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# CITY OF FORTUNA

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## PROPOSED BUDGET FISCAL YEAR 2023-2024

ADOPTED BY RESOLUTION 2023-XX ON JUNE 5, 2023

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**CITY OF  
FORTUNA**

**ANNUAL  
OPERATING  
BUDGET**

**FISCAL YEAR  
2023-24**

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**CITY OF  
FORTUNA**

**ANNUAL  
OPERATING  
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**FISCAL YEAR  
2023-24**

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*Section 1*  
*Introduction*





<b><u>Council Member</u></b>	<b><u>Title</u></b>
Tami Trent	Mayor
Mike Johnson	Mayor Pro Tem
Kyle Conley	Councilmember
Mike Losey	Councilmember
Kris Mobley	Councilmember
Merritt Perry	City Manager

City of Fortuna, California





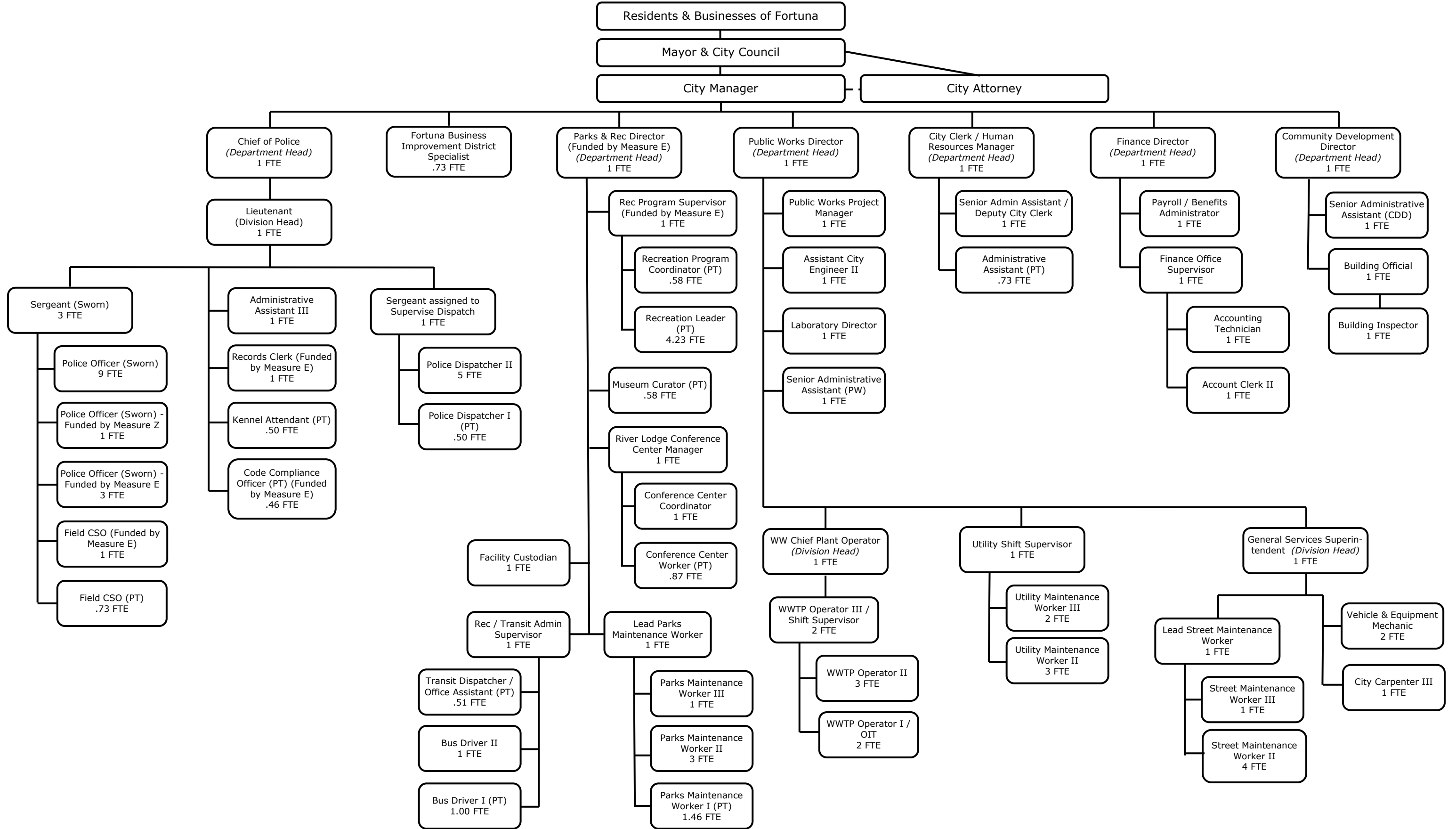


## *Section 2*

# *Personnel Graphics and* *Summaries*



# City of Fortuna Organizational Chart







**Personnel Budget**

**City-wide Staffing/Full Time Equivalents**

**Distributions**

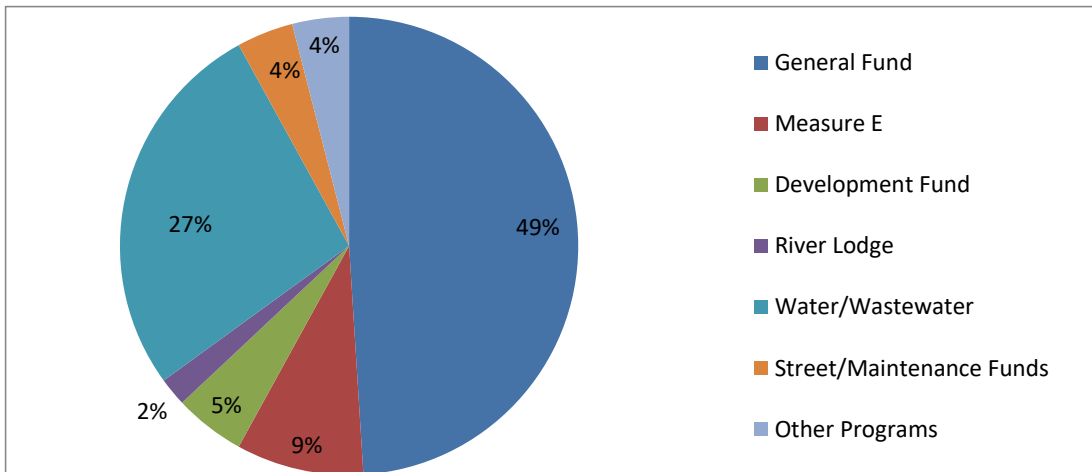
	General Fund																			Measure E	Development Fund	R. Lodge	PD Grant	FBID	General Services				Water Fund			Wastewater Fund			Transit	Total						
	City Manager	City Clerk	Finance	General Govt	Risk Mgmt.	Police	PD Dispatch	Animal Control	Planning	Engineer	General Services	Recreation	Parks	Library	Museum	Police	Recreation	Parks	Building						Dev Review	River Lodge	Drug Task Force	FBID	Storm Drain Maintenance	Solid Waste Recycling	Streets	Treatment & Distribution	Transmission Distribution	Customer Accounts			Admin	Collection	Collection & Treatment	Admin	Transit	City-wide FTEs
	100-1100	100-1150	100-1200	100-1500	100-1600	100-2000	100-2400	100-2800	100-3200	100-4000	100-4100	100-5400	100-5450	100-5500	100-5600	101-2000	101-5400	101-5450	120-3000						120-3100	160-5800	189-2000	250-1800	200-4300	210-5300	280-4200	500-6000	500-6100	500-6200			500-6300	550-6500	550-6600	550-6700	590-5000	
<b>Administration and Development</b>																																										
<b>City Manager/City Clerk</b>																																										
City Manager	0.20				0.10														0.12															0.29		0.29	1.00					
City Clerk/Human Resource Mgr.	0.20	0.20			0.20																												0.20		0.20	1.00						
Sen. Admin. Asst / Deputy City Clerk	0.30	0.15			0.15																												0.20		0.20	1.00						
<b>Community Development</b>																																										
Community Development Director										0.30									0.10	0.50												0.05		0.05	1.00							
Sr. Administrative Assistant										0.10									0.40	0.50															1.00							
Building Official																			0.80	0.20															1.00							
Building Inspector																			1.00																1.00							
<b>Finance</b>																																										
Finance Director			0.40																							0.05						0.26		0.26	0.03	1.00						
Payroll & Benefits Administrator			0.29																													0.35		0.35	0.01	1.00						
Finance Office Supervisor			0.30																													0.20		0.25	0.25	1.00						
Accounting Technician	0.05		0.15																														0.40		0.40	1.00						
Account Clerk II			0.20																														0.40		0.40	1.00						
<b>Subtotal, Admin and Dev.</b>	<b>0.75</b>	<b>0.35</b>	<b>1.34</b>	<b>-</b>	<b>0.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.30</b>	<b>1.32</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.20</b>	<b>2.40</b>	<b>-</b>	<b>-</b>	<b>2.40</b>	<b>0.04</b>	<b>12.00</b>						
<b>Police Department</b>																																										
Police Chief						1.00																														1.00						
Lieutenant						1.00																															1.00					
Police Sergeant						3.90	0.10																													4.00						
Police Officer						9.00											3.00					1.00														13.00						
Community Services Officer																	1.00																			1.00						
Administrative Assistant III						1.00																														1.00						
Records Clerk																	1.00																			1.00						
Dispatcher																																			5.00							
<b>Subtotal, Police</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15.90</b>	<b>5.10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27.00</b>						
<b>Parks &amp; Recreation Department</b>																																										
Parks & Recreation Director																			0.45	0.45															0.10	1.00						
Recreation/Transit Admin Supervisor																			0.80																0.20	1.00						
Recreation Program Supervisor																				1.00																1.00						
Bus Driver II																																				1.00						
Conference Center Manager																						1.00														1.00						
Conference Center Coordinator																						1.00														1.00						
Facility Custodian			0.20		0.20							0.10	0.10						0.20														0.05	0.05	0.10	1.00						
Lead Park Maintenance Worker												0.85																					0.02		0.03	1.00						
Park Maintenance Worker III												0.95																					0.02		0.03	1.00						
Park Maintenance Worker II												2.55																					0.06		0.09	3.00						
<b>Subtotal, Parks and Rec</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.20</b>	<b>-</b>	<b>0.20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.80</b>	<b>4.45</b>	<b>0.10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.45</b>	<b>0.45</b>	<b>-</b>	<b>-</b>	<b>2.60</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.10</b>	<b>-</b>	<b>0.05</b>	<b>-</b>	<b>0.15</b>	<b>0.05</b>	<b>1.40</b>						
<b>Public Works Department</b>																																										
<b>Administration and Engineering</b>																																										
Public Works Director											0.20											0.05									0.10	0.10		0.25	0.10	0.10	0.10	1.00				
Public Works Project Manager											0.20											0.04												0.38		0.38	1.00					
Assistant City Engineer II											0.10											0.20			0.10	0.10							0.25		0.25	0.25	1.00					
Senior Administrative Assistant																												0.10				0.40	0.05	0.05	0.40	1.00						
<b>General Services</b>																																										
General Services Superintendent											0.10														0.06	0.12	0.40		0.16				0.16			1.00						
Lead Street Maintenance Worker											0.30																					0.10		0.10		1.00						
Street Maintenance Worker III											0.25															0.02		0.48		0.13			0.12		1.00							
Street Maintenance Worker II											0.84															0.16	1.60		0.56			0.84			4.00							
City Carpenter III											0.15															0.08	0.22	0.15				0.15	0.25		1.00							
Vehicle & Equipment Mechanic II						0.48					0.40		0.20					0.02										0.20				0.30		0.30		0.10	2.00					
<b>Utilities - Water</b>																																										
Utility Shift Supervisor																															0.10	0.45	0.10	0.05	0.25	0.05	1.00					
Utility Worker III																															0.20	0.90	0.20		0.70		2.00					
Utility Worker II																															0.30	1.35	0.30		1.05		3.00					
<b>Utilities - Wastewater</b>																																										
Chief Treatment Plant Operator																																0.20			0.20	0.30	0					





Pay and Benefits  
By Fund/Department

Personnel Budget - All Funds

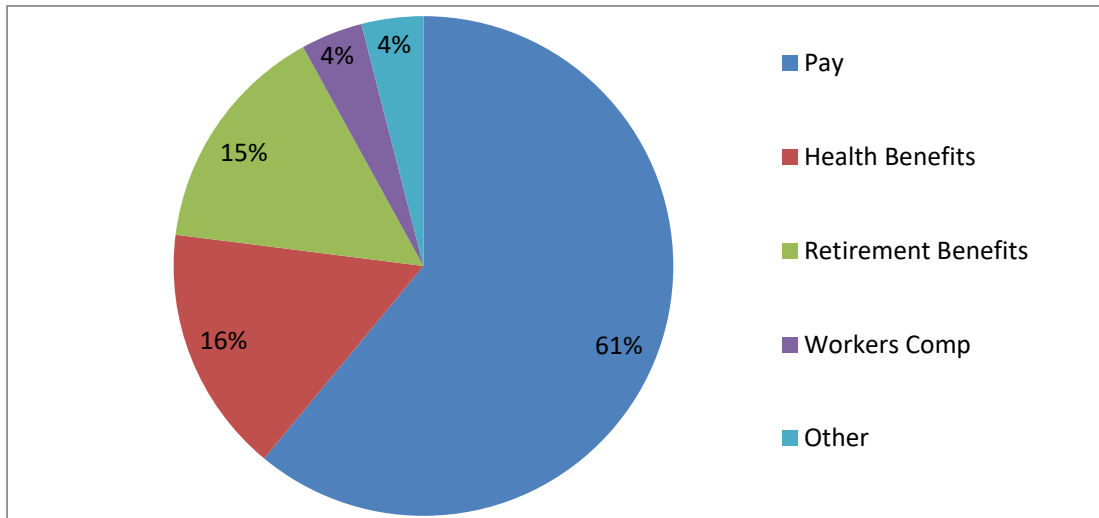


	Fund	Pay Regular	Pay Part-time	Overtime	Holiday/Vacation Buyout	Benefits	Total
<b>General Fund</b>							
City Clerk	100	\$ 28,232	\$ 8,759	\$ -	\$ 500	\$ 16,787	\$ 54,278
City Council	100	-	18,000	-	-	1,442	19,442
City Hall/General Government	100	9,169	-	-	-	2,746	11,915
City Manager	100	76,370	-	-	2,500	29,291	108,161
Community Development Planning	100	33,990	-	-	2,000	18,323	54,313
Finance	100	113,686	-	500	3,000	54,778	171,964
Library	100	4,584	-	-	-	1,373	5,957
Parks & Recreation - Recreation	100	42,321	177,015	-	2,000	47,367	268,703
Parks & Recreation - Parks	100	235,151	48,859	500	2,500	149,551	436,561
Museum	100	-	23,234	-	-	1,525	24,759
Police Department	100	1,349,455	30,781	160,000	140,000	1,178,807	2,859,043
Police Department - Dispatch	100	330,407	30,338	25,000	35,000	179,950	600,695
Police Department - Animal Control	100	-	16,848	-	-	1,738	18,586
Public Works - Engineering	100	45,863	-	-	500	19,447	65,810
Public Works - General Services	100	103,326	-	500	1,500	59,629	164,955
Risk Management	100	46,379	8,759	-	1,000	19,393	75,531
		<b>\$ 2,418,933</b>	<b>\$ 362,593</b>	<b>\$ 186,500</b>	<b>\$ 190,500</b>	<b>\$ 1,782,147</b>	<b>\$ 4,940,673</b>
<b>Measure E</b>							
Measure E		435,522	26,358	62,000	32,000	365,949	921,829
<b>Special Revenue/ Enterprise Funds</b>							
Building Inspection	120	175,302	-	-	4,000	87,622	266,924
Development Review	120	138,395	-	-	3,000	68,995	210,390
River Lodge	160	122,491	29,970	400	2,000	81,578	236,439
Police - AB 109 Realignment	186	-	-	-	-	-	-
Police - ABC Grant	188	-	-	-	-	-	-
Police - Measure Z	189	72,563	-	20,000	-	71,887	164,450
Public Works - Storm Drain Maint	200	25,146	-	-	400	15,225	40,771
Public Works - Solid Waste Recycling	210	11,320	-	-	300	7,193	18,813
Fortuna Business Improvement District	250	-	37,640	-	-	2,471	40,111
Public Works - Streets	280	192,365	-	1,500	2,500	111,927	308,292
Public Transit	590	77,121	49,522	-	500	77,776	204,919
Wastewater - Collection	550	214,531	-	500	2,000	137,512	354,543
Wastewater - Pumping & Treatment	550	401,656	-	1,500	2,000	279,969	685,125
Wastewater - Administration	550	320,956	5,839	500	5,000	140,492	472,787
Water - Pump, Treatment & Storage	500	141,528	-	300	1,500	95,159	238,487
Water - Transmission & Distribution	500	238,542	-	1,500	3,500	156,440	399,982
Water - Customer Accounts	500	44,213	-	-	500	31,264	75,977
Water - Administration	500	328,331	5,839	500	5,000	143,919	483,589
		<b>\$ 2,504,460</b>	<b>\$ 128,810</b>	<b>\$ 26,700</b>	<b>\$ 32,200</b>	<b>\$ 1,509,429</b>	<b>\$ 4,201,599</b>
<b>Total:</b>		<b>\$ 5,358,915</b>	<b>\$ 517,761</b>	<b>\$ 275,200</b>	<b>\$ 254,700</b>	<b>\$ 3,657,525</b>	<b>\$ 10,064,101</b>



Pay and Benefits Summary  
With Benefit Rates

Personnel Budget - All Funds



Cost in Dollars	2021-22	2022-23	2023-24	Change vs.
	Actual	Budget	Proposed	PY Budget
Full Time Pay (Incl. Add pays, Longevity)	\$ 4,385,444	\$ 5,230,699	\$ 5,358,915	\$ 128,216
Part Time Pay	339,880	435,200	517,760	82,560
Overtime Pay	344,618	299,900	275,200	(24,700)
Health Benefits	1,230,940	1,501,406	1,604,550	103,144
Retirement Benefits	2,085,798	659,344	765,064	105,720
CalPERS Unfunded Liability	791,426	815,334	775,319	(40,015)
Workers Compensation	289,939	413,196	427,381	14,185
Medicare	74,485	82,156	85,212	3,056
Other	(329,024)	202,700	254,700	52,000
<b>Total, Pay and Benefits</b>	<b>\$ 9,213,506</b>	<b>\$ 9,639,935</b>	<b>\$ 10,064,101</b>	<b>\$ 424,166</b>

Benefit Rates	Total Monthly	Monthly	Monthly	Annual
	Premium	Employee	City	City
<b>Health Benefits, City share</b>				
Employee	\$ 1,044.84	\$ 143.12	\$ 901.72	\$ 10,820.64
Employee +1	2,133.95	299.75	1,834.20	22,010.40
Employee + family	3,042.53	428.00	2,614.53	31,374.36

CalPERS, City share	Benefit formula	Employer Rates as % of Payroll			Estimated
		2021-22	2022-23	2023-24	2024-25
Safety Tier 1	3% @ 50	23.710%	23.750%	27.110%	27.100%
Safety Tier 2	3% @ 55	20.640%	20.640%	22.830%	22.800%
Safety Tier 3	2.7% @ 57	13.130%	12.780%	13.540%	13.500%
Misc. Tier 1	2.7% @ 55	14.630%	14.630%	16.560%	16.600%
Misc. Tier 2	2.0% @ 55	11.370%	11.360%	12.980%	13.000%
Misc. Tier 3	2.0% @ 62	7.590%	7.470%	7.680%	7.700%

Changes since Prior Budget	2021-22	2022-23	2023-24
<b>Full Time Positions</b>	77	80	80

Changes:  
 Allocate (1) Full time Community Development Director Position  
 De-allocate (1) Full time Deputy Community Development Director Position  
 Allocate (1.18) FTE Part time Recreation Workers





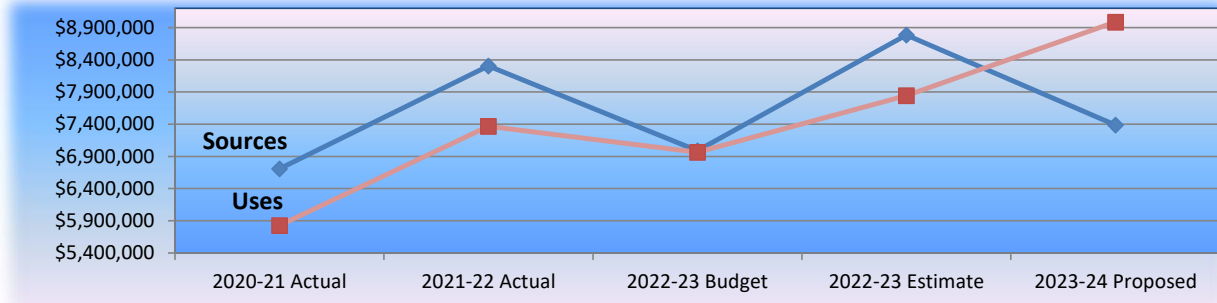
*Section 3*  
*General Fund*  
*Summaries*





General Fund  
Fund Summary

General Fund Revenue and Expenditure History



Fund Balance History

	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
<b>Beginning Available Balance</b>	\$ 5,322,150	\$ 6,201,414	\$ 7,138,376	\$ 7,138,376	\$ 8,080,334	\$ 941,958
<b>SOURCES:</b>						
Revenues:						
Taxes and Fees	6,299,941	6,715,140	6,242,150	6,407,050	6,378,545	136,395
Non-recurring Receipts	407,095	1,588,139	178,600	1,811,600	268,028	89,428
Transfers from Other Funds	-	-	566,073	566,073	740,671	174,598
<b>Total Sources</b>	<b>6,707,036</b>	<b>8,303,279</b>	<b>6,986,823</b>	<b>8,784,723</b>	<b>7,387,244</b>	<b>400,421</b>
<b>USES:</b>						
Operating Budgets:						
Pay and Benefits	4,006,613	4,878,956	4,676,911	4,703,676	4,940,673	263,762
Service and Supplies	1,324,319	1,554,848	1,665,681	1,698,106	1,801,403	135,722
Capital Outlay	28,211	361,505	95,000	95,000	30,340	(64,660)
Projects	5,716	45,159	38,600	858,600	1,600,000	1,561,400
Debt Service	-	-	-	-	-	-
Development Fund Support	195,047	230,910	188,646	188,744	301,284	112,638
River Lodge Fund Support	149,729	162,301	186,327	182,462	216,979	30,652
Transfers to Other Funds	118,137	132,638	111,520	116,177	96,360	(15,160)
<b>Total Uses</b>	<b>5,827,772</b>	<b>7,366,317</b>	<b>6,962,685</b>	<b>7,842,765</b>	<b>8,987,039</b>	<b>2,024,354</b>
<b>Net Annual Activity</b>	<b>879,264</b>	<b>936,962</b>	<b>24,138</b>	<b>941,958</b>	<b>(1,599,795)</b>	<b>(1,623,933)</b>
<b>Ending Available Balance</b>	<b>\$ 6,201,414</b>	<b>\$ 7,138,376</b>	<b>\$ 7,162,514</b>	<b>\$ 8,080,334</b>	<b>\$ 6,480,539</b>	<b>\$ (681,975)</b>

Reserve Policy

For City Council Discussion

A. Economic Contingency

Set-aside funds for unexpected loss of revenue or economic downturn; 5% of revenues; provides time to adjust services to changing revenues 369,362

B. Capital Improvement/Infrastructure Reserve

Set-aside funds for unexpected major infrastructure failure 500,000

C. Operating/Working Capital Reserve

Provides cash flow for tax and grant collection period; days of expenditures: 180 3,642,923

