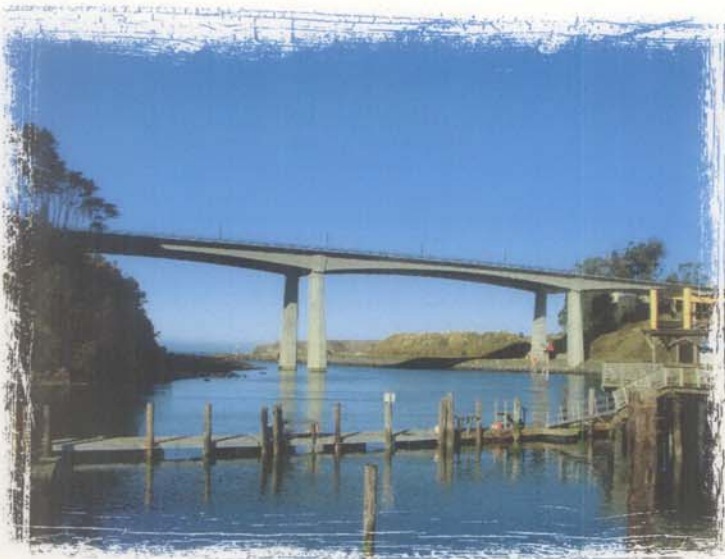




BRENDA JOURNAL  
Office Clerk



# CITY OF FORT BRAGG ADOPTED BUDGET FISCAL YEAR 2009-2010



CITY OF FORT BRAGG  
ADOPTED BUDGET  
FISCAL YEAR 2009 – 2010



**CITY COUNCIL**

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

Linda Ruffing  
*City Manager*

## **ABOUT THE COVER**

### **Guest House Museum**

The Guest House Museum is the repository of artifacts and records that provides a vivid picture of Fort Bragg's history for the community and visitors. The Guest House was built in 1892 as the private residence for Tom Johnson, a business partner of Fort Bragg Redwood Company. The wood used in the structure was primarily coastal redwood milled by Fort Bragg Redwood Company. Before the house was completed, and at direction of the company's founder, Charles Russell Johnson, it became the lumber company's "guest house" for senior officials and VIP visitors to the Fort Bragg mill and logging sites. The Guest House continued in this role under successive owners. In 1985, Georgia-Pacific Corporation donated the Guest House to the City of Fort Bragg. The Fort Bragg-Mendocino Coast Historical Society maintains and operates the Guest House Museum, which continues to serve as a historic focal point for the City.

### **Noyo Bridge**

The Noyo Bridge spans the mouth of the Noyo River carrying vehicles and pedestrians along Highway 1 (Main Street) in the City of Fort Bragg. The bridge provides a scenic entry at the southern gateway to Fort Bragg and serves as a prominent backdrop for the quaint fish houses, docks and restaurants of Noyo Harbor. The bridge was built in 2005, replacing a 1948-vintage metal truss bridge that was declared seismically unsafe following the 1989 Loma Prieta earthquake. The new bridge has a see-through railing design that provides sweeping vistas from the bridge, including spectacular views of the Pacific Ocean, Noyo Harbor, the harbor entrance, and adjacent coastal bluffs.

### **Soldier Bay**

Soldier Bay is a prominent topographic feature in Fort Bragg that is situated along the coastline of the former Georgia-Pacific mill site. It rivals Noyo Bay in size, but its coastal waters are much rockier. At the turn of the century, "doghole" schooners anchored in Soldier Bay to load lumber for the rebuilding of San Francisco after the 1906 earthquake. Remnants of the wharf are still visible at the north end of the bay. Historically, Soldier Bay was an outlet for two creeks, however, the land surrounding the bay was substantially modified to accommodate a burgeoning timber industry. When the timber mill was in operation, the mill and powerhouse facilities were located on the shores of Soldier Bay. As the City and Georgia-Pacific plan for the future reuse of the mill site property, it is anticipated that public open space, parkland, and a coastal trail will line the shores of Soldier Bay.

*Cover page and design by Erica Zamarripa – Finance Department  
Cover photographs taken by Nancy Philips*

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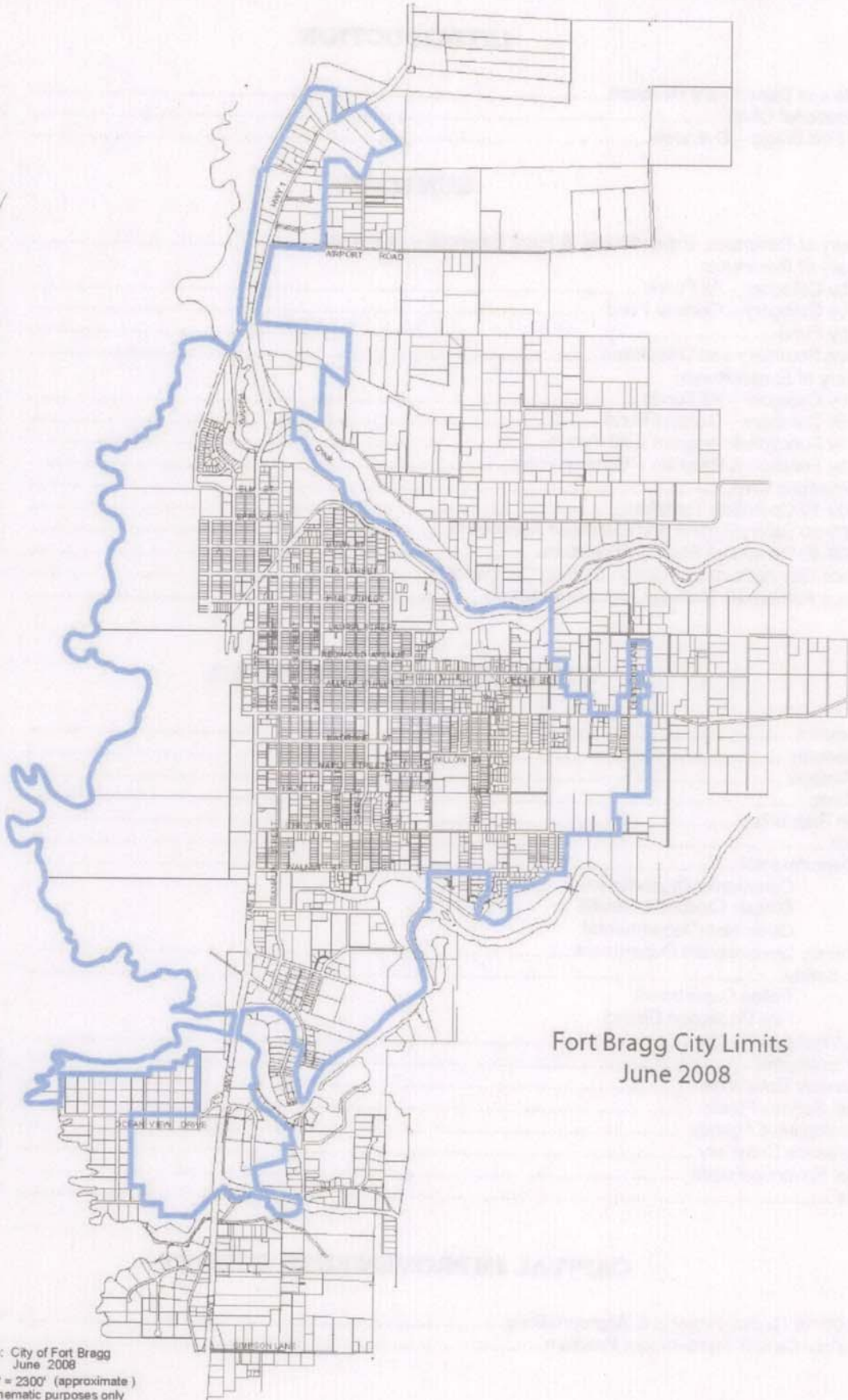
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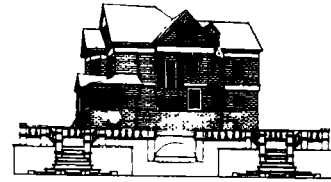
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Fort Bragg City Limits  
June 2008

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



June 22, 2009

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

**SUBJECT: FY 2009-10 Operating Budget & Capital Budget**

Honorable Mayor and Members of the City Council:

I am pleased to submit the Fiscal Year (FY) 2009-10 Budget for the City of Fort Bragg, Fort Bragg Redevelopment Agency (Agency) and Municipal Improvement District No. 1 (District) for your review and consideration. The budget provides a comprehensive statement of the City's organization, operations and resources and is intended to communicate Council, Agency and District Board policies and priorities in all areas of the City's operations. Throughout the year, the budget serves as a financial management tool and as an operational plan for the delivery of City services.

The FY 2009-10 Budget has been crafted to address the Council's operational and service delivery priorities while addressing a challenging and uncertain economic landscape. It is a frugal budget and it is a considerable accomplishment that, across all areas of City operations, existing programs and levels of service are maintained, no staffing reductions are planned, and established reserves are fully funded.

## **BUDGET PRINCIPLES**

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This budget was prepared according to the policy framework and budget principles established by the Council and it reflects the following key priorities:

- The operating budget of each of the four major funds is balanced such that anticipated revenues meet projected expenditure obligations. If unallocated fund balances are utilized, it is only to fund one-time expenditures rather than on-going operations.
- Conservative revenue projections are used based on the present economic downturn and taking into account the potential for delayed revenues due to the State's ongoing budget crisis. It should be noted that the budget does not address the Governor's proposal to "borrow" 8% of city, county and special district tax revenues to help close the State's FY 2009-10 budget deficit. Should this come to fruition, the City will need to revisit the budget to deal with a projected \$115.5k revenue shortfall.
- All programs and services provided by the City are maintained at existing levels (with the continued "freezing" of one of the three authorized Community Service Officer positions in the Police Department). Program and service changes are limited to those necessary to comply with mandated requirements, to promote organizational or

operational improvements and efficiencies, or to respond to specified policy priorities identified by the Council.

- Expenditures are contained to the maximum extent possible. Cost increases are related to limited equipment and supplies purchases necessary to support existing operations, essential capital improvement projects, modest salary increases pursuant to employee agreements, mandated costs, and the City’s contractual obligations.
- The established General Fund reserves are fully funded, and the proposed FY 2009-10 Budget includes an increase in the “operating reserve” in response to the bleak economic forecast and the very real possibility that the State will dip into local revenues to address its budget shortfall. The reserves include the following:
  - (a) 18% operating reserve (based on projected expenditures) to ensure liquidity of the general fund, to ensure adequate cash flow with consideration of the timing of the City’s various revenue streams, and to provide a modest buffer against unanticipated revenue shortfalls;
  - (b) \$300k liability and litigation reserve;
  - (c) \$400k capital reserve.

The FY 2009-10 Budget increases the General Fund operating reserve to an amount representing 18% of the operating budget. This increase is intended to provide a buffer in the event that the State “borrows” City tax revenues and/or economic conditions worsen resulting in additional revenue shortfalls. The increased operating reserve will also help prevent cash flow problems should the State fail to provide timely reimbursement for grant expenditures. It is noted that the State has yet to release the \$1.2M in bond-funded grant reimbursements due to the City for work performed last summer.

**FY 2008-09 PROJECTED YEAR-END STATUS**

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FY 2008-09 has been a very productive year for the City, with significant success stories throughout the entire organization. Through the Council’s leadership, clear priorities and policy direction were established. This direction, combined with the talents of our hard-working staff, has allowed the City to accomplish a tremendous workload. Specific FY 2008-09 accomplishments are touted in the budget narratives for each Department. From a financial standpoint, the year has also been successful. Despite an economic downturn that has resulted in declining revenues, the City will start FY 2009-10 with its General Fund in relatively good financial condition.

The year-end fund balances of the City’s four major funds are as follows:

	7/01/08 Audited Fund Balance	7/01/09 Projected Fund Balance
General Fund (including reserves)	\$2,138,586	\$2,357,041
Water Enterprise O&M	\$1,995,219	\$1,099,130
Wastewater Enterprise	\$(50,411)	\$(219,502)
Redevelopment Agency	\$2,309,563	\$2,363,873

change in the methodology for presenting the salary/benefit allocation in the Enterprise funds. The Wastewater Enterprise continues to limp along and, even though revenues jumped appreciably due to a sewer rate increase, FY 2008-09 expenditures exceeded revenues due to the pressing need for repairs and capital improvements at the wastewater treatment facility and to the collection system. The Redevelopment Agency at year-end is in remarkably good shape, with a fund balance that is slightly greater than at the start of the year, despite reduced tax increment revenues and an unanticipated \$96.5k pass-through payment.

## **KEY BUDGET ISSUES IN FY 2009-10**

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Each of the City's four major areas of operations faces unique challenges in FY 2009-10. The General Fund and the Redevelopment Agency's challenges are primarily financial, relating to reduced revenues. The Water and Wastewater Enterprises' challenges are operational—with each enterprise needing capital improvements that far exceed available revenues. Key budget issues for each fund are summarized below:

### **FY 2009-10 GENERAL FUND SUMMARY**

July 1, 2009	
Unallocated Fund Balance	\$809,421
FY 2009-10 Operations:	
Revenues	7,232,457
Expenditures	<u>(7,500,068)</u>
Net of Operations	(267,611)
Net Transfers	<u>(112,200)</u>
Increase Reserve to 18%	(235,392)
June 30, 2010	
Projected Fund Balance	<u><u>194,218</u></u>

- The three major funding sources to the General Fund—sales tax, transient occupancy tax (TOT), and property tax—are all expected to decline in FY 2009-10 as a result of the global, national, State, regional, and ultimately local, economic downturn. In total, General Fund revenues for FY 2009-10 are expected to decline from \$7.31M in FY 2008-09 to \$7.23M in 2009-10.
- The City has addressed the stagnation in General Fund revenues by focusing significant staff efforts on obtaining grants for capital projects, planning, and economic development activities, and by retaining as much grant funding as possible in-house to offset staff costs associated with grant activity delivery. The Community Development Department and the Public Works Department's Administration/Engineering Division are receiving far more outside funding to offset the cost of staff services than in the past. Additionally, the Police Department's personnel costs are offset by two sizeable grants- a COPS grant for \$100k and a Title II Formula Grant of \$70k for a School Resource Officer.



- The FY 2009-10 Budget for the General Fund includes a “transfer in” of \$30k from the General Plan Maintenance Fee fund to offset costs associated with the mandatory update of the City’s Housing Element, a clean-up amendment to the Non-Coastal General Plan, and a major amendment to the Non-Coastal Land Use & Development Code to extract coastal regulations and update it as necessary. The General Fund budget also includes a \$30k “transfer in” from the Asset Forfeiture fund to provide gap funding for the School Resource Officer since the Title II Formula grant only provides funding through March 2010, and a \$100k ‘transfer in’ from the COPS Grant to offset community service officer personnel costs. It is also anticipated that \$80k in grant revenues will be transferred to the General Fund to offset personnel costs.

**FY 2009-10 WATER WORKS O&M (FUND 610) SUMMARY**

July 1, 2009		
Unallocated Fund Balance		\$1,099,130
FY 2009-10 Operations:		
Revenues		2,287,948
Expenditures		<u>(2,833,038)</u>
Net of Operations		(\$545,090)
Net Transfers		<u>12,800</u>
June 30, 2010		
Projected Fund Balance		<u>\$566,840</u>

- Revenues for the Water Enterprise will continue to grow in FY 2009-10 as a result of a scheduled rate increase in July 2009. These revenues are needed to fund necessary maintenance projects that have been deferred in the past, and to help offset costs associated with the 45-acre foot reservoir that is planned for construction next summer at the City’s Newman Gulch property. Capital expenditures in the FY 2009-10 operating budget for the Water Enterprise total nearly \$445k and many additional expenditures are included as “supplemental” requests to be considered as funds become available.
- The Council has expressed an interest in establishing a depreciation account in the Water Enterprise that will help accrue funds for costly repairs and upgrades. The 2008 Utility Rate Study recommended that the Council adopt a policy requiring that, at the end of each fiscal year, any fund balance in excess of an amount equal to three months (25%) of operating expenses be transferred to the Water Capital Reserve. Adherence to this policy recommendation would require maintenance of an operating reserve of about \$700k. As shown on the table above, the FY 2008-09 year-end fund balance (which is the operating reserve) for the Water Works O&M fund is approximately \$1.1M. While this would allow for funding of the Water Capital Reserve, expenditures in FY 2009-10 exceed revenues by more than \$545k (in essence, depleting the reserves) and much of that is due to costs associated with necessary repair and maintenance activities and capital equipment purchases. In future years, when the pace of repairs slows down, the City should be able to establish and maintain a healthy Water Capital Reserve fund.

- The most pressing issues for the Water Enterprise are (a) uncertainty about water supplies in late summer as a result of multiple low rainfall years and the need for additional water storage to mitigate water shortages; (b) maintenance projects necessary to ensure reliability of the water distribution system, including improvements to the Madsen Hole access road, replacement of pumps at the East Fort Bragg booster station, replacement of the Treatment Plant PLC, engineering for replacement of the Waterfall Gulch water line trestle, and purchase of a large trailer-mounted generator.
- One major expense (\$150k) that was left unfunded in the proposed budget is the acquisition of “bird balls” for the raw water ponds. These floating balls cover the surface of the ponds and prevent algae growth. Higher than average temperatures in recent years have promoted algae growth during the summer months resulting in ‘taste and odor’ issues for the City’s drinking water. The bird balls are a high priority supplemental request.

**FY 2009-10 WASTEWATER O&M (FUND 710) SUMMARY**

July 1, 2009		
Unallocated Fund Balance		(\$219,502)
FY 2009-10 Operations:		
Revenues		2,582,197
Expenditures		<u>(2,480,329)</u>
	Net of Operations	\$101,868
Net Transfers		<u>(7,600)</u>
June 30, 2010		
Projected Fund Balance		<u>(\$125,234)</u>

- The Wastewater Enterprise has been operating at a deficit for several years with operational shortfalls offset by interfund loans from the Water Enterprise. The Wastewater Enterprise will begin FY 2009-10 with a (\$219k) operating deficit in spite of a 27% increase in rate revenues over the past year. The deficit resulted from expenditures in FY 2008-09 that exceeded revenues by approximately \$161k.
- In FY 2009-10, revenues in the Wastewater O&M Fund (\$2.58M) will exceed expenditures (\$2.48M) by approximately \$116k, with a net year-end reduction in the operating deficit. It will likely take a couple more years for the fund to fully recover and begin operating “in the black” again.
- The FY 2009-10 Budget keeps expenditures in the Wastewater Enterprise to a minimum, however, nearly \$404k is allocated to equipment repair and maintenance and capital expenditures that are necessary to perform essential maintenance to facilities and to purchase necessary equipment. The biggest cost items are exterior maintenance to the press building and garage at the Treatment Plant, replacement of the secondary recirculation pump, and purchase of generators. The Capital Improvement Program identifies ten other necessary capital improvements for the City’s wastewater treatment and collection system ranging in cost from approximately \$100k to \$1M. Staff will be working with the Municipal Improvement District Board this year to map out priorities and a financing

strategy in order for necessary capital improvements to proceed. A top priority is to prepare design and engineering plans for the sludge thickener mechanism replacement and the grease lagoon rehabilitation projects in order for the City to seek economic stimulus funds and other grants.

- In FY 2008-09, the District allocated \$233k for the Wastewater Treatment Disinfection and Chlorination Project. The project design has been prepared, however an additional \$201k is necessary in order for this priority project to be constructed. The most pressing unfunded projects for the Wastewater Enterprise in FY 2009-10 are the Primary Digester Rehabilitation, Sludge-Thickener Mechanism Replacement, Grease Lagoon Rehabilitation and Wastewater Collection System Repairs. These are only the “tip of the iceberg.” The Capital Improvement Program includes a total of \$4.9M in high priority capital projects for the City’s wastewater collection and treatment system.

### **FY 2009-10 REDEVELOPMENT AGENCY SUMMARY**

July 1, 2009	
Unallocated Fund Balance	\$2,363,873
FY 2009-10 Operations:	
Revenues	1,378,106
Expenditures	<u>(882,625)</u>
Net of Operations	\$495,481
Net Transfers	<u>0</u>
June 30, 2010	
Projected Fund Balance	<u><u>\$2,859,354</u></u>

- The Redevelopment Agency’s June 30, 2010 Projected Fund Balance is comprised of \$1,494,171 in the RDA’s Project Fund and \$1,365,183 in the Low & Moderate Income Housing Fund.
- FY 2008-09 has been a very challenging year for the Redevelopment Agency for a number of reasons. The Agency’s pass-through agreements with other taxing entities ratcheted up in FY 2007-08 resulting in reduced revenues. In February 2009, as a result of the new AB 1389 reporting process, the Agency discovered that it owed the College of the Redwoods approximately \$96.5k for prior year pass-through payments. In April, the County Auditor informed the Agency that the County had miscalculated property tax revenues since 2001 due to an error in the Unitary Debt Service allocation formulas to the tune of \$460,000. Repayment is not factored into the Redevelopment Agency’s FY 2009-10 Budget and discussions with the County Auditor are ongoing.
- One piece of “good news” to report is that the Agency dodged a \$110k bullet in May 2009, when the Superior Court of Sacramento County found that the State’s attempt to steal redevelopment agency revenues to balance the State budget deficit was unconstitutional. The State has appealed the ruling and it remains to be seen whether the courts will thwart future efforts by the State to dip into local agencies’ redevelopment funds.

- A looming financial challenge for the Redevelopment Agency is Georgia-Pacific's appeal of the County's reassessment of the former mill site property following the 2005 acquisition of Georgia-Pacific by Koch Industries. For the past two years, the Agency Board has kept Agency expenditures to a minimum in anticipation of a future revenue shortfall if Georgia Pacific's appeal is successful. The appeal has not been acted upon, however staff estimates that approximately \$130k per year in revenue is potentially at risk. The appeal will likely be decided in late 2009. If the appeal results in a rolling back of the assessed value of the mill site property, the Agency's property tax revenues will be greatly reduced for 2-3 years until the overpayment has been balanced out. On a moving forward basis, the Agency's revenues would be reduced by an amount commensurate with the final assessment.
- The FY 2009-10 Budget includes a reallocation of debt service on the RDA's 2004 tax allocation bonds to attribute a portion of the annual debt service to the Housing Fund. The 2004 bond issuance of \$4.83M included refinancing of \$1.86M outstanding on 1993 tax allocation bonds for the Glass Beach housing project, which amounts to about 39% of the proceeds. In 1999, the RDA authorized repayment of the 1993 bonds with 72.32% paid from the Project Fund and 27.68% paid from Housing Fund. To date, the 2004 bonds have been repaid solely from the Project Fund. The transfer from the Housing Fund to the Project Fund for past years' payments is about \$183k. In FY 2009-10 and in future years, the Housing Fund will pay 27.68% of 39% (i.e., 10.8%) of the debt service on the 2004 tax allocation bonds.

Additional details on FY 2009-10 projected revenues and expenditures for the four major operating funds can be found in the Operating Budget Detail section of this document.

## **GRANTS**

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The City has a very active portfolio of grants for a variety of activities, ranging from street projects, to parks, planning studies, economic development, and public safety activities. Grant activities in FY 2009-10 include the following:

### **Planning Activities**

- Bicycle Master Plan (MCOG OWP)
- Glass Beach Bike Trail (MCOG OWP)
- Residential Street Safety Plan (MCOG OWP)
- Blueprint Planning Process (MCOG OWP)
- Main Street Realignment Design (MCOG OWP)
- South Fort Bragg Bicycle & Pedestrian Plan (Caltrans)
- North Fort Bragg Coastal Trail (fed'l appropriation/Caltrans)
- Geographic Information System (CDBG)
- Mill Site Reuse Planning (Sustainable Communities)

### **Economic Development Activities**

- Industrial & Fine Arts Center Feasibility Study (CDBG)
- Business Assistance/Website (CDBG)
- Microenterprise Assistance (CDBG)

### **Parks Projects**

- Otis Johnson Park Restoration (Rivers & Parkways/Caltrans)

Pomo Bluffs Park Trail Extension (Coastal Conservancy)  
Bainbridge Park Restrooms (Prop 50 Per Capital)  
Skate Park Project (CDBG/Program Income)

**Equipment**

Hybrid Vehicle Purchase (Air Quality)  
Bullet-Proof Vests (OJP Partnership)

**Staff Positions**

Police Officer (COPS Grant)  
School Resource Officer (Title II Formula Grant)

**Streets & Circulation Improvements**

See Capital Projects list, below.

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## **CAPITAL PROJECTS BUDGET**

Capital projects are budgeted separately from the annual operating budget. New capital budget appropriations carry forward from year-to-year and lapse upon project completion. City Council approval is needed when a change in the financial scope of a capital project occurs. The City's FY 2009-10 capital projects budget is found in the Capital Projects section of this document. Capital projects that are in progress and/or will be initiated in FY 2009-10 include the following:

**Streets & Circulation Improvements**

Downtown Streetscape Phase 3  
Phase 3 Overlay Project  
Pine & Fir Railroad Crossings  
ARRA Overlay & Reconstruction (Pudding Creek, Harold & Dana Streets)  
ARRA Sidewalk Infill (Pine and Laurel Streets)  
Safe Routes to Schools (federal)

**Parks**

Bainbridge Park Restrooms  
Otis Johnson Park Rehabilitation  
Pomo Bluff Park Trail Extension

**Community Facilities**

Town Hall Parapet Replacement  
Downtown Parking Lot Resurfacing  
Corp Yard, Town Hall & Police Station Improvements

**Wastewater Facilities**

Treatment Plant Hypochlorite/Bisulfite Conversion

**Water Facilities**

Newman Gulch Reservoir  
Water Treatment Disinfection  
Waterfall Gulch Diversion Structure Improvements  
Water Plant Emergency Generator  
East Fort Bragg Pressure Zone Addition & Generator Installation

## SUPPLEMENTAL REQUESTS

The following table lists "supplemental requests" that were identified during the budget preparation process and will be carried forward for review and consideration should additional revenues be identified during the FY 2009-10 mid-year budget review process.

FY 2009-10 Supplemental Requests				
		Funding Source		
	FY09/10	General		
	Requested	Fund	Water	WW
<b>General Fund</b>				
Police Department				
Unfreeze 3rd CSO position (4 mos. salary/benefits)	19,794	19,794		
<b>Public Works:</b>				
Parks & Facilities				
Barricades & cones dedicated to community events	3,500	3,500		
<b>Water Enterprise O&amp;M:</b>				
Equipment Repair & Maint				
Portable Pump for Pond Maintenance	6,000		6,000	
Raw Water Wetwell Level Controller	5,000		5,000	
Backup Compressor	5,000		5,000	
Spare Level Controller	3,000		3,000	
Chlorine Leak Detection Sensor/Rec (Replacement)	1,300		1,300	
Buildings				
Replace roof on pump house	30,000		30,000	
Construct compressor room	10,000		10,000	
Machinery & Equipment				
Bird balls for raw water ponds	150,000		150,000	
Booster station pump pack	75,000		75,000	
<b>Wastewater Enterprise O&amp;M</b>				
Equipment Repair & Maint				
Pressure Washer	5,500			5,500
Gorman-Rupp Pump	6,000			6,000
Weather Monitoring System	500			500
Machinery & Equipment				
Lab - For Volatile Solids Testing:				
Portable Flow Meter	2,500			2,500
Muffle Furnace	1,600			1,600
Desiccator	500			500
<b>Totals</b>	<b>325,194</b>	<b>3,500</b>	<b>285,300</b>	<b>16,600</b>

## **CLOSING REMARKS**

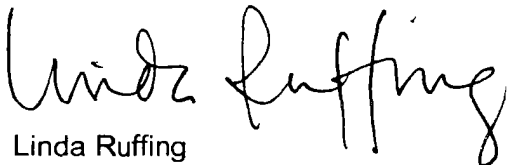
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The City's FY 2009-10 Budget includes an operationally balanced General Fund and provides fully funded reserves in accordance with established City Council policies for cash flow, contingency and operating reserves, litigation reserves, and capital reserves. The proposed FY 2009-10 Budget is a responsible budget that sustains existing services, programs and staffing levels while recognizing the City's fiscal constraints.

I would like to thank the City Council for its unwavering leadership in identifying goals and priorities for City services to our community. I would also like to acknowledge the excellent services provided by our dedicated workforce—61 men and women who devote their technical and professional expertise on a daily basis to provide quality municipal services to the citizens of Fort Bragg. I would like to express my appreciation to each member of the City's executive management team for their diligent efforts to define FY 2009-10 Budget proposals that limit expenditures to the absolute minimum necessary to support departmental operations. I also want to acknowledge the hard work of our Finance Department staff—Finance Director Pat Frost, Senior Government Accountant Rosana Cimolino, Government Accountant Linda Hilliard, Finance Technician Erica Zamarripa, and Finance Technician Carl Audo, each of whom has contributed, either directly or indirectly, to the preparation of this budget document.

In closing, I believe the FY 2009-10 Budget will maintain a high level of municipal services for the Fort Bragg community while providing effective fiscal management during the current economic downturn and into the future. I look forward to continuing to work with the City Council to define and implement successful programs and services that address the needs of our community.

Respectfully submitted,



Linda Ruffing  
City Manager

**DIRECTORY OF ELECTED  
AND APPOINTED CITY OFFICIALS**



**Doug Hammerstrom**  
*Mayor*



**Dave Turner**  
*Vice Mayor*



**Meg Courtney**  
*Councilmember*



**Dan Gjerde**  
*Councilmember*



**Jere Melo**  
*Councilmember*



*City Manager*

**Patricia Frost**  
*Finance Director/City Treasurer*

**Gary Garcia**  
*Assistant to the City Manager*

**Dave Goble**  
*Public Works Director*

**Marie Jones**  
*Community Development Director*

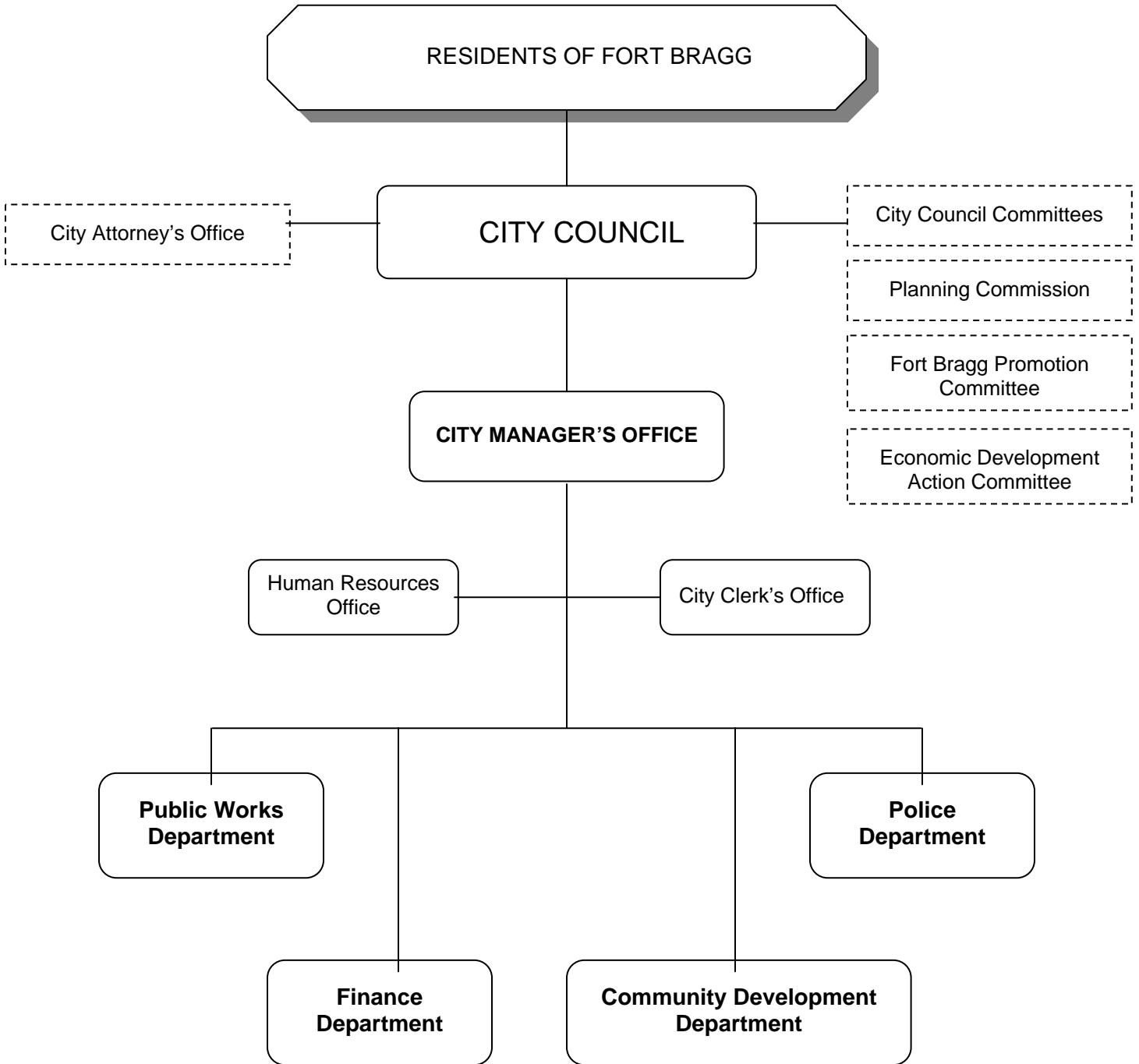
**Mark Puthuff**  
*Chief of Police*

**Cynthia VanWormer**  
*City Clerk*

**Mike Gogna**  
*City Attorney*



# CITY OF FORT BRAGG MASTER ORGANIZATIONAL CHART 2009-2010



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

### **HISTORY OF FORT BRAGG**

The north coast of Mendocino County, in the vicinity of what is now the City of Fort Bragg, was inhabited by Native Americans of the Pomo tribe for approximately 10,000 years prior to its settlement as a military outpost in 1857. The Pomo people were hunter-gatherers who lived close to the land and the sea. There were permanent Native American villages along the coast north of the Ten Mile River, and seasonal villages along the coast south of the 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. In the spring of 1856, the Mendocino Indian Reservation was established running from the south side of the Noyo River to north of the Ten Mile River and east to Little Valley and Glen Blair. Shortly thereafter, in 1857, a military post was established on the Mendocino Indian Reservation approximately 1½ miles north of the Noyo River, with the purpose of maintaining order on the reservation. During the same year, a saw mill was established on the Noyo River inside the reservation, starting what would become the major industry of the region. The military post, known as Fort Bragg, was evacuated in 1859; but was reoccupied for periods during 1860-1861 and records show that November 23, 1861 was the last date on which army units occupied the fort. In 1865, some 300 Native Americans were marched on foot from the Mendocino Indian Reservation to a reservation in Round Valley and Fort Bragg as a military post was abandoned.

