b>Total Governmental Funds</b>	
Nonspendable	1
Restricted	5,093
Unassigned	3,332
Total All Governmental Funds	<u>8,426</u>



Source: City of Fort Bragg, Department of Finance

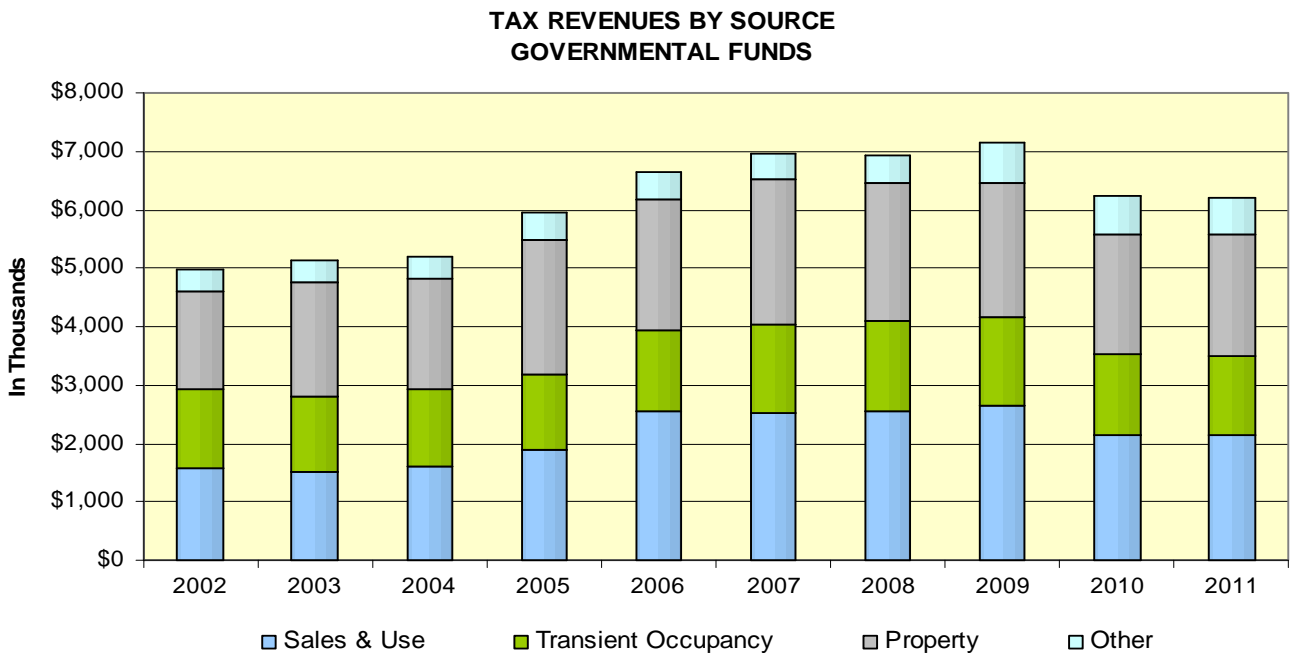
Notes:

<sup>1</sup> Governmental funds include general fund, special revenue funds, debt service funds, and capital projects funds.

<sup>2</sup> The City implemented GASB Statement No. 54 in FY 2010-11 under which governmental fund balances are reported as nonspendable, restricted, committed, assigned, and unassigned compared to reserved and unreserved.

**CITY OF FORT BRAGG**  
**GOVERNMENTAL FUND TAX REVENUE BY SOURCE**  
**LAST TEN FISCAL YEARS**  
*(modified accrual basis of accounting)*  
**(In Thousands)**

<u>Fiscal Year</u>	<u>Property</u>	<u>Sales &amp; Use</u>	<u>Transient Occupancy</u>	<u>Other</u>	<u>Total</u>
2002	\$ 1,663	\$ 1,588	\$ 1,350	\$ 378	\$ 4,979
2003	1,954	1,510	1,288	377	5,129
2004	1,888	1,619	1,320	385	5,212
2005	2,292	1,885	1,311	451	5,939
2006	2,242	2,551	1,396	466	6,655
2007	2,494	2,524	1,504	440	6,962
2008	2,349	2,544	1,553	478	6,924
2009	2,301	2,657	1,492	686	7,136
2010	2,050	2,155	1,379	637	6,221
2011	2,075	2,147	1,341	639	6,202



