



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda City Council

**THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT SUCCESSOR
AGENCY**

Tuesday, October 14, 2025

6:00 PM

Town Hall, 363 N. Main Street
Via Video Conference

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COUNCILMEMBERS PLEASE TAKE NOTICE

Councilmembers are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar.

When: Oct 14, 2025 06:00 PM Pacific Time (US and Canada)

Topic: City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/89417212979>

*or Telephone: Dial 1 669 444 9171 US (*6 mute/unmute, *9 raise hand)*

Webinar ID: 894 1721 2979

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Mayor or Acting Mayor calls for public comment on the item you wish to address.

CLOSED SESSION REPORT

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A. [25-422](#) Presentation of Proclamation Recognizing October 1 - October 31, 2025 as Domestic Violence Awareness Month

Attachments: [23 - Domestic Violence Awareness Month](#)

- 1B. [25-423](#) Presentation of Proclamation Recognizing October 13, 2025 as Indigenous Peoples Day

Attachments: [24-Indigenous Peoples Day](#)

- 1C. [25-424](#) Presentation of Proclamation Recognizing October 1 - October 31, 2025 as Breast Cancer Awareness Month

Attachments: [25 - Breast Cancer Awareness Month](#)

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

MANNER OF ADDRESSING THE CITY COUNCIL: All remarks and questions shall be addressed to the City Council; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Mayor or Acting Mayor. Public comments are restricted to three (3) minutes per speaker.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Mayor or Acting Mayor may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. Any citizen, after being recognized by the Mayor or Acting Mayor, may speak on any topic that may be a proper subject for discussion before the City Council for such period of time as the Mayor or Acting Mayor may determine is appropriate under the circumstances of the particular meeting, including number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Council's response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Councilmembers as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin St, Fort Bragg, during normal business hours. All comments after 2 PM on the day of the meeting will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software. Public comments may be submitted to cityclerk@fortbraggca.gov.

3. STAFF COMMENTS

4. MATTERS FROM COUNCILMEMBERS

5. CONSENT CALENDAR

All items under the Consent Calendar will be acted upon in one motion unless a Councilmember requests that an individual item be taken up under Conduct of Business.

- 5A. [25-419](#) Adopt Resolution of the City Council of the City of Fort Bragg and the Municipal Improvement District Approving a Contract Change Order with Best Roofing for the Wastewater Roof Repair Project and Authorizing City Manager to Execute Contract (Amount Not To Exceed \$30,322); CEQA Exemption 15301

Attachments: [RESO Best Roofing](#)
[Att 1 - Exhibit A Best Roofing Change Order Quote](#)

- 5B. [25-420](#) Accept Certificate of Completion for the CV Starr Skylight Repair Project and Direct City Clerk to File Notice of Completion

Attachments: [Notice of Completion](#)
[Att 1 - Exhibit A Certificate of Completion](#)

- 5C. [25-416](#) Approve Scope of Work for a Request for Proposals for Preliminary Engineering Services for the Willow Street Pedestrian Improvements Project

Attachments: [RFP for Willow St Ped Imprv](#)
[Att 1 - Vicinity Map and Concept Plan](#)
[Att 2 - Contract 4 - Standard PSA](#)

- 5D. [25-425](#) Adopt City Council Resolution Amending the Pay Rate for Public Works Director to Incorporate the Retroactive March 15, 2025, Cost-of-Living Adjustment into the March 24, 2025, Master Salary Rate Compensation Plan, and Confirming the Pay Rates and Ranges for All City of Fort Bragg Established Classifications

Attachments: [RESO Amend PWDIr COLA](#)
[Att 1 - 2025 Amend Master Salary Rate Plan Retro COLA PWDIr](#)

- 5E. [25-426](#) Adopt City Council Resolution Amending/Creating the Pay Rate for Public Works Director to Incorporate Cost-of-Living Adjustment Effective March 15, 2025, and Confirming the Pay Rates and Ranges For All City of Fort Bragg Established Classifications

Attachments: [RESO Reflect Updtd PW Dir](#)
[Att 1 - PW Director Pay Corrected](#)

- 5F. [25-427](#) Adopt City Council Resolution Amending the July 1, 2025, Master Salary Rate Compensation Plan Adding and Revising and Confirming the Pay Rates and Ranges for All City of Fort Bragg Established Classifications

Attachments: [RESO Amend 7.1.25 CompSched-Add and Revise Class](#)
[Att 1 - Exhibit A](#)
[Att 2 - 1868-91 Employer-Employee Org Relations Procedure](#)

- 5G. [25-428](#) Receive and File Minutes of the Community Development Committee August 18, 2025

Attachments: [CDC 08182025](#)

- 5H. [25-413](#) Approve Minutes of Special Meeting of September 18, 2025

Attachments: [SCCM2025.09.18](#)

- 5I. [25-421](#) Approve Minutes of September 22, 2025

Attachments: [CCM2025.09.22](#)

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

When a Public Hearing has been underway for a period of 60 minutes, the Council must vote on whether to continue with the hearing or to continue the hearing to another meeting.

- 7A. [25-418](#) Receive a Report, Hold a Public Hearing, and Consider Adoption of a Resolution Adopting Program Guidelines for the Community Development Block Grant (CDBG) Utility Bill Assistance Program (UBAP)

Attachments: [10142025 Report CDBG UBAP PGs](#)

[Att 1 - RESO CDBG UBAP PGs](#)

[Att 2 - CDBG UBAP PGs](#)

[Att 3 - CDBG UBAP Marketing Plan](#)

[Att 4 - NOPH](#)

8. CONDUCT OF BUSINESS

- 8A. [25-417](#) Receive Annual CalPers Pension Liability Update from Consultant NHA Advisors

Attachments: [Fort Bragg CalPERS Pension Presentation](#)

9. CLOSED SESSION

ADJOURNMENT

The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.

**NEXT REGULAR CITY COUNCIL MEETING:
6:00 P.M., MONDAY, OCTOBER 27, 2025**

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on October 9, 2025.

Diana Paoli
City Clerk

NOTICE TO THE PUBLIC:

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <https://city.fortbragg.com> subject to staff's ability to post the documents before the meeting.*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Text File

File Number: 25-422

Agenda Date: 10/14/2025

Version: 1

Status: Business

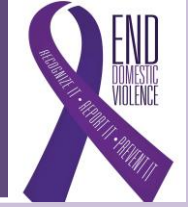
In Control: City Council

File Type: Proclamation

Agenda Number: 1A.

Presentation of Proclamation Recognizing October 1 - October 31, 2025 as Domestic Violence Awareness Month

PROCLAMATION DECLARING October 2025 as National Domestic Violence Awareness Month



WHEREAS, October is annually recognized as National Domestic Violence Awareness Month; and

WHEREAS, policymakers and communities must work together to transform the conditions that cause domestic violence and support survivor-centered solutions; and

WHEREAS, domestic violence programs in California provide essential lifesaving services for survivors, their children, and communities; and

WHEREAS, there is a need to support and amplify prevention programs and community-based strategies to create healthy environments and decrease the likelihood of perpetration, thereby stopping domestic violence from occurring in the first place; and

WHEREAS, all survivors deserve access to culturally responsive programs and services to increase their safety and self-sufficiency; and

WHEREAS, 54% of transgender and gender non-conforming people have experienced domestic violence in their lifetime [1]; and

WHEREAS, there were 125 domestic violence related homicides in California in 2024, of which 93 of the fatalities were female, and 32 were male [2]; and

WHEREAS, more than 37,000 domestic violence survivors and their children rely on domestic violence shelters and transitional housing programs for safety and shelter daily in the United States [3]; and

WHEREAS, children exposed to domestic violence can experience long-term consequences including difficulty at school, substance abuse, behavioral problems in adolescence, and serious adult health problems [4]; and

WHEREAS, the State of California provided 21,784 individuals with shelter/housing services and 226,992 individuals with emergency shelter or safe house services under the Domestic Violence Assistance Program during the 2022-2023 Fiscal Year [5]; and

WHEREAS, Project Sanctuary's mission is to provide trauma informed, supportive services, by offering a 24-hour hotline to victims/survivors, responding to emergency calls, offering support, and empowering those impacted by domestic violence to chart their own journey for healing;

NOW, THEREFORE, I, Jason Godeke, Mayor of the City of Fort Bragg, on behalf of the entire City Council, and I do hereby proclaim October as NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH.

ATTEST:

SIGNED this 14th day of October, 2025

JASON GODEKE, Mayor

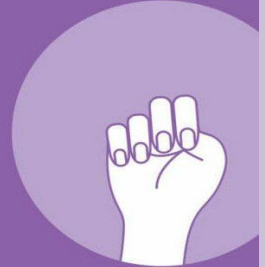
Diana Paoli, City Clerk

THE
VIOLENCE
AT HOME
SIGNAL
FOR HELP

Use this signal to ask
for help on a video
call without leaving
a digital trace.



1. Palm to camera and tuck thumb



2. Trap thumb



[1] 2015 U.S. Transgender Survey <https://www.transequality.org/sites/default/files/docs/USTS-Full-Report-FINAL.PDF>

[2] "Homicide in California 2024." California Department of Justice, Division of California Justice Information Services, Bureau of Criminal Information and Analysis, Criminal Justice Statistics Center: 2023. <https://data-openjustice.doj.ca.gov/sites/default/files/2025-07/Homicide%20In%20CA%202024%20final.pdf>

[3] "Homelessness Prevention and Rapid Re-Housing for Survivors of Domestic Violence", National Alliance to End Homelessness, <https://endhomelessness.org/resources/research-and-analysis/homelessness-prevention-and-rapid-re-housing-for-survivors-of-domestic-viol/>

[4] "Intimate Partner Violence", National Child Traumatic Stress Network, <http://www.nctsn.org/content/children-and-domestic-violence>

[5] 2024 Cal OES Joint Legislative Budget Committee Report, https://www.caloes.ca.gov/wp-content/uploads/Grants/Documents/2024_JLBC_Report_Final.pdf



City of Fort Bragg

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Text File

File Number: 25-423

Agenda Date: 10/14/2025

Version: 1

Status: Business

In Control: City Council

File Type: Proclamation

Agenda Number: 1B.

Presentation of Proclamation Recognizing October 13, 2025 as Indigenous Peoples Day



**INDIGENOUS
PEOPLES'
DAY**

PROCLAMATION
Proclaiming October 13, 2025 as
INDIGENOUS PEOPLES DAY

WHEREAS, in 1977, the idea of Indigenous Peoples Day was first proposed by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, on December 16, 2010, the United States endorsed the United Nations Declaration on the Rights of Indigenous People; and

WHEREAS, on September 21, 2020, the City of Fort Bragg adopted Resolution 4305-2020 renaming the second Monday in October as Indigenous Peoples Day; and

WHEREAS, the City of Fort Bragg acknowledges that the land on which we stand today is the unceded traditional territory of the local Indigenous People past and present. We recognize the sovereignty of the Pomo People, who are the original stewards of this land; and

WHEREAS, the City of Fort Bragg recognizes and deeply values the vast contributions made by Indigenous Peoples to our community, both historic and contemporary, in the areas of science, philosophy, arts and culture which have helped the United States, State of California, County of Mendocino and the City of Fort Bragg grow and thrive; and

WHEREAS, the City promotes the closing of the equity gap for Indigenous Peoples through policies and practices that reflect the experiences of Indigenous Peoples to ensure greater access and opportunity and to honor our nation's indigenous roots, history, and contributions; and

WHEREAS, as residents of Fort Bragg, we set aside this day to celebrate and honor the heritage, resiliency, and diverse culture of the Indigenous Peoples including those in the Sherwood Valley Band of Pomo;

NOW, THEREFORE, I, Jason Godeke, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim October 13, 2025 as Indigenous Peoples Day in the City of Fort Bragg and encourage all citizens of Fort Bragg to join in celebrating and learning about the different cultures of Indigenous Peoples in our country, state and city.

SIGNED this 14th day of October, 2025

ATTEST:

JASON GODEKE, Mayor

Diana Paoli, City Clerk

No. 24-2025



City of Fort Bragg

416 N Franklin Street
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Text File

File Number: 25-424

Agenda Date: 10/14/2025

Version: 1

Status: Business

In Control: City Council

File Type: Proclamation

Agenda Number: 1C.

Presentation of Proclamation Recognizing October 1 - October 31, 2025 as Breast Cancer Awareness Month



PROCLAMATION

BREAST CANCER AWARENESS MONTH

OCTOBER 2025

WHEREAS, while considerable progress has been made in the fight against breast cancer, it remains the most diagnosed cancer and the second leading cause of death among women in the United States; and

WHEREAS, each year it is estimated that more than 316,950 women and 2,800 men in the United States will be diagnosed with breast cancer and more than 42,000 women and 500 men will pass away because of the disease; and

WHEREAS, October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

WHEREAS, during this month, we reaffirm our commitment to support breast cancer research and to educate all citizens about its risk factors, detection, and treatment; and

WHEREAS, we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting breast cancer and honor the lives of those lost to the disease; and

WHEREAS, this October we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS, Fort Bragg Soroptimist International Noyo Sunrise is gifting a rose to every woman who receives a mammogram during Breast Cancer Awareness Month to remind women to have regular breast cancer screening.

NOW, THEREFORE, I **Jason Godeke**, Mayor of the City of Fort Bragg, do hereby proclaim October 2025 as **BREAST CANCER AWARENESS MONTH** in the City of Fort Bragg.

SIGNED this 14th day of October, 2025

JASON GODEKE, Mayor

ATTEST:

Diana Paoli, City Clerk

No. 25-2025





City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-419

Agenda Date: 10/14/2025

Version: 1

Status: Business

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5A.

Adopt Resolution of the City Council of the City of Fort Bragg and the Municipal Improvement District Approving a Contract Change Order with Best Roofing for the Wastewater Roof Repair Project and Authorizing City Manager to Execute Contract (Amount Not To Exceed \$30,322); CEQA Exemption 15301

FORT BRAGG RESOLUTION NO. _____-2025

AND

MUNICIPAL IMPROVEMENT DISTRICT RESOLUTION NO. ID _____-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT NO. 1 AND THE CITY COUNCIL OF THE CITY OF FORT BRAGG APPROVING A CONTRACT CHANGE ORDER WITH BEST ROOFING FOR THE WASTEWATER ROOF REPAIR PROJECT AND AUTHORIZING CITY MANAGER TO EXECUTE CONTRACT (AMOUNT NOT TO EXCEED \$30,322)

WHEREAS, on September 23, 2025, a contract with Best Roofing was executed for roof repairs at the Wastewater Treatment Plant in the amount of \$23,945.00; and

WHEREAS, additional work is needed to complete the project as described in Exhibit A in the amount of \$6,377.00, bringing the total not to exceed \$30,322; and

WHEREAS, per Fort Bragg Municipal Code Section 3.20.050, the City Manager's signing authority for change orders may not exceed 10% of the approved contract cost; and

WHEREAS, sufficient funds are available to cover the cost of the change order; and

WHEREAS, this project is categorically exempt for CEQA, 14 CCR Section 15301 which allows for repair of existing facilities involving no negligible or no expansion of the existing use. This project involves repair of an existing roof.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FORT BRAGG AND MUNICIPAL IMPROVEMENT FINDS, DETERMINES, AND RESOLVES the following:

1. The Recitals set forth above are true and correct and incorporated herein.
2. The City contract amendment with Best Roofing is approved and the City Manager is authorized to execute same (Amount Not to Exceed \$30,322).

The above and foregoing Resolution was introduced by Councilmember/Boardmember _____, seconded by _____, and passed and adopted at a regular meeting of the District Board of the Fort Bragg Municipal Improvement District No. 1 and the City Council of the City of Fort Bragg held on the 14th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

**ABSTAIN:
RECUSED:**

**Jason Godeke
Chair/Mayor**

ATTEST:

**Diana Paoli
District Clerk/City Clerk**



Date: 10/02/2025

Client: Fort Bragg Wastewater Treatment Plant (FB WWTP)

Job Location: Fort Bragg, CA

License #: CA #1067836

Prepared by: Isaac Moreno – Best Roofing

Contact: 707-734-0874 | bestroofing707@gmail.com

Scope of Work – Additional work quote

Work Description:

- **Install 5 additional buckets of Ecodur coating to level out the low area on the office building roof where water tends to pond.**
- **Replace 7 drain heads that are severely damaged and rusted.**

Note:

The leveling will not create a perfectly flat surface; however, it will be sufficient to significantly improve drainage and minimize water ponding in the area.

Total Estimate: \$6,377.00

Additional Notes:

- This proposal includes labor, equipment, and waste disposal.
 - Estimate valid for 30 days.
-

Sincerely,

Isaac Moreno

Best Roofing

707-734-0874

bestroofing707@gmail.com



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-420

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5B.

Accept Certificate of Completion for the CV Starr Skylight Repair Project and Direct City Clerk to File Notice of Completion

RECORDING REQUESTED BY:

City of Fort Bragg

AND WHEN RECORDED, RETURN TO:

City of Fort Bragg
416 North Franklin Street
Fort Bragg, California 95437
Attention: Diana Paoli, City Clerk

The City is exempt from recordation fees per Government Code §27383.

NOTICE OF COMPLETION

1. The undersigned is the duly authorized agent of the owner, City of Fort Bragg.
2. The full name of the owner is City of Fort Bragg, a municipal corporation.
3. The nature of the interest of the owner is a fee interest.
4. This project was constructed in accordance with the Contract entitled **CV Starr Skylight Repair Project** dated January 14, 2025.
5. The name of the contractor of the improvement work is Sustainable Living Builders, Inc. 4399 Gravenstein Hwy S Sebastopol, Ca 95472. The contract was awarded to this firm on January 13, 2025, pursuant to Resolution 4888-2025 by the Fort Bragg City Council.
6. The address of the owner is the City of Fort Bragg, 416 North Franklin Street, Fort Bragg, California 95437.
7. On October 03, 2025, Carlos Hernandez, Engineering Technician, executed a Certificate of Completion for the above-referenced project indicating that this project was completed as of that date. See Certificate of Completion attached hereto as Exhibit A.

State of California)

County of Mendocino)

I hereby certify under penalty of perjury that the foregoing is true and correct:

City Council Approval

CITY OF FORT BRAGG

October 14, 2025

(Date)

By: _____

Diana Paoli
City Clerk

PROOF OF SERVICE BY MAIL
(Code of Civil Procedure Sections 1013a, 2015.5)

I am over the age of 18 years, employed in the County of Mendocino, and not a party to the within action; my business address is Fort Bragg City Hall, 416 North Franklin Street, Fort Bragg, California 95437.

On [Date], I served the attached document by placing a true copy thereof enclosed in a sealed envelope, with postage thereon fully prepaid, via Certified Mail, Return Receipt Requested, in the United States mail at Fort Bragg, California addressed as follows:

Sustainable Living Builders, Inc
4399 Gravenstein Hwy S
Sebastopol, Ca 95472

Executed on [Date], at Fort Bragg, Mendocino County, California.

I declare, under penalty of perjury, that the foregoing is true and correct.

ATTEST:

Diana Paoli
City Clerk



CITY OF FORT BRAGG

Incorporated August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437

Phone: (707) 961-2823 Fax: (707) 961-2802

www.FortBragg.com

CERTIFICATE OF COMPLETION

All items of work and the provisions of the contract executed with Sustainable Living Builders, Inc. for the CV Starr Skylight Repair Project dated January 14, 2025, have been completed.

This project as described above was awarded by the Fort Bragg City Council by resolution at their meeting of January 13, 2025.

It is recommended that the completed project be accepted by the City Council.

Signed by:

Carlos Hernandez

2CB3BF4822714F8...

Carlos Hernandez

Engineering Technician

DATED: October 03, 2025.

EXHIBIT "A"



City of Fort Bragg

416 N Franklin Street
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Text File

File Number: 25-416

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5C.

Approve Scope of Work for a Request for Proposals for Preliminary Engineering Services for the Willow Street Pedestrian Improvements Project



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR ENGINEERING AND DESIGN SERVICES FOR THE WILLOW STREET PEDESTRIAN IMPROVEMENTS PROJECT

The City of Fort Bragg is seeking proposals from qualified civil engineering design consultants to provide professional engineering services for the preparation of plans, specifications, and estimates (PS&E), as well as related permitting and coordination efforts for the Willow Street Pedestrian Improvements Project. The project is funded by the Highway Safety Improvement Program (HSIP) and is located along Willow Street between South Harold Street and Florence Street.

This project also represents a meaningful component of the City's ongoing efforts to implement its ADA Transition Plan. The improvements will help remove barriers to accessibility in the public right-of-way and improve mobility for all users, particularly those with disabilities.

SCOPE OF WORK

The Willow Street Pedestrian Improvements Project includes the engineering and design of the following elements:

- Installation of a pedestrian crossing island
- Construction of ADA-compliant sidewalks, curbs, gutters, curb ramps, and bulb-outs
- Installation of two high-visibility crosswalks
- Drainage improvements as needed to support the proposed facilities
- Utility coordination and potential relocations
- Preparation of construction documents and cost estimates compliant with Caltrans and HSIP requirements

Refer to the Vicinity Map and Concept Plan, Attachment 1.

This contract consists of the following tasks:

1. Project Management

- A. Meetings with City staff for information gathering, general coordination during all phases of the work, and review and approval of contract plans and specifications.
- B. Fieldwork to determine topography, elevations, stationing, limits, and quantities for construction. Survey data shall be detailed enough to accurately predict and

preserve drainage and linear connections between adjacent private properties and existing sidewalks, streets, and alleys.

2. Plans, Specifications, and Estimates (PS&E)

- A. Preparation of a brief Technical Memorandum. This memo shall document current conditions, identify deficiencies, recommend rehabilitation strategies, look at ease of construction, cost-saving alternatives, and provide cost-driven scenarios to guide project scope development. The memo shall include an engineer's cost estimate for proposed treatments and recommendations for phasing or bid alternates if necessary.
- B. Preparation of technical specifications in compliance with City and State standards and labor compliance provisions. The City will provide the boilerplate contract section; the consultant shall prepare the technical components.
- C. Preparation of 60%, 90%, and 100% PS&E submittals. At the 60% design stage, documents shall be reviewed by the City's Certified Access Specialist (CASP), who will provide one round of comments to be addressed by the consultant, to ensure accessibility compliance. The final (100%) design package shall be complete and ready for construction bidding.
- D. Submittal of one (1) signed and stamped original plan set and electronic files of all deliverables in PDF, AutoCAD (Civil 3D), Word, and/or Excel formats, as applicable.
- E. Preparation of a detailed engineer's estimate of probable construction cost at each design milestone, with itemized unit prices reflective of recent local project bid results.

3. Right-of-Way and Utility Coordination

- A. Conduct utility research, coordination, and documentation. Provide support for right-of-way certification, including preparation of exhibits and legal descriptions if needed.

4. Construction Support

- A. Provide support during the bid advertisement period to respond to RFIs and assist with the preparation of technical addenda.

5. Final Submittal

- A. Submit final PS&E package in Caltrans-ready format consistent with HSIP funding requirements.
- B. Submit final PS&E package files in both PDF and editable formats (e.g., Word, Excel, AutoCAD/Civil 3D).

Add Alternate:

- 1. Provide limited construction-phase support to answer design-related questions and develop minor plan amendments as needed.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF so that it is received by the City no later than 2:00 p.m. on November 18, 2025 to:

City of Fort Bragg

Attention: Diana Paoli, City Clerk

dpaoli@fortbragg.com

You will receive an email confirming receipt of your quote within 24 hours but no later than 2:30 p.m. on the due date. In order to ensure you receive timely confirmation of the City's receipt of your proposal, early submittals are encouraged.

2. **Contents:** The proposal shall contain the following information:

- A. Scope of Work

Provide a detailed description of the tasks your firm proposes to complete the project scope. Explain your approach to managing the project within the required schedule and budget.

- B. Budget and Schedule of Charges

Provide a "Not to Exceed" amount for the entire scope of work, along with a detailed breakdown of costs by task, hourly rates, and reimbursable expenses. Note that prevailing wage requirements apply.

- C. Work Schedule

Provide a schedule that identifies key milestones and delivery dates. The consultant should assume that authorization to proceed will be granted within one month of contract award.

- D. Acknowledgment of Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The cost of such insurance shall be included in the consultant's proposal.

- E. Acknowledgement of Consultant Agreement

The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award a contract, pay any costs incurred in the preparation of proposals, or procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical, or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

- RFP Release: 10/15/2025
- Proposals Due: 11/18/2025, 2:00 PM
- Selection and Award: 11/24/2025

QUESTIONS

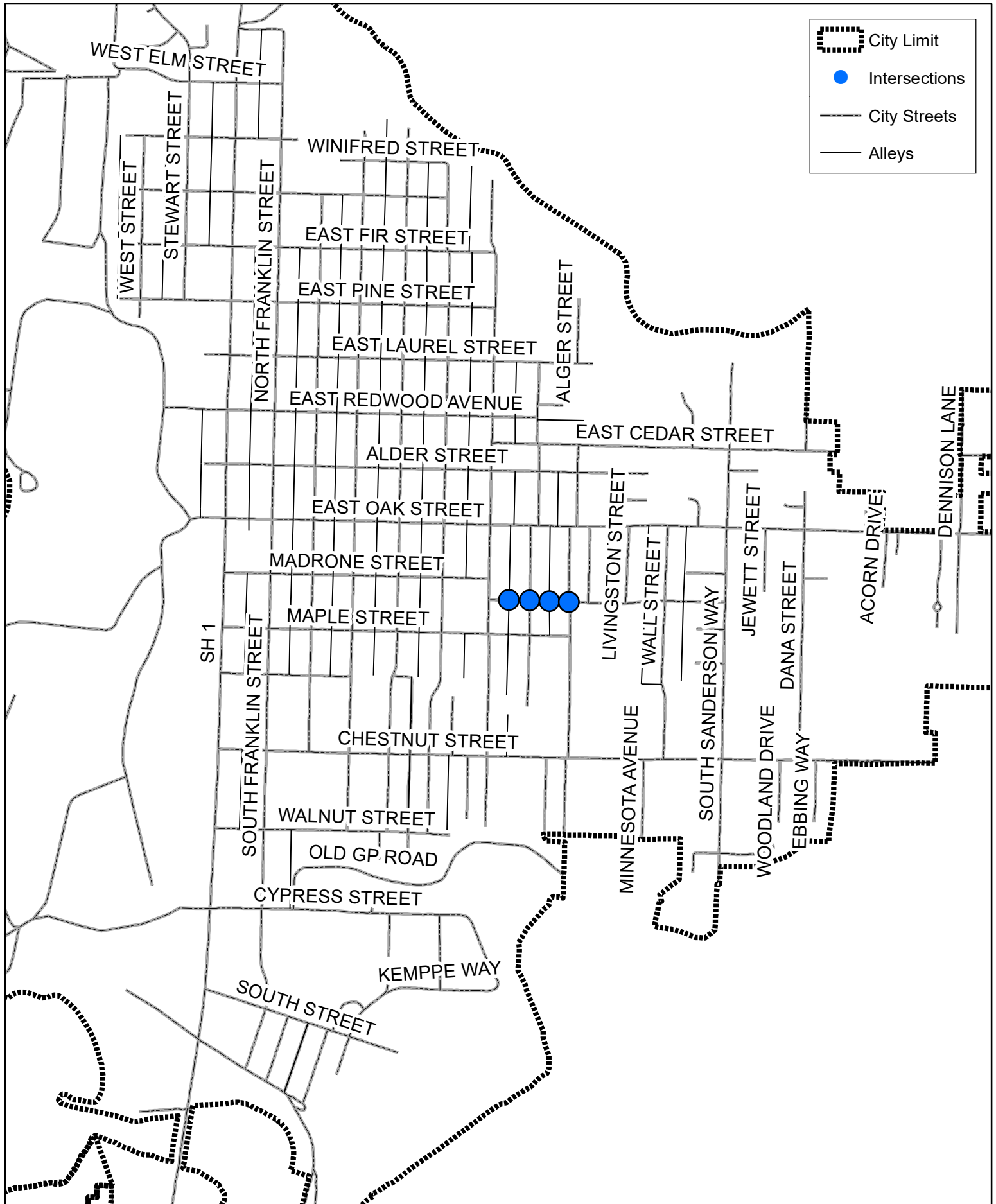
Questions should be directed to:

Kevin McDannold
Engineering Technician
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2827 ext. 132
KMcDannold@fortbraggca.gov

ATTACHMENTS

Attachment 1. Vicinity Map and Concept Plan

Attachment 2. City's Standard Professional Services Agreement



Feature and boundary locations depicted are approximate only. 09-04-2024



Willow St. Pedestrian Improvements

Project Vicinity Map



0 200 Feet

Willow St. Pedestrian Improvements

Project Map

Feature and boundary locations depicted are approximate only.

