



**CITY OF  
FORT BRAGG**

# **Fiscal Year 2024 Adopted Budget**



## **FACILITIES**

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# FACILITIES REPAIR & MAINTENANCE INTERNAL SERVICE FUND

*The Facilities Repair & Maintenance Internal Service Fund accounts for all costs associated with the maintenance of public buildings, including preventative maintenance and ongoing maintenance. These services are primarily performed by the City's Public Works staff.*

## DEPARTMENTAL DESCRIPTION

The Public Works Department serves City staff and the community by maintaining and repairing public facilities. Examples of tasks include repair and maintenance of heating and ventilation systems, repair and maintenance of plumbing systems; upgrades to ensure reliable electrical power, replacement of plumbing fixtures, light fixtures, carpentry, roofing, flooring and painting.

## STRATEGIC GOALS AND OBJECTIVES

- The primary goal of the Public Works Department's Facilities Repair & Maintenance Internal Service Fund is to provide quality and efficient maintenance that fosters a safe and positive atmosphere for our employees and the citizens of Fort Bragg.
- Procure products and equipment that are safe to use and provide for long-term investment at a reasonable cost.
- Identify future needs and prioritize according to safety and available funding.
- Improve internal and external communications.
- Stay current with trends in technology.

## BUDGET OVERVIEW

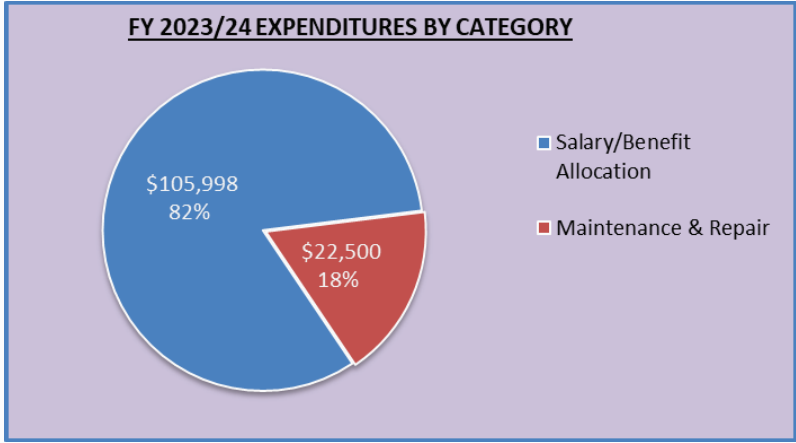
The FY 2024 Proposed Budget for the Facilities Repair & Maintenance Internal Service Fund (including transfers from the reserve to fund capital projects) is \$128K. Major Facility Maintenance includes City Hall (\$10k), Police Department Paint \$22k and Noyo Headlands Park \$18k.

According to the City's Fund Balance and Reserve Policy, the unrestricted fund balance is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs. In FY 2024, the ISF- Fund balance will decrease from \$680K to \$3K based on the Fund's 10-Year Financial Plan. The proposed Projects over the \$50K threshold are listed here, a total of \$510K, budgeted in CIP.

Fund No.	Funding Source/ Project Name	Prior FY(s)	FY 23/24 Proposed Budget
<b>INTERNAL SERVICE FUNDED</b>			
520	Guest House Rehabilitation - Foundation	-	
520	City Hall - Roofing - Solar		150,000
	City Hall - Siding Replace - East Side		70,000
	City Hall - Siding Replace - South Side		
520	East City Hall, Structural, Pool Bldg. & Other		-
520	Town Hall Bathrooms, Windows, Paint and wall repair	40,000	140,000
520	Police Dept. Roof Replacement - Solar		80,000
520	Police Dept. Paint and repairs		70,000
520	Corporation Yard Roofing	105,000	
Total ISF		\$ 145,000	\$ 510,000