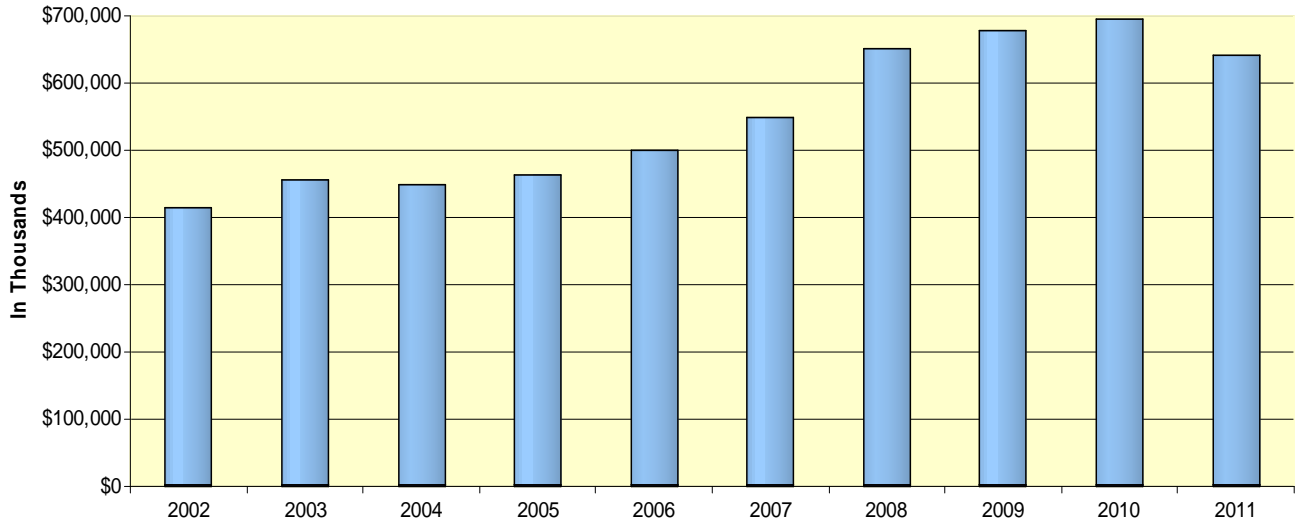
Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG  
 ASSESSED VALUE OF TAXABLE PROPERTY  
 LAST TEN FISCAL YEARS  
 (In Thousands)**

<u>Fiscal Year</u>	<u>Real Property</u>	<u>Personal Property</u>	<u>Total</u>	<u>% Change</u>
2001-02	\$385,867	\$25,575	\$411,442	5.1%
2002-03	426,954	24,958	451,912	9.8%
2003-04	419,675	25,798	445,473	-1.4%
2004-05	434,259	26,519	460,778	3.4%
2005-06	471,474	26,517	497,991	8.1%
2006-07	518,473	27,020	545,493	9.5%
2007-08	619,707	28,618	648,325	18.9%
2008-09	645,784	30,044	675,828	4.2%
2009-10	660,917	30,217	691,134	2.3%
2010-11	609,153	29,654	638,807	-7.6%

Source: Mendocino County Office of Auditor-Controller

**ASSESSED VALUE OF TAXABLE PROPERTY**





**CITY OF FORT BRAGG**  
**DIRECT AND OVERLAPPING PROPERTY TAX RATES <sup>1</sup>**  
**LAST TEN FISCAL YEARS**  
**(rate per \$100 of assessed value)**

<b>Fiscal Year</b>	<b>General Rate <sup>3</sup></b>	<b>Debt Service Tax Rate Overlapping Governments <sup>2</sup></b>		<b>Total</b>
	<b>County</b>	<b>Local Special Districts</b>	<b>Schools</b>	
2001-02 <sup>4</sup>	1.000			1.035
2002-03 <sup>4</sup>	1.000			1.024
2003-04 <sup>4</sup>	1.000			1.028
2004-05	1.000	0.024	0.054	1.078
2005-06	1.000	0.024	0.058	1.082
2006-07	1.000	0.023	0.059	1.082
2007-08	1.000	0.023	0.047	1.070
2008-09	1.000	0.011	0.077	1.088
2009-10	1.000	0.010	0.072	1.082
2010-11	1.000	0.013	0.089	1.102

Source: Mendocino County Office of Auditor-Controller

Notes:

<sup>1</sup> In 1978 California voters passed Proposition 13 which sets the property tax rate at a 1% fixed amount. Valuations of real property are frozen at the value of the property in 1975, with an allowable adjustment up to 2% per year for inflation. However, property is reassessed to its current value when a change of ownership occurs. New construction, including tenant improvements, is assessed at its current value. This 1% is shared by all taxing agencies for which the subject property resides. In 1986 the State Constitution was amended to allow rates over the 1% base rate for voter approved general obligation debt. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

<sup>2</sup> Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City.

<sup>3</sup> Proposition 13 allows each county to levy a maximum tax of \$1 per \$100 of full cash value. Full cash value is equivalent to assessed value pursuant to Statutes of 1978, Senate bill 1656.