09-04-2024



Existing Conditions



Proposed Conditions



**CITY OF FORT BRAGG
PROFESSIONAL SERVICES AGREEMENT
WITH**

THIS AGREEMENT is made and entered into this ____ day of _____, ____ [date, date & year] ("Effective Date"), by and between the CITY OF FORT BRAGG, a municipal corporation, 416 N. Franklin Street, Fort Bragg, California 95437 ("City"), and _____, a [state] [type of corporation] [address] ("Consultant").

W I T N E S S E T H :

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to _____, as more fully described herein; and

B. WHEREAS, Consultant represents that it is a "design professional" as that term is defined by California Civil Code Section 2782.8 and has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and **[Delete if not design professional and renumber paragraphs]**

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

E. WHEREAS, the legislative body of the City on _____, [date] by Resolution No. _____ authorized execution of this Agreement on behalf of the City in accordance with Chapter 3.20 of the City Municipal Code and/or other applicable law;

[Delete whichever Paragraph E doesn't apply]

E. WHEREAS, the City Manager is authorized by Fort Bragg Municipal Code Section 3.20.040 to negotiate contracts in an amount not to exceed \$60,000.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Work. Consultant shall provide the professional services described in the Consultant's Proposal ("Proposal"), attached hereto as **Exhibit A** and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect

Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City as hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender, sexual orientation, or disability except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender, sexual orientation, or disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this

Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense. All insurance requirements contained in this Agreement are independently applicable to any and all subcontractors that Consultant may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION, BILLING AND PREVAILING WAGES

2.1. Compensation. Consultant's total compensation shall not exceed _____ Dollars (\$ _____.00).

[Delete whichever paragraph 2.1 does not apply.]

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in **Exhibit A**, for a total amount not to exceed _____ Dollars (\$ _____.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of work specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "Scope of Work," an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services. The City Manager may approve contract change orders not exceeding a total of 10% of the approved contract or up to the contingency amount whichever amount is less for any one project.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but not more often than monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient

times for a period of three (3) years from the date of final payment.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the issuance of Notice to Proceed. Said services shall be performed in strict compliance with the schedule set forth in the Scope of Work attached hereto as **Exhibit A**. Consultant will complete the services in accordance with this Agreement by _____, 20____. The Time of Completion may only be modified by a written amendment of the Agreement signed by both the City and the Consultant and in accordance with its terms.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and expire on _____, 20____, [3 months after Completion Date in 3.1] unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least ten (10) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement, such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;

- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO form #CG 20 01 04 13, including premises-operations, products/ completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) aggregate, combined single limits. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit. If Consultant maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the high limits maintained by the Consultant.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, each incident for bodily injury and

property damage.

- (c) Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident for any employee or employees of Consultant. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officials, officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Consultant shall file with the City Clerk the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the City Clerk before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than Two Million Dollars (\$2,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

Neither the City nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Fort Bragg and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."

- (b) Notice: "Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance. Should Consultant fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Consultant's sole cost and expense."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Fort Bragg, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Fort Bragg shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Fort Bragg, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as **Exhibit B** and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. The Project Manager designated to work directly with Consultant in the performance of this Agreement will be [REDACTED]. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant designates [REDACTED] as its Project Manager, who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Tel: [REDACTED]
Fax: [REDACTED]

IF TO CITY:

City Clerk
City of Fort Bragg
416 N. Franklin St.
Fort Bragg, CA 95437
Tel: 707-961-2823
Fax: 707-961-2802

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Mendocino County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement.

Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless.

If Consultant is not a design professional performing "design professional" services under this Agreement, as that term is defined in Civil Code Section 2782.8, Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

If Consultant is a design professional performing "design professional" services under this Agreement, as that term is defined in Civil Code Section 2782.8, Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the

independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City, but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade

secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following order, if applicable: This Agreement, the City's Request for Proposals, the Consultant's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraph and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties

and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Use of Recycled Paper Products. In the performance of this Agreement, Consultant shall use paper products and printing and writing paper that meets Federal Trade Commission recyclability standards as defined in 16 CFR 260.12.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY

CONSULTANT

By: _____

Isaac Whippy

Its: City Manager

By: _____

Its: _____

ATTEST:

By: _____
Diana Paoli
City Clerk

APPROVED AS TO FORM:

By: _____
Baron Bettenhausen
City Attorney

EXHIBIT A

CONSULTANT'S PROPOSAL (Scope of Work, Fee Schedule and Time Table)

EXHIBIT B

CERTIFICATES OF INSURANCE AND ENDORSEMENTS



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-425

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5D.

Adopt City Council Resolution Amending the Pay Rate for Public Works Director to Incorporate the Retroactive March 15, 2025, Cost-of-Living Adjustment into the March 24, 2025, Master Salary Rate Compensation Plan, and Confirming the Pay Rates and Ranges for All City of Fort Bragg Established Classifications

Adoption of this Resolution amends the March 24, 2025 Master Salary Rate Compensation Plan and confirms the pay rate and ranges for all City of Fort Bragg established classifications.

RESOLUTION NO. ____-2025

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
AMENDING THE PAY RATE FOR PUBLIC WORKS DIRECTOR TO
INCORPATE THE RETROACTIVE MARCH 15, 2025, COST-OF-LIVING
ADJUSTMENT INTO THE MARCH 24, 2025, MASTER SALARY RATE
COMPENSATION PLAN, AND CONFIRMING THE PAY RATES AND RANGES
FOR ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS**

WHEREAS, the Fort Bragg City Council desires to provide an adequate level of compensation for exempt, at-will, Executive classifications; and

WHEREAS, the Fort Bragg City Council approves all new classifications and salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, Resolution 4953-2025, which was approved during the July 14, 2025, City Council meeting, enumerated compensation and the terms and conditions of employment for exempt, at-will, Executive classifications; and

WHEREAS, Section 1.1 of Resolution 4953-2025 established for exempt Executive Management classifications incorporated the cost-of-living adjustments that were effective July 1, 2025, for all Executive classifications except for the Public Works Director, whose cost-of-living adjustment was retroactively effective March 15, 2025; and

WHEREAS, the City's Master Salary Rate Compensation Plan, effective March 24, 2025, does not reflect the retroactive cost-of-living adjustment for the Public Works Director; and

WHEREAS, it is recommended to amend the City of Fort Bragg Master Salary Rate Compensation Plan effective March 24, 2025, to reflect the retroactive cost-of-living adjustment for the Public Works Director classification that was effective March 15, 2025; and

WHEREAS, the establishment of this Resolution meets the requirements of California Code of Regulations Section 570.5 as confirmed by CalPERS to have a publicly adopted and posted salary schedule; and

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED as follows:

1. The recitals set forth above are true and correct and are incorporated herein; and
2. The City of Fort Bragg Master Salary Rate Compensation Plan, effective March 24, 2025, is amended to reflect the retroactive cost-of-living adjustment for the Public Works Director; and
3. The pay rates and ranges for all City of Fort Bragg established classifications, as shown in Exhibit A, are confirmed; and
4. This Resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA"). It

is determined that the approval of this Resolution does not have the potential for creating a significant effect on the environment and is therefore exempt from further review under CEQA pursuant to State CEQA Guidelines Section 15060©(3) because it is not a project as defined by the CEQA Guidelines Section 15378. Adoption of this Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical damage in the environment.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 14th day of October 2025, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**Jason Godeke
Mayor**

ATTEST:

**Diana Paoli
City Clerk**

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Analyst (Confidential; Non-Bargaining)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,222.78	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,816.03	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Administrative Analyst - Police (Confidential; Non-Bargaining)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,136.80	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,722.32	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Administrative Assistant - Administration (Confidential; Non-Bargaining)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Administrative Assistant - Non-Confidential (FBEO)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Administrative Assistant (CV Starr; Non-Bargaining)								
Hourly				18.19	19.10	20.05	21.06	22.11
Bi-Weekly				1,455.20	1,527.96	1,604.36	1,684.58	1,768.80
Monthly				3,153.08	3,310.58	3,476.11	3,649.91	3,832.41
Annual				37,837.00	39,726.96	41,713.31	43,798.97	45,988.92
Administrative Assistant I -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				18.00				
Administrative Assistant II -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				20.00				
Administrative Assistant III -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				22.00				
Administrative Coordinator (CV Starr; Non-Bargaining)								
Hourly				21.53	22.61	23.74	24.92	26.17
Bi-Weekly				1,722.40	1,808.52	1,898.95	1,993.89	2,093.59
Monthly				3,731.87	3,918.46	4,113.43	4,320.10	4,536.11
Annual				44,782.40	47,021.52	49,361.13	51,841.23	54,433.29

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Assistant Director - Engineering Division (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Assistant City Engineer (FBEO)								
Hourly				34.58	36.31	38.13	40.04	42.04
Bi-Weekly				2,766.24	2,904.80	3,050.40	3,203.20	3,363.20
Monthly				5,993.52	6,293.73	6,609.20	6,940.27	7,286.93
Annual				71,922.24	75,524.80	79,310.40	83,283.20	87,443.20
Assistant City Manager (Executive; At-Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Assistant Finance Director (Mid-Management; Non-Bargaining)								
Hourly				41.01	43.06	45.21	47.47	49.84
Bi-Weekly				3,281.14	3,444.80	3,616.80	3,797.60	3,987.20
Monthly				7,109.13	7,463.73	7,836.40	8,228.13	8,638.93
Annual				85,309.54	89,564.80	94,036.80	98,737.60	103,667.20
Assistant Planner (FBEO)								
Hourly				32.95	34.59	36.32	38.14	40.05
Bi-Weekly				2,635.68	2,767.20	2,905.60	3,051.20	3,204.00
Monthly				5,710.64	5,995.60	6,295.47	6,610.93	6,942.00
Annual				68,527.68	71,947.20	75,545.60	79,331.20	83,304.00
Assistant Planner/Code Enforcement, Part-Time (Less than 1,000 hours; Non-Bargaining)								
				36.32				
Associate Planner (FBEO)								
Hourly				34.12	35.82	37.61	39.49	41.46
Bi-Weekly				2,729.52	2,865.60	3,008.80	3,159.20	3,316.80
Monthly				5,913.96	6,208.80	6,519.07	6,844.93	7,186.40
Annual				70,967.52	74,505.60	78,228.80	82,139.20	86,236.80
Audiovisual Technician, Part-Time (Less than 1,000 hours; Non-Bargaining)								
				27.54				
City Clerk, Non-Certified (Confidential; Non-Bargaining)								
Hourly				34.10	35.81	37.60	39.48	41.45
Bi-Weekly				2,728.00	2,864.80	3,008.00	3,158.40	3,316.00
Monthly				5,910.67	6,207.07	6,517.33	6,843.20	7,184.67
Annual				70,928.00	74,484.80	78,208.00	82,118.40	86,216.00

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
City Clerk (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
City Councilmember (Elected)								
Hourly								
Bi-Weekly				235.38				
Monthly				510.00	Plus \$100/mo for Special District Meeting			
Annual				6,120.00				
City Manager (Executive; At Will; Contract)								
Hourly				92.31				
Bi-Weekly				7,384.62				
Monthly				16,000.00				
Annual				192,000.00				
Code Enforcement Officer (FBEO)								
Hourly				32.95	34.59	36.32	38.14	40.05
Bi-Weekly				2,635.68	2,767.20	2,905.60	3,051.20	3,204.00
Monthly				5,710.64	5,995.60	6,295.47	6,610.93	6,942.00
Annual				68,527.68	71,947.20	75,545.60	79,331.20	83,304.00
Community Services Officer (FBPA)								
Hourly				25.40	26.67	28.00	29.40	30.87
Bi-Weekly				2,031.90	2,133.60	2,240.00	2,352.00	2,469.60
Monthly				4,402.44	4,622.80	4,853.33	5,096.00	5,350.80
Annual				52,829.27	55,473.60	58,240.00	61,152.00	64,209.60
Construction Project Manager (Mid-Management; Non-Bargaining)								
Hourly				44.10	46.31	48.63	51.06	53.61
Bi-Weekly				3,528.38	3,704.80	3,890.40	4,084.80	4,288.80
Monthly				7,644.83	8,027.07	8,429.20	8,850.40	9,292.40
Annual				91,737.98	96,324.80	101,150.40	106,204.80	111,508.80
Construction Project Manager (Temporary, Part-time, At-Will)								
Hourly				44.10	46.31	48.63	51.06	53.61
Custodian I - CV Starr (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				20.00				
Custodian II - CV Starr (CV Starr; Part-time, 1000 Max Annual Hours, Non-Bargaining)								
				22.00				
Custodian III - CV Starr (CV Starr; Part-time, 1000 Max Annual Hours, Non-Bargaining)								
				24.00				

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
CV Starr Manager (Mid-Management, Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Director - Community Development Department (Executive; At Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Director - Finance/City Treasurer (Executive; At-Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Director of Public Works (Executive; At Will)								
Hourly				54.36	57.08	59.93	62.93	66.08
Bi-Weekly				4,348.80	4,566.40	4,794.40	5,034.40	5,286.40
Monthly				9,422.40	9,893.87	10,387.87	10,907.87	11,453.87
Annual				113,068.80	118,726.40	124,654.40	130,894.40	137,446.40
Economic Development Manager								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Engineering Technician I (FBEO)								
Hourly				31.37	32.94	34.59	36.32	38.14
Bi-Weekly				2,509.60	2,635.20	2,767.20	2,905.60	3,051.20
Monthly				5,437.47	5,709.60	5,995.60	6,295.47	6,610.93
Annual				65,249.60	68,515.20	71,947.20	75,545.60	79,331.20
Engineering Technician II (FBEO)								
Hourly				34.58	36.31	38.13	40.04	42.04
Bi-Weekly				2,766.40	2,904.80	3,050.40	3,203.20	3,363.20
Monthly				5,993.87	6,293.73	6,609.20	6,940.27	7,286.93
Annual				71,926.40	75,524.80	79,310.40	83,283.20	87,443.20
Senior Engineering Technician (FBEO)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,032.80	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.07	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,852.80	82,804.80	86,944.00	91,291.20	95,846.40

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Environmental Compliance Coordinator (FBEO)								
Hourly				36.28	38.10	40.01	42.01	44.11
Bi-Weekly				2,902.51	3,048.00	3,200.80	3,360.80	3,528.80
Monthly				6,288.78	6,604.00	6,935.07	7,281.73	7,645.73
Annual				75,465.31	79,248.00	83,220.80	87,380.80	91,748.80
Finance Technician I (FBEO)								
Hourly				23.08	24.24	25.45	26.72	28.06
Bi-Weekly				1,846.61	1,939.20	2,036.00	2,137.60	2,244.80
Monthly				4,000.98	4,201.60	4,411.33	4,631.47	4,863.73
Annual				48,011.81	50,419.20	52,936.00	55,577.60	58,364.80
Finance Technician II (FBEO)								
Hourly				25.46	26.73	28.07	29.47	30.94
Bi-Weekly				2,036.74	2,138.40	2,245.60	2,357.60	2,475.20
Monthly				4,412.93	4,633.20	4,865.47	5,108.13	5,362.93
Annual				52,955.14	55,598.40	58,385.60	61,297.60	64,355.20
Finance Technician III (FBEO)								
Hourly				28.06	29.46	30.93	32.48	34.10
Bi-Weekly				2,244.82	2,356.80	2,474.40	2,598.40	2,728.00
Monthly				4,863.77	5,106.40	5,361.20	5,629.87	5,910.67
Annual				58,365.22	61,276.80	64,334.40	67,558.40	70,928.00
Fitness Equipment Technician (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				25.00				
Fitness Instructor I - CV Starr (CV Starr; Part-Time, 1000 Max Annual Hours, Non-Bargaining)								
				30.00				
Fitness Instructor II - CV Starr (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				32.00				
Government Accountant I (FBEO)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Grants Coordinator (FBEO, Grant Funded)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Grants Analyst (Part-Time, Less than 20 hours week; Grant Funded, At-Will)								
Hourly				28.00				

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Head Lifeguard (CV Starr; Non-Bargaining)								
Hourly				20.40	21.42	22.49	23.62	24.80
Bi-Weekly				1,632.00	1,713.60	1,799.28	1,889.24	1,983.71
Monthly				3,536.00	3,712.80	3,898.44	4,093.36	4,298.03
Annual				42,432.00	44,553.60	46,781.28	49,120.34	51,576.36
Housing and Economic Development Coordinator (Confidential; Non-Bargaining)								
Hourly				34.60	36.33	38.15	40.06	42.06
Bi-Weekly				2,767.87	2,906.40	3,052.00	3,204.80	3,364.80
Monthly				5,997.06	6,297.20	6,612.67	6,943.73	7,290.40
Annual				71,964.67	75,566.40	79,352.00	83,324.80	87,484.80
Human Resources Manager (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Intern (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				18.00				
Laborer-Public Works (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.42				
Laborer-Water/Wastewater (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.42				
Lifeguard - CV Starr (CV Starr; Non-Bargaining)								
Hourly				19.85	20.84	21.88	22.98	24.13
Bi-Weekly				1,588.00	1,667.40	1,750.77	1,838.31	1,930.22
Monthly				3,440.67	3,612.70	3,793.34	3,983.00	4,182.15
Annual				41,288.00	43,352.40	45,520.02	47,796.02	50,185.82
Lifeguard I - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				19.00				
Lifeguard II - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				21.00				
Lifeguard III - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				23.00				
Maintenance Supervisor (CV Starr, Non-Bargaining,)								
Hourly				30.00	31.50	33.08	34.73	36.47
Bi-Weekly				2,400.00	2,520.00	2,646.00	2,778.30	2,917.22
Monthly				5,200.00	5,460.00	5,733.00	6,019.65	6,320.63
Annual				62,400.00	65,520.00	68,796.00	72,235.80	75,847.59

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Worker I - CV Starr (CV Starr; Non-Bargaining)								
Hourly				19.43	20.40	21.42	22.49	23.61
Bi-Weekly				1,554.40	1,632.00	1,713.60	1,799.20	1,888.80
Monthly				3,367.87	3,536.00	3,712.80	3,898.27	4,092.40
Annual				40,414.40	42,432.00	44,553.60	46,779.20	49,108.80
Maintenance Worker II - CV Starr (CV Starr; Non-Bargaining)								
Hourly				22.60	23.73	24.92	26.17	27.48
Bi-Weekly				1,808.00	1,898.40	1,993.60	2,093.60	2,198.40
Monthly				3,917.33	4,113.20	4,319.47	4,536.13	4,763.20
Annual				47,008.00	49,358.40	51,833.60	54,433.60	57,158.40
Maintenance Worker III - CV Starr (CV Starr; Non-Bargaining)								
Hourly				25.83	27.12	28.48	29.90	31.40
Bi-Weekly				2,066.40	2,169.60	2,278.40	2,392.00	2,512.00
Monthly				4,477.20	4,700.80	4,936.53	5,182.67	5,442.67
Annual				53,726.40	56,409.60	59,238.40	62,192.00	65,312.00
Maintenance Worker I (FBEO)								
Hourly				21.64	22.73	23.87	25.06	26.31
Bi-Weekly				1,731.55	1,818.40	1,909.60	2,004.80	2,104.80
Monthly				3,751.70	3,939.87	4,137.47	4,343.73	4,560.40
Annual				45,020.35	47,278.40	49,649.60	52,124.80	54,724.80
Maintenance Worker II (FBEO)								
Hourly				24.59	25.82	27.11	28.47	29.89
Bi-Weekly				1,967.38	2,065.60	2,168.80	2,277.60	2,391.20
Monthly				4,262.65	4,475.47	4,699.07	4,934.80	5,180.93
Annual				51,151.78	53,705.60	56,388.80	59,217.60	62,171.20
Maintenance Worker III (FBEO)								
Hourly				25.83	27.12	28.48	29.90	31.40
Bi-Weekly				2,066.11	2,169.60	2,278.40	2,392.00	2,512.00
Monthly				4,476.58	4,700.80	4,936.53	5,182.67	5,442.67
Annual				53,718.91	56,409.60	59,238.40	62,192.00	65,312.00
Maintenance Worker IV (FBEO)								
Hourly				29.30	30.77	32.31	33.93	35.63
Bi-Weekly				2,344.00	2,461.60	2,584.80	2,714.40	2,850.40
Monthly				5,078.67	5,333.47	5,600.40	5,881.20	6,175.87
Annual				60,944.00	64,001.60	67,204.80	70,574.40	74,110.40
Maintenance Division Supervisor (FBEO)								
Hourly				36.21	38.02	39.92	41.92	44.02
Bi-Weekly				2,896.80	3,041.60	3,193.60	3,353.60	3,521.60
Monthly				6,276.40	6,590.13	6,919.47	7,266.13	7,630.13
Annual				75,316.80	79,081.60	83,033.60	87,193.60	91,561.60

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Mechanic (FBEO)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,222.78	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,816.03	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Office Assistant (Temporary Position)								
Hourly				20.00	21.00	22.05	23.15	24.31
Operations Manager (Mid-Management; Non-Bargaining)								
Hourly				41.79	43.88	46.07	48.37	50.79
Bi-Weekly				3,343.15	3,510.40	3,685.60	3,869.60	4,063.20
Monthly				7,243.50	7,605.87	7,985.47	8,384.13	8,803.60
Annual				86,921.95	91,270.40	95,825.60	100,609.60	105,643.20
Treatment Division Supervisor (FBEO)								
Hourly				36.21	38.02	39.92	41.92	44.02
Bi-Weekly				2,896.80	3,041.60	3,193.60	3,353.60	3,521.60
Monthly				6,276.40	6,590.13	6,919.47	7,266.13	7,630.13
Annual				75,316.80	79,081.60	83,033.60	87,193.60	91,561.60
Planning Technician (FBEO)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Police Captain (Mid-Management; Non-Bargaining)								
Hourly				68.83	72.27	75.88	79.67	83.65
Bi-Weekly				5,506.33	5,781.60	6,070.40	6,373.60	6,692.00
Monthly				10,999.60	12,526.80	13,152.53	13,809.47	14,499.33
Annual				143,164.45	150,321.60	157,830.40	165,713.60	173,992.00
Police Chief (Executive; At Will)								
Hourly				79.87	83.86	88.05	92.45	97.07
Bi-Weekly				6,389.40	6,708.80	7,044.00	7,396.00	7,765.60
Monthly				13,843.70	14,535.73	15,262.00	16,024.67	16,825.47
Annual				166,124.39	174,428.80	183,144.00	192,296.00	201,905.60
Police Chief Executive POST (Executive; At Will)								
Hourly				83.85	88.04	92.44	97.06	101.91
Bi-Weekly				6,708.13	7,043.20	7,395.20	7,764.80	8,152.80
Monthly				14,534.29	15,260.27	16,022.93	16,823.73	17,664.40
Annual				174,411.44	183,123.20	192,275.20	201,884.80	211,972.80
Police Sergeant Intermediate POST (FBPA)								
Hourly				48.13	50.54	53.07	55.72	58.51
Bi-Weekly				3,850.65	4,043.20	4,245.60	4,457.60	4,680.80
Monthly				8,343.07	8,760.27	9,198.80	9,658.13	10,141.73
Annual				100,116.88	105,123.20	110,385.60	115,897.60	121,700.80

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant Intermediate POST - Acting (FBPA, Temporary)								
Hourly				48.13	50.54	53.07	55.72	58.51
Bi-Weekly				3,850.65	4,043.20	4,245.60	4,457.60	4,680.80
Monthly				8,343.07	8,760.27	9,198.80	9,658.13	10,141.73
Annual				100,116.88	105,123.20	110,385.60	115,897.60	121,700.80
Police Sergeant Advance POST (FBPA)								
Hourly				50.89	53.44	56.11	58.92	61.87
Bi-Weekly				4,071.30	4,275.20	4,488.80	4,713.60	4,949.60
Monthly				8,821.15	9,262.93	9,725.73	10,212.80	10,724.13
Annual				105,853.84	111,155.20	116,708.80	122,553.60	128,689.60
Police Officer Basic POST (FBPA)								
Hourly				37.60	39.48	41.45	43.52	45.70
Bi-Weekly				3,008.33	3,158.40	3,316.00	3,481.60	3,656.00
Monthly				6,518.06	6,843.20	7,184.67	7,543.47	7,921.33
Annual				78,216.70	82,118.40	86,216.00	90,521.60	95,056.00
Police Officer Intermediate POST (FBPA)								
Hourly				39.48	41.46	43.53	45.71	48.00
Bi-Weekly				3,158.66	3,316.80	3,482.40	3,656.80	3,840.00
Monthly				6,843.77	7,186.40	7,545.20	7,923.07	8,320.00
Annual				82,125.20	86,236.80	90,542.40	95,076.80	99,840.00
Police Officer Advance POST (FBPA)								
Hourly				41.42	43.49	45.66	47.94	50.34
Bi-Weekly				3,313.49	3,479.20	3,652.80	3,835.20	4,027.20
Monthly				7,179.23	7,538.27	7,914.40	8,309.60	8,725.60
Annual				86,150.71	90,459.20	94,972.80	99,715.20	104,707.20
Police Recruit (1040 hours; FBPA)								
Hourly				33.87				
Police Transport Officer (Part-Time/On-Call, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				28.56				
Public Experience Liaison - Part Time (1000 Max Annual Hours; Non-Bargaining)								
Hourly				22.00				
Public Information Coordinator (Confidential; Non-Bargaining)								
Hourly				28.79	30.23	31.74	33.33	35.00
Bi-Weekly				2,303.57	2,418.40	2,539.20	2,666.40	2,800.00
Monthly				4,991.06	5,239.87	5,501.60	5,777.20	6,066.67
Annual				59,892.77	62,878.40	66,019.20	69,326.40	72,800.00

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Coordinator (CV Starr; Non-Bargaining)								
Hourly				24.26	25.47	26.75	28.08	29.49
Bi-Weekly				1,940.80	2,037.84	2,139.73	2,246.72	2,359.05
Monthly				4,205.07	4,415.32	4,636.09	4,867.89	5,111.29
Annual				50,460.80	52,983.84	55,633.03	58,414.68	61,335.42
Recreation Instructor I (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				21.00				
Recreation Instructor II (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				23.00				
Recreation Instructor III (CV Starr;Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				25.00				
Recreation Supervisor (CV Starr; Non-Bargaining)								
Hourly				30.00	31.50	33.08	34.73	36.47
Bi-Weekly				2,400.00	2,520.00	2,646.00	2,778.30	2,917.22
Monthly				5,200.00	5,460.00	5,733.00	6,019.65	6,320.63
Annual				62,400.00	65,520.00	68,796.00	72,235.80	75,847.59
Seasonal: Laborer (1000 Maximum Annual Hours; Non-Bargaining)								
Hourly				18.00				
Seasonal: Parking Enforcement Attendant (Part-Time, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				18.00				
Senior Administrative Assistant (CV Starr; Non-Bargaining)								
Hourly				18.38	19.30	20.26	21.28	22.34
Bi-Weekly				1,470.40	1,543.92	1,621.12	1,702.17	1,787.28
Monthly				3,185.87	3,345.16	3,512.42	3,688.04	3,872.44
Annual				38,230.40	40,141.92	42,149.02	44,256.47	46,469.29
Senior Government Accountant (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Senior Lifeguard (CV Starr; Non-Bargaining)								
Hourly				22.58	23.71	24.89	26.14	27.45
Bi-Weekly				1,806.40	1,896.72	1,991.56	2,091.13	2,195.69
Monthly				3,913.87	4,109.56	4,315.04	4,530.79	4,757.33
Annual				46,966.40	49,314.72	51,780.46	54,369.48	57,087.95
Social Services Liaison-Crisis Worker (Non-Bargaining, Grant-Funded Position)								
Hourly				32.59	34.22	35.93	37.73	39.62
Bi-Weekly				2,607.12	2,737.60	2,874.40	3,018.40	3,169.60
Monthly				5,648.76	5,931.47	6,227.87	6,539.87	6,867.47
Annual				67,785.12	71,177.60	74,734.40	78,478.40	82,409.60

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Special Investigator Basic POST (FBPA)								
Hourly				39.48	41.46	43.53	45.71	48.00
Bi-Weekly				3,158.66	3,316.80	3,482.40	3,656.80	3,840.00
Monthly				6,843.77	7,186.40	7,545.20	7,923.07	8,320.00
Annual				82,125.20	86,236.80	90,542.40	95,076.80	99,840.00
Special Investigator Intermediate POST (FBPA)								
Hourly				41.45	43.52	45.70	47.99	50.39
Bi-Weekly				3,316.19	3,481.60	3,656.00	3,839.20	4,031.20
Monthly				7,185.08	7,543.47	7,921.33	8,318.27	8,734.27
Annual				86,220.93	90,521.60	95,056.00	99,819.20	104,811.20
Special Investigator Advanced POST (FBPA)								
Hourly				43.50	45.68	47.96	50.36	52.88
Bi-Weekly				3,480.02	3,654.40	3,836.80	4,028.80	4,230.40
Monthly				7,540.04	7,917.87	8,313.07	8,729.07	9,165.87
Annual				90,480.48	95,014.40	99,756.80	104,748.80	109,990.40
Systems Analyst - Lead (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Systems Analyst (Confidential; Non-Bargaining)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Systems Technician (FBEO)								
Hourly				23.74	24.92	26.17	27.48	28.85
Bi-Weekly				1,898.83	1,993.60	2,093.60	2,198.40	2,308.00
Monthly				4,114.14	4,319.47	4,536.13	4,763.20	5,000.67
Annual				49,369.63	51,833.60	54,433.60	57,158.40	60,008.00
Treatment Plant Operator-in-Training (FBEO)								
Hourly				21.09	22.15	23.26	24.42	25.64
Bi-Weekly				1,687.49	1,772.00	1,860.80	1,953.60	2,051.20
Monthly				3,656.22	3,839.33	4,031.73	4,232.80	4,444.27
Annual				43,874.69	46,072.00	48,380.80	50,793.60	53,331.20
Treatment Plant Operator I (FBEO)								
Hourly				26.17	27.48	28.85	30.29	31.80
Bi-Weekly				2,093.86	2,198.40	2,308.00	2,423.20	2,544.00
Monthly				4,536.69	4,763.20	5,000.67	5,250.27	5,512.00
Annual				54,440.26	57,158.40	60,008.00	63,003.20	66,144.00

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

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				Step 1	Step 2	Step 3	Step 4	Step 5
Treatment Plant Operator II (FBEO)								
Hourly				27.50	28.87	30.31	31.83	33.42
Biweekly				2,199.94	2,309.60	2,424.80	2,546.40	2,673.60
Monthly				4,766.53	5,004.13	5,253.73	5,517.20	5,792.80
Annual				57,198.34	60,049.60	63,044.80	66,206.40	69,513.60
Treatment Plant Operator III (FBEO)								
Hourly				30.31	31.83	33.42	35.09	36.84
Biweekly				2,424.80	2,546.40	2,673.60	2,807.20	2,947.20
Monthly				5,253.73	5,517.20	5,792.80	6,082.27	6,385.60
Annual				63,044.80	66,206.40	69,513.60	72,987.20	76,627.20



City of Fort Bragg

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Text File

File Number: 25-426

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5E.