D. Remaining unreserved Fund Balance/Operating Contingency

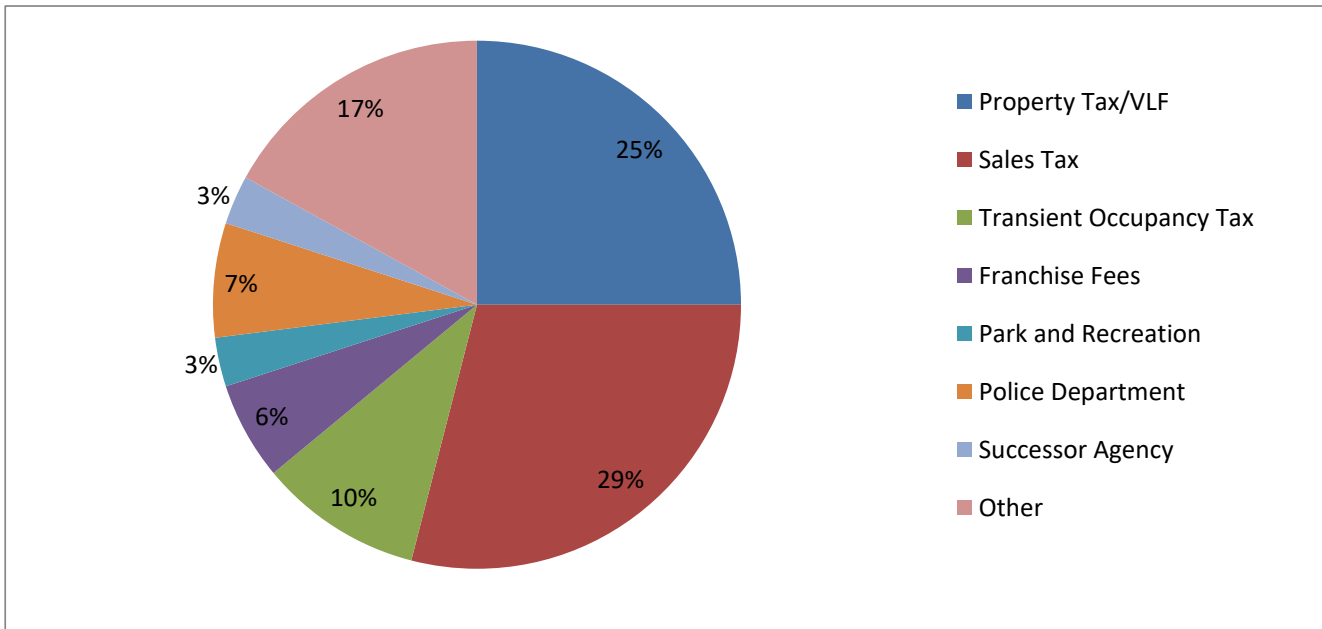
1,968,254

Estimated FY23-24 Ending Fund Balance

\$ 6,480,539



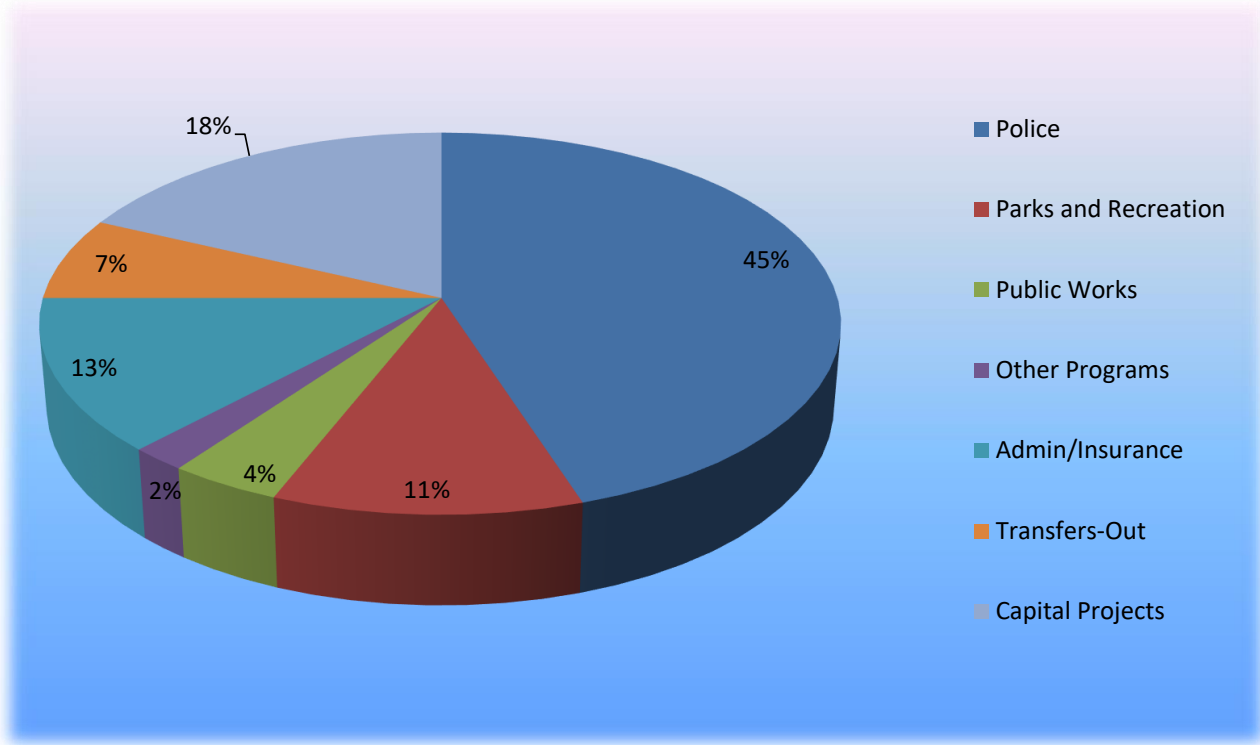
General Fund  
Revenue Summary



	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Budget</u>	<u>2022-23</u> <u>Estimate</u>	<u>2023-24</u> <u>Proposed</u>	<u>Change vs.</u> <u>PY Budget</u>
<b>Recurring Revenues</b>						
Property Tax	546,042	552,368	480,000	520,000	520,000	40,000
Property Tax In-lieu/VLF	1,305,039	1,354,606	1,340,000	1,340,000	1,355,000	15,000
Sales Tax	2,270,288	2,309,840	2,145,600	2,145,600	2,170,000	24,400
Transient Occupancy Tax	755,125	951,039	700,000	750,000	700,000	-
Franchise Fees	369,062	479,396	473,000	460,000	465,000	(8,000)
Business License	94,404	96,660	95,000	95,500	95,000	-
Park and Recreation	124,987	225,026	175,250	211,000	232,000	56,750
Police Department	460,918	489,560	499,100	498,700	485,020	(14,080)
Successor Agency	200,000	200,000	200,000	200,000	200,000	-
Other	174,076	56,645	134,200	186,250	156,525	22,325
	<b>6,299,941</b>	<b>6,715,140</b>	<b>6,242,150</b>	<b>6,407,050</b>	<b>6,378,545</b>	<b>136,395</b>
<b>Non-Recurring Revenues</b>						
Redevelopment Loans	200,000	84,676	140,000	240,000	214,028	74,028
Other Grants/Transfers	207,095	1,503,463	604,673	2,137,673	794,671	189,998
	<b>\$ 6,707,036</b>	<b>\$ 8,303,279</b>	<b>\$ 6,986,823</b>	<b>\$ 8,784,723</b>	<b>\$ 7,387,244</b>	<b>\$ 400,421</b>



General Fund  
Expenditure Summary



	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
<b><u>Expenditures By Department/Program</u></b>						
<u>Programs:</u>						
Police	\$ 3,332,220	\$ 3,841,278	\$ 3,780,668	\$ 3,790,604	\$ 4,023,654	\$ 242,986
Parks and Recreation	700,460	1,317,481	940,963	1,002,725	1,014,153	73,190
Public Works	253,220	291,549	309,753	316,004	340,745	30,992
Com Development- Planning	57,112	66,543	142,433	143,088	67,763	(74,670)
Community Promotion	134,848	184,646	161,400	136,400	136,000	(25,400)
Library Facilities	8,253	10,808	14,524	14,237	14,457	(67)
<u>Administration:</u>						
City Council	26,156	67,432	34,207	36,067	47,442	13,235
City Attorney	28,992	38,621	50,000	50,000	50,000	-
City Manager	103,952	117,379	121,676	120,430	125,061	3,385
City Clerk	41,625	56,014	57,903	55,672	60,028	2,125
General Government	190,617	282,819	196,007	205,183	212,175	16,168
Risk Management	321,404	350,249	437,682	444,527	485,874	48,192
Finance	160,284	170,490	190,376	181,845	195,064	4,688
<u>Transfers-Out:</u>						
Development Fund Support	195,047	230,910	188,646	188,744	301,284	112,638
Riverlodge Fund Support	149,729	162,301	186,327	182,462	216,979	30,652
Other Funds Support	118,137	132,638	111,520	116,177	96,360	(15,160)
<u>Debt/Capital:</u>						
Debt Service - Bonds	-	-	-	-	-	-
Capital Improvement Program	5,716	45,159	38,600	858,600	1,600,000	1,561,400
<b>Total:</b>	<b>\$ 5,827,772</b>	<b>\$ 7,366,317</b>	<b>\$ 6,962,685</b>	<b>\$ 7,842,765</b>	<b>\$ 8,987,039</b>	<b>\$ 2,024,354</b>





# *Section 4*

# *Revenues*







**General Fund**  
**Revenue Detail**

		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b><u>Taxes and Licenses</u></b>								
Property Taxes	4010	\$ 491,393	\$ 546,042	\$ 552,368	\$ 480,000	\$ 520,000	\$ 520,000	\$ 40,000
Sales & Use Tax	4030	1,880,182	2,270,288	2,309,840	2,145,600	2,145,600	2,170,000	24,400
Transient Occupancy Tax (10%)	4060	549,218	755,125	951,039	700,000	750,000	700,000	-
Humboldt Tourism Asmt Admin	4061	1,143	1,349	1,975	1,200	1,500	1,200	-
Franchise - Gas & Electric	4065	110,020	117,006	123,075	120,000	120,000	125,000	5,000
Franchise - Garbage	4070	101,633	110,705	223,004	215,000	215,000	220,000	5,000
Franchise - Cable TV	4075	145,518	141,351	133,317	138,000	125,000	120,000	(18,000)
Business License Tax	4080	94,559	94,404	96,660	95,000	95,500	95,000	-
Real Property Transfer Tax	4085	29,787	59,629	51,950	30,000	30,000	30,000	-
		<b>3,403,453</b>	<b>4,095,899</b>	<b>4,443,228</b>	<b>3,924,800</b>	<b>4,002,600</b>	<b>3,981,200</b>	<b>56,400</b>
<b><u>Interest, Loans, and Rents</u></b>								
Interest Income	4100	183,737	16,877	(111,736)	25,000	50,000	40,000	15,000
Other Rents	4150	10,600	500	600	1,800	600	600	(1,200)
Tower Rental	4155	46,424	53,336	58,932	52,000	58,000	58,000	6,000
Parking Lot Rental	4156	1,872	1,989	2,109	2,000	2,000	2,000	-
Storage Container Rental	4157	1,200	1,100	1,200	-	1,200	1,200	1,200
Space Rent - Corp Yard	4158	3,250	3,100	3,000	3,000	3,000	3,000	-
		<b>247,083</b>	<b>76,902</b>	<b>(45,895)</b>	<b>83,800</b>	<b>114,800</b>	<b>104,800</b>	<b>21,000</b>
<b><u>Intergovernmental</u></b>								
Motor Vehicle In-Lieu	4200	1,251,984	1,305,039	1,354,606	1,340,000	1,340,000	1,355,000	15,000
Homeowners Exemption	4255	6,254	6,258	6,302	6,200	6,200	6,200	-
State Mandates	4910	7,182	8,473	6,527	6,000	6,000	6,000	-
Reimbursement Revenue	4801	36,299	16,322	30,839	5,000	25,000	5,000	-
		<b>1,301,719</b>	<b>1,336,092</b>	<b>1,398,274</b>	<b>1,357,200</b>	<b>1,377,200</b>	<b>1,372,200</b>	<b>15,000</b>
<b><u>Police Services</u></b>								
Public Safety/Prop. 172	4035	35,228	27,202	43,537	26,000	26,000	28,000	2,000
Finger Prints	4500	39,267	30,967	41,538	40,000	40,000	40,000	-
Special Services/Alarm Fees	4505	5,160	5,648	4,892	5,000	8,000	5,000	-
Booking Fees	4507	1,655	1,303	-	1,000	1,000	1,000	-
Vehicle Impound Fees	4508	35,255	37,200	19,000	36,000	36,000	20,000	(16,000)
Animal License	4510	55,330	44,959	43,232	45,000	42,000	44,000	(1,000)
Animal Control Charges	4512	11,778	9,454	7,493	10,000	8,000	8,000	(2,000)
Bicycle License	4514	6	6	11	50	50	50	-
Fireworks Permit	4515	70	40	50	50	50	50	-
Other Fines	4520	24,800	12,635	13,713	25,000	15,000	15,000	(10,000)
Parking Violation Fines	4525	5,393	2,584	1,252	5,000	5,000	4,000	(1,000)
Parking Fines - Ferndale	4527	134	26	92	-	100	-	-
Accident Reports	4564	2,240	2,256	1,972	2,000	2,000	2,000	-
Dispatch - Ferndale Police	4570	23,400	24,000	38,600	36,800	36,800	40,480	3,680
Dispatch - Rio Dell Police	4571	47,300	48,187	69,200	67,400	67,400	74,140	6,740
Dispatch - Fortuna Fire	4572	1,000	1,000	1,000	27,300	27,300	27,300	-
Motor Vehicle Abatement	4560	-	49,457	17,139	10,000	10,000	10,000	-
Post Grant Reimbursement	4565	6,219	5,692	13,988	6,000	10,000	6,000	-
State COPS Grant	4580	156,346	158,302	151,378	154,000	154,000	155,000	1,000
County Remote Access Network	4585	7,368	-	21,473	2,500	10,000	5,000	2,500
		<b>457,949</b>	<b>460,918</b>	<b>489,560</b>	<b>499,100</b>	<b>498,700</b>	<b>485,020</b>	<b>(14,080)</b>



**General Fund  
Revenue Detail**

Revenues (continued)		2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
<b><u>Parks &amp; Recreation</u></b>								
Park Use Fees	4300	14,306	5,835	21,185	20,000	20,000	20,000	-
Misc. Park Revenues	4301	4,000	-	1,840	-	-	-	-
Pavilion Use Fees	4305	30,668	12,190	19,384	35,000	25,000	15,000	(20,000)
Vending Machines	4306	237	4	2,068	250	3,000	3,000	2,750
Skate Revenue	4307	-	-	-	-	25,000	40,000	40,000
Pavillion Drop-ins	4308	-	-	-	-	3,000	4,000	4,000
Recreation Program Fees	4310	117,633	106,958	180,545	120,000	120,000	120,000	-
Break Camps Revenue	4311	-	-	-	-	5,000	15,000	15,000
Youth Sports	4312	-	-	-	-	10,000	10,000	10,000
Adult Leagues	4315	-	-	4	-	-	5,000	5,000
		<b>166,844</b>	<b>124,987</b>	<b>225,026</b>	<b>175,250</b>	<b>211,000</b>	<b>232,000</b>	<b>56,750</b>
<b><u>Other Revenues</u></b>								
Bus License Penalties	4930	265	3,818	3,324	2,000	2,750	2,000	-
Restitution	4575	169	-	298	-	-	-	-
Admin Fees - Other	4840	1,325	1,325	1,325	-	-	1,325	1,325
Admin - Successor Agency	4840	200,000	200,000	200,000	200,000	200,000	200,000	-
		<b>201,759</b>	<b>205,143</b>	<b>204,947</b>	<b>202,000</b>	<b>202,750</b>	<b>203,325</b>	<b>1,325</b>
<b>Total Recurring Revenue</b>		<b>5,778,807</b>	<b>6,299,941</b>	<b>6,715,140</b>	<b>6,242,150</b>	<b>6,407,050</b>	<b>6,378,545</b>	<b>136,395</b>
<b><u>Non-Recurring Revenue:</u></b>								
Successor Agency Loans	4110	6,318	200,000	84,676	140,000	240,000	214,028	74,028
Sale of Property	4810	875,432	656	26,168	-	-	-	-
Administrative Fines	4820	-	-	3,050	-	-	-	-
Sale of Recovered Property	4920	8,860	1,709	-	-	-	-	-
Grant Revenue	4600	2,000	41,400	-	38,600	38,600	54,000	15,400
Misc. Revenues/Donations	4900	7,134	163,330	1,474,245	-	1,533,000	-	-
Transfers In	4800	-	-	-	566,073	566,073	740,671	174,598
<b>Total Non-Recurring Revenue</b>		<b>899,744</b>	<b>407,095</b>	<b>1,588,139</b>	<b>744,673</b>	<b>2,377,673</b>	<b>1,008,699</b>	<b>264,026</b>
<b>Total General Fund Revenue:</b>		<b>\$ 6,678,551</b>	<b>\$ 6,707,036</b>	<b>\$ 8,303,279</b>	<b>\$ 6,986,823</b>	<b>\$ 8,784,723</b>	<b>\$ 7,387,244</b>	<b>\$ 400,421</b>
<b><u>Measure E</u></b>								
<b><u>Fund 101</u></b>								
<b><u>Taxes:</u></b>								
Supp. Transaction & Use Tax	4032	1,623,944	2,025,426	2,029,351	1,937,400	1,935,000	1,893,000	(44,400)
Reimbursement Revenue	4801	1,862	-	-	-	-	-	-
<b>Total Measure E Fund Revenue:</b>		<b>\$ 1,625,806</b>	<b>\$ 2,025,426</b>	<b>\$ 2,029,351</b>	<b>\$ 1,937,400</b>	<b>\$ 1,935,000</b>	<b>\$ 1,893,000</b>	<b>\$ (44,400)</b>



**City of Fortuna  
FY 2023-24 Budget**

**Restricted Funds  
Revenue Detail**

		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Police Department</b>								
<b>Funds 180, 183, 184, 186, 188, 189</b>								
Asset Seizure Fund	180-4590	\$ 41,585	\$ 738	\$ 92,544	\$ -	\$ -	\$ -	\$ -
Every 15 Minute	183-4850	-	-	-	-	-	-	-
Recovered Property	184-4595	754	70	(329)	-	-	-	-
Distributor Opioid Abatement	185-4900	-	-	-	-	36,500	18,000	18,000
Dept of Alcohol Beverage Control	188-4650	11,603	3,654	-	-	-	-	-
Measure Z	189-4650	256,677	296,103	379,056	376,846	376,846	195,438	(181,408)
		<u>310,619</u>	<u>300,565</u>	<u>471,271</u>	<u>376,846</u>	<u>413,346</u>	<u>213,438</u>	<u>(163,408)</u>
<b>Development Review</b>								
<b>Fund 120</b>								
Building Permits	4400	158,098	206,031	225,660	245,000	225,000	240,000	(5,000)
Building Plan Check Fees	4405	50,823	46,637	46,199	55,000	55,000	55,000	-
Engineering Inspection Fees	4410	2,974	2,475	14,406	4,000	4,000	4,000	-
Engineering Plan Check Fees	4415	1,374	100	12,424	2,000	2,000	2,000	-
Subdivision Application Fees	4420	9,875	7,318	25,878	10,000	10,000	10,000	-
Zoning Fees	4425	7,080	6,542	10,961	10,000	10,000	10,000	-
		<u>230,224</u>	<u>269,103</u>	<u>335,528</u>	<u>326,000</u>	<u>306,000</u>	<u>321,000</u>	<u>(5,000)</u>
<b>River Lodge/Monday Club</b>								
<b>Fund 160</b>								
River Lodge Rent	4330	55,517	19,299	65,677	70,000	80,000	86,000	16,000
Kitchen Rental	4331	11,585	1,783	6,588	12,000	12,000	12,000	-
Visitor Center / Gift Shop Sales	4332	890	55	21	500	-	-	(500)
Linen Rental	4333	5,050	96	4,131	5,000	6,000	7,000	2,000
Catering Services	4334	6,901	14	9,447	10,000	10,000	10,000	-
Wedding Packages	4335	18,450	-	39,736	25,000	25,000	40,000	15,000
Bridal Faire	4336	3,580	-	-	5,000	5,000	4,000	(1,000)
Craft Faire	4337	5,305	-	3,450	4,000	5,000	5,000	1,000
Miscellaneous Revenue	4900	-	-	20,255	-	750	-	-
Monday Club Rent	4320	15,620	3,305	19,960	18,000	18,000	20,000	2,000
Monday Club Catering	4321	37	-	-	-	-	-	-
Monday Club Linen Rental	4322	240	-	440	350	350	350	-
		<u>123,175</u>	<u>24,552</u>	<u>169,705</u>	<u>149,850</u>	<u>162,100</u>	<u>184,350</u>	<u>34,500</u>
<b>Museum</b>								
<b>Fund 165</b>								
Museum Revenue	4340	2,117	2,182	4,022	4,000	4,000	4,000	-
Interest Income	4100	411	38	(208)	-	-	-	-
		<u>2,528</u>	<u>2,220</u>	<u>3,814</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
<b>Rohner Community Recreation and Park District</b>								
<b>Fund 110</b>								
Rohner Recreation District	4345	19,327	20,776	20,731	21,000	21,000	21,000	-
		<u>19,327</u>	<u>20,776</u>	<u>20,731</u>	<u>21,000</u>	<u>21,000</u>	<u>21,000</u>	<u>-</u>
<b>Fortuna Transit</b>								
<b>Fund 590</b>								
Allocation From TDA Transit Tax	4351	290,516	316,695	343,934	381,987	381,987	440,126	58,139
Bus Rider Fees	4360	15,261	11,689	12,943	16,000	16,000	16,000	-
Reimbursement Revenue	4801	1,554	5,985	2,434	2,000	2,000	2,000	-
Interest Income	4100	3,086	52	(1,376)	400	400	-	(400)
		<u>310,417</u>	<u>334,421</u>	<u>357,935</u>	<u>400,387</u>	<u>400,387</u>	<u>458,126</u>	<u>57,739</u>
<b>Business Improvement District</b>								
<b>Fund 250</b>								
City Wide Assessment Fee	4050	34,897	35,412	36,585	36,000	36,500	36,000	-
Downtown Assessment Fee	4051	12,528	13,526	13,240	13,000	11,750	12,000	(1,000)
Redwood Village Assessment	4052	9,662	8,185	8,840	9,000	9,000	9,000	-
Strong's Creek Plaza	4053	4,460	4,492	5,471	5,000	5,000	5,000	-
Transfer Out- FBID	4054	(61,547)	(61,615)	(64,043)	(63,000)	26,250	-	63,000
		<u>-</u>	<u>-</u>	<u>93</u>	<u>-</u>	<u>88,500</u>	<u>62,000</u>	<u>62,000</u>