<sup>4</sup> Debt service tax rate detail not available for FY 2001-02 through FY 2003-04

**CITY OF FORT BRAGG**  
**PRINCIPAL PROPERTY TAXPAYERS**  
**As of September 30, 2010 and September 30, 2001**  
**(In Thousands)**

<b>Taxpayer</b>	<b>Fiscal Year 2011</b>		<b>Fiscal Year 2002</b>	
	<b>Taxable Assessed Value <sup>1</sup></b>	<b>Percent of Total Taxable Assessed Value <sup>2</sup></b>	<b>Taxable Assessed Value <sup>1</sup></b>	<b>Percent of Total Taxable Assessed Value <sup>3</sup></b>
Georgia Pacific Corporation	\$38,929	6.09%	\$29,390	4.60%
Boatyard Associates	9,038	1.41%	4,858	0.76%
Safeway Inc	7,215	1.13%	4,878	0.76%
Tradewinds Lodge	7,123	1.12%	-	-
Feil, S & D	5,944	0.93%	-	-
RAP Investors LP	5,355	0.84%	-	-
Kashi Keshav Investments LLC	4,210	0.66%	-	-
Kao Kuami	4,036	0.63%	-	-
Longs Drug Stores California	3,953	0.62%	-	-
Hurst, J & B	3,674	0.58%	-	-
North O' Town Industrial Center	3,409	0.53%	-	-
Braxton Senior Living Property	3,326	0.52%	-	-
Affinito, D & J	3,198	0.50%	6,556	1.03%
Reddy, G & S	3,053	0.48%	-	-
Bell, C & I	3,017	0.47%	-	-
Keaton, R & J	2,865	0.45%	-	-
Noyo Vista Inc	2,818	0.44%	2,194	0.34%
Moilanen, D & J	-	-	3,014	0.47%
Walnut Apartments	-	-	2,158	0.34%
VIP Logging Company LLC	-	-	2,056	0.32%
Moura Senior Housing	-	-	1,974	0.31%
Miller, D & H	-	-	1,945	0.30%
Ray, RR & H	-	-	1,824	0.29%
Kemppe liquid Gas Corp.	-	-	1,747	0.27%
Hi Seas Assoc, LLC	-	-	1,605	0.25%
Keaton Hotels	-	-	1,592	0.25%
Zimmerman, CM	-	-	1,549	0.24%
Sanders, CB & GR	-	-	1,546	0.24%
A M Warmerdam Farm LP	-	-	1,440	0.23%

Source: Mendocino County Assessor's Office

Notes:

<sup>1</sup> Taxable assessed value includes both real and personal properties

<sup>2</sup> Total taxable assessed value as of September 30, 2010 was approximately \$638 million.

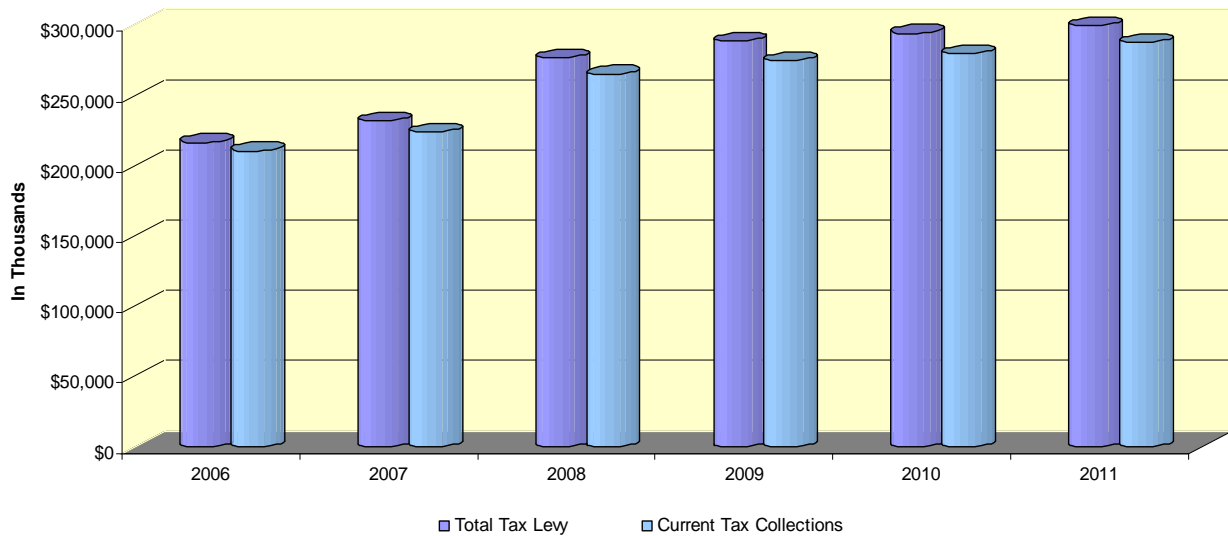
<sup>3</sup> Total taxable assessed value as of September 30, 2001 was approximately \$411 million.