Adopt City Council Resolution Amending/Creating the Pay Rate for Public Works Director to Incorporate Cost-of-Living Adjustment Effective March 15, 2025, and Confirming the Pay Rates and Ranges For All City of Fort Bragg Established Classifications

Adoption of the Resolution establishes a master Salary Rate Compensation Plan effective March 15, 2025, and confirms the pay rates and ranges for all City of Fort Bragg Established Classifications.

RESOLUTION NO. ____-2025

RESOLUTION OF THE FORT BRAGG CITY COUNCIL AMENDING/CREATING THE PAY RATE FOR PUBLIC WORKS DIRECTOR TO INCORPATE COST-OF-LIVING ADJUSTMENT EFFECTIVE MARCH 15, 2025, AND CONFIRMING THE PAY RATES AND RANGES FOR ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS

WHEREAS, the Fort Bragg City Council desires to provide an adequate level of compensation for exempt, at-will, Executive classifications; and

WHEREAS, the Fort Bragg City Council approves all new classifications and salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, Resolution 4953-2025, which was approved during the July 14, 2025, City Council meeting, enumerated compensation and the terms and conditions of employment for exempt, at-will, Executive classifications; and

WHEREAS, Section 1.1 of Resolution 4953-2025 established for exempt Executive Management classifications incorporated the cost-of-living adjustments that were effective July 1, 2025, for all Executive classifications except for the Public Works Director, whose cost-of-living adjustment was retroactively effective March 15, 2025; and

WHEREAS, the City did not have a Master Salary Schedule showing the retroactive cost-of-living adjustment for the Public Works Director; and

WHEREAS, the newly established City of Fort Bragg Master Salary Rate Compensation Plan, effective March 15, 2025, reflects the retroactive cost-of-living adjustment for the Public Works Director classification; and

WHEREAS, the establishment of this Resolution meets the requirements of California Code of Regulations Section 570.5 as confirmed by CalPERS to have a publicly adopted and posted salary schedule; and

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED as follows:

1. The recitals set forth above are true and correct and are incorporated herein; and
2. The City of Fort Bragg Master Salary Rate Compensation Plan, effective March 15, 2025, is established to include the retroactive cost-of-living adjustment for the Public Works Director; and
3. The pay rates and ranges for all City of Fort Bragg established classifications, as shown in Exhibit A, are confirmed; and
4. This Resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA"). It is determined that the approval of this Resolution does not have the potential for creating a significant effect on the environment and is therefore exempt from further

review under CEQA pursuant to State CEQA Guidelines Section 15060©(3) because it is not a project as defined by the CEQA Guidelines Section 15378. Adoption of this Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical damage in the environment.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 14th day of October 2025, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**Jason Godeke
Mayor**

ATTEST:

**Diana Paoli
City Clerk**

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Analyst (Confidential; Non-Bargaining)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,222.78	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,816.03	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Administrative Analyst - Police (Confidential; Non-Bargaining)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,136.80	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,722.32	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Administrative Assistant - Administration (Confidential; Non-Bargaining)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Administrative Assistant - Non-Confidential (FBEO)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Administrative Assistant (CV Starr; Non-Bargaining)								
Hourly				18.19	19.10	20.05	21.06	22.11
Bi-Weekly				1,455.20	1,527.96	1,604.36	1,684.58	1,768.80
Monthly				3,153.08	3,310.58	3,476.11	3,649.91	3,832.41
Annual				37,837.00	39,726.96	41,713.31	43,798.97	45,988.92
Administrative Assistant I -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				18.00				
Administrative Assistant II -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				20.00				
Administrative Assistant III -Part time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				22.00				
Administrative Coordinator (CV Starr; Non-Bargaining)								
Hourly				21.53	22.61	23.74	24.92	26.17
Bi-Weekly				1,722.40	1,808.52	1,898.95	1,993.89	2,093.59
Monthly				3,731.87	3,918.46	4,113.43	4,320.10	4,536.11
Annual				44,782.40	47,021.52	49,361.13	51,841.23	54,433.29

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Assistant Director - Engineering Division (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Assistant City Engineer (FBEO)								
Hourly				34.58	36.31	38.13	40.04	42.04
Bi-Weekly				2,766.24	2,904.80	3,050.40	3,203.20	3,363.20
Monthly				5,993.52	6,293.73	6,609.20	6,940.27	7,286.93
Annual				71,922.24	75,524.80	79,310.40	83,283.20	87,443.20
Assistant City Manager (Executive; At-Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Assistant Finance Director (Mid-Management; Non-Bargaining)								
Hourly				41.01	43.06	45.21	47.47	49.84
Bi-Weekly				3,281.14	3,444.80	3,616.80	3,797.60	3,987.20
Monthly				7,109.13	7,463.73	7,836.40	8,228.13	8,638.93
Annual				85,309.54	89,564.80	94,036.80	98,737.60	103,667.20
Assistant Planner (FBEO)								
Hourly				32.95	34.59	36.32	38.14	40.05
Bi-Weekly				2,635.68	2,767.20	2,905.60	3,051.20	3,204.00
Monthly				5,710.64	5,995.60	6,295.47	6,610.93	6,942.00
Annual				68,527.68	71,947.20	75,545.60	79,331.20	83,304.00
Assistant Planner/Code Enforcement, Part-Time (Less than 1,000 hours; Non-Bargaining)								
				36.32				
Associate Planner (FBEO)								
Hourly				34.12	35.82	37.61	39.49	41.46
Bi-Weekly				2,729.52	2,865.60	3,008.80	3,159.20	3,316.80
Monthly				5,913.96	6,208.80	6,519.07	6,844.93	7,186.40
Annual				70,967.52	74,505.60	78,228.80	82,139.20	86,236.80
Audiovisual Technician, Part-Time (Less than 1,000 hours; Non-Bargaining)								
				27.54				
City Clerk, Non-Certified (Confidential; Non-Bargaining)								
Hourly				34.10	35.81	37.60	39.48	41.45
Bi-Weekly				2,728.00	2,864.80	3,008.00	3,158.40	3,316.00
Monthly				5,910.67	6,207.07	6,517.33	6,843.20	7,184.67
Annual				70,928.00	74,484.80	78,208.00	82,118.40	86,216.00

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
City Clerk (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
City Councilmember (Elected)								
Hourly								
Bi-Weekly				235.38				
Monthly				510.00	Plus \$100/mo for Special District Meeting			
Annual				6,120.00				
City Manager (Executive; At Will; Contract)								
Hourly				92.31				
Bi-Weekly				7,384.62				
Monthly				16,000.00				
Annual				192,000.00				
Code Enforcement Officer (FBEO)								
Hourly				32.95	34.59	36.32	38.14	40.05
Bi-Weekly				2,635.68	2,767.20	2,905.60	3,051.20	3,204.00
Monthly				5,710.64	5,995.60	6,295.47	6,610.93	6,942.00
Annual				68,527.68	71,947.20	75,545.60	79,331.20	83,304.00
Community Services Officer (FBPA)								
Hourly				25.40	26.67	28.00	29.40	30.87
Bi-Weekly				2,031.90	2,133.60	2,240.00	2,352.00	2,469.60
Monthly				4,402.44	4,622.80	4,853.33	5,096.00	5,350.80
Annual				52,829.27	55,473.60	58,240.00	61,152.00	64,209.60
Construction Project Manager (Mid-Management; Non-Bargaining)								
Hourly				44.10	46.31	48.63	51.06	53.61
Bi-Weekly				3,528.38	3,704.80	3,890.40	4,084.80	4,288.80
Monthly				7,644.83	8,027.07	8,429.20	8,850.40	9,292.40
Annual				91,737.98	96,324.80	101,150.40	106,204.80	111,508.80
Construction Project Manager (Temporary, Part-time, At-Will)								
Hourly				44.10	46.31	48.63	51.06	53.61
Custodian I - CV Starr (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				20.00				
Custodian II - CV Starr (CV Starr; Part-time, 1000 Max Annual Hours, Non-Bargaining)								
				22.00				
Custodian III - CV Starr (CV Starr; Part-time, 1000 Max Annual Hours, Non-Bargaining)								
				24.00				

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
CV Starr Manager (Mid-Management, Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Director - Community Development Department (Executive; At Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Director - Finance/City Treasurer (Executive; At-Will)								
Hourly				51.28	53.85	56.54	59.37	62.34
Bi-Weekly				4,102.51	4,308.00	4,523.20	4,749.60	4,987.20
Monthly				8,888.76	9,334.00	9,800.27	10,290.80	10,805.60
Annual				106,665.14	112,008.00	117,603.20	123,489.60	129,667.20
Director of Public Works (Executive; At Will)								
Hourly				54.36	57.08	59.93	62.93	66.08
Bi-Weekly				4,348.80	4,566.40	4,794.40	5,034.40	5,286.40
Monthly				9,422.40	9,893.87	10,387.87	10,907.87	11,453.87
Annual				113,068.80	118,726.40	124,654.40	130,894.40	137,446.40
Economic Development Manager								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Engineering Technician (FBEO)								
Hourly				31.37	32.94	34.59	36.32	38.14
Bi-Weekly				2,509.60	2,635.20	2,767.20	2,905.60	3,051.20
Monthly				5,437.47	5,709.60	5,995.60	6,295.47	6,610.93
Annual				65,249.60	68,515.20	71,947.20	75,545.60	79,331.20
Environmental Compliance Coordinator (FBEO)								
Hourly				36.28	38.10	40.01	42.01	44.11
Bi-Weekly				2,902.51	3,048.00	3,200.80	3,360.80	3,528.80
Monthly				6,288.78	6,604.00	6,935.07	7,281.73	7,645.73
Annual				75,465.31	79,248.00	83,220.80	87,380.80	91,748.80
Finance Technician I (FBEO)								
Hourly				23.08	24.24	25.45	26.72	28.06
Bi-Weekly				1,846.61	1,939.20	2,036.00	2,137.60	2,244.80
Monthly				4,000.98	4,201.60	4,411.33	4,631.47	4,863.73
Annual				48,011.81	50,419.20	52,936.00	55,577.60	58,364.80

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

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				Step 1	Step 2	Step 3	Step 4	Step 5
Finance Technician II (FBEO)								
Hourly				25.46	26.73	28.07	29.47	30.94
Bi-Weekly				2,036.74	2,138.40	2,245.60	2,357.60	2,475.20
Monthly				4,412.93	4,633.20	4,865.47	5,108.13	5,362.93
Annual				52,955.14	55,598.40	58,385.60	61,297.60	64,355.20
Finance Technician III (FBEO)								
Hourly				28.06	29.46	30.93	32.48	34.10
Bi-Weekly				2,244.82	2,356.80	2,474.40	2,598.40	2,728.00
Monthly				4,863.77	5,106.40	5,361.20	5,629.87	5,910.67
Annual				58,365.22	61,276.80	64,334.40	67,558.40	70,928.00
Fitness Equipment Technician (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				25.00				
Fitness Instructor I - CV Starr (CV Starr; Part-Time, 1000 Max Annual Hours, Non-Bargaining)								
				30.00				
Fitness Instructor II - CV Starr (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				32.00				
Government Accountant I (FBEO)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Grants Coordinator (FBEO, Grant Funded)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Grants Analyst (Part-Time, Less than 20 hours week; Grant Funded, At-Will)								
Hourly				28.00				
Head Lifeguard (CV Starr; Non-Bargaining)								
Hourly				20.40	21.42	22.49	23.62	24.80
Bi-Weekly				1,632.00	1,713.60	1,799.28	1,889.24	1,983.71
Monthly				3,536.00	3,712.80	3,898.44	4,093.36	4,298.03
Annual				42,432.00	44,553.60	46,781.28	49,120.34	51,576.36
Housing and Economic Development Coordinator (Confidential; Non-Bargaining)								
Hourly				34.60	36.33	38.15	40.06	42.06
Bi-Weekly				2,767.87	2,906.40	3,052.00	3,204.80	3,364.80
Monthly				5,997.06	6,297.20	6,612.67	6,943.73	7,290.40
Annual				71,964.67	75,566.40	79,352.00	83,324.80	87,484.80

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Human Resources Manager (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Intern (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				18.00				
Laborer-Public Works (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.42				
Laborer-Water/Wastewater (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.42				
Lifeguard - CV Starr (CV Starr; Non-Bargaining)								
Hourly				19.85	20.84	21.88	22.98	24.13
Bi-Weekly				1,588.00	1,667.40	1,750.77	1,838.31	1,930.22
Monthly				3,440.67	3,612.70	3,793.34	3,983.00	4,182.15
Annual				41,288.00	43,352.40	45,520.02	47,796.02	50,185.82
Lifeguard I - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				19.00				
Lifeguard II - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				21.00				
Lifeguard III - Part-time (CV Starr; 1000 Max Annual Hours, Non-Bargaining)								
Hourly				23.00				
Maintenance Supervisor (CV Starr, Non-Bargaining,)								
Hourly				30.00	31.50	33.08	34.73	36.47
Bi-Weekly				2,400.00	2,520.00	2,646.00	2,778.30	2,917.22
Monthly				5,200.00	5,460.00	5,733.00	6,019.65	6,320.63
Annual				62,400.00	65,520.00	68,796.00	72,235.80	75,847.59
Maintenance Worker I - CV Starr (CV Starr; Non-Bargaining)								
Hourly				19.43	20.40	21.42	22.49	23.61
Bi-Weekly				1,554.40	1,632.00	1,713.60	1,799.20	1,888.80
Monthly				3,367.87	3,536.00	3,712.80	3,898.27	4,092.40
Annual				40,414.40	42,432.00	44,553.60	46,779.20	49,108.80
Maintenance Worker II - CV Starr (CV Starr; Non-Bargaining)								
Hourly				22.60	23.73	24.92	26.17	27.48
Bi-Weekly				1,808.00	1,898.40	1,993.60	2,093.60	2,198.40
Monthly				3,917.33	4,113.20	4,319.47	4,536.13	4,763.20
Annual				47,008.00	49,358.40	51,833.60	54,433.60	57,158.40

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				Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Worker III - CV Starr (CV Starr; Non-Bargaining)								
Hourly				25.83	27.12	28.48	29.90	31.40
Bi-Weekly				2,066.40	2,169.60	2,278.40	2,392.00	2,512.00
Monthly				4,477.20	4,700.80	4,936.53	5,182.67	5,442.67
Annual				53,726.40	56,409.60	59,238.40	62,192.00	65,312.00
Maintenance Worker I (FBEO)								
Hourly				21.64	22.73	23.87	25.06	26.31
Bi-Weekly				1,731.55	1,818.40	1,909.60	2,004.80	2,104.80
Monthly				3,751.70	3,939.87	4,137.47	4,343.73	4,560.40
Annual				45,020.35	47,278.40	49,649.60	52,124.80	54,724.80
Maintenance Worker II (FBEO)								
Hourly				24.59	25.82	27.11	28.47	29.89
Bi-Weekly				1,967.38	2,065.60	2,168.80	2,277.60	2,391.20
Monthly				4,262.65	4,475.47	4,699.07	4,934.80	5,180.93
Annual				51,151.78	53,705.60	56,388.80	59,217.60	62,171.20
Maintenance Worker III (FBEO)								
Hourly				25.83	27.12	28.48	29.90	31.40
Bi-Weekly				2,066.11	2,169.60	2,278.40	2,392.00	2,512.00
Monthly				4,476.58	4,700.80	4,936.53	5,182.67	5,442.67
Annual				53,718.91	56,409.60	59,238.40	62,192.00	65,312.00
Maintenance Worker IV (FBEO)								
Hourly				27.10	28.46	29.88	31.37	32.94
Bi-Weekly				2,168.00	2,276.80	2,390.40	2,509.60	2,635.20
Monthly				4,697.33	4,933.07	5,179.20	5,437.47	5,709.60
Annual				56,368.00	59,196.80	62,150.40	65,249.60	68,515.20
Maintenance Worker Lead (FBEO)								
Hourly				29.80	31.29	32.85	34.49	36.21
Bi-Weekly				2,384.00	2,503.20	2,628.00	2,759.20	2,896.80
Monthly				5,165.33	5,423.60	5,694.00	5,978.27	6,276.40
Annual				61,984.00	65,083.20	68,328.00	71,739.20	75,316.80
Mechanic (FBEO)								
Hourly				27.78	29.17	30.63	32.16	33.77
Bi-Weekly				2,222.78	2,333.60	2,450.40	2,572.80	2,701.60
Monthly				4,816.03	5,056.13	5,309.20	5,574.40	5,853.47
Annual				57,792.38	60,673.60	63,710.40	66,892.80	70,241.60
Office Assistant (Temporary Position)								
Hourly				20.00	21.00	22.05	23.15	24.31
Operations Manager (Mid-Management; Non-Bargaining)								
Hourly				41.79	43.88	46.07	48.37	50.79
Bi-Weekly				3,343.15	3,510.40	3,685.60	3,869.60	4,063.20
Monthly				7,243.50	7,605.87	7,985.47	8,384.13	8,803.60
Annual				86,921.95	91,270.40	95,825.60	100,609.60	105,643.20

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Operation:								
Hourly				36.28	38.10	40.01	42.01	44.11
Bi-Weekly				2,902.40	3,048.00	3,200.80	3,360.80	3,528.80
Monthly				6,288.53	6,604.00	6,935.07	7,281.73	7,645.73
Annual				75,462.40	79,248.00	83,220.80	87,380.80	91,748.80
Planning Technician (FBEO)								
Hourly				25.61	26.89	28.23	29.64	31.12
Bi-Weekly				2,048.98	2,151.20	2,258.40	2,371.20	2,489.60
Monthly				4,439.45	4,660.93	4,893.20	5,137.60	5,394.13
Annual				53,273.38	55,931.20	58,718.40	61,651.20	64,729.60
Police Captain (Mid-Management; Non-Bargaining)								
Hourly				68.83	72.27	75.88	79.67	83.65
Bi-Weekly				5,506.33	5,781.60	6,070.40	6,373.60	6,692.00
Monthly				10,999.60	12,526.80	13,152.53	13,809.47	14,499.33
Annual				143,164.45	150,321.60	157,830.40	165,713.60	173,992.00
Police Chief (Executive; At Will)								
Hourly				79.87	83.86	88.05	92.45	97.07
Bi-Weekly				6,389.40	6,708.80	7,044.00	7,396.00	7,765.60
Monthly				13,843.70	14,535.73	15,262.00	16,024.67	16,825.47
Annual				166,124.39	174,428.80	183,144.00	192,296.00	201,905.60
Police Chief Executive POST (Executive; At Will)								
Hourly				83.85	88.04	92.44	97.06	101.91
Bi-Weekly				6,708.13	7,043.20	7,395.20	7,764.80	8,152.80
Monthly				14,534.29	15,260.27	16,022.93	16,823.73	17,664.40
Annual				174,411.44	183,123.20	192,275.20	201,884.80	211,972.80
Police Sergeant Intermediate POST (FBPA)								
Hourly				48.13	50.54	53.07	55.72	58.51
Bi-Weekly				3,850.65	4,043.20	4,245.60	4,457.60	4,680.80
Monthly				8,343.07	8,760.27	9,198.80	9,658.13	10,141.73
Annual				100,116.88	105,123.20	110,385.60	115,897.60	121,700.80
Police Sergeant Intermediate POST - Acting (FBPA, Temporary)								
Hourly				48.13	50.54	53.07	55.72	58.51
Bi-Weekly				3,850.65	4,043.20	4,245.60	4,457.60	4,680.80
Monthly				8,343.07	8,760.27	9,198.80	9,658.13	10,141.73
Annual				100,116.88	105,123.20	110,385.60	115,897.60	121,700.80
Police Sergeant Advance POST (FBPA)								
Hourly				50.89	53.44	56.11	58.92	61.87
Bi-Weekly				4,071.30	4,275.20	4,488.80	4,713.60	4,949.60
Monthly				8,821.15	9,262.93	9,725.73	10,212.80	10,724.13
Annual				105,853.84	111,155.20	116,708.80	122,553.60	128,689.60

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Police Officer Basic POST (FBPA)								
Hourly				37.60	39.48	41.45	43.52	45.70
Bi-Weekly				3,008.33	3,158.40	3,316.00	3,481.60	3,656.00
Monthly				6,518.06	6,843.20	7,184.67	7,543.47	7,921.33
Annual				78,216.70	82,118.40	86,216.00	90,521.60	95,056.00
Police Officer Intermediate POST (FBPA)								
Hourly				39.48	41.46	43.53	45.71	48.00
Bi-Weekly				3,158.66	3,316.80	3,482.40	3,656.80	3,840.00
Monthly				6,843.77	7,186.40	7,545.20	7,923.07	8,320.00
Annual				82,125.20	86,236.80	90,542.40	95,076.80	99,840.00
Police Officer Advance POST (FBPA)								
Hourly				41.42	43.49	45.66	47.94	50.34
Bi-Weekly				3,313.49	3,479.20	3,652.80	3,835.20	4,027.20
Monthly				7,179.23	7,538.27	7,914.40	8,309.60	8,725.60
Annual				86,150.71	90,459.20	94,972.80	99,715.20	104,707.20
Police Recruit (1040 hours; FBPA)								
Hourly				33.87				
Police Transport Officer (Part-Time/On-Call, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				28.56				
Public Experience Liaison - Part Time (1000 Max Annual Hours; Non-Bargaining)								
Hourly				22.00				
Public Information Coordinator (Confidential; Non-Bargaining)								
Hourly				28.79	30.23	31.74	33.33	35.00
Bi-Weekly				2,303.57	2,418.40	2,539.20	2,666.40	2,800.00
Monthly				4,991.06	5,239.87	5,501.60	5,777.20	6,066.67
Annual				59,892.77	62,878.40	66,019.20	69,326.40	72,800.00
Recreation Coordinator (CV Starr; Non-Bargaining)								
Hourly				24.26	25.47	26.75	28.08	29.49
Bi-Weekly				1,940.80	2,037.84	2,139.73	2,246.72	2,359.05
Monthly				4,205.07	4,415.32	4,636.09	4,867.89	5,111.29
Annual				50,460.80	52,983.84	55,633.03	58,414.68	61,335.42
Recreation Instructor I (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				21.00				
Recreation Instructor II (CV Starr; Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				23.00				
Recreation Instructor III (CV Starr;Part-time,1000 Max Annual Hours, Non-Bargaining)								
Hourly				25.00				

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Supervisor (CV Starr; Non-Bargaining)								
Hourly				30.00	31.50	33.08	34.73	36.47
Bi-Weekly				2,400.00	2,520.00	2,646.00	2,778.30	2,917.22
Monthly				5,200.00	5,460.00	5,733.00	6,019.65	6,320.63
Annual				62,400.00	65,520.00	68,796.00	72,235.80	75,847.59
Seasonal: Laborer (1000 Maximum Annual Hours; Non-Bargaining)								
Hourly				18.00				
Seasonal: Parking Enforcement Attendant (Part-Time, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				18.00				
Senior Administrative Assistant (CV Starr; Non-Bargaining)								
Hourly				18.38	19.30	20.26	21.28	22.34
Bi-Weekly				1,470.40	1,543.92	1,621.12	1,702.17	1,787.28
Monthly				3,185.87	3,345.16	3,512.42	3,688.04	3,872.44
Annual				38,230.40	40,141.92	42,149.02	44,256.47	46,469.29
Senior Government Accountant (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Senior Lifeguard (CV Starr; Non-Bargaining)								
Hourly				22.58	23.71	24.89	26.14	27.45
Bi-Weekly				1,806.40	1,896.72	1,991.56	2,091.13	2,195.69
Monthly				3,913.87	4,109.56	4,315.04	4,530.79	4,757.33
Annual				46,966.40	49,314.72	51,780.46	54,369.48	57,087.95
Social Services Liaison-Crisis Worker (Non-Bargaining, Grant-Funded Position)								
Hourly				32.59	34.22	35.93	37.73	39.62
Bi-Weekly				2,607.12	2,737.60	2,874.40	3,018.40	3,169.60
Monthly				5,648.76	5,931.47	6,227.87	6,539.87	6,867.47
Annual				67,785.12	71,177.60	74,734.40	78,478.40	82,409.60
Special Investigator Basic POST (FBPA)								
Hourly				39.48	41.46	43.53	45.71	48.00
Bi-Weekly				3,158.66	3,316.80	3,482.40	3,656.80	3,840.00
Monthly				6,843.77	7,186.40	7,545.20	7,923.07	8,320.00
Annual				82,125.20	86,236.80	90,542.40	95,076.80	99,840.00
Special Investigator Intermediate POST (FBPA)								
Hourly				41.45	43.52	45.70	47.99	50.39
Bi-Weekly				3,316.19	3,481.60	3,656.00	3,839.20	4,031.20
Monthly				7,185.08	7,543.47	7,921.33	8,318.27	8,734.27
Annual				86,220.93	90,521.60	95,056.00	99,819.20	104,811.20

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective March 24, 2025

Incorporate the retroactive cost-of-living adjustment for the Public Works Director into the salary schedule approved by Resolution 4953-2025

				Step 1	Step 2	Step 3	Step 4	Step 5
Special Investigator Advanced POST (FBPA)								
Hourly				43.50	45.68	47.96	50.36	52.88
Bi-Weekly				3,480.02	3,654.40	3,836.80	4,028.80	4,230.40
Monthly				7,540.04	7,917.87	8,313.07	8,729.07	9,165.87
Annual				90,480.48	95,014.40	99,756.80	104,748.80	109,990.40
Systems Analyst - Lead (Mid-Management; Non-Bargaining)								
Hourly				37.91	39.81	41.80	43.89	46.08
Bi-Weekly				3,033.07	3,184.80	3,344.00	3,511.20	3,686.40
Monthly				6,571.66	6,900.40	7,245.33	7,607.60	7,987.20
Annual				78,859.87	82,804.80	86,944.00	91,291.20	95,846.40
Systems Analyst (Confidential; Non-Bargaining)								
Hourly				30.93	32.47	34.09	35.79	37.58
Bi-Weekly				2,474.11	2,597.60	2,727.20	2,863.20	3,006.40
Monthly				5,360.58	5,628.13	5,908.93	6,203.60	6,513.87
Annual				64,326.91	67,537.60	70,907.20	74,443.20	78,166.40
Systems Technician (FBEO)								
Hourly				23.74	24.92	26.17	27.48	28.85
Bi-Weekly				1,898.83	1,993.60	2,093.60	2,198.40	2,308.00
Monthly				4,114.14	4,319.47	4,536.13	4,763.20	5,000.67
Annual				49,369.63	51,833.60	54,433.60	57,158.40	60,008.00
Treatment Plant Operator-in-Training (FBEO)								
Hourly				21.09	22.15	23.26	24.42	25.64
Bi-Weekly				1,687.49	1,772.00	1,860.80	1,953.60	2,051.20
Monthly				3,656.22	3,839.33	4,031.73	4,232.80	4,444.27
Annual				43,874.69	46,072.00	48,380.80	50,793.60	53,331.20
Treatment Plant Operator I (FBEO)								
Hourly				26.17	27.48	28.85	30.29	31.80
Bi-Weekly				2,093.86	2,198.40	2,308.00	2,423.20	2,544.00
Monthly				4,536.69	4,763.20	5,000.67	5,250.27	5,512.00
Annual				54,440.26	57,158.40	60,008.00	63,003.20	66,144.00
Treatment Plant Operator II (FBEO)								
Hourly				27.50	28.87	30.31	31.83	33.42
Biweekly				2,199.94	2,309.60	2,424.80	2,546.40	2,673.60
Monthly				4,766.53	5,004.13	5,253.73	5,517.20	5,792.80
Annual				57,198.34	60,049.60	63,044.80	66,206.40	69,513.60
Treatment Plant Operator - Water, Collection, Lead (FBEO)								
Hourly				33.20	34.86	36.60	38.43	40.35
Biweekly				2,656.00	2,788.80	2,928.00	3,074.40	3,228.00
Monthly				5,754.67	6,042.40	6,344.00	6,661.20	6,994.00
Annual				69,056.00	72,508.80	76,128.00	79,934.40	83,928.00



City of Fort Bragg

416 N Franklin Street
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Text File

File Number: 25-427

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Consent Calendar

Agenda Number: 5F.