On August 5, 1889, Fort Bragg was incorporated as a City. C.R. Johnson was the first mayor and his Fort Bragg Redwood Company laid out the town much as it exists today – with a uniform street grid and mid-block alleys.

The Union Lumber Company was created in 1893 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 formed and a rail line was available all the way 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. All brick buildings 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, Redwood and McPherson Streets. Within 12 months following the earthquake, all downtown reconstruction was completed. Ironically, the earthquake brought real 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 the community. 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 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 GEOGRAPHY**

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento. The City occupies 2.7 square miles. Census 2000 places the City's population at 7,026. It is the largest city on the scenic Mendocino coast. 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 makes the City a popular tourist and recreational area.

**CITY AUTHORITY**

The City is a general law city under California State law and its rights, powers, privileges, authority, and functions are established through the State constitution and the State law. The powers granted California cities by state statute 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**

The members of the 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. By City Ordinance, the Council holds meetings on the second and fourth Mondays of every month and at such other times as, in the opinion of the Council, the public interest may require. The current City Council members and the dates upon which their respective terms expire are as follows:

Mayor	Doug Hammerstrom	December 2012
Vice Mayor	Dave Turner	December 2010
Council Member	Meg Courtney	December 2010
Council Member	Jere Melo	December 2012
Council Member	Dan Gjerde	December 2010

**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 sewer system improvements including construction of a sewage treatment plant. The Municipal Improvement District No. 1 meets on the same schedule as the City Council, but can schedule special meetings as necessary to set policy including fees for sewage treatment services.

**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; to promote and support economic development and affordable housing development in the

Redevelopment project area. The City Council Members serve as the Redevelopment Agency Board of Directors. The Fort Bragg Redevelopment Project Area generally includes the Central Business District, commercial and industrial lands along Main Street, and the former Georgia Pacific mill site.

### **ADMINISTRATION AND MANAGEMENT**

Fort Bragg operates under the Council-Manager form of government. The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Many 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, the 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, and other special districts.



**CITY OF FORT BRAGG**  
**Summary of Revenues, Expenditures, and Fund Balances – All Funds**  
**For the Fiscal Year Ending June 30, 2009**

Page 1 of 2

<b>Fund Type/Name</b>	<b>Fund Balance 07/01/08</b>	<b>Projected Revenue 2008-09</b>	<b>Estimated Expenditures 2008-09</b>	<b>Operating/ Interfund Transfers</b>	<b>Fund Balance 6/30/2009</b>
<b>General Fund</b>	\$43,548	\$7,358,982	(\$7,235,376)	(\$11,069)	\$156,085
GF Operating Reserve	1,114,620				1,114,620
Litigation Reserves	250,000				250,000
GF Capital Reserve	400,000				400,000
<b>Total General Fund</b>	<b>\$1,808,168</b>	<b>\$7,358,982</b>	<b>(\$7,235,376)</b>	<b>(\$11,069)</b>	<b>\$1,920,705</b>
<b>Special Revenue Funds:</b>					
General Plan Maint Fee	\$161,039	\$34,790		(\$20,000)	\$175,829
Parking	3,880	8,593			12,473
Parking In-Lieu Fees	5,500	1,500			7,000
Safe Routes to Schools Grant	-	424,955	(424,955)		-
STBG - Oak Street Rehab	-				-
Waste Water Facilities Mstr Plan	78				78
ADA Curb Ramp & Sidewalk Pjt	20,770				20,770
Clean Beaches Grant	40,647	1,318,706	(1,359,353)		-
COPS AB1913 Grant	-	101,380		(100,000)	1,380
OJP Vest Partnership Grant	-	3,000	(3,000)		-
Downtown Revitalization Pjt	17,505				17,505
CDBG Plan & Tech Grant	1,344				1,344
STBG Housing Rehab	75,927				75,927
Coastal Conservancy Grant	-	36,452	(36,452)		-
CDBG General Allocation Grant	4,997				4,997
Coastal Trail	-	75,408	(75,408)		-
CDBG Program Income	159,668	7,615	(123,775)		43,508
EDBG PT/A Grants	-	70,000	(34,464)	(35,000)	536
Police Asset Seizure	170,179	44,575	(28,000)	(500)	186,254
Skate Park Project	138				138
Gas Taxes	31,706	188,736	(194,817)		25,625
STP D1 Streets & Hwy Allocation	46,754				46,754
Traffic Congestion Relief	55,956	66,587			122,543
Traffic & Safety	-	10,000	(52,507)	42,507	-
Special Sales Tax - St. Repairs	221,375	750,000		(30,000)	941,375
Fire Tax - Fire Equip	157,693	53,020			210,713
<b>Total Special Revenue Funds</b>	<b>\$1,175,156</b>	<b>\$3,195,317</b>	<b>(\$2,332,731)</b>	<b>(\$142,993)</b>	<b>\$1,894,749</b>
<b>Capital Project Funds:</b>					
Town Hall Parapet	\$105,000	\$0	(\$150,000)	\$45,000	\$0
Guesthouse Improvements	30,287	6,870			37,157
Bainbridge Park Improvements	24				24
Todd Pt. Traffic Enhancement	54,831	1,845			56,676
Laurel & Main Signal Installation	182				182
Franklin Street Reconstruction	1,402				1,402
Downtwn Parking Lots Resurf.	99,746	3,490			103,236
Rubberized Chip Seal	1,535,526				1,535,526
<b>Total Capital Project Funds</b>	<b>\$1,826,998</b>	<b>\$12,205</b>	<b>(\$150,000)</b>	<b>\$45,000</b>	<b>\$1,734,203</b>

**CITY OF FORT BRAGG**  
**Summary of Revenues, Expenditures, and Fund Balances – All Funds**  
**For the Fiscal Year Ending June 30, 2009**

Page 2 of 2

Fund Type/Name	Fund Balance 07/01/08	Projected Revenue 2008-09	Estimated Expenditures 2008-09	Operating/ Interfund Transfers	Fund Balance 6/30/2009
<b>Enterprise Funds:</b>					
Water Works O & M	\$4,290,638	\$1,956,487	(2,206,118)	(\$564,299)	\$3,476,708
Water Works Capital Projects	544,417	115,780			660,197
<b>Subtotal Water Enterprise</b>	<b>\$4,835,055</b>	<b>\$2,072,267</b>	<b>(\$2,206,118)</b>	<b>(\$564,299)</b>	<b>\$4,136,905</b>
Wastewater O & M	(\$256,601)	\$2,047,979	(\$2,046,593)	\$274,306	\$19,091
Wastewater Reserves	-				-
Clean Water Education	10,557	370	(9,700)		1,227
Wastewater Debt Service	-				-
Wastewater Capital Reserve	(206,963)	35,201		172,000	238
Stormwater Res - Prop 13	337,142				337,142
<b>Subtotal Waste Water Enterprise</b>	<b>(\$115,865)</b>	<b>\$2,083,550</b>	<b>(\$2,056,293)</b>	<b>\$446,306</b>	<b>\$357,698</b>
<b>Total Enterprise Funds</b>	<b>\$4,719,190</b>	<b>\$4,155,817</b>	<b>(\$4,262,411)</b>	<b>(\$117,993)</b>	<b>\$4,494,603</b>
<b>Internal Service Funds:</b>					
Facilities Maintenance & Repair	\$0		(\$133,500)	\$133,500	\$0
Technology Maint. & Replacement	-		(98,555)	98,555	-
<b>Total Agency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$232,055)</b>	<b>\$232,055</b>	<b>\$0</b>
<b>Agency Funds:</b>					
Redevelopment Agency	\$1,009,168	\$1,059,295	(496,255)	(\$380,565)	\$1,191,643
Low & Moderate Housing	1,307,438	305,515	(94,954)		1,517,999
RDA - Debt Service	65,616		(312,565)	312,565	65,616
RDA Bond Proceeds	44,973	4,595		(45,000)	4,568
<b>Total Agency Funds</b>	<b>\$2,427,195</b>	<b>\$1,369,405</b>	<b>(\$903,774)</b>	<b>(\$113,000)</b>	<b>\$2,779,826</b>
<b>TOTAL ALL FUNDS</b>	<b>\$11,956,707</b>	<b>\$16,091,726</b>	<b>(\$15,116,347)</b>	<b>(\$108,000)</b>	<b>\$12,824,086</b>

Fund Type/Name	Fund Balance 07/01/08	Projected Revenue 2008-09	Estimated Expenditures 2008-09	Operating/ Interfund Transfers	Fund Balance 6/30/2009
<b>MULTI-YEAR CAPITAL BUDGET</b>					
<b>General CIP</b>					
Annual Alley Rehab	-		(\$68,000)	\$68,000	\$0
Railroad Crossing Rehab Phase II	-	390,000	(390,000)		-
Street Rehab Program Phase III	-	719,000	(719,000)		-
<b>Total General CIP</b>	<b>\$0</b>	<b>\$1,109,000</b>	<b>(\$1,177,000)</b>	<b>\$68,000</b>	<b>\$0</b>
<b>Water Works CIP</b>					
Waterfall Gulch Diversn. Struct Imp.	-		(\$40,000)	\$40,000	\$0
<b>Total Enterprise CIP</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$40,000)</b>	<b>\$40,000</b>	<b>\$0</b>
<b>TOTAL NEW CAPITAL</b>	<b>\$0</b>	<b>\$1,109,000</b>	<b>(\$1,217,000)</b>	<b>\$108,000</b>	<b>\$0</b>

Note: New FY 2008-09 ending fund balance includes new Interfund Loan of \$500,000 from Water Works O & M to Waste Water O & M (\$328k) & Waste Water Capital Reserve (\$172K).

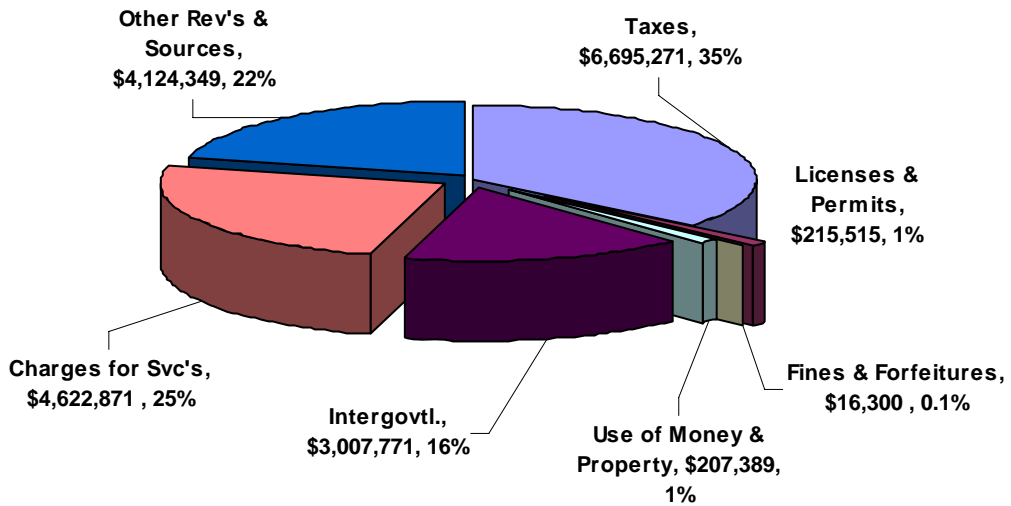
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**ALL OPERATING FUNDS  
SUMMARY OF REVENUES BY CATEGORY  
FY 2007-08 through 2009-10**

<b>ALL FUNDS</b>	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
Property Taxes	\$2,355,869	\$2,282,375	\$2,001,675	\$2,216,286	10.72%
Sales Tax	2,544,617	2,390,000	2,426,608	2,299,795	-5.23%
Transient Occupancy Tax	1,552,995	1,525,025	1,522,000	1,491,560	-2.00%
Other Taxes	664,480	702,906	679,799	687,630	1.15%
<b>Subtotal Taxes</b>	<b>\$7,117,961</b>	<b>\$6,900,306</b>	<b>\$6,630,082</b>	<b>\$6,695,271</b>	<b>0.98%</b>
Licenses & Permits	\$238,817	\$231,130	\$223,061	\$215,515	-3.38%
Fines & Forfeitures	23,905	12,890	16,866	16,300	-3.36%
Use of Money and Property	688,849	315,158	230,239	207,389	-9.92%
Intergovernmental	3,138,454	6,816,733	6,115,515	3,007,771	-50.82%
Charges for Services	3,398,631	3,745,926	4,076,826	4,622,871	13.39%
Other Revenues	1,863,381	2,783,355	2,873,429	2,924,965	1.79%
Other Financing Sources	5,226,628	1,421,762	2,213,903	1,199,384	-45.82%
<b>TOTAL ALL FUNDS</b>	<b>\$21,696,626</b>	<b>\$22,227,260</b>	<b>\$22,379,921</b>	<b>\$18,889,466</b>	<b>-15.60%</b>

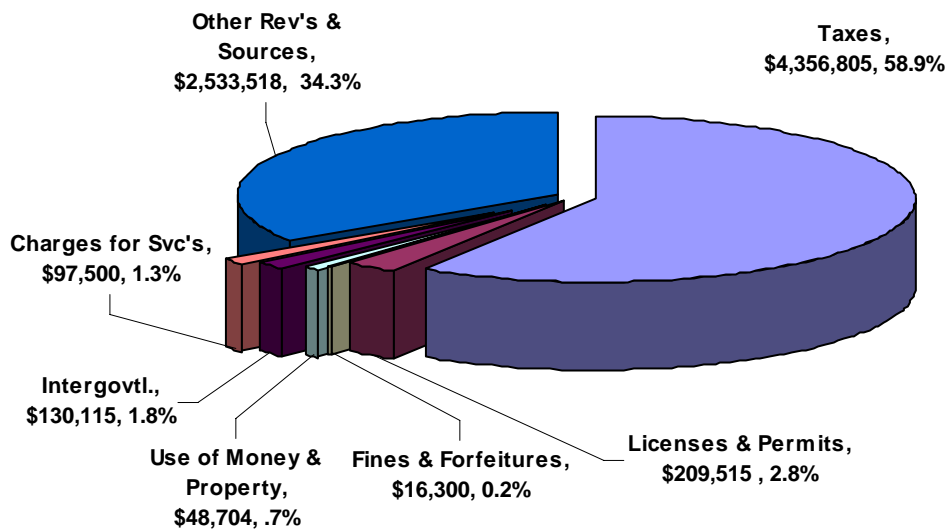
**REVENUES BY CATEGORY  
FY 2009-10 ALL FUNDS**



**GENERAL FUND  
SUMMARY OF REVENUES BY CATEGORY  
FY 2007-08 through 2009-10**

GENERAL FUND	FY 2007-08 ACTUAL	FY 2008-09 BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
Property Taxes	\$891,722	\$933,075	\$826,315	\$821,250	-0.61%
Sales Tax	1,724,749	1,640,000	1,606,375	1,524,795	-5.08%
Transient Occupancy Tax	1,552,995	1,525,025	1,522,000	1,491,560	-2.00%
Other Taxes	506,774	489,085	512,905	519,200	1.23%
<b>Subtotal Taxes</b>	<b>\$4,676,240</b>	<b>\$4,587,185</b>	<b>\$4,467,595</b>	<b>\$4,356,805</b>	<b>-2.48%</b>
Licenses & Permits	\$231,758	\$224,225	\$216,156	\$209,515	-3.07%
Fines & Forfeitures	23,905	12,890	16,866	16,300	-3.36%
Use of Money and Property	73,722	83,003	44,138	48,704	10.34%
Intergovernmental	190,909	165,115	161,115	130,115	-19.24%
Charges for Services	134,224	120,075	98,248	97,500	-0.76%
Other Revenues	1,643,461	2,251,951	2,302,416	2,373,518	3.09%
Other Financing Sources	253,276	197,500	338,634	160,000	-52.75%
<b>TOTAL GENERAL FUND</b>	<b>\$7,227,495</b>	<b>\$7,641,944</b>	<b>\$7,645,168</b>	<b>\$7,392,457</b>	<b>-3.31%</b>

**REVENUES BY CATEGORY  
FY 2009-10 GENERAL FUND**



**CITY OF FORT BRAGG  
SUMMARY OF REVENUES BY FUND  
Fiscal Years 2007-08 to 2009-10**

Fund Type/Name	FY 2007-08 ACTUAL	FY2008-09 Amended BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>110 General Fund</b>	7,227,495	7,641,944	7,645,168	7,392,457	-3.31%
114 GF Litigation Reserve	22,835	50,000	50,000	0	-100.00%
115 GF Capital Reserve	202,703	0	0	267,000	100.00%
510 Public Works	363,184	0	0	0	0.00%
<b>Total General Fund</b>	<b>7,816,217</b>	<b>7,691,944</b>	<b>7,695,168</b>	<b>7,659,457</b>	<b>-0.46%</b>
<b>Special Revenue Funds:</b>					
116 General Plan Maint Fee	34,332	34,790	22,801	21,000	-7.90%
120 Parking	32,281	7,093	7,305	6,185	-15.33%
121 Parking In-Lieu Fees	13,000	3,000	1,500	1,500	0.00%
129 Safe Routes to Schools Grant-State	28,093	434,955	448,296	0	-100.00%
129 Safe Routes to Schools Grant-Feder:	0	0	5,000	209,000	4080.00%
131 STBG - Oak Street Rehab	112,115	0	0	0	0.00%
133 ADA Curb Ramp & Sidewalk Pjt	953,781	33,435	114,371	0	-100.00%
135 Clean Beaches Grant	154,288	1,429,497	1,449,697	13,000	-99.10%
136 Air Quality Management Grant	9,955	12,000	45,000	0	-100.00%
137 MCOG-OWP Grants	0	0	30,695	123,491	302.32%
139 COPS AB1913 Grant	100,750	101,380	100,000	100,000	0.00%
146 OJP Vest Partnership Grant	453	3,000	3,000	3,000	0.00%
147 Downtown Revitalization Pjt	279,182	0	0	0	0.00%
152 Cal DOT Transportation Planning	0	88,537	5,000	70,889	1317.78%
153 CDBG Plan & Tech Grant	(1)	0	0	0	0.00%
154 STBG Housing Rehab	94,637	0	0	0	0.00%
155 Coastal Conservancy Grant	4,163	36,452	33,956	42,652	25.61%
157 EDBG Planning Grant	0	70,000	70,000	0	-100.00%
158 CDBG General Allocation Grant	21,978	0	0	0	0.00%
159 Federal Approp/Cal DOT Grant	3,592	532,887	532,887	0	-100.00%
162 CDBG Program Income	53,614	7,615	0	101,315	100.00%
165 EDBG Planning & Tech Assit. Grants	11,432	105,000	78,814	52,934	-32.84%
166 EDBG Microenterprise	142,872	215,723	311,592	12,000	-96.15%
167 Police Asset Forfeiture	148,958	44,575	114,575	82,000	-28.43%
169 CDBG Planning & Tech Assist. Grant	3	135,400	0	144,000	100.00%
221 Gas Taxes	383,231	256,736	137,049	226,506	65.27%
223 STP D1 Streets & Hwy Allocation	131	0	1,140	0	-100.00%
225 Traffic Congestion Relief	3,375	66,587	16,826	0	-100.00%
226 Prop 1B Street Bond Revenue	400,000	0	0	0	0.00%
230 Traffic & Safety	246,041	52,507	52,507	41,551	-20.87%
240 MCOG 2005 Main Street Merge	175,213	0	0	55,000	100.00%
250 Special Sales Tax - St. Repairs	1,240,195	750,000	840,233	790,000	-5.98%
280 Fire Tax - Fire Equip	48,224	53,020	52,295	52,130	-0.32%
<b>Total Special Revenue Funds</b>	<b>4,695,888</b>	<b>4,474,189</b>	<b>4,474,539</b>	<b>2,148,153</b>	<b>-51.99%</b>

**CITY OF FORT BRAGG  
SUMMARY OF REVENUES BY FUND  
Fiscal Years 2007-08 to 2009-10**

Fund Type/Name	FY 2007-08 ACTUAL	FY2008-09 Amended BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>Capital Project Funds:</b>					
111 Capital Projects	629,707	285,000	285,168	0	-100.00%
184 Bainbridge Park Improvements	14,957	223,615	117,900	133,615	13.33%
303 Franklin Street Reconstruction	1,073,374	0	0	0	0.00%
304 RR Crossing Rehab	0	390,000	10,386	380,174	3560.45%
306 Dow ntw n Parking Lot Resurfacing	58,442	3,490	0	75,000	100.00%
307 Rubberized Chip Seal	767,141	0	365,405	0	-100.00%
308 Dow ntw n Streetscape	0	2,327,786	2,339,836	0	-100.00%
309 MCOG 2002 STIP-Street Rehab III	0	719,000	719,000	0	-100.00%
401 Otis Johnson Park Project	0	0	0	404,297	100.00%
402 Federal ARRA Stimulus \$\$\$	0	0	55,000	1,063,000	1832.73%
<b>Total Capital Project Funds</b>	<b>2,543,621</b>	<b>3,948,891</b>	<b>3,892,695</b>	<b>2,056,086</b>	<b>-47.18%</b>
<b>Internal Service Funds:</b>					
520 Facilities Maintenance & Repair	0	148,500	148,500	98,500	-33.67%
521 Technology Maint. & Replacement	0	136,055	136,055	97,100	-28.63%
<b>Total Internal Service Funds</b>	<b>0</b>	<b>284,555</b>	<b>284,555</b>	<b>195,600</b>	<b>-31.26%</b>
<b>Enterprise Funds:</b>					
610 Water Works O & M	2,357,728	1,969,287	2,139,276	2,300,748	7.55%
614 Water Reserves	83	0	0	0	0.00%
640 Water Works Capital Projects	190,593	115,780	151,563	52,510	-65.35%
710 Wastew ater O & M	1,602,222	2,029,668	2,209,229	2,582,197	16.88%
714 Wastew ater Reserves	20,847	0	0	0	0.00%
720 Clean Water Education	416	370	370	0	-100.00%
740 Wastew ater Capital Reserve	306,433	35,201	20,482	20,482	0.00%
755 Strmw tr Res - Prop 13 Manholes/Sm	0	0	0	0	0.00%
<b>Total Enterprise Funds:</b>	<b>4,478,322</b>	<b>4,150,306</b>	<b>4,520,920</b>	<b>4,955,937</b>	<b>9.62%</b>
<b>Agency Funds:</b>					
170 Redevelopment Agency	1,190,557	1,059,295	953,194	1,273,177	33.57%
171 Low & Moderate Housing	328,616	305,515	246,285	288,261	17.04%
172 RDA - Debt Service	577,119	312,565	312,565	312,795	0.07%
174 Bond Proceeds	66,286	0	0	0	0.00%
<b>Total Agency Funds</b>	<b>2,162,578</b>	<b>1,677,375</b>	<b>1,512,044</b>	<b>1,874,233</b>	<b>23.95%</b>
<b>TOTAL ALL FUNDS</b>	<b>21,696,626</b>	<b>22,227,260</b>	<b>22,379,921</b>	<b>18,889,466</b>	<b>-15.60%</b>

*Note: Summary of Revenues by Fund - Total Revenue includes Operating Transfers/In*

**CITY OF FORT BRAGG  
REVENUE SUMMARY**

City of Fort Bragg taxes remain the largest resource available for supporting City operations and the FY 2009-10 Operating Budget. Taxes represent 59% of all General Fund revenues and primarily include sales tax, transient occupancy taxes, utility franchise taxes, property taxes and a voter approved district tax for the improvement of local streets and roads.

**SALES TAX**

	FY 2007-08 ACTUAL	FY 2008-09 BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>Sales Tax:</b>					
General Fund	\$1,724,749	\$1,640,000	\$1,606,375	\$1,524,795	-5.1%
Special Sales Tax Fund	819,868	750,000	820,233	775,000	-5.5%
<b>Total Sales Tax</b>	<b>\$2,544,617</b>	<b>\$2,390,000</b>	<b>\$2,426,608</b>	<b>\$2,299,795</b>	<b>-5.2%</b>

Sales and use tax is the City’s largest outside source of revenue and represents 20.53% of the City’s total General Fund revenue. Sales tax is an excise tax imposed on the sale of physical merchandise; use tax is an excise tax applied to physical merchandise from: out-of-state vendors not collecting California sales tax; retailer use of items purchased using a resale certificate; and purchases of vehicles, vessels, mobile homes, and aircraft from sellers who do not hold seller’s permits. The district tax, passed by the voters of the City of Fort Bragg, is considered to be a special use tax and all funds collected must be utilized for the specified purpose (street repair) only.

As indicated in the following table, out of the 8.75% sales tax collected by the State in Mendocino County, the City currently receives only 0.75% for general operations and a 0.50% special sales tax. During the past fiscal year, the State took action to impose an additional 1% tax increase effective April 1, 2009, in an attempt to assist a failing State General Fund and while these funds are collected on all sales within city limits, the City of Fort Bragg continues to receive an amount equivalent to 1% sales tax. Of the 1% sales tax, 0.25% is backfilled by an equal amount of property tax under a formula that began in 2004 when, in order to avert the State’s budget crisis, 0.25% of

<b>Where Does Your Sales Tax go?</b>	
<b>Receiver</b>	<b>%</b>
State (General Fund)	6.00%
State (Fiscal Recovery Fund)	0.25%
State (Local Revenue Fund)	0.50%
State (Local Public Safety Fund)	0.50%
Local (City of Fort Bragg)	0.75%
Local (City of Fort Bragg Street Repairs)	0.50%
Local (County Transportation Fund)	0.25%
<b>Total Sales &amp; Use Tax Rate</b>	<b>8.75%</b>

of the City’s original 1.0% sales and use tax was diverted to finance the State’s Fiscal Recovery Fund. In return, the State swaps the City’s 0.25% with an equivalent amount of property tax. This complicated State budget formula is known as the “triple flip”. The proceeds of sales and use tax are collected and distributed by the California State Board of Equalization.

With a continued downward economic trend, current year sales tax is projected to decline by approximately 6.9% from FY 2007-08. For FY 2009-10, the City anticipates an additional 5.08% decline in general sales tax to \$1.524 million. It is anticipated that Special sales tax will exceed

FY 2007-08 by less than 1% due primarily to a substantial but temporary, increase in fuel prices. Next year's projection estimates a decline of a 5.5%.

**TRANSIENT OCCUPANCY TAX**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Transient Occupancy Tax:</b>					
General Fund	\$1,552,995	\$1,525,025	\$1,522,000	\$1,491,560	-2.0%
<b>Total Transient Occupancy Tax</b>	<b>\$1,552,995</b>	<b>\$1,525,025</b>	<b>\$1,522,000</b>	<b>\$1,491,560</b>	<b>-2.0%</b>

Transient occupancy tax (TOT) is the 2<sup>nd</sup> largest outside revenue source to the General Fund representing 20.09% of the City's total General Fund revenue and 34.24% of all General Fund taxes. A 10% TOT is levied on hotels and motels within the City.

Although TOT is a volatile, consumer driven, revenue source, it has experienced only a modest decline. The City conservatively projects that TOT revenues will decline further by approximately 2% during the 2009-10 fiscal year.

**PROPERTY TAX**

Property tax accounts for 33.1% 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 one percent of a property's assessed value plus other assessments as approved by the voters.

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Property Taxes:</b>					
General Fund	\$891,722	\$933,075	\$826,315	\$821,250	-0.6%
Redevelopment Agency Fund	1,134,373	1,029,605	897,145	1,074,845	19.8%
Low-Moderate Housing Fund	283,593	267,040	226,285	268,261	18.6%
Streets & Roads Fund	2,523	3,300	3,300	3,300	0.0%
Fire Tax - Fire Equip. Fund	43,658	49,355	48,630	48,630	0.0%
<b>Total Property Taxes</b>	<b>\$2,355,869</b>	<b>\$2,282,375</b>	<b>\$2,001,675</b>	<b>\$2,216,286</b>	<b>10.7%</b>

For FY 2009-10, the City projects total property tax receipts of \$2.216 million, which includes a \$591k backfill of in-lieu vehicle license fees (VLF) less an \$80k adjustment netting out to \$511k. FY 2008-09 projected revenues have also been reduced by \$80k. By way of background, in 2004 Proposition 1A permanently reduced the State's VLF rate from 2% to 0.65%, and substituted the VLF amount previously paid to the City with an equivalent amount of property tax. Proposition 1A protects revenues received from the 0.65% by requiring that the Legislature provide a replacement source of revenue to cities and counties (ie: property tax) however, of the remaining amount, the State Department of Motor Vehicles and other state &

county agencies may take administrative and pre-existing debt service charges, allocating what is left to cities.

The Redevelopment Agency decline in revenues from FY 2007-08 primarily reflects three major changes: (1) The change in the administration of pass-through revenues from the Redevelopment Agency to the County. Beginning in FY 2007-08, the County resumed distributing district and other agency portions of tax increment revenues directly. (2) FY 2009-10 revenues have been developed without accounting for the potential, negative impact that would occur if Georgia Pacific is successful in their appeal for a reassessment of the mill site. The appeal is likely to be resolved this year and would be reflected in April 2010 tax receipts, thus a slight reduction has been included. (3) Further reductions have been included in both the Project Fund and the Low & Moderate Income Housing Fund to account for modification to the Unitary Debt Service allocation factors applied by the County Auditor.

**OTHER TAXES**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Other Taxes:</b>					
General Fund	\$506,774	\$489,085	\$512,905	\$519,200	1.2%
Intergovernmental	\$157,706	\$213,821	\$166,894	\$168,430	0.9%
<b>Total Other Taxes</b>	<b>\$664,480</b>	<b>\$702,906</b>	<b>\$679,799</b>	<b>\$687,630</b>	<b>1.2%</b>

Other taxes account for 6.99% of total General Fund revenues and primarily reflect franchise fees for solid waste franchise, cable, and gas and electric utilities. Franchise revenues from electric utilities, and cable are anticipated to remain flat; while a slight increase in revenues associated with the solid waste franchise has been projected due to a slight increase in FY2008-09 revenues.

**LICENSES & PERMITS**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Licenses &amp; Permits:</b>					
General Fund	\$231,758	\$224,225	\$216,156	\$209,515	-3.1%
Parking Fund	7,059	6,905	6,905	6,000	-13.1%
<b>Total Licenses &amp; Permits</b>	<b>\$238,817</b>	<b>\$231,130</b>	<b>\$223,061</b>	<b>\$215,515</b>	<b>-3.4%</b>

In the General Fund, licenses and permits are projected at \$209K in FY 2009-10, representing a continuing decline from FY 2007-08 and FY 2008-09. The decrease primarily reflects a decline in business licenses and building permit revenues, which are reflective of the economic downturn.