**CITY OF FORT BRAGG  
PROPERTY TAX LEVIES AND COLLECTIONS  
LAST SIX FISCAL YEARS <sup>1</sup>  
(In Thousands)**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Levy Collected
2005-06	216,250	210,252	97.2%
2006-07	231,862	223,485	96.4%
2007-08	276,668	264,845	95.7%
2008-09	288,495	274,649	95.2%
2009-10	293,999	279,753	95.2%
2010-11	299,429	287,121	95.9%

Source: Mendocino County Office of Auditor-Controller

<sup>1</sup>Information for FY 2001-02 through 2004-05 is not available.



**CITY OF FORT BRAGG**  
**RATIOS OF OUTSTANDING DEBT BY TYPE**  
**LAST TEN FISCAL YEARS**  
(In Thousands, Except Per Capita Amount)

Fiscal Year	Governmental Activities			Business-type Activities				Total Primary Government	Percentage of Personal Income <sup>1,2</sup>	Per Capita <sup>1</sup>
	Certificates of Participation	Other Long-term Obligation	Subtotal	Certificates of Participation	Notes Payable	Other Long-term Obligation	Subtotal			
2001-02	4,255		4,255	6,485			6,485	10,740	9.3%	1,556
2002-03	4,080		4,080	6,295			6,295	10,375	8.7%	1,501
2003-04	3,895		3,895	6,100			6,100	9,995	8.0%	1,448
2004-05	6,665		6,665	5,650			5,650	12,315	9.4%	1,776
2005-06	6,470		6,470	5,390			5,390	11,860	8.4%	1,720
2006-07	6,175		6,175	5,130			5,130	11,305	7.7%	1,648
2007-08	6,021		6,021	4,870	2,267		7,137	13,158	8.8%	1,918
2008-09	5,864	160	6,024	4,590	2,151	982	7,723	13,747	9.8%	2,007
2009-10	5,702	98	5,800	4,360	1,874	878	7,112	12,912	8.9%	1,884
2010-11	5,533	32	5,565	4,130	1,767	769	6,666	12,231	N/A	1,779

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

<sup>1</sup> See Schedule of Demographic and Economic Statistics for personal income and population data.

<sup>2</sup> See The Bureau of Economic Analysis did not have per capita and personal income available for 2011.

Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG**  
**RATIO OF GENERAL BONDED DEBT OUTSTANDING**  
**LAST TEN FISCAL YEARS**  
**(In Thousands)**

Fiscal Year	Tax Allocation Bonds	Less: Amounts Restricted for Debt Services	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value <sup>1</sup>	Per Capita
2001-02	\$ 1,930	\$ 206	\$ 1,724	0.4%	\$ 250
2002-03	1,860	202	1,658	0.4%	240
2003-04	4,750	330	4,420	1.0%	640
2004-05	4,685	314	4,371	0.9%	630
2005-06	4,620	314	4,306	0.9%	624
2006-07	4,550	314	4,236	0.8%	617
2007-08	4,480	314	4,166	0.6%	607
2008-09	4,410	314	4,096	0.6%	598
2009-10	4,335	314	4,021	0.6%	587
2010-11	4,255	314	3,941	0.6%	573

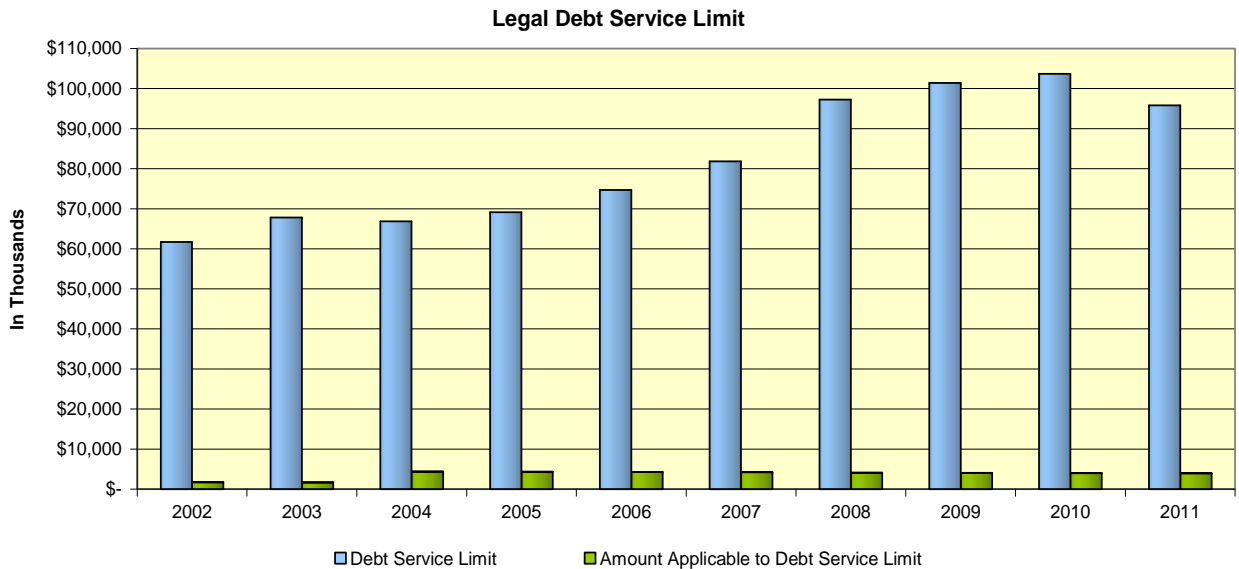
Notes:

<sup>1</sup> Assessed value can be found in the Schedule of Assessed Value and Actual Value of Taxable Property.  
Percentage calculated using the following formula: Net Bonded Debt/Assessed Value

Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG  
LEGAL DEBT SERVICE MARGIN INFORMATION  
LAST TEN YEARS  
(In Thousands)**

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
<b>Assessed Value of Real and Personal Property</b>	\$411,442	\$451,912	\$445,473	\$460,778	\$497,991	\$545,493	\$648,325	\$675,828	\$691,134	\$638,807
<b>Legal Debt Service Limit <sup>1</sup></b> (15% of the assessed value of all real and personal property of the city)	61,716	67,787	66,821	69,117	74,699	81,824	97,249	101,374	103,670	95,821
Less: Amount Applicable to Debt Service Limit	1,724	1,658	4,420	4,371	4,306	4,236	4,166	4,096	4,021	3,941
<b>Legal Debt Service Margin</b>	\$ 59,992	\$ 66,129	\$ 62,401	\$ 64,746	\$ 70,393	\$ 77,588	\$ 93,083	\$ 97,278	\$ 99,649	\$ 91,880
<b>Legal Debt Service Margin as a Percentage of Debt Service Limit</b>	97.21%	97.55%	93.39%	93.68%	94.24%	94.82%	95.72%	95.96%	96.12%	95.89%



<sup>1</sup>California Governmental Code #43605 provides that a city shall not incur an indebtedness for public improvements which exceeds 15% of the assessed value of all real and personal property of the City.

Source: City of Fort Bragg, Department of Finance  
County of Mendocino Office of Auditor-Controller

**CITY OF FORT BRAGG  
PLEGGED REVENUE COVERAGE  
WATER ENTERPRISE FUND  
LAST TEN FISCAL YEARS  
(In Thousands)**

Fiscal Year	Operating Revenue	Operating Expenses <sup>1</sup>	Net Operating Income	Non-Operating Income	Net Revenue or Funds Available for Debt Service	Debt Service Requirements			Times Coverage
						Principal	Interest	Total	
2001-02	\$ 1,449	\$ 819	\$ 630	\$ 122	\$ 752	\$ 130	\$ 331	\$ 461	1.6
2002-03	1,410	814	596	247	843	135	329	464	1.8
2003-04	1,716	929	787	87	874	380	389	769	1.1
2004-05	1,665	1,055	610	51	661	190	236	426	1.6
2005-06	1,770	957	813	137	950	186	236	422	2.3
2006-07	1,885	1,313	572	140	712	293	227	520	1.4
2007-08	1,914	1,341	573	140	713	402	273	675	1.1
2008-09	2,041	1,492	549	72	621	387	265	652	1.0
2009-10	2,017	1,792	225	41	266	322	293	615	0.4
2010-11	2,108	1,632	476	51	527	365	245	610	0.9

**CITY OF FORT BRAGG  
PLEGGED REVENUE COVERAGE  
WASTEWATER ENTERPRISE FUND  
LAST TEN FISCAL YEARS  
(In Thousands)**

Fiscal Year	Operating Revenue	Operating Expenses	Net Operating Income	Non-Operating Income	Net Revenue or Funds Available for Debt Service	Debt Service Requirements			Times Coverage
						Principal	Interest	Total	
2001-02	957	849	108	180	288	81	60	142	2.0
2002-03	997	882	115	144	259	60	44	104	2.5
2003-04	1,073	1,098	(25)	214	189	70	49	119	1.6
2004-05	1,192	1,188	4	228	232	70	46	116	2.0
2005-06	1,288	1,363	(75)	406	331	91	51	142	2.3
2006-07	1,427	1,431	(4)	658	654	75	45	120	5.5
2007-08	1,476	1,523	(47)	483	436	85	35	120	3.6
2008-09	1,905	1,908	(3)	255	252	53	32	85	2.9
2009-10	2,208	2,116	92	309	401	35	36	71	5.6
2010-11	2,774	2,078	696	378	1,074	40	19	59	18.2