**FACILITIES REPAIR & MAINTENANCE DEPARTMENTAL BUDGET SUMMARY**  
**FUND 520**  
**DEPARTMENT: 4393**

Description	FY 2021/22 Audited	FY 2022/23 Amended Budget	22/23 FYE Projected	FY 2023/24 Adopted Budget	% + /-
Non-Personnel Services	\$ 15,601	\$ 63,749	\$ 26,657	\$ 22,500	-16%
<b>Total Departmental Expenditure</b>	<b>15,601</b>	<b>63,749</b>	<b>26,657</b>	<b>22,500</b>	<b>-16%</b>
<b>Revenue:</b>					
Interest Earned	4,143	6,030	6,030	500	-92%
<b>Total Departmental Revenue</b>	<b>4,143</b>	<b>6,030</b>	<b>6,030</b>	<b>500</b>	<b>-92%</b>
Net Expenditure	(11,459)	(57,719)	(20,627)	(22,000)	7%
<b>Cost Allocation</b>					
Expense - Cost Allocations	105,998	93,568	93,568	105,998	13%
Revenue - User Fees	200,959	195,068	210,000	210,000	100%
<b>Net Cost Allocation</b>	<b>306,957</b>	<b>288,636</b>	<b>303,568</b>	<b>315,998</b>	<b>4%</b>
Net Expenditure	<b>\$ (318,416)</b>	<b>\$ (346,355)</b>	<b>\$ (324,195)</b>	<b>\$ (337,998)</b>	<b>4%</b>



**BUDGET DETAIL:**  
**Fund #520**  
**Department: 4393**

Object	Description	FY 2021/22 Audited	FY 2022/23 Amended Budget	22/23 FYE Projected	FY 2023/24 Adopted Budget	% + /-
0801	Salary/Benefit Allocation	\$ 105,998	\$ 93,568	\$ 93,568	\$ 105,998	13%
	<b>Personnel Services</b>	<b>105,998</b>	<b>93,568</b>	<b>93,568</b>	<b>105,998</b>	<b>13%</b>
0353	Facilities Maint & Repair	15,601	63,749	26,657	22,500	-16%
	<b>Non-Personnel Services</b>	<b>15,601</b>	<b>63,749</b>	<b>26,657</b>	<b>22,500</b>	<b>-16%</b>
	<b>Total - Facilities Maintenance</b>	<b>\$ 121,600</b>	<b>\$ 157,317</b>	<b>\$ 120,225</b>	<b>\$ 128,498</b>	<b>7%</b>

MAJOR PROJECTS/REPLACEMENT	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	Annual Average	General Fund	Water Enterprise	Wastewater Enterprise
City Hall	5,000	5,000	-	-	-	-	-	-	1,250	625	313	313
City Hall East	4,000	3,500	-	-	-	-	-	-	938	938	-	-
Fort Building	-	-	-	-	-	-	-	-	-	-	-	-
Town Hall	-	-	-	3,000	-	-	-	-	429	214	107	107
Fire Station, Main St	-	-	-	-	-	-	-	-	-	-	-	-
Fire Station, Hwy 20	-	-	-	-	-	-	-	-	-	-	-	-
Guest House	-	-	-	-	-	-	110,000	-	500	500	-	-
Police Department	-	-	-	-	-	-	-	-	3,143	3,143	-	-
Noyo Headlands Park	4,500	-	30,000	5,000	-	-	-	-	8,214	8,214	-	-
Pomo Bluffs Park	9,000	-	-	-	-	40,000	-	-	1,125	1,125	-	-
Noyo Beach	-	-	-	-	-	-	-	-	-	-	-	-
Corp Yard	-	-	-	-	-	-	-	-	-	-	-	-
Harbor Life Trail	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL major projects</b>	<b>22,500</b>	<b>8,500</b>	<b>30,000</b>	<b>8,000</b>	<b>-</b>	<b>40,000</b>	<b>110,000</b>	<b>-</b>	<b>15,598</b>	<b>14,759</b>	<b>420</b>	<b>420</b>
General Repairs Facilities	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0
TOTAL preventative maintenance	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0
<b>TOTAL PROJECT FUNDING NEEDED</b>	<b>\$22,500</b>	<b>\$8,500</b>	<b>\$30,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$15,598</b>	<b>\$14,759</b>	<b>\$420</b>	<b>\$420</b>

Note: CIP projects that are designated in the "Beyond CIP" category have all been placed in 6th year of the ISF, FY 2023/24