**FINES & FORFEITURES**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Fines &amp; Forfeitures:</b>					
General Fund	23,905	12,890	16,866	16,300	-3.4%
<b>Total Fines &amp; Forfeitures</b>	<b>\$23,905</b>	<b>\$12,890</b>	<b>\$16,866</b>	<b>\$16,300</b>	<b>-3.4%</b>

Fines and forfeitures include parking fines as well as restitution and “driving under the influence” cost recovery revenues. Fines and forfeitures represent 0.22% or \$16.3k, of all General Fund revenues. Projections estimate an increase of approx. 26.5% above FY2008-09 budget, however revenues remain at .08% of all fund revenues. Projections estimate a slight decrease over fiscal year end estimated receipts.

**USE OF MONEY & PROPERTY**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Use of Money &amp; Property:</b>					
General Fund	\$73,722	\$83,003	\$44,138	\$48,704	10.3%
Other Governmental	392,275	30,243	34,780	23,685	-31.9%
Enterprise Funds	131,679	133,747	111,321	100,000	-10.2%
Redevelopment Agency Funds	91,173	68,165	40,000	35,000	-12.5%
<b>Total Use of Money &amp; Property</b>	<b>\$688,849</b>	<b>\$315,158</b>	<b>\$230,239</b>	<b>\$207,389</b>	<b>-9.9%</b>

Use of money and property represents approximately .66% or \$49k of all General Fund revenues and 1.12% or \$207k 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. Earnings have been estimated at a substantial reduction due to grant reimbursement funding being frozen by the State, thereby creating significantly lower funds held on deposit.

The City also anticipates a reduced rate of return on its investments that reflect lower yield earnings and reduced reserves available for investments. The City invests all of its idle cash in the State’s Local Agency Investment Fund program. Projected revenues for FY 2009-10 are \$207k, a 9.9% decrease from FY 2008-09.

**INTERGOVERNMENTAL**

	<b>FY 2007-08 ACTUAL</b>	<b>FY 2008-09 BUDGET</b>	<b>FY 2008-09 PROJECTED</b>	<b>FY 2009-10 BUDGET</b>	<b>% INCR/ (DECR)</b>
<b>Intergovernmental:</b>					
General Fund	\$190,909	\$165,115	\$161,115	\$130,115	-19.2%
Other Governmental	2,947,545	6,651,618	5,954,400	2,877,656	-51.7%
<b>Total Intergovernmental</b>	<b>\$3,138,454</b>	<b>\$6,816,733</b>	<b>\$6,115,515</b>	<b>\$3,007,771</b>	<b>-50.8%</b>

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 2009-10, the projected general fund revenue is expected to remain relatively flat. The largest General Fund revenue contributors in this category include \$100k grant for the School Resource Officer funding that will terminate in April 2010, \$31k from the State Motor Vehicle License Fees (VLF) In-Lieu Tax, and \$24k from State Police Officer training reimbursements.



**CHARGES FOR SERVICES**

	FY 2007-08 ACTUAL	FY 2008-09 BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>Charges for Services:</b>					
General Fund	\$134,224	\$120,075	\$98,248	\$97,500	-0.8%
Other Governmental	9,963	0	5,000	5,000	0.0%
Enterprise Funds	3,254,444	3,625,851	3,973,578	4,520,371	13.8%
Redevelopment Agency Funds	0	0	0	0	0.0%
<b>Total Charges for Services</b>	<b>\$3,398,631</b>	<b>\$3,745,926</b>	<b>\$4,076,826</b>	<b>\$4,622,871</b>	<b>13.4%</b>

Service charges represent 1.31% or \$97.5k of total General Fund revenue and primarily include development fees and services and police fingerprinting revenues. Enterprise revenues represent 24.4% of all City revenues and include water utility revenues of \$2.3 million and waste water utility revenues of \$2.589 million. For FY 2009-10, water and waste water sales reflect increases effective July 1, 2009 representing an estimated, aggregate increase of 9% for water utilities and 20% for sewer utilities.

**OTHER REVENUES**

	FY 2007-08 ACTUAL	FY 2008-09 BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>Other Revenues:</b>					
General Fund	\$1,643,461	\$2,251,951	\$2,302,416	\$2,373,518	3.1%
Other Governmental	(33,023)	153,496	147,792	228,681	54.7%
Enterprise Funds	186,657	377,908	423,221	322,766	-23.7%
Redevelopment Agency Funds	66,286	0	0	0	0.0%
<b>Total Other Revenues</b>	<b>\$1,863,381</b>	<b>\$2,783,355</b>	<b>\$2,873,429</b>	<b>\$2,924,965</b>	<b>1.8%</b>

Other revenues include grant administration reimbursements, liability insurance refunds, and allocation revenues for General Fund overhead and salary/benefit costs provided to other City funds.

These revenue 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 31 for Salary/Benefit and Overhead Allocations.)

**OTHER FINANCING SOURCES**

	FY 2007-08 ACTUAL	FY 2008-09 BUDGET	FY 2008-09 PROJECTED	FY 2009-10 BUDGET	% INCR/ (DECR)
<b>Other Financing Sources:</b>					
General Fund	\$253,276	\$197,500	\$338,634	\$160,000	-52.8%
Other Governmental	3,480,764	898,897	1,513,855	530,457	-65.0%
Enterprise Funds	905,446	12,800	12,800	12,800	0.0%
Redevelopment Agency Funds	587,142	312,565	348,614	496,127	42.3%
<b>Total Other Financing Sources</b>	<b>\$5,226,628</b>	<b>\$1,421,762</b>	<b>\$2,213,903</b>	<b>\$1,199,384</b>	<b>-45.8%</b>

Other financing sources of \$1.2 million in FY 2009-10 reflect operating transfers received from other funds. The transfer to other governmental funds includes \$98.5k and \$97.1k for the continued cost to the Facilities Maintenance & Repair fund and the Information Technology (IT) Maintenance & Replacement fund, respectively. The two funds were created to centrally track costs related to facilities and technology expenditures allowing for better visibility of the actual annual costs of each area and to share or distribute the cost of certain purchases between the General Fund, Water Enterprise and Sewer Enterprise. While an Internal Service Fund is structured such that items are reimbursed on a ‘break even” cost recovery basis, it is anticipated and appropriate to allow for a reserve to accumulate (under \$100k) within the IT Maintenance & Replacement fund, in order to meet the needs associated with the scheduled multi-year replacement program.

Transfers to Redevelopment Agency funds reflect the annual operating transfer from the Redevelopment Agency Project Fund and the Low & Moderate Income Housing Fund into the Redevelopment Debt Service Fund for principle and interest payments on the 2004 tax allocation bonds. Additionally, FY 2009-10 includes a debt service re-allocation from the Low and Moderate Income Housing Fund. The bonds for the Glass Beach Redevelopment Project that were refinanced in 2004 had previously been paid in part by the Housing Fund, but the practice was discontinued for several years during which time the Project Fund made all payments. A transfer processed from the Housing Fund to the Project Fund for reimbursement of past years’ payments amounts to a little over \$183K. The FY 2009-10 RDA Project Fund payment amount has been reduced by the annual contribution from the RDA Housing Fund and the Low & Moderate Income Housing Fund will continue to share the annual debt service payment in the future.

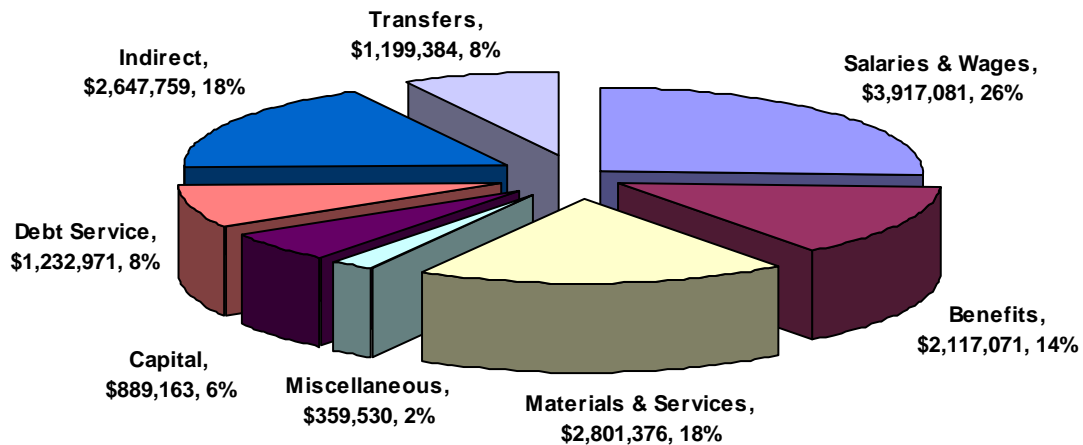
**ALL OPERATING FUNDS  
SUMMARY OF EXPENDITURES BY CATEGORY  
FY 2006-07 through 2009-10**

ALL OPERATING FUNDS	FY 2006-07 ADOPTED	FY 2007-08 AMENDED	FY 2008-09 AMENDED	FY 2009-10 ADOPTED	% INCR/ (DECR)
Salaries & Wages	\$3,168,790	\$3,491,315	\$3,821,919	\$3,917,081	2.5%
Benefits	1,905,781	1,960,714	2,155,990	2,117,071	-1.8%
Materials & Services	2,870,977	3,166,064	2,964,123	2,801,376	-5.5%
Other Expenditures	1,140,194	1,342,107	567,441	359,530	-36.6%
Capital	944,380	622,006	567,526	889,163	56.7%
Debt Service	1,071,832	1,176,548	1,301,523	1,232,971	-5.3%
Indirect	1,489,615	1,816,733	2,622,747	2,647,759	1.0%
<b>All Funds Subtotal</b>	<b>\$12,591,569</b>	<b>\$13,575,487</b>	<b>\$14,001,269</b>	<b>\$13,964,951</b>	<b>-0.3%</b>
Transfers	3,503,078	3,415,906	1,965,582	1,199,384	-39.0%
<b>TOTAL ALL OPERATING FUNDS</b>	<b>\$16,094,647</b>	<b>\$16,991,393</b>	<b>\$15,966,851</b>	<b>\$15,164,335</b>	<b>-5.0%</b>

**Note:**

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

**EXPENDITURES BY CATEGORY  
FY 2009-10 ALL OPERATING FUNDS**



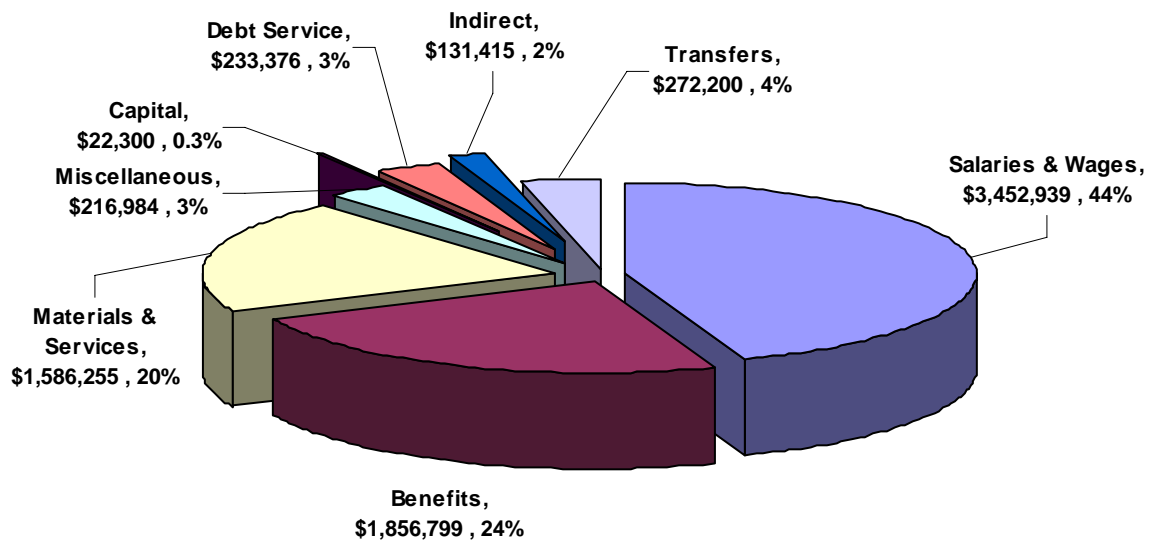
**GENERAL FUND  
SUMMARY OF EXPENDITURES BY CATEGORY  
FY 2006-07 through 2009-10**

GENERAL FUND	FY 2006-07 ADOPTED	FY 2007-08 AMENDED	FY 2008-09 AMENDED	FY 2009-10 ADOPTED	% INCR/ (DECR)
Salaries & Wages	\$2,733,883	\$3,030,010	\$3,347,409	\$3,452,939	3.2%
Benefits	1,622,320	1,691,680	1,889,652	1,856,799	-1.7%
Materials & Services	1,680,733	1,885,400	1,591,071	1,586,255	-0.3%
Other Expenditures	405,473	389,331	293,966	216,984	-26.2%
Capital	365,660	120,071	28,168	22,300	-20.8%
Debt Service	269,671	248,715	232,454	233,376	0.4%
Indirect			194,712	131,415	-32.5%
<b>General Fund Subtotal</b>	<b>\$7,077,740</b>	<b>\$7,365,207</b>	<b>\$7,577,432</b>	<b>\$7,500,068</b>	<b>-1.0%</b>
Transfers	577,800	472,959	368,923	272,200	-26.2%
<b>TOTAL GENERAL FUND</b>	<b>\$7,655,540</b>	<b>\$7,838,166</b>	<b>\$7,946,355</b>	<b>\$7,772,268</b>	<b>-2.2%</b>

**Note:**

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

**EXPENDITURES BY CATEGORY  
FY 2009-10 GENERAL FUND**



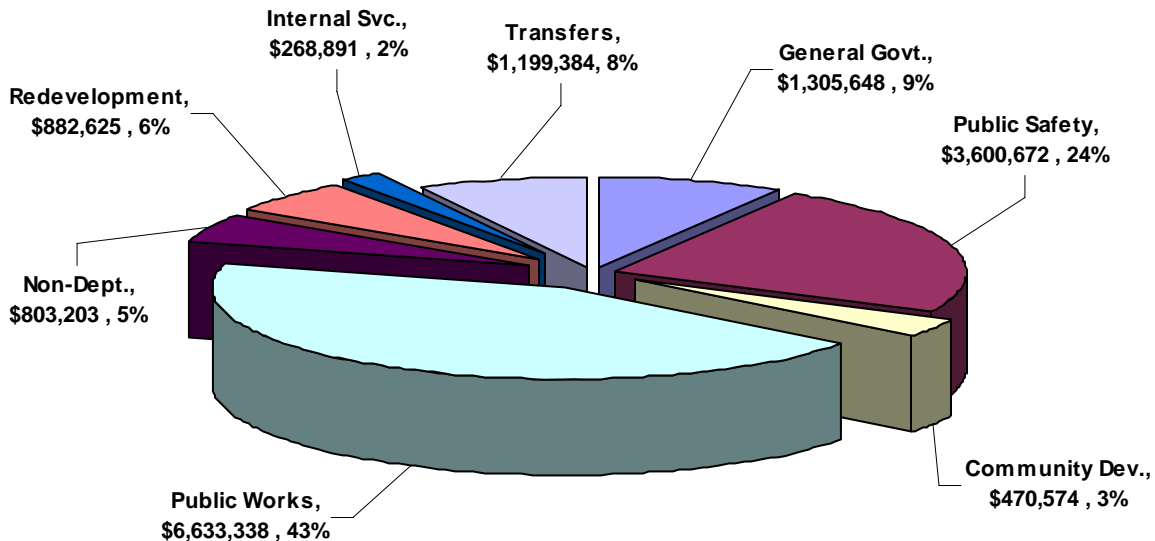
**ALL OPERATING FUNDS  
SUMMARY OF EXPENDITURES BY FUNCTION  
FY 2006-07 through 2009-10**

ALL OPERATING FUNDS	FY 2006-07 AMENDED	FY 2007-08 AMENDED	FY 2008-09 AMENDED	FY 2009-10 ADOPTED	% INCR/ (DECR)
General Government	\$1,402,622	\$1,307,028	\$1,359,241	\$1,305,648	-3.9%
Public Safety	2,983,203	3,303,762	3,467,927	3,600,672	3.8%
Community Development	430,996	504,593	520,370	470,574	-9.6%
Public Works	5,275,856	5,666,628	6,387,219	6,633,338	3.9%
Non-Departmental	896,636	979,460	865,089	803,203	-7.2%
Redevelopment	1,602,256	1,814,015	1,116,867	882,625	-21.0%
Internal Service			284,555	268,891	-5.5%
<b>All Operating Funds Subtotal</b>	<b>\$12,591,569</b>	<b>\$13,575,487</b>	<b>\$14,001,268</b>	<b>\$13,964,951</b>	<b>-0.3%</b>
Transfers	3,503,078	3,415,906	1,965,582	1,199,384	-39.0%
<b>TOTAL ALL OPERATING FUNDS</b>	<b>\$16,094,647</b>	<b>\$16,991,393</b>	<b>\$15,966,850</b>	<b>\$15,164,335</b>	<b>-5.0%</b>

**Note:**

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

**EXPENDITURES BY FUNCTION  
FY 2009-10 ALL OPERATING FUNDS**



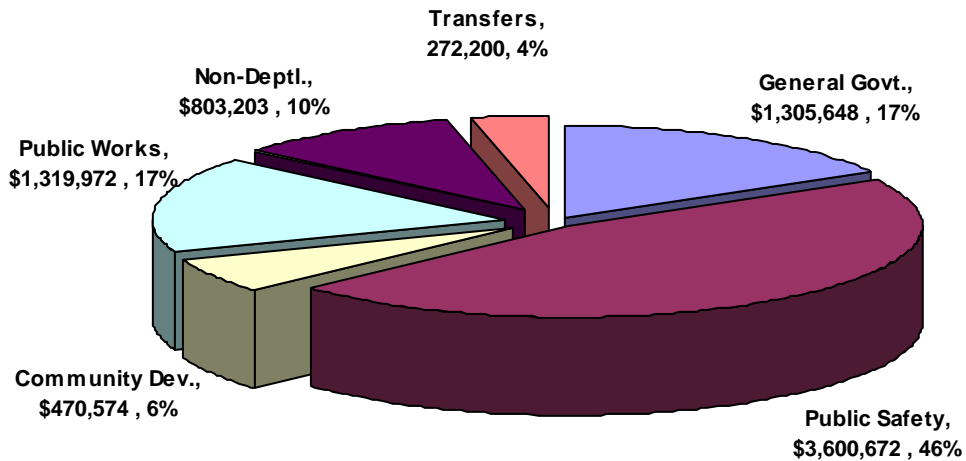
**ALL OPERATING FUNDS  
EXPENDITURES BY FUNCTION/PROGRAM  
FY 2006-07 through 2009-10**

<b>ALL OPERATING FUNDS</b>	<b>FY 2006-07 AMENDED</b>	<b>FY 2007-08 AMENDED</b>	<b>FY 2008-09 AMENDED</b>	<b>FY 2009-10 ADOPTED</b>	<b>% INCR/ (DECR)</b>
General Government					
City Council	\$89,775	\$108,603	\$110,877	\$98,864	-10.8%
City Attorney	120,000	120,000	135,000	130,000	-3.7%
City Manager	371,109	356,079	381,949	381,029	-0.2%
City Clerk	179,030	189,846	197,963	191,766	-3.1%
Finance	589,458	500,800	501,302	479,239	-4.4%
Human Resources	53,250	31,700	32,150	24,750	-23.0%
<b>General Govt. Subtotal</b>	<b>\$1,402,622</b>	<b>\$1,307,028</b>	<b>\$1,359,241</b>	<b>\$1,305,648</b>	<b>-3.9%</b>
Non-Departmental					
Community Organization	\$103,028	\$125,947	\$119,201	\$96,635	-18.9%
Caspar Closure & Landfill	212,569	239,648	200,734	216,294	7.8%
Other Non-Departmental	581,039	613,866	545,154	490,274	-10.1%
<b>Non-Dept. Subtotal</b>	<b>\$896,636</b>	<b>\$979,460</b>	<b>\$865,089</b>	<b>\$803,203</b>	<b>-7.2%</b>
Public Safety					
Police Department	\$2,653,206	\$2,989,184	\$3,105,177	\$3,223,822	3.8%
Fire	329,997	314,578	362,750	376,850	3.9%
<b>Public Safety Subtotal</b>	<b>\$2,983,203</b>	<b>\$3,303,762</b>	<b>\$3,467,927</b>	<b>\$3,600,672</b>	<b>3.8%</b>
Community Services					
Community Development	\$430,996	\$504,593	\$520,370	\$470,574	-9.6%
Public Works - Non-Enterprise	1,364,283	1,270,362	1,364,805	1,319,972	-3.3%
Public Works -- Enterprise	3,911,573	4,396,266	5,022,414	5,313,366	5.8%
Redevelopment	1,602,256	1,814,015	1,116,867	882,625	-21.0%
<b>Community Svc's Subtotal</b>	<b>\$7,309,108</b>	<b>\$7,985,236</b>	<b>\$8,024,455</b>	<b>\$7,986,537</b>	<b>-0.5%</b>
Internal Service			284,555	268,891	-5.5%
<b>Subtotal</b>	<b>\$12,591,569</b>	<b>\$13,575,487</b>	<b>\$14,001,268</b>	<b>\$13,964,951</b>	<b>-0.3%</b>
Fund Transfers	3,503,078	3,415,906	1,965,582	1,199,384	-39.0%
<b>TOTAL ALL OPERATING FUNDS</b>	<b>\$16,094,647</b>	<b>\$16,991,393</b>	<b>\$15,966,850</b>	<b>\$15,164,335</b>	<b>-5.0%</b>

**GENERAL FUND  
SUMMARY OF EXPENDITURES BY FUNCTION  
FY 2006-07 through 2009-10**

<b>GENERAL FUND</b>	<b>FY 2006-07 AMENDED</b>	<b>FY 2007-08 AMENDED</b>	<b>FY 2008-09 AMENDED</b>	<b>FY 2009-10 ADOPTED</b>	<b>% INCR/ (DECR)</b>
General Government	\$1,402,622	\$1,307,028	\$1,359,241	\$1,305,648	-3.9%
Public Safety	2,983,203	3,303,762	3,467,927	3,600,672	3.8%
Community Development	430,996	504,593	520,370	470,574	-9.6%
Public Works	1,364,283	1,270,362	1,364,805	1,319,972	-3.3%
Non-Departmental	896,636	979,460	865,089	803,203	-7.2%
<b>General Fund Subtotal</b>	<b>\$7,077,740</b>	<b>\$7,365,206</b>	<b>\$7,577,432</b>	<b>\$7,500,068</b>	<b>-1.0%</b>
Transfers	577,800	472,959	368,923	272,200	-26.2%
<b>TOTAL GENERAL FUND</b>	<b>\$7,655,540</b>	<b>\$7,838,165</b>	<b>\$7,946,355</b>	<b>\$7,772,268</b>	<b>-2.2%</b>

**EXPENDITURES BY FUNCTION  
FY 2009-10 GENERAL FUND**



**GENERAL FUND  
EXPENDITURES BY FUNCTION/PROGRAM  
FY 2006-07 through 2009-10**

<b>GENERAL FUND</b>	<b>FY 2006-07 AMENDED</b>	<b>FY 2007-08 AMENDED</b>	<b>FY 2008-09 AMENDED</b>	<b>FY 2009-10 ADOPTED</b>	<b>% INCR/ (DECR)</b>
General Government					
City Council	\$89,775	\$108,603	\$110,877	\$98,864	-10.8%
City Manager	120,000	120,000	135,000	130,000	-3.7%
City Attorney	371,109	356,079	381,949	381,029	-0.2%
City Clerk	179,030	189,846	197,963	191,766	-3.1%
Finance	589,458	500,800	501,302	479,239	-4.4%
Human Resources	53,250	31,700	32,150	24,750	-23.0%
<b>General Govt. Subtotal</b>	<b>\$1,402,622</b>	<b>\$1,307,028</b>	<b>\$1,359,241</b>	<b>\$1,305,648</b>	<b>-3.9%</b>
Non-Departmental					
Community Organization	\$103,028	\$125,947	\$119,201	\$96,635	-18.9%
Caspar Closure & Landfill	212,569	239,648	200,734	216,294	7.8%
Other Non-Departmental	581,039	613,866	545,154	490,274	-10.1%
<b>Non-Dept. Subtotal</b>	<b>\$896,636</b>	<b>\$979,460</b>	<b>\$865,089</b>	<b>\$803,203</b>	<b>-7.2%</b>
Public Safety					
Police Department	\$2,653,206	\$2,989,184	\$3,105,177	\$3,223,822	3.8%
Fire	329,997	314,578	362,750	376,850	3.9%
<b>Public Safety Subtotal</b>	<b>\$2,983,203</b>	<b>\$3,303,762</b>	<b>\$3,467,927</b>	<b>\$3,600,672</b>	<b>3.8%</b>
Community Services					
Community Development	\$430,996	\$504,593	\$520,370	\$470,574	-9.6%
Public Works	1,364,283	1,270,362	1,364,805	1,319,972	-3.3%
<b>Community Svc's Subtotal</b>	<b>\$1,795,279</b>	<b>\$1,774,955</b>	<b>\$1,885,175</b>	<b>\$1,790,546</b>	<b>-5.0%</b>
<b>General Fund Subtotal</b>	<b>\$7,077,740</b>	<b>\$7,365,206</b>	<b>\$7,577,432</b>	<b>\$7,500,068</b>	<b>-1.0%</b>
Fund Transfers	577,800	472,959	368,923	272,200	-26.2%
<b>TOTAL GENERAL FUND</b>	<b>\$7,655,540</b>	<b>\$7,838,165</b>	<b>\$7,946,355</b>	<b>\$7,772,268</b>	<b>-2.2%</b>





**FISCAL YEAR 2009-2010  
APPROPRIATIONS LIMIT**

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

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

ARTICLE XIII B APPROPRIATION LIMIT

Calculation of 2009-10 Limit

Factors

2008-09 Appropriation Limit		\$ 7,489,152
Per Capita Cost of Living Change	0.62%	
Population Change	0.16%	
Calculation of Factor for FY 2009-10	1.00781	
FY 2009-10 Appropriation Limit = \$7,489,152 X 1.00781		\$ 7,547,642

Projected Proceeds of Taxes 2009-10

Property Taxes	834,050
Sales & Use Taxes	1,118,995
Triple Flip	405,800
Transient Occupancy Taxes	1,491,560
Franchise Fees	506,400
Business License Fees	190,000
Fire Parcel Taxes	48,630
Motor Vehicle License Fees	31,115
Noyo Lighting District Taxes	3,300
TOTAL:	<u><u>4,629,850</u></u>

**CITY OF FORT BRAGG  
FY 2009-10 Operating Transfers**

<b>Fund Type/Name</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Net Transfers</b>
<b>110 General Fund</b>			
From COPS AB1913 Grant - CSO Wages/Benefits	100,000		
From From Asset Forfeiture - School Resource Officer 4th Quarter Expenses	30,000		
From General Plan Maint Fee - General Plan Maintenance	30,000		
To GF Capital Reserve - Replenish Reserve for funds allocated to City Hall Remodel		(190,000)	
To GF Capital Reserve - Replenish Reserve for funds allocated to City Hall Remodel		(50,000)	
To GF Capital Reserve - Replenish Reserve for funds allocated to Bainbridge Park Restroom Project		(27,000)	
To Water Enterprise - Water Cost-School Playing Fields		(5,200)	
<b>Total - General Fund</b>	<b>160,000</b>	<b>(272,200)</b>	<b>(112,200)</b>
<b>115 General Fund Capital Reserve</b>			
From General Fund - Replenish Reserve for funds allocated to City Hall Remodel	190,000		
From General Fund - Replenish Reserve for funds allocated to City Hall Remodel	50,000		
From General Fund - Replenish Reserve for funds allocated to Bainbridge Park Restroom Project	27,000		
<b>Total - General Fund Capital Reserve</b>	<b>267,000</b>	<b>-</b>	<b>267,000</b>
<b>116 General Plan Maint Fee</b>			
To 110 General Fund - General Plan Maintenance		(30,000)	
<b>Total - General Plan Maint Fee</b>	<b>-</b>	<b>(30,000)</b>	<b>(30,000)</b>
<b>139 Cops AB1913 Allocation</b>			
To 110 General Fund - CSO Wages/Benefits		(100,000)	
<b>Total - Cops AB1913</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>162 CDBG Program Income</b>			
To 169 CDBG Planning & Tech Assist - Skate Park		(144,000)	
<b>Total - CDBG Program Income</b>	<b>-</b>	<b>(144,000)</b>	<b>(144,000)</b>
<b>167 Asset Forfeiture</b>			
To 110 General Fund - 4th Quarter Exp.-School Res. Officer		(30,000)	
<b>Total - Asset Forfeiture</b>	<b>-</b>	<b>(30,000)</b>	<b>(30,000)</b>
<b>169 CDBG PT/A Grants - Skate Park</b>			
From 162 CDBG Program Income - Skate Park	144,000		
<b>Total - CDBG Grants</b>	<b>144,000</b>	<b>-</b>	<b>144,000</b>
<b>170 RDA Project</b>			
From 171 RDA Housing for debt payment reallocation	183,332		
To 172 RDA Debt Service Fund		(279,028)	
<b>Total - RDA Project</b>	<b>183,332</b>	<b>(279,028)</b>	<b>(95,696)</b>

**CITY OF FORT BRAGG  
FY 2009-10 Operating Transfers**

<b>Fund Type/Name</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Net Transfers</b>
<b>171 RDA Housing</b>			
To 170 RDA Project for debt payment reimbursement		(183,332)	
To 172 RDA Debt Service Fund		(33,767)	
<b>Total - RDA Housing</b>	<u>          -</u>	<u>(217,099)</u>	(217,099)
<b>172 RDA Debt Service</b>			
From 170 RDA Project Fund for Debt Serv Payment	279,028		
From 171 RDA Housing Fund for Debt Serv Payment	33,767		
<b>Total - RDA Debt Service</b>	<u>312,795</u>	<u>          -</u>	312,795
<b>221 Gas Tax</b>			
From 250 Street Sales Tax to Cover Deficit	87,906		
<b>Total - Traffic &amp; Safety</b>	<u>87,906</u>	<u>          -</u>	87,906
<b>230 Traffic &amp; Safety</b>			
From 250 Street Sales Tax to Cover Deficit	31,551		
<b>Total - Traffic &amp; Safety</b>	<u>31,551</u>	<u>          -</u>	31,551
<b>250 Street Sales Tax</b>			
To 221 Gas Tax to Cover Deficit		(31,551)	
To 230 Traffic & Safety to Cover Deficit		(87,906)	
<b>Total - Traffic &amp; Safety</b>	<u>          -</u>	<u>(119,457)</u>	(119,457)
<b>610 Water O&amp;M</b>			
From 710 Wastewater O&M - WW Portion-Debt Serv Pymt	7,600		
From 110 General Fund - City Portion of Water Cost - School Playing Fields	5,200		
<b>Total - Water Enterprise</b>	<u>12,800</u>	<u>          -</u>	12,800
<b>710 Wastewater O&amp;M</b>			
To Water O&M - Wastewater Portion of Debt Service Pymt		(7,600)	
<b>Total - Wastewater Enterprise</b>	<u>          -</u>	<u>(7,600)</u>	(7,600)
<b>Total Transfers</b>	<u>1,199,384</u>	<u>(1,199,384)</u>	

**Note:**

An operating transfer is not required to complete the increase in General Fund Operating Reserves as both the reserved and unreserved funds are held within General Fund #110.