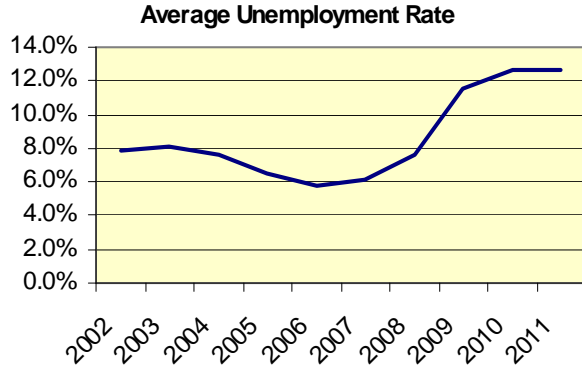
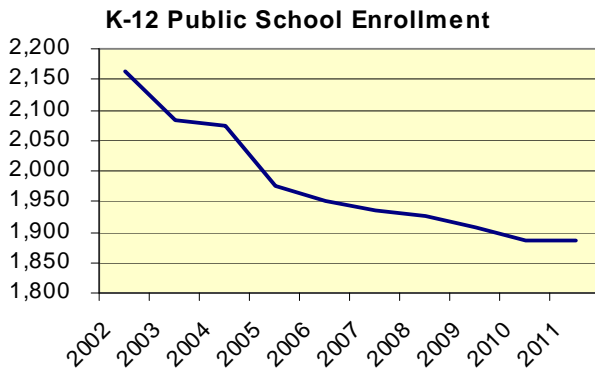
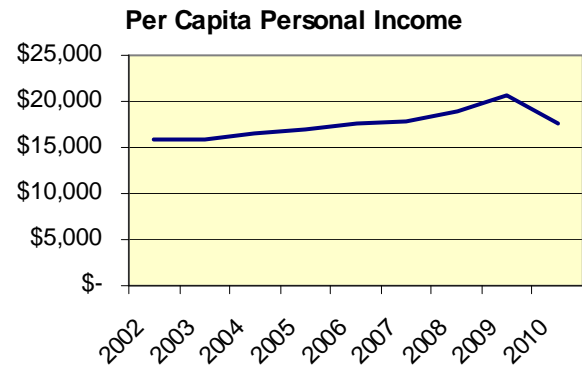
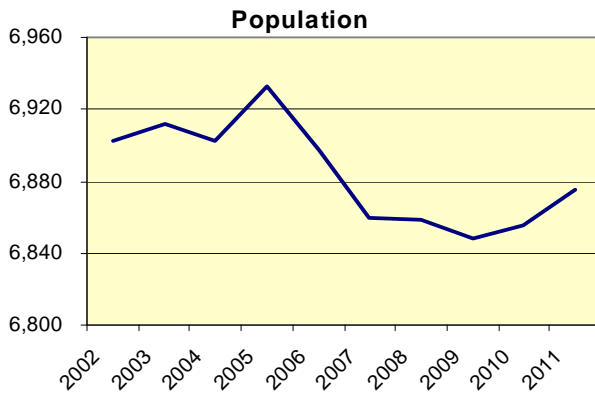
Notes:

<sup>1</sup> Operating expense exclude depreciation; non-operating income excludes interest expense.

Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

<b>Fiscal Year Ended</b>	<b>Population <sup>1</sup></b>	<b>Personal Income <sup>2</sup> (in thousands)</b>	<b>Per Capita Personal Income <sup>3</sup></b>	<b>Median Age <sup>4</sup></b>	<b>Public School Enrollment <sup>5</sup></b>	<b>City Unemployment Rate <sup>6</sup></b>
2002	6,903	115,580	15,832	36.2	2,163	7.8%
2003	6,912	118,701	15,943		2,084	8.1%
2004	6,902	125,230	16,596		2,075	7.6%
2005	6,933	131,491	16,928		1,975	6.5%
2006	6,897	140,958	17,589		1,951	5.8%
2007	6,860	146,738	17,852		1,934	6.1%
2008	6,859	149,379	18,977		1,926	7.6%
2009	6,848	140,416	20,685	38.3	1,907	11.5%
2010	6,855	144,629	17,513	38.4	1,886	12.7%
2011	6,875			40.9	1,885	12.6%



Sources:

- <sup>1</sup> California State Dept. of Finance - Population Research Unit
- <sup>2</sup> California State Dept. of Finance - Population Research Unit; Personal Income for 2011 not available
- <sup>3</sup> U.S. Dept. of Commerce, Bureau of Economic Analysis. Released Sept. 2011; 2011 not available
- Per capita personal income is total personal income divided by total midyear population
- <sup>4</sup> U. S. Census; Median Age for 2003 through 2008 not available
- <sup>5</sup> California Department of Education
- <sup>6</sup> California Employment Development Department



**CITY OF FORT BRAGG  
PRINCIPAL EMPLOYERS  
CURRENT YEAR**

	<b>2011</b>	
	<b>Number of Employees<sup>1</sup></b>	<b>Percentage of Total City Employment<sup>2</sup></b>
Mendocino Coast District Hospital	<b>350</b>	11.7%
Mendocino Coast Clinic	<b>114</b>	3.8%
Sherwood Oaks	<b>92</b>	3.1%
Caito Fisheries	<b>90</b>	3.0%
Ocean Fresh Seafood Products	<b>90</b>	3.0%
Anderson Logging	<b>87</b>	2.9%
North Coast Brewing Company	<b>85</b>	2.9%
Silver's at the Wharf	<b>55</b>	1.8%
City of Fort Bragg	<b>54</b>	1.8%
Skunk Train	<b>44</b>	1.5%

Sources:

<sup>1</sup> City of Fort Bragg, Finance Department

<sup>2</sup> State of California Employment Development Department Labor Market Informatic Division

Notes:

Historical employer data not available.

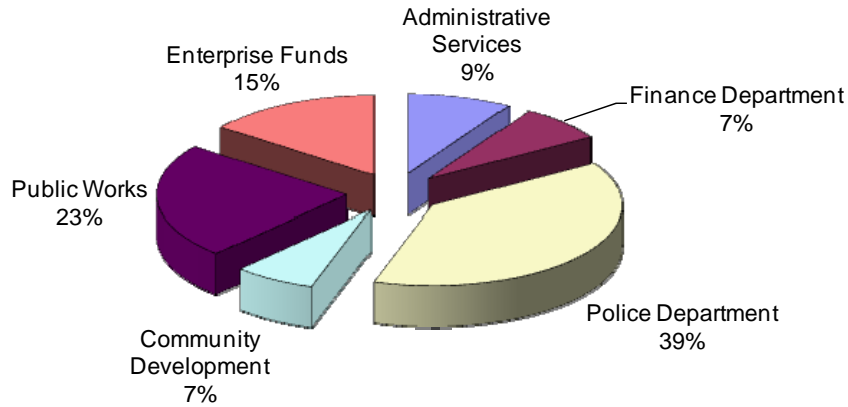
Number of employees includes full-time and part-time employees, not full time equivalents.

Employed labor force reported by the Employment Development Department for this time period is 2,980.

**FULL-TIME EQUIVALENT CITY EMPLOYEES BY FUNCTION  
Last Ten Fiscal Years**

Function	As of June 30,									
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
<b>General Government</b>										
Administrative Services	4.50	4.75	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.80
Finance Department	4.50	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00
<b>Public Safety</b>										
Police Department	23.75	23.50	22.50	21.00	21.00	22.00	24.00	23.00	23.00	21.00
<b>Community Services</b>										
Community Development	3.00	3.00	3.50	3.50	5.00	4.75	5.75	5.75	4.75	3.80
Public Works	12.00	13.50	13.50	13.50	14.00	13.00	13.00	13.00	14.50	12.60
Enterprise Funds	7.25	7.60	7.75	7.75	7.75	9.00	9.00	9.00	8.00	8.00
<b>Total</b>	<b>55.00</b>	<b>56.35</b>	<b>57.25</b>	<b>55.75</b>	<b>57.75</b>	<b>58.75</b>	<b>61.75</b>	<b>60.75</b>	<b>60.25</b>	<b>54.20</b>