Adopt City Council Resolution Amending the July 1, 2025, Master Salary Rate Compensation Plan Adding and Revising and Confirming the Pay Rates and Ranges for All City of Fort Bragg Established Classifications

Adoption of this Resolution amends the July 1, 2025 Master Salary Rate Compensation Plan adding and revising classifications and confirms the pay rates and ranges for all City of Fort Bragg established classifications.

RESOLUTION NO. ____-2025

RESOLUTION OF THE FORT BRAGG CITY COUNCIL AMENDING JULY 1, 2025, MASTER SALARY RATE COMPENSATION PLAN ADDING AND REVISING CLASSIFICATIONS AND CONFIRMING THE PAY RATES AND RANGES FOR ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS

WHEREAS, the Fort Bragg City Council desires to provide an adequate level of compensation for City of Fort Bragg employees; and

WHEREAS, the Fort Bragg City Council approves all new classifications and salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, the Fort Bragg City Council approved the purchase of Mendocino Community Network (MCN) by approving Resolution 4926-2025 during the May 12, 2025, 2025, City Council meeting; and

WHEREAS, the City established the Broadband and Digital Infrastructure classifications in preparation for incoming MCN employees who became City employees effective July 1, 2025, by Resolution 4937-2025, which was approved during the June 23, 2025, City Council meeting; and

WHEREAS, the City of Fort Bragg received a petition from Service Employees International Union Local 1021, which is the authorized representative for the Fort Bragg Employee Organization (FBEO), on August 12, 2025, that complies with the Employee-Employer Resolution 1868-91 to be recognized as the Recognized Employee Relations Officer representing the Broadband and Digital Infrastructure employees, formerly known as the MCN employee group that was covered by Resolution 4937-2025; and

WHEREAS, the City of Fort Bragg responded to the SEIU Local 1021 to formally recognize SEIU Local 1021 as the Recognized Employee Relations Officer representing the MCN employees for meeting and conferring in good faith. The exclusion of Article 11 will be reviewed in the future, once the City has a better understanding of the economic forecast for the Mendocino Community Network through the collective bargaining process, at a time to be determined; and

WHEREAS, the City of Fort Bragg City Council approved Resolution 4939-2025 that established the terms and conditions of employment for exempt Mid-Management employees during the June 23, 2025, City Council meeting; and

WHEREAS, Resolution 4953-2025 was approved by the City of Fort Bragg City Council during July 14, 2025, City Council meeting that established terms and conditions of employment for exempt, at-will Executive employees; and

WHEREAS, Resolution 4954-2025 was approved by the City of Fort Bragg City Council during the July 14, 2025, City Council meeting, which established the terms and conditions of employment for Broadband and Digital Infrastructure non-exempt, non-management classifications; and

WHEREAS, Resolution 4955-2025 was approved by the City of Fort Bragg City Council during the July 14, 2025, City Council meeting, which established the terms and conditions of employment for Confidential/Non-Bargaining Employees; and

WHEREAS, currently the Public Experience Liaison, Part-Time, which is an at-will, non-exempt position, non-represented classification, is authorized to work no more than an average of twenty (20) hours per week and/or 1,000 hours in a fiscal year, and is not part of any employee group; and

WHEREAS, to assist the Administration Department with various projects, the City wishes to establish the Public Experience Liaison classification, a full-time, non-exempt position that is part of the Fort Bragg Employee Organization, which will be in addition to the Public Experience Liaison, Part-Time classification; and

WHEREAS, the Administrative Analyst was promoted to Senior Administrative Analyst classification, a non-exempt, full-time, position that is part of the Confidential/Non-Bargaining employee group, effective retroactive to July 1, 2025, which was not included on the July 1, 2025, Master Salary Rate Compensation Plan presented and approved by the City Council during the June 23, 2025, meeting; and

WHEREAS, the changes proposed above and the recent promotion to Senior Administrative Analyst required multiple updates to the July 1, 2025, Master Salary Rate Compensation Plan; and

WHEREAS, the necessary changes have been incorporated into the Master Salary Rate Compensation effective July 1, 2025, as shown in Exhibit A; and

WHEREAS, the establishment of this Resolution meets the requirements of California Code of Regulations Section 570.5 as confirmed by CalPERS to have a publicly adopted and posted salary schedule; and

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED as follows:

1. The recitals set forth above are true and correct and are incorporated herein; and
2. The City of Fort Bragg Master Salary Rate Compensation Plan, effective July 1, 2025, is amended to reflect recent classification and salary rate updates; and
3. The pay rates and ranges for all City of Fort Bragg established classifications, as shown in Exhibit A, are confirmed; and
4. This Resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA"). It is determined that the approval of this Resolution does not have the potential for creating a significant effect on the environment and is therefore exempt from further review under CEQA pursuant to State CEQA Guidelines Section 15060(c)(3) because it is not a project as defined by the CEQA Guidelines Section 15378. Adoption of this Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical damage in the environment.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 14th day of October 2025, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**Jason Godeke
Mayor**

ATTEST:

**Diana Paoli
City Clerk**

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Administrative Services	Assistant City Manager	Executive; At-Will	Step 1	Vacant (1)	54.36	4,348.80	9,422.40	113,068.80
			Step 2		57.08	4,566.40	9,893.87	118,726.40
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40
Administrative Services	Administration Director <i>(This classification oversees Administration & Finance)</i>	Executive; At-Will	Step 1	Vacant (1)	54.36	4,348.80	9,422.40	113,068.80
			Step 2		57.08	4,566.40	9,893.87	118,726.40
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40
Administrative Services	Senior Administrative Analyst	Confidential; Non-Bargaining	Step 1	Vacant (1)	30.55	2,444.00	5,295.33	63,544.00
			Step 2		31.94	2,555.20	5,536.27	66,435.20
			Step 3		33.57	2,685.60	5,818.80	69,825.60
			Step 4		35.35	2,828.00	6,127.33	73,528.00
			Step 5		37.12	2,969.60	6,434.13	77,209.60
Administrative Services	Administrative Analyst	Confidential; Non-Bargaining	Step 1	Filled (1)	27.78	2,222.78	4,816.03	57,792.38
			Step 2		29.17	2,333.60	5,056.13	60,673.60
			Step 3		30.63	2,450.40	5,309.20	63,710.40
			Step 4		32.16	2,572.80	5,574.40	66,892.80
			Step 5		33.77	2,701.60	5,853.47	70,241.60
Administrative Services	Administrative Assistant - Confidential <i>Working title - Administrative Assistant - Administration</i>	Confidential; Non-Bargaining	Step 1	Filled (1)	25.61	2,048.98	4,439.45	53,273.38
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Administrative Services	City Clerk, Non-Certified	Confidential; Non-Bargaining	Step 1	Filled (1)	34.10	2,728.00	5,910.67	70,928.00
			Step 2		35.81	2,864.80	6,207.07	74,464.80
			Step 3		37.60	3,008.00	6,517.33	78,208.00
			Step 4		39.48	3,158.40	6,843.20	82,118.40
			Step 5		41.45	3,316.00	7,184.67	86,216.00
Administrative Services	City Clerk - CMC Certified	Mid-Management; Non-Bargaining	Step 1	Vacant (1)	37.91	3,033.07	6,571.66	78,859.87
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
Administration	City Clerk Technician	Confidential; Non-Bargaining	Step 1	Vacant (1)	25.61	2,048.98	4,439.45	53,273.38
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Administrative Services	City Council	Elected	Step 1	Filled (5)	235.38	510.00	6,120.00	
					Plus \$100/mo for Special District Meeting			

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting							
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually	
Administrative Services	City Manager	Executive; At-Will; Contract	Step 1	Filled (1)	92.31	7,384.62	16,000.00	192,000.00	Employment Contract
Administrative Services	Human Resources Manager	Mid-Management; Non-Bargaining	Step 1	Filled (1)	37.91	3,033.07	6,571.66	78,859.87	Pre 7.13.25 MidM 6% COLA
			Step 2		39.81	3,184.80	6,900.40	82,804.80	
			Step 3		41.80	3,344.00	7,245.33	86,944.00	
			Step 4		43.89	3,511.20	7,607.60	91,291.20	
			Step 5		46.08	3,686.40	7,987.20	95,846.40	
Administrative Services	Public Experience Liaison - Part-Time	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Filled (1) 7/16/25 to 8/11/25 Vacant (1) 8.11.25	22.00				NEW CLASSIFICATION Not filled til 7/16/2025
Administrative Services	Public Experience Liaison	FBEO	Step 1	Filled (1) 8/11/25	24.39	3,033.07	6,571.66	78,859.87	
			Step 2		25.61	2,048.80	4,439.07	53,268.80	
			Step 3		26.89	2,151.20	4,660.93	55,931.20	
			Step 4		28.23	2,258.40	4,893.20	58,718.40	
			Step 5		29.64	2,371.20	5,137.60	61,651.20	
Administrative Services	Public Information Coordinator	Confidential; Non-Bargaining	Step 1	Vacant (1)	28.79	2,303.57	4,991.06	59,892.77	Pre 7.13.25 CNBarg 6% COLA
			Step 2		30.23	2,418.40	5,239.87	62,878.40	
			Step 3		31.74	2,539.20	5,501.60	66,019.20	
			Step 4		33.33	2,666.40	5,777.20	69,326.40	
			Step 5		35.00	2,800.00	6,066.67	72,800.00	
FB Broadband	Director of Broadband and Digital Infrastructure	Executive; At-Will; Contract	Step 1	Vacant	54.36	4,348.80	9,422.40	113,068.80	NEW CLASSIFICATION
			Step 2	Filled 9/22/25	57.08	4,566.40	9,893.87	118,726.40	Reflects 7/1/25 6% COLA
			Step 3		59.93	4,794.40	10,387.87	124,654.40	
			Step 4		62.93	5,034.40	10,907.87	130,894.40	
			Step 5		66.08	5,286.40	11,453.87	137,446.40	
FB Broadband	Broadband Manager	Mid-Manager; Non-Bargaining	Step 1	Filled (1)	41.01	3,281.14	7,109.13	85,309.54	Pre 7.13.25 Bbnd 6% COLA
			Step 2		43.06	3,444.80	7,463.73	89,564.80	
			Step 3		45.21	3,616.80	7,836.40	94,036.80	
			Step 4		47.47	3,797.60	8,228.13	98,737.60	
			Step 5		49.84	3,987.20	8,650.42	103,805.04	
FB Broadband	Senior Network Administrator	FBEO, Formerly Non-Represented	Step 1	Filled (1)	40.74	3,259.20	7,061.60	84,739.20	Pre 7.13.25 Bbnd 3% COLA
			Step 2		42.78	3,422.16	7,414.68	88,976.16	Excluded from FBEO COLA
			Step 3		44.92	3,593.27	7,785.41	93,424.97	
			Step 4		47.16	3,772.93	8,174.69	98,096.22	
			Step 5		49.52	3,961.58	8,583.42	103,001.03	
FB Broadband	System Technician	FBEO, Formerly Non-Represented	Step 1	Filled (3)	23.74	1,899.20	4,114.14	43,369.63	Pre 7.13.25 Bbnd 3% COLA
			Step 2		24.92	1,993.60	4,319.47	51,833.60	Excluded from FBEO COLA
			Step 3		26.17	2,093.28	4,536.13	54,433.60	
			Step 4		27.48	2,198.40	4,763.20	57,158.40	
			Step 5		28.85	2,308.32	5,000.67	60,008.00	
FB Broadband	System Technician (Part-Time)	Non-Represented; 1,000 Max Annual Hours; At-Will	Step 1	Filled (1)	23.82	1,905.60	4,128.80	49,545.60	Pre 7.13.25 Bbnd 3% COLA

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting							
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually	
FB Broadband	Broadband Finance Technician I	FBEO, Formerly Non-Represented	Step 1	Filled (1)	23.08	1,846.61	4,000.98	48,011.81	Pre 7.13.25 Bbnd 3% COLA
			Step 2		24.24	1,939.20	4,201.60	50,419.20	Excluded from FBEO COLA
			Step 3		25.45	2,036.00	4,411.33	52,936.00	
			Step 4		26.72	2,137.60	4,631.47	55,577.60	
			Step 5		28.06	2,244.80	4,863.73	58,364.80	
C.V. Starr	C.V. Starr Manager	Mid-Management; Non-Bargaining	Step 1	Filled (1)	37.91	3,033.07	6,571.66	78,859.87	Pre 7.13.25 MidM 3% COLA
			Step 2		39.81	3,184.80	6,900.40	82,804.80	
			Step 3		41.80	3,344.00	7,245.33	86,944.00	
			Step 4		43.89	3,511.20	7,607.60	91,291.20	
			Step 5		46.08	3,686.40	7,987.20	95,846.40	
C.V. Starr	Administrative Assistant	C.V. Starr; Non-Bargaining	Step 1	Vacant (1)	18.19	1,455.20	3,153.08	37,837.00	Pre 7.13.25 CV 3% COLA
			Step 2		19.10	1,527.96	3,310.58	39,726.96	
			Step 3		20.05	1,604.36	3,476.11	41,713.31	
			Step 4		21.06	1,684.58	3,649.91	43,798.97	
			Step 5		22.11	1,768.80	3,832.41	45,988.92	
C.V. Starr	Administrative Assistant I - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (2)	18.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Administrative Assistant II - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		20.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Administrative Assistant III - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		22.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Administrative Coordinator	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	21.53	1,722.40	3,731.87	44,782.40	Pre 7.13.25 CV 3% COLA
			Step 2		22.61	1,808.52	3,918.46	47,021.52	
			Step 3		23.74	1,898.95	4,114.43	49,361.13	
			Step 4		24.92	1,993.89	4,320.10	51,841.23	
			Step 5		26.17	2,093.59	4,536.11	54,433.29	
C.V. Starr	Custodian I - CV Starr	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (1)	20.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Custodian II - CV Starr	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		22.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Custodian II - CV Starr	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		24.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Fitness Equipment Technician	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (1)	25.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Fitness Instructor I - CV Starr	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (5) all inclusive	30.00				Pre 7.13.25 CV 3% COLA
C.V. Starr	Fitness Instructor II - CV Starr	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		32.00				Pre 7.13.25 CV 3% COLA

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
C.V. Starr	Head Lifeguard	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	20.40	1,632.00	3,536.00	42,432.00
			Step 2		21.42	1,713.60	3,712.80	44,553.60
			Step 3		22.49	1,799.28	3,898.44	46,781.28
			Step 4		23.62	1,889.24	4,093.36	49,120.34
			Step 5		24.80	1,983.71	4,298.03	51,576.36
C.V. Starr	Lifeguard - CV Starr	C.V. Starr; Non-Bargaining	Step 1	Vacant (1)	19.85	1,588.00	3,440.67	41,288.00
			Step 2		20.84	1,667.40	3,612.70	43,352.40
			Step 3		21.88	1,750.77	3,793.34	45,520.02
			Step 4		22.98	1,838.31	3,983.00	47,796.02
			Step 5		24.13	1,930.22	4,182.15	50,185.82
C.V. Starr	Lifeguard I - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (16) all inclusive	19.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Lifeguard II - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		21.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Lifeguard III - Part-Time	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1		23.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Maintenance Supervisor	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	30.00	2,400.00	5,200.00	62,400.00
			Step 2		31.50	2,520.00	5,460.00	65,520.00
			Step 3		33.08	2,646.00	5,733.00	68,796.00
			Step 4		34.73	2,778.30	6,019.65	72,235.80
			Step 5		36.47	2,917.22	6,320.63	75,847.59
C.V. Starr	Maintenance Worker I - CV Starr	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	19.43	1,554.40	3,367.87	40,414.40
			Step 2		20.40	1,632.00	3,536.00	42,432.00
			Step 3		21.42	1,713.60	3,712.80	44,553.60
			Step 4		22.49	1,799.20	3,898.27	46,779.20
			Step 5		23.61	1,888.80	4,092.40	49,108.80
C.V. Starr	Maintenance Worker II - CV Starr	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	22.60	1,808.00	3,917.33	47,008.00
			Step 2		23.73	1,898.40	4,113.20	49,358.40
			Step 3		24.92	1,993.60	4,319.47	51,833.60
			Step 4		26.17	2,093.60	4,536.13	54,433.60
			Step 5		27.48	2,198.40	4,763.20	57,158.40
C.V. Starr	Maintenance Worker III - CV Starr	C.V. Starr; Non-Bargaining	Step 1	Not Authorized	25.83	2,066.40	4,477.20	53,726.40
			Step 2		27.12	2,169.60	4,700.80	56,409.60
			Step 3		28.48	2,278.40	4,936.53	59,238.40
			Step 4		29.90	2,392.00	5,182.67	62,192.00
			Step 5		31.40	2,512.00	5,442.67	65,312.00
C.V. Starr	Recreation Coordinator	C.V. Starr; Non-Bargaining	Step 1	Vacant (1)	24.26	1,940.80	4,205.07	50,460.80
			Step 2		25.47	2,037.84	4,415.32	52,983.84
			Step 3		26.75	2,139.73	4,636.09	55,633.03
			Step 4		28.08	2,246.72	4,867.89	58,414.68
			Step 5		29.49	2,359.05	5,111.29	61,335.42
C.V. Starr	Recreation Instructor I	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (1)	21.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Recreation Instructor II	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (2)	23.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Recreation Instructor III	C.V. Starr; 1,000 max annual hours; Non-Bargaining; At-Will	Step 1	Filled (1)	25.00			Pre 7.13.25 CV 3% COLA
C.V. Starr	Recreation Supervisor	C.V. Starr; Non-Bargaining	Step 1	Filled (1)	30.00	2,400.00	5,200.00	62,400.00
			Step 2		31.50	2,520.00	5,460.00	65,520.00
			Step 3		33.08	2,646.00	5,733.00	68,796.00

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
			Step 4		34.73	2,778.30	6,019.65	72,235.80
			Step 5		36.47	2,917.22	6,320.63	75,847.59
			Step 1		18.38	1,470.40	3,185.87	38,230.40
			Step 2		19.30	1,543.92	3,345.16	40,141.92
			Step 3		20.26	1,621.12	3,512.42	42,149.02
C.V. Starr	Senior Administrative Assistant	C.V. Starr; Non-Bargaining	Step 4		21.28	1,702.17	3,688.04	44,256.47
			Step 5		22.34	1,787.28	3,872.44	46,469.29
			Step 1	Filled (2)	18.38	1,470.40	3,185.87	38,230.40
			Step 2		19.30	1,543.92	3,345.16	40,141.92
			Step 3		20.26	1,621.12	3,512.42	42,149.02
C.V. Starr	Senior Lifeguard	C.V. Starr; Non-Bargaining	Step 4		21.28	1,702.17	3,688.04	44,256.47
			Step 5		22.34	1,787.28	3,872.44	46,469.29
			Step 1	Filled (1)	22.58	1,806.40	3,913.87	46,966.40
			Step 2		23.71	1,896.72	4,109.56	49,314.72
			Step 3		24.89	1,991.56	4,315.04	51,780.46
Economic Development	Economic Development Manager	Mid-Management; Non-Bargaining	Step 4		26.14	2,091.13	4,530.79	54,369.48
			Step 5		27.45	2,195.69	4,757.33	57,087.95
			Step 1	Filled (1)	37.91	3,033.07	6,571.66	78,859.87
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
Economic Development	Grants Coordinator	FBEO, Grant-Funded	Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
			Step 1	Filled (1)	30.93	2,474.11	5,360.58	64,326.91
			Step 2		32.47	2,597.60	5,628.13	67,537.60
			Step 3		34.09	2,727.20	5,908.93	70,907.20
Economic Development	Housing and Economic Development Coordinator	Confidential; Non-Bargaining	Step 4		35.79	2,863.20	6,203.60	74,443.20
			Step 5		37.58	3,006.40	6,513.87	78,166.40
			Step 1	Not Authorized	34.60	2,767.87	5,997.06	71,964.67
			Step 2		36.33	2,906.40	6,297.20	75,566.40
			Step 3		38.15	3,052.00	6,612.67	79,352.00
Finance	Director - Fnance/City Treasurer	Executive; At-Will	Step 4		40.06	3,204.80	6,943.73	83,324.80
			Step 5		42.06	3,364.80	7,290.40	87,484.80
			Step 1	Not Authorized	54.36	4,348.80	9,422.40	113,068.80
			Step 2		57.08	4,566.40	9,893.87	118,726.40
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Finance	Assistant Finance Director	Mid-Management; Non-Bargaining	Step 1	Filled (1)	41.01	3,281.14	7,109.13	85,309.54 Pre 7.13.25 6% MidM COLA
			Step 2		43.06	3,444.80	7,463.73	89,564.80
			Step 3		45.21	3,616.80	7,836.40	94,036.80
			Step 4		47.47	3,797.60	8,228.13	98,737.60
			Step 5		49.84	3,987.20	8,638.93	103,667.20
Finance	Finance Technician I	FBEO	Step 1	Filled (2)	23.08	1,846.61	4,000.98	48,011.81 Pre 7.13.25 6% FBEO COLA
			Step 2		24.24	1,939.20	4,201.60	50,419.20
			Step 3		25.45	2,036.00	4,411.33	52,936.00
			Step 4		26.72	2,137.60	4,631.47	55,577.60
			Step 5		28.06	2,244.80	4,863.73	58,364.80
Finance	Finance Technician II	FBEO	Step 1	Not Authorized	25.46	2,036.74	4,412.93	52,955.14 Pre 7.13.25 6% FBEO COLA
			Step 2		26.73	2,138.40	4,633.20	55,598.40
			Step 3		28.07	2,245.60	4,865.47	58,385.60
			Step 4		29.47	2,357.60	5,108.13	61,297.60
			Step 5		30.94	2,475.20	5,362.93	64,355.20
Finance	Finance Technician III	FBEO	Step 1	Filled (1)	28.06	2,244.82	4,863.77	58,365.22 Pre 7.13.25 6% FBEO COLA
			Step 2		29.46	2,356.80	5,106.40	61,276.80
			Step 3		30.93	2,474.40	5,361.20	64,334.40
			Step 4		32.48	2,598.40	5,629.87	67,558.40
			Step 5		34.10	2,728.00	5,910.67	70,928.00
Finance	Government Accountant I	FBEO	Step 1	Filled (1)	30.93	2,474.11	5,360.58	64,326.91 Pre 7.13.25 6% FBEO COLA
			Step 2		32.47	2,597.60	5,628.13	67,537.60
			Step 3		34.09	2,727.20	5,908.93	70,907.20
			Step 4		35.79	2,863.20	6,203.60	74,443.20
			Step 5		37.58	3,006.40	6,513.87	78,166.40
Finance	Government Accountant III	Confidential; Non-Bargaining	Step 1	Vacant (1)	34.33	2,746.40	5,950.53	71,406.40 NEW CLASSIFICATION
			Step 2		36.05	2,884.00	6,248.67	74,984.00 Pre 7.13.25 6% CNBarg COLA
			Step 3		37.85	3,028.00	6,560.67	78,728.00
			Step 4		39.74	3,179.20	6,888.27	82,659.20
			Step 5		41.73	3,338.40	7,233.20	86,798.40
Finance	Senior Government Accountant	Mid-Management; Non-Bargaining	Step 1	Not Authorized	37.91	3,033.07	6,571.66	78,859.87 Pre 7.13.25 MidM 6% COLA
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
Information Technology	Director - Information Technology	Mid-Management; Non-Bargaining	Step 1	Filled (1)	54.36	4,348.80	9,422.40	113,068.80 NEW CLASSIFICATION
			Step 2		57.08	4,566.40	9,893.87	118,726.40 7.1.25 Exec COLA 6%
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Information Technology	Systems Analyst - Lead	Mid-Management; Non-Bargaining	Step 1	Vacant (1)	37.91	3,033.07	6,571.66	78,859.87
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
Information Technology	Systems Analyst	Confidential/Non-Bargaining	Step 1	Filled (1)	30.93	2,474.11	5,360.58	64,326.91
			Step 2		32.47	2,597.60	5,628.13	67,537.60
			Step 3		34.09	2,727.20	5,908.93	70,907.20
			Step 4		35.79	2,863.20	6,203.60	74,443.20
			Step 5		37.58	3,006.40	6,513.87	78,166.40
Information Technology	Systems Technician	FBEO	Step 1	Not Authorized	23.74	1,898.83	4,114.14	49,369.63
			Step 2		24.92	1,993.60	4,319.47	51,833.60
			Step 3		26.17	2,093.60	4,536.13	54,433.60
			Step 4		27.48	2,198.40	4,763.20	57,158.40
			Step 5		28.85	2,308.00	5,000.67	60,008.00
Information Technology	Audiovisual Technician - Part-Time	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1		27.54			NO COLA
Planning and Housing	Director - Planning and Housing	Executive; At-Will	Step 1	Vacant (1)	54.36	4,348.80	9,422.40	113,068.80
			Step 2		57.08	4,566.40	9,893.87	118,726.40
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40
Planning and Housing	Administrative Assistant - Planning <i>Working title: Administrative Assistant - Non-Confidential</i>	FBEO	Step 1	Filled (1)	25.61	2,048.98	4,439.45	53,273.38
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Planning and Housing	Senior Planner	Mid-Management; Non-Bargaining	Step 1	Vacant (1)	37.91	3,033.07	6,571.66	78,859.87
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
Planning and Housing	Assistant Planner	FBEO	Step 1	Filled (1)	32.95	2,635.68	5,710.64	68,527.68
			Step 2		34.59	2,767.20	5,995.60	71,947.20
			Step 3		36.32	2,905.60	6,295.47	75,545.60
			Step 4		38.14	3,051.20	6,610.93	79,331.20
			Step 5		40.05	3,204.00	6,942.00	83,304.00
Planning and Housing	Assistant Planner/Code Enforcement, Part-Time	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Not Authorized	36.32			NO COLA
Planning and Housing	Associate Planner	FBEO	Step 1	Filled (1)	34.12	2,729.52	5,913.96	70,967.52
			Step 2		35.82	2,865.60	6,208.80	74,505.60
			Step 3		37.61	3,008.80	6,519.07	78,228.80
			Step 4		39.49	3,159.20	6,844.93	82,139.20
			Step 5		41.46	3,316.80	7,186.40	86,236.80
Planning and Housing	Code Enforcement Officer	FBEO	Step 1	Filled (1)	32.95	2,635.68	5,710.64	68,527.68
			Step 2	Vacated 8.23.25	34.59	2,767.20	5,995.60	71,947.20
			Step 3		36.32	2,905.60	6,295.47	75,545.60
			Step 4		38.14	3,051.20	6,610.93	79,331.20
			Step 5		40.05	3,204.00	6,942.00	83,304.00
Planning and Housing	Planning Technician	FBEO	Step 1	Not Authorized	25.61	2,048.98	4,439.45	53,273.38
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Planning and Housing	Permit Technician -PT	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Filled (1) Filled 7.7.2025	25.61			NEW CLASSIFICATION
Planning and Housing	Permit Technician	FBEO	Step 1	Not Authorized	25.61	2,048.98	4,439.45	53,273.38 NEW CLASSIFICATION
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Police	Community Services Officer	FBPA	Step 1	Not Authorized	25.40	2,031.90	4,402.44	52,829.27 Pre 7.13.25 FBPA 3% COLA
			Step 2		26.67	2,133.60	4,622.80	55,473.60
			Step 3		28.00	2,240.00	4,853.33	58,240.00
			Step 4		29.40	2,352.00	5,096.00	61,152.00
			Step 5		30.87	2,469.60	5,350.80	64,209.60
Police	Police Chief	Executive; At-Will; Contract	Step 1	Not Authorized	79.87	6,839.40	13,843.70	166,124.39 Employment Contract
			Step 2		83.86	6,708.80	14,535.73	174,428.80
			Step 3		88.05	7,044.00	15,262.00	183,144.00
			Step 4		92.45	7,396.00	16,024.67	192,296.00
			Step 5		97.07	7,765.60	16,825.47	201,905.60
Police	Police Chief Executive POST	Executive; At-Will; Contract	Step 1	Filled (1)	83.85	6,708.13	14,534.29	174,411.44 Employment Contract
			Step 2	Vacated on 10/1/2025	88.04	7,043.20	15,260.27	183,123.20
			Step 3		92.44	7,395.20	16,022.93	192,275.20
			Step 4		97.06	7,764.80	16,823.73	201,884.80
			Step 5		101.91	8,152.80	17,664.40	211,972.80
Police	Police Captain	Mid-Management; Non-Bargaining	Step 1	Filled (1)	68.83	5,506.33	10,999.60	143,164.45 Pre 7.13.25 MidM COLA
			Step 2		72.27	5,781.60	12,526.80	150,321.60 Removed the Captain - Special Ops
			Step 3		75.88	6,070.40	13,152.53	157,830.40
			Step 4		79.67	6,373.60	13,809.47	165,713.60
			Step 5		83.65	6,692.00	14,499.33	173,992.00
Police	Police Commander	Mid-Management; Non-Bargaining	Step 1	Vacant (1)	60.29	4,822.98	10,449.80	125,397.60 NEW CLASSIFICATION
			Step 2	Filled 9.22.2025	63.30	5,064.13	10,972.29	131,667.48 Corrected job title from Commander - Field Ops
			Step 3		66.47	5,317.34	11,520.90	138,250.85
			Step 4		69.79	5,583.21	12,096.95	145,163.39
			Step 5		73.28	5,862.37	12,701.80	152,421.56
Police	Administrative Analyst - Police	Confidential; Non-Bargaining	Step 1	Filled (1)	27.78	2,136.80	4,722.32	57,792.38 Pre 7.13.25 CNBarg 6% COLA
			Step 2		29.17	2,333.60	5,056.13	60,673.60
			Step 3		30.63	2,450.40	5,309.20	63,710.40
			Step 4		32.16	2,572.80	5,574.40	66,892.80
			Step 5		33.77	2,701.60	5,853.47	70,241.60
Police	Administrative Assistant - Non-Confidential <i>Working title: Administrative Assistant - Police</i>	FBEO	Step 1	Filled (1)	25.61	2,048.98	4,439.45	53,273.38 Pre 7.13.25 FBEO 6% COLA
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Police	Grants Analyst	Part-Time; Less than 20 Hours Week; Grant-Funded; At-Will	Step 1	Filled (2)	28.00			NO COLA
Police	Police Sergeant - Intermediate POST	FBPA	Step 1	Filled (2)	48.13	3,850.40	8,343.07	100,116.88 Pre 7.13.25 FBPA 3% COLA
			Step 2		50.54	4,043.20	8,760.27	105,123.20
			Step 3		53.07	4,245.60	9,198.80	110,385.60
			Step 4		55.72	4,457.60	9,658.13	115,897.60