**CITY OF FORT BRAGG**  
**FY 2009-10 Salary/Benefit & Overhead Allocations**

<b>Fund Type/Name</b>	<b>Allocations</b>	
	<b>In</b>	<b>Out</b>
<b>110 General Fund</b>		
From RDA Project, Salary/Benefit	274,922	
From RDA Project, Overhead	74,761	
From RDA Housing, Salary/Benefit	84,994	
From RDA Housing, Overhead	23,113	
From Street Maint, Salary/Benefit	49,774	
From Water Enterprise, Salary/Benefit	593,562	
From Water Enterprise, Overhead	304,921	
From Wastewater Enterprise, Salary/Benefit	483,208	
From Wastewater Enterprise, Overhead	323,413	
To Wastewater		(8,740)
<b>Total - General Fund</b>	<u>2,212,668</u>	<u>(8,740)</u>
<b>170 RDA Project</b>		
To General Fund, Salary/Benefit		(274,922)
To General Fund, Overhead		(74,761)
<b>Total - RDA Project</b>	<u>-</u>	<u>(349,683)</u>
<b>171 RDA Housing</b>		
To General Fund, Salary/Benefit		(84,994)
To General Fund, Overhead		(23,113)
<b>Total - RDA Housing</b>	<u>-</u>	<u>(108,107)</u>
<b>221 Street Maintenance/Gas Tax</b>		
To General Fund, Salary/Benefit		(49,774)
<b>Total - Street Maintenance</b>	<u>-</u>	<u>(49,774)</u>
<b>610 Water Enterprise</b>		
To General Fund, Salary/Benefit		(593,562)
To General Fund, Overhead		(304,921)
To Wastewater, Salary/Benefit		(280,527)
<b>Total - Water Enterprise</b>	<u>-</u>	<u>(1,179,010)</u>
<b>710 Wastewater Enterprise</b>		
To General Fund, Salary/Benefit		(483,208)
To General Fund, Overhead		(323,413)
From General Fund, Salary/Benefit	8,740	
From Water, Salary/Benefit	280,527	
<b>Total - Wastewater Enterprise</b>	<u>289,267</u>	<u>(806,621)</u>
 <b>Total Allocations</b>	 <u>2,501,935</u>	 <u>(2,501,935)</u>

## FISCAL YEAR 2009-2010 STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---					TOTAL
		General Fund	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	
<b><u>CITY COUNCIL</u></b>							
Councilmembers (5)		35%	20%	20%	20%	5%	100%
<b><u>CITY MANAGER</u></b>							
City Manager	1	50%	10%	10%	25%	5%	100%
Administrative Secretary	1	70%	10%	10%	10%		100%
Assistant to the City Manager	1	60%	15%	15%	10%		100%
<b>TOTAL</b>	<b>3</b>						
<b><u>CITY CLERK</u></b>							
City Clerk	1	70%	10%	10%	10%		100%
Office Clerk	1	70%	10%	10%	10%		100%
<b>TOTAL</b>	<b>2</b>						
<b><u>FINANCE</u></b>							
Finance Director/City Treasurer	1	35%	25%	25%	10%	5%	100%
Senior Government Account	1	35%	25%	25%	10%	5%	100%
Government Accountant I	1	45%	25%	25%	5%		100%
Finance Technician I	2	25%	40%	35%			100%
<b>TOTAL</b>	<b>5</b>						
<b><u>POLICE</u></b>							
Police Chief	1	100%					100%
Captain	1	100%					100%
Police Sergeant	3	100%					100%
Police Officer	12	100%					100%
Administrative Secretary	1	100%					100%
Police Service Technician	3	100%					100%
Community Service Officers	3	100%					100%
<b>TOTAL</b>	<b>24</b>						
<b><u>COMMUNITY DEVELOPMENT</u></b>							
Community Development Director	1	55%			35%	10%	100%
Senior Planner	1	60%	5%	5%	25%	5%	100%
Planner II	1	60%	5%	5%	30%		100%
Housing & Economic Development Coord	0.75	20%			30%	50%	100%
Administrative Secretary	1	60%			30%	10%	100%
<b>TOTAL</b>	<b>4.75</b>						

**FISCAL YEAR 2009-2010  
STAFFING ALLOCATIONS**

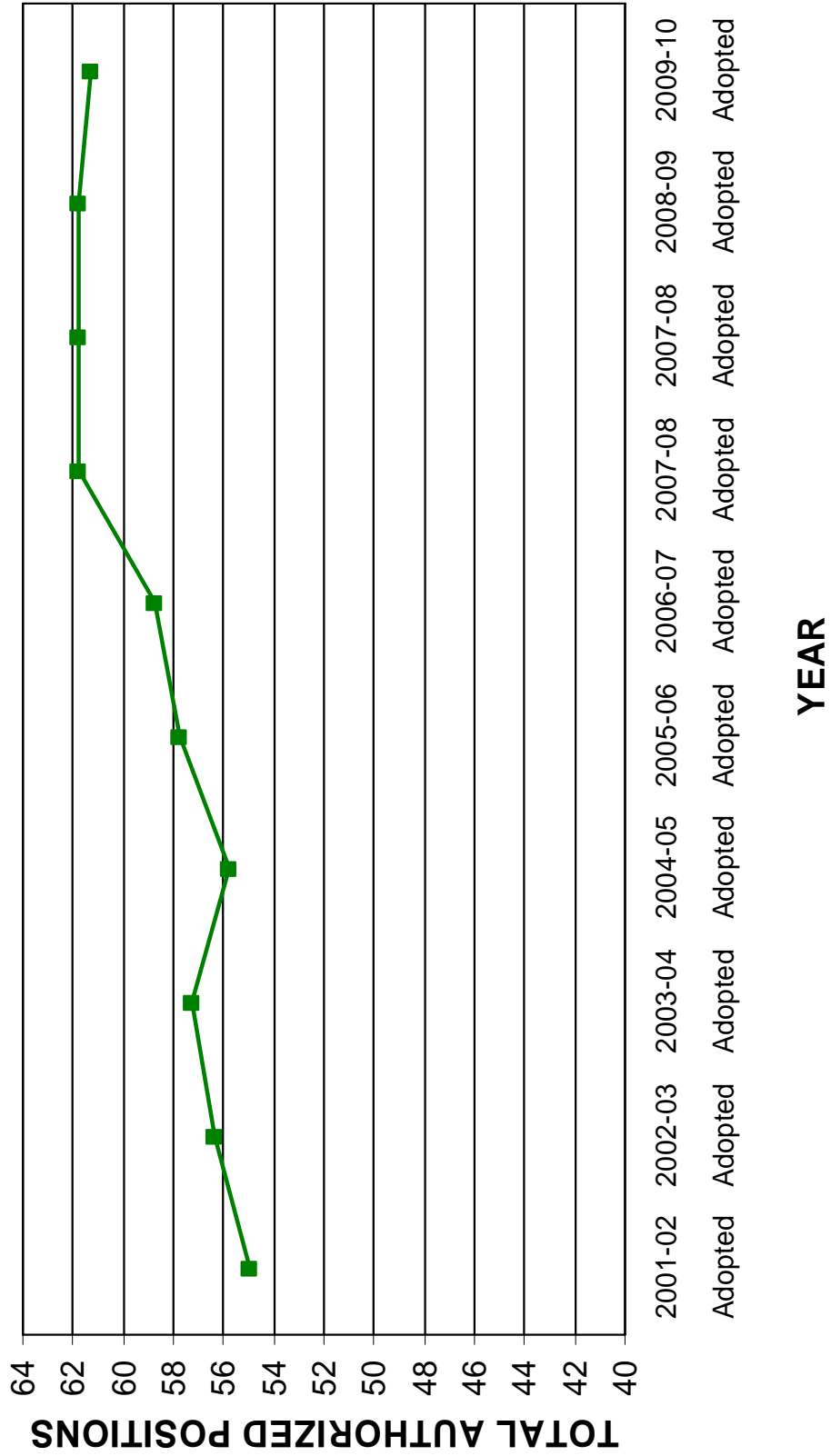
Description	Number of Employees	--- Percent of Time Allocated By Fund ---					TOTAL
		General Fund	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	
<b><u>PUBLIC WORKS</u></b>							
Public Works Director	1	55%	20%	20%	5%		100%
Associate City Engineer	1	15%	40%	40%	5%		100%
Engineering Tech	1	20%	50%	30%			100%
Public Works Project Analyst	1	30%	35%	35%			100%
Water Project Manager	0.5		90%	10%			100%
Public Works Superintendent	1	40%	30%	30%			100%
Maintenance Worker IV	1	40%	30%	30%			100%
Maintenance Worker III	1	25%	40%	35%			100%
Maintenance Worker III	1	30%	35%	35%			100%
Maintenance Worker II	1	50%	30%	20%			100%
Maintenance Worker II	1	45%	35%	20%			100%
Maintenance Worker II	1	90%	5%	5%			100%
Maintenance Worker I	1	10%	65%	25%			100%
Facilities Maintenance Worker	1	85%	10%	5%			100%
Mechanic	1	75%	15%	10%			100%
Seasonal Workers (4)	Hourly	50%	50%				100%
<b><u>TOTAL</u></b>	<b><u>14.5</u></b>						
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>							
Chief Treatment Plant Operator	1		50%	50%			100%
Treatment Plant Operator I / II /OIT	5		40%	60%			100%
Treatment Plant Operator II /Electrician	1	10%	40%	50%			100%
Lab Director	1		40%	60%			100%
<b><u>TOTAL</u></b>	<b><u>8</u></b>						
<b>TOTAL APPROVED POSITIONS</b>	<b>61.25</b>						



**TEN YEAR CITY AUTHORIZED POSITIONS STAFFING COMPARISON**

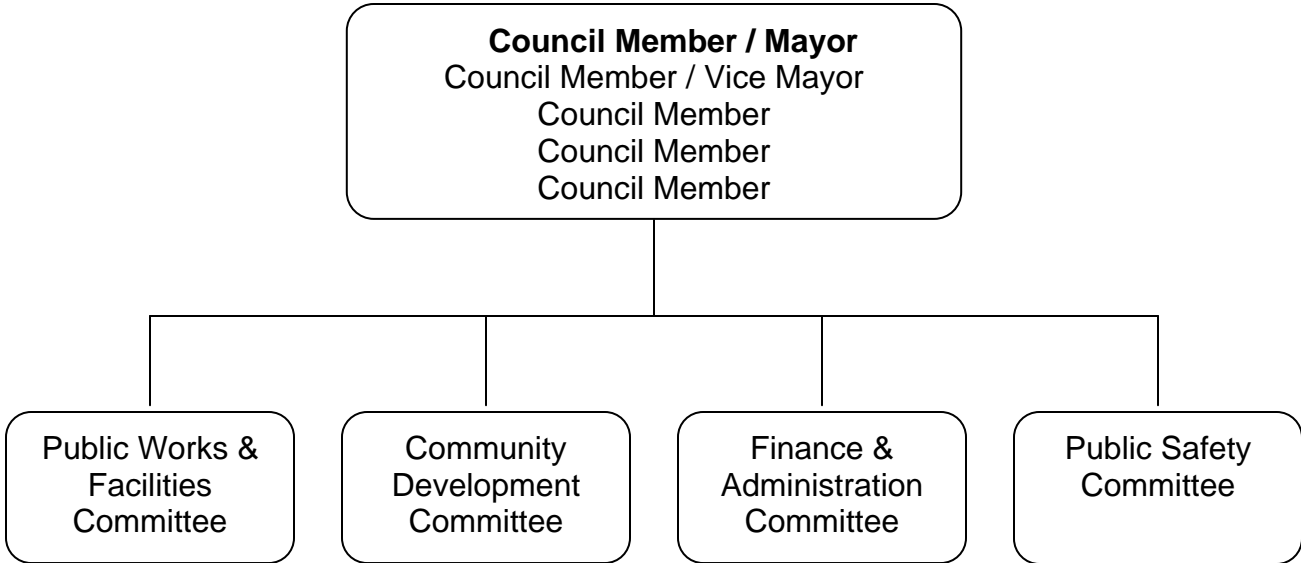
	FY 2001-02 Adopted	FY 2002-03 Adopted	FY 2003-04 Adopted	FY 2004-05 Adopted	FY 2005-06 Adopted	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted
<b>Policy &amp; Executive</b>										
City Manager's Office	3.00	2.50	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00
City Attorney's Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>3.00</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Support Services</b>										
City Clerk's Office	1.50	1.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Finance Department	4.50	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Human Resource's Office	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>6.00</b>	<b>6.25</b>	<b>7.50</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Public Safety</b>										
Police Department	23.75	23.50	22.50	21.00	21.00	22.00	24.00	24.00	24.00	24.00
<b>Sub-Total</b>	<b>23.75</b>	<b>23.50</b>	<b>22.50</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>
<b>Community Services</b>										
Community Development Dept	3.00	3.00	3.50	3.50	5.00	4.75	5.75	5.75	5.75	4.75
Public Works	12.00	13.50	13.50	13.50	14.00	13.00	13.00	13.00	13.00	14.50
Water Enterprise	3.88	3.50	3.65	3.65	3.65	4.00	4.00	4.00	4.00	4.00
Wastewater Enterprise	3.38	4.10	4.10	4.10	4.10	5.00	5.00	5.00	5.00	4.00
<b>Sub-Total</b>	<b>22.25</b>	<b>24.10</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>27.75</b>	<b>27.25</b>
<b>Total Permanent Positions</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>61.75</b>	<b>61.75</b>	<b>61.25</b>

**CITY OF FORT BRAGG**  
**TEN YEAR AUTHORIZED STAFFING COMPARISON**  
 Fiscal Years 2001-02 through 2009-10





**CITY COUNCIL**



# **CITY COUNCIL**

**MISSION STATEMENT**

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

## **DEPARTMENTAL SUMMARY**

A five-member Council governs City services for 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 sets policy for City operations, approves all budgets totaling approximately \$18 million, and ensures appropriate representation and response to citizen interests. The City Council appoints the City Manager, who supports the City Council in its policy development functions and carries out City Council policies and programs.

The Council's accomplishments in FY 2008-09 are manifested in the accomplishments of every operating department in the City. The Council has provided the vision and policy direction that have resulted in numerous accomplishments, including the following:

1. Through the budget process, the Council provided the strategic vision to guide our organization through challenging economic times. With careful budgeting and a commitment to establishing and maintaining financial reserves, the City weathered a year of declining revenues with no decreases in service delivery or reductions in allocated staff positions. The Council addressed the long-standing deficit in the Wastewater Enterprise and burgeoning maintenance needs in both water and wastewater by increasing user fees.
2. The Council approved organizational changes and position reclassifications to ensure that the City has adequate staff resources to pursue grants, and other State and federal funding sources for a wide range of activities including: economic development, housing, street and pedestrian projects, parks, water and wastewater capital projects, and planning activities.
3. The Council made maintenance and improvement of the City's streets a key priority. In the past year, the City completed street and sidewalk improvements throughout the town as part of the Dana/Chestnut Street Safe Routes to Schools Project; the Residential Streets Resurfacing Project; and the ADA Curb Ramps and Sidewalk Infill Project. Work is in progress on the Phase 3 Overlay Project and the Downtown Streetscape Project.
4. The Council also prioritized improvements to the City's water and wastewater infrastructure. Recognizing the pressing need for water storage to ensure water supply during extended dry periods, the City is pursuing development of a 45-acre foot reservoir which is scheduled for construction in summer 2010. The Pudding Creek Force Main replacement project was completed in FY 2008-09 to alleviate the potential for a sewage spill in Pudding Creek.

## **CITY COUNCIL**

### **DEPARTMENTAL SUMMARY (Cont'd)**

5. The Council has provided strategic vision for numerous parks and recreation projects. In the past year, City projects included: Mill Site parkland and coastal trail acquisition; joint planning for the North Fort Bragg Coastal Trail with State Parks, the Mendocino Land Trust, and the State Coastal Conservancy; Otis Johnson Park improvements; Bainbridge Park restroom project; Skate Park project in collaboration with Mendocino Coast Recreation & Park District; and acquisition of easement for extension of multi-use trail at Pomo Bluffs Park.
6. The Council continues to provide leadership for the Mill Site reuse planning process. In its capacity as the Fort Bragg Redevelopment Agency, it approved the remedial action plan for the coastal trail and parkland parcels. The Council provides policy direction to staff regarding the Specific Plan process. In addition the Council has provided direction for several key redevelopment initiatives, including the Noyo Center for Science & Education and the Industrial & Fine Arts Center Feasibility Study.
7. The Council has actively engaged the community in dialogue about a number of important community issues, including PG&E's proposed wave energy project, a biomass energy facility, and neighborhood networking and emergency preparedness. Councilmembers spent days canvassing neighborhoods to administer a "Community Survey" of local residents.
8. The Council has placed a strong emphasis on community safety and support for the Fort Bragg Police Department's operations. The City has placed a School Resource Officer in the schools to help address gang-issues and the City's Neighborhood Watch program is being re-energized.
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 in 2008 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 adopted new City Standards & Specifications that encourage bicycle and pedestrian activity.

## **CITY COUNCIL**

### **FISCAL YEAR 2009-2010 PRIORITIES**

The Council held a “goal-setting” retreat in February 2009. At the retreat, the goals and priorities established in 2007 were reaffirmed and progress towards achieving those goals was evaluated. Out of that discussion, a much broader vision for the future of our community was created. That vision is captured in a narrative, prepared by workshop facilitator Charles Bush, entitled “Fort Bragg 2020- A Story of Opportunities and Possibilities.” The Council’s overarching 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. Those priorities are as follows:

#### **Priority: A Healthy Environment**

1. Maintain and Improve City Infrastructure
  - Increase Water Storage Capacity
  - Construct Necessary Repairs and Upgrades to City’s Wastewater Treatment Facilities
  - Maintain City Streets and Alleys
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

#### **Priority: An Engaged Community**

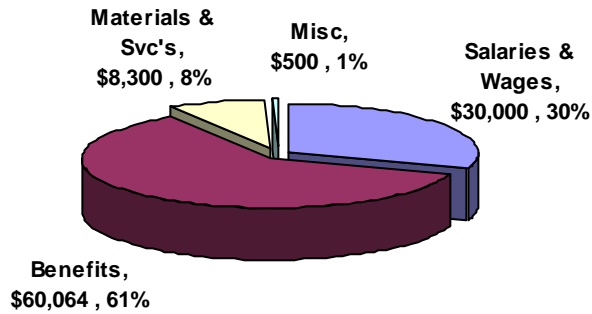
4. Improve Community Access to City Services
  - Increase the Availability of Services, Communication and Outreach to the General Public
5. Develop Partnerships with Various Community Groups and Agencies
  - Strengthen Neighborhoods and Increase Public Safety on our Streets
  - Establish Partnerships with Community Groups and Agencies that Provide Vital Local Services
  - Establish Community Partnerships for Development and Maintenance of Parklands
  - Update City’s Emergency Plans and Educate Community about Emergency Preparedness.

# CITY COUNCIL

## BUDGET SUMMARY

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	%Incr/ (Decr)
	Amended	Amended	Adopted	Adopted	
Salaries & Wages	\$30,000	\$30,000	\$30,000	\$30,000	0.0%
Benefits	37,905	60,103	56,577	60,064	6.2%
Materials & Services	21,870	18,500	24,300	8,300	-65.8%
Other Expenditures				500	100.0%
<b>Total</b>	<b>\$89,775</b>	<b>\$108,603</b>	<b>\$110,877</b>	<b>\$98,864</b>	<b>-10.8%</b>

**CITY COUNCIL  
FY 2009-10 by Category**



**Note:**

Expenditure total in FY2006/07 included \$8,000 and FY2008/09 included \$10,000 budgeted for election costs. Elections are held once every two years.

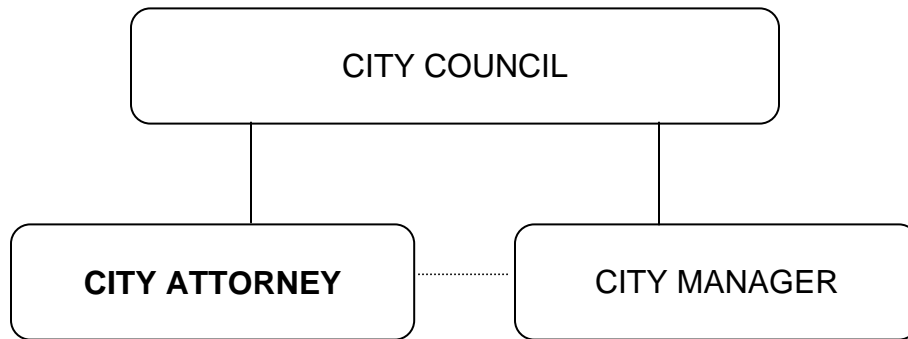


**CITY COUNCIL**

**BUDGET DETAIL**

<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4110</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
<b>Personnel Costs</b>			
	Salaries & Wages	30,000	
	Employee Benefits	60,064	
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>90,064</b>
<b>Materials &amp; Services</b>			
	110-4110-0366 Training/Travel Reimbursement	6,000	
	110-4110-0371 Meetings/City Business	2,000	
	110-4110-0384 Books & Subscriptions	300	
	<b>Total Material &amp; Services</b>		<b>8,300</b>
<b>Other Expenditures</b>			
	110-4110-0619 Miscellaneous	500	
	<b>Total Other Expenditures</b>		<b>500</b>
<b>Total - City Council</b>			<b>98,864</b>

## **CITY ATTORNEY'S OFFICE**



## **CITY ATTORNEY’S OFFICE**

### **MISSION STATEMENT**

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

### **DEPARTMENTAL SUMMARY**

The functions of the City Attorney’s Office are advisory services, litigation services, and administration and public programs. Clients include the City Council, the City Manager, the departments of the City, and City Council appointed boards and commissions. The City Attorney’s Office provides service through a contract with a law firm specializing in municipal law.

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

### **FISCAL YEAR 2009-2010 PRIORITIES**

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

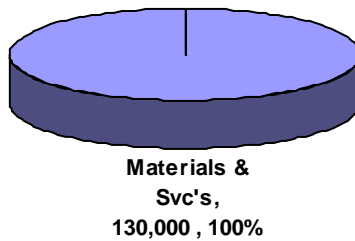
1. Providing proactive legal advice as a member of most of the City project teams;
2. Giving opinions and drafting documents that help achieve the City Council and City Manager’s priority action items;
3. Advising on significant changes in State and Federal law and other regulations impacting City operations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

**CITY ATTORNEY'S OFFICE**

**BUDGET SUMMARY**

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	% Incr/ (Decr)
	Adopted	Adopted	Amended	Adopted	
Materials & Services	\$120,000	\$120,000	\$135,000	\$130,000	-3.7%
<b>Total</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$135,000</b>	<b>\$130,000</b>	<b>-3.7%</b>

**CITY ATTORNEY  
FY 2009-10 by Category**

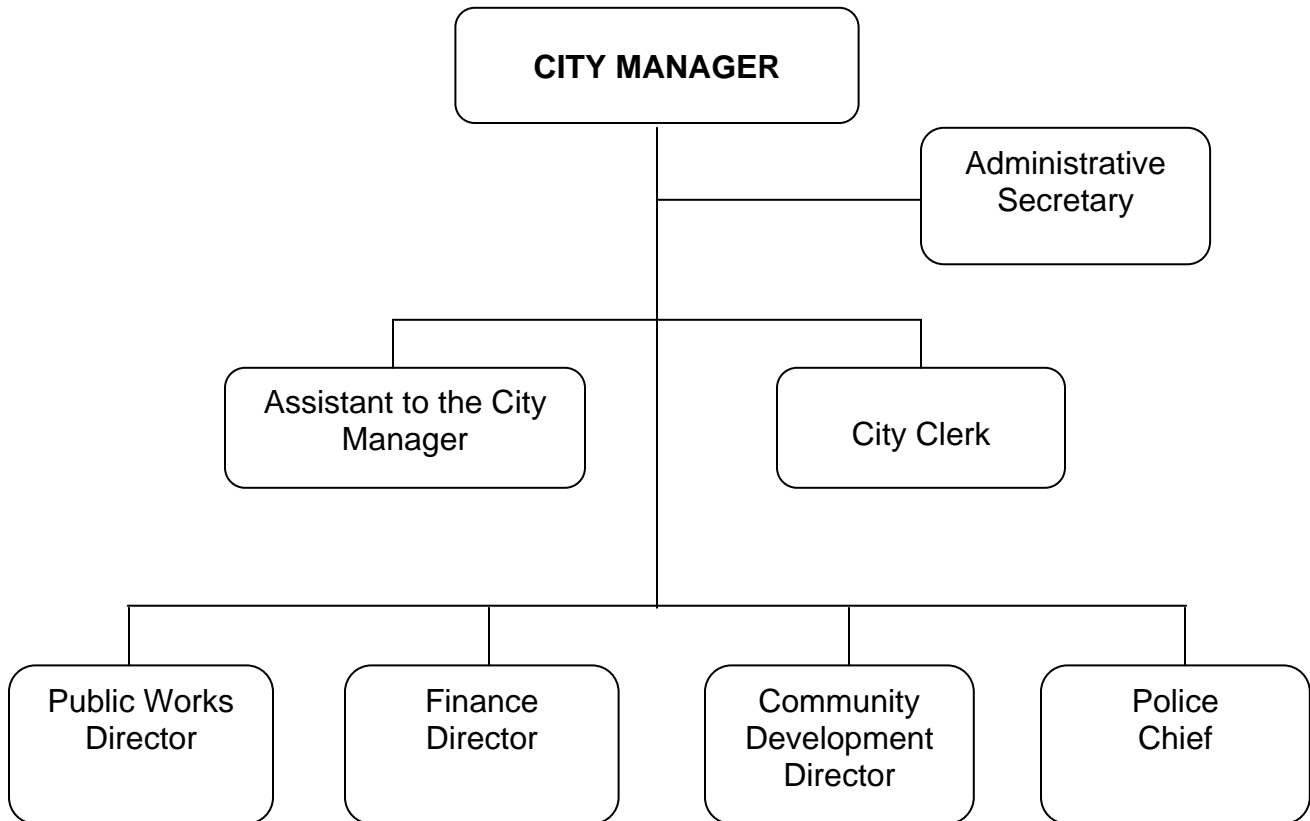


**BUDGET DETAIL**

			FY2009/10	
Fund #110	Account	Category	Adopted	
Department: 4120	Detail	Detail	Budget	
<b>Materials &amp; Services</b>				
110-4120-0311	Legal		130,000	
<b>Total Material &amp; Services</b>			<u>130,000</u>	
<b>Total - City Attorney's Office</b>			<u><u>130,000</u></u>	



# CITY MANAGER'S OFFICE



## **CITY MANAGER’S OFFICE**

### **MISSION STATEMENT**

Implement the policies and priority programs of the elected City Council through a professional management system with an emphasis on customer service and continuous performance improvement.

### **DEPARTMENTAL SUMMARY**

The City Manager’s Office is organized into the following programmatic functions: Administration, Human Resources Office and City Clerk’s Office. It has a staffing level of five employees, including the Assistant to the City Manager, City Clerk, Administrative Secretary, and Office Clerk. The City Manager’s Office priorities are driven by the goals and objectives of the City Council which include, but are not limited to, focusing 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.

The accomplishments of the City Manager’s Office are reflected in the achievements of all of the City’s operating departments, insofar as the City Manager’s Office is responsible for ensuring sound and effective management and implementation of the City Council’s goals and priorities. Other FY 2008-09 accomplishments include:

1. Reorganized the City’s administrative functions to replace the vacant Human Resources Manager position with an Assistant to the City Manager and reallocated clerical and administrative responsibilities within the City Manager’s Office.
2. Continued emphasis within the 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. Continued focus on actions necessary to ensure the delivery of fundamental City services, with a particular emphasis on water supply issues and replacement of aging infrastructure.
4. Completed more than three years of negotiations with Georgia-Pacific Corporation for the acquisition of 75 acres of parkland on the former Georgia-Pacific Mill Site, culminating with a signed purchase agreement.
5. With considerable assistance from staff throughout the organization, oversaw the planning and implementation of the City Hall remodel project which resulted in substantial accessibility improvements and functional improvements to City Hall offices.
6. Continued involvement in key community planning issues, including planning for the remediation and future reuse of the Georgia-Pacific mill site; wave energy issues; and solid waste transfer station siting issues.

## **CITY MANAGER’S OFFICE**

### **FY 2009-2010 PRIORITIES**

The City Manager’s priorities for FY 2009-10 focus on the overall administration of the City, which includes the following primary responsibilities:

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, Redevelopment Agency, and Municipal Improvement District Board. Ensure that sound fiscal management policies are implemented throughout the organization.
5. Assure that the City is prepared for potential natural, civil and other emergencies and disasters by coordinating both intra- and inter-City planning, training, and emergency operation drills.
6. Maintain an ongoing awareness and response to State legislative proposals which impact the City or its citizens and make recommendations to support and/or oppose them as appropriate.
7. Direct the administration of City personnel policies and procedures including recruitment, examination, appointment and dismissal. Encourage the development and training of all employees in order to develop competency to perform in accordance with the values of leadership, performance excellence, interpersonal effectiveness, and customer service.
8. Continue to work on activities associated with the redevelopment of the former Georgia Pacific Mill Site property.

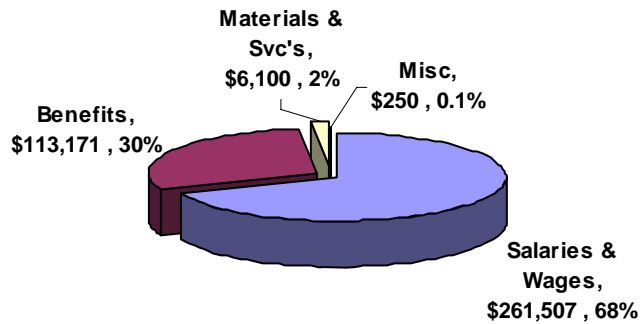


# CITY MANAGER’S OFFICE

## BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$215,925	\$237,439	\$258,166	\$261,507	1.3%
Benefits	99,587	107,040	111,033	113,171	1.9%
Materials & Services	53,597	11,100	12,250	6,100	-50.2%
Other Expenditures	500	500	500	250	-50.0%
Capital	1,500				
<b>Total</b>	<b>\$371,109</b>	<b>\$356,079</b>	<b>\$381,949</b>	<b>\$381,029</b>	<b>-0.2%</b>

**CITY MANAGER  
FY 2009-10 by Category**



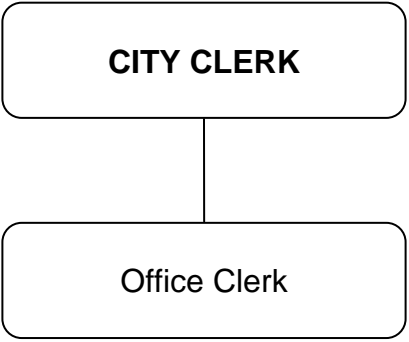
## CITY MANAGER’S OFFICE

### BUDGET DETAIL

Fund #110 Department: 4130	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages	261,507	
	Employee Benefits	113,171	
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>374,679</b>
<b>Materials &amp; Services</b>			
110-4130-0320	Dues & Memberships APA, ICMA	1,350	
110-4130-0366	Training/Travel Reimbursement League Annual Meeting, League CM Dept, Other	3,000	
110-4130-0371	Meetings/City Business	1,500	
110-4130-0384	Books & Subscriptions	250	
	<b>Total Material &amp; Services</b>		<b>6,100</b>
<b>Other Expenditures</b>			
110-4130-0619	Miscellaneous	250	
	<b>Total Other Expenditures</b>		<b>250</b>
<b>Total - City Manager</b>			<b>381,029</b>



**CITY CLERK'S OFFICE**



## **CITY CLERK'S OFFICE**

### **MISSION STATEMENT**

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

### **DEPARTMENTAL SUMMARY**

The City Clerk's Office reports directly to the City Manager, and has a staffing level of two positions. The City Clerk's priorities consist of taking, transcribing, and certifying minutes as well as 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. The priorities are driven by the actions of the City Council, the City Manager, the need to assure employee health and safety, and the public's requests for information.

The City Clerk's Office accomplished the following tasks during FY 2008-09:

1. Completed the Municipal Code update with the assistance of American Legal Publishing and the City Attorney's office.
2. Attended additional training regarding insurance certificates and endorsements; worked with the City Manager to develop a Risk Analysis Matrix.
3. Prepared agendas and minutes for more than 40 joint City Council/ Municipal Improvement District/ Redevelopment Agency meetings.
4. Prepared required notices regarding November 2008 City Council election, provided information to persons interested in running for office, prepared resolution cancelling the election and appointing the incumbents, and swore in the appointed Councilmembers.
5. Received, reviewed, and logged more than 300 insurance certificates; did follow-up letters regarding insufficiencies in insurance limits and endorsements, notified insured when insurance was expiring.
6. Scanned agenda packets, minutes, resolutions, ordinances, and contracts as completed.
7. Conducted records retention purge; scanned contracts and reports prior to destruction.
8. Processed 42 encroachment permits, 37 Town Hall applications, and 25 event signs (as of March 25<sup>th</sup>).
9. Prepared and processed 36 Professional Services Agreements and construction contracts (as of March 25<sup>th</sup>).
10. Completed training of Office Clerk on numerous tasks handled by the City Clerk's office; trained Public Works Analyst on preparation of specification booklets and verification of payrolls for public works projects.
11. Processed more than 40 Public Records Requests of varying degrees of complexity.