**FUNDING REQUIREMENTS AND CONTRIBUTIONS**

Reserve	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
ISF project work - projected	22,500	8,500	30,000	8,000	-	40,000	110,000	-
CIP Facilities Funded	510,000							
Overhead Allocation		-	-	-	-	-	-	-
Sal/Benefits Allocation	105,998	120,838	137,755	157,041	164,893	173,137	181,794	190,884
Projected Total Cost	638,498	129,338	167,755	165,041	164,893	213,137	291,794	190,884
Required Funds contribution	210,500	146,688	146,688	146,688	146,688	146,688	146,688	146,688
Beginning Reserve Balance	431,066	3,068	20,419	(648)	(19,000)	(37,205)	(103,654)	(248,759)
Reserve - increase (decrease)	(427,998)	17,351	(21,067)	(18,352)	(18,204)	(66,449)	(145,106)	(44,196)
Ending Reserve Balance	3,068	20,419	(648)	(19,000)	(37,205)	(103,654)	(248,759)	(292,955)
<b>Contributed Funds:</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>	<b>28/29</b>	<b>29/30</b>	<b>30/31</b>
General Fund	70,290	70,290	70,290	70,290	70,290	70,290	70,290	70,290
Water	38,199	38,199	38,199	38,199	38,199	38,199	38,199	38,199
Wastewater	38,199	38,199	38,199	38,199	38,199	38,199	38,199	38,199

MAJOR PROJECTS/REPLACEMENTS		Notes	Fiscal Year							Total	
			23/24	24/25	25/26	26/27	27/28	28/29	29/30		30/31
<b>City Hall:</b>											
Flooring	New carpet		\$0			\$0				\$0	
Paint	Exterior		\$5,000					\$60,000		\$65,000	
Electric/Generator/ EV Charging Stations									\$20,000	\$0	
HVAC	4 units			\$5,000						\$5,000	
Roofing			\$0							\$0	
ADA Doors									\$8,000	\$0	
Electric Vehicle facility						\$0			\$15,000	\$0	
	TOTAL City Hall		\$5,000	\$5,000	\$0	\$0	\$0			\$70,000	
<b>City Hall East:</b>											
Electric										\$0	
Lighting Gym				\$3,500						\$3,500	
Doors	Double doors/heater room									\$0	
Flooring	Hallway carpet		\$4,000							\$4,000	
Roofing	Pool and offices									\$0	
Bathrooms										\$0	
Heaters	3 units									\$0	
Pool	Incl structure									\$0	
Fire Sprinkler System										\$0	
	TOTAL City Hall East		\$4,000	\$3,500	\$0	\$0	\$0	\$0	\$0	\$7,500	
<b>Fort Building:</b>											
Paint								\$0		\$10,000	
	TOTAL Fort Building		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
<b>Town Hall:</b>											
Paint	Exterior		\$0							\$0	
Bathrooms	Flooring/Fixtures/Misc									\$10,000	
Carpentry	Dais/Cabinets					\$3,000				\$3,000	
HVAC	Heater									\$0	
Doors/Windows										\$0	
Landscaping										\$0	
	TOTAL Town Hall		\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$13,000	
<b>Guest House:</b>											
Paint								\$60,000		\$0	
Carpentry/Windows/Siding/Fencing										\$0	
Roofing										\$0	
Foundation/Stain Glass Rehab/Sign			\$0	\$0						\$11,500	
Walkways and Signage								\$50,000		\$0	
	TOTAL Guest House		\$0	\$0	\$0	\$0	\$0	\$110,000		\$11,500	
<b>Police Department:</b>											
Paint	Exterior/Interior		\$0							\$22,000	
Electric	Generator Shed									\$0	
HVAC	8 units									\$0	
Roofing				\$0						\$0	
Emergency Generator										\$0	
	TOTAL Police Department		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000	
<b>Bainbridge Park</b>											
Wiggly Giggly										\$90,000	
Tennis/Basketball										\$0	
	TOTAL Bainbridge Park		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000	
<b>Noyo Headlands Park:</b>											
Noyo Center											
Bathrooms	Hardware, locks, etc.		\$4,500			\$5,000				\$13,500	
Fencing	Fence fabric				\$30,000		\$16,000			\$44,000	
	TOTAL Noyo Headlands Park		\$4,500	\$0	\$30,000	\$5,000	\$0			\$57,500	
<b>Pomo Bluffs Park:</b>											
Parking Lot	Resurface						\$40,000			\$0	
Bathrooms	Roof/Bollards		\$9,000							\$9,000	
	TOTAL Pomo Bluffs Park		\$9,000	\$0	\$0	\$0	\$40,000	\$0		\$9,000	
<b>Noyo Beach:</b>											
General										\$0	
	TOTAL Noyo Beach		\$0	\$0	\$0	\$0	\$0			\$0	
<b>Harbor Lite Trail:</b>											
Trail										\$0	
	TOTAL Harbor Lite Trail		\$0	\$0	\$0	\$0	\$0			\$0	
<b>TOTAL MAJOR PROJECT FUNDING NEEDS:</b>			<b>\$22,500</b>	<b>\$8,500</b>	<b>\$30,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$200,500</b>