**City of Fortuna**  
**FY 2023-24 Budget**

**Restricted Funds**  
**Revenue Detail**

		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Solid Waste Program</b>								
<b>Fund 210</b>								
Transfer Station Fees	4450	20,385	27,004	24,751	25,000	25,000	25,000	-
Oil Recycling Grant	4650	(5,000)	-	-	-	-	-	-
Miscellaneous Revenue	4900	50	134	-	-	-	-	-
Interest Income	4100	2,204	163	(727)	-	-	-	-
		<u>17,639</u>	<u>27,301</u>	<u>24,024</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
<b>Water</b>								
<b>Fund 500/510</b>								
Water Service Charges	4700	2,301,730	2,357,225	2,344,974	2,300,000	2,340,000	2,340,000	40,000
Other Utilities Revenue	4715	24,866	28,960	27,226	28,000	28,000	28,000	-
Meter Connection Fees	4720	18,079	22,067	18,235	20,000	25,000	20,000	-
Delinquent Payment Penalty	4730	13,314	8,526	9,595	12,000	10,000	10,000	(2,000)
Interest Income	4100	77,842	7,000	(32,713)	16,000	25,000	20,000	4,000
Reimbursement Revenue	4801	125	605	-	-	273,500	-	-
		<u>2,435,956</u>	<u>2,424,383</u>	<u>2,367,317</u>	<u>2,376,000</u>	<u>2,701,500</u>	<u>2,418,000</u>	<u>42,000</u>
Water Capital Connection	4735	40,615	86,956	69,800	75,000	75,000	75,000	-
Miscellaneous Revenue	4900	-	-	-	-	61,500	-	-
Interest Income - Capital	4100	164,851	14,951	(66,152)	30,000	40,000	40,000	10,000
		<u>205,466</u>	<u>101,907</u>	<u>3,648</u>	<u>105,000</u>	<u>176,500</u>	<u>115,000</u>	<u>10,000</u>
<b>Wastewater</b>								
<b>Fund 550/560</b>								
Wastewater Service Charges	4705	3,383,419	3,467,289	3,525,847	3,450,000	3,450,000	3,450,000	-
Other Revenues/Lab fees	4715	7,915	1,760	50,666	15,000	5,000	10,000	(5,000)
Delinquent Payment Penalty	4730	8,956	13,809	16,231	16,000	16,000	16,000	-
Interest Income	4100	106,854	9,185	(59,926)	20,000	25,000	25,000	5,000
Reimbursement Revenue	4801	-	-	240	-	-	-	-
		<u>3,507,144</u>	<u>3,492,043</u>	<u>3,533,058</u>	<u>3,501,000</u>	<u>3,496,000</u>	<u>3,501,000</u>	<u>-</u>
Wastewater Capital Connection	4735	112,088	234,343	195,739	180,000	180,000	180,000	-
Interest Income - Capital	4100	298,168	28,356	(115,451)	50,000	75,000	60,000	10,000
		<u>410,256</u>	<u>262,699</u>	<u>80,288</u>	<u>230,000</u>	<u>255,000</u>	<u>240,000</u>	<u>10,000</u>
<b>Transportation Development Act</b>								
<b>Funds 260, 265</b>								
TDA allocation to Non-Transit	4350	206,155	103,690	52,941	222,350	222,350	223,845	1,495
TDA 2% Set-Aside	4355	11,794	8,579	57,645	12,333	12,333	14,061	1,728
Sidewalk Loan Collections	4830	1,314	315	105	-	100	-	-
Reimbursement Revenue	4801	-	654,147	59,035	-	18,000	-	-
Interest Income	4100	25,808	3,477	(9,030)	4,000	5,000	5,000	1,000
		<u>245,071</u>	<u>770,208</u>	<u>160,696</u>	<u>238,683</u>	<u>257,783</u>	<u>242,906</u>	<u>4,223</u>
<b>STIP / HSIP</b>								
<b>Funds 270, 273, 275</b>								
Regional TEA Allocation 270	4650	-	1,083,602	450,848	1,225,000	325,000	860,000	(365,000)
RSTP State Allocation 273	4600	329,563	129,018	1,958	-	-	-	-
RSTP State Allocation 275	4280	71,154	146,403	-	-	74,500	70,000	70,000
Interest Income	4100	5,960	456	(3,937)	-	-	-	-
		<u>406,677</u>	<u>1,359,479</u>	<u>448,869</u>	<u>1,225,000</u>	<u>399,500</u>	<u>930,000</u>	<u>(295,000)</u>
<b>Gas Tax Fund 280</b>								
Gas Tax Administration	4260	3,000	3,000	3,000	3,000	3,000	3,000	-
2105 Gas Tax	4261	61,642	61,763	66,438	76,945	76,945	82,163	5,218
2106 Gas Tax	4262	46,710	46,974	51,280	56,290	56,290	57,416	1,126
2107 Gas Tax	4263	77,834	83,575	79,484	105,119	105,119	98,688	(6,431)
2103 Gas Tax Prop 42 Replace	4264	83,324	80,881	94,565	117,459	117,459	124,075	6,616
Loan Repayment	4266	13,585	-	-	-	-	-	-
Interest Income	4100	(1,802)	128	2,277	-	-	-	-
		<u>284,293</u>	<u>276,321</u>	<u>297,044</u>	<u>358,813</u>	<u>358,813</u>	<u>365,342</u>	<u>6,529</u>



**Restricted Funds  
Revenue Detail**

		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Road Maintenance Rehab Acct</b>								
<b>Fund 290</b>								
Road Maintenance Rehab Acct	4269	209,293	224,743	243,341	271,849	271,849	309,522	37,673
Interest Income	4100	1,889	297	(180)	-	-	-	-
		<u>211,182</u>	<u>225,040</u>	<u>243,161</u>	<u>271,849</u>	<u>271,849</u>	<u>309,522</u>	<u>37,673</u>
<b>Services &amp; Development Fees</b>								
<b>Funds 130, 140, 150, 152, 200</b>								
Drainage Facility Revenues	130-4430	25,686	19,035	40,439	24,000	40,000	24,000	-
Traffic Impact Fees - Citywide	140-4435	20,738	6,823	9,204	12,000	8,000	8,000	(4,000)
Traffic Impact Fees - Home Ave	150-4435	9	1	(4)	-	-	-	-
Traffic Impact Fees - Hillside Dr.	152-4435	71	7	(31)	-	-	-	-
Storm Drain Maintenance	200-4040	80,841	9,736	95,110	46,000	46,000	46,000	-
		<u>127,345</u>	<u>35,602</u>	<u>144,718</u>	<u>82,000</u>	<u>94,000</u>	<u>78,000</u>	<u>(4,000)</u>
<b>Maintenance Districts</b>								
<b>Funds 670, 671, 672, 673, 674, 675, 676, 677, 678</b>								
Rancho Bueno Vista Sewer	670-4090	7,468	5,839	4,914	6,500	6,500	6,500	-
Kenwood Meadows Sewer	671-4090	10,451	8,169	3,328	9,000	9,000	9,000	-
Forest Hills Estates Stormwater	672-4090	20,143	11,172	9,363	20,000	20,000	20,000	-
Forest Hills Stormwater	673-4090	7,306	6,212	5,360	7,000	7,000	7,000	-
Dove Subdivision Stormwater	674-4090	1,512	1,112	851	1,200	1,200	1,200	-
Gulliksen Subdivision Stormwater	675-4090	3,225	2,474	1,768	2,500	2,500	2,500	-
Astor Subdivision Stormwater	676-4090	3,574	2,971	2,316	2,900	2,900	2,900	-
Astor Lift Station Sewer	677-4090	6,230	6,313	5,604	6,000	6,000	6,000	-
Wright Subdivision Stormwater	678-4090	2,281	1,861	1,566	2,000	2,000	2,000	-
		<u>62,190</u>	<u>46,123</u>	<u>35,070</u>	<u>57,100</u>	<u>57,100</u>	<u>57,100</u>	<u>-</u>
<b>Successor Agency to the Fortuna Redevelopment Agency</b>								
<b>Funds 801/891</b>								
ROPS - Recognized Obligation	4020	722,031	980,158	850,606	1,053,438	1,053,438	1,013,698	(39,740)
Interest Income	4100	5,161	1	1	-	-	-	-
		<u>727,192</u>	<u>980,159</u>	<u>850,607</u>	<u>1,053,438</u>	<u>1,053,438</u>	<u>1,013,698</u>	<u>(39,740)</u>
<b>HOME Grant Fund</b>								
<b>Fund 230</b>								
Loan Repayments	4835	25,051	18,161	-	-	26,500	-	-
Interest Income	4100	5,465	557	(2,595)	1,000	1,000	1,000	-
		<u>30,516</u>	<u>18,718</u>	<u>(2,595)</u>	<u>1,000</u>	<u>27,500</u>	<u>1,000</u>	<u>-</u>
<b>Housing/Redevelopment Successor</b>								
<b>Fund 205</b>								
RDA Loan Repayment	4110	1,579	50,000	21,169	60,000	60,000	53,507	(6,493)
Interest Income	4100	3,531	464	(2,437)	500	500	500	-
		<u>5,110</u>	<u>50,464</u>	<u>18,732</u>	<u>60,500</u>	<u>60,500</u>	<u>54,007</u>	<u>(6,493)</u>
<b>Community Dev Block Grants (CDBG)</b>								
<b>Funds 825, 830, 836</b>								
Interest Income	825-4100	6,561	605	(2,863)	-	-	-	-
Loan Repayments	830-4830	4,127	78,900	59,994	20,000	20,000	20,000	-
Interest Income	830-4100	23,114	2,094	(10,949)	-	-	-	-
Loan Repayment/Rent	836-4150	18,480	532,661	30,240	24,000	24,000	24,000	-
Interest Income	836-4100	12,768	1,318	(7,349)	-	-	-	-
		<u>65,050</u>	<u>615,578</u>	<u>69,073</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>	<u>-</u>



**City of Fortuna  
FY 2023-24 Budget**

**Restricted Funds  
Revenue Detail**

<b>Grants and Other Funds</b>		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Various Funds</u></b>		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
Donations Fund	105-4850	5,333	51,081	41,552	25,000	40,000	25,000	-
ADA SB 1186	125-4081	3,619	3,535	3,295	3,500	3,500	3,500	-
Youth Recreation	170-4100	260	24	(113)	-	-	-	-
Small Grants	300-4650	-	32,582	52,305	-	10,000	10,000	10,000
Recycle-Parks Grant	306-4650	5,000	5,000	5,000	5,000	20,000	5,000	-
Capital Projects Grant	350-4650	108,576	668,790	90,615	18,500	-	-	(18,500)
FEMA Grant	351-4600	1,408,541	-	44,750	417,000	260,000	202,500	(214,500)
CA Water Resources Grant	352-4600	-	-	-	945,900	100,000	925,000	(20,900)
CA Safe Routes Grant	353-4600	344,128	439,997	-	-	-	-	-
Dept Fish Wildlife Grant	359-4650	594,550	1,211,021	191,956	31,500	-	-	(31,500)
NPDES Compliance	360-4600	155,975	-	-	-	-	-	-
		<u>2,625,982</u>	<u>2,412,030</u>	<u>429,360</u>	<u>1,446,400</u>	<u>433,500</u>	<u>1,171,000</u>	<u>(275,400)</u>
<b>Total Restricted Fund Revenues</b>		<b><u>\$ 12,363,359</u></b>	<b><u>\$ 14,049,692</u></b>	<b><u>\$ 10,062,147</u></b>	<b><u>\$ 12,353,866</u></b>	<b><u>\$ 11,107,316</u></b>	<b><u>\$ 11,829,489</u></b>	<b><u>\$ (524,377)</u></b>



*Section 5*

*Operating Expenditures*

*by Department*







# *Administration*



**City Administration**

**Purpose**

The City Council is the governing body of the City of Fortuna. The City Council enacts local laws through the adoption of Ordinances, sets policies through Council Resolutions and provides financial oversight through the adoption of an Annual Budget. As the City's legislative body, the power of the Council is subject to the City Charter and State and Federal laws. The five members of the City Council are elected by the voters of Fortuna on a non-partisan basis and serve staggered four year terms. The Mayor and Mayor Pro Tem are elected by the City Council.

**Responsibilities**

- Provide direction to City Manager
- Establish policies
- Adopt annual budget
- Conduct City matters in a fair, responsible and impartial manner
- Conduct City business in an open, orderly and efficient manner
- Represent the City for various ceremonial purposes

**Significant Changes**

The last municipal election was held in November 2022 filling three Council Member seats. The next election is scheduled for November 2024. It will be consolidated with the County elections and administered by the Humboldt County Office of Elections.

<b><u>Council Member</u></b>	<b><u>Title</u></b>	<b><u>Year</u></b>		<b><u>Term Ends</u></b>
		<b><u>Elected/Appointed</u></b>	<b><u>Re-Elected</u></b>	
Tami Trent	Mayor	2012	2020	2024
Mike Johnson	Mayor Pro Tem	2018	2022	2026
Kyle Conley	Councilmember	2022		2026
Mike Losey	Councilmember	2020		2024
Kris Mobley	Councilmember	2022		2026

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1000</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>

**History of Expenditures**

<b><u>Account</u></b>	<b>5165</b>	<b>5200</b>	<b>5500</b>	<b>5720</b>	<b>7000</b>	<b>7612</b>	<b>7616</b>	<b>8000</b>	<b>Total:</b>
Stipends	\$ 19,050	\$ 18,300	\$ 18,300	\$ 18,000	\$ 18,750	\$ 18,000	\$ -	\$ -	\$ -
Benefits	2,341	1,871	2,105	1,507	1,617	1,442	(65)	(65)	(65)
Subtotal, Salaries and Benefits	21,391	20,171	20,405	19,507	20,367	19,442	(65)	(65)	(65)
Department Supplies	102	915	138	500	1,500	1,000	500	500	500
Equipment Repair	-	-	-	200	200	-	(200)	(200)	(200)
Travel/Conferences/Training	6,213	1,350	65	8,000	8,000	10,000	2,000	2,000	2,000
Council Contingency	2,769	1,198	1,850	2,000	2,000	2,000	-	-	-
Televised Meeting Costs	2,359	2,522	44,974	4,000	4,000	15,000	11,000	11,000	11,000
Subtotal, Services and Supplies	11,443	5,985	47,027	14,700	15,700	28,000	13,300	13,300	13,300
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 32,834</b>	<b>\$ 26,156</b>	<b>\$ 67,432</b>	<b>\$ 34,207</b>	<b>\$ 36,067</b>	<b>\$ 47,442</b>	<b>\$ 13,235</b>	<b>\$ 13,235</b>	<b>\$ 13,235</b>



**City Administration**

**Purpose**

The City Attorney works directly for the City Council and is responsible for serving as the City's primary legal advisor. The City Attorney provides legal advice and direction to the City Council, City Manager, Department Heads and various City boards or commissions as needed. The City Attorney may also represent the City in legal proceedings when the City is involved as a plaintiff or defendant.

**Responsibilities**

- Provide legal advice, direction and recommendations
- Research various legal issues
- Educate Council, City staff and others on various legal issues
- Prepare various documents
- Represent the City in legal proceedings

**Significant Changes**

None.

**Personnel Allocation**

The City contracts with the Mitchell Law Firm, Attorney's at Law, to provide City Attorney services. Attorneys specializing in specific areas of law may be consulted for projects such as bonds, labor law or taxation.

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1300</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
<b><u>History of Expenditures</u></b>	Account							
Legal Services	6020	\$ 21,500	\$ 28,992	\$ 38,621	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
<b>Total:</b>		<b>\$ 21,500</b>	<b>\$ 28,992</b>	<b>\$ 38,621</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>



**City Administration**

**Purpose**

The City of Fortuna operates under the Council-Manager form of City government which combines the political leadership of elected officials with the strong managerial experience of an appointed local government manager or City Manager. The City Manager works under the direction of the City Council and is responsible for managing the day to day operations of the City. The City Manager also appoints the City Clerk with the duties and responsibilities established by California Government Code or as directed by the City Council.

**Responsibilities**

- Oversight of daily operations
- Provide advice and recommendations to Council
- Ensure that Council policies are implemented
- Ensure the enforcement of local and state laws
- Provide direction to department heads, subordinate officers and employees of the City
- Personnel system
- Administrative oversight
- Purchasing
- Organization of City departments and personnel
- Provide legislative oversight and recommendations
- General supervision of all public property

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
City Manager	0.20	0.20	0.20	0.20	0.20	0.20	-
City Clerk/Human Resources Manager	0.20	0.20	0.20	0.20	0.20	0.20	-
Senior Admin Asst / Deputy City Clerk	0.30	0.30	0.30	0.30	0.30	0.30	-
Accounting Technician	-	-	-	0.05	0.05	0.05	-
Account Clerk III	0.05	0.05	0.05	-	-	-	-
<b>Total Authorized</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>-</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1100</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

<b><u>History of Expenditures</u></b>	Account	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Salaries	5100	\$ 60,703	\$ 63,915	\$ 68,331	\$ 74,724	\$ 74,498	\$ 76,370	\$ 1,646
Salary Part-Time	5165	-	-	-	-	-	-	-
Vacation Buyback	5180	679	4,630	-	2,500	1,500	2,500	-
Benefits	5200	23,286	28,157	41,327	27,652	27,632	29,291	1,639
Subtotal, Salaries and Benefits		<b>84,668</b>	<b>96,702</b>	<b>109,658</b>	<b>104,876</b>	<b>103,630</b>	<b>108,161</b>	<b>3,285</b>
Department Supplies	5500	1,215	773	615	2,000	4,000	2,000	-
Vehicle Fuel	5505	328	35	58	300	300	300	-
Equipment Maintenance	5705	286	286	286	500	500	500	-
Vehicle Repairs	5715	120	-	-	-	-	-	-
Personnel Services	6035	191	502	104	500	-	500	-
Cell Phone	6205	564	509	469	500	500	600	100
Travel/Conferences/Training	7000	5,426	138	1,971	6,000	6,000	6,000	-
Dues and Subscriptions	7015	1,379	1,208	2,086	2,000	2,000	2,000	-
City Manager Contingency	7612	2,876	3,799	2,132	5,000	3,500	5,000	-
Subtotal, Services and Supplies		<b>12,385</b>	<b>7,250</b>	<b>7,721</b>	<b>16,800</b>	<b>16,800</b>	<b>16,900</b>	<b>100</b>
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 97,053</b>	<b>\$ 103,952</b>	<b>\$ 117,379</b>	<b>\$ 121,676</b>	<b>\$ 120,430</b>	<b>\$ 125,061</b>	<b>\$ 3,385</b>



**City Administration**

**Purpose**

The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions are in compliance with all Federal, State and Local statutes and regulations and that all actions are properly executed, recorded and archived. The statutes of the State of California prescribe the basic functions and duties of the City Clerk and the Government Code and Election Code provide precise specific responsibilities and procedures to follow.

**Responsibilities**

- Elections Official
- Legislative Administrator
- Records Manager
- Agenda Packets for: Council, Parks and Recreation, Measure E Oversight, Historical and Planning Commissions
- Duties of City Clerk as outlined in California Government Code

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
City Clerk/Human Resources Manager	0.20	0.20	0.20	0.20	0.20	0.20	-
Senior Admin Asst / Deputy City Clerk	0.15	0.15	0.15	0.15	0.15	0.15	-
Administrative Assistant (PT)	0.22	-	0.22	0.22	0.22	0.22	-
<b>Total Authorized</b>	<b>0.57</b>	<b>0.35</b>	<b>0.57</b>	<b>0.57</b>	<b>0.57</b>	<b>0.57</b>	<b>-</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1150</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

<b>Account</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Salaries	\$ 21,364	\$ 22,460	\$ 24,573	\$ 27,655	\$ 27,594	\$ 28,232	\$ 577
Salary Part-Time	3,458	-	4,170	8,578	6,838	8,759	181
Vacation Buyback	123	(61)	-	500	500	500	-
Benefits	12,927	15,477	21,958	15,670	15,740	16,787	1,117
<b>Subtotal, Salaries and Benefits</b>	<b>37,872</b>	<b>37,876</b>	<b>50,701</b>	<b>52,403</b>	<b>50,672</b>	<b>54,278</b>	<b>1,875</b>
Department Supplies	1,619	725	1,854	1,000	1,000	1,000	-
Personnel Services	291	502	332	500	-	500	-
Travel/Conferences/Training	1,453	1,400	1,789	3,000	3,000	3,000	-
Dues and Subscriptions	654	1,122	1,338	1,000	1,000	1,250	250
<b>Subtotal, Services and Supplies</b>	<b>4,017</b>	<b>3,749</b>	<b>5,313</b>	<b>5,500</b>	<b>5,000</b>	<b>5,750</b>	<b>250</b>
Capital Outlay	-	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 41,889</b>	<b>\$ 41,625</b>	<b>\$ 56,014</b>	<b>\$ 57,903</b>	<b>\$ 55,672</b>	<b>\$ 60,028</b>	<b>\$ 2,125</b>



**City Administration**

**Purpose**

The Finance Department manages the fiscal and financial affairs of the City in a prudent and effective manner. The Finance Department provides accurate, timely and comprehensive financial information to the City Manager, City Council, other City departments and the public. The Finance Department plans, directs and coordinates the fiscal activities of the City in accordance with specific objectives established under law or under generally accepted accounting principles (GAAP) for governmental agencies.

**Responsibilities**

- Provide sound financial management and monitoring for all City assets
- Proper recording of all financial transactions for the City and Successor Agency
- Payroll processing including all quarterly and annual reports due to various agencies
- Business License and Fortuna Business Improvement District (FBID) billing and collections
- Accounts Payable processing
- Grant Financial reporting
- Debt Management
- Investment of City Funds
- Completion of Comprehensive Annual Financial Report
- Utility Billing and collections for City Water and Wastewater service

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Finance Director	0.40	0.40	0.40	0.40	0.40	0.40	-
Payroll and Benefits Administrator	0.29	0.29	0.29	0.29	0.29	0.29	-
Finance Office Supervisor	-	-	-	0.30	0.30	0.30	-
Senior Account Clerk	0.30	0.30	0.30	-	-	-	-
Accounting Technician	-	-	-	0.15	0.15	0.15	-
Account Clerk II/III	0.35	0.35	0.35	0.20	0.20	0.20	-
<b>Total Authorized</b>	<b>1.34</b>	<b>1.34</b>	<b>1.34</b>	<b>1.34</b>	<b>1.34</b>	<b>1.34</b>	<b>-</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1200</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

<b><u>History of Expenditures</u></b>	Account	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Salaries	5100	\$ 92,546	\$ 97,303	\$ 99,309	\$ 111,961	\$ 106,117	\$ 113,686	\$ 1,725
Salary - Part-Time	5165	104	-	-	-	-	-	-
Overtime	5170	997	-	-	500	500	500	-
Vacation Buyback	5180	3,795	2,062	1,377	3,000	3,000	3,000	-
Benefits	5200	45,115	51,770	74,659	51,815	51,628	54,778	2,963
Subtotal, Salaries and Benefits		<b>142,557</b>	<b>151,135</b>	<b>175,345</b>	<b>167,276</b>	<b>161,245</b>	<b>171,964</b>	<b>4,688</b>
Department Supplies	5500	7,251	3,297	3,269	7,000	7,000	7,000	-
Equipment Maintenance	5705	637	572	572	600	600	600	-
Professional Services	6025	3,305	4,570	3,400	6,000	6,000	6,000	-
Personnel Services	6035	514	-	144	1,000	500	1,000	-
Travel/Conferences/Training	7000	2,915	410	70	8,000	6,000	8,000	-
Dues and Subscriptions	7015	300	300	190	500	500	500	-
Overhead Transfer	9500	-	-	(12,500)	-	-	-	-
Subtotal, Services and Supplies		<b>14,922</b>	<b>9,149</b>	<b>(4,855)</b>	<b>23,100</b>	<b>20,600</b>	<b>23,100</b>	<b>-</b>
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 157,479</b>	<b>\$ 160,284</b>	<b>\$ 170,490</b>	<b>\$ 190,376</b>	<b>\$ 181,845</b>	<b>\$ 195,064</b>	<b>\$ 4,688</b>



**City Administration**

**General Fund**  
**Non-Departmental**

**Purpose**

The purpose of Non-Departmental is to track various City administrative costs including codification, elections, audits, fees and assessments, legal services and membership in the California League of Cities.

**Responsibilities**

- General legal services
- Personnel legal services
- Labor relations
- Audits
- Various fees, assessments and memberships
- Elections
- Codification of Ordinances into Municipal Code

**Significant Changes**

None.

**Personnel Allocation**

There are no personnel assigned to this Division.

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1400</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
<b><u>History of Expenditures</u></b>	Account							
Department Supplies	5500	\$ 294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Fees (A)	6000	15,170	19,630	18,000	21,600	21,600	22,800	1,200
Legal Services	6020	4,354	1,488	5,060	10,000	10,000	10,000	-
Professional Services	6025	20,390	22,355	23,588	32,000	32,000	32,000	-
Cable Franchise Admin. Fees	6036	4,230	4,230	4,230	4,500	4,500	4,500	-
Codifications	6225	1,286	1,870	1,373	2,000	2,000	2,000	-
Publication Costs	6305	357	258	231	500	500	500	-
Employee Recognition	6315	1,295	1,045	2,529	2,500	2,500	2,500	-
County Admin. Fees	6700	18,341	17,745	18,055	20,000	20,000	22,000	2,000
Election Expenses	6710	400	10,843	348	4,000	2,000	2,500	(1,500)
County Fire Assessments	6720	144	144	-	150	150	150	-
Conferences/Training (City-Wide)	7000	-	2,049	-	2,500	2,500	2,500	-
Dues & Subscriptions	7015	6,170	7,125	7,210	7,500	7,500	7,500	-
Bad Debt	7800	-	20,087	3,015	-	-	-	-
Subtotal, Services and Supplies		<u>72,431</u>	<u>108,869</u>	<u>83,639</u>	<u>107,250</u>	<u>105,250</u>	<u>108,950</u>	<u>1,700</u>
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 72,431</b>	<b>\$ 108,869</b>	<b>\$ 83,639</b>	<b>\$ 107,250</b>	<b>\$ 105,250</b>	<b>\$ 108,950</b>	<b>\$ 1,700</b>



**City Administration**

**General Fund  
General Government**

**Purpose**

The General Government Division is responsible for providing support services for departments and divisions located at City Hall (Administration, City Manager, City Clerk, Finance, Risk Management, Personnel, and Planning) not including the Police Department.