# CITY CLERK'S OFFICE

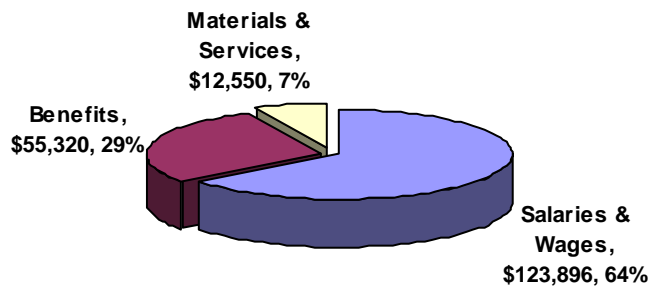
## FISCAL YEAR 2009-2010 PRIORITIES

The City Clerk's Office will continue the delivery of basic services, focusing on the preparation and timely distribution of City Council and Committee agenda materials, the management of scheduling and legally required activities for matters such as annexations, bond issues, bids, elections and hearings, administering the City's record management and retention program, and preparing and maintaining the City's Illness and Injury Prevention Program.

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$108,086	\$115,019	\$122,066	\$123,896	1.5%
Benefits	49,594	50,302	54,030	55,320	2.4%
Materials & Services	21,350	24,525	21,867	12,550	-42.6%
<b>Total</b>	<b>\$179,030</b>	<b>\$189,846</b>	<b>\$197,963</b>	<b>\$191,766</b>	<b>-3.1%</b>

**CITY CLERK  
FY 2009-10 by Category**



**CITY CLERK’S OFFICE**

**BUDGET DETAIL**

<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4131</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
<b>Personnel Costs</b>			
	Salaries & Wages	123,896	
	Employee Benefits	<u>55,320</u>	
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>	<u>                    </u>	<b>179,216</b>
<b>Materials &amp; Services</b>			
110-4131-0320	Dues & Memberships	310	
110-4131-0351	Equipment Repair & Maint	3,040	
110-4131-0357	Rentals - Space	2,450	
110-4131-0364	Legal Notices	3,500	
110-4131-0366	Training/Travel Reimbursement	3,000	
110-4131-0381	Small Tools & Equipment	100	
110-4131-0384	Books & Subscriptions	<u>150</u>	
	<b>Total Material &amp; Services</b>	<u>                    </u>	<b>12,550</b>
<b>Total - City Clerk's Office</b>			<u><u>191,766</u></u>

**HUMAN RESOURCES**

Assistant to the City Manager



## **HUMAN RESOURCES OFFICE**

### **MISSION STATEMENT**

Provide quality services to the City Manager, City Departments, employees and applicants in the areas of employee relations, employee benefits, recruitment, retention, testing, classification and compensation.

### **DEPARTMENTAL SUMMARY**

The functions of the Human Resources Office consist of Administration, Employee Relations, Labor Relations, Employee Benefits, Recruitment, Classification and Compensation, and Training. The Human Resources Office is staffed by the Assistant to the City Manager with administrative support provided by the Administrative Secretary to the City Manager.

In FY 2008-09, the management level position in the Human Resources Office was vacant for more than half of the year. This provided an opportunity to delegate some recruitment and benefit administration responsibilities to other staff, and resulted in a reorganization of the office and reclassification of the Human Resource Manager position to an Assistant to the City Manager position.

### **FISCAL YEAR 2009-2010 PRIORITIES**

The priorities for FY 2009-10 are to continue to develop the City's Human Resources functions focusing on quality, timeliness, process improvements, organizational and employee development, updating and/or recommending personnel policies, procedures and rules. The Human Resources Office will undertake the following activities:

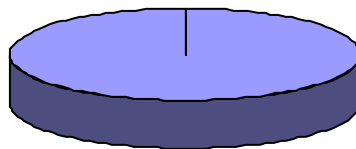
1. Provide the necessary tools, training and support to all levels of the organization to facilitate more efficient and effective management and operations.
2. Update the Employee Performance Review process.
3. Gather and analyze classification, compensation and benefits data from benchmark communities to assist in maintaining City classification and compensation policies.
4. Identify and implement cost-effective process improvements.
5. Plan and execute recruitment activities to meet the City's staffing requirements.
6. Administer employee benefit programs.
7. Manage employee relations.
8. Implement processes to ensure full compliance with Federal, State and local laws, rules and regulations.

# HUMAN RESOURCES

## BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Adopted	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Materials & Services	\$53,250	\$28,200	\$32,150	24,750	-23.0%
Capital		3,500			
<b>Total</b>	<b>\$53,250</b>	<b>\$31,700</b>	<b>\$32,150</b>	<b>\$24,750</b>	<b>-23.0%</b>

**HUMAN RESOURCES  
FY 2009-10 by Category**



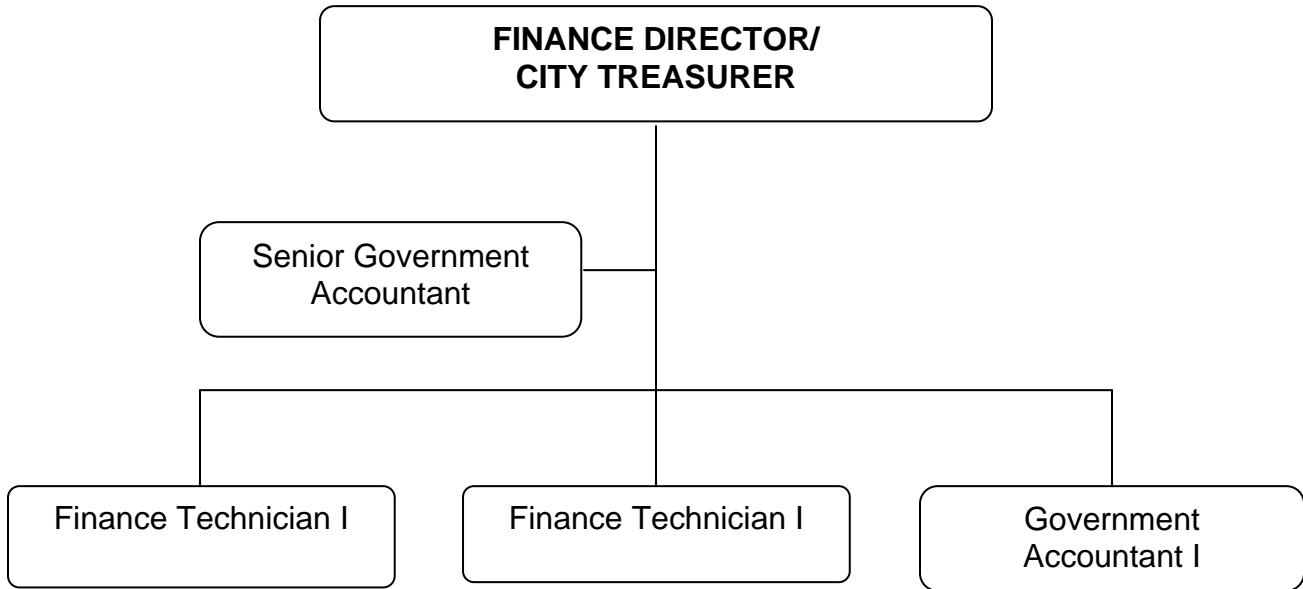
Materials &  
Svc's,  
24,750 , 100%

# HUMAN RESOURCES

## BUDGET DETAIL

Fund #110	Account	Category	FY2009/10
Department: 4135	Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>			
110-4135-0316	Pre-Employment Costs	10,000	
110-4135-0317	Recruitment Costs	2,000	
110-4135-0319	Professional Services	3,000	
110-4135-0320	Dues & Memberships	500	
	IPMA - HR		
	CalPELRA		
110-4135-0363	Advertising & Publishing	6,000	
110-4135-0365	Copying/Printing	500	
110-4135-0366	Training/Travel Reimbursement	2,000	
	NORCAL Quarterly Meetings;		
	CalPELRA & EEOC Conferences		
110-4135-0371	Meetings/City Business	500	
110-4135-0384	Books & Subscriptions	250	
	<b>Total Material &amp; Services</b>		<b>24,750</b>
	<b>Total - Human Resources Office</b>		<b>24,750</b>

# FINANCE DEPARTMENT



# **FINANCE DEPARTMENT**

## **MISSION STATEMENT**

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

## **DEPARTMENTAL SUMMARY**

The Finance Department coordinates and directs all fiscal operations of the City. This includes directing, monitoring and controlling all assets and financial operations and providing a framework for financial planning and analysis to support the operation and management of all City departments. The functions of the Department include utility billing, business licensing, collections, accounts payable, accounts receivable, payroll, purchase orders, financial reporting to federal, state & other outside agencies, treasury and cash management, budget preparation, budgetary control, audit liaison and other fiscal activities of the City, Municipal Improvement District, and Redevelopment Agency. The Department has five staff positions. The following represents a partial list of accomplishments for the Finance Department during FY 2008-09:

1. Implementation of new monthly billing for water and sewer accounts in accordance with new utility rates and in compliance with additional noticing requirements, allowing for improved customer service and more timely collection of receipts.
2. Recruitment, hiring and training of two new staff members while transitioning office functions during the temporary relocation of the department to the City Hall Annex.
3. Made strides in the reorganization and consolidation of the chart of accounts for the City financial system and worked with the Public Works department to initiate the performance of an annual inventory of water and wastewater items on hand at June 30, 2008.

## **FISCAL YEAR 2009-2010 PRIORITIES**

The Fiscal Year 2009-2010 budget for the Finance Department addresses the following priorities:

1. Maintain the City's high standard of financial excellence by providing the 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.

## **FINANCE DEPARTMENT**

### **FISCAL YEAR 2009-2010 PRIORITIES (Cont'd)**

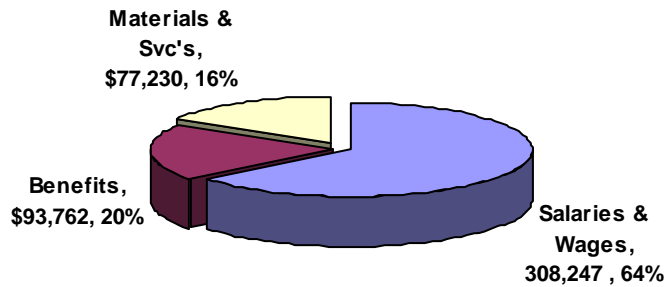
3. Expedite payment of obligations incurred by the City in an accurate and timely manner, maintain records and assist employees and vendors in response to questions regarding payments and invoices.
4. Provide timely and accurate compensation of employees in accordance with City policies and directives and federal, state and local laws.
5. In conjunction with other City departments and the City Manager, prepare the annual operating and capital budget for Council approval; provide budgetary and internal control oversight.
6. Work with other city departments to develop a simplified process of Grant and Capital Project tracking and reporting. Assure timely collection of all reimbursement revenues associated with grants and capital projects.
7. Coordinate the preparation of an Asset Valuation Study of Citywide fixed assets that is in compliance with GASB34 and will set process to assist the City in maintaining the accurate recording of assets in the future.
8. Coordinate the preparation of an updated actuarial valuation of the post-retirement health program in compliance with GASB 45 standards to assist the City in determining the best method of addressing “other post-employment benefit” liabilities.
9. Coordinate preparation of an A-87 Cost Allocation Study to establish a cost allocation methodology for City costs that are reimbursed by grants and developer deposit accounts.
10. Evaluate and, if appropriate, implement procedures to accept debit/credit card payments and to deliver utility bills directly to customers via email.
11. Continue to consolidate the chart of accounts for the City financial system and refine the budget process and presentation.
12. Continue program of cross-training and professional development of staff.

# FINANCE DEPARTMENT

## BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Salaries & Wages	\$248,421	\$223,932	\$306,619	\$308,247	0.5%
Benefits	105,427	107,860	117,943	93,762	-20.5%
Materials & Services	177,610	160,100	76,740	77,230	0.6%
Capital	58,000	8,908			
<b>Total</b>	<b>\$589,458</b>	<b>\$500,800</b>	<b>\$501,302</b>	<b>\$479,239</b>	<b>-4.4%</b>

**FINANCE  
FY 2009-10 by Category**



# FINANCE DEPARTMENT

## BUDGET DETAIL

Fund #110 Department: 4150	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages	308,247	
	Employee Benefits	93,762	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>402,009</b>
<b>Materials &amp; Services</b>			
110-4150-0312	Auditing & Accounting	21,880	
110-4150-0319	Professional Services	50,000	
	A-87 Cost Allocation Study	16,000	
	Actuarial Valuation Study	15,000	
	Bank Fees	10,000	
	Sales Tax Audit	4,000	
	Sales Tax Analysis	2,000	
	Yearly Maintenance, Loan Software	450	
	Miscellaneous	2,550	
		50,000	
110-4150-0320	Dues & Memberships	800	
	GFOA, CSMFO, CMTA, Calif. Muni. Revenue & Tax Assoc.		
110-4150-0366	Training/Travel Reimbursement	3,000	
110-4150-0381	Small Tools & Equipment	1,300	
110-4150-0384	Books & Subscriptions	250	
	<b>Total Material &amp; Services</b>		<b>77,230</b>
<b>Total - Finance Department</b>			<b>479,239</b>



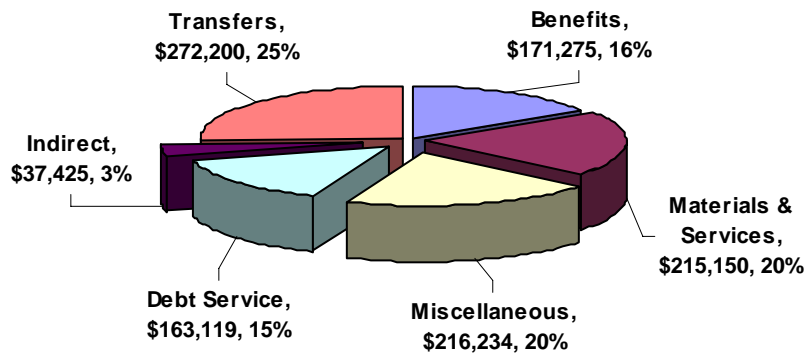


# NON-DEPARTMENTAL

## TOTAL BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Benefits	\$161,326	\$164,035	\$165,062	\$171,275	3.8%
Materials & Services	225,302	274,834	195,337	215,150	10.1%
Other Expenditures	346,973	376,423	293,466	216,234	-26.3%
Debt Service	163,035	164,169	162,197	163,119	0.6%
Indirect			49,027	37,425	-23.7%
<b>Subtotal</b>	<b>896,636</b>	<b>979,460</b>	<b>865,089</b>	<b>803,203</b>	<b>-7.2%</b>
Transfers	577,800	472,959	101,923	272,200	167.1%
<b>Total</b>	<b>\$1,474,436</b>	<b>\$1,452,419</b>	<b>\$967,012</b>	<b>\$1,075,403</b>	<b>11.2%</b>

**NON-DEPARTMENTAL  
FY 2009-10 by Category**



**NON-DEPARTMENTAL**

**PROGRAMS: COMMUNITY ORGANIZATIONS**

**BUDGET SUMMARY**

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Other Expenditures	\$103,028	\$125,947	\$119,201	\$96,635	-18.9%
<b>Total</b>	<b>\$103,028</b>	<b>\$125,947</b>	<b>\$119,201</b>	<b>\$96,635</b>	<b>-18.9%</b>

**BUDGET DETAIL**

Fund #110	Account	Category	FY2009/10 Adopted Budget
Department: 4390 & 4391	Detail	Detail	
<b>Chamber of Commerce</b>			
110-4390-0621	Chamber of Commerce		7,765
	Annual Administration Support		
<b>Fort Bragg Promotion Committee</b>			
			62,120
110-4391-0319	Professional Services		52,940
110-4391-0363	Advertising & Publishing		2,500
110-4391-0365	Copying & Printing		2,500
110-4391-0372	Postage		500
110-4391-0619	Miscellaneous		3,680
	Annual Promotional Expenditures		62,120
<b>MCTV</b>			
110-4390-0623	MCTV		26,750
	Annual Contribution (50% Comcast Cable Franchise Fees)		
<b>Total - Community Organization Support</b>			<b>96,635</b>

## NON-DEPARTMENTAL

### PROGRAMS: CASPAR CLOSURE & LANDFILL

#### BUDGET SUMMARY

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	% Incr/ (Decr)
	Adopted	Adopted	Adopted	Adopted	
Materials & Services	\$65,000	\$88,921	\$50,000	\$65,000	30.0%
Other Expenditures		158	165	175	6.1%
Debt Service	147,569	150,569	150,569	151,119	0.4%
<b>Total</b>	<b>\$212,569</b>	<b>\$239,648</b>	<b>\$200,734</b>	<b>\$216,294</b>	<b>7.8%</b>

#### BUDGET DETAIL

Fund #110			FY2009/10		
Department: 4915			Account	Category	Adopted
			Detail	Detail	Budget
<b>Materials &amp; Services</b>					
110-4915-0319	Professional Services			65,000	
	Transfer Station		30,200		
	Landfill Costs		34,800		
			65,000		
<b>Total Materials &amp; Services</b>					<b>65,000</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			94,897	
110-4915-0912	Interest			52,672	
110-4915-0913	Fees			3,550	
<b>Total Debt Service</b>					<b>151,119</b>
<b>Total - Caspar Closure and Transfer Station</b>					<b>216,294</b>

**NON-DEPARTMENTAL**

**PROGRAMS: OTHER NON-DEPARTMENTAL**

**BUDGET SUMMARY**

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Benefits	\$161,326	\$164,035	\$165,062	\$171,275	3.8%
Materials & Service	160,302	185,913	145,337	150,150	3.3%
Other Expenditures	243,945	250,318	174,100	119,424	-31.4%
Indirect			49,027	37,425	-23.7%
Debt Service	15,466	13,600	11,628	12,000	3.2%
<b>Subtotal</b>	<b>581,039</b>	<b>613,866</b>	<b>545,154</b>	<b>490,274</b>	<b>-10.1%</b>
Transfers	577,800	472,959	101,923	272,200	167.1%
<b>Total</b>	<b>\$1,158,839</b>	<b>\$1,086,825</b>	<b>\$647,077</b>	<b>\$762,474</b>	<b>17.8%</b>

**BUDGET DETAIL**

Fund #110	Account	Category	FY2009/10 Adopted Budget
Department: 4190	Detail	Detail	
<b>Personnel Costs</b>			
110-4190-0224	Retiree Medical Benefits		164,275
110-4190-0232	Worker's Comp Deductible		7,000
	<b>Total Employee Benefits</b>		<b>171,275</b>
<b>Materials &amp; Services</b>			
110-4190-0319	Professional Services		34,000
	County of Mendocino Tax Admin	21,000	
	MCTV	12,000	
	Miscellaneous	1,000	
		<u>34,000</u>	
110-4190-0320	Dues & Memberships		18,250
	LAFCO - Share of Costs	5,700	
	League	4,000	
	REHIT Dues	3,900	
	MESA Dues	3,700	
	Redwood Empire Division	300	
	Other	650	
		<u>18,250</u>	
110-4190-0351	Equipment Repair & Maint		7,800
110-4190-0362	Telephone & Communication		13,000

**NON-DEPARTMENTAL**

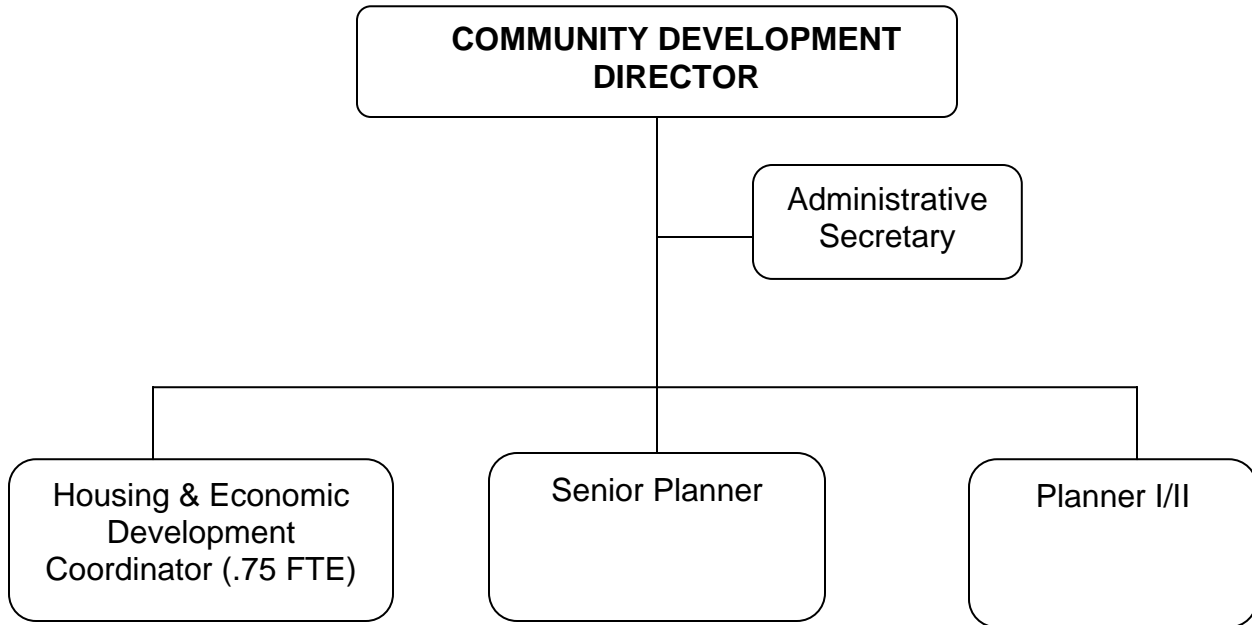
**PROGRAMS: OTHER NON-DEPARTMENTAL**

**BUDGET DETAIL (Continued)**

<b>Fund #110</b>		<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4190</b>		<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
110-4190-0371	Meetings/City Business		7,600	
	Otsuchi Sister City Program	3,000		
	Employee Recognition Committee	4,600		
		<u>7,600</u>		
110-4190-0356	Rentals - Equipment & Vehicles		2,500	
110-4190-0372	Postage		8,500	
110-4190-0375	General Supplies		18,000	
110-4190-0383	Utilities		40,000	
110-4190-0384	Books & Subscriptions		500	
	<b>Total Material &amp; Services</b>			<b>150,150</b>
<b>Other Expenditures</b>				
110-4190-0358	Liability Premium		73,124	
110-4190-0359	Liability Deductible		5,000	
110-4190-0360	Property Premium		33,300	
110-4190-0361	Property Deductible		5,000	
110-4190-0601	Direct Liability Claims		2,000	
110-4190-0619	Miscellaneous		1,000	
	<b>Total Other Expenditures</b>			<b>119,424</b>
<b>Allocation Transfers</b>				
110-4190-0396	Allocation to IT Int Serv Fund		37,425	
	<b>Total Allocation Transfers</b>			<b>37,425</b>
<b>Operating Transfers</b>				
110-4190-0799	Transfer to Other Funds		272,200	
	To Fund 115 - GF Capital Reserve	267,000		
	To Fund 610 - Water Enterprise	5,200		
	City portion of water cost, school fields			
		<u>272,200</u>		
	<b>Total Operating Transfers</b>			<b>272,200</b>
<b>Debt Service</b>				
110-4190-0915	Capital Lease - Copiers		12,000	
	<b>Total Debt Service</b>			<b>12,000</b>
	<b>Total - Non-Departmental</b>			<b>762,474</b>



# COMMUNITY DEVELOPMENT DEPARTMENT





## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **MISSION STATEMENT**

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

### **DEPARTMENTAL SUMMARY**

Community Development Department responsibilities include: long range and comprehensive planning, development review, special projects, economic development, affordable housing, code enforcement, building services, and grant writing and administration. The Department has five positions. While current planning activity slowed down over the past year due to macro-economic conditions, Community Development Department staff generated significant revenues through grant activities and accomplished the following:

#### **Special Projects**

- In coordination with the Mendocino Coast Recreation and Parks District, completed site selection and conceptual design for Skate Plaza facility at C.V. Starr Community Center site.
- Completed draft master plan, developed cooperative strategy with State Parks, completed selection of design, engineering and environmental consultants for North Fort Bragg Coastal Trail
- Geographic Information System: Initiated and made substantial progress towards completion of GIS project
- Pomo Bluffs trail extension: Obtained additional grant funding and processed permits for extension of Pomo Bluffs trail on recently acquired easement.
- Otis Johnson Park Restoration Project: Obtained grant funding and selected engineering firm for park improvement project.
- Industrial arts feasibility study: established steering committee, completed artist survey, completed case studies, completed structural analysis and initial feasibility pro forma.
- Biomass Feasibility Study: Participated in bio-mass coordinating committee and assisted with bio-mass public workshop
- Participated in the Homeless Advisory Group and the Love In Action Task Force
- Oversaw preparation of plans for three “pre-approved” second residential unit designs.

#### **Long Range Planning Projects**

The Community Development Department spearheaded the following long-range planning activities: Household Income Survey, Housing Conditions Survey and Transportation

# COMMUNITY DEVELOPMENT DEPARTMENT

## DEPARTMENTAL SUMMARY (cont'd)

Modality Survey, Inland General Plan Update, LUDC Update and Housing Element Update, Climate Action Plan, Final Certification of the Local Coastal Program, Development Impact Fee Nexus Study, Bicycle Master Plan, Medical Marijuana Cultivation Ordinance, and various other land use regulations.

### **Economic Development**

The Community Development Advisory Board was morphed into the Economic Development Action Committee. Community Development Department staff provided economic development assistance to 33 firms, helped to attract 16 new businesses and provided assistance to 11 existing business. In total, these activities helped to attract or retain 73 local jobs. Other activities included implementation of an economic development website, negotiation of the Skunk Train parking lot lease, and preparation of a Downtown Business Directory & Map.

### **Housing**

Managed preparation of three pre-approved second unit designs, and participated in the Homeless Advisory Group and the Love In Action Task Force.

### **Awarded Grants**

Staff performed grant activity monitoring, coordination, and administrative oversight of over \$5.9 million in grants. The following grants were awarded in the past year that, along with prior year grants, are being administered by Community Development Department staff:

- 2007/08 Economic Development Allocation (\$350,000 awarded for micro-enterprise assistance)
- 2008/09 Economic Development Allocation (\$300,000 awarded for business assistance loans)
- PG&E Green Building Grant (\$5,000)
- Federal Safe Routes to School grant (\$214,000)
- Caltrans Mitigation Funding for Otis Johnson Park Restoration Project (\$210,000 awarded)
- CalTrans Environmental Justice Planning Grant for South Main Street Bicycle & Pedestrian Plan (\$75,889)
- Sustainable Communities Grant for Mill Site Reuse Planning (\$350,000)

### **Community Workshops**

Staff was involved in a wide variety of community workshops addressing a multitude of issues including: the Hare Creek development project, the Avalon Hotel project, the industrial arts facility, the Skate Park, green house gas reductions and climate action plan, green building, the bio-mass facility, the Mill Site Specific Plan, and other topics.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **FISCAL YEAR 2009-2010 PRIORITIES**

The FY 2009-10 budget for the Community Development Department addresses the following priorities:

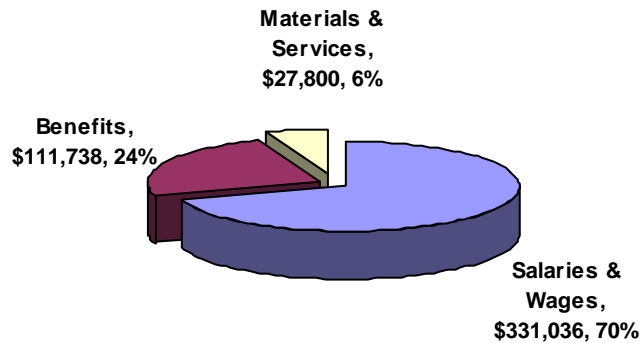
1. Complete the following long-range planning activities: Housing Element update, General Plan update, the Land Use & Development Code update, Bicycle Master Plan, Development Impact Fee Study, and South Fort Bragg Bicycle & Pedestrian Plan.
2. Continue to play a lead role to develop community facilities in partnership with community organizations, citizens, business owners, and funding agencies. Current community projects include: Fort Bragg Skate Park, Noyo Center, North Fort Bragg Coastal Trail project, Industrial Arts Center, and Solid Waste Transfer Station.
3. Continue to engage in the Georgia Pacific Mill Site reuse planning process, including: 1) participation in the Mill Site Coordinating Committee; 2) review of Specific Plan and related applications; 3) management of the EIR consultant for the Specific Plan and related entitlements; and 4) assistance with public outreach.
4. Continue to implement the City's sustainability programs, which include: 1) the City's Climate Action Plan; 2) the City's Green Building program; and 3) the City's C&D ordinance.
5. Provide economic development assistance to the business community through the activities of Economic Development Action Committee, the Business Advocates Program, the Micro-enterprise Program, the Promotion Committee, and the Economic Enterprise Program (business assistance loan program).
6. Continue efforts to encourage affordable housing development, including: 1) implementation of the Pre-Approved Second Residential Unit Program and the inclusionary housing and density bonus programs; 2) determine the feasibility of at least one new affordable housing project within the City; and 3) pursue HOME and CDBG funding for housing activities.
7. Assist with the planning, environmental review and permitting components of the City's capital improvement projects, such as Otis Johnson Park, North Fort Bragg Coastal Trail, Newman Gulch Reservoir, various street projects, and other public works projects.
8. Continue to successfully obtain grants and manage grant-funded activities, such as the City's broad portfolio of Community Development Block Grants, Proposition 84 funds, and other sources.
9. Continue to improve the health and safety of the City by engaging in code enforcement activities, reviewing event permits, building permits, and sign permits.

# COMMUNITY DEVELOPMENT DEPARTMENT

## BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$262,746	\$319,515	\$327,029	\$331,036	1.2%
Benefits	107,017	114,749	144,691	111,738	-22.8%
Materials & Services	58,133	67,630	48,650	27,800	-42.9%
Capital	3,100	2,699			
<b>Total</b>	<b>\$430,996</b>	<b>\$504,593</b>	<b>\$520,370</b>	<b>\$470,574</b>	<b>-9.6%</b>

### COMMUNITY DEVELOPMENT FY 2009-10 by Category

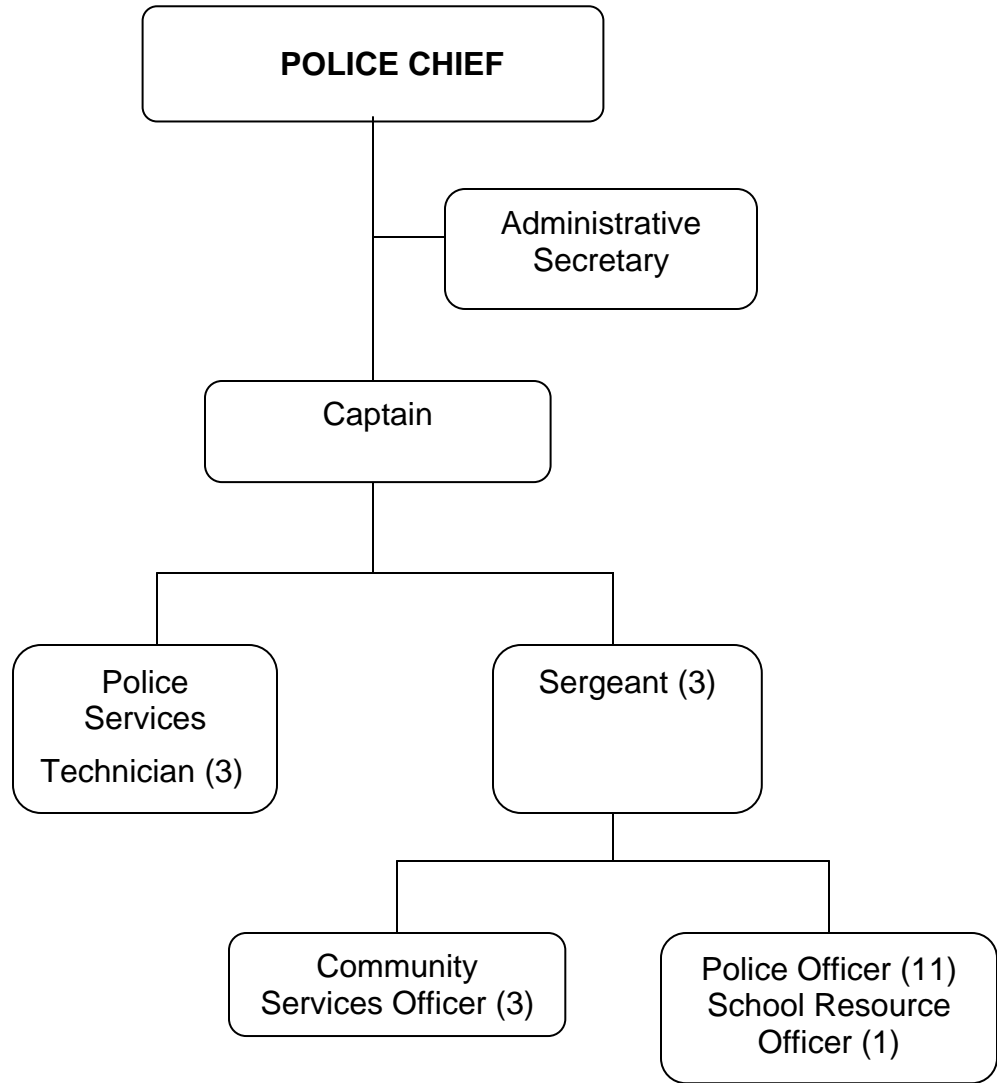


# COMMUNITY DEVELOPMENT DEPARTMENT

## BUDGET DETAIL

Fund #110	Account	Category	FY2009/10
Department: 4320	Detail	Detail	Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages	331,036	
	Employee Benefits	111,738	
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>442,774</b>
<b>Materials &amp; Services</b>			
110-4320-0319	Professional Services	15,000	
110-4320-0320	Dues & Memberships	800	
	ICLIE & APA Membership		
110-4320-0364	Legal Notices	2,500	
110-4320-0365	Copying/Printing	2,000	
110-4320-0366	Training/Travel Reimbursement	6,000	
	5 grant trainings at \$450 each	2,250	
	2 UC Davis courses for 3 Planners	1,200	
	APA Conference attendance	700	
	ICLIE Conference attendance	800	
	Other	1,050	
	6,000		
110-4320-0371	Meetings/City Business	500	
110-4320-0381	Small Tools & Equipment	500	
110-4320-0384	Books & Subscriptions	500	
	<b>Total Material &amp; Services</b>		<b>27,800</b>
<b>Total - Community Development Department</b>			<b>470,574</b>

# POLICE DEPARTMENT



**Note:**

One vacant Community Service Officer position was “frozen” in FY 2008-09 and remains unfilled.