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
			Step 5		58.51	4,680.80	10,141.73	121,700.80
Police	Police Sergeant - Intermediate POST - Acting	FBPA	Step 1	Not Authorized	48.13	3,850.65	8,343.07	100,116.88 Pre 7.13.25 FBPA 3% COLA
			Step 2		50.54	4,043.20	8,760.27	105,123.20
			Step 3		53.07	4,245.60	9,198.80	110,385.60
			Step 4		55.72	4,457.60	9,658.13	115,897.60
			Step 5		58.51	4,680.80	10,141.73	121,700.80
Police	Police Sergeant Advance POST	FBPA	Step 1	Filled (1)	50.89	4,071.30	8,821.15	105,853.84 Pre 7.13.25 FBPA 3% COLA
			Step 2		53.44	4,275.20	9,262.93	111,155.20
			Step 3		56.11	4,488.80	9,725.73	116,708.80
			Step 4		58.92	4,713.60	10,212.80	122,553.60
			Step 5		61.87	4,949.60	10,724.13	128,689.60
Police	Police Officer Basic POST	FBPA	Step 1	Filled (7)	37.60	3,008.33	6,518.06	78,216.70 Pre 7.13.25 FBPA 6% COLA
			Step 2		39.48	3,158.40	6,843.20	82,118.40 Pre 7.13.25 FBPA 3% COLA
			Step 3		41.45	3,316.00	7,184.67	86,216.00
			Step 4		43.52	3,481.60	7,543.47	90,521.60
			Step 5		45.70	3,656.00	7,921.33	95,056.00
Police	Police Officer Intermediate POST	FBPA	Step 1	Vacant	39.48	3,158.66	6,843.77	82,125.20 Pre 7.13.25 FBPA 3% COLA
			Step 2		41.46	3,316.80	7,186.40	86,236.80
			Step 3		43.53	3,482.40	7,545.20	90,542.40
			Step 4		45.71	3,656.80	7,923.07	95,076.80
			Step 5		48.00	3,840.00	8,320.00	99,840.00
Police	Police Officer Advanced POST	FBPA	Step 1	Vacant	41.42	3,313.49	7,179.23	86,150.71 Pre 7.13.25 FBPA 3% COLA
			Step 2		43.49	3,479.20	7,538.27	90,459.20
			Step 3		45.66	3,652.80	7,914.40	94,972.80
			Step 4		47.94	3,835.20	8,309.60	99,715.20
			Step 5		50.34	4,027.20	8,725.60	104,707.20

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Police	Police Recruit	FBPA; 1,040 Hours	Step 1	Filled (1)	33.87			Pre 7.13.25 FBPA 3% COLA
Police	Police Transport Officer	Part-Time/On-Call; 1,000 Max Annual Hours; Non-Bargaining	Step 1	Vacant (1)	28.56			DOES NOT INCLUDE COLA
Police	Seasonal Parking Attendant	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Not Authorized	18.00			DOES NOT INCLUDE COLA
Police	Social Services Liaison-Crisis Worker	Non-Bargaining; Grant-Funded	Step 1	Filled (3)	32.59	2,607.12	5,648.76	67,785.12 Pre 7.13.25 CNBarg 6% COLA
			Step 2	Vacant (1)	34.22	2,737.60	5,931.47	71,177.60
			Step 3		35.93	2,874.40	6,227.87	74,734.40
			Step 4		37.73	3,018.40	6,539.87	78,478.40
			Step 5		39.62	3,169.60	6,867.47	82,409.60
Police	Special Investigator Basic POST	FBPA	Step 1	Vacant (1)	39.48	3,158.66	6,843.77	82,125.20 Pre 7.13.25 FBPA 3% COLA
			Step 2		41.46	3,316.80	7,186.40	86,236.80
			Step 3		43.53	3,482.40	7,545.20	90,542.40
			Step 4		45.71	3,656.80	7,923.07	95,076.80
			Step 5		48.00	3,840.00	8,320.00	99,840.00
Police	Special Investigator Intermediate POST	FBPA	Step 1	Vacant (1)	41.45	3,316.19	7,185.08	86,220.93 Pre 7.13.25 FBPA 3% COLA
			Step 2		43.52	3,481.60	7,543.47	90,521.60
			Step 3		45.70	3,656.00	7,921.33	95,056.00
			Step 4		47.99	3,839.20	8,318.27	99,819.20
			Step 5		50.39	4,031.20	8,734.27	104,811.20
Police	Special Investigator Advanced POST	FBPA	Step 1	Filled (1)	43.50	3,480.02	7,540.04	90,480.48 Pre 7.13.25 FBPA 3% COLA
			Step 2		45.68	3,654.40	7,917.87	95,014.40
			Step 3		47.96	3,836.80	8,313.07	99,756.80
			Step 4		50.36	4,028.80	8,729.07	104,748.80
			Step 5		52.88	4,230.40	9,165.87	109,990.40
Parks & Recreation	Director of Parks & Recreation	Executive; At-Will	Step 1	Vacant (1)	54.36	4,348.80	9,422.40	113,068.80 NEW CLASSIFICATION
			Step 2		57.08	4,566.40	9,893.87	118,726.40 Includes Exec 7.1.25 6% COLA
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40
Public Works	Director of Public Works	Executive; At-Will	Step 1	Filled (1)	54.36	4,348.80	9,422.40	113,068.80 Exec COLA Reso 4953-2025
			Step 2		57.08	4,566.40	9,893.87	118,726.40 Exec 7.1.25 6% COLA
			Step 3		59.93	4,794.40	10,387.87	124,654.40
			Step 4		62.93	5,034.40	10,907.87	130,894.40
			Step 5		66.08	5,286.40	11,453.87	137,446.40
Public Works	Division	Mid-Management; Non-Bargaining	Step 1	Filled (1)	37.91	3,033.07	6,571.66	78,859.87 Pre 7.13.25 MidM 6% COLA
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Public Works	Administrative Assistant - Non-Confidential <i>Working title: Administrative Assistant -Public Works</i>	FBEO	Step 1	Filled (1)	25.61	2,048.98	4,439.45	53,273.38 Pre 7.13.25 FBEO 6% COLA
			Step 2		26.89	2,151.20	4,660.93	55,931.20
			Step 3		28.23	2,258.40	4,893.20	58,718.40
			Step 4		29.64	2,371.20	5,137.60	61,651.20
			Step 5		31.12	2,489.60	5,394.13	64,729.60
Public Works	Assistant City Engineer	FBEO	Step 1	Filled (2)	34.58	2,766.24	5,993.52	71,922.24 Pre 7.13.25 FBEO 6% COLA
			Step 2		36.31	2,904.80	6,293.73	75,524.80
			Step 3		38.13	3,050.40	6,609.20	79,310.40
			Step 4		40.04	3,203.20	6,940.27	83,283.20
			Step 5		42.04	3,363.20	7,286.93	87,443.20
Public Works	Construction Project Manager	Mid-Management; Non-Bargaining	Step 1	Not Authorized	44.10	3,528.38	7,644.83	91,737.98 Pre 7.13.25 MidM 6% COLA
			Step 2		46.31	3,704.80	8,027.07	96,324.80
			Step 3		48.63	3,890.40	8,429.20	101,150.40
			Step 4		51.06	4,084.80	8,850.40	106,204.80
			Step 5		53.61	4,288.80	9,292.40	111,508.80
Public Works	Construction Project Manager	Temporary; 1,000 Max Annual Hours; At-Will	Step 1	Not Authorized	44.10			NO COLA
			Step 2		46.31			
			Step 3		48.63			
			Step 4		51.06			
			Step 5		53.61			
Public Works	Engineering Technician I	FBEO	Step 1	Filled (2)	31.37	2,509.60	5,437.47	65,249.60 Pre 7.13.25 FBEO 6% COLA
			Step 2		32.94	2,635.20	5,709.60	68,515.20 <i>Corrected title from Engineering Technician eff. 3/24/25</i>
			Step 3		34.59	2,767.20	5,995.60	71,947.20
			Step 4		36.32	2,905.60	6,295.47	75,545.60
			Step 5		38.14	3,051.20	6,610.93	79,331.20
Public Works	Engineering Technician II	FBEO	Step 1	Vacant (1)	34.58	2,766.40	5,993.87	71,926.40 Pre 7.13.25 FBEO 6% COLA
			Step 2		36.31	2,904.80	6,293.73	75,524.80
			Step 3		38.13	3,050.40	6,609.20	79,310.40
			Step 4		40.04	3,203.20	6,940.27	83,283.20
			Step 5		42.04	3,363.20	7,286.93	87,443.20
Public Works	Senior Engineering Technician	FBEO	Step 1	Vacant (1)	37.91	3,032.80	6,571.07	78,852.80 Pre 7.13.25 FBEO 6% COLA
			Step 2		39.81	3,184.80	6,900.40	82,804.80
			Step 3		41.80	3,344.00	7,245.33	86,944.00
			Step 4		43.89	3,511.20	7,607.60	91,291.20
			Step 5		46.08	3,686.40	7,987.20	95,846.40
Public Works	Environmental Compliance Coordinator	FBEO	Step 1	Filled (1)	36.28	2,902.51	6,288.78	75,465.31 Pre 7.13.25 FBEO 6% COLA
			Step 2		38.10	3,048.00	6,604.00	79,248.00
			Step 3		40.01	3,200.80	6,935.07	83,220.80
			Step 4		42.01	3,360.80	7,281.73	87,380.80
			Step 5		44.11	3,528.80	7,645.73	91,748.80

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Public Works	Laborer-Public Works	Part-Time; Less Than 20 Hours Week; Non-Bargaining	Step 1	Vacant (1)	21.42			NO 7.13.25 COLA
Public Works	Laborer-Water/Wastewater	Part-Time; Less than 20 Hours Week; Non-Bargaining	Step 1	Filled (1)	21.42			NO 7.13.25 COLA
Public Works	Maintenance Worker I	FBEO	Step 1	Filled (3)	21.64	1,731.55	3,751.70	45,020.35 Pre 7.13.25 FBEO 6% COLA
			Step 2		22.73	1,818.40	3,939.87	47,278.40
			Step 3		23.87	1,909.60	4,137.47	49,649.60
			Step 4		25.06	2,004.80	4,343.73	52,124.80
			Step 5		26.31	2,104.80	4,560.40	54,724.80
Public Works	Maintenance Worker II	FBEO	Step 1	Filled (3)	24.59	1,967.38	4,262.65	51,151.78 Pre 7.13.25 FBEO 6% COLA
			Step 2		25.82	2,065.60	4,475.47	53,705.60
			Step 3		27.11	2,168.80	4,699.07	56,388.80
			Step 4		28.47	2,277.60	4,934.80	59,217.60
			Step 5		29.89	2,391.20	5,180.93	62,171.20
Public Works	Maintenance Worker III	FBEO	Step 1	Not Authorized	25.83	2,066.11	4,476.58	53,718.91 Pre 7.13.25 FBEO 6% COLA
			Step 2		27.12	2,169.60	4,700.80	56,409.60
			Step 3		28.48	2,278.40	4,936.53	59,238.40
			Step 4		29.90	2,392.00	5,182.67	62,192.00
			Step 5		31.40	2,512.00	5,442.67	65,312.00
Public Works	Maintenance Worker IV	FBEO	Step 1	Filled (1)	29.30	2,344.00	5,078.67	60,944.00 Pre 7.13.25 FBEO 6% COLA
			Step 2		30.77	2,461.60	5,333.47	64,001.60
			Step 3		32.31	2,584.80	5,600.40	67,204.80
			Step 4		33.93	2,714.40	5,881.20	70,574.40
			Step 5		35.63	2,850.40	6,175.87	74,110.40
Public Works	Maintenance Division Supervisor	FBEO	Step 1	Filled (1)	36.21	2,896.80	6,276.40	75,316.80 Pre 7.13.25 FBEO 6% COLA
			Step 2		38.02	3,041.60	6,590.13	79,081.60
			Step 3		39.92	3,193.60	6,919.47	83,033.60
			Step 4		41.92	3,353.60	7,266.13	87,193.60
			Step 5		44.02	3,521.60	7,630.13	91,561.60
Public Works	Mechanic	FBEO	Step 1	Filled (1)	27.78	2,222.78	4,816.03	57,792.38 Pre 7.13.25 FBEO 6% COLA
			Step 2		29.17	2,333.60	5,056.13	60,673.60
			Step 3		30.63	2,450.40	5,309.20	63,710.40
			Step 4		32.16	2,572.80	5,574.40	66,892.80
			Step 5		33.77	2,701.60	5,853.47	70,241.60
Public Works	Operations Manager	Mid-Management; Non-Bargaining	Step 1	Filled (1)	41.79	3,343.15	7,243.50	86,921.95 Pre 7.13.25 MidM 6% COLA
			Step 2		43.88	3,510.40	7,605.87	91,270.40
			Step 3		46.07	3,685.60	7,985.47	95,825.60
			Step 4		48.37	3,869.60	8,384.13	100,609.60
			Step 5		50.79	4,063.20	8,803.60	105,643.20

Effective 7.01.2025		Amended-Add/Revise Classifications Master Comp Schedule for 10.14.25 City Council Meeting						
Department	Position	Class	Step	Status	Hourly	Biweekly	Monthly	Annually
Public Works	Treatment Division Supervisor	FBEO	Step 1	Filled (1)	36.21	2,896.80	6,276.40	75,316.80 Pre 7.13.25 FBEO 6% COLA
			Step 2		38.02	3,041.60	6,590.13	79,081.60
			Step 3		39.92	3,193.60	6,919.47	83,033.60
			Step 4		41.92	3,353.60	7,266.13	87,193.60
			Step 5		44.02	3,521.60	7,630.13	91,561.60
Public Works	Seasonal Laborer	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Vacant (2)	18.00			Match to PT Laborer PW & Wastewater
Public Works	Treatment Plant Operator-in-Training	FBEO	Step 1	Filled (1)	21.09	1,687.49	3,656.22	43,874.69 Pre 7.13.25 FBEO 6% COLA
			Step 2		22.15	1,772.00	3,839.33	46,072.00
			Step 3		23.26	1,860.80	4,031.73	48,380.80
			Step 4		24.42	1,953.60	4,232.80	50,793.60
			Step 5		25.64	2,051.20	4,444.27	53,331.20
Public Works	Treatment Plant Operator I	FBEO	Step 1	Filled (1)	26.17	2,093.86	4,536.69	54,440.26 Pre 7.13.25 FBEO 6% COLA
			Step 2		27.48	2,198.40	4,763.20	57,158.40
			Step 3		28.85	2,308.00	5,000.67	60,008.00
			Step 4		30.29	2,423.20	5,250.27	63,003.20
			Step 5		31.80	2,544.00	5,512.00	66,144.00
Public Works	Treatment Plant Operator II	FBEO	Step 1	Filled (3)	27.50	2,199.94	4,766.53	57,198.34 Pre 7.13.25 FBEO 6% COLA
			Step 2		28.87	2,309.60	5,004.13	60,049.60
			Step 3		30.31	2,424.80	5,253.73	63,044.80
			Step 4		31.83	2,546.40	5,517.20	66,206.40
			Step 5		33.42	2,673.60	5,792.80	69,513.60
Public Works	Treatment Plant Operator III	FBEO	Step 1	Filled (2)	30.31	2,424.80	5,253.73	63,044.80 Pre 7.13.25 FBEO 6% COLA
			Step 2		31.83	2,546.40	5,517.20	66,206.40
			Step 3		33.42	2,673.60	5,792.80	69,513.60
			Step 4		35.09	2,807.20	6,082.27	72,987.20
			Step 5		36.84	2,947.20	6,385.60	76,627.20
Multiple Departments	Intern	Non-Bargaining; 1,000 Max Annual Hours; At-Will	Step 1	Not Authorized	18.00			DOES NOT INCLUDE COLA
Multiple Departments	Office Assistant		Step 1	Not Authorized	20.00			DOES NOT INCLUDE COLA
			Step 2		21.00			
			Step 3		22.05			
			Step 4		23.15			
			Step 5		24.31			

Calulations for the 7.1.2025 All Inclusive Comp Schedule

Finance	Government Accountant II	FBEO	Step 1	Not Author
			Step 2	
			Step 3	
			Step 4	
			Step 5	

34.02	2,721.60	5,896.80	70,761.60	Pre 7.13.25 6% COLA	34.02	1.06
35.72	2,857.60	6,191.47	74,297.60		Check formulas on 7.1	
37.51	3,000.80	6,501.73	78,020.80		Was not listed in 3/24/	
39.39	3,151.20	6,827.60	81,931.20			
41.36	3,308.80	7,169.07	86,028.80			

36.06

34.02

1.06

36.06438

13.25 comp schedule

'25 comp schedule, but needed it to verify Govt. Acctnt III pay

RESOLUTION NO. 1868-91

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT BRAGG
ADOPTING AN EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS PROCEDURE**

WHEREAS, it is the desire of the City Council of the City of Fort Bragg to establish an orderly procedure with respect to employer-employee organization relations, and

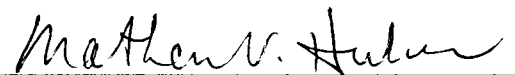
WHEREAS, on February 11, 1980 the Fort Bragg City Council adopted Resolution 898-90; A Resolution Adopting an Employer-Employee Organization Relations Procedure, and

WHEREAS, the City Administrator, in cooperation with legal counsel, various departmental managers and employee organizations and has determined that the Employer-Employee Organization Relations Procedure as adopted on February 11, 1980 be repealed,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby adopt the following employer--employee relations procedure, a true copy of which is attached hereto and incorporated by reference herein as Exhibit "A."

The above and foregoing Resolution was introduced by Councilmember Kendall, was seconded by Councilmember Schade, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 12th day of November, 1991, by the following vote:

AYES: Kendall, Campbell, Schade, Huber.
NOES: Cimolino.
ABSENT: None.



MATHEW V. HUBER,
Mayor

ATTEST:



DeeLynn R. Carpenter,
City Clerk

NOTE: The only major difference in these procedures compared to those adopted in February, 1980 is on Page 10 (typed in bold and underlined).

E X H I B I T "A"

CITY OF FORT BRAGG

EMPLOYER-EMPLOYEE ORGANIZATION RELATIONS RESOLUTION

1991

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ARTICLE I - GENERAL PROVISIONS

Section 1 Statement of Purpose

This resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer-employee relations between the City and its employee organizations. However, nothing contained herein shall be deemed to supersede the provisions of State law, City ordinances, resolutions and rules which establish and regulate the merit system, or which provide for other methods of administering employer-employee relations. This resolution is intended, instead, to strengthen merit, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the City.

It is the purpose of this resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by Federal or State law. However, nothing herein shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy, which include, among others: The exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Section 2 Definitions

As used in this resolution, the following terms shall have the meanings indicated:

- a. "Appropriate Unit" means a unit of employee classes or positions, established pursuant to Article II hereof.
- b. "City" means the City of Fort Bragg, and where appropriate herein, refers to the City Council or any duly authorized City representative as herein defined.
- c. "Confidential Employee" means an employee, who, in the course of his or her duties, has access to information relating to the City's administration of employer-employee relations.
- d. "Consult/Consultation in Good Faith" means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counter proposals in an endeavor to reach agreement, nor is it subject to Article IV hereof.
- e. "Day" means calendar day unless expressly stated otherwise.
- f. "Employee Relations Officer" means the City Administrator or his duly authorized representative.
- g. "Impasse" means that the representatives of the City and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be

(RES0.1868-91; 11-12-91)

included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

- h. "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of City policies or programs.
- i. "Proof of Employee Support" means (1) an authorization card recently signed and personally dated by an employee, or (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within one hundred eighty (180) days prior to the filing of a petition.
- j. "Recognized Employee Organization" means an employee organization which has been formally acknowledged by the City as the employee organization that represents the employees in an appropriate representation unit pursuant to Article II hereof.
- k. "Supervisory Employee" means any employee having authority, in the interest of the City, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Supervisory employees include the following: Police Lieutenant, Police Sergeant, Public Works Superintendent and such other employees as may be designated supervisory by the City Administrator.

ARTICLE II - REPRESENTATION PROCEEDINGS

Section 1 Filing of Recognition Petition By Employee Organization

An employee organization that seeks to be formally acknowledged by the Recognized Employee Organization representing the employees in an appropriated unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a. Name and address of the employee organization
- b. Names and titles of its officers
- c. Names of employee organization representatives who are authorized to speak on behalf of the organization
- d. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.
- e. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
- f. Certified copies of the employee organization's constitution and by-laws.
- g. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
- h. A statement that the employee organization has no restriction on membership based on race, color, creed, sex or national origin.
- i. The job classifications or titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- j. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the City. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
- k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Section 2 City Response to Recognition Petition

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a. There has been compliance with the requirements of the Recognition Petition, and,
- b. The proposed representation unit is an appropriate unit in accordance with Section 8 of this Article.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively

(RES0.1868-91; 11-12-91)

determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization, and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefor in writing. The petitioning employee organization may appeal such determination in accordance with Section 10 of this resolution.

Section 3 Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section 3 of Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Section 6 of this Article. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section 8 of Article II.

Section 4 Election Procedure

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with its rules and procedures subject to the provisions of this resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article shall be included on the ballot. The choice of "represent myself" shall also be included on the ballot. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the City in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the American Arbitration Association.

Costs of conducting elections shall be borne in equal shares by the City and by each employee organization appearing on the ballot.

(RES0.1868-91; 11-12-91)

Section 5 Procedure for Decertification of Recognized Employee Organization

A Decertification Petition alleging that the incumbent Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of January of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred eighty (180) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- a. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- b. The name of the established appropriate unit and of the incumbent Recognized Employee Organization sought to be decertified as the representative of that unit.
- c. An allegation that the incumbent Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- d. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this section in the form of Recognition Petition that evidences proof of employee support of at least thirty (30) percent and otherwise conforms to the requirements of Section 1 of this Article.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his determination is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization, and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefor in writing. The petitioning employees organization may appeal such determination in accordance with Section 8 of this Article. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he shall give written notice of such Decertification or Recognition Petition to the incumbent Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification, and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section 4 of this Article.

Section 6 Policy and Standards for Determination of Appropriate Units

The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the City and its compatibility with the primary responsibility of the City and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest

(RESO.1868-91; 11-12-91)

considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

- a. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
- b. History of representation in the City and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
- c. Consistency with the organizational patterns of the City.
- d. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- e. Effect on the classification structure and impact on the stability of the employee-employer relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this section, management employees shall only be included in a unit consisting solely of management employees; and such management unit shall not be represented by a Recognized Employee Organization that represents non-management employees of the City; and professional employees shall not be denied the right to be represented in a separate unit from non-professional employees.

The Employee Relations Officer shall, after notice to, and consultation with, affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section.

Section 7 Procedure for Modification of Established Appropriate Units

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 5 of this Article. Such requests shall be submitted in the form of a Recognition Petition, and, in addition to the requirements set forth in Section 1 of this Article, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 6 hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article.

The Employee Relations Officer may on his own motion propose during the period specified in Section 5 of this Article, that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section 6 of this Article, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 8 of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Recognized Employee Organization for such new appropriate unit or units pursuant to Section 1 hereof.

Section 8 Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer under this Article may, within ten (10) days of

(RESO.1868-91; 11-12-91)

notice thereof, request the intervention of the California State Conciliation Service Pursuant to Government Code Sections 3507.1 and 3507.3, or may, in lieu thereof, appeal such determination to the City Council for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of proceedings pursuant to Government Code Sections 3507.1 or 3507.3, whichever is later.

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Section 1); Challenging Petition (Section 3) or Decertification or Recognition Petition (Section 5) -- or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition (Section 5) -- has not been filed in compliance with the applicable provisions of this Article, may, within fifteen (15) days of notice of such determination, appeal the determination to the City Council for final decision.

Appeals to the City Council shall be filed in writing with the City Clerk, and a copy thereof served on the Employee Relations Officer. The City Council shall commence to consider the matter within thirty (30) days of the filing of the appeal. The City Council may, in its discretion, refer the dispute to a third party hearing process. Any decision of the City Council on the use of such procedure, and/or any decision of the City Council determining the substance of the dispute shall be final and binding.