**Responsibilities**

- Software licensing
- Phone system
- Building repairs and maintenance
- Office equipment
- Network support
- Utilities
- City website
- Paper supplies
- Janitorial

**Significant Changes**

None.

**Personnel Allocation**

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Facility Custodian	0.20	-	0.20	0.20	0.20	0.20	-
<b>Total Authorized</b>	<b>0.20</b>	<b>-</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>-</b>

**Fund**

**Department**

	100 <u>Actual</u>	1500 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
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**History of Expenditures**

Account	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Salaries	\$ 4,278	\$ -	\$ 120,475	\$ 7,513	\$ 8,775	\$ 9,169	\$ 1,656
Salary - Part-Time	5165 3,099	3,329	-	-	-	-	-
Vacation Buyback	5180 -	-	-	-	-	-	-
Benefits	5200 2,084	332	3,388	4,534	2,698	2,746	(1,788)
Subtotal, Salaries and Benefits	9,461	3,661	123,863	12,047	11,473	11,915	(132)
Department Supplies	5500 4,913	3,430	2,447	3,500	3,500	4,000	500
Vehicle Fuel	5505 716	475	593	500	750	750	250
Office Equipment Maintenance	5705 6,987	11,568	13,167	14,000	14,000	12,000	(2,000)
Copier Lease	5706 4,114	-	-	-	-	-	-
Software Maintenance (A)	5710 4,011	7,793	6,992	8,500	20,000	10,500	2,000
Vehicle Repairs & Maintenance	5715 17	45	1,274	1,000	1,000	1,000	-
Equipment Repair	5720 -	-	20	-	-	-	-
Building Repairs & Maintenance	5740 641	4,340	761	1,000	1,000	1,000	-
Network Support (A)	5775 12,221	18,754	17,306	17,710	17,710	18,860	1,150
Website Hosting & Maintenance (A)	5780 2,374	257	257	1,000	1,000	1,000	-
Professional Services	6025 69,695	5,758	2,867	-	-	-	-
Personnel Services	6035 -	662	572	500	500	500	-
Bank Account Fees	6060 2,855	10,958	13,184	12,000	12,000	14,000	2,000
Credit Card Fees	6061 3,800	3,467	4,501	4,000	4,000	4,500	500
Telephone	6200 8,176	2,803	2,999	5,000	4,000	3,000	(2,000)
Cell Phones	6205 1,027	1,021	1,001	1,000	1,000	1,200	200
Internet Service	6210 5,105	698	710	1,000	1,000	12,000	11,000
Utilities - General and Electric	6505 5,440	6,058	6,666	6,000	7,000	7,000	1,000
Subtotal, Services and Supplies	132,092	78,087	75,317	76,710	88,460	91,310	14,600
Capital Outlay - Incode Software	8000 27,764	-	-	-	-	-	-
<b>Total:</b>	<b>\$ 169,317</b>	<b>\$ 81,748</b>	<b>\$ 199,180</b>	<b>\$ 88,757</b>	<b>\$ 99,933</b>	<b>\$ 103,225</b>	<b>\$ 14,468</b>





**General Fund**

**City Administration**

**Risk Management/Human Resources**

**Purpose**

Risk Management is responsible for managing the insurance and safety programs of the City. The City is a member of the California Intergovernmental Risk Authority (CIRA), a municipal self-insurance plan. The program insures liability, property, auto physical damage, and fraud protection. Premium costs for all programs except Workers Compensation are allocated on a percentage basis. Workers Compensation premium costs are allocated based on wages and are included in each department's benefit costs. The Human Resources Department is responsible for attracting, retaining and developing talented, productive and motivated employees. Human Resources is also responsible for personnel training of employees and supervisors.

**Responsibilities**

- Oversight of insurance programs
- Property, auto and equipment inventory
- Safety programs and training
- Accident/Incident assessment and response
- Coordinating legal actions for various cases
- Conducting employment recruitments
- Maintaining the City's classification, compensation and benefit plans
- Evaluating and coordinating training and development needs
- Providing assistance in labor relations, negotiations, performance evaluation and discipline
- Providing assistance to employees in the interpretation of applicable labor law and City personnel rules
- Encouraging an environment for employees that enhances personal and professional development

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
City Manager	0.10	0.10	0.10	0.10	0.10	0.10	-
City Clerk/Human Resources Manager	0.20	0.20	0.20	0.20	0.20	0.20	-
Senior Admin Asst / Deputy City Clerk	0.15	0.15	0.15	0.15	0.15	0.15	-
Administrative Assistant (PT)	0.22	-	0.22	0.22	0.22	0.22	-
<b>Total Authorized</b>	<b>0.67</b>	<b>0.45</b>	<b>0.67</b>	<b>0.67</b>	<b>0.67</b>	<b>0.67</b>	<b>-</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1600</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

<b><u>History of Expenditures</u></b>	Account	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Salaries	5100	\$ 36,494	\$ 38,287	\$ 40,964	\$ 45,438	\$ 45,212	\$ 46,379	\$ 941
Salary Part-Time	5165	3,458	-	4,170	8,578	6,838	8,759	181
Vacation Buyback	5180	-	-	-	1,000	1,000	1,000	-
Benefits	5200	15,108	17,789	25,947	18,245	18,056	19,393	1,148
Subtotal, Salaries and Benefits		<b>55,060</b>	<b>56,076</b>	<b>71,081</b>	<b>73,261</b>	<b>71,106</b>	<b>75,531</b>	<b>2,270</b>
Unemployment Insurance	5300	10,154	13,868	8,365	20,000	14,000	20,000	-
Department Supplies	5500	269	325	1,308	500	500	500	-
Legal Services	6020	6,453	713	9,530	10,000	10,000	10,000	-
Professional Services	6025	985	-	-	-	-	-	-
Personnel Services	6035	246	40	308	500	500	500	-
Advertising	6300	120	-	-	-	-	-	-
Liability Insurance (A)	6350	228,996	250,174	256,909	329,421	329,421	375,343	45,922
Claims Settlement	6360	-	-	2,673	-	15,000	-	-
Travel/Conferences/Training	7000	2,156	193	75	4,000	4,000	4,000	-
Dues & Subscriptions	7015	-	15	-	-	-	-	-
Subtotal, Services and Supplies		<b>249,379</b>	<b>265,328</b>	<b>279,168</b>	<b>364,421</b>	<b>373,421</b>	<b>410,343</b>	<b>45,922</b>
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 304,439</b>	<b>\$ 321,404</b>	<b>\$ 350,249</b>	<b>\$ 437,682</b>	<b>\$ 444,527</b>	<b>\$ 485,874</b>	<b>\$ 48,192</b>



**General Fund**  
**Community Promotion**

**Purpose**

The Community Promotion Department provides assistance for various community events and organizations that promote tourism, business events and community activities. Community Promotion activities create increased economic activity for the City of Fortuna and provides residents and visitors with family-friendly events that can be enjoyed by all. Whether it is through increased sales for our local merchants or showcasing the City of Fortuna's natural beauty and friendly nature, community promotions benefit residents, businesses and surrounding communities. Ultimately the City of Fortuna is a direct beneficiary of these activities through increased sales and transient occupancy taxes that contribute to providing a myriad of services to City residents and businesses.

Events Include:

- Rodeo (estimated value of resources provided - \$33,000)
- AutoXpo (estimated value of resources provided - \$15,000)
- Art and Wine in the Park (estimated value of resources provided - \$1,000)
- Hops in Humboldt (estimated value of resources provided - \$2,800)
- Apple Harvest (estimated value of resources provided - \$3,000)
- Fortuna Fireworks Festival (estimated value of resources provided - \$2,800)

The City provides the following City facilities:

- Chamber of Commerce Building
- FBID office at the Monday Club
- Use of the Monday Club for weekly Chamber of Commerce meetings
- Riverlodge & Monday Club for various events & meetings.

**Responsibilities**

Provides appropriate City resources for various activities that create a public benefit to the City of Fortuna. City of Fortuna staff provides support by participating in various community events including Annual Chamber of Commerce Dinner, League of Women Voters Luncheon and Kiwanis Luncheon.

**Significant Changes**

None.

**Personnel Allocation**

No personnel are directly allocated to the Community Promotion Division.

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>1800</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
<b><u>History of Expenditures</u></b>	Account							
Department Supplies	5500	\$ 5	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ -
Chamber of Commerce	6800	16,000	1,194	18,440	23,000	23,000	10,000	(13,000)
Chamber 10% TOT Allocation	6801	57,164	67,743	99,399	70,000	75,000	70,000	-
FBID Facility Rent	6804	2,400	2,400	2,200	2,400	2,400	-	(2,400)
Contingency - Community Events	7612	-	1,875	564	3,000	6,000	6,000	3,000
Business Improvement District	7625	61,547	61,614	64,043	63,000	30,000	50,000	(13,000)
<b>Total:</b>		<b>\$ 137,116</b>	<b>\$ 134,848</b>	<b>\$ 184,646</b>	<b>\$ 161,400</b>	<b>\$ 136,400</b>	<b>\$ 136,000</b>	<b>\$ (25,400)</b>



**General Fund**  
**Library**

**Purpose**

The Fortuna branch of the Humboldt County Library: "Provides resources and opportunities to support lifelong learning, local heritage, and the cultural, recreational, and information needs of our communities."

~ Humboldt County Library Mission Statement

The Fortuna Library has books, audio books, internet access and reference materials to provide the public with a variety of books, research materials, internet access and other means to enrich lives and provide access to information.

The Memorandum of Understanding between the City of Fortuna and the Humboldt County Library is the agreement establishing the Fortuna branch of the Library. The City provides the building, janitorial services, building repairs and maintenance, utilities and property and liability insurance on the building. The estimated annual value of the contribution is \$25,000. The County Library is responsible for items in the interior of the building, supplies, equipment repairs, maintenance, and insurance on the contents of the library.

**Responsibilities**

Provides City resources to assist in maintaining a viable branch of the Humboldt County Library in the City of Fortuna.

**Significant Changes**

None.

**Personnel Allocation**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Facility Custodian	0.10	-	0.10	0.10	0.10	0.10	-
<b>Total Authorized</b>	<b>0.10</b>	<b>-</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>-</b>

**Fund**

**100**

**Department**

**5500**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

Account

Salaries	5100	\$ 2,139	\$ -	\$ 2,237	\$ 3,757	\$ 4,388	\$ 4,584	\$ 827
Salary - Part-Time	5165	1,550	1,428	-	-	-	-	-
Vacation Buyback	5180	-	-	-	-	-	-	-
Benefits	5200	1,043	145	852	2,267	1,349	1,373	(894)
Subtotal, Salaries and Benefits		<u>4,732</u>	<u>1,573</u>	<u>3,089</u>	<u>6,024</u>	<u>5,737</u>	<u>5,957</u>	<u>(67)</u>
Department Supplies	5500	19	11	143	250	250	250	-
Building Repairs	5740	87	11	112	1,000	1,000	1,000	-
Professional Services	6025	-	1,349	1,559	-	-	-	-
Water	6500	871	1,324	1,792	2,000	2,000	2,000	-
Utilities	6505	3,836	3,769	4,113	5,000	5,000	5,000	-
Property Tax	6720	144	216	-	250	250	250	-
Subtotal, Services and Supplies		<u>4,957</u>	<u>6,680</u>	<u>7,719</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	<u>-</u>
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 9,689</b>	<b>\$ 8,253</b>	<b>\$ 10,808</b>	<b>\$ 14,524</b>	<b>\$ 14,237</b>	<b>\$ 14,457</b>	<b>\$ (67)</b>



**Restricted Fund**  
**Fortuna Business Improvement District**

**Purpose**

The mission of the Business Improvement District is to support Fortuna businesses through the set goals.

Provides assistance for various community events and organizations that promote business events and community activities.

The BID supports economic growth through promotion of Fortuna businesses and advertising vacant buildings.

**Responsibilities**

- Promote Public Events
- Decorate Public Places
- Furnish Music in Public Places
- Promote Business Activities
- Market to Fill Available Space

**Significant Changes**

None.

**Personnel Allocation**

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Budget</u>	<u>2022-23</u> <u>Estimate</u>	<u>2023-24</u> <u>Proposed</u>	<u>Change vs.</u> <u>PY Budget</u>
FBID Specialist (PT)	-	-	-	-	0.73	0.73	0.73
<b>Total Authorized</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.73</b>	<b>0.73</b>	<b>0.73</b>

**Fund History**

**Fund 250**

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Budget</u>	<u>2022-23</u> <u>Estimate</u>	<u>2023-24</u> <u>Proposed</u>	<u>Change vs.</u> <u>PY Budget</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ -	\$ (2,625)	\$ (2,625)	\$ 56,383	\$ 59,008
<b>Revenues:</b>							
City Wide Assessment Fee	34,897	35,412	36,585	36,000	36,500	36,000	-
Downtown Assessment Fee	12,528	13,526	13,240	13,000	11,750	12,000	(1,000)
Redwood Village Assessment	9,662	8,185	8,840	9,000	9,000	9,000	-
Strong's Creek Plaza Assessment	4,460	4,492	5,471	5,000	5,000	5,000	-
Transfer from Other Fund	(61,547)	(61,615)	(64,043)	(63,000)	86,250	50,000	63,000
	-	-	93	-	148,500	112,000	112,000
<b>Operating Expenditures:</b>							
Salaries and Benefits	-	-	2,140	-	22,372	40,111	40,111
Service and Supplies	-	-	578	-	67,120	69,000	69,000
Capital Outlay	-	-	-	-	-	-	-
	-	-	2,718	-	89,492	109,111	109,111
Net Annual Activity	-	-	(2,625)	-	59,008	2,889	2,889
<b>Ending Available Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,625)</b>	<b>\$ (2,625)</b>	<b>\$ 56,383</b>	<b>\$ 59,272</b>	<b>\$ 61,897</b>



**City of Fortuna**  
**FY 2023-24 Budget**

**Restricted Fund**  
**Fortuna Business Improvement District**

<u>Fund</u>	250	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	1800	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Part-Time	5165	-	-	2,019	-	20,869	37,640	37,640
Benefits	5200	-	-	121	-	1,503	2,471	2,471
Subtotal, Salaries and Benefits		-	-	2,140	-	22,372	40,111	40,111
Department Supplies	5500	-	-	-	-	2,000	2,000	2,000
Special Event Supplies	5570	-	-	-	-	10,000	25,500	25,500
Network Support	5775	-	-	-	-	180	300	300
Professional Services	6025	-	-	-	-	44,320	30,000	30,000
Downtown Merchants - \$7,440								
Redwood Village - \$5,580								
Strong's Creek - \$3,100								
Personnel Services	6035	-	-	-	-	1,000	500	500
Telephone	6200	-	-	-	-	1,200	1,200	1,200
Cell Phones	6205	-	-	-	-	420	600	600
Internet Service	6210	-	-	-	-	600	600	600
Advertising	6300	-	-	-	-	4,000	3,900	3,900
Publication Expense	6305	-	-	578	-	-	500	500
Monday Club Rental	6804	-	-	-	-	2,400	2,400	2,400
Travel/Conferences/Training	7000	-	-	-	-	1,000	1,500	1,500
Subtotal, Services and Supplies		-	-	578	-	67,120	69,000	69,000
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,718</b>	<b>\$ -</b>	<b>\$ 89,492</b>	<b>\$ 109,111</b>	<b>\$ 109,111</b>





# *Police*



General and Restricted Funds  
Police Department

Police

**Purpose**

The Police Department is responsible for the protection of life and property through maintenance of public order, the fair and impartial enforcement of laws, safeguarding the Constitutional Rights of all and the regulation of motor vehicles. The Department is committed to serving the citizens of Fortuna by continually seeking community opinion and involvement, engaging in police-community crime prevention, public safety education and cooperative efforts with other public and private agencies. The Department strives for excellence in purpose and performance. Fairness, honesty and integrity are mainstays in departmental relationships. It is a continuing goal of the Police Department to recruit and retain the most qualified police employees for the City of Fortuna.

**Responsibilities**

- To maintain and enhance, the level of service to the community by deploying personnel and resources effectively and in the best interest of the community
- To be good financial stewards, expending fiscal resources wisely and at the same time developing and expanding City revenues when applicable
- To enhance our police-community relationships through new and existing programs whenever possible
- To emphasize departmental training and personnel development in order to professionally serve the community
- To adhere to the Police Code of Ethics and the Fortuna Police Department Statement of Values

**Significant Changes**

None.

<b>Personnel Allocation</b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00	-
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	-
Sergeants	4.00	4.00	4.00	4.00	4.00	4.00	-
Police Officers	9.00	9.00	9.00	9.00	9.00	9.00	-
Drug Task Force Officer (Measure Z)	1.00	1.00	1.00	1.00	1.00	1.00	-
School Resource Officer (Measure Z)	1.00	1.00	1.00	1.00	1.00	-	(1.00)
Office Supervisor	1.00	-	-	-	-	-	-
Dispatcher	5.00	5.00	5.00	5.00	5.00	5.00	-
Vehicle & Equipment Mechanic	0.48	0.48	0.48	0.48	0.48	0.48	-
Facility Custodian	0.20	-	0.20	0.20	0.20	0.20	-
Administrative Assistant III	-	1.00	1.00	1.00	1.00	1.00	-
Records Clerk	1.00	-	-	-	-	-	-
Field CSO (PT)	0.73	0.73	0.73	0.73	0.73	0.73	-
Dispatcher (PT)	0.50	0.50	0.50	0.50	0.50	0.50	-
Kennel Attendant (PT)	0.50	0.50	0.50	0.50	0.50	0.50	-
<b>Total Authorized</b>	<b>26.41</b>	<b>25.21</b>	<b>25.41</b>	<b>25.41</b>	<b>25.41</b>	<b>24.41</b>	<b>(1.00)</b>

**Police Services (All Funds)**

	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
<b>Revenues:</b>							
General Fund Fees/Grants	\$ 457,949	\$ 460,918	\$ 489,560	\$ 499,100	\$ 498,700	\$ 485,020	\$ (14,080)
Restricted Funds	310,619	300,565	471,271	376,846	413,346	213,438	(163,408)
	<u>768,568</u>	<u>761,483</u>	<u>960,831</u>	<u>875,946</u>	<u>912,046</u>	<u>698,458</u>	<u>(177,488)</u>
<b>Expenditures:</b>							
Salaries and Benefits	3,067,266	3,164,001	3,667,201	3,629,895	3,596,588	3,642,774	12,879
Service and Supplies	411,835	446,105	572,230	519,110	530,410	552,960	33,850
Capital Outlay / Leases	819,611	114,886	47,867	-	70,000	107,670	107,670
	<u>4,298,712</u>	<u>3,724,992</u>	<u>4,287,298</u>	<u>4,149,005</u>	<u>4,196,998</u>	<u>4,303,404</u>	<u>154,399</u>
<b>Net Annual Activity</b>	<b>\$ (3,530,144)</b>	<b>\$ (2,963,509)</b>	<b>\$ (3,326,467)</b>	<b>\$ (3,273,059)</b>	<b>\$ (3,284,952)</b>	<b>\$ (3,604,946)</b>	<b>\$ (331,887)</b>





General and Restricted Funds  
Police Department

Police

<u>Fund</u>	100	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	2000	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Police Services</u></b>								
Salaries	Account	\$ 1,325,684	\$ 1,308,925	\$ 1,067,531	\$ 1,304,140	\$ 1,302,347	\$ 1,349,455	\$ 45,315
Salary Part-Time	5100	79,230	44,732	2,772	31,351	28,618	30,781	(570)
Overtime	5170	226,704	254,153	210,699	160,000	160,000	160,000	-
Holiday Pay	5175	39,876	48,605	32,400	35,000	33,000	35,000	-
Vacation/Comp Time Buyback	5180	88,668	74,234	111,504	80,000	110,000	90,000	10,000
Benefits	5200	1,017,358	1,111,637	1,328,628	1,118,857	1,089,697	1,178,807	59,950
Uniform Allowance	5260	19,992	16,501	11,290	15,000	15,000	15,000	-
Subtotal, Salaries and Benefits		2,797,512	2,858,787	2,764,824	2,744,348	2,738,662	2,859,043	114,695
Department Supplies	5500	37,946	42,333	36,658	38,000	38,000	45,000	7,000
Vehicle Fuel & Oil	5505	51,356	57,834	80,819	75,000	85,000	85,000	10,000
Ammunition/Range Supplies	5515	8,393	16,764	15,328	15,000	15,000	15,000	-
Radio & Equipment Maintenance	5700	4,961	6,475	2,199	5,000	3,000	5,000	-
Office Equipment Maintenance	5705	5,343	8,058	9,513	8,000	8,000	10,000	2,000
Copier Lease	5706	1,604	-	-	-	-	-	-
Software Maintenance (A)	5710	21,885	42,734	42,239	44,800	44,800	53,500	8,700
Vehicle Repairs & Maintenance	5715	41,913	32,263	69,110	25,000	24,000	24,000	(1,000)
Equipment Repairs & Maintenance	5720	4,765	7,468	6,930	7,500	5,000	5,000	(2,500)
Building Repairs & Maintenance	5740	1,718	3,677	1,370	2,000	3,000	3,000	1,000
Network Support (A)	5775	21,072	27,844	24,980	27,810	27,810	29,460	1,650
Website Hosting & Maintenance (A)	5780	2,374	257	257	1,000	1,000	1,000	-
Legal Services	6020	2,220	100	-	2,000	2,000	2,000	-
Professional Services	6025	9,342	13,350	11,437	10,000	10,000	10,000	-
Personnel Services/Recruitment	6035	15,232	8,644	20,949	15,000	12,500	15,000	-
Credit Card Fees	6061	2,277	1,960	1,697	2,000	2,000	2,000	-
Telephone	6200	8,705	25,943	20,344	25,000	25,000	25,000	-
Cell Phones	6205	7,759	7,391	7,562	8,000	8,000	8,000	-
Internet Service	6210	11,638	6,970	7,992	8,000	8,000	8,000	-
CLEWS/CLETS Service	6220	8,778	8,603	8,654	10,000	10,000	10,000	-
Advertising	6300	60	51	304	-	-	-	-
Utility - Water	6500	2,077	1,264	993	1,200	1,200	1,200	-
Utility - General & Electric	6505	18,628	23,070	26,571	20,000	28,000	28,000	8,000
DUI/DOJ Testing Fees	6600	2,625	2,940	1,750	3,000	3,000	3,000	-
Live scan Fees	6625	11,820	12,654	13,511	15,000	13,000	13,000	(2,000)
County Property Tax	6720	216	180	-	200	200	200	-
Travel/Conferences/Training	7000	36,451	37,038	46,757	50,000	50,000	50,000	-
Dues & Subscriptions	7015	7,081	6,254	7,126	8,000	8,000	4,500	(3,500)
Special Expense	7405	3,600	1,800	5,181	10,000	10,000	10,000	-
SCOP Volunteers	7415	405	40	-	1,000	1,000	5,000	4,000
Police Chief Contingency	7612	2,650	4,475	5,045	6,000	6,000	6,000	-
Overhead Transfer	9500	-	-	(12,500)	-	-	-	-
Subtotal, Services and Supplies		354,894	408,434	462,776	443,510	452,510	476,860	33,350
Capital Outlay								
RIMS Software Lease	8265	36,966	-	-	-	-	-	-
Capital Outlay	8000	749,006	28,211	-	-	-	-	-
Body Cameras		-	-	-	-	-	25,000	25,000
Radar Speed Detection Signs		-	-	-	-	-	2,670	2,670
Subtotal, Capital Outlay		785,972	28,211	-	-	-	27,670	27,670
<b>Subtotal:</b>		<b>\$ 3,938,378</b>	<b>\$ 3,295,432</b>	<b>\$ 3,227,600</b>	<b>\$ 3,187,858</b>	<b>\$ 3,191,172</b>	<b>\$ 3,363,573</b>	<b>\$ 175,715</b>