## POLICE DEPARTMENT

### MISSION STATEMENT

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

### DEPARTMENTAL SUMMARY

The divisions of the Police Department consist of Administration, Support Services, and Operations. The Department has a staffing level of 24 positions. During this past year, the Police Department remained proactively focused on target goals and priorities. The Department's overall strategic mission provides our community with excellent services that are designed to safeguard citizens and preserve a high quality of life.

**Service Delivery:** The Department has continued to expand and improve its service delivery through staff efforts, work flow processes, improved business practices and a continued commitment to excellence. Significant progress in technology and modernization has been made in the following areas: records retention, property and evidence, dispatch services, patrol/training equipment and communication methods.

**Community Involvement:** The Department is commended for its successful operational oversight of a multitude of specialty events. The team organized, planned and coordinated the safety logistics involved in many community events including the Forth of July Fireworks, Holiday Lights Parade, Paul Bunyan Weekend and Whale Festival. Through a collaborative and proactive model, the Department has fostered strong community partnerships committed to providing preventative and educational resources to our community. Examples include, Crime Prevention Newsletter, Gang Resistance is Paramount (G.R.I.P) Program, Community Forums, Gang Coalition, Safe Communities Celebration in the Park, Teen Court, At-Risk Youth Programs, Mentorship Programs, School Resource Officer, Domestic Violence Prevention and Drug and Gang Awareness Presentations.

**Crime Prevention and Response:** The Department continues to increase community awareness on a variety of issues, including traffic safety, downtown foot/bike patrol, safe school routes, traffic enforcement, identity theft prevention, citizen information pamphlets, probation, and gang operations. Rapid response to calls for service has resulted in an increased apprehension rate for criminal activity including a reduction in gang-related crimes.

**Recruitment and Hiring Practices:** The Department continues to proactively recruit a diverse and talented team of law enforcement professionals with a significant emphasis on mandated training and mentorship geared around a "community oriented" approach.

**Professionalism:** Departmental strategic planning this past year has focused on short and long term goals to modernize and better adapt to service demands, current/future trends, operational efficiency, and overall image. The Department's new professional image can be seen in the newly designed vehicle graphics and departmental badge. The Department created a department values statement, improved its organizational appearance, and increased its training levels using a Training Matrix Plan that was created to identify individual staff training needs along with career development paths.

## **POLICE DEPARTMENT**

### **FISCAL YEAR 2009-2010 PRIORITIES**

The emphasis of the FY 2009-2010 budget is to maintain current service levels while providing continuing attention to employee and organizational development and community problem solving. In addition to the ongoing maintenance of mandated services for general law enforcement, code administration and emergency response, the Department will pursue the following priority objectives:

1. Continue placing a high emphasis on recruitment and retention of police employees while providing a professional and respectful work environment. Recruit and hire a proven and experienced leader to fill the Police Captain position.
2. Continue to develop the skills of support staff, officers and supervisors through training, employee development, coaching and mentoring.
3. Address “quality of life” issues by proactively resolving problems associated with code enforcement violations, parking violations, abandoned vehicles, crime trends and substance abuse in the downtown business district, residential neighborhoods and parks. This involves collaboration with the City’s Public Works and Community Development Departments and the Fort Bragg Fire Department.
4. Research and identify grants that will allow the department to expand its community based awareness and prevention programs.
5. Continue proactive enforcement efforts on drug and gang-related criminal activity.
6. Conduct foot and bike patrols in the downtown business district, and identify problem locations elsewhere in the city.
7. Manage the expenses of the department by operating within the fiscal levels established in the final budget.
8. Implement a Restorative Policing approach to address habitual offender issues.
9. Assist and promote training and planning efforts to increase our disaster response/management services and also increase our community preparedness levels.
10. Continue police motorcycle program and increase traffic enforcement throughout the community.
11. Implement and expand the City’s Neighborhood Watch, Citizens’ Academy, and Community Volunteer programs.
12. Create a Police Department Annual Report that highlight organizational services, achievements, and overall yearly activities.

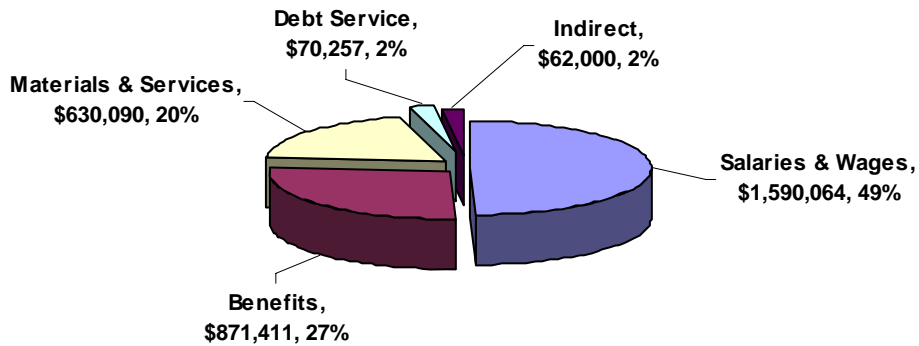


# POLICE DEPARTMENT

## DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2006-07 <u>Amended</u>	FY 2007-08 <u>Amended</u>	FY 2008-09 <u>Amended</u>	FY 2009-10 <u>Adopted</u>	% Incr/ (Decr)
Salaries & Wages	\$1,250,454	\$1,437,780	\$1,526,414	\$1,590,064	4.2%
Benefits	726,893	742,838	864,178	871,411	0.8%
Materials & Service	532,473	713,052	593,828	630,090	6.1%
Capital	36,750	10,968			0.0%
Debt Service	106,636	84,546	70,257	70,257	0.0%
Indirect			50,500	62,000	22.8%
<b>Total</b>	<b><u>\$2,653,206</u></b>	<b><u>\$2,989,184</u></b>	<b><u>\$3,105,177</u></b>	<b><u>\$3,223,822</u></b>	<b><u>3.8%</u></b>

**POLICE DEPARTMENT  
FY 2009-10 by Category**



# POLICE DEPARTMENT

## DIVISION: ADMINISTRATION

### SERVICE DESCRIPTION

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

### DIVISION SUMMARY

Administration staff consists of the Chief of Police, Police Captain and the Administrative Secretary. Their mission is to provide other 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 budget and provide leadership direction. Administration also serves as a liaison between the Police Department, other city departments and community members.

### BUDGET SUMMARY

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	% Incr/ (Decr)
	Adopted	Amended	Adopted	Adopted	
Salaries & Wages	\$217,998	\$231,082	\$246,408	\$262,912	6.7%
Benefits	111,736	118,827	130,319	134,901	3.5%
Materials & Services	49,200	102,700	41,500	42,000	1.2%
Indirect			50,500	62,000	22.8%
<b>Total</b>	<b>\$378,934</b>	<b>\$452,609</b>	<b>\$468,727</b>	<b>\$501,812</b>	<b>7.1%</b>

**POLICE DEPARTMENT**

**DIVISION: ADMINISTRATION**

**BUDGET DETAIL**

<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4201</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
<b>Personnel Costs:</b>			
	Salaries & Wages		262,912
	Employee Benefits		134,901
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>397,812</b>
<b>Materials &amp; Services</b>			
110-4201-0316	Pre-Employment Costs	10,000	
110-4201-0320	Dues & Memberships	1,500	
110-4201-0351	Equipment Repair & Maint	1,000	
110-4201-0362	Telephone & Communication	13,000	
110-4201-0365	Copying/Printing	200	
110-4201-0366	Training/Travel Reimbursement	8,000	
110-4201-0371	Meetings/City Business	1,000	
110-4201-0375	General Supplies	300	
110-4201-0383	Utilities	7,000	
	<b>Total Material &amp; Services</b>		<b>42,000</b>
<b>Allocation Transfers</b>			
110-4201-0396	Allocation to IT Int Serv Fund	9,000	
110-4201-0397	Allocation to Bldg Repair Fund	53,000	
	<b>Total Allocation Transfers</b>		<b>62,000</b>
<b>Total - Police Department Administration Division</b>			<b>501,812</b>

# POLICE DEPARTMENT

## DIVISION: OPERATIONS

### SERVICE DESCRIPTION

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

## FISCAL YEAR 2009-2010 PRIORITIES

Operations Division expenses account for approximately 80% of the total department budget. The division consists of three police sergeants, 12 police officers and three community service officers (one community service officer position was frozen in FY 2008-09 and remains frozen for FY2009-10). One of the police officer positions is a School Resource Officer that is funded by a Title II Formula Grant through March 2010.

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

## BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Salaries & Wages	\$959,819	\$1,097,027	\$1,160,343	\$1,199,725	3.4%
Benefits	582,270	580,670	681,536	678,243	-0.5%
Materials & Service	459,273	583,282	522,928	555,190	6.2%
Capital	1,000	10,968			0.0%
Debt Service	106,636	84,546	70,257	70,257	0.0%
<b>Total</b>	<b><u>\$2,108,998</u></b>	<b><u>\$2,356,493</u></b>	<b><u>\$2,435,064</u></b>	<b><u>\$2,503,415</u></b>	<b>2.8%</b>

# POLICE DEPARTMENT

## DIVISION: OPERATIONS

### BUDGET DETAIL

Fund #110	Account	Category	FY2009/10
Department: 4200	Detail	Account	Adopted
			Budget
<b>Personnel Costs:</b>			
	Salaries & Wages		1,199,725
	Employee Benefits		678,243
	Medical & Dental Insurance premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>1,877,968</b>
<b>Materials &amp; Services</b>			
110-4200-0313	Laboratory		3,000
110-4200-0316	Pre-Employment Costs		12,000
110-4200-0318	Investigative Medical Serv		3,500
110-4200-0319	Professional Services		377,040
	Dispatch Services	315,000	
	County of Mendocino - Animal Control	45,000	
	Task Force	10,000	
	Justice Department Services	5,000	
	Car Washing	1,800	
	Alarm Monitoring	240	
		377,040	
110-4200-0351	Equipment Repair & Maint		25,000
110-4200-0352	Vehicle Repair & Maint		20,000
110-4200-0357	Rentals - Space		3,000
110-4200-0363	Advertising & Publishing		400
110-4200-0366	Training/Travel Reimbursement		27,000
110-4200-0374	Evidence Supplies		2,000
110-4200-0375	General Supplies		15,250
110-4200-0376	Medical/Safety Supplies		5,000
110-4200-0381	Small Tools & Equipment		18,000
110-4200-0382	Fuels & Lubricants		42,000
110-4200-0384	Books & Subscriptions		2,000
	<b>Total Material &amp; Services</b>		<b>555,190</b>
<b>Debt Service</b>			
110-4200-0915	Capital Lease - Principal		66,004
110-4200-0916	Capital Lease - Interest		4,253
	<b>Total Debt Service</b>		<b>70,257</b>
<b>Total - Police Department Operations Division</b>			<b>2,503,415</b>

# POLICE DEPARTMENT

## DIVISION: SUPPORT SERVICES

### SERVICE DESCRIPTION

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

## FISCAL YEAR 2009-2010 PRIORITIES

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

## BUDGET SUMMARY

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	% Incr/ (Decr)
	Amended	Amended	Adopted	Adopted	
Salaries & Wages	\$72,637	\$109,671	\$119,663	127,427	6.5%
Benefits	32,887	43,341	52,323	58,268	11.4%
Materials & Services	24,000	27,070	29,400	32,900	11.9%
Capital	35,750				
<b>Total</b>	<b>\$165,274</b>	<b>\$180,082</b>	<b>\$201,386</b>	<b>\$218,595</b>	<b>8.5%</b>

**POLICE DEPARTMENT**

**DIVISION: SUPPORT SERVICES**

**BUDGET DETAIL**

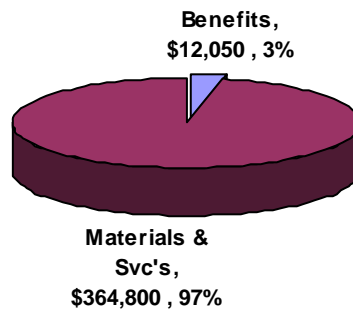
<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4202</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
<b>Personnel Costs:</b>			
	Salaries & Wages		127,427
	Employee Benefits		58,268
	Medical & Dental Insurance premiums;		
	Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>185,695</b>
<b>Materials &amp; Services</b>			
110-4202-0319	Professional Services		12,000
110-4202-0351	Equipment Repair & Maint		4,000
	LiveScan Maintenance Agreement	3,500	
	Miscellaneous	500	
		4,000	
110-4202-0355	Equipment Leases		6,000
110-4202-0356	Rentals - Equipment & Vehicles		1,500
110-4202-0357	Rentals - Space		2,000
110-4202-0365	Copying/Printing		100
110-4202-0366	Training/Travel Reimbursement		4,000
110-4202-0372	Postage		2,500
110-4202-0375	General Supplies		500
110-4202-0381	Small Tools & Equipment		300
	<b>Total Material &amp; Services</b>		<b>32,900</b>
<b>Total - Police Department Support Services Division</b>			<b>218,595</b>

# FIRE PROTECTION DISTRICT

## BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Benefits	\$22,578	\$22,578	\$12,050	\$12,050	0.0%
Materials & Services	289,130	292,000	350,700	364,800	4.0%
<b>Total</b>	<b>\$311,708</b>	<b>\$314,578</b>	<b>\$362,750</b>	<b>\$376,850</b>	<b>3.9%</b>

**FIRE  
FY 2008-09 by Category**



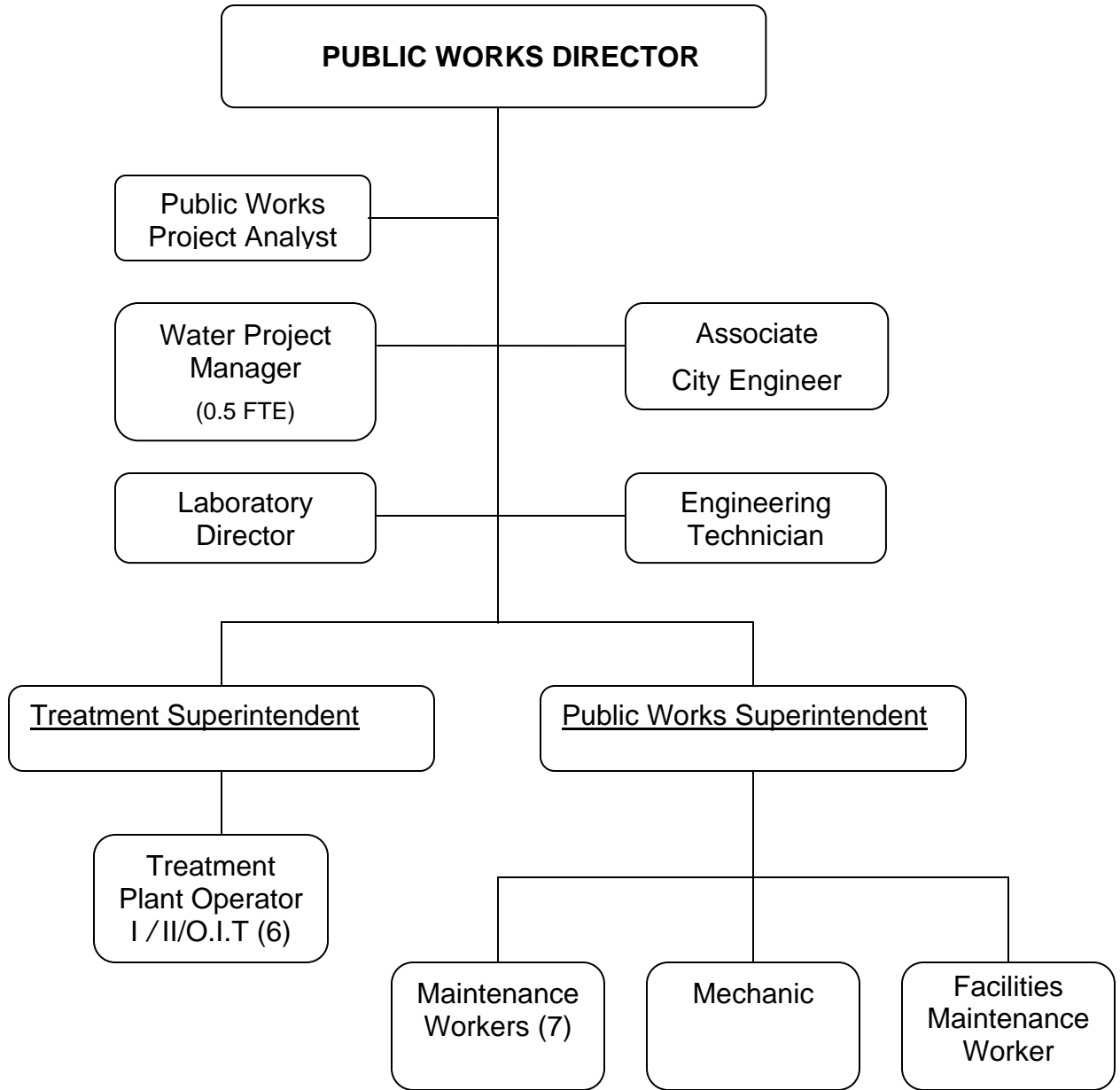
## BUDGET DETAIL

			FY2009/10	
Fund #110	Account	Category	Adopted	
Department: 4220	Detail	Detail	Budget	
<b>Personnel Costs</b>				
110-4220-0220	Pers		12,050	
	<b>Total Employee Benefits</b>		12,050	12,050
<b>Materials &amp; Services</b>				
110-4220-0319	Professional Services		364,800	
	<b>Total Material &amp; Services</b>		364,800	364,800
<b>Total - Fort Bragg Fire Protection District</b>			376,850	





# PUBLIC WORKS DEPARTMENT



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

### **MISSION STATEMENT**

Provide, operate and maintain essential public infrastructure facilities and services for the community 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 22.5 positions. Water and Wastewater are operated as separate enterprises and are shown in separate sections of this budget.

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

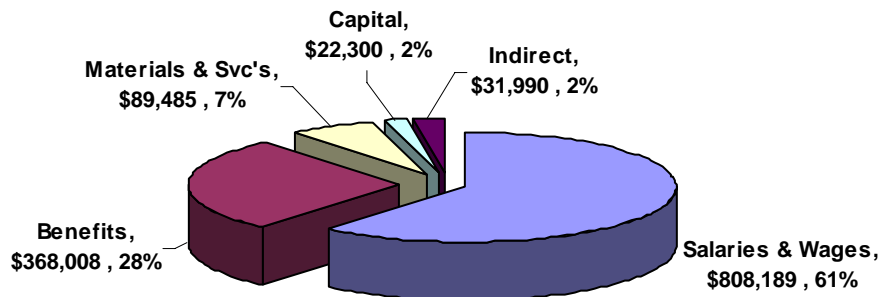
1. Provide coordinated oversight and management of six divisions within the Department.
2. Manage and inspect Capital Projects for quality and quantity of workmanship.
3. Ensure that employees are provided essential safety training and employee training. Provide employees with adequate resources to safely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

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DEPARTMENT BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Salaries & Wages	\$618,251	\$666,324	\$777,116	\$808,189	4.0%
Benefits	311,993	322,175	364,087	368,008	1.1%
Materials & Services	109,729	175,459	100,249	89,485	-10.7%
Capital	324,310	106,404	28,168	22,300	-20.8%
Indirect			95,185	31,990	-66.4%
<b>Total</b>	<b>1,364,283</b>	<b>1,270,362</b>	<b>1,364,805</b>	<b>1,319,972</b>	<b>-3.3%</b>

### PUBLIC WORKS - NON-ENTERPRISE FY 2009-10 by Category





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

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

#### **SERVICE DESCRIPTION**

Provide administrative support, fiscal management and engineering services to the Department and employees in it's 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 2008-09, THE Engineering Division accomplished the following key activities:

1. Permitting, preparation of status reports, and construction management for the Pudding Creek Force Main Relocation project.
2. Coordinated plans and specifications for the at-grade rail crossing improvements on Fir Street and Pine Street.
3. Prepared authorization package for the funding for the Downtown Streetscape project.
4. Coordinated the ADA Curb ramp project.
5. Provided construction management of the Safe Routes to School project at Dana Street and Chestnut Street.
6. Provided design and construction management for the 2008 Streets Resurfacing project on Harrison Street, Whipple Street, Corry Street, Oak Street and Boatyard Drive.
7. Coordinated Residential Streets Overlay Project and coordinated documentation for the California Integrated Waste Management Board grant for the asphalt rubber chipseal project.
8. Provided construction management for the City Hall Remodel project.
9. Coordinated utility relocations on Franklin Street.
10. Coordinated design and construction management for the Phase 3 Overlay project on Laurel Street, Wall Street, Willow Street and Chestnut Street.
11. Administered grading permits for the former Georgia Pacific Mill Site.
12. Reviewed consultant qualifications for several design projects, including the Main Street Fire Station seismic project, the wastewater collection system assessment, the raw water reservoir design project, and the CDBG Geographic Information System project.

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

**FISCAL YEAR 2009-2010 PRIORITIES**

1. Complete plans and specifications for scheduled capital improvement projects in preparation for bidding and construction in the following year, including Pudding Creek Road Reconstruction; Harold Street Overlay; Dana Street Overlay; Pomo Bluffs Trail Extension; Safe Routes to Schools Project; and Newman Gulch 45 Acre Foot Reservoir Project.
2. Continue staff training to improve skills necessary to implement the Geographic Information System; continue oversight of the Fats, Oils & Grease Program; continue to expand and implement the Backflow Device Inspection Program and provide project inspection for Capital Projects.
3. Complete construction of capital projects including: Town Hall Parapet Project; Pudding Creek Road Reconstruction; Harold Street Overlay; Dana Street Overlay; and finish final close out of Franklin Street Phase II; ADA Curb Ramps and Sidewalk Infill and Downtown Streetscape Projects

**BUDGET SUMMARY**

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	%Incr/ (Decr)
	Amended	Amended	Amended	Adopted	
Salaries & Wages	\$187,844	\$209,326	\$296,194	\$323,622	9.3%
Benefits	68,575	76,879	99,855	113,153	13.3%
Materials & Services	25,701	27,279	27,024	16,460	-39.1%
Capital		48,000	13,168		
<b>Total</b>	<b>\$282,120</b>	<b>\$361,484</b>	<b>\$436,241</b>	<b>\$453,235</b>	<b>3.9%</b>

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### DIVISION: ADMINISTRATION/ENGINEERING

### BUDGET DETAIL

Fund #110	Account	Category	FY2009/10
Department: 4330	Detail	Detail	Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages		323,622
	Employee Benefits		113,153
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		<u>          </u>
	<b>Total Personnel Costs</b>		<b>436,775</b>
<b>Materials &amp; Services</b>			
110-4330-0310	Engineering		5,000
110-4330-0320	Dues & Memberships		610
	APWA Membership	240	
	CA Land Surveyor Membership	210	
	PLS Renewal	160	
		<u>610</u>	
110-4330-0351	Equipment Repair & Maint		200
110-4330-0352	Vehicle Repair & Maint		150
110-4330-0365	Copying/Printing		150
110-4330-0366	Training/Travel Reimbursement		5,900
	Director Training	1,500	
	Assoc City Engineer Training	1,500	
	Engineering Tech Training	1,250	
	Project Analyst	1,250	
	Miscellaneous Meetings & Meals	400	
		<u>5,900</u>	
110-4330-0377	Boot Expense		400
110-4330-0381	Small Tools & Equipment		2,700
	Desks (2)	1,300	
	Meeting Table/Chairs	700	
	Shelving	500	
	Other	200	
		<u>2,700</u>	
110-4330-0382	Fuels & Lubricants		1,200
110-4330-0384	Books & Subscriptions		150
	<b>Total Material &amp; Services</b>		<b>16,460</b>
<b>Total - PW's Admin. &amp; Engineering Division</b>			<b><u>453,235</u></b>



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

**DIVISION: PARKS & FACILITIES**

**SERVICE DESCRIPTION**

Provide maintenance, landscaping and other services for four parks, open spaces, City facilities, grounds surrounding City facilities, to ensure leisure opportunities in attractive park and natural settings and a clean, healthy and safe environment for

**DIVISION SUMMARY**

1. Maintained all parks and trees.
2. Restored 20 trash receptacles.
3. Provided all Building Maintenance, janitorial duties, and building repairs.
4. Assisted with City Hall Remodel project.

**FISCAL YEAR 2009-2010 PRIORITIES**

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. Assist with development of a maintenance program for Coastal Trail along the Georgia Pacific Mill Site property for future bicycle and pedestrian access.
3. Improve maintenance to all existing park facilities.

**BUDGET SUMMARY**

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	%Incr/ (Decr)
Expenditure	Amended	Amended	Adopted	Adopted	
Materials & Services	\$24,969	\$79,295	\$12,400	\$12,125	-2.2%
Capital	300,300	34,750			
Indirect			95,185	31,990	-66.4%
<b>Total</b>	<b>\$325,269</b>	<b>\$114,045</b>	<b>\$107,585</b>	<b>\$44,115</b>	<b>-59.0%</b>

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

**DIVISION: PARKS & FACILITIES**

**BUDGET DETAIL**

<b>Fund #110</b>	<b>Account</b>	<b>Category</b>	<b>FY2009/10</b>
<b>Department: 4392</b>	<b>Detail</b>	<b>Detail</b>	<b>Adopted Budget</b>
<b>Materials &amp; Services</b>			
110-4392-0319	Professional Services		4,225
	Guest House & City Hall Alarms	1,100	
	Tree Maintenance	1,000	
	Parlin Fork Work Crew (5 days)	800	
	Fire Extinguisher Maintenance	300	
	Recycling Fees	125	
	Miscellaneous	900	
		4,225	
110-4392-0351	Equipment Repair & Maintenance		200
110-4392-0375	General Supplies		7,500
110-4392-0381	Small Tools & Equipment		200
	<b>Total Material &amp; Services</b>		<b>12,125</b>
<b>Allocation Transfers</b>			
110-4392-0397	General Fund Allocation to Facilities Maintenance		23,250
110-4392-0398	Public Works Allocation to Waste Water		8,740
	<b>Total Allocation Transfers</b>		<b>31,990</b>
<b>Total - Public Works Parks &amp; Facilities Division</b>			<b>44,115</b>

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

### **DIVISION: CORPORATION YARD/MOTOR POOL**

#### **DIVISION SUMMARY**

1. Public works crew responded to sewer calls for 17 main line blockages, 16 lateral plugs, six private lateral calls, and six root cutting issues in City pipes. Scheduled flushing of 96,600 feet of sewer main yearly. Inspected and cleaned each manhole in the system.
2. Storm drain maintenance included the following: flush and vacuum every storm drain inlet and collection box, repeatedly clean each storm inlet in town. Completed two drain box installs and three line repairs.
3. Public works crew repaired 13 water service line leaks, four main water line breaks, two failed line taps, one valve replacement, and responded to two contractor accidental damage repairs. Maintained fire hydrants at 267 locations.
4. Swept 120 miles of street each month.
5. Responded to 289 USA underground service alert utility locates.
6. The Motor Pool Mechanic maintained eight emergency generators, three portable generators, one gas powered welder, four air compressors, seven mowers, four pumps, 14 small engines, 46 cars and pickups, two forklifts, two backhoes, one tractor loader, one man lift, three sewer trucks, one street sweeper, one compactor roller, two dump trucks, four trailers, one road grader, one water tender trailer, one radar trailer, and three police motorcycles.
7. Public Works crew supported the following Community Events and tasks: Christmas tree and building decorations, Lighted Truck parade preparation, Whale Festival preparation, Salmon BBQ preparation and aid, and Labor Day parade preparation and work the day of the parade.

#### **FISCAL YEAR 2009-2010 PRIORITIES**

1. Continue training of maintenance personnel to improve safety and maintenance procedures.
2. Continue training of staff to meet regulatory compliance required to complete improvements to existing infrastructure.
3. Develop a new job classification for working foreman within the Public Works maintenance division.
4. Continue to work on improving security in and around city facilities.
5. Maintain full staffing and hire additional part time temporary personnel to assist with increased needs of park maintenance, hydrant and facilities maintenance.