ARTICLE III -- ADMINISTRATION

Section 1 Submission of Information by Recognized Employee Organizations

All changes in the information filed with the City by a Recognized Employee Organization under Items a.-k. of its Recognition Petition under Article II, Section 1 of this resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

Section 2 Employee Organization Activities -- Use of City Resources

Access to City work locations and the use of City paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to activities pertaining directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of City operations.

Section 3 Administrative Rules and Procedures

The City Administrator is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this resolution after consultation with affected employee organizations.

ARTICLE IV -- IMPASSE PROCEDURES

Section 1 Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in this resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Relations Officer. The purpose of such impasse meeting shall be:

- a. To identify and specify in writing the issue or issues that remain in dispute.
- b. To review the position of the parties in a final effort to resolve such disputed issue or issues; and
- c. If the dispute is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Section 2 Impasse Procedures

Impasse procedures are as follow:

- a. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- b. If the parties agreed to submit the impasse directly to the City Council, or if the parties did not agree on mediation or the selection of a mediator, or having so agreed, the impasse has not been resolved through such mediation, the City Council shall take such action regarding the impasse as it, in its discretion deems appropriate as in the public interest. Any legislative action by the City Council on the impasse shall be final and binding.

Section 3 Costs of Impasse Procedures

The cost for the services of a mediator and fact-finder or chairman of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the City and Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs shall be borne by such party.

ARTICLE V -- MISCELLANEOUS PROVISIONS

Section 1 Construction

This resolution shall be administered and construed as follows:

- a. Nothing in this resolution shall be construed to deny to any person, employee, organization, the City, or any authorized officer, body or other representative of the City, the rights, powers and authority granted by Federal or State law.
- b. This resolution shall be interpreted so as to carry out its purposes as set forth in Article I.
- c. Nothing in this resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to City employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, "sick-out" or other total or partial stoppage or slowdown of work. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination

(RES0.1868-91; 11-12-91)

and may be deemed to have abandoned their employment; and employee organizations may thereby forfeit all rights accorded them under this resolution and other City law for a period up to one (1) year from commencement of such activity.

Section 2 Severability

If any provision of this resolution, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-428

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Committee Minutes

Agenda Number: 5G.

Receive and File Minutes of the Community Development Committee August 18, 2025



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes - Draft Community Development Committee

Monday, August 18, 2025

4:00 PM Town Hall, 363 N. Main Street and via video conference

SPECIAL MEETING

MEETING CALLED TO ORDER

Vice Mayor Rafanan called the meeting to order at 4:00 PM

ROLL CALL

Staff Present: City Manager Isaac Whippy, Public Experience Liaison Adelaide LaTorre, Assistant Planner Sarah Peters, Code Enforcement/ Assistant Planner George Leinen, Administrative Assistant Lisi Horstman, Permit Technician Maria Flynn Present on Zoom: Consultant Marie Jones, City Attorney Baron Bettenhausen, Assistant Planner Valerie Stump

Present: 2 - Jason Godeke and Marcia Rafanan

1. APPROVAL OF MINUTES

- 1A. Approve Minutes from June 2, 2025 Community Development Committee Meeting

Attachments: [CDC Minutes 6.2.2025](#)

Committee Members Rafanan and Goedeke approved minutes as presented

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Paul Clark, and Jacob Patterson

3. CONDUCT OF BUSINESS

- 3A. Receive the Staff Report and Provide Direction on Comprehensive Strategies to Address Vacant Buildings and Lots in Commercial Zones, and Make Recommendation to the City Council

Attachments: [Staff Report](#)
[Ordinance Vacancy Registry](#)
[FAQs Vacant Registry](#)
[VBLC Registration Form](#)
[Survey Downtown Business](#)
[Vacant Property Fee Breakdown](#)
[Fort Bragg Zoning Map](#)
[Public Comment](#)
[PP Presentation](#)

City Manager Whippy presented the report

Public Comment: Paul Clark, Megan Caron, Jenny Shattuck, Kelley Corten, Anna Stockel, Jay McMartin-Rosenquist, and Andrew Jordan

City Manager Whippy continued presenting the report. Committee Members asked clarifying questions regarding the naming of maintenance fees, fines/citations, constitutionality of a vacancy tax, SB 789, 90-day vacancy timeline, notices of default, contact information on vacant buildings being inaccurate, quantity of vacant storefronts on N. Franklin, survey results regarding vacant buildings and vacant lots, and the legality of awarding loans or grants for storefront revitalization.

Public Comment: Jenny Shattuck and Andrew Jordan

Discussion: Committee Members discussed topics - the difference between "open hours" and occupancy, types of businesses, encouraging businesses that provide commerce and are tourist-serving and pedestrian-friendly, and excluding lots.

Committee Members provided direction to staff to: move forward with the modified policy option

3B. Receive Report, Discuss, and Consider Making a Recommendation to City Council on Adopting an Ordinance Establishing Entertainment Zones and Approval of Management Plan

Attachments: [Staff Report](#)
[Ordinance Entertainment Zone](#)
[EZ ManagementPlan](#)
[RESO xxx-2025 EZ Management Plan](#)
[FAQs](#)
[Survey - Downtown](#)
[ABC EZ Participation Requirements and Guidelines](#)
[Public Comment](#)
[Entertainment Zone](#)

City Manager Whippy presented the report. Committee Members asked clarifying questions regarding the logistics of the entertainment zones concerning each business, how the approval process would go, timing of events, and expansion of the zone.

Public Comment: Jenny Shattuck, Jay McMartin-Rosenquist, Andrew Jordan, and Anna Stockel

Discussion: Committee Members recommended that staff pair the EZ with Limited Term Permits and bring it to the City Council.

4. MATTERS FROM COMMITTEE / STAFF

Assistant Planner Sarah Peters provided the staff update for the Community Development Department, which included the following items:

Announcement of City Hall's new hours of operation.

An update on the Accela system, highlighting recent improvements and continued implementation progress.

A brief overview of the Binocular project, including its current status and next steps.

Introduction of Adelaide LaTorre as the new Public Experience Liaison, who will be supporting the City in enhancing community engagement and customer service.

4A. Oral Update on Installation of Trees Downtown and Citywide

Mayor Goedeke gave an update on trees in downtown Fort Bragg.

Public Comment: Jay McMartin-Rosenquist

ADJOURNMENT

Vice Mayor Rafanan adjourned the meeting at 6:22 P.M.



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-413

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5H.

Approve Minutes of Special Meeting of September 18, 2025



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes Special City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Thursday, September 18, 2025

4:00 PM

Town Hall, 363 N Main Street
and Via Video Conference

SPECIAL MEETING

CALL TO ORDER

Mayor Godeke called the meeting to order at 4:00 p.m.

ROLL CALL

Present: 3 - Mayor Jason Godeke, Vice Mayor Marcia Rafanan and Councilmember Tess Albin-Smith

Absent: 2 - Councilmember Scott Hockett and Councilmember Lindy Peters

1. PUBLIC COMMENTS ON THIS SPECIAL MEETING AGENDA

Andrew Jordan.

2. CONDUCT OF BUSINESS

2A. [25-407](#) Presentation by 110 Percent, Inc. - Financial Sustainability 101 CV Starr Center

City Manager Isaac Whippy introduced Item 2A. CV Starr Manager Monique Wooden introduced 110 Percent, Inc. Consultant Jamie Sabbach who shared presentation - Financial Sustainability 101 - CV Starr Center.

ADJOURNMENT

Mayor Godeke adjourned the meeting at 5:19 p.m.

JASON GODEKE, MAYOR

Diana Paoli, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-421

Agenda Date: 10/14/2025

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5I.

Approve Minutes of September 22, 2025



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, September 22, 2025

6:00 PM

Town Hall, 363 N. Main Street
and Via Video Conference

AMENDED

CALL TO ORDER

Mayor Godeke called the meeting to order at 6:00 PM.

ROLL CALL

Present: 5 - Mayor Jason Godeke, Vice Mayor Marcia Rafanan, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Scott Hockett

CLOSED SESSION REPORT

City Attorney Baron Bettenhausen reported unanimous vote by Council approved a settlement for payment of \$400,000 from USA Sludge and \$25,000 from Ryan Process, Inc.

AGENDA REVIEW

None.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A.** [25-394](#) Presentation of Proclamation Recognizing October 5-11, 2025 as Banned Book Week

Councilmember Albin-Smith read and presented Banned Book Week Proclamation to Dan Hess and Valerie Stump of the Fort Bragg Library.

- 1B.** [25-393](#) Presentation of Proclamation Recognizing September 21-27, 2025 as Stormwater Awareness Week

Mayor Godeke read and presented Stormwater Awareness Week Proclamation to Assistant Director, Engineering Division Chantell O'Neal.

- 1C.** [25-395](#) Presentation of Proclamation Recognizing September 15 - October 15, 2025 as Hispanic Heritage Month

Councilmember Peters read and presented Hispanic Heritage Month to staff members Laura Godinez, Daniella Aguirre, and Adriana Moreno Ramos and the community.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

- (1) Evan Dick, Dennis Miller, Jenny Shattuck, Nick Ramsell, and David Gurney.
- (2) None.
- (3) None.

3. STAFF COMMENTS

City Manager Isaac Whippy announced a future joint meeting in mid October with Planning Commission regarding the Mill Site and MOU at Cotton Auditorium. City Clerk Diana Paoli announced IT launched a new interim website, Library Advisory Committee has an open position and applications are available. Assistant Director, Engineering Division Chantell O'Neal gave updates regarding the Slurry roadwork and Stop Gap Patch Paving. Chief Neil Cervenka announced it was his last meeting and thanked the staff and community.

4. MATTERS FROM COUNCILMEMBERS

Councilmembers thanked Chief Cervenka and the community for attending Mill Site tour with California Coastal Commission. Councilmembers reported attendance at CV Starr Workshop Sustainability 101, Coastal Cleanup, Noyo Harbor Festival, and status of work of Prop 47 Grant.

5. CONSENT CALENDAR

Councilmember Peters requested that Item 5A be removed from the Consent Calendar for discussion.

Approval of the Consent Calendar

A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith to approve the Consent Calendar with the exception of Item 5A. The motion carried by the following vote:

Aye: 5 - Mayor Godeke, Vice Mayor Rafanan, Councilmember Albin-Smith, Councilmember Peters and Councilmember Hockett

- 5B. [25-412](#)** Adopt a City Council Resolution of the City of Fort Bragg Approving the Employment Agreement with Eric Swift to Serve as Interim Chief of Police and Authorizing City Manager to Execute Agreement

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 4972-2025

- 5C. [25-396](#)** Approve Minutes of May 27, 2025

These Minutes were approved on the Consent Calendar.

- 5D. [25-403](#)** Approve Minutes of Special Closed Session of June 9, 2025

These Minutes were approved on the Consent Calendar.

5E. [25-402](#) Approve Minutes of Special Closed Session of June 23, 2025

These Minutes were approved on the Consent Calendar.

5F. [25-401](#) Approve Minutes of September 8, 2025

These Minutes were approved on the Consent Calendar.

ITEMS REMOVED FROM CONSENT CALENDAR

5A. [25-406](#) Adopt City Council Resolution of the City of Fort Bragg Establishing an Entertainment Zone for City-Approved Events

Councilmembers discussed Item 5A.

Public Comment: None.

A motion was made by Councilmember Albin-Smith, seconded by Vice Mayor Rafanan, that the Resolution be adopted. The motion carried by the following vote:

Aye: 4 - Mayor Godeke, Vice Mayor Rafanan, Councilmember Albin-Smith and Councilmember Hockett

No: 1 - Councilmember Peters

Enactment No: RES 4973-2025

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

7A. [25-400](#) Receive Report, Conduct Public Hearing, and Consider Approval of Resolution of the City Council of the City of Fort Bragg and the Municipal Improvement District Authorizing Request to Connect Out-of-District Property Located at 31250 Cedar Street to City Sewer

Mayor Godeke opened the public hearing at 7:03 PM.

Assistant Director, Engineering Division Chantell O'Neal gave staff report. Councilmembers asked clarifying questions.

Public Comment: Al Weaver, Paul Clark, and Doug Hammerstrom

Mayor Godeke closed the public hearing at 7:07 PM.

Councilmembers discussed Item 7A.

A motion was made by Councilmember Peters, seconded by Vice Mayor Rafanan, that the Resolution be adopted (RES 4974-2025/RES ID 498-2025). The motion carried by the following vote:

Aye: 5 - Mayor Godeke, Vice Mayor Rafanan, Councilmember Albin-Smith, Councilmember Peters and Councilmember Hockett

Enactment No: RES 4974-2025/RES ID 498-2025

8. CONDUCT OF BUSINESS

8A. [25-405](#) Police Chief Recruitment Process Overview & Feedback

City Manager Isaac Whippy introduced Item 8A. Consultant Joe Gorton of Bob Hall shared presentation of Police Chief Recruitment Process, Overview, and Feedback. Councilmembers asked clarifying questions.

Public Comment: Jenny Shattuck.

Councilmembers shared criteria to consider for hiring Police Chief.

Mayor Godeke recessed meeting at 7:59 PM; Mayor Godeke reconvened meeting to Open Session at 8:07 PM.

8B. [25-408](#)

Economic Development Strategy Overview (Phase:1) - Presentation by Kosmont

City Manager Isaac Whippy introduced Item 8B. Ken Hira President and Vice President Andrew Perez of Kosmont shared presentation of Economic Development Strategy Overview (Phase 1). Councilmembers asked clarifying questions.

Public Comment: George Reinhardt, Paul Clark, Chris Hart, Doug Hammerstrom, Patricia, Marcie Snider, John Gallo, Jacob Patterson and Michelle Blackwell.

Councilmembers discussed strategies and areas to support and maintain Economic Development in Fort Bragg.

8C. [25-409](#) Receive Report and Adopt City Council Resolution of the City of Fort Bragg Authorizing Application to the State's Prohousing Designation Program and Committing to Advance Housing Solutions for our Community

Consultant Marie Jones presented the staff report. Councilmembers ask clarifying questions.

Public Comment: Paul Clark

Councilmembers discussed housing solutions and Prohousing Designation Program.

A motion was made by Councilmember Albin-Smith, seconded by Vice Mayor Rafanan, that this Resolution was adopted. The motion carried by the following vote:

Aye: 4 - Mayor Godeke, Vice Mayor Rafanan, Councilmember Albin-Smith and Councilmember Hockett

No: 1 - Councilmember Peters

Enactment No: RES 4975-2025

8D. [25-404](#)

Receive Report and Adopt City Council Resolution Approving Professional Services Agreements Amendment 1 with Schaaf & Wheeler to Provide 100% Design Plans and Specifications for seven (7) Trash Capture Devices, Project PWP-00119, Approving Budget Amendment 2025/26-6 and Authorizing City

Manager to Execute Contract (Amount Not to Exceed \$205,727.00); CEQA Exemption 15301(c)

Assistant Director, Engineering Division Chantell O'Neal presented staff report. Consultant Robin Lee of Schaaf & Wheeler was available to answer questions. Councilmembers asked clarifying questions.

Public Comments: None.

A motion was made by Councilmember Peters, seconded by Vice Mayor Rafanan, that this Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Godeke, Vice Mayor Rafanan, Councilmember Albin-Smith, Councilmember Peters and Councilmember Hockett

Enactment No: RES 4976-2025

9. CLOSED SESSION

None.

ADJOURNMENT

Mayor Godeke adjourned the meeting at 9:46 PM.

JASON GODEKE, MAYOR

Diana Paoli, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-418

Agenda Date: 10/14/2025

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 7A.

Receive a Report, Hold a Public Hearing, and Consider Adoption of a Resolution Adopting Program Guidelines for the Community Development Block Grant (CDBG) Utility Bill Assistance Program (UBAP)



CITY COUNCIL STAFF REPORT

TO: City Council

DATE: October 14, 2025

DEPARTMENT: Economic Development Department

PREPARED BY: Lacy Sallas, Grants Coordinator

PRESENTER: Lacy Sallas, Grants Coordinator

AGENDA TITLE: RECEIVE A REPORT, HOLD A PUBLIC HEARING, AND CONSIDER ADOPTION OF A RESOLUTION ADOPTING PROGRAM GUIDELINES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) UTILITY BILL ASSISTANCE PROGRAM (UBAP)

RECOMMENDATION

Adopt a Resolution Adopting Program Guidelines for the Community Development Block Grant (CDBG) Utility Bill Assistance Program (UBAP)

BACKGROUND

The City of Fort Bragg applied for funds to operate a Utility Bill Assistance Program (UBAP) from the 2024 funding year of the Community Development Block Grant (CDBG) program. The City has been awarded \$300,000 to fund the UBAP, including subsistence payments directly to utility providers on behalf of qualified households, staff expenses to operate the UBAP, and staff expenses for the general administration of the CDBG program. A Standard Agreement was executed between the City and HCD on August 13, 2025 and expires August 12, 2028. The contract expenditure period runs from August 13, 2025 to May 12, 2028. Closeout of the award will take place between May 13, 2028 and August 12, 2028, or sooner, should funds be exhausted. The UBAP is expected to kick off in October 2025 and run through April 2028 or until all funds are expended, whichever happens first. Prior to program initiation, the City Council must adopt Program Guidelines, which govern program operation. Consistent with CDGB requirements, a public hearing will be held to solicit input from the public regarding the proposed activities prior to approval of the Program Guidelines.

DISCUSSION AND ANALYSIS

The UBAP is a subsistence program providing emergency financial assistance, which is an eligible CDBG Public Services Activity. This activity meets the Low/Moderate Limited Clientele (LMC) National Objective: benefits are provided to a specific group of eligible persons rather than every person in a defined service area. The City operated a UBAP from June 2021 through June 2023, utilizing CDBG-CV1 and CDBG-CV2-3 (COVID-19-

related) funds. This program provided assistance to low-moderate-income households within City limits that were financially impacted by COVID-19. Prior to this, from 2015-2017, the City operated a similar program, the HELP H2O program which assisted with Water/Sewer bills. The updated UBAP Program Guidelines (PGs) combine elements of both programs. Historically, there have been issues expending funds with the programs as originally designed (both programs underwent PG revision), so this iteration attempts to combine elements that make the program accessible, efficient, and equitable. Complete Program Guidelines are included herein as Attachment 2. Following is a brief overview of the main points of the program:

Program Overview: The UBAP will provide emergency financial assistance to qualifying households within City limits by making subsistence payments directly to utility providers on behalf of the qualifying households.

Eligible Utility Services:

- Water/Sewer Services
- Electricity Services
- Waste Collection
- Propane, Kerosene, Diesel, etc. (when such fuel is required for operation of household heating or food preparation)

Eligible Households:

- Primary residence is within City limits
- Experiencing financial emergency
- Income is 80% or lower than the Area Median Income for Mendocino County per current CDBG Income Limits
- Utility is not currently shut off

Amount and Frequency of Assistance:

- Up to \$800 total
- May cover up to three consecutive months to help residents get back on track following financial emergency (subject to the overall \$800 limit)
- Program participants may reapply if at least twelve months have passed since receiving assistance (subject to requalification)

Following adoption of the Program Guidelines by City Council resolution and CDBG staff approval to expend program funds, program staff will initiate the Marketing Plan (Attachment 3), to inform the public and local organizations of the availability of the program.

FISCAL IMPACT/FUNDING SOURCE

The UBAP will be fully funded through the CDBG award 24-CDBG-10009. Expenditures will be reported to and reimbursed by HCD quarterly.

ENVIRONMENTAL ANALYSIS:

Environmental impacts will be negligible. While the program may direct a small amount of funding toward the use of fossil fuels, these funds are only expended to support low-income households for whom this may be their only source of heat.

The program activity is considered Categorically Excluded from National Environmental Protection Act (NEPA) review Not Subject To 58.5 per 24 CFP 58.35(b)(2) and is exempt from California Environmental Quality Act pursuant to the common sense exemption 15061(b)(3). It can be seen with certainty that this program will not have a significant impact on the environment.

General Administration is considered Exempt from NEPA review per 24 CFR 58.34(a)(3).

STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY

The State CDBG mission is to improve the lives of low- and moderate-income residents through the creation and expansion of community and economic development opportunities, which supports livable communities for all residents. This mission is consistent with Fort Bragg City Council Priority Areas.

The UBAP supports the *2019 Housing Element Goal H-2: Expand affordable housing opportunities for persons with special housing needs such as the elderly, the disabled, households with very low to moderate incomes, and first time home buyers*. Providing financial assistance to very low-moderate income households supports affordable housing indirectly by directing assistance to utilities, which may in turn help those households direct their limited funds toward housing.

The UBAP supports the *Strategic Plan 2024-2028+ Goal 5: Fund our Future with Financial and Fiscal Responsibility; 5B. Identify strategic partnerships to share investments and costs through a variety of models*. Utilizing CDBG funds allows the City to provide the otherwise unavailable public service to low-moderate income residents.

COMMUNITY OUTREACH

This activity was selected for inclusion in the City's application for funding from the 2024 funding year of the CDBG program following duly noticed public hearings on July 8, 2024 and October 15, 2024.

Public input is solicited regarding the proposed program guidelines at today's public hearing, which was also duly noticed.

ALTERNATIVES:

1. Amend the Program Guidelines prior to adoption.

ATTACHMENTS:

1. Resolution
2. Program Guidelines
3. Marketing Plan
4. Public Hearing Notices

NOTIFICATION:

CDBG Activities "Notify Me" subscriber list

RESOLUTION NO. ____-2025

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ADOPTING PROGRAM GUIDELINES FOR THE COMMUNITY DEVLEOPMENT BLOCK GRANT (CDBG) UTILITY BILL ASSISTANCE PROGRAM (UBAP)

WHEREAS, the City of Fort Bragg has received an award from the 2024 funding year of the Community Development Block Grant (CDBG) program under the Public Services allocation to operate a Utility Bill Assistance Program (UBAP) to provide emergency subsistence payments to residents; and

WHEREAS, CDBG requires that to operate a subsistence program, jurisdictions must adopt Program Guidelines to govern program operation and to ensure compliance with CDBG State and Federal requirements; and

WHEREAS, as the first milestone identified in the award agreement, City Council must adopt Program Guidelines prior to implementing the UBAP; and

WHEREAS, the UBAP Program Guidelines include the following elements: program overview; program requirements; application process; program delivery; program oversight; and as attachments, the jurisdiction's executed Resolution adopting Program Guidelines, current CDBG Income Limits applicable to the Program, and a sample Program Application; and

WHEREAS, per CDBG regulations, the City Council conducted a Public Hearing to solicit comments regarding adoption of the City's Utility Bill Assistance Program Guidelines on October 14, 2025; and

WHEREAS, based on all of the evidence presented, the City Council finds as follows;

1. Elements have been incorporated in the Program Guidelines such that they are complaint with current CDBG regulations and also adequately reflect local program particulars.
2. The City Council conducted a duly noticed pubic hearing on October 14, 2025, to receive public comment on the proposed adoption of the Utility Bill Assistance Program Guidelines.

WHEREAS, the program activity is considered Categorically Excluded from National Environmental Protection Act (NEPA) review and not subject To 58.5 per 24 CFR 58.35(b)(2) and is exempt from California Environmental Quality Act pursuant to the common sense exemption 15061(b)(3). It can be seen with certainty that this program will not have a significant impact on the environment.

NOW, THEREFORE, BE IT FOUND, DETERMINED, AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT BRAGG AS FOLLOWS:

1. The above Recitals are true and correct and are incorporated herein as findings of fact.

2. The Program Guidelines for the Community Development Block Grant (CDBG) Utility Bill Assistance Program (UBAP) is adopted.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 14th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Jason Godeke
Mayor

ATTEST:

Diana Paoli
City Clerk

Guidelines

For

Utility Bill Assistance Program

Funded By

City of Fort Bragg

With

Community Development Block Grant

Adopted: xx/xx/2025

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ATTACHMENT A: City's Executed Resolution Adopting Program Guidelines

ATTACHMENT B: Current CDBG Income Limits

ATTACHMENT C: Sample Program Application

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) UTILITY BILL ASSISTANCE PROGRAM GUIDELINES

1.0 INTRODUCTION

The City of Fort Bragg (“City”) has established the Utility Bill Assistance Program to be known as UBAP (“Program”). The purpose of the Program is to assist the City’s neediest residents by providing emergency financial assistance to low-moderate income persons via payment of utility bills directly to utility providers on behalf of qualified households. With Program assistance, the goal is to assist residents at risk losing essential utility services or housing, breaking the expensive cycle of late payments, shut offs, and restoration fees by providing one-time-only payment relief to qualifying utility account holders. These Program Guidelines have been formally adopted by the City and submitted to the California Department of Housing and Community Development, here after called “the Department”. See **Attachment A** for copy of the adopting resolution.

2.0 PROGRAM OVERVIEW

2.1 PROGRAM ADMINISTRATION

The City and its Program Operator (if applicable) will:

- Market the Program;
- Accept and process participant applications;
- Document participant CDBG Program eligibility; and
- Ensure set up of participant files to document all provided services and associated costs.

The City and its Program Operator will work with program participants and ensure CDBG compliance with these program guidelines.

2.2 PROGRAM SERVICE AREA

Program services are available to all eligible persons residing within Fort Bragg city limits.

2.3 FUNDING SOURCE FOR PROGRAM SERVICES

The Program is paid for with CDBG funds provided by HUD to the Department. As such, these funds have a number of federal requirements that must be met, as described below. These CDBG funds come to the City from Department grant awards that are administered under a formal grant contract. Per HCD’s current [CDBG Program Income Policy](#), Program Income (PI) funds may not be used for Public Services activities, including subsistence payment programs; therefore, Program Income will not be utilized for this program.

3.0 CDBG PROGRAM REQUIREMENTS

3.1 ELIGIBLE PROGRAM APPLICANTS

To be eligible for the Program, head(s) of households must:

- Complete and sign a Program Application;
- Sign a CDBG Public Service Program Self-Certification of Income form and provide documentation of income as requested by program staff;
- Meet the most recent CDBG Income Limits (less than 80% of the County median income);
- Submit proof of responsibility for any active utility billing account requesting assistance as a home owner or renter;
- Prove residency at the utility billing account address; address must be within City limits
- Prove that the utility is not currently shut off due to delinquent payment;
- Family/Household is not able to access other payment assistance for same costs (no duplication of benefit)
- Provide documentation of need for emergency payment

Documentation of Emergency Status

Applicants must provide documentation that emergency financial assistance is warranted. Emergency status may be determined by meeting at least one of the following:

- Household income is at or below 30% of the Area Median Income (AMI) per current CDBG Income Limits and is therefore considered to be Extremely Low Income. Extremely Low Income households are presumed to be at risk of homelessness.
- Recent job loss or reduction of work hours
- Late/Delinquent Notices for utilities or rent. At least one utility must be delinquent in order to qualify for emergency status. The presumption is that one delinquent bill may lead to additional late payments, and one-time assistance may cover all utility payments currently due in order to break the cycle.
- Additional emergencies may be considered on a case by case basis, pursuant to section 4.6.

Eligible applicants documented as meeting the Program eligibility requirements are hereafter referred to as “Program Participants”.

3.2 INELIGIBLE PROGRAM APPLICANTS

An ineligible Program applicant is anyone whose primary residence is outside of the service area. Persons residing in a household that exceeds current Income Limits are not eligible. Utility account holders whose utility is currently shut off are not eligible. Businesses or non-profit organizations are not eligible for the program. Prior recipients of Program financial assistance are not eligible for additional emergency financial assistance unless a period of no less than twelve

months has passed. Applicants receiving other assistance for the same expenses (duplication of benefits) are ineligible.

3.3 ELIGIBLE UTILITY SERVICES

Utility services eligible for program payments include the following:

- Water/Sewer Services
- Electricity Services
- Waste Collection
- Propane, Kerosene, Diesel, etc. (when such fuel is required for operation of household heating or food preparation)

Payments will be made directly to utility providers on behalf of qualified households. Program may pay for delivery of service and late fees but will not pay for maintenance, repair, or other penalties.

3.4 TIMEFRAME FOR RECEIVING PROGRAM SERVICES

The Program will operate as long as funding is available. Once funding is depleted or the expenditure period of the active agreement with HCD has expired, the Program will cease until or unless additional Program funding is secured. Program Participants are eligible for one-time-only financial assistance, which may cover up to three consecutive months. Program participants may reapply for the program if at least twelve months have passed since they last received assistance, as funding is available.