**FULL-TIME EQUIVALENT CITY EMPLOYEES BY FUNCTION  
FY 2010-11**



Source: City of Fort Bragg, Department of Finance

**CITY OF FORT BRAGG  
OPERATING INDICATORS  
LAST TEN FISCAL YEARS <sup>2</sup>**

	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	Fy 07-08	Fy 08-09	FY 09-10	FY 10-11
<b>Function/Program</b>										
Building Permits Issued								174	204	204
New Construction										
Single Family Residential		24	5	12	5	9	3	1	2	3
Second Unit		4	9	6	2	4	1	3	2	1
Mixed Use, Commercial & Residential				2					1	
Multi-Family Residential		4								
Low Income Residential		7	3			1		1		2
City Clerk										
Council/Agency Resolutions Passed	118	115	128	127	134	131	110	148	112	93
Number of Ordinances Passed	1	5	7	7	8	6	4	13	3	9
Number of Contracts Passed	4	8	5	7	4	10	11	11	9	13
Public Safety										
Traffic Accidents	144	157	146	140	181	125	100	111	116	112
Traffic Violation-DUI	53	35	55	42	53	52	78	53	42	37
Bookings	640	499	613	553	726	714	845	521	501	621
Cite	557	457	590	306	335	438	1,075	852	550	514
Case Reports	1,087	1,220	1,245	1,171	1,577	1,471	1,323	1,288	1,150	1,274
Fire <sup>1</sup>										
Total Number of Calls			636	708	546	596	577	640	504	601
Structure Fires			62	72	31	44	63	38	35	30
Vehicle Fires			13	15	17	18	12	6	7	9
Vegetation Fires			40	38	20	33	43	55	33	15
EMS			186	204	146	174	143	110	102	186
Rescue			10	18	129	128	132	135	114	112
Hazardous Condition/Materials Calls			37	39	34	49	54	62	53	37
Services Call			27	35	28	36	47	33	15	35
Good Intent Calls/False Alarms			77	90	65	51	58	87	85	96
Other Calls & Incidents			184	197	76	63	25	114	60	81
Water										
Number of customer accounts billed	16,035	16,189	16,300	16,388	16,541	16,300	16,541	33,965	33,771	33,521
Water annual demand in thousand gallons	2,577	2,619	2,604	2,572	2,458	2,302	2,626	2,401	2,233	2,176
Available supply of water in thousand gallons	2,810	2,744	2,760	2,659	2,993	3,078	2,917	2,688	2,524	2,442
Total Customer service calls							1,592	1,450	1,421	1,492
Meter installs/removals/change outs							280	38	36	49
Meter repairs							7	4	1	3
Leak investigations							57	24	15	15
Service profiles							159	180	98	131
Turn on/off							1,028	1,120	1,244	1,255
Manual reads							484	522	556	555
Misc							52	78	26	27
Wastewater										
Customer service calls, wastewater									38	39
New customer sewer lines installed									2	2
Sewer mains cleaned/flushed in miles									15	19
Sewer mains and laterals repaired in number of jobs									38	39
Sewer manholes inspected									370	371
Sewer manholes installed									1	3
Sewer spill responses									3	4

See notes on page 236

<sup>1</sup> The governing agency over the Fort Bragg Volunteer Fire Department is the Fort Bragg Fire Protection Authority Joint Powers Agreement (JPA). The JPA is a board of directors formed in the 1989-90 fiscal year. It consists of two members from the Fort Bragg City Council appointed by the city's mayor, two members from the Fort Bragg Rural Fire District Board appointed by the Board chairman, and an "at large" member appointed by the other four members. The City of Fort Bragg is responsible for 50% of the Fire Department budget. Department statistics for FY 01/02 and FY 02/03 are not available.

<sup>2</sup> In some categories historical information is not available.

Source: Operating indicators were provided by the various operating departments.

**CITY OF FORT BRAGG  
CAPITAL ASSET STATISTICS BY FUNCTION  
LAST TEN FISCAL YEARS**

	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	Fy 07-08	Fy 08-09	FY 09-10	FY 10-11
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Public Works										
Streets in miles	23.7	23.7	23.7	26.4	26.4	26.4	26.4	26.4	26.4	26.4
Alleys in miles	19	19	19	19	19	19	19	19	19	19
Storm drains in miles	10	10	10	10	10	10	10	10	10	10
Number of street lights	725	725	725	725	725	725	725	725	725	725
Sidewalks	40	40	40	40	40	40	40	40	40	40
Water										
Water mains in miles	30	30	30	30	30	30	30	30	30	30
Raw water transmission lines in miles	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75
Wastewater										
Sewer mains in miles	27	27	27	27	27	27	27	27	27	27
Parks and Facilities										
Number of Parks	2	2	2	2	2	3	3	3	3	3



## CITY OF FORT BRAGG – 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

## CITY OF FORT BRAGG – GLOSSARY OF FINANCIAL TERMS

**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.

**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.



## CITY OF FORT BRAGG – GLOSSARY OF FINANCIAL TERMS

**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 an employee of the Council who is 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.

**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.

## CITY OF FORT BRAGG – GLOSSARY OF FINANCIAL TERMS

**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.

## CITY OF FORT BRAGG – GLOSSARY OF FINANCIAL TERMS

**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.

**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. (Per City Charter, all legislation and appropriations of money shall be by ordinance, save where there is a special fund created for a particular purpose.)

**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.

## CITY OF FORT BRAGG – GLOSSARY OF FINANCIAL TERMS

**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.

**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.