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

**CORPORATION YARD**

**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2006-07 Amended</b>	<b>FY 2007-08 Amended</b>	<b>FY 2008-09 Adopted</b>	<b>FY 2009-10 Adopted</b>	<b>%Incr/ (Decr)</b>
Salaries & Wages	\$430,407	\$456,998	\$480,922	\$484,567	0.8%
Benefits	243,418	245,296	264,232	254,855	-3.5%
Materials & Services	45,409	52,285	42,250	43,500	3.0%
Capital		2,350			
<b>Total</b>	<b><u>\$719,234</u></b>	<b><u>\$756,929</u></b>	<b><u>\$787,404</u></b>	<b><u>\$782,922</u></b>	<b><u>-0.6%</u></b>

## PUBLIC WORKS DEPARTMENT (Non-Enterprise)

### CORPORATION YARD

### BUDGET DETAIL

Fund #110	Account	Category	FY2009/10
Department: 4570	Detail	Detail	Adopted Budget
<b>Personnel Costs</b>			
	Salaries & Wages		484,567
	Employee Benefits		254,855
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>739,422</b>
<b>Materials &amp; Services</b>			
110-4570-0319	Professional Services		4,150
	Pipe Disposal	1,200	
	Annual HaxMat Permit	800	
	Alarm Monitoring	250	
	Employee DMV Physicals	400	
	Fire Extingisher Service	300	
	EPA Toxic Sub. Permit	200	
	Other	1,000	
		<u>4,150</u>	
110-4570-0320	Dues & Memberships		200
110-4570-0351	Equipment Repair & Maint		2,000
110-4570-0352	Vehicle Repair & Maint		5,000
110-4570-0356	Rentals - Equipment & Vehicles		200
110-4570-0366	Training/Travel Reimbursement		1,500
110-4570-0373	Licenses & Permits		150
	DTSC Annual Permit		
110-4570-0375	General Supplies		5,000
110-4570-0376	Medical/Safety Supplies		600
110-4570-0377	Boot Expense		1,500
110-4570-0381	Small Tools & Equipment		1,000
110-4570-0382	Fuels & Lubricants		21,000
110-4570-0384	Books & Subscriptions		1,200
	<b>Total Material &amp; Services</b>		<b>43,500</b>
<b>Total - Public Works Corporation Yard Division</b>			<b><u>782,922</u></b>

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

**MOTOR POOL**

**BUDGET SUMMARY**

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	%Incr/ (Decr)
Expenditure	Adopted	Adopted	Adopted	Adopted	
Materials & Services	\$1,650	\$1,600	\$3,575	\$2,400	-32.9%
Capital				7,300	100.0%
<b>Total</b>	<b>\$1,650</b>	<b>\$1,600</b>	<b>\$3,575</b>	<b>\$9,700</b>	<b>171.3%</b>

**BUDGET DETAIL**

			FY2009/10	
Fund #110	Account	Category	Adopted	
Department: 4550	Detail	Detail	Budget	
<b>Materials &amp; Services</b>				
	110-4550-0319	Professional Services	500	
	110-4550-0351	Equipment Repair & Maint	250	
	110-4550-0373	Licenses & Permits	900	
		AQMD Generator Permits		
	110-4550-0375	General Supplies	750	
	<b>Total Material &amp; Services</b>		<u>2,400</u>	
<b>Capital Expenditures</b>				
	110-4550-0741	Machinery & Equipment	7,300	
		Engine Diagnostic Scanner	3,800	
		Air Compressor	3,500	
			<u>7,300</u>	
	<b>Total Capital Expenditures</b>		<u>7,300</u>	
<b>Total - Public Works Motor Pool Division</b>			<u><u>9,700</u></u>	

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

**OTHER PROGRAM: STORM DRAINS**

**BUDGET SUMMARY**

	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	%Incr/ (Decr)
Expenditure	Adopted	Adopted	Adopted	Adopted	
Materials & Services	\$12,000	\$15,000	\$15,000	\$15,000	0.0%
Capital	24,010	21,304	15,000	15,000	0.0%
<b>Total</b>	<b>\$36,010</b>	<b>\$36,304</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>0.0%</b>

**BUDGET DETAIL**

			FY2009/10
Fund #110	Account	Category	Adopted
Department: 4522	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
	110-4522-0310	Engineering	3,000
	110-4522-0319	Professional Services	1,000
	110-4522-0373	Licenses & Permits	3,000
		NPDES Stormwater Permit	
	110-4522-0375	General Supplies	8,000
	<b>Total Material &amp; Services</b>		<b>15,000</b>
<b>Capital Expenditures</b>			
	110-4522-0751	Infrastructure	15,000
		NPDES Phase II Program	
	<b>Total Capital Expenditures</b>		<b>15,000</b>
<b>Total - Public Works Storm Drain Division</b>			<b>30,000</b>





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

### **SERVICE DESCRIPTION**

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

### **DEPARTMENTAL SUMMARY**

During FY 2008-09, the Water Enterprise accomplished the following key activities.

1. Installed a new level sensor on the Clearwell that uses ultrasound to control the Clearwell pumps.
2. Installed new chemical pumps and controls.
3. Constructed new chemical storage building including new concrete footings so the building will last longer.
4. Replaced level transducers on the Water Plant and Cedar Street tanks to provide accurate level signals to SCADA from both tanks.
5. Replaced surface washer backflow device and tested.
6. Assisted Nute Engineering with Sodium Hypochlorite system design.
7. Removed years of accumulated steel stored at the Corp Yard.
8. Performed much needed corrosion abatement on the treatment units.
9. Met all State reporting and sampling requirements.

### **FISCAL YEAR 2009-2010 PRIORITIES**

1. Assist with securing permanent license for raw water intake from the Noyo River.
2. Complete environmental, timberland conversion program, plans, specifications and cost estimate process of potential new raw water storage reservoir at the Newman Reservoir property site.
3. Complete plant disinfection system to convert from gaseous chlorine to sodium hypochlorite.

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

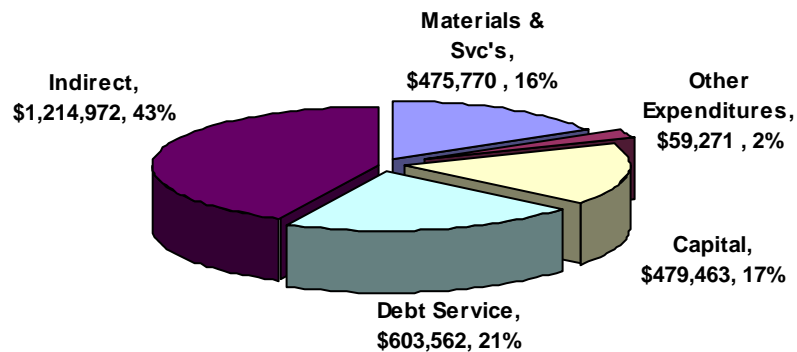
### FISCAL YEAR 2009-2010 PRIORITIES (Cont'd)

4. Continue to expand monitoring, reporting and testing procedures to meet California Department of Public Health requirements.
5. Develop solutions to address taste and odor concerns at the water treatment facility associated with algae.
6. Develop project/design to replace the raw water transmission line between Highway 20 and Newman Reservoir.

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$70,052	\$64,965			
Benefits	31,609	26,896			
Materials & Services	499,022	445,742	468,360	475,770	1.6%
Other Expenditures	100	63,813	66,550	59,271	-10.9%
Capital	198,978	253,238	462,858	479,463	3.6%
Debt Service	373,193	495,668	618,090	603,562	-2.4%
Indirect	750,565	899,494	1,153,841	1,214,972	5.3%
<b>Subtotal</b>	<b>1,923,519</b>	<b>2,249,817</b>	<b>2,769,699</b>	<b>2,833,038</b>	<b>2.3%</b>
Transfers	93,593	70,000			
<b>Total</b>	<b>\$2,017,112</b>	<b>\$2,319,817</b>	<b>\$2,769,699</b>	<b>\$2,833,038</b>	<b>2.3%</b>

**WATER O & M  
FY 2008-09 by Category**



**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - ADMINISTRATION**

**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2006-07 Amended</b>	<b>FY 2007-08 Amended</b>	<b>FY 2008-09 Amended</b>	<b>FY 2009-10 Adopted</b>	<b>%Incr/ (Decr)</b>
Salaries & Wages	\$70,052	\$64,965			
Benefits	31,609	26,896			
Materials & Services	190,322	141,270	97,077	130,232	34.2%
Other Expenditures	100	63,813	66,550	59,271	-10.9%
Capital	73,443	18,703			
Indirect	285,876	396,104	1,135,006	1,203,847	6.1%
<b>Subtotal</b>	<b>651,402</b>	<b>711,751</b>	<b>1,298,633</b>	<b>1,393,350</b>	<b>7.3%</b>
Transfers	93,593	70,000			
<b>Total</b>	<b>\$744,995</b>	<b>\$781,751</b>	<b>\$1,298,633</b>	<b>\$1,393,350</b>	<b>7.3%</b>

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - ADMINISTRATION**

**BUDGET DETAIL**

Fund #610	Account	Category	FY2009/10
Department: 4610	Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>			
610-4610-0310	Engineering		53,000
	Design - Simpson Lane Trestle Replacement	25,000	
	East FB Booster Station Evaluation	25,000	
	Misc	3,000	
		53,000	
610-4610-0311	Legal		25,000
610-4610-0312	Auditing & Accounting		7,957
610-4610-0319	Professional Services		12,075
	Water Source Dev. Agency	10,000	
	HazMat Permit	1,100	
	1/2 Yearly Maint. Contract - Connect Software	575	
	1/2 48 Hr. Notice Phone Service	400	
		12,075	
610-4610-0351	Equipment Repair & Maint		450
	1/2 Yearly Maint. Contract - Folding Machine		
610-4610-0355	Equipment Leases		1,350
	1/2 Yearly Lease - Folding Machine		
610-4610-0362	Telephone & Communication		3,200
610-4610-0365	Copying/Printing		4,000
	Annual Water Quality Report to Consumers	3,200	
	Utility Bills	800	
		4,000	
610-4610-0372	Postage		8,300
610-4610-0373	Licenses & Permits		13,500
	DHS, Environmental Health;		
	Dept of Public Health; Misc Permits & Fees		
610-4610-0375	General Supplies		1,400
	<b>Total Material &amp; Services</b>		<b>130,232</b>

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - ADMINISTRATION**

**BUDGET DETAIL (Continued)**

Fund #610	Account	Category	FY2009/10
Department: 4610	Detail	Detail	Adopted Budget
<b>Other Expenditures</b>			
610-4610-0358	Liability Premium		29,506
610-4610-0359	Liability Deductible		3,000
610-4610-0360	Property Premium		23,265
610-4610-0361	Property Deductible		3,000
610-4610-0606	Bad Debts Sent to Collection		500
	<b>Total Other Expenditures</b>		<b>59,271</b>
<b>Allocation Transfers</b>			
610-4610-0396	Allocation to IT Internal Service Fund		24,838
610-4610-0399	Admin Costs Allocation		304,921
610-4610-0801	Salary/Benefits Allocation		874,088
	<b>Total Allocation Transfers</b>		<b>1,203,847</b>
<b>Total - Water Enterprise Administration Division</b>			<b>1,393,350</b>

# PUBLIC WORKS DEPARTMENT (Water Enterprise)

## DIVISION: WATER ENTERPRISE - MAINTENANCE

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	\$34,500	\$39,200	\$79,818	\$80,138	0.4%
Capital	27,983	145,715	47,358	35,000	-26.1%
Debt Service			126,566	126,565	0.0%
Indirect	217,683	224,447	18,835	11,125	-40.9%
<b>Total</b>	<b>280,166</b>	<b>409,362</b>	<b>272,577</b>	<b>252,828</b>	<b>-7.2%</b>

### BUDGET DETAIL

Fund #610	Account	Category	FY2009/10 Adopted
Department: 4611	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
610-4611-0319	Professional Services		43,000
	Waterfall Gulch Silt Removal		40,000
	Tree Removal Services		3,000
			43,000
610-4611-0366	Training/Travel Reimbursement		1,200
610-4611-0375	General Supplies		35,000
610-4611-0381	Small Tools & Equipment		938
	<b>Total Material &amp; Services</b>		<b>80,138</b>
<b>Debt Service</b>			
610-4611-0915	Capital Lease - Principal		88,251
610-4611-0916	Capital Lease - Interest		38,314
	<b>Total Debt Service</b>		<b>126,565</b>
<b>Allocation Transfers</b>			
610-4611-0397	Allocation to Facilities Maintenance Fund		11,125
	<b>Total Allocation Transfers</b>		<b>11,125</b>
<b>Capital Expenditures</b>			
610-4611-0742	Vehicles		35,000
	1/2 Cost of Water/Wastewater Service Truck		
	<b>Total Capital Expenditures</b>		<b>35,000</b>
<b>Total - Water Enterprise Maintenance Division</b>			<b>252,828</b>

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - TREATMENT**

**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2006-07 Amended</b>	<b>FY 2007-08 Amended</b>	<b>FY 2008-09 Amended</b>	<b>FY 2009-10 Adopted</b>	<b>%Incr/ (Decr)</b>
Materials & Services	\$274,200	\$265,272	\$291,465	\$265,400	-8.9%
Capital	97,552	88,820	415,500	444,463	7.0%
Debt Service	373,193	495,668	\$491,524	\$476,997	-3.0%
Indirect	247,006	278,943			
<b>Total</b>	<b><u>\$991,951</u></b>	<b><u>\$1,128,703</u></b>	<b><u>\$1,198,489</u></b>	<b><u>\$1,186,860</u></b>	<b><u>-1.0%</u></b>



# PUBLIC WORKS DEPARTMENT (Water Enterprise)

## DIVISION: WATER ENTERPRISE - TREATMENT

### BUDGET DETAIL

Fund #610	Account	Category	FY2009/10
Department: 4612	Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>			
610-4612-0313	Laboratory		9,000
	Monitoring; Title 22, Lead & Copper Sampling		
610-4612-0319	Professional Services		10,240
	Inspect/repair Water Tank Leak	5,040	
	SCADA Upgrade	2,500	
	Tank Cathodic Protection Calibration	1,800	
	Backflow Device Testing & Maint.	500	
	Fire Extinguishers Maintenance	400	
		10,240	
610-4612-0320	Dues & Memberships		1,060
	Operator/Lab Tech Certification	700	
	Wine Country Water Association	180	
	American Water Works Association	180	
		1,060	
610-4612-0342	Laboratory Supplies		3,600
	Colilert	2,100	
	IDEXX Trays, Sample Bottles	800	
	DI Water Cartridges	500	
	1/2 Certified Thermometer	200	
		3,600	
610-4612-0343	Chemicals		63,800
610-4612-0351	Equipment Repair & Maint		30,000
	Pumps & Controls	10,000	
	Replace FTU Surface Wash Pump	10,000	
	Misc Hardware	7,000	
	Electrical Hardware	3,000	
		30,000	
610-4612-0352	Vehicle Repair & Maint		700
610-4612-0353	Building Repair & Maintenance		3,450
610-4612-0354	Laundry/Cleaning/Janitorial		2,750
610-4612-0366	Training/Travel Reimbursement		3,600
	Technical Training	2,000	
	Certificate Renewals - Travel	1,000	
	Course Books & Enrollment	300	
	Association Annual Dinner	200	
	Trade Show	100	
		3,600	

## PUBLIC WORKS DEPARTMENT (Water Enterprise)

### DIVISION: WATER ENTERPRISE - TREATMENT

### BUDGET DETAIL (Continued)

		FY2009/10	
Fund #610	Account	Category	Adopted
Department: 4612	Detail	Detail	Budget
<b>Materials &amp; Services, Continued</b>			
610-4612-0375	General Supplies		2,500
610-4612-0376	Medical/Safety Supplies		1,400
	SCBA Maintenance	250	
	Respirator Maintenance	250	
	First Aid	150	
	Miscellaneous	750	
		1,400	
610-4612-0381	Small Tools & Equipment		3,000
	Service Truck Tools	1,500	
	Miscellaneous	1,500	
		3,000	
610-4612-0382	Fuels & Lubricants		5,000
610-4612-0383	Utilities		125,000
610-4612-0384	Books & Subscriptions		300
	<b>Total Material &amp; Services</b>		<b>265,400</b>
<b>Capital Expenditures</b>			
610-4612-0740	Lab Machinery & Equipment		8,400
	Quantitray Sealer	4,000	
	1/2 cost - Autoclave	2,500	
	1/2 cost - Hood	1,500	
	1/2 cost - Refrigerator	400	
		8,400	
610-4612-0741	Machinery & Equipment		225,300
	Replace plant PLC (Rebudgeted from FY09)	120,000	
	Large Trailer Mounted Generator (1/2)	45,000	
	Replace four pumps at booster station	25,000	
	Filter media	5,300	
	Miscellaneous	30,000	
		225,300	
610-4612-0742	Vehicles		30,000
	Small 4x4 tractor/loader		
610-4612-0751	Infrastructure		30,000
	Pave pond levee approach	20,000	
	Repair Madsen Hole road base	10,000	
		30,000	

**PUBLIC WORKS DEPARTMENT  
(Water Enterprise)**

**DIVISION: WATER ENTERPRISE - TREATMENT**

**BUDGET DETAIL (Continued)**

Fund #610 Department: 4612	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Capital Expenditures, Continued</b>			
610-4614-0731	CIP - Newman Reservoir Timber Harvest Plan; Preliminary Engineering; Biological Survey	150,763	
	<b>Total Capital Expenditures</b>		<b>444,463</b>
<b>Debt Service</b>			
610-4612-0911	Principal	302,077	
610-4612-0912	Interest	171,520	
610-4612-0913	Fees	3,400	
	<b>Total Debt Service</b>		<b>476,997</b>
<b>Total - Water Enterprise Treatment Division</b>			<b>1,186,860</b>

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

### **SERVICE DESCRIPTION**

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

### **DEPARTMENTAL SUMMARY**

During FY 2008-09, the Waste Water Enterprise (Municipal Improvement District #1) accomplished the following:

1. Replaced #2 primary recirculation pump.
2. Replaced/rebuilt four lift station & plant dry well sump pumps.
3. Installed three of four lift station level pump controls using modern ultrasound level controllers to replace 40 year old technology that utilized mercury switches, compressor and diaphragms.
4. Installed two of six auto dialers that will allow staff to respond to alarms more efficiently, minimize multiple responders and eliminate phone service contract.
5. Built a garden shed, a tool & hardware shed, P2 pump cover structure, head works embankment concrete retaining wall and built a new light post concrete foundation and mounted light post.
6. Coordinated hauling of 160 tons of bio-sludge and projected hauling of additional 200 tons.
7. Replaced 1 of 2 industrial compressors including rewiring the controls and install a back-up compressor for the primary clarifier sludge pump.
8. Replaced sludge press poly pump system including electrical and plumbing.
9. Completed 2008 DMR-QA and RWQCB reporting.
10. Completed NPDES required sampling and Chronic Toxicity.
11. Replaced and tested three backflow devices.
12. Developed sampling protocols for each treatment process for efficiency evaluation.
13. Assisted Nute Engineering with Sodium Hypochlorite & Sodium Thiosulfate design.

**PUBLIC WORKS DEPARTMENT  
(Wastewater Enterprise)**

**FISCAL YEAR 2009-2010 PRIORITIES**

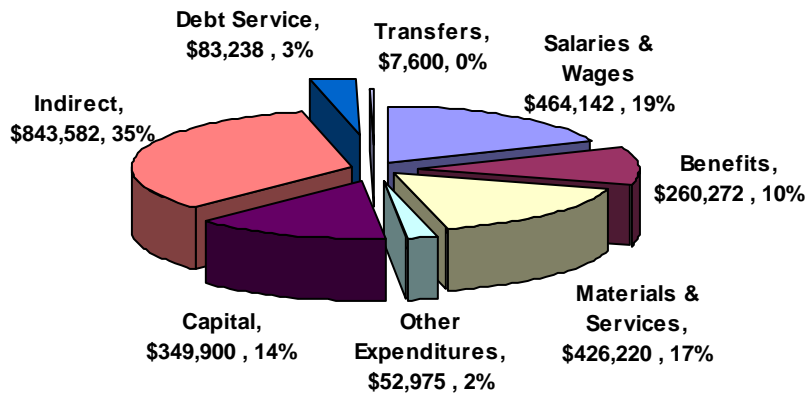
1. Train personnel and provide additional equipment to improve safety of all treatment operations.
2. Continue to develop overall program for wastewater facility upgrades as outlined within the Wastewater Treatment Facility Study and pursue additional funding as directed by the District Board.
3. Identify Inflow and Infiltration projects that require immediate attention and complete slip lining projects as funding allows for repair of deficiencies at specific locations.
4. Complete conversion of disinfection and dechlorination system from gaseous chlorine to sodium hypochlorite and bisulfites.
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. Re-evaluate treatment operations to improve functionality of the treatment facility while reducing the amount of chemicals introduced into the treatment process.

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	% Incr/ (Decr)
Salaries & Wages	\$364,855	\$396,341	\$474,510	\$464,142	-2.2%
Benefits	251,852	242,138	266,338	260,272	-2.3%
Materials & Services	437,225	532,571	515,669	426,220	-17.3%
Other Expenditures	52,221	63,713	59,625	52,975	-11.2%
Capital	219,242	166,163	24,000	349,900	1357.9%
Indirect	549,626	628,384	774,160	843,582	9.0%
Debt Service	113,033	117,140	138,413	83,238	-39.9%
<b>Sub-Total</b>	<b>1,988,054</b>	<b>2,146,450</b>	<b>2,252,715</b>	<b>2,480,329</b>	<b>10.1%</b>
Transfers	25,500	123,375	7,600	7,600	0.0%
<b>Total</b>	<b>\$2,013,554</b>	<b>\$2,269,825</b>	<b>\$2,260,315</b>	<b>\$2,487,929</b>	<b>10.1%</b>

### WASTEWATER O & M FY 2009-10 by Category



**PUBLIC WORKS DEPARTMENT  
(Wastewater Enterprise)**

**DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION**

**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2006-07 Amended</b>	<b>FY 2007-08 Amended</b>	<b>FY 2008-09 Amended</b>	<b>FY 2009-10 Adopted</b>	<b>%Incr/ (Decr)</b>
Materials & Services	\$32,562	\$69,200	\$46,479	\$33,733	-27.4%
Other Expenditures	52,221	63,713	59,625	52,975	-11.2%
Capital	76,000	22,500			
Indirect	362,334	421,029	746,330	832,457	
Debt Service	52,643	53,375	53,375		-100.0%
<b>Sub-Total</b>	<b>575,760</b>	<b>629,817</b>	<b>905,809</b>	<b>919,165</b>	<b>1.5%</b>
Transfers	25,500	123,375	7,600	7,600	0.0%
<b>Total</b>	<b>\$601,260</b>	<b>\$753,192</b>	<b>\$913,409</b>	<b>\$926,765</b>	<b>1.5%</b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - ADMINISTRATION

#### BUDGET DETAIL

Fund #710				FY2009/10
Department: 4710		Account	Category	Adopted
		Detail	Detail	Budget
<b>Materials &amp; Services</b>				
710-4710-0310	Engineering		3,000	
710-4710-0311	Legal		5,000	
710-4710-0312	Auditing & Accounting		9,358	
710-4710-0319	Professional Services		2,725	
	1/2 Yearly Maint. Contract - Connect Software	575		
	1/2 48 Hr. Notice Phone Service	400		
	Miscellaneous	1,750		
		2,725		
710-4710-0351	Equipment Repair & Maint		450	
	1/2 Yearly Maint. Contract - Folding Machine			
710-4710-0355	Equipment Leases		1,350	
	1/2 Yearly Lease - Folding Machine			
710-4710-0362	Telephone & Communication		2,000	
710-4710-0365	Copying/Printing		450	
710-4710-0372	Postage		8,300	
710-4710-0375	General Supplies		1,100	
	<b>Total Material &amp; Services</b>		33,733	
<b>Other Expenditures</b>				
710-4610-0606	Bad Debts Sent to Collection		500	
710-4710-0358	Liability Premium		25,658	
710-4710-0359	Liability Deductible		3,000	
710-4710-0360	Property Premium		20,817	
710-4710-0361	Property Deductible		3,000	
	<b>Total Other Expenditures</b>		52,975	
<b>Allocation Transfers</b>				
710-4710-0396	Allocation to Technology Maintenance Fund		25,837	
710-4710-0399	Admin Costs Allocation		323,412	
710-4710-0801	Salary/Benefits Allocation		483,208	
	<b>Total Allocation Transfers</b>		832,457	
<b>Operating Transfers</b>				
710-4710-0799	Transfer to Other Funds		7,600	
	To 610 for WW Portion of 2007 Equipment Lease Payment			
	<b>Total Operating Transfers</b>		7,600	
<b>Total - Wastewater Enterprise Administration Division</b>				926,765



# PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

## DIVISION: WASTEWATER ENTERPRISE - MAINTENANCE

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	\$12,250	\$22,580	\$11,688	\$10,750	-8.0%
Capital	129,350	88,779		35,000	
Indirect	187,292	207,355	27,830	11,125	-60.0%
Debt Service			23,023	23,023	100.0%
<b>Total</b>	<b><u>\$328,892</u></b>	<b><u>\$318,714</u></b>	<b><u>\$62,541</u></b>	<b><u>\$79,898</u></b>	<b><u>27.8%</u></b>

### BUDGET DETAIL

Fund #710	Account	Category	FY2009/10 Adopted
Department: 4711	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
710-4711-0319	Professional Services	1,000	
710-4711-0366	Training/Travel Reimbursement	500	
710-4711-0375	General Supplies	8,750	
710-4711-0381	Small Tools & Equipment	500	
	<b>Total Material &amp; Services</b>	<u>10,750</u>	<b>10,750</b>
<b>Allocation Transfers</b>			
710-4711-0397	Allocation to Facilities Maintenance Fund	11,125	
	<b>Total Allocation Transfers</b>	<u>11,125</u>	<b>11,125</b>
<b>Capital Expenditures</b>			
710-4711-0742	Vehicles	35,000	
	1/2 cost - Water/WW Service Truck		
	<b>Total Capital Expenditures</b>	<u>35,000</u>	<b>35,000</b>
<b>Debt Service</b>			
710-4711-0915	Capital Lease - Principal	20,792	
710-4711-0916	Capital Lease - Interest	2,231	
	<b>Total Debt Service</b>	<u>23,023</u>	<b>23,023</b>
<b>Total - Wastewater Enterprise Maintenance Division</b>			<b><u>79,898</u></b>

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - TREATMENT

#### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$364,855	\$396,341	\$474,510	\$464,142	-2.2%
Benefits	251,852	242,138	266,338	260,272	-2.3%
Materials & Services	392,413	440,791	457,502	381,737	-16.6%
Capital	13,892	54,884	24,000	314,900	1212.1%
Debt Service	60,390	63,765	62,015	60,215	-2.9%
<b>Total</b>	<b>\$1,083,402</b>	<b>\$1,197,919</b>	<b>\$1,284,365</b>	<b>\$1,481,267</b>	<b>15.3%</b>

#### BUDGET DETAIL

Fund #710	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Department: 4712</b>			
<b>Personnel Costs</b>			
	Salaries & Wages		464,142
	Employee Benefits		260,272
	Medical & Dental Insurance Premiums; Pers; Employment Taxes		
	<b>Total Personnel Costs</b>		<b>724,415</b>
<b>Materials &amp; Services</b>			
710-4712-0313	Laboratory		6,000
710-4712-0319	Professional Services		49,100
	Sludge Disposal & Sampling	40,000	
	Chronic Toxicity Testing	4,500	
	Alarm Monitoring	1,500	
	Annual Hoist Inspection	1,200	
	DMRQA #29	1,000	
	Backflow Device Testing	500	
	Fore Extinguisher Maintenance	400	
		49,100	
710-4712-0320	Dues & Memberships		1,750
	Operator Certification/Renewal	1,000	
	Calif. Rural Water Association	750	
		1,750	

**PUBLIC WORKS DEPARTMENT  
(Wastewater Enterprise)**

**DIVISION: WASTEWATER ENTERPRISE - TREATMENT**

**BUDGET DETAIL**

		FY2009/10		
Fund #710		Account	Category	Adopted
Department: 4712		Detail	Detail	Budget
<b>Materials &amp; Services, Continued</b>				
710-4712-0342	Laboratory Supplies			5,800
	Chemicals	2,000		
	Micro-organisms & DI Water Cartridges	1,700		
	DO Probe	800		
	Pipets, Gloves, Filters, Etc.	700		
	Balance Service	400		
	1/2 Certified Thermomter	200		
		5,800		
710-4712-0343	Chemicals			70,237
710-4712-0351	Equipment Repair & Maint			88,700
	Lift Station Auto Dialers & level controls	16,700		
	Electrical Motor & Controls	10,000		
	Pump Repair Parts	10,000		
	Sludge Valves	10,000		
	Sludge press electrical box, hydraulics, etc	7,000		
	Electrical Hardware	6,000		
	Utility water pipe & valves	5,000		
	Grating	3,000		
	Submersible sump pumps	1,600		
	Sample pump	1,500		
	Concrete	1,500		
	Stainless Steel Hardware	1,500		
	Replacement press belt	1,400		
	Boiler annual maintenance	1,100		
	Chemical pump rebuild kits	1,000		
	Potable water pump	1,000		
	PVC Hardware	400		
	Miscellaneous	10,000		
		88,700		
710-4712-0353	Building Repair & Maintenance			4,950
710-4712-0354	Laundry/Cleaning/Janitorial			2,800
710-4712-0366	Training/Travel Reimbursement			3,000
710-4712-0373	Licenses & Permits			11,700
	Annual Fee	6,700		
	Lab Certification	3,000		
	Co. Haz Materials	1,100		
	NOI Fee	900		
		11,700		

## PUBLIC WORKS DEPARTMENT (Wastewater Enterprise)

### DIVISION: WASTEWATER ENTERPRISE - TREATMENT

#### BUDGET DETAIL (Continued)

Fund #710 Department: 4712	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Materials &amp; Services, Continued</b>			
710-4712-0375	General Supplies		4,150
710-4712-0376	Medical/Safety Supplies		3,200
	Gas Detector, SCBA, Respirator Maintenance	2,200	
	Miscellaneous	1,000	
		3,200	
710-4712-0377	Boot Expense		1,600
710-4712-0381	Small Tools & Equipment		5,050
	Plant, Truck & Electrical Tools	4,450	
	Power weedeater	600	
		5,050	
710-4712-0382	Fuels & Lubricants		3,500
710-4712-0383	Utilities		120,000
710-4712-0384	Books & Subscriptions		200
	<b>Total Material &amp; Services</b>		<b>381,737</b>
<b>Capital Expenditures</b>			
710-4712-0720	Buildings		110,000
	Sheet Metal Siding for Press & Garage	60,000	
	Lift Station, Press Blding & Garage Roof	40,000	
	Fencing for lift stations	10,000	
		110,000	
710-4712-0741	Machinery & Equipment		204,900
	Replace P3 Secondary Recirculation Pump	75,000	
	Large Trailer Mounted Generator (1/2)	45,000	
	SS Generator diesel convault	25,000	
	Chicago Pump	22,000	
	Compressor	12,000	
	Propane Generators for Small Lift Stations	11,500	
	1/2 cost - Lab Equipment	4,400	
	Mower	4,000	
	BOD incubator	3,500	
	Aluminum Lumber Rack	1,500	
	Metal work bench	1,000	
		204,900	
	<b>Total Capital Expenditures</b>		<b>314,900</b>
<b>Debt Service</b>			
710-4712-0911	Principal		35,000
710-4712-0912	Interest		23,015
710-4712-0913	Fees		2,200
	<b>Total Debt Service</b>		<b>60,215</b>
<b>Total - Wastewater Enterprise Treatment Division</b>			<b>1,481,267</b>



# INTERNAL SERVICE FUNDS

## FACILITIES REPAIR & MAINTENANCE

### BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services			\$133,500	\$171,791	28.7%
Capital			\$15,000		
<b>Total</b>			<b>\$148,500</b>	<b>\$171,791</b>	<b>15.7%</b>

### BUDGET DETAIL

			FY2009/10
Fund #520	Account	Category	Adopted
Department: 4393	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
520-4393-0353	Facilities Maintenance & Repair		171,791
<b>Total Materials &amp; Services</b>			<b>171,791</b>
<b>Total Facilities Maintenance &amp; Repair</b>			<b>171,791</b>

Facilities Repair & Maintenance Internal Service Fund Detail								
	FY08/09 Adopted	FY08/09 Exp	Fund Bal as of 06/30/09	FY 09/10 Add'l Funding	FY 09/10 Total Adopted	Funding Source		
						Gen Fund	Water	WW
<b>Police Dept:</b>								
Carpet, Stairs, etc	25,000	7,979	17,021		17,021			
Paint exterior of building				20,000	20,000	20,000		
Evidence & interview room				25,000	25,000	25,000		
EOC Modernization				8,000	8,000	8,000		
<b>Sub-Totals - Police Dept</b>	<b>25,000</b>	<b>7,979</b>	<b>17,021</b>	<b>53,000</b>	<b>70,021</b>	<b>53,000</b>	-	-
<b>Public Works</b>								
Town Hall Improvements								
Paint exterior of building				22,000	22,000	11,000	5,500	5,500
Floors - Bathrooms & Main Hall	40,000	230	39,770		39,770			
Paint interior				10,000	10,000	5,000	2,500	2,500
Replace lights above dais				10,000	10,000	5,000	2,500	2,500
<b>Sub-Totals - Town Hall</b>	<b>40,000</b>	<b>230</b>	<b>39,770</b>	<b>42,000</b>	<b>81,770</b>	<b>21,000</b>	<b>10,500</b>	<b>10,500</b>
Fort Building Roof	15,000		15,000		15,000			
Misc Building Maint - Non-Ent.	5,500	4,000	1,500	3,500	5,000	2,250	625	625
<b>Sub-Total - Misc Facilities</b>	<b>20,500</b>	<b>4,000</b>	<b>16,500</b>	<b>3,500</b>	<b>20,000</b>	<b>2,250</b>	<b>625</b>	<b>625</b>
FY08/09 Repairs Completed	63,000	63,000						
<b>Total Facilities Maint &amp; Repair</b>	<b>148,500</b>	<b>75,209</b>	<b>73,291</b>	<b>98,500</b>	<b>171,791</b>	<b>76,250</b>	<b>11,125</b>	<b>11,125</b>

**INTERNAL SERVICE FUNDS**

**TECHNOLOGY MAINTENANCE & REPLACEMENT**

**BUDGET SUMMARY**

Expenditure	FY 2006-07 <u>Adopted</u>	FY 2007-08 <u>Adopted</u>	FY 2008-09 <u>Adopted</u>	FY 2009-10 <u>Adopted</u>	%Incr/ (Decr)
Materials & Services			\$98,555	59,600	-39.5%
Capital			\$37,500	37,500	0.0%
<b>Total</b>			<b><u>\$136,055</u></b>	<b><u>97,100</u></b>	<b><u>-28.6%</u></b>

**BUDGET DETAIL**

Fund #520	Account	Category	FY2009/10 Adopted
Department: 4394	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
521-4394-0351	Equipment Repair & Maintenance	58,850	
521-4394-0381	Small Tools & Equipment	750	
	<b>Total Materials &amp; Services</b>		<b><u>59,600</u></b>
<b>Capital Expenditures</b>			
521-4394-0741	Machinery & Equipment	37,500	
	<b>Total Capital Expenditures</b>		<b><u>37,500</u></b>
	<b>Total Technology Maintenance &amp; Replacement</b>		<b><u><u>97,100</u></u></b>

**INTERNAL SERVICE FUNDS**

**TECHNOLOGY MAINTENANCE & REPLACEMENT**

**BUDGET DETAIL (Continued)**

Technology Maintenance & Repair Internal Service Fund Detail							
	FY08/09 Adopted	FY08/09 Exp.	To (From) Fund Balance	FY 09/10 Adopted	Funding Source		
					Gen Fund	Water	WW
<b>521-4394-0351 Equipment Repair &amp; Maintenance</b>							
IT Maint Contract	41,605	41,604	1	41,700	20,850	10,425	10,425
Springbrook Maint Contract	12,800	12,755	45	12,800	6,400	3,200	3,200
ACAD Upgrades/Yrly Maint				2,000	1,000	500	500
Anti-virus Software Maint				1,200	600	300	300
CD Data				1,150	575	288	287
<b>Sub-totals</b>	<b>54,405</b>	<b>54,359</b>	<b>46</b>	<b>58,850</b>	<b>29,425</b>	<b>14,713</b>	<b>14,712</b>
<b>524-4394-0381 Small Tools &amp; Equipment</b>							
Misc Computer Parts	-	328	(328)	750	250	250	250
<b>521-4394-0741 Machinery &amp; Equipment</b>							
8 Replacement Computers	12,000	4,577	7,423	-			
Hard Drive (City Clerk)	250	217	33	-			
Scanner for Doc Imaging	3,500		3,500	-			
Replace PD AS400	21,000	24,013	(3,013)	-			
Unexpected computer/ printer failures	4,000		4,000	-			
GIS Program	37,500	37,500		-			
Computer Equip Reserve	3,400		3,400	-			
12 Computers				18,000	9,000	4,000	5,000
Doc Server (City Clerk)				2,000	1,000	500	500
Firewall				2,000	1,000	500	500
NT Server				8,000	4,000	2,000	2,000
2 Laptops (CD, PW)				3,000	1,250	875	875
1 Laptop (Corp Yard)				1,500	500	500	500
1 Laptop (Water)				1,500		1,500	
1 Laptop (Wastewater)				1,500			1,500
<b>Sub-totals</b>	<b>81,650</b>	<b>66,307</b>	<b>15,343</b>	<b>37,500</b>	<b>16,750</b>	<b>9,875</b>	<b>10,875</b>
<b>Total Tech Maint &amp; Repair</b>	<b>136,055</b>	<b>120,994</b>	<b>15,061</b>	<b>97,100</b>	<b>46,425</b>	<b>24,838</b>	<b>25,837</b>





## **REDEVELOPMENT AGENCY**

### **MISSION STATEMENT**

Design and implement redevelopment projects and programs that achieve the goals of eliminating blight, stimulating economic development, and increasing and improving affordable housing opportunities, consistent with the Fort Bragg Redevelopment Plan adopted in 1987 and the Five-Year Implementation Plan adopted in 2006.