General and Restricted Funds  
Police Department

Police

<u>Fund</u>	100	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	2400	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Dispatch</u></b>								
Salaries	5100	\$ -	\$ -	\$ 261,708	\$ 322,661	\$ 290,283	\$ 330,407	\$ 7,746
Salary Part-Time	5165	-	-	24,833	29,711	28,475	30,338	627
Overtime	5170	-	-	43,043	20,000	30,000	25,000	5,000
Holiday Pay	5175	-	-	10,472	10,000	12,000	12,000	2,000
Vacation/Comp Time Buyback	5180	-	-	21,461	10,000	25,000	20,000	10,000
Benefits	5200	-	-	217,667	143,650	156,902	179,950	36,300
Uniform Allowance	5260	-	-	2,500	-	2,500	3,000	3,000
Subtotal, Salaries and Benefits		-	-	581,684	536,022	545,160	600,695	64,673
Department Supplies	5500	-	-	-	-	1,000	1,000	1,000
Personnel Services	6035	-	-	789	2,000	2,000	2,000	-
Subtotal Services and Supplies		-	-	789	2,000	3,000	3,000	1,000
<b>Subtotal:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 582,473</b>	<b>\$ 538,022</b>	<b>\$ 548,160</b>	<b>\$ 603,695</b>	<b>\$ 65,673</b>
<b><u>Animal Control</u></b>								
Salary Part-Time	5165	\$ 5,406	\$ 7,273	\$ 9,231	\$ 17,160	\$ 12,846	\$ 16,848	\$ (312)
Benefits	5200	553	683	837	1,828	1,326	1,738	(90)
Subtotal, Salaries and Benefits		5,959	7,956	10,068	18,988	14,172	18,586	(402)
Department Supplies	5500	2,877	6,874	3,091	4,000	5,500	6,000	2,000
Vehicle Fuel & Oil	5505	3,041	2,920	2,564	2,500	4,000	4,000	1,500
Personnel Services	6035	-	-	-	300	600	300	-
Utilities	6505	1,796	2,644	2,732	2,000	2,000	2,500	500
Miranda's Rescue	7400	16,380	14,350	10,169	22,000	20,000	20,000	(2,000)
Veterinary Expense	7455	1,752	2,044	2,581	5,000	5,000	5,000	-
Subtotal Services and Supplies		25,846	28,832	21,137	35,800	37,100	37,800	2,000
<b>Subtotal:</b>		<b>\$ 31,805</b>	<b>\$ 36,788</b>	<b>\$ 31,205</b>	<b>\$ 54,788</b>	<b>\$ 51,272</b>	<b>\$ 56,386</b>	<b>\$ 1,598</b>
<b>Total General Fund:</b>		<b>\$ 3,970,183</b>	<b>\$ 3,332,220</b>	<b>\$ 3,841,278</b>	<b>\$ 3,780,668</b>	<b>\$ 3,790,604</b>	<b>\$ 4,023,654</b>	<b>\$ 242,986</b>



General and Restricted Funds  
Police Department

Police

<u>Fund</u>	180	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	2000	Actual	Actual	Actual	Budget	Estimate	Proposed	PY Budget
<b><u>Asset Seizure</u></b>								
Department Supplies	5500	\$ 27,050	\$ 6,339	\$ 27,613	\$ 20,000	\$ 20,000	\$ 5,000	\$ (15,000)
Professional Services	6025	-	-	26,752	-	-	-	-
Capital Outlay	8000	33,639	86,675	12,600	-	-	-	-
Police Units and Outfitting		-	-	-	-	70,000	-	-
Radio Upgrade		-	-	-	-	-	80,000	80,000
<b>Total Fund:</b>		<b>\$ 60,689</b>	<b>\$ 93,014</b>	<b>\$ 66,965</b>	<b>\$ 20,000</b>	<b>\$ 90,000</b>	<b>\$ 85,000</b>	<b>\$ 65,000</b>
<b><u>Every 15 Minute</u></b>								
Department Supplies	5500	\$ -	\$ -	\$ -	\$ 2,800	\$ 2,800	\$ 2,800	\$ -
Professional Services	6025	-	-	-	-	-	-	-
<b>Total Fund:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ -</b>
<b><u>Distributor Opioid Abatement</u></b>								
Department Supplies	5500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	6025	-	-	-	-	-	20,000	20,000
<b>Total Fund:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b><u>State AB 109 Realignment Pool</u></b>								
Overtime	5170	\$ -	\$ -	\$ -	\$ 30,000	\$ 2,000	\$ -	\$ (30,000)
Benefits	5200	-	-	-	-	1,000	-	-
<b>Total Fund:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ (30,000)</b>
<b><u>State Dept of Alcohol Beverage Control (ABC)</u></b>								
Overtime	5170	\$ 6,704	\$ 1,138	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Benefits	5200	414	17	-	-	1,000	-	-
Subtotal, Salaries and Benefits		7,118	1,155	-	-	11,000	-	-
Department Supplies	5500	2,615	2,500	-	-	-	-	-
Travel/Conferences/Training	7000	1,430	-	-	-	-	-	-
Subtotal Services and Supplies		4,045	2,500	-	-	-	-	-
<b>Total Fund:</b>		<b>\$ 11,163</b>	<b>\$ 3,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Measure Z</u></b>								
Salaries	5100	\$ 130,958	\$ 142,696	\$ 141,535	\$ 156,582	\$ 134,140	\$ 72,563	\$ (84,019)
Overtime/Holiday Pay	5170	18,842	44,376	54,714	30,000	30,000	20,000	(10,000)
Benefits	5200	106,877	109,031	114,376	113,955	120,454	71,887	(42,068)
Subtotal, Salaries and Benefits		256,677	296,103	310,625	300,537	284,594	164,450	(136,087)
Department Supplies	5500	-	-	63	5,000	5,000	2,500	(2,500)
Vehicle Fuel	5505	-	-	4,757	5,000	5,000	2,500	(2,500)
Personnel Services	6035	-	-	-	-	-	-	-
Travel/Conferences/Training	7000	-	-	3,343	5,000	5,000	2,500	(2,500)
Occupancy and Overhead	9400	-	-	25,000	-	-	-	-
Subtotal Services and Supplies		-	-	33,163	15,000	15,000	7,500	(7,500)
Capital Outlay	8000	-	-	35,267	-	-	-	-
<b>Total Fund:</b>		<b>\$ 256,677</b>	<b>\$ 296,103</b>	<b>\$ 379,055</b>	<b>\$ 315,537</b>	<b>\$ 299,594</b>	<b>\$ 171,950</b>	<b>\$ (143,587)</b>
<b>Total Restricted Funds</b>		<b>\$ 328,529</b>	<b>\$ 392,772</b>	<b>\$ 446,020</b>	<b>\$ 368,337</b>	<b>\$ 406,394</b>	<b>\$ 279,750</b>	<b>\$ (88,587)</b>
<b>Total Police Department, All Funds</b>		<b>\$ 4,298,712</b>	<b>\$ 3,724,992</b>	<b>\$ 4,287,298</b>	<b>\$ 4,149,005</b>	<b>\$ 4,196,998</b>	<b>\$ 4,303,404</b>	<b>\$ 154,399</b>





## *Measure E*



Measure E Fund  
Multiple Departments

**Purpose**

On November 8, 2016, the voters of the City of Fortuna adopted a local transactions and use tax through an affirmative vote on a local measure known as Measure E. This measure is a transactions and sales tax measure at a rate of three-quarter percent per dollar. Measure E was set to terminate on March 31, 2025 from the passage of Measure E. However, on November 3, 2020 the voters of the City approved Measure G. Measure G extended Measure E 8 additional years. Measure E is now set to terminate on March 31st, 2033. In the interest of transparency and accountability for expenditure of funds derived from this local sales tax a new fund (101) was set up. This allows the citizens and the City to see the benefit Measure E is adding to the community.

**Significant Changes**

Allocate (1) Full time Police Officer Position due to loss of Measure Z Funding

<b><u>Personnel Allocation</u></b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Parks & Recreation Director	0.90	0.90	0.90	0.90	0.90	0.90	-
Recreation Program Supervisor	-	-	1.00	1.00	1.00	1.00	-
Police Officer	2.00	2.00	2.00	2.00	2.00	3.00	1.00
Field CSO	1.00	1.00	1.00	1.00	1.00	1.00	-
Police Records Clerk	-	-	-	1.00	1.00	1.00	-
Code Compliance Officer (PT)	0.50	0.50	0.48	0.46	0.46	0.46	-
<b>Total Authorized</b>	<b>4.40</b>	<b>4.40</b>	<b>5.38</b>	<b>6.36</b>	<b>6.36</b>	<b>7.36</b>	<b>1.00</b>

**Measure E Fund History**

	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Beginning Available Fund Balance	\$ 1,985,635	\$ 2,310,855	\$ 3,586,485	\$ 4,541,550	\$ 4,541,550	\$ 4,535,164	\$ (6,386)
<b>Sources:</b>							
Supp. Transaction & Use Tax	1,623,944	2,025,426	2,029,351	1,937,400	1,935,000	1,893,000	(44,400)
K-9 Donations	1,862	-	-	-	-	-	-
	<u>1,625,806</u>	<u>2,025,426</u>	<u>2,029,351</u>	<u>1,937,400</u>	<u>1,935,000</u>	<u>1,893,000</u>	<u>(44,400)</u>
<b>Uses:</b>							
Salaries and Benefits	474,231	526,284	721,367	759,810	739,296	921,829	162,019
Service And Supplies	51,525	41,013	142,627	83,000	95,500	132,000	49,000
Capital Outlay	4,717	-	38,055	100,000	27,000	177,500	77,500
Capital Improvement Projects	764,422	153,068	146,701	1,427,817	503,517	2,339,300	911,483
Transfers-Out	5,691	29,431	25,536	576,073	576,073	751,671	175,598
	<u>1,300,586</u>	<u>749,796</u>	<u>1,074,286</u>	<u>2,946,700</u>	<u>1,941,386</u>	<u>4,322,300</u>	<u>1,375,600</u>
Net Activity	325,220	1,275,630	955,065	(1,009,300)	(6,386)	(2,429,300)	(1,420,000)
<b>Ending Available Fund Balance</b>	<b>\$ 2,310,855</b>	<b>\$ 3,586,485</b>	<b>\$ 4,541,550</b>	<b>\$ 3,532,250</b>	<b>\$ 4,535,164</b>	<b>\$ 2,105,864</b>	<b>\$ (1,426,386)</b>



**City of Fortuna  
FY 2023-24 Budget**

**Measure E Fund  
Multiple Departments**

<b>Fund</b>	<b>101</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b>Department</b>	<b>5400</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Recreation</b>								
Account								
Salaries	5100	\$ 29,518	\$ 30,799	\$ 66,952	\$ 76,990	\$ 77,091	\$ 79,604	\$ 2,614
Salary Part-Time	5165	2,363	-	-	-	-	-	-
Overtime	5170	-	-	74	-	400	-	-
Vacation/Sick Leave Buyback	5180	-	599	7	-	-	-	-
Benefits	5200	19,203	22,629	70,408	44,118	44,166	46,265	2,147
Subtotal, Salaries and Benefits		51,084	54,027	137,441	121,108	121,657	125,869	4,761
Department Supplies	5500	932	-	-	1,000	1,000	5,000	4,000
Professional Services	6025	-	-	-	60,000	60,000	40,000	(20,000)
Personnel Services	6035	-	193	324	-	-	-	-
Subtotal, Services and Supplies		932	193	324	61,000	61,000	45,000	(16,000)
Total Recreation:		\$ 52,016	\$ 54,220	\$ 137,765	\$ 182,108	\$ 182,657	\$ 170,869	\$ (11,239)

<b>Fund</b>	<b>101</b>							
<b>Department</b>	<b>5450</b>							
<b>Parks</b>								
Account								
Salaries	5100	\$ 29,487	\$ 30,799	\$ 33,478	\$ 36,722	\$ 36,333	\$ 37,489	\$ 767
Vacation/Sick Leave Buyback	5180	-	599	7	-	-	-	-
Benefits	5200	18,957	22,629	30,516	22,838	22,926	24,463	1,625
Subtotal, Salaries and Benefits		48,444	54,027	64,001	59,560	59,259	61,952	2,392
Department Supplies	5500	17,693	6,252	60,798	-	-	-	-
Professional Services	6025	29,023	12,667	45,475	-	-	50,000	50,000
Subtotal, Services and Supplies		46,716	18,919	106,273	-	-	50,000	50,000
Capital Outlay	8000	4,717	-	-	-	-	-	-
Newburg Park Soccer Lights		-	-	-	25,000	25,000	-	(25,000)
River Lodge Wheelchair Lift		-	-	-	-	-	25,000	25,000
Boom Mower		-	-	-	-	-	37,500	37,500
Playground Improvements		-	-	-	75,000	-	115,000	40,000
Subtotal, Capital Outlay		4,717	-	-	100,000	25,000	177,500	77,500
Total Parks:		\$ 99,877	\$ 72,946	\$ 170,274	\$ 159,560	\$ 84,259	\$ 289,452	\$ 129,892



City of Fortuna  
FY 2023-24 Budget

Measure E Fund  
Multiple Departments

<u>Fund</u> <u>Department</u>	101 2000	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Estimate	2023-24 Proposed	Change vs. PY Budget
<b>Police</b>								
Account								
Salaries	5100	\$ 182,937	\$ 181,139	\$ 179,338	\$ 256,384	\$ 228,324	\$ 318,429	\$ 62,045
Salary - Part-Time	5165	12,790	18,941	19,143	25,813	20,871	26,358	545
Overtime	5170	25,244	32,227	39,921	40,000	40,000	50,000	10,000
Vacation Buyback	5180	4,122	2,883	11,220	4,000	25,000	32,000	28,000
Benefits	5200	149,610	177,583	253,644	237,945	227,185	290,221	52,276
Subtotal, Salaries and Benefits		374,703	412,773	503,266	564,142	541,380	717,008	152,866
Department Supplies	5500	437	-	-	500	500	500	-
Vehicle Fuel	5505	739	1,394	2,377	2,000	2,000	3,000	1,000
Professional Services	6025	-	-	15,000	10,000	15,000	15,000	5,000
Cell Phones	6205	416	419	380	500	500	500	-
Travel/Conferences/Training	7000	2,285	594	-	4,000	4,000	5,000	1,000
Subtotal, Services and Supplies		3,877	2,407	17,757	17,000	22,000	24,000	7,000
Capital Outlay	8000	-	-	-	-	-	-	-
Mobile Data Terminal		-	-	38,055	-	2,000	-	-
Subtotal, Capital Outlay		-	-	38,055	-	2,000	-	-
Total Police:		\$ 378,580	\$ 415,180	\$ 559,078	\$ 581,142	\$ 565,380	\$ 741,008	\$ 159,866
<b>Special Unit - K-9</b>								
Account								
Salaries	5100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	5170	-	3,841	11,984	10,000	12,000	12,000	2,000
Benefits	5200	-	1,616	4,675	5,000	5,000	5,000	-
Subtotal, Salaries and Benefits		-	5,457	16,659	15,000	17,000	17,000	2,000
Department Supplies	5500	-	6,360	5,450	1,000	1,000	1,000	-
Professional Services	6025	-	-	-	-	500	-	-
Travel/Conferences/Training	7000	-	13,134	12,823	2,000	10,000	10,000	8,000
Veterinary Expense	7455	-	-	-	2,000	1,000	2,000	-
Subtotal Services and Supplies		-	19,494	18,273	5,000	12,500	13,000	8,000
Total Capital Outlay	8000	-	-	-	-	-	-	-
Total Special Unit - K-9:		\$ -	\$ 24,951	\$ 34,932	\$ 20,000	\$ 29,500	\$ 30,000	\$ 10,000
<b>Transfer-Out</b>								
Account								
General Fund 100	4805	-	\$ -	\$ -	\$ 566,073	\$ 566,073	740,671	174,598
Abatement Fund 240		-	25,000	20,000	5,000	5,000	5,000	-
Transit Fund 590		5,691	4,431	5,536	5,000	5,000	6,000	1,000
Total Transfers-Out:		5,691	29,431	25,536	576,073	576,073	751,671	175,598
<b>Total:</b>		<b>\$ 536,164</b>	<b>\$ 596,728</b>	<b>\$ 927,585</b>	<b>\$ 1,518,883</b>	<b>\$ 1,437,869</b>	<b>\$ 1,983,000</b>	<b>\$ 464,117</b>







*Community*  
*Development*



**Community Development**

**Purpose**

Planning is responsible for administering the orderly development of the community through implementation of the General Plan, Zoning Ordinance as well as other related regulations and State and Federal mandates. The purpose of Planning is to administer land use programs in a manner that fosters economic vitality and responsiveness to public needs and promotes customer service and delivery of programs in a cost-effective manner.

Current Planning activities include administration and implementation of the City's established goals and policies through the administration of and enforcement of the local zoning and subdivision ordinances, Subdivision Map Act, California Environmental Quality Act and other Local, State or Federal mandated regulations, statutes and/or programs. Planning endeavors to promote understanding and public interest in the planning process and the numerous regulations pertaining to it by providing public information services to the citizens of Fortuna. Planning also supports other City departments through preparation of environmental studies, documents and review of City projects.

**Responsibilities**

- Receive and review applications for planning related purposes (development permits/zoning clearances, conditional use permits, variances, rezones and design review)
- Zoning ordinance implementation and enforcement
- General Plan compliance and consistency determinations
- Housing Element review and updates
- Annexations through LAFCO
- Support for and presentations to the Planning Commission, City Council and Zoning Administrator
- Provide the public with procedural and technical information
- Review business licenses, encroachment permits and sign permits
- Pre-application meetings
- Provide general assistance and support to the public

**Significant Changes**

None.

<b><u>Personnel Allocations</u></b>		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Deputy Community Development Director		0.30	0.30	0.30	0.30	0.30	0.30	-
Senior Administrative Assistant		0.10	0.10	0.10	0.10	0.10	0.10	-
		<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>-</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>3200</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ 28,183	\$ 28,712	\$ 30,209	\$ 32,074	\$ 32,942	\$ 33,990	\$ 1,916
Salary Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	4	-	-	-	-	-	-
Vacation Buyback	5180	721	1,549	726	2,000	1,000	2,000	-
Benefits	5200	15,838	17,453	24,391	16,909	17,096	18,323	1,414
Subtotal, Salaries and Benefits		<b>44,746</b>	<b>47,714</b>	<b>55,326</b>	<b>50,983</b>	<b>51,038</b>	<b>54,313</b>	<b>3,330</b>
Department Supplies	5500	1,568	1,732	1,263	2,000	2,000	2,000	-
Equipment Maintenance	5705	143	413	143	200	200	200	-
Professional Services	6025	1,218	1,408	1,917	2,000	2,600	4,000	2,000
Personnel Services	6035	135	-	-	250	250	250	-
Cell Phones	6205	505	597	483	600	600	600	-
Publication Expenses	6305	381	180	-	-	-	-	-
Travel/Conferences/Training	7000	1,696	750	2,202	2,000	2,000	2,000	-
Planning Commission	7600	3,155	2,820	3,360	3,000	3,000	3,000	-
Televised Meeting Costs	7616	1,297	1,498	1,849	1,400	1,400	1,400	-
Subtotal, Services and Supplies		<b>10,098</b>	<b>9,398</b>	<b>11,217</b>	<b>11,450</b>	<b>12,050</b>	<b>13,450</b>	<b>2,000</b>
Capital Outlay	8000	-	-	-	80,000	80,000	-	(80,000)
<b>Total:</b>		<b>\$ 54,844</b>	<b>\$ 57,112</b>	<b>\$ 66,543</b>	<b>\$ 142,433</b>	<b>\$ 143,088</b>	<b>\$ 67,763</b>	<b>\$ (74,670)</b>



**Community Development**

**Restricted Fund**  
**Development Review**

**Purpose**

The Development Review Division reviews and processes land development applications in relation to the City's Subdivision Ordinance, the Subdivision map Act as well as other Local and applicable State and Federal regulations. Development Review also reviews public improvement plans for subdivisions and other developments to confirm compliance with City improvement standards and specifications.

**Responsibilities**

- Updates and amendments to the General Plan
- Parcel maps
- Major subdivision maps
- Conditions of Approval Compliance
- Map extensions
- Lot line adjustments
- Right-of-Way adjustments
- Certificates of Compliance

**Significant Changes**

None.

**Fund History**

**Development Review and Building Fund 120**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Revenues:</b>							
Fees	\$ 230,224	\$ 269,103	\$ 335,528	\$ 326,000	\$ 306,000	\$ 321,000	\$ (5,000)
General Fund Support	208,614	195,047	230,910	188,646	188,744	301,284	112,638
	<b>438,838</b>	<b>464,150</b>	<b>566,438</b>	<b>514,646</b>	<b>494,744</b>	<b>622,284</b>	<b>107,638</b>
<b>Expenditures:</b>							
Building Division	248,273	254,298	302,283	280,298	279,374	371,664	91,366
Development Review Division	190,565	204,358	269,649	234,348	215,370	250,620	16,272
	<b>438,838</b>	<b>458,656</b>	<b>571,932</b>	<b>514,646</b>	<b>494,744</b>	<b>622,284</b>	<b>107,638</b>
<b>Net Annual Activity</b>	<b>\$ -</b>	<b>\$ 5,494</b>	<b>\$ (5,494)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Personnel Allocation**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
City Manager (Acting CDD)	0.12	0.12	0.12	0.12	0.12	0.12	-
Public Works Director	-	-	-	0.05	-	0.05	-
Deputy City Engineer	0.08	0.08	-	-	-	-	-
City Engineer	-	-	0.08	0.08	-	-	(0.08)
Deputy Community Development Director	0.50	0.50	0.50	0.50	0.50	0.50	-
Deputy Public Works Director	0.05	0.05	0.05	-	0.05	-	-
Public Works Project Manager	-	-	-	-	0.04	0.04	0.04
Senior Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	-
Building Official	0.20	0.20	0.20	0.20	0.20	0.20	-
Assistant City Engineer II	0.20	0.20	0.20	0.20	0.20	0.20	-
<b>Total Authorized</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.61</b>	<b>1.61</b>	<b>(0.04)</b>



**City of Fortuna**  
**FY 2023-24 Budget**

**Restricted Fund**  
**Development Review**

**Community Development**

<u>Fund</u>	120	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	3100	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ 116,200	\$ 117,627	\$ 122,530	\$ 135,620	\$ 132,285	\$ 138,395	\$ 2,775
Salary Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	19	-	-	-	-	-	-
Vacation Buyback	5180	1,130	3,023	2,901	3,000	2,000	3,000	-
Benefits	5200	60,699	67,755	92,346	63,978	61,335	68,995	5,017
Subtotal, Salaries and Benefits		178,048	188,405	217,777	202,598	195,620	210,390	7,792
Departmental Supplies	5500	548	-	500	500	500	500	-
Software Maintenance	5710	1,898	1,898	1,898	2,000	2,000	12,480	10,480
Engineering Services	6005	7,040	12,085	46,881	22,000	10,000	20,000	(2,000)
Personnel Services	6035	13	-	39	250	250	250	-
Advertising	6300	1,868	1,970	1,691	2,000	2,000	2,000	-
Travel/Conferences/Training	7000	1,150	-	863	5,000	5,000	5,000	-
Subtotal, Services and Supplies		12,517	15,953	51,872	31,750	19,750	40,230	8,480
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 190,565</b>	<b>\$ 204,358</b>	<b>\$ 269,649</b>	<b>\$ 234,348</b>	<b>\$ 215,370</b>	<b>\$ 250,620</b>	<b>\$ 16,272</b>



**Community Development**

**Purpose**

The Building Division's purpose is to provide building plan check and building site inspection services for new construction and remodels of residential and commercial projects. The Building Division administers a program of construction regulation that is mandated by the State of California to provide minimum standards to safeguard life, health, property and public welfare for all structures within the City. It also ensures safety by following State regulations in its plan reviews and inspections.

**Responsibilities**

- Plan review
- Building inspections
- Building code enforcement
- Public information regarding building codes
- Assign addresses to new structures
- Application of California Title 24 accessibility regulations
- Review business licenses for compliance with building codes
- Review and approve encroachment permits

**Significant Changes**

None.