3.5 MEETING CDBG NATIONAL OBJECTIVE REQUIREMENT

Under federal regulations, use of CDBG funds for emergency financial assistance must meet the national objective of benefit to low and moderate income persons under the Limited Clientele definition. As such, all Program Participants must be documented as meeting the HUD low/moderate income definition prior to receiving any Program services. The most recent CDBG Public Service income self-certification form will be used to preliminarily screen applicants for income eligibility and program staff will verify income of program applicants prior to approving the use of Program funds for subsistence payments. Applicants must submit documentation of income as requested, which may include such items as tax returns, bank statements, pay stubs, etc. The most recently released CDBG Income Limits are included as **Attachment B**. The Income Limits are periodically updated. The current Income Limits are available at the Department website at the following link: <https://www.hcd.ca.gov/funding/income-limits/state-federal-income-limits/cdbg-home-nhtf>.

If the City learns that the applicant's income information is not accurate and/or the program participant is over HUD's income limits, then a program applicant is ineligible and program services currently offered will immediately cease.

3.6 OTHER CDBG FEDERAL LAWS AND REGULATIONS

There are a number of federal laws and state regulations that are triggered with

the use of CDBG funding for a Public Service Program. The City will ensure compliance with these other CDBG regulations.

National Environmental Policy Act (NEPA) federal environmental laws per regulation 24 CFR 58 are not triggered for individual Program Participants; nor are there any compliance requirements for Davis Bacon and related Acts for Program activities under these guidelines. Acquisition and relocation laws are also not triggered when using CDBG funds for Program services.

4.0 APPLICATION PROCESSING FOR PROGRAM SERVICES

4.1 PROGRAM MARKETING AND OUTREACH

Upon the City's receipt of a Department letter releasing Program funding, the City and/or Program Operator will conduct outreach and marketing to individuals in the Program service area. City staff and/or Program Operator will work together to develop a marketing plan for the Program to outreach to persons in the community regarding the availability and accessibility of the Program. This plan shall be kept on file and updated as needed to ensure that all residents in the service area are informed about and have access to Program applications.

4.2 EQUAL OPPORTUNITY COMPLIANCE

This Program will be implemented in ways consistent with the City's commitment to state and federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG program funds on the basis of his or her religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (number or ages of children), physical or mental disability, sexual orientation, or other arbitrary cause.

4.3 PROGRAM APPLICATION PROCESSING

Applications will be processed on a first come first served basis until available funding is depleted. See **Attachment C** for a sample Program Application form. City staff or Program Operator will accept applications and review for HUD income eligibility per Department standards and for other program eligibility requirements. The Program Operator will submit copies of all applicants' Self-Certification forms to the City for review and final approval.

All Program Applications received, both denied and approved, will be logged and kept on file in accordance with Department records retention act. Applicants who do not meet eligibility requirements of the program will be notified in writing with an explanation of ineligibility. Files will be set up for all eligible program participants to document compliance with all CDBG regulations, Department policy, and adopted Program Guidelines, and to document all services provided.

4.4 DUPLICATION OF BENEFITS POLICY

A CDBG grantee is required to develop and maintain adequate procedures to

prevent a duplication of benefits that address (individually or collectively) each activity or program. A grantee's policies and procedures are not adequate unless they include, at a minimum: (1) a requirement that any person or entity receiving CDBG assistance must agree to repay assistance that is determined to be duplicative; and (2) a method of assessing whether the use of CDBG funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably by evaluating need and the resources available to meet that need. It is the intent of the section below to present the City policy to uphold, enforce and document conformance with the duplication of benefits requirements which cover use of its CDBG funds when providing emergency financial assistance:

All applications to the UBAP are required to complete a Duplication of Benefits Affidavit as part of the application process. This affidavit acknowledges the City's requirement that any person or household receiving UBAP assistance must agree to repay assistance that is determined to be duplicative.

To meet HUD's requirements, the City has developed a method of assessing whether the use of UBAP funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably in evaluating need and the resources available to meet that need.

This assessment process is as follows:

1. Upon receipt of the completed application packet, Program Operator reviews the Duplication of Benefits Affidavit to determine if the applicant has reported receiving any potentially duplicative assistance.
2. If so, the City may request additional information from the applicant, including:
 - a. Dates funds were received
 - b. Specific uses of funds received, including receipts and dates as appropriate.
3. Based on a review of this information, the Program Operator and/or City may:
 - a. Determine that there is no duplication and proceed with consideration of the application for the full amount requested.
 - b. Determine that there is a partial duplication and proceed with consideration of the application for an amount that reduces the request by the DOB amount
 - i. $\text{Amount Requested} - \text{Amount of DOB} = \text{Eligible Amount}$
 - c. Determine that there is a complete duplication and deny the application
4. In the event that an application is approved in part, the City will also include in the funding documents specific information around what the funds may be spent on so as to avoid duplication of benefits.

All application documents, including the Affidavit and Subrogation Agreement,

shall be retained in compliance with HUD's record retention requirements.

4.5 PROGRAM PARTICIPANT / APPLICANT CONFIDENTIALITY

All personal financial information will be kept confidential. Program Participant files with personal confidential information will be kept in locked, secured storage units.

4.6 DISPUTE RESOLUTION / APPEALS PROCEDURE

Any person applying for Program services has the right to appeal a denied application. The appeal must be made in writing to the City. A written response to the appeal will be provided to the applicant by the City within 30 days of receipt of the applicant's appeal letter.

4.7 EXCEPTIONS / SPECIAL CIRCUMSTANCES

Exceptions are defined as any action which would depart from policy and procedures stated in the guidelines. Exceptions to these guidelines are limited to those that do not conflict with Federal regulations. Exceptions may be recommended by the Program Operator or the City and will require approval by a City committee comprised of the staff CDBG specialist, Community Development Director or designee, and Finance Director or designee.

5.0 PROGRAM SERVICE DELIVERY

5.1 PROGRAM ELIGIBILITY REVIEW

Upon receipt of a completed Program Application including all required attachments, City staff or Program Operator will review the Self-Certification form for income eligibility. If applicants are income-eligible, City staff or Program Operator will confirm other eligibility requirements including status of utility account holders' bill and primary residency at the account address. Applicants whose utility service has been shut off for non-payment are not eligible for the Program.

5.2 PROGRAM SUBSIDY

For eligible Program Participants, the amount eligible for the Program subsidy will be calculated at 100% of the total utility bill balance, up to \$500 (total of all utility bills, not each individual bill). The approved Program subsidy will be paid directly to the utility provider to the Program Participant's utility account. The Program subsidy will be paid only after the Program Participant has provided a complete program application and any supplemental documents, and has been approved by the Program Operator. Payments are made via check directly to the utility provider.

6.0 PROGRAM OVERSIGHT BY CITY

6.1 OVERSIGHT OF PROGRAM OPERATOR

City staff will serve as the primary contact with the Department. If an outside

consultant (Program Operator) is to be hired by the City to administer the program, the City will be responsible for securing services of a qualified Program Operator for implementation of the Program prior to starting any activities under these Program Guidelines. The scope of work for the Program Operator will include all administration and documentation required for Program services as described in these Program Guidelines and as required for CDBG compliance.

6.2 TRACKING PROGRAM SERVICES TO PARTICIPANTS

City staff oversees and monitors all work conducted by the Program Operator. Monthly or quarterly meetings will be conducted to review the program status of: 1) marketing efforts; 2) applications received; 3) eligible Program Participants being served; 4) successful Program Participant stories; 5) demand for different services and need for more resources or partners; 6) review of program tracking forms as developed by Program Operator and approved by City; 7) review of Department reports and funds requests for reimbursement of Program Services; and 8) preparation for Department monitoring of the City's grant contract and Program services. As per the executed agreement between the City and the Program Operator, all required reports under open grant contracts will be reviewed and approved by City staff.

ATTACHMENT A

GRANTEE'S DRAFT RESOLUTION ADOPTING GUIDELINES [To be replaced with Executed Resolution Adopting Program Guidelines]

RESOLUTION NO. ____-2025

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ADOPTING PROGRAM GUIDELINES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) UTILITY BILL ASSISTANCE PROGRAM (UBAP)

WHEREAS, the City of Fort Bragg has received an award from the 2024 funding year of the Community Development Block Grant (CDBG) program under the Public Services allocation to operate a Utility Bill Assistance Program (UBAP) to provide emergency subsistence payments to residents; and

WHEREAS, CDBG requires that to operate a subsistence program, jurisdictions must adopt Program Guidelines to govern program operation and to ensure compliance with CDBG State and Federal requirements; and

WHEREAS, as the first milestone identified in the award agreement, City Council must adopt Program Guidelines prior to implementing the UBAP; and

WHEREAS, the UBAP Program Guidelines include the following elements: program overview; program requirements; application process; program delivery; program oversight; and as attachments, the jurisdiction's executed Resolution adopting Program Guidelines, current CDBG Income Limits applicable to the Program, and a sample Program Application; and

WHEREAS, per CDBG regulations, the City Council conducted a Public Hearing to solicit comments regarding adoption of the City's Utility Bill Assistance Program Guidelines on October 14, 2025; and

WHEREAS, based on all of the evidence presented, the City Council finds as follows:

1. Elements have been incorporated in the Program Guidelines such that they are compliant with current CDBG regulations and also adequately reflect local program particulars.
2. The City Council conducted a duly noticed public hearing on October 14, 2025, to receive public comment on the proposed adoption of the Utility Bill Assistance Program Guidelines.

WHEREAS, the program activity is considered Categorically Excluded from National Environmental Protection Act (NEPA) review and not subject To 58.5 per 24 CFR 58.35(b)(2) and is exempt from California Environmental Quality Act pursuant to the common sense exemption 15061(b)(3). It can be seen with certainty that this program will not have a significant impact on the environment.

NOW, THEREFORE, BE IT FOUND, DETERMINED, AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT BRAGG AS FOLLOWS:

1. The above Recitals are true and correct and are incorporated herein as findings of fact.

ATTACHMENT A

GRANTEE'S DRAFT RESOLUTION ADOPTING GUIDELINES

2. The Program Guidelines for the Community Development Block Grant (CDBG) Utility Bill Assistance Program (UBAP) is adopted.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the day of , 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Jason Godeke
Mayor

ATTEST:

Diana Paoli
City Clerk

ATTACHMENT B

CURRENT CDBG INCOME LIMITS

STATE CDBG AND HOME TABLE OF 2025 INCOME LIMITS

EFFECTIVE JUNE 1, 2025*

Income Category	Number of persons in household							
	1	2	3	4	5	6	7	8
"30%" Limit	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
"50%" Limit	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
"60%" Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
"80%" Limit	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150

PROGRAM PARTICIPANTS' HOUSEHOLD INCOME MUST NOT EXCEED THE "80%" LIMIT FOR THE HOUSEHOLD SIZE

*The above income limits are periodically updated. For the most current income limits, please visit the following link at the California Department of Housing and Community Development website:

<https://www.hcd.ca.gov/funding/income-limits/state-federal-income-limits/cdbg-home-nhtf>

ATTACHMENT C
SAMPLE PROGRAM APPLICATION

CITY OF FORT BRAGG

**Community Development Block Grant Program (CDBG)
Utility Bill Assistance Program - Application and Verification Form**

Up to \$800.00 total is available to qualifying families for emergency subsistence payments. To request assistance, you must meet the program requirements, submit required documentation, and certify this form. Funds are available on a limited basis. Submitting this application is not a guarantee of assistance. For your privacy, information collected will remain confidential, used only to meet federal and state record keeping requirements, and withheld as applicable from disclosure. If approved, payments will be made directly to the service provider on your behalf.

Please print legibly:

Applicant Information	
Name	
Residential Address	
Email	
Phone	

Emergency Status		
Have you received a late payment due, eviction notice or other proof that loss of housing or essential utility services is at risk and emergency payment is needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, list <u>emergency</u> :		
Number of months unable to pay (program may cover up to three):		
Please attach proof of emergency with your application. This is required for approval of assistance.		

Utility Information
<i>Instructions:</i> Please enter information in the applicable Utility information boxes below and on the next page. Fill out all requested information for each utility you are requesting assistance with AND provide a copy of your most recent bill for that utility, including the payment coupon for mail-in payment. Leave <u>blank</u> any utilities you are not requesting assistance with.

Water / Sewer Utility Payment Requested	
Utility Service Provider	
Account Holder Name	
Account Number	
Account Address	
Month(s) to Cover	
Amount	\$

Electric Utility Payment Requested	
Utility Service Provider	
Account Holder Name	
Account Number	
Account Address	
Month(s) to Cover	
Amount	\$

Propane / Natural Gas / Heating Oil Utility Payment Requested	
Utility Service Provider	
Account Holder Name	
Account Number	
Account Address	
Month(s) to Cover	
Amount	\$

Waste Collection Utility Payment Requested	
Utility Service Provider	
Account Holder Name	
Account Number	
Account Address	
Month(s) to Cover	
Amount	\$

Total Utility Payments Requested	
<i>Instructions:</i> Add the amounts requested for all utilities together to find the total amount requested. Enter the total amount in the box below:	
Total Utility Request Amount	\$

Duplication of Benefit	Yes	No
<i>DUPLICATION OF BENEFIT</i> – Have you received, or are aware of being eligible to receive from another source, any financial assistance for the costs listed above?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list on pages 6 and 7 of this application, and attach documentation of assistance.		

LMI Household Income Qualification Questions							
Total Annual Household Income is gross income (before deductions) from all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc.), from all adult members in the family living in the household. Consult the program if unsure.							
Total Household Income anticipated during the next 12 months							
Name List all household members, including yourself. Attach a page listing additional members if needed.	Age	Check if Applicable			Annual Gross (Pre-Tax) Income	Source of Income	
		Head of Household	Co-Head of Household	Full-Time Student 18 Yrs. or Older			
					\$		
					\$		
					\$		
					\$		
					\$		
					\$		
Total Anticipated Annual Household Income:					\$		
CIRCLE the number of household members, including yourself:							
1	2	3	4	5	6	7	8+
\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Is your anticipated total household income LOWER or HIGHER than the \$ amount listed directly below the number of people circled above? If LOWER , attach proof of annual household income (such as latest tax return, quarterly tax, pay stubs, or bank statements).						LOWER	HIGHER
						<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity (select one)			<input type="checkbox"/> Not Hispanic		<input type="checkbox"/> Hispanic		
Race (select the box the most closely represents your racial identity)							
White		<input type="checkbox"/>		Asian		<input type="checkbox"/>	
Black or African American		<input type="checkbox"/>		Native Hawaiian or Pacific Islander		<input type="checkbox"/>	

American Indian or Alaskan Native	<input type="checkbox"/>	American Indian/Alaskan Native and White	<input type="checkbox"/>
Asian and White	<input type="checkbox"/>	Black/African American and White	<input type="checkbox"/>
American Indian/Alaska Native and Black/African American	<input type="checkbox"/>	Other or <u>Multi-Racial</u>	<input type="checkbox"/>
Are you a Veteran?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you Disabled? <input type="checkbox"/>
			YES <input type="checkbox"/>
			NO <input type="checkbox"/>

Duplication of Benefits Affidavit ("Affidavit")

I/We, _____ affirm the following:

1. I/We is/are executing this Affidavit in connection with assistance that we are receiving to help us with emergency financial assistance in the form of utility subsistence payments ("**Need**") in the amount of _____ ("**Amount of Assistance or Total Need**") from the City of Fort Bragg ("**Organization**") through a program administered by the City of Fort Bragg with funding from the U.S. Department of Housing and Urban Development (the "**Program**").
2. The Organization and I/We believe the **Amount of Assistance/Total Need** is _____
3. In addition, I/We have received or will receive the following amounts and types of assistance from the sources listed below ("**Duplicative Assistance**"):

(a) Source of Funds #1

Lender/Grant Provider Name		
Purpose		
Amount		
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant	<input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan	<input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____	

(b) Source of Funds #2

Lender/Grant Provider Name		
Purpose		
Amount		
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant	<input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan	<input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____	

Duplication of Benefits Affidavit ("Affidavit")

(c) Source of Funds #3

Lender/Grant Provider Name	
Purpose	
Amount	
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____

(d) Source of Funds #4

Lender/Grant Provider Name	
Purpose	
Amount	
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____

(e) Source of Funds #5

Lender/Grant Provider Name	
Purpose	
Amount	
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____

4. Total Unmet Need (2- (3(a) + 3(b) + 3(c) + 3(d) + 3(e))) \$ _____.

Duplication of Benefits Affidavit ("Affidavit")

5. I/We have received no other assistance funds for the Need listed in Paragraph 1 other than that set forth above in paragraph 3.
6. I/We understand that the amount of assistance received by I/We from the City of Fort Bragg must be reduced by the amount of Duplicative Assistance received or that will be received for the Need, from other sources (such as, FEMA, SBA, the Red Cross, the City homeowner's insurance, etc.) for the same purpose.
7. Therefore, I/We understand that if I/We receive assistance from a source other than City of Fort Bragg (such as, FEMA, SBA, the Red Cross, the City, homeowner's insurance, etc.) for the Need for the same purpose, I/We must repay the assistance received from City of Fort Bragg.
8. I/We certify under State and Federal penalties for perjury and fraud that the information provided above is true and accurate and acknowledge that repayment of all assistance received by Me/Us from City of Fort Bragg, payment of fines and/or imprisonment may be required in the event that I/We provide false, incomplete or misleading information in this Affidavit or during the rest of this process. **By executing this Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.**

Participant _____

Signature of Participant _____ Date _____

Marketing Plan

For

Utility Bill Assistance Program

Funded By

City of Fort Bragg

With

Community Development Block Grant

HCD Contract Period: August 13, 2025 – August 12, 2028

Contract Expenditure Period: August 13, 2025 – May 12, 2028

Program Operation: October 2025 – April 2028 or until all funds are expended, whichever happens first.

This Marketing Plan assumes funds will be available through the entire expenditure period. Timeline should be adjusted based on actual funds available.

Phase 1: Predevelopment (August – October 2025)

1. Update Program Guidelines, Application Forms, and Marketing Materials

Phase 2: Initial Program Roll-Out (October – December 2025)

1. Publicly Noticed Public Hearing held at City Council
2. Publish Informational Flyers
 - a. Press Release
 - b. City Website
 - c. City Facebook
 - d. City Manager Round Up
3. Send Insert in City Utility Bills
 - a. New Billing
 - b. Late Billing
 - c. Shut-off Notices
4. Local Radio Advertisement
5. Local Utility Provider / Community Organization Outreach
 - a. Inform of Program
 - b. Provide Applications / Flyers

Phase 3: Periodic Ongoing Outreach (January 2026 – April 2028)

Tasks will typically be completed semi-annually; frequency will be adjusted based on response rate.

1. Announcements and/or Items at Public Meetings
2. Publish Informational Flyers
 - a. Press Release
 - b. City Website
 - c. City Facebook
 - d. City Manager Round Up
3. Send Insert in City Utility Bills
 - a. New Billing (periodically)
 - b. Late Billing (all)
 - c. Shut-off Notices (all)
4. Local Radio Advertisement
5. Local Utility Provider / Community Organization Outreach
 - a. Provide Applications / Flyers

Phase 4: Targeted Outreach (October 2026 – April 2028)

Program staff will track the date assistance is provided to each recipient and may

conduct targeted outreach by sending flyers to prior recipients highlighting the opportunity to apply for assistance a second time if needed after twelve months. This step will be taken if the rate of first-time applicants has slowed.

1. Targeted Flyers Sent to Prior Recipients
 - a. Mail
 - b. Email
2. General Informational Flyers Updated to Highlight Reapplication Opportunity

Phase 6: Closeout (May – August 2028)

Closeout will begin May 2028 at the latest, sooner if funds are fully expended prior to May. Program achievements will be discussed at a publicly noticed public meeting.

1. Publicly Noticed Public Hearing held at City Council
2. Update Website



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin St.
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Fort Bragg City Council will conduct a public hearing at a regular meeting to be held at **6:00 p.m.**, or as soon thereafter as the matter may be heard, on **Tuesday, October 14, 2025**, at Town Hall, southwest corner of Main and Laurel Streets (363 N. Main Street), Fort Bragg, California 95437. The public hearing will concern the following item:

**Receive a Report, Hold a Public Hearing, and Consider Adoption of a Resolution
Adopting Program Guidelines for the Community Development Block Grant (CDBG)
Utility Bill Assistance Program (UBAP)**

The purpose of the hearing will be to solicit input and consider adoption of the Program Guidelines, and to update residents on the progress of the newly-funded Utility Bill Assistance Program (UBAP). The Program Guidelines are a comprehensive statement of the City's policies and procedures for implementation of the UBAP. The program is being funded through Community Development Block Grant award 24-CDBG-10009, provided by the California Housing and Community Development Authority. The UBAP will provide emergency financial assistance to low-moderate income residents through payment of utility bills directly to utility service providers on behalf of qualifying households. The UBAP will begin accepting applications for assistance following adoption of the Program Guidelines by the City Council.

The following information related to the project is available at City Hall, 416 N Franklin St., Fort Bragg, CA 95437, between the hours of 9:00 AM and 5:00 PM on Mondays, Tuesdays, Thursdays, and Fridays (excluding City-recognized holidays) or by emailing the contact listed below:

- A. Project progress/status of completion and expected timeframe to completion (currently preparing for program initiation).
- B. Results to date and projected totals, such as number of beneficiaries assisted, housing units completed, portion of project in service, or persons served (no beneficiaries yet).
- C. Funds expended, balance of funds available, and budget expectations to completion (awarded \$300,000 for the activity).

All persons interested in the status of funding, or the progress of the project are welcome to attend this meeting. Written comments can be directed to the City of Fort Bragg, ATTN: Economic Development Department, at 416 N Franklin St., Fort Bragg, CA 95437, or you may contact Lacy Sallas by telephone or email at 707-961-2823, ext. 108 or lsallas@fortbraggca.gov no later than 2:00 PM on October 14, 2025 to ensure placement in the official record of the hearing.

The City of Fort Bragg does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, age, religion or disability. If you require specific accommodations to participate in the public hearing, please contact City Hall at least two days prior to the scheduled hearing.

DATED: October 2, 2025

Diana Paoli
City Clerk

PUBLISH: October 3, 2025

STATE OF CALIFORNIA)
) ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I posted this Notice in the City Hall Notice case on October 3, 2025.

Diana Paoli
City Clerk



CITY OF FORT BRAGG

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Fax: (707) 961-2802

AVISO DE AUDIENCIA PÚBLICA

POR LA PRESENTE SE NOTIFICA que el Ayuntamiento de Fort Bragg llevará a cabo una audiencia pública en sesión ordinaria a las **18:00 horas**, o tan pronto como se trate el asunto, el **martes 14 de octubre de 2025** en el Ayuntamiento, esquina suroeste de las calles Main y Laurel (363 N. Main Street), Fort Bragg, California 95437. La audiencia pública tratará el siguiente tema:

Recibir un informe, celebrar una audiencia pública y considerar la adopción de una resolución que adopte las directrices del Programa de Asistencia para el Pago de Facturas de Servicios Públicos (UBAP) de la Subvención en Bloque para el Desarrollo Comunitario (CDBG).

El propósito de la audiencia será solicitar opiniones y considerar la adopción de las directrices del Programa, así como informar a los residentes sobre el progreso del recién financiado Programa de Asistencia para el Pago de Facturas de Servicios Públicos (UBAP). Las directrices del Programa constituyen una declaración completa de las políticas y procedimientos de la Ciudad para la implementación del UBAP. El programa se financia a través de la Subvención Global para el Desarrollo Comunitario 24-CDBG-10009, otorgada por la Autoridad de Vivienda y Desarrollo Comunitario de California (UBAP). El UBAP proporcionará asistencia financiera de emergencia a residentes de ingresos bajos a moderados mediante el pago de facturas de servicios públicos directamente a los proveedores de servicios públicos en nombre de los hogares que califiquen. El UBAP comenzará a aceptar solicitudes de asistencia una vez que el Ayuntamiento adopte las Directrices del Programa.

La siguiente información relacionada con el proyecto está disponible en el Ayuntamiento, 416 N Franklin St., Fort Bragg, CA 95437, de 9:00 a. m. a 5:00 p. m. los lunes, martes, jueves y viernes (excepto los días festivos reconocidos por la ciudad) o enviando un correo electrónico a la dirección de contacto que se indica a continuación:

A. Avance/estado de finalización del proyecto y plazo previsto de finalización (actualmente en preparación para el inicio del programa).

B. Resultados hasta la fecha y totales proyectados, como número de beneficiarios asistidos, viviendas completadas, parte del proyecto en ejecución o personas atendidas (aún no hay beneficiarios).

C. Fondos gastados, saldo disponible y expectativas presupuestarias hasta su finalización (se otorgaron \$300,000 para la actividad).

Todas las personas interesadas en el estado de la financiación o el progreso del proyecto están invitadas a asistir a esta reunión. Los comentarios por escrito pueden dirigirse a la Ciudad de Fort Bragg, ATTN: Departamento de Desarrollo Económico, 416 N Franklin St., Fort Bragg, CA 95437, o comunicarse con Lacy Sallas por teléfono o correo electrónico al 707-961-2823, ext. 108 o a lsallas@fortbraggca.gov antes de las 14:00 horas del 14 de octubre de 2025 para garantizar su inclusión en el acta oficial de la audiencia.

La Ciudad de Fort Bragg no discrimina por motivos de raza, color, nacionalidad, sexo, orientación sexual, identidad de género, edad, religión o discapacidad. Si necesita adaptaciones específicas para

participar en la audiencia pública, comuníquese con el Ayuntamiento al menos dos días antes de la fecha programada.

FECHA: 2 de octubre de 2025

Diana Paoli

Secretaria Municipal

PUBLICACIÓN: 3 de octubre de 2025

ESTADO DE CALIFORNIA)
) ss.

CONDADO DE MENDOCINO)

Declaro, bajo pena de perjurio, que soy empleado de la Ciudad de Fort Bragg y que publiqué este Aviso en la carpeta de Avisos del Ayuntamiento el 3 de octubre de 2025.

Diana Paoli

Secretaria Municipal



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-417

Agenda Date: 10/14/2025

Version: 1

Status: Business

In Control: City Council

File Type: Report

Agenda Number: 8A.

Receive Annual CalPers Pension Liability Update from Consultant NHA Advisors

CITY OF FORT BRAGG

CALPERS PENSION PROGRAM REVIEW AND COST MANAGEMENT STRATEGY ASSESSMENT



NHA | ADVISORS
Financial & Policy Strategies.
Delivered.