### **DEPARTMENTAL SUMMARY**

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

- Prevent and eliminate blight and remedy conditions which cause blight in the Fort Bragg Redevelopment Project Area.
- Promote the economic health of the City.
- Renovate and/or redevelop the public, residential, commercial and industrial properties that are characterized by blight.
- Improve the City's infrastructure, including roads, parking facilities, storm drainage, water and sewer capacity, pedestrian paths, and parks.
- Carry out improvements to enhance the functioning, appearance, and economic strength of the Central Business District.
- Carry out projects that make Fort Bragg a desirable place to live and work, thereby improving the economic health of the City.
- Provide affordable housing opportunities for very low-, low- and moderate-income households in the City of Fort Bragg.
- Help to implement the City's housing policies as described in the Housing Element of the General Plan and the Coastal General Plan.

## **REDEVELOPMENT AGENCY**

### **FISCAL YEAR 2009-2010 PRIORITIES**

The Fiscal Year 2009-10 budget for the Redevelopment Agency addresses the following priorities:

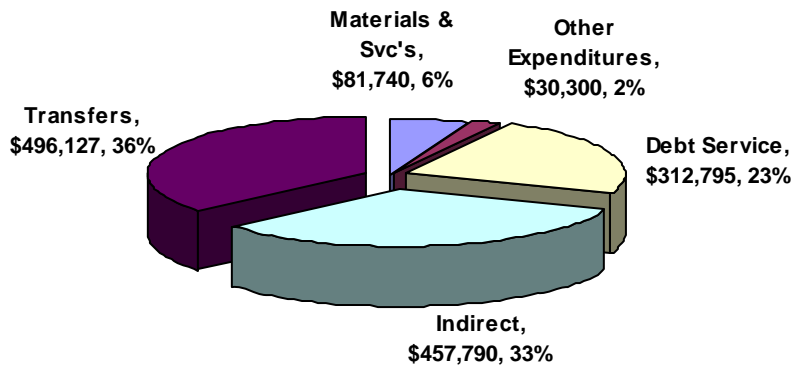
1. Complete implementation of the Downtown Streetscape Enhancement Project (Phase 3) that includes installation of streetscape improvements on the east-west streets in the Central Business District.
2. Continue to implement the City's Economic Development Strategy, including development of a business assistance website, and other collaborative projects with the business community.
3. Continue to implement the City's affordable housing program, as defined in the General Plan Housing Element, including administration of a housing rehabilitation loan program with State Community Development Block Grant funds.
4. Continue to engage in the Georgia-Pacific Mill Site reuse planning process, including (a) completion of the Coastal Trail & Parkland acquisition; (b) continued oversight of the environmental remediation process and coordination with Georgia-Pacific and the Department of Toxic Substances Control in accordance with the Polanco Redevelopment Act; (c) participation in the Specific Plan process to develop a land use plan and implementation program for redevelopment of the 425+ acre Mill Site property.
5. Continue to evaluate options for either modifying the existing Fort Bragg Redevelopment Plan or adopting a new redevelopment plan to ensure that redevelopment financing is available to assist with the development of public improvements and amenities in conjunction with redevelopment of the Mill Site.

# REDEVELOPMENT AGENCY

## AGENCY BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	\$253,997	\$302,351	\$156,968	\$81,740	-47.9%
Other Expenditures	682,400	825,250	147,300	30,300	-79.4%
Capital	160,500	82,534	0	0	
Debt Service	315,935	315,025	312,565	312,795	0.1%
Indirect	189,424	288,855	500,034	457,790	-8.4%
	<b>1,602,256</b>	<b>1,814,015</b>	<b>1,116,867</b>	<b>882,625</b>	<b>-21.0%</b>
Transfers	1,743,685	663,975	455,965	496,127	8.8%
<b>Total</b>	<b><u>\$3,345,941</u></b>	<b><u>\$2,477,990</u></b>	<b><u>\$1,572,832</u></b>	<b><u>\$1,378,752</u></b>	<b><u>-12.3%</u></b>

**REDEVELOPMENT AGENCY  
FY 2009-10 by Category**



**REDEVELOPMENT AGENCY**

**PROGRAM: REDEVELOPMENT PROJECT FUND**

**BUDGET SUMMARY**

<b>Expenditure</b>	<b>FY 2006-07 Amended</b>	<b>FY 2007-08 Amended</b>	<b>FY 2008-09 Amended</b>	<b>FY 2009-10 Adopted</b>	<b>%Incr/ (Decr)</b>
Materials & Services	\$180,347	\$240,947	\$98,377	\$65,887	-33.0%
Other Expenditures	682,400	825,250	147,300	30,300	-79.4%
Capital	160,500	82,534			
Indirect	165,702	209,352	393,511	349,683	-11.1%
<b>Subtotal</b>	<b>1,188,949</b>	<b>1,358,083</b>	<b>639,188</b>	<b>445,870</b>	<b>-30.2%</b>
Transfers	343,685	508,975	380,565	279,028	-26.7%
<b>Total</b>	<b>\$1,532,634</b>	<b>\$1,867,058</b>	<b>\$1,019,753</b>	<b>\$724,898</b>	<b>-28.9%</b>

**REDEVELOPMENT AGENCY**

**PROGRAM: REDEVELOPMENT PROJECT FUND**

**BUDGET DETAIL**

Fund #170		Account	Category	FY2009/10
Department: 4810		Detail	Detail	Adopted Budget
<b>Materials &amp; Services</b>				
170-4810-0311	Legal		15,000	
	Legal Services for RDA Plan Update			
170-4810-0312	Auditing & Accounting		6,587	
170-4810-0319	Professional Services		31,800	
	RDA Plan Updates, Noyo Center, etc	15,000		
	County Tax Administration Fees	16,800		
		31,800		
170-4810-0320	Dues & Memberships		12,000	
	California Redevelopment Association	7,000		
	EDFC	5,000		
		12,000		
170-4810-0366	Training/Travel Reimbursement		500	
	<b>Total Material &amp; Services</b>		65,887	
<b>Other Expenditures</b>				
170-4810-0607	Misc Assistance Program		300	
170-4810-0609	Section 33401 Passthrough		30,000	
	<b>Total Other Expenditures</b>		30,300	
<b>Allocation Transfers</b>				
170-4810-0399	Admin Costs Allocation		74,761	
170-4810-0801	Salary/Benefits Allocation		274,922	
	<b>Total Allocation Transfers</b>		349,683	
<b>Operating Transfers</b>				
170-4810-0799	Transfer to Other Funds		279,028	
	To Fund 172 - RDA Debt Service			
	<b>Total Operating Transfers</b>		279,028	
	<b>Total - Redevelopment Agency Project Fund</b>		<b>724,898</b>	

# REDEVELOPMENT AGENCY

## PROGRAM: REDEVELOPMENT LOW-MODERATE HOUSING

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	\$73,650	\$61,404	\$58,591	\$15,853	-72.9%
Indirect	23,722	79,503	106,523	108,107	1.5%
	<b>97,372</b>	<b>140,907</b>	<b>165,114</b>	<b>123,960</b>	-24.9%
Transfers			30,400	217,099	614.1%
<b>Total</b>	<b><u>\$97,372</u></b>	<b><u>\$140,907</u></b>	<b><u>\$195,514</u></b>	<b><u>\$341,059</u></b>	<b><u>74.4%</u></b>

### BUDGET DETAIL

Fund #171	Account	Category	FY2009/10 Adopted
Department: 4810	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
171-4810-0311	Legal		5,000
171-4810-0312	Auditing & Accounting		1,653
171-4810-0319	Professional Services		9,200
	Reappropriate Funds for RDA Plan Update	5,000	
	County Tax Administration Fees	4,200	
		<u>9,200</u>	
	<b>Total Material &amp; Services</b>		<b>15,853</b>
<b>Allocation Transfers</b>			
171-4810-0399	Admin Costs Allocation		23,113
171-4810-0801	Salary/Benefits Allocation		84,994
	<b>Total Allocation Transfers</b>		<b>108,107</b>
<b>Operating Transfers</b>			
171-4810-0799	Transfer to Other Funds		183,332
	To Fund 170 for debt payment reimbursement		
171-4810-0799	Transfer to Other Funds		33,767
	To Fund 172 - RDA Debt Service		
	<b>Total Operating Transfers</b>		<b>217,099</b>
	<b>Total - Redevelopment Agency Housing Fund</b>		<b><u>341,059</u></b>

**REDEVELOPMENT AGENCY**

**PROGRAM: REDEVELOPMENT DEBT SERVICE**

**BUDGET SUMMARY**

	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Expenditure					
Debt Service	\$315,935	\$315,025	\$312,565	\$312,795	0.1%
<b>Total</b>	<b>\$315,935</b>	<b>\$315,025</b>	<b>\$312,565</b>	<b>\$312,795</b>	<b>0.1%</b>

**BUDGET DETAIL**

			FY2009 / 10	
Fund #172	Account	Category	Adopted	
Department: 4810	Detail	Detail	Budget	
<b>Debt Service</b>				
172-4810-0911	Principal		75,000	
172-4810-0912	Interest		234,705	
172-4810-0913	Fees		3,090	
<b>Total Debt Service</b>			<u>312,795</u>	
<b>Total - Redevelopment Agency Debt Service Fund</b>			<u><u>312,795</u></u>	





**Debt Summary**  
**Fiscal Year 2009-2010**

Fund	Account Number	Year of Issue	Maturity Date	Balance 6/30/2009	Fees	Interest Expense	Principal Payment	FY 2009/10 Payment Total	Balance as of 6/30/2010
<b>Caspar Closure 2005 Certificates of Participation</b>									
General Fund	110-4915-0911	2005	6/1/2020	1,292,692	3,550	52,672	94,897	151,119	1,197,795
<b>Redevelopment Tax Allocation Bonds</b>									
RDA Debt SerV	172-4810-0911	2004	5/1/2037	4,410,000	3,090	234,705	75,000	312,795	4,335,000
<b>Water Enterprise Certificates of Participation</b>									
Water O&M	610-4612-0911	2003	10/1/2023	3,905,000	3,200	171,520	195,000	369,720	3,710,000
<b>Water Enterprise Department of Water Resource 0% Loan</b>									
Water O&M	610-4612-0911	2006	7/1/2026	1,873,841	200	-	107,077	107,277	1,766,764
<b>Municipal Improvement District #1 Bonds</b>									
Wastewater	710-4712-0911	1998	10/1/2018	455,000	2,200	23,015	35,000	60,215	420,000
<b>Capital Leases</b>									
<b>Police Department Vehicle Financing</b>									
General Fund	110-4200-0915	2005	08/15/09	44,987		1,849	44,987	46,836	0
General Fund	110-4200-0915	2007	11/10/11	52,855		2,404	21,017	23,421	31,838
<b>Water Enterprise Equipment Purchase</b>									
Water O&M	610-4611-0915	2007	06/15/17	835,437		38,314	88,252	126,566	747,185
<b>Wastewater Enterprise Sewer Vac Truck</b>									
Wastewater	710-4711-0915	2003	10/16/10	42,651		2,231	20,792	23,023	21,859



## SPECIAL REVENUE FUNDS

### SPECIAL REVENUE FUNDS SUMMARY

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

**116 – General Plan Maintenance Fee** To account for General Plan Maintenance fee revenue which is required to be used for costs related to General Plan updates.

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

**121 – Parking In-Lieu Fees** To account for payments made by downtown businesses in lieu of providing on-site parking. Accumulated funds must be used for activities related to providing off-site parking facilities in the downtown business district.

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

**146 – OJP Vest Partnership** To account for monies received under the Bulletproof Vest Partnership Grant Act. This program is designed to pay up to 50% of the cost of National Institute of Justice (NIJ) compliant armored vests purchases for local law enforcement.

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

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

**225 - Traffic Congestion Relief** To account for the City's share of Prop 42 share of 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 – MCOG** To account for monies received from the Mendocino Council of Governments, a joint powers agency acting as the Regional Transportation Planning Agency.

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

**280 – Fire Equipment Tax** To account for property tax revenue restricted to fire equipment purchases.

## SPECIAL REVENUE FUNDS

### GENERAL PLAN MAINTENANCE FEE

#### BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Amended	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Transfers	20,000	16,874	20,000	30,000	50.0%
<b>Total</b>	<b>\$20,000</b>	<b>\$16,874</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>50.0%</b>

#### BUDGET DETAIL

Fund #116 Department: 4320	Account Detail	Category Detail	FY2009/10 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 IN-LIEU

#### BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Other Expenditures			8,000	8,120	1.5%
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,120</b>	<b>1.5%</b>
Transfers	20,000				0.0%
<b>Total</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,120</b>	<b>1.5%</b>

#### BUDGET DETAIL

Fund #121 Department: 4392	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Other Expenditures</b>			
121-4392-0357 Lease/Rental - Space		8,120	
Mendocino Railway Parking Lot Lease			
<b>Total Other Expenditures - Parking In-Lieu</b>			<b>8,120</b>
<b>Total - Parking In-Lieu Fund</b>			<b>8,120</b>

## SPECIAL REVENUE FUNDS

### COPS AB1913

#### BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Transfers	100,000	100,000	100,000	100,000	0.0%
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0.0%</b>

#### BUDGET DETAIL

Fund #139 Department: 4854	Account Detail	Category Detail	FY2009/10 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

Expenditure	FY 2006-07 Adopted	FY 2007-08 Adopted	FY 2008-09 Adopted	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	801	3,000	3,000	3,000	0.0%
<b>Total</b>	<b>\$801</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>0.0%</b>

#### BUDGET DETAIL

Fund #146	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Department: 4844</b>			
<b>Materials &amp; Services</b>			
146-4844-0381 Small Tools & Equipment		3,000	
<b>Total Materials &amp; Services - OJP Vest Partnership</b>			<b>3,000</b>
	<b>Total - OJP Vest Partnership Fund</b>		<b>3,000</b>



## SPECIAL REVENUE FUNDS

### ASSET FORFEITURE

### BUDGET SUMMARY

Expenditure	FY 2006-07 Adopted	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Other Expenditures		48,586	39,523	88,000	122.7%
Transfers	500	500	500	30,000	5900.0%
<b>Total</b>	<b>\$500</b>	<b>\$49,086</b>	<b>\$40,023</b>	<b>\$118,000</b>	<b>194.8%</b>

### BUDGET DETAIL

Fund #167 Department: 4215 & 4216	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Other Expenditures</b>			
167-4215-0619 Miscellaneous			88,000
	Miscellaneous Critical Training Needs		5,000
	Training Equipment		8,000
	Training for Drug & Gang Prevention		15,000
	MDTs for Police Vehicles		60,000
			88,000
	<b>Total Other Expenditures</b>		<b>88,000</b>
<b>Operating Transfers</b>			
167-4216-0799 Transfer to Other Funds			30,000
	To General Fund 110 for School Resource Officer 4th Quarter expenses - current SRO grant funding ends 04/01/2010		
	<b>Total Operating Transfers</b>		<b>30,000</b>
	<b>Total Asset Forfeiture Fund</b>		<b>118,000</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE

#### 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

1. Placed a total of 145,000 pounds hot asphalt in place by hand at many locations in the City. 125,000 pounds of cold mix patch was put down.
2. Painted curbs and crosswalks, and maintained street lettering for the entire town. Installed over 100 street signs.

#### FISCAL YEAR 2009-2010 PRIORITIES

1. Increase street maintenance of areas damaged due to weather and heavy vehicular use.
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 of upcoming capital street projects.
4. Re-paint entire City 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.

### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$9,360	\$17,199	\$23,616	\$23,616	0.0%
Benefits	1,344	2,470	8,037	2,545	-68.3%
Materials & Services	194,529	274,324	261,131	269,631	3.3%
Capital	127,000	437,495		60,000	100.0%
Indirect	62,377	63,283	50,222	49,774	-0.9%
<b>Sub-Total</b>	<b>394,610</b>	<b>794,771</b>	<b>343,006</b>	<b>405,566</b>	<b>18.2%</b>
Transfers	942,000	1,174,526	438,435	119,457	-72.8%
<b>Total</b>	<b>\$1,336,610</b>	<b>\$1,969,297</b>	<b>\$781,441</b>	<b>\$525,023</b>	<b>-32.8%</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – GAS TAX

#### BUDGET SUMMARY

Expenditure	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	% Incr/ (Decr)
	Amended	Amended	Adopted	Adopted	
Materials & Services	154,600	142,400	144,400	152,900	5.9%
Capital	127,000	437,195		60,000	100.0%
Indirect	45,103	44,127	50,222	49,774	-0.9%
<b>Total</b>	<b>\$326,703</b>	<b>\$623,722</b>	<b>\$194,622</b>	<b>\$262,674</b>	<b>35.0%</b>

#### BUDGET DETAIL

Fund #221	Account	Category	FY2009/10 Adopted
Department: 4520	Detail	Detail	Budget
<b>Materials &amp; Services</b>			
	221-4520-0310	Engineering	8,500
	221-4520-0319	Professional Services	23,000
	221-4520-0352	Vehicle Repair & Maint	1,750
	221-4520-0365	Copying/Printing	400
	221-4520-0375	General Supplies	20,250
	221-4520-0382	Fuels & Lubricants	4,000
	221-4520-0383	Utilities	95,000
	<b>Total Material &amp; Services</b>		<b>152,900</b>
<b>Allocation Transfers</b>			
	221-4520-0801	Salary/Benefits Allocation	49,774
	<b>Total Allocation Transfers</b>		<b>49,774</b>
<b>Capital Expenditures</b>			
	221-4520-0751	Infrastructure Alley Paving	60,000
	<b>Total Capital Expenditures</b>		<b>60,000</b>
<b>Total - Gas Tax - Street Maint. Division</b>			<b>262,674</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – TRAFFIC & SAFETY

#### BUDGET DETAIL

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Salaries & Wages	\$9,360	\$17,199	\$23,616	\$23,616	0.0%
Benefits	1,344	2,470	8,037	2,545	-68.3%
Materials & Services	33,991	25,500	25,500	25,500	0.0%
Capital		300			
Indirect	17,274	19,156			
<b>Total</b>	<b>\$61,969</b>	<b>\$64,625</b>	<b>\$57,153</b>	<b>\$51,661</b>	<b>-9.6%</b>

#### BUDGET DETAIL

Fund #230	Account	Category	FY2009/10 Adopted
Department: 4840	Detail	Detail	Budget
<b>Personnel Costs</b>			
230-4840-0101	Salaries & Wages, Seasonal		23,616
	Salaries & Wages		23,616
230-4840-0231	Worker's Comp Premium		1,190
230-4840-0252	FICA/Medicare		1,355
	Employee Benefits		2,545
	<b>Total Personnel Costs</b>		<b>26,161</b>
<b>Materials &amp; Services</b>			
230-4840-0319	Professional Services		3,500
230-4840-0375	General Supplies		17,000
230-4840-0383	Utilities		5,000
	<b>Total Material &amp; Services</b>		<b>25,500</b>
<b>Total - Street Traffic &amp; Safety Division</b>			<b>51,661</b>

## SPECIAL REVENUE FUNDS

### STREETS & MAINTENANCE – MCOG

#### BUDGET SUMMARY

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Materials & Services	\$5,938	\$106,424	\$91,231	\$91,231	0.0%
Subtotal	5,938	106,424	91,231	91,231	0.0%
Transfers	160,000				0.0%
Total	<u>\$165,938</u>	<u>\$106,424</u>	<u>\$91,231</u>	<u>\$91,231</u>	<u>0.0%</u>

#### BUDGET DETAIL

Fund #240 Department: 4837	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Materials &amp; Services</b>			
240-4837-0319 Professional Services		91,231	
Design for Main St Realignment			
	<b>Total Material &amp; Services</b>		<u>91,231</u>
	<b>Total - MCOG - Streets</b>		<u><u>91,231</u></u>

## SPECIAL REVENUE FUNDS

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

#### BUDGET DETAIL

Expenditure	FY 2006-07 Amended	FY 2007-08 Amended	FY 2008-09 Amended	FY 2009-10 Adopted	%Incr/ (Decr)
Transfers	\$782,000	\$1,174,526	\$438,435	\$119,457	-72.8%
<b>Total</b>	<b>\$782,000</b>	<b>\$1,174,526</b>	<b>\$438,435</b>	<b>\$119,457</b>	<b>-72.8%</b>

#### BUDGET DETAIL

Fund #250	Account Detail	Category Detail	FY2009/10 Adopted Budget
<b>Department: 4950</b>			
<b>Operating Transfers</b>			
	250-4950-0799 Operating Transfer to 221 Gas Tax-Street Maintenance		87,906
	250-4950-0799 Operating Transfer to 230 Traffic & Safety		31,551
	<b>Total Operating Transfers</b>		<b>119,457</b>
	<b>Total - Special Sales Tax - Streets</b>		<b>119,457</b>



## **SPECIAL REVENUE FUNDS**

### **GRANTS**

The City has a number of State and Federal Grants which are used for a variety of purposes.

**Community Development Block Grant Funds** The Community Development Block Grant (CDBG) 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** State and Federal Grants providing funding to improve the conditions and quality of bicycling and walking to school.

**136 – Air Quality Management District MVP** Monies received from the Mendocino County Air Quality Manage District to be expended on fleet replacement vehicles to reduce air pollution.

**152 – CalDOT Transportation Planning** Funding for planning to improve bicycle and pedestrian access.

**155 – Coastal Conservancy** Funding to complete the Pomo Bluffs Park construction.

**159 – Federal Aprop/CalDOT** 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 the Department of Transportation and administered by CalTrans.

**XXX – Sustainable Communities** Monies received from the California Pollution Prevention and Finance Corporation to assist with planning, design and engineering for public amenities and public spaces on the Georgia Pacific Mill Site.



## SPECIAL REVENUE FUNDS

### GRANTS

#### BUDGET DETAIL

Fund Department	Funding	Prior Year(s) Exp	Add'l Funds Awarded	FY2009-10 Adopted	FY2010-11 Unencumbered
<b>Fund 129 - Safe Routes to Schools *</b>					
4929 2005 State Grant	450,000	450,000	-	-	-
4930 2007 Federal Grant	214,000	5,000	-	209,000	-
<b>Fund 135 - Clean Beaches</b>					
4615 Pudding Creek Force Main Monitoring	1,509,353	1,496,353	-	13,000	-
<b>Fund 137 - OWP Grants</b>					
4804 Bicycle Counting Equipment	10,000	-	-	10,000	-
4819 State Safety Plan Update	60,750	-	-	60,750	-
4820 Bicycle Master Plan	22,500	3,150	-	19,350	-
4829 Blueprint Planning	13,416	-	-	13,416	-
4842 Glass Beach Bike Trail	22,500	2,525	-	19,975	-
				123,491	
<b>Fund 152 - Cal DOT Transportation Planning</b>					
4828 S. Ft Bragg Bike & Pedestrian Plan	75,889	5,000	-	70,889	-
<b>Fund 155 - Coastal Conservancy Grant *</b>					
4950 Pomo Bluff Trail Extension	600,000	588,548	31,200	42,652	-
<b>Fund 157 - EDBG Planning Grant</b>					
4805 Waste Water Coll Master Plan Ph I	35,000	35,000	-	-	-
4806 Waste Water Coll Master Plan Ph II	35,000	35,000	-	-	-
<b>Fund 158 - CDBG General Allocation Grant</b>					
4809 Hospitality House	316,481	316,481	-	-	-
<b>Fund 159 - Federal Approp/CalDOT</b>					
4833 Coastal Trail	750,000	532,887	-	-	217,113
<b>Fund 162 - CDBG Program Income</b>					
4827 Transfer to Other Funds To Fund 169 Skate Park	213,648	-	90,176	144,000	159,824
<b>Fund 165 - EDBG PT/A Grants</b>					
4811 Business Assist/Website	35,000	35,000	-	-	-
4817 MCDH Seismic Planning	35,000	35,000	-	-	-
4818 Indust/Fine Arts Feas Study	35,000	17,066	-	17,934	-
4843 Business Assessment Strategy	17,500	-	-	17,500	-
4845 Food Products Incubator	17,500	-	-	17,500	-
				52,934	
<b>Fund 166 - CDBG Microenterprise 07/08</b>					
4858 Microenterprise Program #3730	350,000	331,000	-	12,000	7,000
4859 Microenterprise Program #1962	283,000	283,000	-	-	-

## SPECIAL REVENUE FUNDS

### GRANTS

### BUDGET DETAIL

<b>Fund</b>		<b>Prior</b>	<b>Add'l</b>	<b>FY2009-10</b>	<b>FY2010-11</b>
<b>Department</b>	<b>Funding</b>	<b>Year(s)</b>	<b>Funds</b>	<b>Adopted</b>	<b>Unencumbered</b>
		<b>Exp</b>	<b>Awarded</b>		
<b>Fund 169 - CDBG PT/A Grants</b>					
4807	Geographic Information System (GIS)	35,000	26,250	-	8,750
4808	Skate Plaza	25,000	25,000	-	-
4821	Household Income Survey	20,000	20,000	-	-
4822	Main St Fire Station Seismic	25,000	25,000	-	-
<b>Fund 184 - Bainbridge Park Improvements *</b>					
4392	Bainbridge Park Restrooms	220,000	21,421	-	198,579
<b>Fund 401 - Otis Johnson Park Rehab Project *</b>					
4802	OJ Park - River Parkways/Prop 50	178,238	-	-	178,238
4803	OJ Park - CalTrans	226,059	27,337	-	198,722
					<u>376,960</u>
<b>Fund 402 - American Recovery &amp; Reinvestment Act *</b>					
4581	Harold & Dana Street Overlay	594,500	27,500	-	567,000
4582	Pudding Creek Rd Reconstruction	388,500	27,500	-	361,000
4583	Pine & Laurel St Sidewalk Infill	140,152	-	-	140,152
					<u>1,068,152</u>
<b>FY2009-10 Total Grant Expenditures</b>					<u><u>2,320,407</u></u>

**\* Grant Funded Capital Projects**

The following Capital Projects are supported by grant funding. As such they are included here for reference; however the project total, including that portion funded by grants, is a part of the Capital Projects budget.

<b>#22 - Bainbridge Park Improvements</b>	<b>198,579</b>
<b>#43 - Safe Routes to Schools</b>	<b>209,000</b>
<b>#44 - OJ Park Rehab Project</b>	<b>376,960</b>
<b>#46 - Coastal Conservancy - Pomo Bluff</b>	<b>42,652</b>
<b>#45 &amp; 47 - American Recovery &amp; Reinvestment Act</b>	<b>1,068,152</b>
	<u><b>1,895,343</b></u>

**Note:**

In FY2009-10 the anticipated amount to be allocated to the General Fund for staff time reimbursed by grant funding is \$80,000.



## **CAPITAL PROJECT FUNDS**

### **CAPITAL PROJECTS FUNDS**

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

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

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

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

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

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

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



## FY 2009-10 CAPITAL PROJECTS & APPROPRIATIONS

### BUDGET DETAIL

	Project Cost	Prior Year(s) Funding	FY2009/10		FY2009/10 Adopted
			Proposed Add'l Funding	Exp to Date	
<b>#15 - RR Crossing Rehab</b>					
304-4311-0731 RR Crossing Rehab	390,000	390,000	-	9,826	<b>380,174</b>
<b>#19 - Downtown Parking Lot Resurfacing</b>					
306-4580-0731 Downtown Parking Lot Resurfacing	75,000	75,000	-	-	<b>75,000</b>
<b>#22 - Bainbridge Park Improvements</b>					
184-4392-0731 Bainbridge Park Restrooms	247,000	247,000	-	21,421	<b>225,579</b>
Funding includes \$27,000 from General Fund Reserves in addition to grant amount shown on page 155					
<b>#36 - Water Treatment Disinfection</b>					
610-6117-0731 Water Treatment Disinfection	255,000	185,000	70,000	-	<b>255,000</b>
<b>#43 - Safe Routes to Schools</b>					
129-4930-0731 2007 Federal Grant	214,000	214,000	-	<b>5,000</b>	<b>209,000</b>
129-4930-0731 Gen Fund - Staff Time	7,110	-	7,110	-	<b>7,110</b>
					<b>216,110</b>
<b>#44 - OJ Park Rehab Project</b>					
401-4802-0319 Professional Services - OJ Park	18,864	18,864	-	-	<b>18,864</b>
401-4802-0731 OJ Park - River Parkways/Prop 50	159,374	159,374	-	-	<b>159,374</b>
401-4803-0319 Professional Services - OJ Park	56,809	56,809	-	27,337	<b>29,472</b>
401-4803-0731 OJ Park - CalTrans	169,250	169,250	-	-	<b>169,250</b>
					<b>376,960</b>
<b>#46 - Coastal Conservancy Grant</b>					
155-4950-0731 Pomo Bluff Trail Extension	45,567	45,567	-	2,915	<b>42,652</b>
<b>#45 &amp; 47 - American Recovery &amp; Reinvestment Act</b>					
402-4581-0731 Harold & Dana Street Overlay	594,500	27,500	567,000	27,500	<b>567,000</b>
402-4582-0731 Pudding Creek Rd Reconstruction	388,500	27,500	361,000	27,500	<b>361,000</b>
403-4583-0731 Pine & Laurel St Sidewalk Infill	140,152	-	140,152	-	<b>140,152</b>
					<b>1,068,152</b>
<b>Total Capital Projects</b>					<b>2,639,627</b>