**Personnel Allocation**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Deputy Community Development Director	0.10	0.10	0.10	0.10	0.10	0.10	-
Senior Administrative Assistant	0.40	0.40	0.40	0.40	0.40	0.40	-
Building Official	0.80	0.80	0.80	0.80	0.80	0.80	-
Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00	-
Vehicle & Equipment Mechanic	0.02	0.02	0.02	0.02	0.02	0.02	-
<b>Total Authorized</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>	<b>2.32</b>	<b>-</b>

**Fund**

**Department**

<b>120</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b>3000</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>

**History of Expenditures**

<b>Account</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b>Account</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Salaries 5100	\$ 146,153	\$ 150,975	\$ 156,226	\$ 169,243	\$ 168,597	\$ 175,302	\$ 6,059
Salary Part-Time 5165	-	-	-	-	-	-	-
Overtime 5170	208	-	-	-	-	-	-
Vacation Buyback 5180	3,928	1,708	4,775	4,000	4,000	4,000	-
Benefits 5200	76,703	87,957	123,911	82,155	82,477	87,622	5,467
Subtotal, Salaries and Benefits	<b>226,992</b>	<b>240,640</b>	<b>284,912</b>	<b>255,398</b>	<b>255,074</b>	<b>266,924</b>	<b>11,526</b>
Department Supplies 5500	3,109	1,734	2,132	5,000	5,000	2,000	(3,000)
Fuel & Oil 5505	1,307	1,627	2,174	2,000	2,000	2,500	500
Equipment Maintenance 5705	143	413	143	1,000	1,000	1,000	-
Software Maintenance 5710	-	-	-	-	-	12,240	12,240
Vehicle Repair & Maintenance 5715	-	484	564	600	600	1,000	400
Engineering Services 6005	10,340	4,000	4,388	4,000	4,000	4,000	-
Personnel Services 6035	-	-	4	1,000	500	500	(500)
Telephone 6200	189	197	235	200	200	200	-
Cell Phones 6205	875	784	639	1,000	700	1,000	-
Insurance (A) 6350	2,000	2,000	2,000	2,000	2,000	2,000	-
Utilities 6505	960	1,069	1,176	1,000	1,200	1,200	200
Travel/Conferences/Training 7000	1,863	1,005	3,371	6,500	6,500	6,500	-
Dues & Subscriptions 7015	495	345	545	600	600	600	-
Subtotal, Services and Supplies	<b>21,281</b>	<b>13,658</b>	<b>17,371</b>	<b>24,900</b>	<b>24,300</b>	<b>34,740</b>	<b>9,840</b>
Capital Outlay 8000	-	-	-	-	-	-	-
CBO and Inspection Vehicles (x2)	-	-	-	-	-	70,000	70,000
<b>Total:</b>	<b>\$ 248,273</b>	<b>\$ 254,298</b>	<b>\$ 302,283</b>	<b>\$ 280,298</b>	<b>\$ 279,374</b>	<b>\$ 371,664</b>	<b>\$ 91,366</b>



# *Parks and Recreation*



**Parks and Recreation**

**Purpose**

The Recreation Department is responsible for the administration of City offered youth and adult sports programs and collaborating with instructors and volunteer organizations to provide competitive and noncompetitive recreational opportunities. The Recreation Department administers, staffs, and facilitates day camps for youth and the Firemen's pavilion activities. The Recreation Department also administers the reservation and scheduling of all park buildings and outdoor facilities.

**Responsibilities**

- Community event scheduling
- Adult softball/basketball
- Youth basketball programs
- Summer Fun/Kiddie Kamp/Recreation Week Programs
- Public skate/private skate
- Rohner & Newburg Park buildings, fields, & facility rental/reservation
- Coordination of field use with Eel River Little League, American Legion 76ers, Fortuna Union High School, and Eel River Soccer
- Historical Commission
- Parks and Recreation Commission

**Significant Changes**

None.

**Personnel Allocation**

	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
Recreation/Transit Administrative Supervisor	0.80	0.80	0.80	0.80	0.80	0.80	-
Recreation Program Supervisor	1.00	1.00	-	-	-	-	-
<b>Subtotal Full-Time Employees</b>	<b>1.80</b>	<b>1.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>-</b>
Bus Dispatcher/Office Asst (PT)	0.25	0.25	0.20	0.20	0.20	0.20	-
Recreation Leaders	3.13	3.13	3.13	3.13	3.83	3.83	0.70
Recreation Program Coordinators	0.50	0.50	0.50	0.50	0.50	0.50	-
<b>Total Authorized</b>	<b>5.68</b>	<b>5.68</b>	<b>4.63</b>	<b>4.63</b>	<b>5.33</b>	<b>5.33</b>	<b>0.70</b>





**City of Fortuna**  
**FY 2023-24 Budget**

**General Fund**  
**Recreation**

**Parks and Recreation**

<u>Fund</u>	100	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	5400	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ 78,039	\$ 40,239	\$ 36,800	\$ 39,582	\$ 40,284	\$ 42,321	\$ 2,739
Salary Part-Time	5165	88,103	64,862	131,499	132,537	190,993	177,015	44,478
Overtime	5170	-	142	-	-	-	-	-
Vacation/Sick Leave Buyback	5180	-	5,477	-	2,000	2,000	2,000	-
Benefits	5200	46,082	47,394	54,763	40,781	48,259	47,367	6,586
Subtotal, Salaries and Benefits		212,224	158,114	223,062	214,900	281,536	268,703	53,803
Department Supplies	5500	7,214	690	3,236	2,300	2,300	3,600	1,300
Software Maintenance (A)	5710	-	3,117	2,797	3,400	3,400	4,200	800
Network Support (A)	5775	4,712	4,869	4,393	6,160	6,160	6,560	400
Website Hosting & Maintenance (A)	5780	2,374	257	257	1,000	500	1,000	-
Personnel Services	6035	889	3,077	1,960	1,000	1,000	1,000	-
Credit Card Processing/Bank Fees	6061	1,866	1,579	2,486	2,400	2,450	2,500	100
Telephone	6200	4,024	4,057	5,193	4,000	5,600	5,000	1,000
Advertising	6300	1,800	2,400	1,372	2,500	1,200	2,500	-
Water	6500	921	1,198	1,104	1,300	1,800	1,300	-
Utilities	6505	3,796	4,184	5,403	4,000	5,500	5,500	1,500
Travel/Conferences/Training	7000	-	-	810	1,200	600	1,500	300
Dues & Subscriptions	7015	-	-	-	200	200	600	400
Sports League Officials	7200	16,502	-	29,107	31,000	28,000	29,200	(1,800)
Adult Sports League/ Field Maint	7215	54	-	421	1,500	1,500	1,500	-
Summer Fun Program	7220	5,320	2,058	3,245	5,500	5,500	5,500	-
School Rec. Program	7221	222	323	491	800	800	1,000	200
Kiddie Kamp	7222	2,167	416	2,639	2,750	2,750	3,000	250
Youth Basketball League	7225	2,544	-	3,478	3,650	3,650	4,000	350
Skating Program	7230	686	689	2,099	2,500	2,500	3,000	500
Subtotal, Services and Supplies		55,091	28,914	70,491	77,160	75,410	82,460	5,300
Capital Outlay - Incode Software	8000	11,903	-	43,489	15,000	15,000	-	(15,000)
Subtotal, Capital Outlay		11,903	-	43,489	15,000	15,000	-	(15,000)
<b>Total:</b>		<b>\$ 279,218</b>	<b>\$ 187,028</b>	<b>\$ 337,042</b>	<b>\$ 307,060</b>	<b>\$ 371,946</b>	<b>\$ 351,163</b>	<b>\$ 44,103</b>



**Parks and Recreation**

**Purpose**

The Parks Department is responsible for the maintenance and upkeep of all buildings located within the City's park system and the maintenance and upkeep of all City owned landscape areas.

**Responsibilities**

- Rohner Park
- Newburg Park
- River Lodge
- Monday Club
- Downtown Flower Bulbs
- Fortuna Boulevard
- Chamber Park
- Public Parking Lots

**Significant Changes**

None.

**Personnel Allocation**

	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
Lead Park Maintenance Worker	0.85	0.85	0.85	0.85	0.85	0.85	-
Park Maintenance Worker III	0.95	0.95	0.95	0.95	0.95	0.95	-
Park Maintenance Worker II	2.55	2.55	2.55	2.55	2.55	2.55	-
Facility Custodian	0.10	-	0.10	0.10	0.10	0.10	-
Vehicle & Equipment Mechanic	0.20	0.20	0.20	0.20	0.20	0.20	-
<b>Total Full Time Employees</b>	<b>4.65</b>	<b>4.55</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>	<b>-</b>
Park Maintenance Worker I (PT)	1.46	1.46	1.46	1.46	1.46	1.46	-
<b>Total Authorized</b>	<b>6.11</b>	<b>6.01</b>	<b>6.11</b>	<b>6.11</b>	<b>6.11</b>	<b>6.11</b>	<b>-</b>



**City of Fortuna**  
**FY 2023-24 Budget**

**Parks and Recreation**

**General Fund**  
**Parks Maintenance**

<u>Fund</u>	<b>100</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<u>Department</u>	<b>5450</b>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ 181,582	\$ 181,553	\$ 201,594	\$ 224,803	\$ 219,632	\$ 235,151	\$ 10,348
Salary Part-Time	5165	32,004	25,878	24,008	49,764	39,018	48,859	(905)
Overtime	5170	-	-	892	400	1,000	500	100
Vacation/Sick Leave Buyback	5180	(451)	2,429	2,362	2,500	2,000	2,500	-
Benefits	5200	106,849	142,616	231,562	156,868	149,779	149,551	(7,317)
Subtotal, Salaries and Benefits		<u>319,984</u>	<u>352,476</u>	<u>460,418</u>	<u>434,335</u>	<u>411,429</u>	<u>436,561</u>	<u>2,226</u>
Department Supplies	5500	19,849	16,814	22,819	25,000	25,000	25,000	-
Vehicle Fuel & Oil	5505	8,194	9,250	14,271	10,500	10,500	10,500	-
Janitorial Supplies	5565	10,165	13,509	19,698	15,000	18,000	18,000	3,000
Special Event Supplies	5570	1,428	2,396	4,803	5,000	5,000	5,000	-
Supplies - High Rock Crew	5600	384	750	-	-	-	-	-
Office Equipment Maintenance	5705	1,747	2,370	2,572	2,400	2,400	2,000	(400)
Office Equipment Lease	5706	1,255	-	-	-	-	-	-
Vehicle Repairs & Maintenance	5715	3,677	2,805	2,431	3,000	5,000	6,000	3,000
Equipment Maintenance	5720	4,702	6,682	5,261	5,500	5,500	5,000	(500)
Alarm System Maintenance	5730	575	275	674	800	800	800	-
Building Repairs & Maintenance	5740	2,959	3,438	5,014	5,100	5,600	5,000	(100)
Newburg Park Maintenance	5741	3,596	5,279	2,281	4,000	4,400	4,200	200
Median Maintenance Supplies	5742	1,605	105	147	2,000	2,200	2,000	-
Pavilion Maintenance	5743	3,976	717	1,751	2,500	3,500	7,650	5,150
Vandalism Repair	5745	51	345	102	2,000	2,100	2,100	100
Weed Abatement	5750	273	585	20	500	500	300	(200)
Contract Tree Trimming	5755	1,000	-	2,744	2,500	2,500	2,500	-
Network Support	5775	106	-	-	-	-	-	-
Tools & Small Equipment	5900	1,697	823	1,062	1,800	1,500	1,500	(300)
Professional Services	6025	-	-	3,305	-	-	-	-
Personnel Services	6035	2,238	1,103	5,381	1,000	5,000	1,000	-
Cell Phones	6205	1,602	1,472	1,820	1,500	2,000	2,000	500
Internet Service	6210	2,550	2,779	2,836	3,000	3,000	6,000	3,000
Water	6500	40,709	40,222	38,201	42,000	42,000	42,000	-
Utilities	6505	19,470	18,841	31,098	28,000	38,000	40,000	12,000
Fire Assessment	6720	468	468	-	500	500	650	150
Travel/Conferences/Training	7000	919	716	1,390	600	650	700	100
Dues & Subscriptions	7015	-	50	110	150	150	150	-
Adult Sports	7215	(864)	-	124	3,000	3,000	2,000	(1,000)
Subtotal, Services and Supplies		<u>134,331</u>	<u>131,794</u>	<u>169,915</u>	<u>167,350</u>	<u>188,800</u>	<u>192,050</u>	<u>24,700</u>
Capital Outlay	8000	-	-	318,016	-	-	-	-
Subtotal, Capital Outlay		<u>-</u>	<u>-</u>	<u>318,016</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total:</b>		<b><u>\$ 454,315</u></b>	<b><u>\$ 484,270</u></b>	<b><u>\$ 948,349</u></b>	<b><u>\$ 601,685</u></b>	<b><u>\$ 600,229</u></b>	<b><u>\$ 628,611</u></b>	<b><u>\$ 26,926</u></b>



**General and Restricted Funds**  
**Museum**

**Parks and Recreation**

**Purpose**

The Depot Museum was established for the preservation of the Northwestern Pacific Depot Train Station, Caboose, and the housing, preservation and display of items of historical significance to Fortuna and the Eel River Valley.

**Responsibilities**

- Promote the Museum during Citywide festivals and events
- Preserve items of local historical significance
- Assist schools with local historical research
- Participate in Historical Commission

**Significant Changes**

None.

**Personnel Allocation**

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Museum Curator (PT)	0.58	0.58	0.58	0.58	0.58	0.58	-
<b>Total Authorized</b>	<b>0.58</b>	<b>0.58</b>	<b>0.58</b>	<b>0.58</b>	<b>0.58</b>	<b>0.58</b>	<b>-</b>

**Fund**

**Department**

**History of Expenditures**

	100 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Account								
Salaries	5100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Part-Time	5165	16,465	19,853	20,961	22,754	19,803	23,234	480
Benefits	5200	1,470	1,837	1,868	1,494	1,652	1,525	31
Subtotal, Salaries and Benefits		17,935	21,690	22,829	24,248	21,455	24,759	511
Department Supplies	5500	596	213	90	500	600	800	300
Office Equipment Maintenance	5705	-	-	-	250	200	-	(250)
Alarm System	5730	449	1,074	499	750	500	600	(150)
Building Repair & Maintenance	5740	112	861	3,013	1,200	1,800	1,800	600
Network Support (A)	5775	650	609	545	770	770	820	50
Advertising	6300	-	-	-	150	75	100	(50)
Water	6500	626	805	733	750	750	800	50
Utilities	6505	2,743	3,827	4,223	3,400	4,200	4,500	1,100
Dues & Subscriptions	7015	83	83	158	200	200	200	-
Subtotal, Services and Supplies		5,259	7,472	9,261	7,970	9,095	9,620	1,650
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Total Museum:</b>		<b>\$ 23,194</b>	<b>\$ 29,162</b>	<b>\$ 32,090</b>	<b>\$ 32,218</b>	<b>\$ 30,550</b>	<b>\$ 34,379</b>	<b>\$ 2,161</b>

**Fund**

**Department**

**Museum Exhibit Acquisition Fund**

	165 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Department Supplies	5500	\$ 1,582	\$ 450	\$ 299	\$ 3,500	\$ 2,000	\$ 3,500	\$ -
- Photographs								
- Timber Industry Artifacts								
- Archival Storage Materials								
- Upgrade of Museum Artifact Storage								
Gift Shop Purchases/CGS	5550	626	988	545	3,000	2,200	3,000	-
Professional Services	6025	750	750	750	750	1,000	1,000	250
Subtotal, Services and Supplies		2,958	2,188	1,594	7,250	5,200	7,500	250
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal, Capital Outlay		-	-	-	-	-	-	-
<b>Total Exhibit Acquisition:</b>		<b>2,958</b>	<b>2,188</b>	<b>1,594</b>	<b>7,250</b>	<b>5,200</b>	<b>7,500</b>	<b>250</b>

**Combined Total:** **\$ 26,152** **\$ 31,350** **\$ 33,684** **\$ 39,468** **\$ 35,750** **\$ 41,879** **\$ 2,411**



**Parks and Recreation**

**Supported by General Fund**  
**River Lodge & Monday Club**

**Purpose**

The River Lodge Conference Center was built in 1998 in response to a need for a regional facility that could be used for conferences, seminars, community activities, weddings and other events. The facility is located next to several hotels and restaurants that benefit from these events, which result in increased sales taxes and transient occupancy taxes for the City of Fortuna.

The Monday Club was built circa 1930 by a local women's group called "The Monday Club". It was later purchased by the Fortuna Concert Series which donated it to the City in 1999. The facility is used by the Fortuna Concert Series and other small groups for events, meetings, and gatherings. This venue also houses the Fortuna Business Improvement District (FBID) main office.

**Responsibilities**

- Manage the daily and ongoing operations of the River Lodge and Monday Club, including promotion and advertising, event coordination and maintenance and upkeep of the facilities and equipment
- Carry out annual events including the Bridal Faire and Holiday Craft Faire
- Liaison with the Fortuna Chamber of Commerce and Tourism & Marketing Committee to promote events that will involve the use of River Lodge, promote tourism, and benefit the community
- Provide excellent customer service by assisting facility users as needed
- Maintain a state of the art facility with appropriate equipment to satisfy a variety of clientele

**Significant Changes**

None.

**Personnel Allocation**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Conference Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	-
Conference Center Coordinator II	1.00	1.00	1.00	1.00	1.00	1.00	-
Lead Park Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10	-
Park Maintenance Worker II/III	0.30	0.30	0.30	0.30	0.30	0.30	-
Facility Custodian	0.20	-	0.20	0.20	0.20	0.20	-
Conference Center Workers (PT)	0.87	0.87	0.87	0.87	0.87	0.87	-
<b>Total Authorized</b>	<b>3.47</b>	<b>3.27</b>	<b>3.47</b>	<b>3.47</b>	<b>3.47</b>	<b>3.47</b>	<b>-</b>

**River Lodge & Monday Club Fund History**

**Revenues:**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Fees	\$ 123,175	\$ 24,552	\$ 169,705	\$ 149,850	\$ 162,100	\$ 184,350	\$ 34,500
General Fund Support	137,444	149,729	162,301	186,327	182,462	216,979	30,652
	<b>260,619</b>	<b>174,281</b>	<b>332,006</b>	<b>336,177</b>	<b>344,562</b>	<b>401,329</b>	<b>65,152</b>

**Expenditures:**

River Lodge	253,539	166,060	322,841	326,527	335,482	386,792	60,265
Monday Club	7,080	7,839	9,547	9,650	9,080	14,537	4,887
	<b>260,619</b>	<b>173,899</b>	<b>332,388</b>	<b>336,177</b>	<b>344,562</b>	<b>401,329</b>	<b>65,152</b>

**Net Activity**

	\$ -	\$ 382	\$ (382)	\$ -	\$ -	\$ -	\$ -
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**Supported by General Fund**  
**River Lodge & Monday Club**

**Parks and Recreation**

<u>Fund</u>	160	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	5800	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>River Lodge</u>								
	Account							
Salaries	5100	\$ 91,143	\$ 58,899	\$ 96,775	\$ 119,665	\$ 113,562	\$ 122,491	\$ 2,826
Salary Part-Time	5165	28,081	4,563	26,595	29,997	30,572	28,350	(1,647)
Overtime	5170	-	-	104	400	400	400	-
Vacation/Sick Leave Buyback	5180	2,437	4,300	1,254	2,000	2,000	2,000	-
Benefits	5200	48,076	45,908	91,916	49,375	61,058	81,411	32,036
Subtotal, Salaries and Benefits		<u>169,737</u>	<u>113,670</u>	<u>216,644</u>	<u>201,437</u>	<u>207,592</u>	<u>234,652</u>	<u>33,215</u>
Department Supplies	5500	2,302	1,435	3,653	6,000	7,000	8,000	2,000
Kitchen Supplies	5539	1,352	171	783	2,000	500	1,500	(500)
Facility Catering	5540	7,866	317	5,819	11,000	11,000	10,000	(1,000)
Catering - Other Costs	5546	1,366	11	1,110	1,200	1,000	1,000	(200)
User Group Linen	5547	7,569	352	5,501	8,000	9,000	8,500	500
Gift Shop Purchases	5550	171	30	5	750	-	500	(250)
Janitorial Supplies	5565	4,481	883	3,857	5,500	6,000	6,500	1,000
Special Events - Bridal Faire	5571	2,053	198	-	2,500	-	2,500	-
Special Events - Craft Faire	5572	1,954	-	1,685	2,100	1,600	1,800	(300)
Kitchen Chemicals	5575	781	304	98	800	500	900	100
Equipment Maintenance	5705	981	1,115	3,449	1,500	1,500	1,500	-
Equipment Lease	5706	1,110	1,263	1,657	1,200	1,600	1,500	300
Equipment Repair	5720	3,052	4,322	3,130	3,500	2,500	2,500	(1,000)
Alarm System	5730	276	603	461	300	300	400	100
Building Repair and Maintenance	5740	4,719	3,617	19,691	16,750	16,750	40,000	23,250
- Replace Blinds (Phase 1 of 2)								
Network Support (A)	5775	3,640	4,261	3,841	5,390	5,390	5,740	350
Website Host & Maintenance (A)	5780	483	120	-	1,000	500	1,000	-
Personnel Services	6035	564	1,252	5,583	1,000	3,000	2,500	1,500
Credit Card Fees	6061	1,525	979	2,050	2,000	2,800	3,000	1,000
Telephone	6200	5,198	5,484	6,389	5,500	7,500	5,500	-
Cell Phones	6205	342	180	204	300	50	200	(100)
Internet Service	6210	-	1,201	1,370	1,200	1,600	8,000	6,800
Advertising	6300	960	385	1,422	3,000	500	2,500	(500)
Water	6500	10,316	8,974	9,438	11,000	10,000	10,000	(1,000)
Utilities	6505	20,466	14,753	21,671	21,000	27,000	26,000	5,000
Property Tax	6720	180	180	-	200	200	200	-
Travel/Conferences/Training	7000	95	-	179	400	100	400	-
Subtotal, Services and Supplies		<u>83,802</u>	<u>52,390</u>	<u>103,046</u>	<u>115,090</u>	<u>117,890</u>	<u>152,140</u>	<u>37,050</u>
Capital Outlay - Incode Software	8000	-	-	3,151	10,000	10,000	-	(10,000)
Subtotal, Capital Outlay		<u>-</u>	<u>-</u>	<u>3,151</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>(10,000)</u>
<b>River Lodge Total:</b>		<b>\$ 253,539</b>	<b>\$ 166,060</b>	<b>\$ 322,841</b>	<b>\$ 326,527</b>	<b>\$ 335,482</b>	<b>\$ 386,792</b>	<b>\$ 60,265</b>



Supported by General Fund  
 River Lodge & Monday Club

**Parks and Recreation**

<u>Department</u>	5700	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Monday Club</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
Salary Part-Time	5165	\$ 1,323	\$ -	\$ 398	\$ -	\$ 72	\$ 1,620	\$ 1,620
Benefits	5200	138	-	36	-	8	167	167
Subtotal, Salaries and Benefits		1,461	-	434	-	80	1,787	1,787
Department Supplies	5500	208	13	204	400	400	300	(100)
Equipment Repair	5720	-	177	-	750	750	750	-
Building Repair and Maintenance	5740	198	2,944	3,751	2,150	2,150	5,500	3,350
Telephone	6200	254	277	273	300	300	300	-
Internet Service	6210	-	-	190	-	1,100	1,100	1,100
Advertising	6300	-	-	-	200	100	100	(100)
Water	6500	1,479	1,769	2,209	2,150	2,000	2,000	(150)
Utilities	6505	3,300	2,479	2,486	3,500	2,000	2,500	(1,000)
Property Tax	6720	180	180	-	200	200	200	-
Subtotal, Services and Supplies		5,619	7,839	9,113	9,650	9,000	12,750	3,100
Capital Outlay	8000	-	-	-	-	-	-	-
<b>Monday Club Total:</b>		<b>7,080</b>	<b>7,839</b>	<b>9,547</b>	<b>9,650</b>	<b>9,080</b>	<b>14,537</b>	<b>4,887</b>
<b>Combined Total:</b>		<b>\$ 260,619</b>	<b>\$ 173,899</b>	<b>\$ 332,388</b>	<b>\$ 336,177</b>	<b>\$ 344,562</b>	<b>\$ 401,329</b>	<b>\$ 65,152</b>



**Parks and Recreation**

**Restricted Fund**  
**Rohner Recreation District**

**Purpose**

To administer the activities of the Rohner Recreation District, coordinate with the County and LAFCO and support the District Board to provide recreation services to the District.

**Responsibilities**

Coordination of Board meetings, annual reporting to the State Controller, annual budget preparation and administration of recreation programming on behalf of the District.

**Significant Changes**

None.