OCTOBER 14, 2025

Today's Discussion

- I. Background on CalPERS Costs
- II. Historical and Projected CalPERS Costs
- III. Cost Management Strategies
- IV. Conclusion





BACKGROUND ON CALPERS COSTS

City of Fort Bragg CalPERS Summary

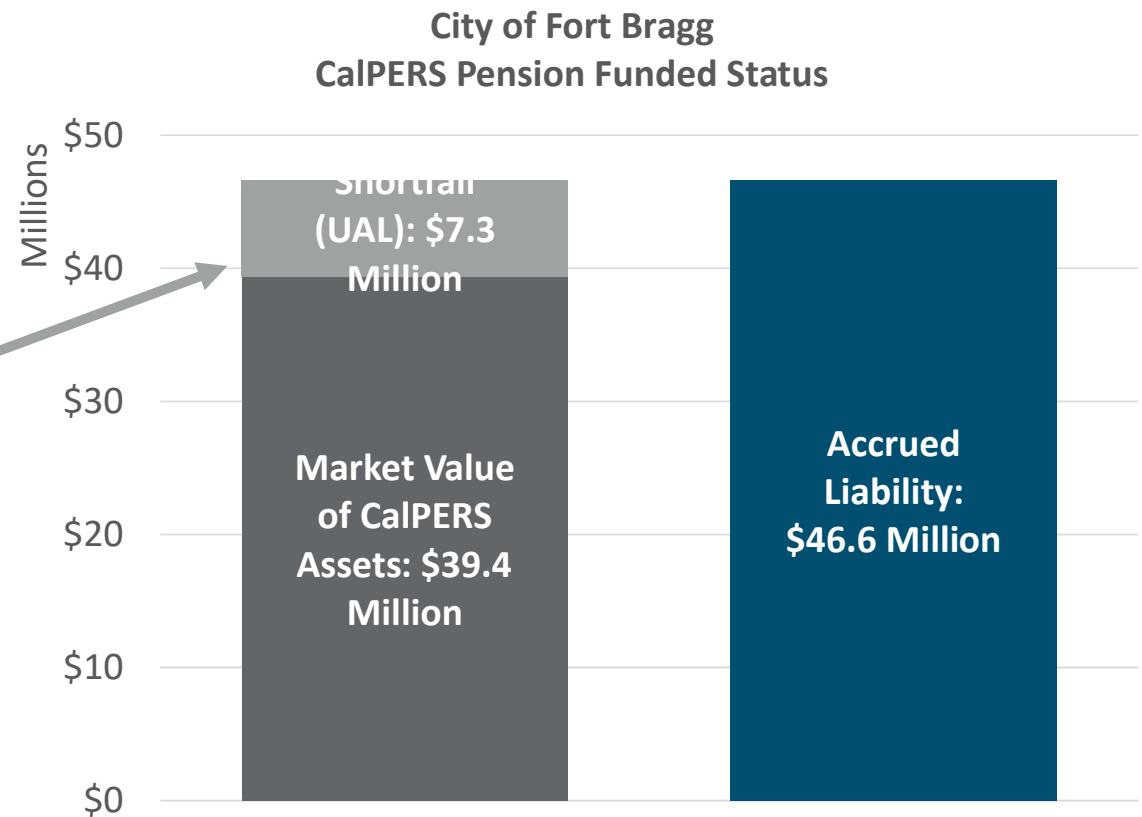
- ▶ City of Fort Bragg has a **\$7.3M CalPERS Unfunded Accrued Liability (“UAL”)**, as of the latest CalPERS valuation for 6/30/2024
 - ▶ Miscellaneous Plan: \$4.13M | Safety Plans: \$3.14M
- ▶ CalPERS FY 2024-25 Preliminary Investment Returns: 11.6%
 - ▶ Projected to decrease UAL to \$5.7M (as of 6/30/2025)
- ▶ City also has **\$7.8M of outstanding Lease Revenue Bonds (LRB) – UAL Restructuring**, as of 6/30/2024
 - ▶ Issued in 2021 to restructure \$7.8M of UAL at an all-in interest rate of 3.61%
- ▶ City established a Section 115 Pension Trust in FY 2023-24; **Current Balance: \$3.6M**
- ▶ Continuing to manage ongoing CalPERS UAL costs will be critical for fiscal resiliency; especially amid potential assumption changes this year by CalPERS after their 2025 Asset Liability Management (ALM) Study



Background on How CalPERS Works

Two Payments Made to CalPERS Annually

- ▶ **(1) Normal Cost (“NC”):**
Annual cost for current employees
- ▶ **(2) Unfunded Accrued Liability (“UAL”):** Annual payment to amortize the “debt” to CalPERS
 - ▶ New UAL is amortized over 20 years
 - ▶ New UAL is created when CalPERS investment returns <6.80%



Source: CalPERS Actuarial Valuation as of June 30, 2024

Why CalPERS Costs Have Trended Higher

Historical PERS
Returns
5-Year: 8.0%
10-Year: 7.1%
20-Year: 6.7%
30-Year: 7.6%

Then (late 1990s)...

- ▶ Robust investment returns (10%+)
 - ▶ Retirement plans were “Super-Funded” through the late 1990s
 - ▶ Earnings on funds were more than adequate to cover retirement costs
- ▶ Super-funded status induced widespread retirement benefits enhancements
- ▶ Past funding policies led to contribution holidays and “free” benefit improvements

Now...

- ▶ Sluggish investment returns (not meeting assumptions)
- ▶ Assumptions have changed/grown more conservative
 - ▶ Discount Rate (assumed rate of investment returns): 8.25% → 7.00% → 6.80%
 - ▶ Inflation rate (prices going up)
 - ▶ Mortality rates (people living longer)
 - ▶ Shorter, more conservative amortizations

All assumptions will be revisited by CalPERS during
2025 Asset Liability Management (ALM) Study



How CalPERS Benefits Get Funded

- ▶ Investment earnings used to make up a higher percentage (65%-70%+) of total contributions (pre-2008)

CalPERS
investment earnings

55¢

CalPERS
employers

34¢

CalPERS
members

11¢

CalPERS Pension Buck: a 20-year Average (as of June 30, 2024)



City's CalPERS Retirement Plans

- ▶ 2 Main CalPERS plans: Miscellaneous & Safety
 - ▶ **Miscellaneous:** 193 covered members; \$4.13M UAL
 - ▶ **Safety:** 94 covered members; \$3.14M UAL
- ▶ PEPRRA (effective 2013) helpful to manage long term pension costs for new employees
 - ▶ Enacted revised benefit levels for new plan members
 - ▶ Higher employee contribution rates mean more normal cost is being paid by the employee
- ▶ **However, 93% of current UAL comes from Classic plans and is not impacted by PEPRRA**

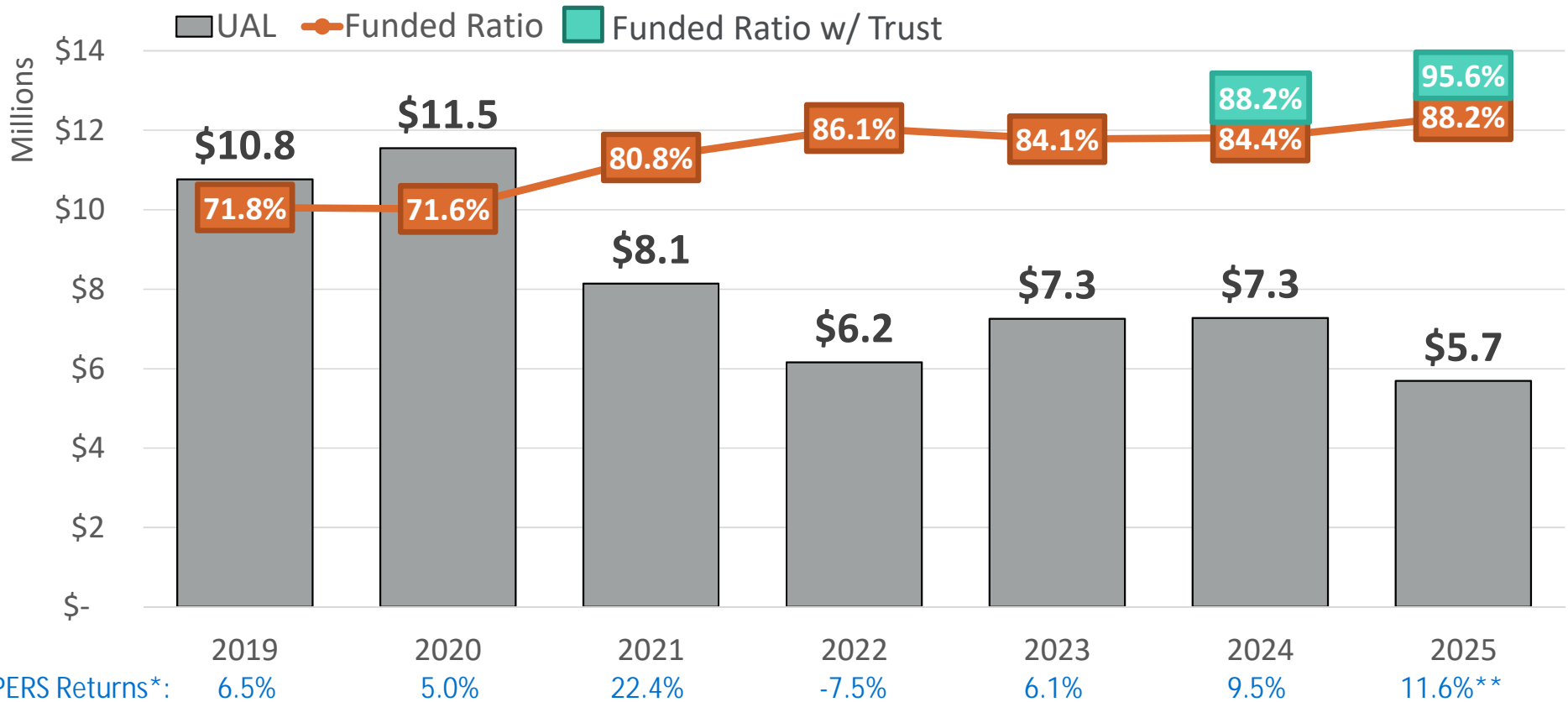




HISTORICAL AND PROJECTED CALPERS COSTS

History of the City's UAL Balance & Funded Ratio

Funded Ratio With and Without Section 115 Trust



CalPERS Returns*:

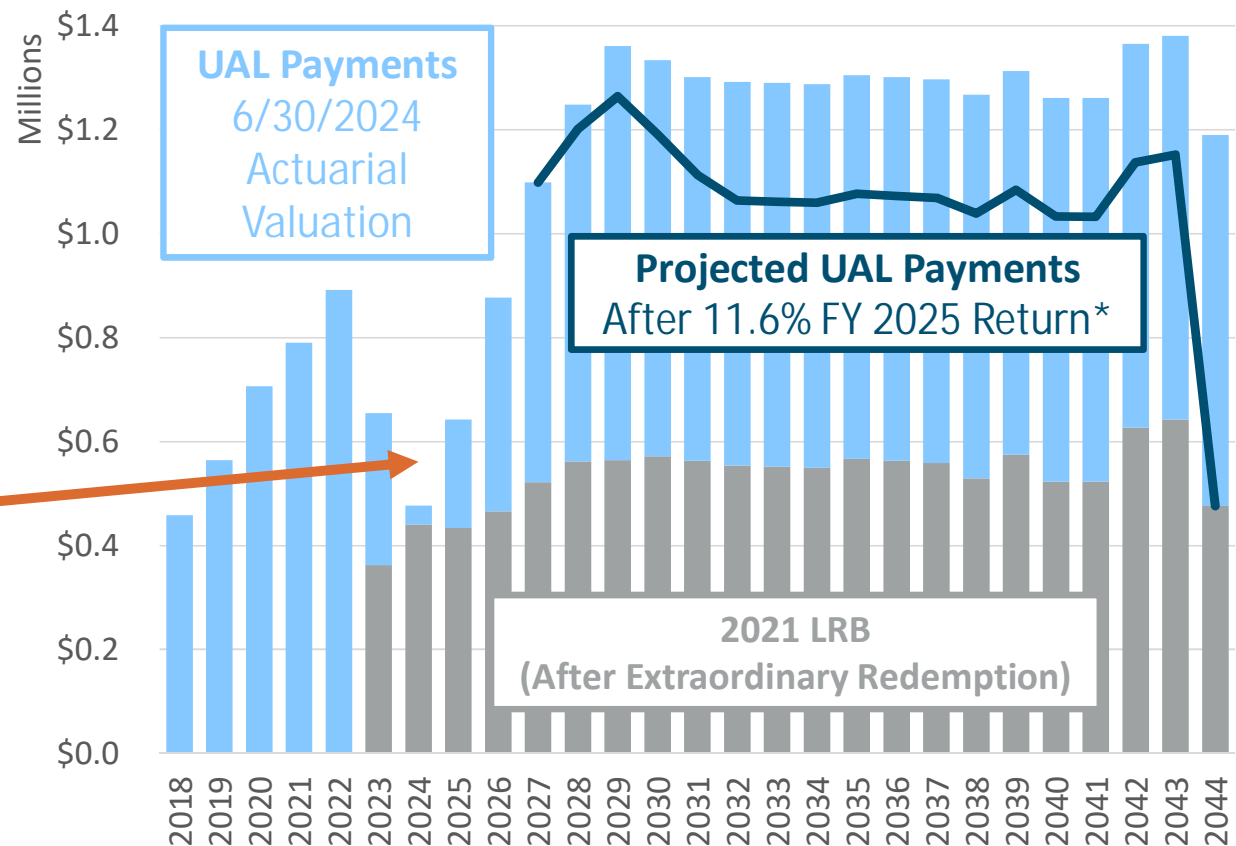


Source: CalPERS Actuarial Valuation Reports & CalPERS Pension Outlook Tool
 *CalPERS' Money-Weighted Rate of Return, as reported by CalPERS in its Annual Comprehensive Financial Reports
 **CalPERS' Time-Weighted Rate of Return

Historical & Projected CalPERS Payments

Rising Near-Term Payments

- ▶ Combined UAL + LRB payment projected to increase 55% from FY 2026 - FY 2029 (\$877K → \$1.36M)
 - ▶ Combined payment then stays relatively flat until FY 2044
- ▶ CalPERS' 11.6% investment return in FY 2025 could potentially reduce future UAL payments by \$225K per year
- ▶ City took advantage of lower payments in FY 2024 and FY 2025 to fund its Section 115 Pension Trust
 - ▶ Balance as of FYE 2025: \$3.6M



Source: CalPERS Actuarial Valuation Reports & CalPERS Pension Outlook Tool
 *Assumes FY 2024-25 investment returns of 11.6% and 6.8% thereafter.



COST MANAGEMENT STRATEGIES

Pension Cost-Containment Strategies – Not Mutually Exclusive

Prepay UAL early in Fiscal Year ($\approx 3.3\%$ discount)

Negotiate Cost Sharing With Employees

- New employees already governed by lower cost/benefit PEPRAs plans
- Negotiated cost sharing of the City's share

Fresh Start Amortization offered by CalPERS

- Pros: Smooths payment, shortens repayment period; reduces overall interest paid from shorter amortization period
- Cons: New structure "locked-in" + increased annual payments in near term; still amortized at discount rate

Use Cash Reserves to Pay Extra (two options) – City has a Section 115 Pension Trust with \$3.6M balance

- Section 115 Trust – Separate trust solely dedicated to pension/OPEB
 - City's annual UAL cost and Normal Cost can be supplemented with the Trust
- ADP – direct payments to CalPERS to reduce UAL
 - Choose optimal amortization bases to pay off

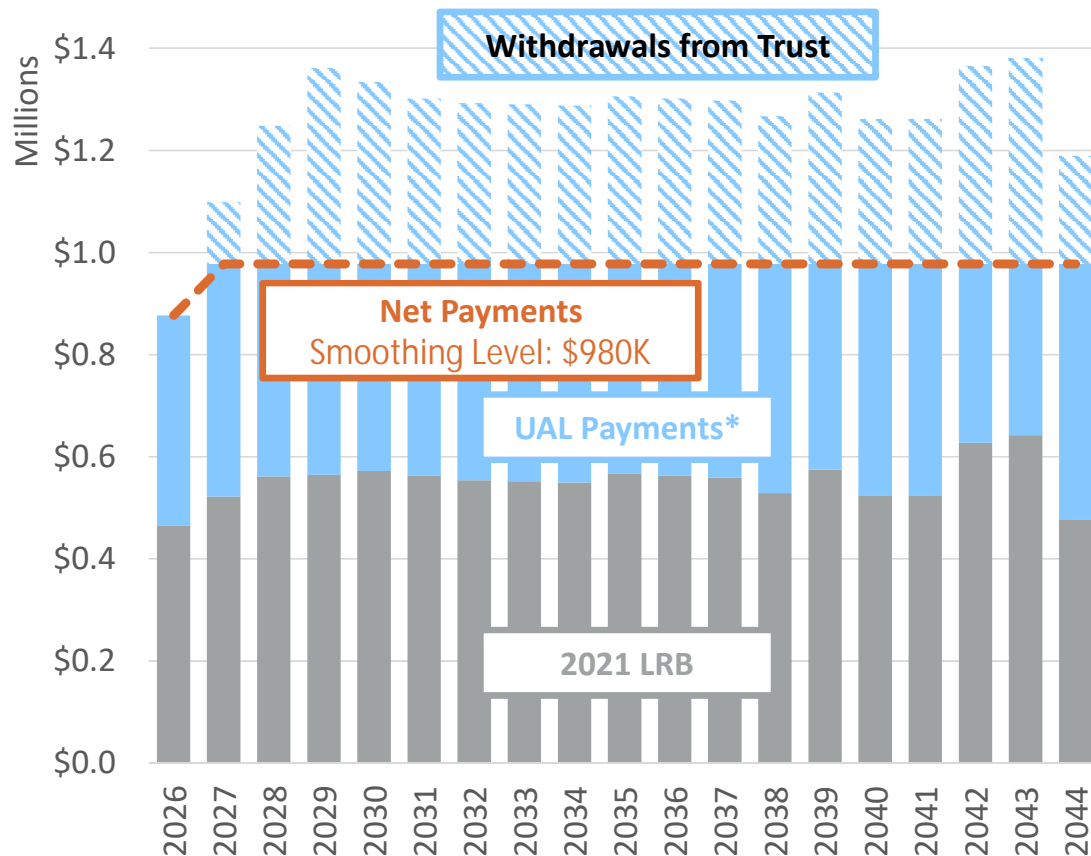
Restructure All or Portion of Remaining UAL – City did this with its 2021 LRB Restructuring

- Restructure portion of UAL at lower bond interest rate and "smooth out" payments for enhanced budget predictability, near and mid-term potential savings, and preservation of cash for other critical projects **NOT RECOMMENDED GIVEN CURRENT INTEREST RATES**



Section 115 Trust Smoothing Example #1

No Additional Deposits; 6/30/2024 CalPERS Valuation



Assumptions:

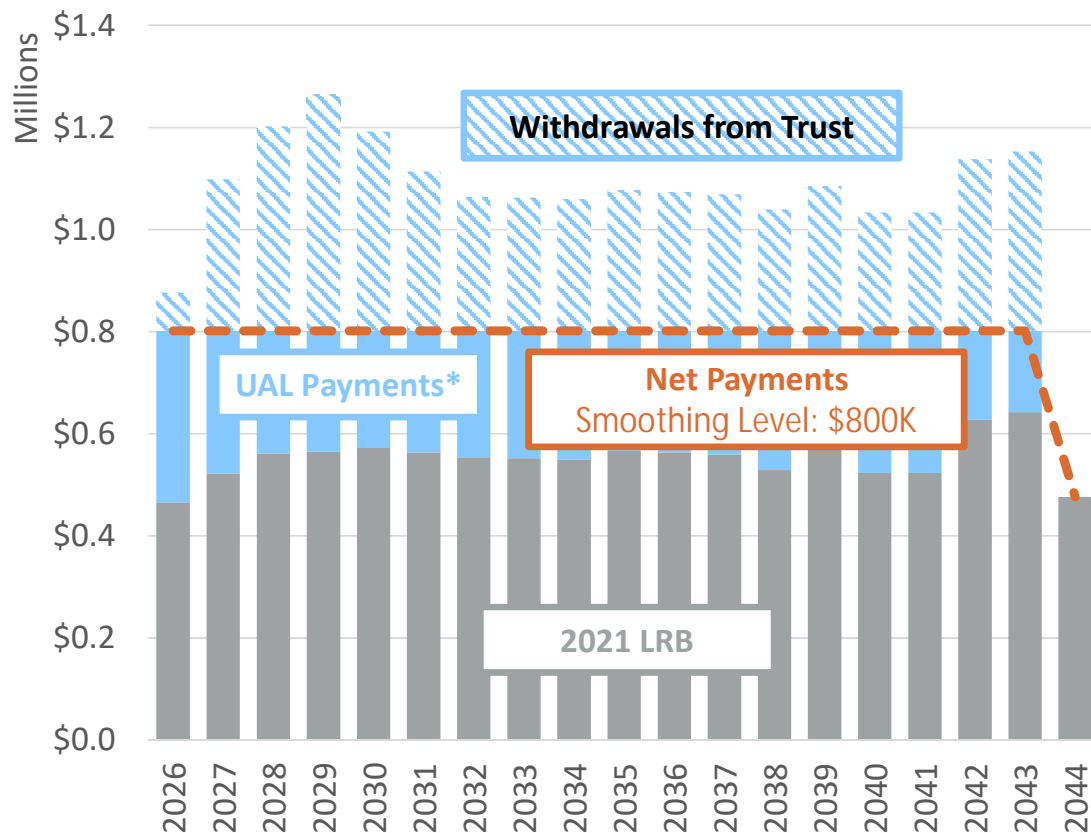
- ▶ **CalPERS Discount Rate:** 6.8% (no change)
- ▶ **CalPERS Investment Returns:** FYE 2024 Actuarial Report (9.5% in FY 2023-24; 6.8% thereafter)
- ▶ **UAL Balance:** \$7.3M
- ▶ **Beginning Trust Balance:** \$3.6M
- ▶ **Total Additional Deposits:** \$0M
- ▶ **Trust Annual Investment Earnings:** 5.00%
- ▶ **Ending Trust Balance:** \$0 (FYE 2044)



*Source: CalPERS Actuarial Valuation as of June 30, 2024

Section 115 Trust Smoothing Example #2

No Additional Deposits; 11.6% CalPERS Returns in FY 2024-25



Assumptions:

- ▶ **CalPERS Discount Rate:** 6.8% (no change)
- ▶ **CalPERS Investment Returns:** 11.6% in FY 2024-25; 6.8% thereafter
- ▶ **UAL Balance:** \$5.7M
- ▶ **Beginning Trust Balance:** \$3.6M
- ▶ **Total Additional Deposits:** \$0M
- ▶ **Trust Annual Investment Earnings:** 5.00%
- ▶ **Ending Trust Balance:** \$0 (FYE 2043)



*Source: CalPERS Pension Outlook Tool. Assumes FY 2024-25 investment returns of 11.6% and 6.8% thereafter.



CONCLUSION

Conclusion

- ▶ City of Fort Bragg has been proactive in managing rising pension costs
 - ▶ 2021 UAL Restructuring: City restructured \$7.8M of UAL at an interest rate of 3.61%
 - ▶ Section 115 Pension Trust: \$3.6M balance as of FYE 2025
 - ▶ **These actions have led to an overall funding ratio that is above the City's peers**
- ▶ City's \$3.6M Section 115 Pension Trust is very strong at 2.5x of its FY 2026 UAL + Normal Cost + LRB payment
 - ▶ The Trust can help mitigate the pressure on the City's General Fund from rising pension costs over the next 10-20 years, while also providing budgetary flexibility
- ▶ City should stay vigilant to combat the impact of rising pension costs, including an annual review of pension cost projections + ongoing pension cost management strategies
 - ▶ City should reassess pension cost projections once CalPERS finishes its 2025 Asset-Liability Management Study in November 2025
 - ▶ Another update in early 2026 may be beneficial to better re-calibrate the 115 smoothing strategy and potential future deposits/withdrawals



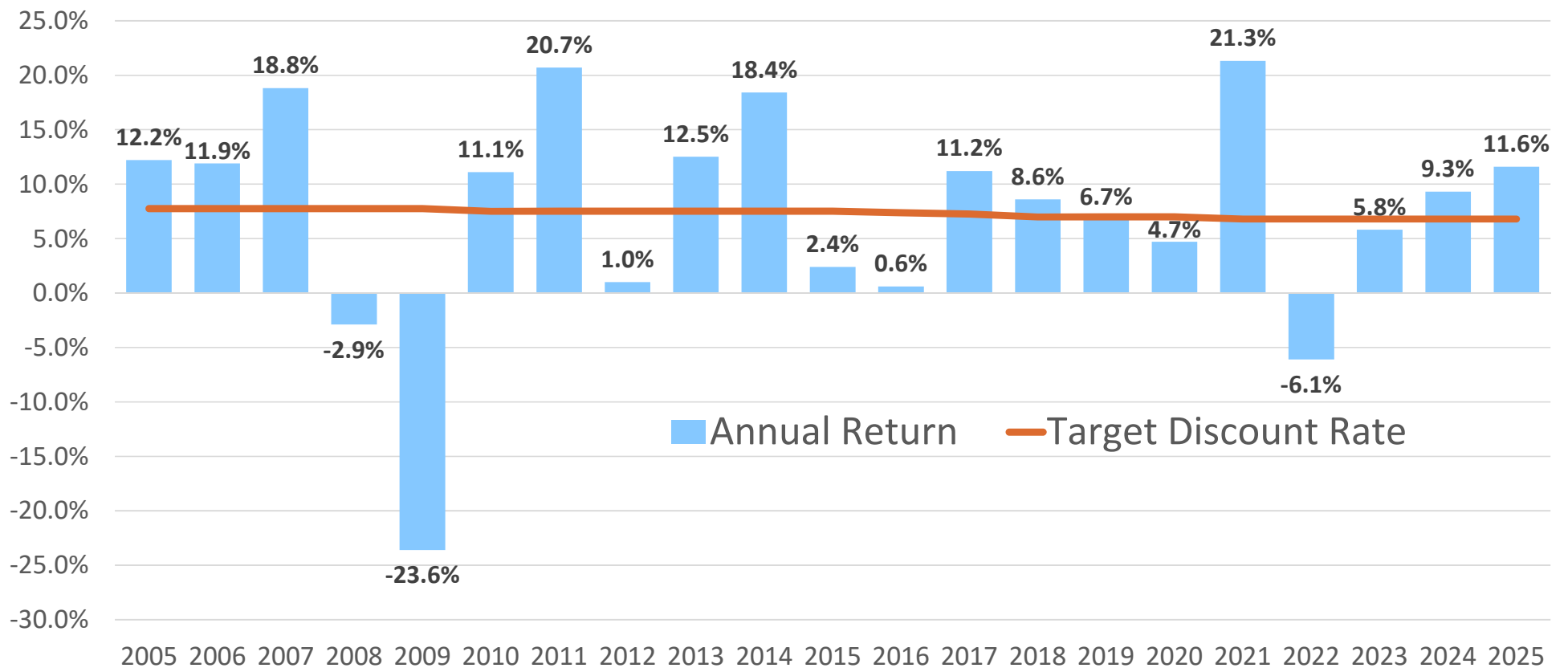


QUESTIONS?



APPENDIX – ADDITIONAL RESOURCES

CalPERS Historical Preliminary Investment Returns (Time-Weighted)*



*Preliminary Investment Returns represent the time-weighted rate of return and reflect private market asset valuations as of March 31. The money-weighted rate of return, used in the CalPERS ACFR and Valuation Reports may differ from the Preliminary Investment Returns. Source: CalPERS.

Section 115 Trust – Overview

Consideration for Funds Earmarked for Pension and OPEB

- ▶ **What is it?** Restricted Account for pension and/or OPEB
- ▶ **Advantages:**
 - ▶ Potential Higher Investment Returns in Managed Account
 - ▶ In FY 2025, Moderate Risk Section 115 Trust portfolios (40-50% Equity / 50-60% Fixed Income) had investment returns of 8.5-11.0%
 - ▶ Longer-Term Benefit: Trust funds can grow over time and pay off a large % of UAL or OPEB liability in the future
 - ▶ Shorter-Term Benefit: Apply funds to “smooth” payment spikes in UAL, Normal Cost, or OPEB; can reimburse City for pensions costs made if severe budgetary challenges
 - ▶ Flexibility – more investment options than CalPERS and the City can decide when and how to use
- ▶ **Disadvantages:**
 - ▶ Doesn’t directly reduce UAL until funds are transferred to CalPERS
 - ▶ Requires reserves/surplus contributions to build account balance
 - ▶ Investment risk (dependent on type of investment portfolio)



Additional Discretionary Payment (“ADP”)

- ▶ **What is it?** City makes ADP directly to CalPERS and CalPERS eliminates payments associated with the portion of the UAL paid off, essentially giving the City credit at the discount/interest rate (currently 6.8%)
 - ▶ **Advantages:**
 - ▶ Reduced UAL / higher CalPERS funding ratio
 - ▶ Reduced future payments
 - ▶ Broader, less restrictive CalPERS investment portfolio has potential for higher returns
 - ▶ **Disadvantages:**
 - ▶ Requires reserves / surplus to fund
 - ▶ Re-investment and market timing risk with ADP funds
 - ▶ Less budgetary flexibility and investment control (vs. Section 115 Trust option)



Section 115 Trust vs. CalPERS ADP Comparison

OPTION	Section 115 Trust	CalPERS ADP
Reduced UAL & UAL Payments with CalPERS	No	Yes
Reduced Pension Liability in Financial Report (ACFR)	No (Shows up as an asset on the City's financial statements)	Yes
Control of Investment Strategy	Yes	No
Funds Managed By	Trust Administrator	CalPERS
Flexibility in Uses	Yes	No
Enhanced Budgetary Flexibility	Yes	No
Savings	Varies; Depends on when City utilizes funds to pay liabilities	Immediate; Length of time varies based on which amortization component is paid off





CITY OF FORT BRAGG

Incorporated August 5, 1889

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CERTIFICATE OF COMPLETION

All items of work and the provisions of the contract executed with Sustainable Living Builders, Inc. for the CV Starr Skylight Repair Project dated January 14, 2025, have been completed.

This project as described above was awarded by the Fort Bragg City Council by resolution at their meeting of January 13, 2025.

It is recommended that the completed project be accepted by the City Council.

Signed by:

Carlos Hernandez

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Carlos Hernandez
Engineering Technician

DATED: October 03, 2025.

EXHIBIT "A"