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Beginning Available Fund Balance	\$ 16,551	\$ 16,436	\$ 21,987	\$ 30,899	\$ 30,899	\$ 32,299	\$ 1,400
<b>Revenues:</b>							
Property Taxes	\$ 19,327	\$ 20,776	\$ 20,731	\$ 21,000	\$ 21,000	\$ 21,000	\$ -
	19,327	20,776	20,731	21,000	21,000	21,000	-
<b>Expenditures:</b>							
Service And Supplies	19,442	15,225	11,819	21,000	19,600	21,000	-
Capital Outlay	-	-	-	-	-	-	-
	19,442	15,225	11,819	21,000	19,600	21,000	-
Net Activity	(115)	5,551	8,912	-	1,400	-	-
<b>Ending Available Fund Balance</b>	<b>\$ 16,436</b>	<b>\$ 21,987</b>	<b>\$ 30,899</b>	<b>\$ 30,899</b>	<b>\$ 32,299</b>	<b>\$ 32,299</b>	<b>\$ 1,400</b>

<b>Fund</b>	<b>110</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b>Department</b>	<b>5450</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>History of Expenditures</b>	Account							
Department Supplies	5500	\$ -	\$ 760	\$ -	\$ -	\$ -	\$ -	\$ -
Special Event Supplies	5570	105	-	-	1,000	400	1,000	-
Professional Services	6025	18,693	13,806	11,161	18,800	18,800	18,800	-
Administration Fees	6700	458	659	658	600	400	600	-
Travel/Conferences/Training	7000	186	-	-	600	-	600	-
Subtotal, Services and Supplies		19,442	15,225	11,819	21,000	19,600	21,000	-
Capital Outlay	8000	-	-	-	-	-	-	-
		-	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 19,442</b>	<b>\$ 15,225</b>	<b>\$ 11,819</b>	<b>\$ 21,000</b>	<b>\$ 19,600</b>	<b>\$ 21,000</b>	<b>\$ -</b>





# *Public Works*



**Public Works Department**

**Purpose**

The Engineering Department is responsible for the overall design and mapping of all of the City's public infrastructure systems including water, wastewater, streets and storm drains as well as the planning, project management, implementation and construction management of most of the City's annual Capital Improvement projects. The Engineering Department is also responsible for the review of development projects to ensure that the projects are expeditiously consistent with the municipal code and standard details as well as proper engineering judgment.

**Responsibilities**

- Development review
  - Building permit referrals
  - Development Project Referrals (Conditions of Approval)
    - § Construction observation
    - § Conditions of Approval fulfillment
    - § Standard Details Development
- Capital Improvement Program (CIP) development/management
  - Develop the Five Year Capital Improvement Plan annually
  - Internal project engineering design
  - Out-sourced engineering design coordination and project management
- Traffic Safety Committee
- Traffic engineering support
- Code Compliance Committee participation and support
- Benefit Assessment Areas formation and administration
- Regional transportation liaison
- Maintain improvement codes and standards
- Graphic Information Systems developers/managers
- Maintain infrastructure mapping and record drawings
- National Flood Insurance Program implementation
- FEMA flood plain management

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
Public Works Director	-	-	-	0.20	0.20	0.20	-
Deputy City Engineer	0.10	0.10	-	-	-	-	-
City Engineer	-	-	0.10	0.10	-	-	(0.10)
Public Works Project Manager	-	-	-	-	0.20	0.20	0.20
Deputy Public Works Director	0.20	0.20	0.20	-	-	-	-
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	0.10	-
<b>Total Authorized</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.50</b>	<b>0.50</b>	<b>0.10</b>



General Fund  
Engineering

Public Works Department

<u>Fund</u>	100	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	4000	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
	Account							
Salaries	5100	\$ 28,977	\$ 29,540	\$ 21,636	\$ 36,664	\$ 39,617	\$ 45,863	\$ 9,199
Vacation Buyback	5180	797	(96)	2,502	500	2,500	500	-
Benefits	5200	13,534	16,277	19,231	17,759	15,695	19,447	1,688
Subtotal Salaries and Benefits		43,308	45,721	43,369	54,923	57,812	65,810	10,887
Department Supplies	5500	1,201	910	1,309	1,450	1,450	1,450	-
Fuel & Oil	5505	671	466	426	1,500	1,000	1,500	-
Office Equipment Maintenance	5705	2,347	828	1,680	2,000	1,500	2,000	-
Software Maintenance	5710	500	500	500	2,000	500	2,000	-
Vehicle Repair	5715	-	680	206	500	150	500	-
Network Support (A)	5775	4,160	4,869	4,389	6,160	6,160	6,560	400
Website Hosting & Maintenance (A)	5780	2,374	257	257	1,000	500	1,000	-
Engineering Services	6005	174	1,023	7,985	5,000	5,000	5,000	-
Professional Services	6025	251	-	70	200	-	200	-
Personnel Services	6035	146	555	2,404	500	250	500	-
Cell Phones	6205	788	697	683	900	800	900	-
Utilities	6505	222	253	417	250	400	500	250
Travel/Conferences/Training	7000	940	90	590	2,000	1,000	2,000	-
Dues & Subscriptions	7015	3,303	2,273	2,062	4,200	2,500	4,000	(200)
Subtotal, Services and Supplies		17,077	13,401	22,978	27,660	21,210	28,110	450
Capital Outlay - Radar Signs (1/3)	8000	-	-	-	-	-	2,670	2,670
<b>Total:</b>		<b>\$ 60,385</b>	<b>\$ 59,122</b>	<b>\$ 66,347</b>	<b>\$ 82,583</b>	<b>\$ 79,022</b>	<b>\$ 96,590</b>	<b>\$ 14,007</b>



**Public Works Department**

**General Fund  
General Services**

**Purpose**

The General Services Division is responsible for the overall operation and maintenance of all of the City's public facilities including public buildings, fleet maintenance, and anything that does not fall within other divisional duties.

**Responsibilities**

- Solid Waste
  - o AB939 compliance
  - o Recycling
  - o Household hazardous waste
- Facilities Maintenance
- Weed abatement (fire hazards)
- City vehicle fleet and equipment maintenance
  - o Air quality control programs (CARB and stationary/portable generators)

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Deputy City Engineer	0.02	0.02	-	-	-	-	-
City Engineer	-	-	0.02	0.02	-	-	(0.02)
General Services Superintendent	0.10	0.10	0.10	0.10	0.10	0.10	-
Lead Street Maintenance Worker	0.30	0.30	0.30	0.30	0.30	0.30	-
Street Maintenance Worker II/III	0.88	0.88	0.88	1.09	1.09	1.09	-
Vehicle & Equipment Mechanic	0.40	0.40	0.40	0.40	0.40	0.40	-
City Carpenter III	0.15	0.15	0.15	0.15	0.15	0.15	-
Subtotal Full-Time Employees	1.85	1.85	1.85	2.06	2.04	2.04	(0.02)
Streets Maintenance Worker I (PT)	0.84	0.58	0.29	-	-	-	-
<b>Total Authorized</b>	<b>2.69</b>	<b>2.43</b>	<b>2.14</b>	<b>2.06</b>	<b>2.04</b>	<b>2.04</b>	<b>(0.02)</b>

<b><u>Fund</u></b>	<b>100</b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
<b><u>Department</u></b>	<b>4100</b>							
<b><u>History of Expenditures</u></b>	Account							
Salaries	5100	\$ 79,291	\$ 80,651	\$ 76,319	\$ 99,897	\$ 97,425	\$ 103,326	\$ 3,429
Salary Part-Time	5165	11,868	5,378	1,103	-	-	-	-
Overtime	5170	5	-	-	800	800	500	(300)
Vacation Buy back	5180	1	(545)	1,796	1,500	1,500	1,500	-
Labor Distribution	5195	(4,075)	(4,075)	(4,075)	-	-	-	-
Benefits	5200	53,019	65,552	88,091	60,573	58,457	59,629	(944)
Subtotal Salaries and Benefits		140,109	146,961	163,234	162,770	158,182	164,955	2,185
Department Supplies	5500	11,777	11,624	14,640	20,000	15,000	20,000	-
Vehicle Fuel & Oil	5505	17,902	20,041	23,676	20,000	35,000	30,000	10,000
Supplies - High Rock Crew	5600	2,046	57	-	-	-	-	-
Vehicle Repairs	5715	6,803	5,809	9,729	8,000	12,000	12,000	4,000
Equipment Maintenance	5720	10,992	2,285	5,659	4,000	4,000	4,000	-
Building Repair & Maintenance	5740	333	229	616	500	500	500	-
Tree Trimming & Removal	5755	508	485	-	3,000	3,000	3,000	-
Website Hosting & Maintenance	5780	2,374	257	257	-	-	-	-
Tools & Small Equipment	5900	1,317	1,680	1,361	2,000	3,200	2,500	500
Professional Services	6025	-	90	393	1,000	1,500	1,500	500
Personnel Services	6035	546	812	1,665	1,500	500	1,500	-
Cell Phones	6205	1,074	1,294	1,403	1,200	1,400	1,500	300
Travel/Conferences/Training	7000	2,837	1,552	1,650	2,000	1,500	1,500	(500)
Dues & Subscriptions	7015	1,281	922	919	1,200	1,200	1,200	-
Subtotal Services and Supplies		59,790	47,137	61,968	64,400	78,800	79,200	14,800
Capital Outlay	8000	4,600	-	-	-	-	-	-
Subtotal Capital Outlay		4,600	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 204,499</b>	<b>\$ 194,098</b>	<b>\$ 225,202</b>	<b>\$ 227,170</b>	<b>\$ 236,982</b>	<b>\$ 244,155</b>	<b>\$ 16,985</b>



**Public Works Department**

**Restricted Funds  
Storm Drain Maintenance**

**Purpose**

The Streets Division of Public Works is responsible for the management and maintenance of the City's public infrastructure systems related to Stormwater, storm drains and streets including related Capital Improvement Projects.

**Responsibilities**

- Storm Drains
  - o Storm drain collection system
  - o Other storm drainage facilities (streams, creeks, detention basins)
  - o NPDES MS4 Permit
  - o Storm Water Management Plan

**Significant Changes**

None.

**Personnel Allocation**

**Department 4300**

	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
General Services Superintendent	0.06	0.06	0.06	0.06	0.06	0.06	-
Finance Director	0.03	0.03	0.03	0.03	0.03	-	(0.03)
Street Maintenance Worker II/III	0.14	0.14	0.14	0.18	0.18	0.18	-
City Carpenter III	0.08	0.08	0.08	0.08	0.08	0.08	-
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	0.10	-
<b>Total Authorized</b>	<b>0.41</b>	<b>0.41</b>	<b>0.41</b>	<b>0.45</b>	<b>0.45</b>	<b>0.42</b>	<b>(0.03)</b>

**Fund History**

**Fund 200**

	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Beginning Available Fund Balance	\$ 51,588	\$ 73,409	\$ 12,330	\$ 38,722	\$ 38,722	\$ 11,398	\$ (27,324)
<b>Revenues:</b>							
Storm Drain Maintenance	80,841	9,736	95,110	46,000	46,000	46,000	-
Transfer from Other Fund	121,000	-	-	-	-	-	-
	201,841	9,736	95,110	46,000	46,000	46,000	-
<b>Operating Expenditures:</b>							
Salaries and Benefits	41,262	39,616	43,551	41,925	41,724	40,771	(1,154)
Service and Supplies	17,720	31,199	25,167	41,700	31,600	40,600	(1,100)
Capital Outlay	121,038	-	-	-	-	-	-
	180,020	70,815	68,718	83,625	73,324	81,371	(2,254)
Net Annual Activity	21,821	(61,079)	26,392	(37,625)	(27,324)	(35,371)	2,254
<b>Ending Available Fund Balance</b>	<b>\$ 73,409</b>	<b>\$ 12,330</b>	<b>\$ 38,722</b>	<b>\$ 1,097</b>	<b>\$ 11,398</b>	<b>\$ (23,973)</b>	<b>\$ (25,070)</b>



**Public Works Department**

**Restricted Funds  
 Storm Drain Maintenance**

<u>Fund</u>	200	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	4300	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Storm Drain Maintenance</u></b>								
Salaries	5100	\$ 21,721	\$ 20,146	\$ 22,885	\$ 27,401	\$ 27,207	\$ 25,146	\$ (2,255)
Salary Part-Time	5165	5,780	4,030	375	-	-	-	-
Overtime	5170	1	-	-	-	-	-	-
Vacation/Sick Leave Buyback	5180	276	632	190	400	400	400	-
Labor Distribution	5195	(200)	(200)	(200)	-	-	-	-
Benefits	5200	13,684	15,008	20,301	14,124	14,117	15,225	1,101
Subtotal, Salaries and Benefits		41,262	39,616	43,551	41,925	41,724	40,771	(1,154)
Department Supplies	5500	1,096	3,867	2,412	7,500	2,000	5,000	(2,500)
Supplies - High Rock Crew	5600	1,988	1,045	-	-	-	-	-
Personnel Services	6035	-	29	87	200	100	100	(100)
Travel/Conferences/Training	7000	-	-	-	500	-	500	-
Subtotal, Services and Supplies		3,084	4,941	2,499	8,200	2,100	5,600	(2,600)
Capital Outlay								
Street Sweeper	8000	121,038	-	-	-	-	-	-
Subtotal, Capital Outlay		121,038	-	-	-	-	-	-
Subtotal:		<b>\$ 165,384</b>	<b>\$ 44,557</b>	<b>\$ 46,050</b>	<b>\$ 50,125</b>	<b>\$ 43,824</b>	<b>\$ 46,371</b>	<b>\$ (3,754)</b>
<u>Fund</u>	200							
<u>Department</u>	4310							
<b><u>Stormwater Management</u></b>								
Salary Part-Time	5165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	5200	-	-	-	-	-	-	-
Subtotal, Salaries and Benefits		-	-	-	-	-	-	-
Professional Services	6025	4,901	15,700	9,122	18,200	16,200	20,000	1,800
NPDS Permit	6612	8,539	8,992	10,602	12,000	11,000	12,000	-
SWMP Implementation	6618	1,196	1,566	2,944	3,000	2,000	3,000	-
Dues & Subscriptions	7015	-	-	-	300	300	-	(300)
Subtotal, Services and Supplies		14,636	26,258	22,668	33,500	29,500	35,000	1,500
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal:		14,636	26,258	22,668	33,500	29,500	35,000	1,500
<b>Total Fund:</b>		<b>\$ 180,020</b>	<b>\$ 70,815</b>	<b>\$ 68,718</b>	<b>\$ 83,625</b>	<b>\$ 73,324</b>	<b>\$ 81,371</b>	<b>\$ (2,254)</b>



Restricted Funds  
Street Maintenance

Public Works Department

**Purpose**

The Streets Division of Public Works is responsible for the management and maintenance of the City's public infrastructure systems related to Stormwater, storm drains and streets including related Capital Improvement Projects.

**Responsibilities**

- Streets
  - o Signs
  - o Traffic control signals
  - o Roadway striping and markings
  - o Street sweeping
  - o Street lights
  - o Roadway and roadside maintenance

**Significant Changes**

None.

**Personnel Allocation**

<b><u>Department 4200</u></b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
General Services Superintendent	0.40	0.40	0.40	0.40	0.40	0.40	-
Finance Director	0.04	0.04	0.04	0.04	0.04	0.05	0.01
Lead Street Maintenance Worker	0.50	0.50	0.50	0.50	0.50	0.50	-
Street Maintenance Worker II/III	1.68	1.68	1.68	2.08	2.08	2.08	-
Vehicle & Equipment Mechanic	0.20	0.20	0.20	0.20	0.20	0.20	-
City Carpenter III	0.22	0.22	0.22	0.22	0.22	0.22	-
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	0.10	-
Subtotal Full-Time Employees	3.14	3.14	3.14	3.54	3.54	3.55	0.01
Street Maintenance Worker I (PT)	1.26	0.44	0.44	-	-	-	-
<b>Total Authorized</b>	<b>4.40</b>	<b>3.58</b>	<b>3.58</b>	<b>3.54</b>	<b>3.54</b>	<b>3.55</b>	<b>0.01</b>

**Fund History**

<b><u>Fund 280</u></b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2022-23 Estimate</b>	<b>2023-24 Proposed</b>	<b>Change vs. PY Budget</b>
Beginning Available Fund Balance	\$ 35,694	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenues:</b>							
HUTA Revenues	286,095	276,193	294,767	358,813	358,813	365,342	6,529
Other	(1,802)	128	2,277	-	-	-	-
General Fund Support	96,090	118,137	132,638	66,520	71,177	96,360	29,840
	380,383	394,458	429,682	425,333	429,990	461,702	36,369
<b>Operating Expenditures:</b>							
Salaries and Benefits	247,041	256,865	301,767	291,950	288,207	308,292	16,342
Service and Supplies	135,484	121,374	111,696	117,164	125,564	134,521	17,357
Capital Outlay	17,333	-	-	-	-	2,670	2,670
PGE Loan Program	16,219	16,219	16,219	16,219	16,219	16,219	-
	416,077	394,458	429,682	425,333	429,990	461,702	36,369
Net Annual Activity	(35,694)	-	-	-	-	-	-
<b>Ending Available Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Fortuna**  
**FY 2023-24 Budget**

**Restricted Funds**  
**Street Maintenance**

**Public Works Department**

<u>Fund</u>	280	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	4200	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>Operation and Maintenance</u>								
	Account							
Salaries	5100	\$ 137,903	\$ 139,901	\$ 142,997	\$ 179,207	\$ 179,439	\$ 192,365	\$ 13,158
Salary Part-Time	5165	19,111	8,987	1,800	-	-	-	-
Overtime	5170	796	-	354	1,500	1,500	1,500	-
Vacation/Sick Leave Buyback	5180	1,493	1,688	3,126	2,500	3,000	2,500	-
Benefits	5200	87,738	106,289	153,490	108,743	104,268	111,927	3,184
Subtotal, Salaries and Benefits		247,041	256,865	301,767	291,950	288,207	308,292	16,342
Department Supplies	5500	8,038	7,981	10,437	8,000	8,000	10,500	2,500
Vehicle Fuel & Oil	5505	2,932	2,656	4,252	5,000	6,000	5,000	-
Base Materials	5520	-	-	-	700	700	700	-
Asphalt	5525	1,636	9,890	1,616	5,000	6,200	6,000	1,000
Crack Seal Material	5526	1,641	1,000	1,516	2,000	2,000	2,000	-
Supplies - High Rock Crew	5600	-	872	-	-	-	-	-
Software Maintenance (A)	5710	-	1,559	1,398	1,700	1,700	2,100	400
Vehicle Repairs	5715	2,424	98	487	5,000	5,000	5,000	-
Equipment Repairs	5720	9,618	7,283	11,881	12,000	12,000	12,000	-
Retroreflective Sign Compliance	5722	2,614	3,788	5,032	4,000	2,500	2,500	(1,500)
Traffic Signal Maintenance	5725	7,402	5,813	7,135	9,500	9,500	10,000	500
Street Light Maintenance	5726	5,023	757	495	2,000	3,000	9,800	7,800
Vandalism Repair	5745	19	215	623	800	-	800	-
Tree Trimming & Removal	5755	846	-	494	5,000	5,000	5,000	-
Street Striping	5765	33,605	20,177	-	-	-	-	-
Tools & Small Equipment	5900	821	730	1,186	1,200	1,200	1,500	300
Professional Services	6025	11,569	8,645	8,613	2,000	2,000	2,000	-
Personnel Services	6035	1,059	1,064	4,410	1,500	1,000	1,000	(500)
Property and Liability Insurance (A)	6350	15,789	16,961	17,095	20,564	20,564	23,421	2,857
Utilities - Electric	6505	30,386	31,845	34,386	30,000	38,000	34,000	4,000
Travel/Conferences/Training	7000	62	40	640	1,200	1,200	1,200	-
Subtotal, Services and Supplies		135,484	121,374	111,696	117,164	125,564	134,521	17,357
Capital Outlay	8000	17,333	-	-	-	-	-	-
Capital Outlay - Radar Signs (1/3)							2,670	
Subtotal Capital Outlay		17,333	-	-	-	-	2,670	-
<b>Total Fund:</b>		<b>\$ 399,858</b>	<b>\$ 378,239</b>	<b>\$ 413,463</b>	<b>\$ 409,114</b>	<b>\$ 413,771</b>	<b>\$ 445,483</b>	<b>\$ 33,699</b>

<u>Fund</u>	260	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	4150	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>TDA Street Repairs</u>								
Grinding/Inlay	8000	\$ 1,955	\$ 50,024	\$ 55,276	\$ 55,000	\$ 55,000	\$ 55,000	\$ -
Street Striping	8000	-	-	-	20,000	20,000	22,000	2,000
ADA Parking Compliance	8000	-	-	-	15,000	15,000	15,000	-
Alley Maintenance	8000	8,000	8,000	8,000	8,000	8,000	8,000	-
<b>Total Fund:</b>		<b>\$ 9,955</b>	<b>\$ 58,024</b>	<b>\$ 63,276</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 100,000</b>	<b>\$ 2,000</b>





**Restricted Funds  
Solid Waste & Recycling**

**Public Works Department**

**Purpose**

The Solid Waste Division of Public Works is responsible for the development, implement and monitoring the effective recycling programs and events designed to reduce solid waste.

**Responsibilities**

- Fortuna Source Reduction and Recycling Element (FSRRE)
- Solid waste franchise agreements
- Monitor Eel River Transfer Station Use Permit compliance
- Apply for, manage and report on Solid Waste Recycling Programs
  - o Solid waste reduction
  - o Used oil recycling
  - o Used tires recycling
  - o Beverage container recycling

**Significant Changes**

None.

**Personnel Allocation**

General Services Superintendent  
Total Authorized

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
General Services Superintendent	0.12	0.12	0.12	0.12	0.12	0.12	-
<b>Total Authorized</b>	<b>0.12</b>	<b>0.12</b>	<b>0.12</b>	<b>0.12</b>	<b>0.12</b>	<b>0.12</b>	<b>-</b>

**Fund History**

**Consolidated Fund 210**

Beginning Available Fund Balance

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
Beginning Available Fund Balance	\$ 160,397	\$ 63,414	\$ 72,870	\$ 69,006	\$ 69,006	\$ 96,511	\$ 27,505

**Revenues:**

Solid Waste Management Fees  
Other  
General Fund Support

Solid Waste Management Fees	20,385	27,004	24,751	25,000	25,000	25,000	-
Other	(2,746)	297	(727)	-	-	-	-
General Fund Support	-	-	-	45,000	45,000	-	(45,000)
	<u>17,639</u>	<u>27,301</u>	<u>24,024</u>	<u>70,000</u>	<u>70,000</u>	<u>25,000</u>	<u>(45,000)</u>

**Operating Expenditures:**

Salaries and Benefits  
Service and Supplies  
Capital Outlay

Salaries and Benefits	14,395	15,776	18,644	17,092	17,995	18,813	1,721
Service and Supplies	2,057	2,069	9,244	4,700	4,500	16,000	11,300
Capital Outlay	98,170	-	-	45,000	20,000	35,000	(10,000)
	<u>114,622</u>	<u>17,845</u>	<u>27,888</u>	<u>66,792</u>	<u>42,495</u>	<u>69,813</u>	<u>3,021</u>

Net Annual Activity

Net Annual Activity	(96,983)	9,456	(3,864)	3,208	27,505	(44,813)	(48,021)
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Ending Available Fund Balance

Ending Available Fund Balance	<b>\$ 63,414</b>	<b>\$ 72,870</b>	<b>\$ 69,006</b>	<b>\$ 72,214</b>	<b>\$ 96,511</b>	<b>\$ 51,698</b>	<b>\$ (20,516)</b>
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**City of Fortuna**  
**FY 2023-24 Budget**

**Restricted Funds**  
**Solid Waste & Recycling**

**Public Works Department**

<u>Fund</u>	210	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	5300	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>Recycling Division</u>								
Salaries	5100	\$ 8,605	\$ 8,979	\$ 9,824	\$ 10,277	\$ 10,972	\$ 11,320	\$ 1,043
Salary Part-Time	5165	-	-	-	-	-	-	-
Vacation Buy back	5180	321	339	208	300	300	300	-
Benefits	5200	5,469	6,458	8,612	6,515	6,723	7,193	678
Subtotal, Salaries and Benefits		14,395	15,776	18,644	17,092	17,995	18,813	1,721
Department Supplies	5500	47	-	394	500	500	12,000	11,500
Vehicle Repairs	5715	31	-	-	-	-	-	-
Household Hazardous Waste	5735	1,934	1,976	2,892	3,000	3,000	3,000	-
Illegal Dumping Recycling	5752	45	93	388	1,000	1,000	1,000	-
Professional Services	6025	-	-	5,570	-	-	-	-
Dues & Subscriptions	7015	-	-	-	200	-	-	(200)
Subtotal, Services and Supplies		2,057	2,069	9,244	4,700	4,500	16,000	11,300
Special Projects	8000	-	-	-	45,000	20,000	35,000	(10,000)
Street Sweeper		98,170	-	-	-	-	-	-
Subtotal, Capital Outlay		98,170	-	-	45,000	20,000	35,000	(10,000)
<b>Total Fund:</b>		<b>\$ 114,622</b>	<b>\$ 17,845</b>	<b>\$ 27,888</b>	<b>\$ 66,792</b>	<b>\$ 42,495</b>	<b>\$ 69,813</b>	<b>\$ 3,021</b>



**Public Works Department**

**Purpose**

The Public Works Department is responsible for the overall operation and maintenance of all of the City's public infrastructure systems including water, wastewater, streets and storm drains as well as the planning, project management, implementation and construction of most of the City's annual Capital Improvement Projects.

**Responsibilities**

- Waste production and treatment
  - o Operation and maintenance of four water wells producing over 500 million gallons per year
  - o Water treatment
  - o Permitting and reporting
- Water storage and distribution
  - o Operation and maintenance of five water storage facilities
  - o Maintenance of forty-two (42) miles of water distribution pipeline
  - o Operation and maintenance of eight (8) pump stations
  - o Maintenance of city-wide water service connections
  - o Maintenance of water meters and meter reading
  - o Water meter testing and replacement
  - o Permitting and reporting

**Significant Changes**

None.

**Fund History**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b><u>Operating Budget (Fund 500)</u></b>							
<b><u>Revenues:</u></b>							
Water Service Charges	2,301,730	2,357,225	2,344,974	2,300,000	2,340,000	2,340,000	40,000
Other Charges	56,384	60,158	55,056	60,000	336,500	58,000	(2,000)
Interest Revenue	77,842	7,000	(32,713)	16,000	25,000	20,000	4,000
	<u>2,435,956</u>	<u>2,424,383</u>	<u>2,367,317</u>	<u>2,376,000</u>	<u>2,701,500</u>	<u>2,418,000</u>	<u>42,000</u>
<b><u>Operating Expenses:</u></b>							
Salaries and Benefits	1,122,149	1,111,506	916,632	1,178,864	1,109,827	1,198,035	19,171
Service and Supplies	605,094	694,078	629,478	793,024	804,434	840,355	47,331
Capital Outlay	147,222	32,490	526,834	114,050	25,000	162,500	48,450
	<u>1,874,465</u>	<u>1,838,074</u>	<u>2,072,944</u>	<u>2,085,938</u>	<u>1,939,261</u>	<u>2,200,890</u>	<u>114,952</u>
<b><u>Debt Service:</u></b>							
	399,350	397,375	399,075	400,925	400,925	395,900	(5,025)
	<u>2,273,815</u>	<u>2,235,449</u>	<u>2,472,019</u>	<u>2,486,863</u>	<u>2,340,186</u>	<u>2,596,790</u>	<u>109,927</u>
Operating Surplus (Deficit)	<u>162,141</u>	<u>188,934</u>	<u>(104,702)</u>	<u>(110,863)</u>	<u>361,314</u>	<u>(178,790)</u>	<u>(67,927)</u>
<b><u>Capital Budget (Fund 510)</u></b>							
<b><u>Revenues:</u></b>							
Capital Fees, Interest, Transfers	205,466	101,907	3,648	105,000	176,500	115,000	10,000
<b><u>Operating Expenses:</u></b>							
Capital Improvement Projects	46,985	228,386	367,117	1,146,500	555,000	1,635,000	488,500
Capital Surplus (Deficit)	<u>158,481</u>	<u>(126,479)</u>	<u>(363,469)</u>	<u>(1,041,500)</u>	<u>(378,500)</u>	<u>(1,520,000)</u>	<u>(478,500)</u>



Restricted Funds  
Water Fund

Public Works Department

Personnel Allocation

Depts. 6000, 6100, 6200, 6300

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
<b><u>City Administration</u></b>							
City Manager	0.29	0.29	0.29	0.29	0.29	0.29	-
City Clerk/Human Resources	0.20	0.20	0.20	0.20	0.20	0.20	-
Senior Admin Asst / Deputy City Clerk	0.20	0.20	0.20	0.20	0.20	0.20	-
Finance Director	0.25	0.25	0.25	0.25	0.25	0.26	0.01
Deputy Community Development Director	0.05	0.05	0.05	0.05	0.05	0.05	-
Payroll & Benefits Administrator	0.35	0.35	0.35	0.35	0.35	0.35	-
Finance Office Supervisor	-	-	-	0.45	0.45	0.45	-
Senior Account Clerk	0.45	0.45	0.45	-	-	-	-
Accounting Technician	-	-	-	0.40	0.40	0.40	-
Account Clerk II/III	0.80	0.80	0.80	0.40	0.40	0.40	-
<b><u>Administration and Engineering</u></b>							
Public Works Director	-	-	-	0.45	0.45	0.45	-
Deputy City Engineer	0.40	0.40	-	-	-	-	-
City Engineer	-	-	0.40	0.40	-	-	(0.40)
Public Works Project Manager	-	-	-	-	0.38	0.38	0.38
Deputy Public Works Director	0.45	0.45	0.45	-	-	-	-
Senior Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	-
Assistant City Engineer II	0.25	0.25	0.25	0.25	0.25	0.25	-
<b><u>General Services and Parks and Rec</u></b>							
General Services Superintendent	0.16	0.16	0.16	0.16	0.16	0.16	-
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10	-
Street Maintenance Worker II/III	0.55	0.55	0.55	0.69	0.69	0.69	-
Vehicle & Equipment Mechanic	0.30	0.30	0.30	0.30	0.30	0.30	-
City Carpenter III	0.15	0.15	0.15	0.15	0.15	0.15	-
Lead Park Maintenance Worker	0.02	0.02	0.02	0.02	0.02	0.02	-
Park Maintenance Worker II/III	0.08	0.08	0.08	0.08	0.08	0.08	-
Facility Custodian	0.05	-	0.05	0.05	0.05	0.05	-
<b><u>Utilities - Water</u></b>							
Utilities Superintendent	0.50	0.50	0.50	-	-	-	-
Utility Shift Supervisor	-	-	-	0.70	0.70	0.70	-
Lead Utility Worker	0.70	0.70	0.70	-	-	-	-
Utility Worker II/III	3.25	2.60	2.60	3.25	3.25	3.25	-
<b><u>Utilities - Wastewater</u></b>							
Chief Treatment Plant Operator	0.40	0.40	0.40	0.40	0.40	0.40	-
Treatment Plant Op III/Shift Supervisor	0.40	0.20	0.20	0.40	0.40	0.40	-
Laboratory Director	0.25	0.25	0.25	0.25	0.25	0.25	-
Treatment Plant Mechanic	0.40	0.40	0.40	-	-	-	-
Treatment Plant Operator II	0.60	0.60	0.60	0.60	0.60	0.60	-
Treatment Plant Operator I/OIT	0.40	0.40	0.40	0.40	0.40	0.40	-
	<b>12.50</b>	<b>11.60</b>	<b>11.65</b>	<b>11.74</b>	<b>11.72</b>	<b>11.73</b>	<b>(0.01)</b>
<b><u>Part Time:</u></b>							
City Clerk Administrative Assistant	0.15	-	0.15	0.15	0.15	0.15	-
	<b>0.15</b>	<b>-</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>-</b>
<b>Total Authorized Personnel</b>	<b>12.65</b>	<b>11.60</b>	<b>11.80</b>	<b>11.89</b>	<b>11.87</b>	<b>11.88</b>	<b>(0.01)</b>



Restricted Funds  
Water Fund

Public Works Department

<u>Fund</u>	500	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6300	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>Administration</u>								
Salaries	5100	\$ 268,405	\$ 280,485	\$ 253,149	\$ 301,436	\$ 303,466	\$ 328,331	\$ 26,895
Salary Part-Time	5165	3,100	1,187	2,780	5,719	4,558	5,839	120
Overtime	5170	1,044	-	-	800	800	500	(300)
Vacation Buyback	5180	3,256	6,805	(1,261)	6,000	5,000	5,000	(1,000)
Benefits	5200	120,355	143,709	197,858	138,180	129,730	143,919	5,739
Subtotal, Salaries and Benefits		396,160	432,186	452,526	452,135	443,554	483,589	31,454
Department Supplies	5500	13,502	8,614	7,739	10,000	10,000	10,000	-
Office Equipment Maintenance	5705	2,649	3,057	3,163	3,000	3,000	8,500	5,500
Software Maintenance (A)	5710	4,611	7,794	7,153	6,800	7,100	8,400	1,600
Building Repairs & Maintenance	5740	-	1,004	656	2,000	1,000	2,000	-
Network Support (A)	5775	3,830	8,611	8,191	5,390	7,000	5,740	350
Website Hosting & Maintenance (A)	5780	2,374	257	257	1,000	500	1,000	-
Audit Fees (A)	6000	5,057	6,543	6,000	7,200	7,200	7,600	400
Engineering Services	6005	-	2,100	3,302	1,000	1,000	1,000	-
Professional Services	6025	4,247	4,120	1,490	4,000	2,000	4,000	-
Personnel Services	6035	197	231	1,310	500	500	500	-
Bank Fees	6060	4,593	7,376	8,227	8,000	9,000	8,000	-
Credit Card Transaction Charge	6061	19,996	25,968	22,567	24,000	20,000	24,000	-
Telephone	6200	1,396	1,401	1,387	1,400	1,400	1,400	-
Cell Phones	6205	1,662	1,753	1,757	2,000	2,000	2,000	-
Internet Service	6210	5,105	698	700	1,000	1,000	5,000	4,000
Property and Liability Insurance (A)	6350	63,155	64,918	66,342	83,034	83,034	91,015	7,981
Utilities	6505	4,800	5,345	5,881	5,000	6,500	5,000	-
Travel/Conferences/Training	7000	296	-	1,232	4,000	2,000	4,000	-
Bad Debts	7800	4,956	5,074	4,746	10,000	5,000	10,000	-
Subtotal, Services and Supplies		142,426	154,864	152,100	179,324	169,234	199,155	19,831
Capital Outlay								
Capital Outlay	8000	20,565	-	-	-	-	-	-
Subtotal, Capital Outlay		20,565	-	-	-	-	-	-
<b>Total:</b>		<b>\$ 559,151</b>	<b>\$ 587,050</b>	<b>\$ 604,626</b>	<b>\$ 631,459</b>	<b>\$ 612,788</b>	<b>\$ 682,744</b>	<b>\$ 51,285</b>



Restricted Funds  
Water Fund

Public Works Department

<u>Fund</u>	<u>500</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Change vs.</u>
<u>Department</u>	<u>6000</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Pumping, Treatment &amp; Storage Division</u></b>								
Salaries	5100	\$ 138,693	\$ 132,605	\$ 111,556	\$ 150,097	\$ 131,611	\$ 141,528	\$ (8,569)
Salary Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	150	188	97	300	300	300	-
Vacation Buyback	5180	774	520	4,160	1,500	1,500	1,500	-
Benefits	5200	196,394	140,670	(128,570)	94,942	88,614	95,159	217
Subtotal, Salaries and Benefits		<u>336,011</u>	<u>273,983</u>	<u>(12,757)</u>	<u>246,839</u>	<u>222,025</u>	<u>238,487</u>	<u>(8,352)</u>
Department Supplies	5500	3,518	3,551	8,307	10,000	12,000	10,000	-
Vehicle Fuel & Oil	5505	1,049	416	501	2,500	1,500	2,000	(500)
Chemical Supplies	5555	4,396	2,090	4,003	4,500	7,000	8,000	3,500
Lab Supplies	5557	4,254	4,196	5,763	7,000	7,000	7,000	-
Supplies - High Rock Crew	5600	709	-	-	-	-	-	-
Vehicle Repairs	5715	384	4	792	1,000	1,000	1,000	-
Info Tech (Telemetry)	5719	4,565	1,153	4,975	5,500	2,000	5,000	(500)
Equipment Repairs	5720	4,376	13,864	16,341	17,000	15,000	15,000	(2,000)
Alarm System Maintenance	5730	931	774	822	1,500	1,500	1,500	-
Building Repair & Maintenance	5740	44	16,678	6,028	10,000	8,000	8,000	(2,000)
Tools & Small Equipment	5900	2,292	1,314	1,240	1,500	1,500	1,500	-
Engineering Services	6005	691	-	-	5,000	5,000	5,000	-
Professional Services	6025	4,050	5,305	12,606	12,000	16,000	12,000	-
Personnel Services	6035	103	219	369	1,000	1,000	1,000	-
Laboratory Services	6045	2,804	5,205	1,739	6,000	4,000	6,000	-
Utilities	6505	236,465	238,101	213,015	220,000	250,000	250,000	30,000
Lab Permit Fees	6605	1,333	1,333	1,834	3,000	3,000	3,000	-
Regulatory Permits	6612	11,063	10,648	13,932	14,000	16,000	15,000	1,000
Compliance Fees	6631	-	387	554	-	-	-	-
Regulatory Compliance	6633	1,886	7,752	4,434	5,000	4,000	4,000	(1,000)
Travel/Conferences/Training	7000	623	1,387	1,714	2,500	1,000	2,500	-
Certification Fees	7012	941	570	310	1,000	1,000	1,000	-
Dues & Subscriptions	7015	1,403	1,306	1,349	1,500	1,000	1,500	-
Annual Water Report	7820	2,859	2,497	-	2,500	-	-	(2,500)
Subtotal, Services and Supplies		<u>290,739</u>	<u>318,750</u>	<u>300,628</u>	<u>334,000</u>	<u>358,500</u>	<u>360,000</u>	<u>26,000</u>
Capital Outlay	8000	55,255	7,906	29,431	-	-	-	-
CCF West Tower Repair		-	-	-	12,000	12,000	-	(12,000)
Replace Service truck (1/2)		-	-	-	22,500	-	40,000	17,500
Replace Hillside Cathodic Protection		-	-	-	13,000	13,000	-	(13,000)
Softstarter for CCF Booster Pump		-	-	-	-	-	15,000	15,000
Tiger Boom Mower (1/3)		-	-	-	-	-	37,500	37,500
Campton Heights Cathodic Protection		-	-	-	-	-	30,000	30,000
Subtotal, Capital Outlay		<u>55,255</u>	<u>7,906</u>	<u>29,431</u>	<u>47,500</u>	<u>25,000</u>	<u>122,500</u>	<u>75,000</u>
<b>Total:</b>		<b>\$ 682,005</b>	<b>\$ 600,639</b>	<b>\$ 317,302</b>	<b>\$ 628,339</b>	<b>\$ 605,525</b>	<b>\$ 720,987</b>	<b>\$ 92,648</b>



Restricted Funds  
Water Fund

Public Works Department

<u>Fund</u>	500	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6100	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Transmission &amp; Distribution Division</u></b>								
Salaries	5100	\$ 210,133	\$ 204,643	\$ 187,787	\$ 239,491	\$ 217,702	\$ 238,542	\$ (949)
Salary Part-Time	5165	-	56	-	-	-	-	-
Overtime	5170	2,501	771	446	2,000	2,000	1,500	(500)
Vacation Buyback	5180	2,770	2,554	8,182	3,500	3,500	3,500	-
Benefits	5200	115,272	136,019	202,017	160,684	149,936	156,440	(4,244)
Subtotal, Salaries and Benefits		<u>330,676</u>	<u>344,043</u>	<u>398,432</u>	<u>405,675</u>	<u>373,138</u>	<u>399,982</u>	<u>(5,693)</u>
Department Supplies	5500	8,033	40,079	18,964	60,000	60,000	60,000	-
Vehicle Fuel & Oil	5505	20,705	18,072	29,323	30,000	40,000	40,000	10,000
Base Materials	5520	7,795	3,542	1,790	10,000	5,000	10,000	-
Asphalt	5525	7,225	3,896	4,802	8,000	10,000	8,000	-
Supplies - High Rock Crew	5600	432	-	-	-	-	-	-
Vehicle Repairs	5715	12,398	10,580	10,209	10,000	10,000	10,000	-
Info Tech (Telemetry)	5719	-	796	-	1,000	800	1,000	-
Equipment Repairs	5720	7,731	10,835	10,675	10,000	15,000	10,000	-
Bldg. Maintenance and Repair	5740	166	527	560	2,000	1,000	2,000	-
Water Meters	5760	61,160	77,952	66,446	75,000	75,000	75,000	-
Tools & Small Equipment	5900	7,846	2,650	1,197	5,000	5,000	5,000	-
Engineering Services	6005	-	-	-	1,500	-	1,500	-
General Contracting	6015	9,884	25,000	12,020	25,000	25,000	25,000	-
Professional Services	6025	2,854	3,405	1,011	7,500	5,000	7,500	-
Personnel Service	6035	466	1,253	2,683	1,500	1,500	1,500	-
Telephone	6200	1,451	1,515	1,558	1,500	1,500	1,500	-
Claims Settlement	6360	3,149	-	-	10,000	-	-	(10,000)
Utilities - G&E	6505	2,000	-	-	500	-	-	(500)
Travel/Conferences/Training	7000	5,871	6,365	2,433	5,000	4,000	5,000	-
Certifications	7012	205	150	385	1,000	1,000	1,000	-
Dues & Subscriptions	7015	360	343	144	500	200	500	-
Subtotal, Services and Supplies		<u>159,731</u>	<u>206,960</u>	<u>164,200</u>	<u>265,000</u>	<u>260,000</u>	<u>264,500</u>	<u>(500)</u>
Capital Outlay	8000	71,402	24,584	497,403	-	-	-	-
Replace Service Truck (1/2)		-	-	-	22,500	-	40,000	17,500
Water System Valve Replacements		-	-	-	40,000	-	-	(40,000)
Hammer Attachment for Mini (1/2)		-	-	-	4,050	-	-	(4,050)
Subtotal, Capital Outlay		<u>71,402</u>	<u>24,584</u>	<u>497,403</u>	<u>66,550</u>	<u>-</u>	<u>40,000</u>	<u>(26,550)</u>
<b>Total:</b>		<b>\$ 561,809</b>	<b>\$ 575,587</b>	<b>\$ 1,060,035</b>	<b>\$ 737,225</b>	<b>\$ 633,138</b>	<b>\$ 704,482</b>	<b>\$ (32,743)</b>
<b><u>Fund</u></b>	<b>500</b>							
<b><u>Department</u></b>	<b>6200</b>							
<b><u>Customer Account Expense</u></b>								
Salaries	5100	\$ 35,725	\$ 34,311	\$ 37,643	\$ 43,055	\$ 40,547	\$ 44,213	\$ 1,158
Overtime	5170	290	-	-	200	200	-	(200)
Vacation Buyback	5180	495	940	1,164	500	500	500	-
Benefits	5200	22,792	26,043	39,624	30,460	29,863	31,264	804
Subtotal, Salaries and Benefits		<u>59,302</u>	<u>61,294</u>	<u>78,431</u>	<u>74,215</u>	<u>71,110</u>	<u>75,977</u>	<u>1,762</u>
Department Supplies	5500	12,096	13,504	12,522	14,000	16,000	16,000	2,000
Personnel Services	6035	-	-	28	500	500	500	-
Advertising	6300	102	-	-	200	200	200	-
<b>Total:</b>		<b>\$ 71,500</b>	<b>\$ 74,798</b>	<b>\$ 90,981</b>	<b>\$ 88,915</b>	<b>\$ 87,810</b>	<b>\$ 92,677</b>	<b>\$ 3,762</b>



**Restricted Funds  
Wastewater Fund**

**Public Works Department**

**Purpose**

The Wastewater Division of the Public Works Department is responsible for the overall operation and maintenance of all of the City's public wastewater system including collections as well as the pumping and treatment of wastewater, the planning, project management, implementation and construction of wastewater related annual Capital Improvement Projects.

**Responsibilities**

- Wastewater Collection
  - o Maintenance of approximately five thousand (5000) sewer service connections
  - o Maintenance of forty-two (42) miles of collection system pipeline
  - o Operation and maintenance of nine (9) sewage lift stations
- Wastewater Treatment
  - o Wastewater treatment facility (permitted for 1.5 million gallons per day)
  - o Pretreatment Program
  - o Sanitary Sewer Management Plan (SSMP)
    - § FOG Program (Fats, Oils and Grease)
    - § Inflow and Infiltration (I&I) reduction
  - o Process Safety Management Plan (PSMP)

**Significant Changes**

None.

**Fund History**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Operating Budget (Fund 550)</b>							
<u>Revenues:</u>							
Service Charges	3,383,419	3,467,289	3,525,847	3,450,000	3,450,000	3,450,000	-
Other Revenue	16,871	15,569	67,137	31,000	21,000	26,000	(5,000)
Interest Revenue	106,854	9,185	(59,926)	20,000	25,000	25,000	5,000
	<u>3,507,144</u>	<u>3,492,043</u>	<u>3,533,058</u>	<u>3,501,000</u>	<u>3,496,000</u>	<u>3,501,000</u>	<u>-</u>
<u>Operating Expenses:</u>							
Salaries and Benefits	1,410,809	1,380,963	1,089,149	1,485,469	1,390,714	1,512,455	26,986
Service and Supplies	1,020,192	889,286	976,027	1,260,090	1,148,630	1,273,511	13,421
Capital Outlay	176,037	134,598	29,431	74,050	29,050	209,500	135,450
	<u>2,607,038</u>	<u>2,404,847</u>	<u>2,094,607</u>	<u>2,819,609</u>	<u>2,568,394</u>	<u>2,995,466</u>	<u>175,857</u>
							<u>-</u>
<u>Debt Service:</u>							
	696,344	690,169	696,769	694,719	694,719	695,094	375
	<u>3,303,382</u>	<u>3,095,016</u>	<u>2,791,376</u>	<u>3,514,328</u>	<u>3,263,113</u>	<u>3,690,560</u>	<u>176,232</u>
Operating Surplus (Deficit)	<u>203,762</u>	<u>397,027</u>	<u>741,682</u>	<u>(13,328)</u>	<u>232,887</u>	<u>(189,560)</u>	<u>(176,232)</u>
<b>Capital Budget (Fund 560)</b>							
<u>Revenues:</u>							
Capital Fees, Interest, Transfers	410,256	262,699	80,288	230,000	255,000	240,000	10,000
<u>Operating Expenses:</u>							
Capital Improvement Projects	147,997	855,127	707,237	2,505,000	775,000	3,090,000	585,000
Capital Surplus (Deficit)	<u>262,259</u>	<u>(592,428)</u>	<u>(626,949)</u>	<u>(2,275,000)</u>	<u>(520,000)</u>	<u>(2,850,000)</u>	<u>(575,000)</u>





**Restricted Funds  
Wastewater Fund**

**Public Works Department**

**Personnel Allocation**

**Depts. 6500,6600,6700**

**City Administration**

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u>	2023-24 <u>Proposed</u>	Change vs. <u>PY Budget</u>
City Manager	0.29	0.29	0.29	0.29	0.29	0.29	-
City Clerk/Human Resources	0.20	0.20	0.20	0.20	0.20	0.20	-
Senior Admin Asst / Deputy City Clerk	0.20	0.20	0.20	0.20	0.20	0.20	-
Finance Director	0.25	0.25	0.25	0.25	0.25	0.26	0.01
Deputy Community Development Director	0.05	0.05	0.05	0.05	0.05	0.05	-
Payroll & Benefits Administrator	0.35	0.35	0.35	0.35	0.35	0.35	-
Finance Office Supervisor	-	-	-	0.25	0.25	0.25	-
Senior Account Clerk	0.25	0.25	0.25	-	-	-	-
Accounting Technician	-	-	-	0.40	0.40	0.40	-
Account Clerk II/III	0.80	0.80	0.80	0.40	0.40	0.40	-

**Administration and Engineering**

Public Works Director	-	-	-	0.30	0.30	0.30	-
Deputy City Engineer	0.40	0.40	-	-	-	-	-
City Engineer	-	-	0.40	0.40	-	-	(0.40)
Public Works Project Manager	-	-	-	-	0.38	0.38	0.38
Deputy Public Works Director	0.30	0.30	0.30	-	-	-	-
Assistant City Engineer II	0.25	0.25	0.25	0.25	0.25	0.25	-
Senior Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	-

**General Services and Parks and Rec**

General Services Superintendent	0.16	0.16	0.16	0.16	0.16	0.16	-
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10	-
Street Maintenance Worker II/III	0.75	0.75	0.75	0.96	0.96	0.96	-
Vehicle & Equipment Mechanic	0.30	0.30	0.30	0.30	0.30	0.30	-
City Carpenter III	0.40	0.40	0.40	0.40	0.40	0.40	-
Lead Park Maintenance Worker	0.03	0.03	0.03	0.03	0.03	0.03	-
Park Maintenance Worker II/III	0.12	0.12	0.12	0.12	0.12	0.12	-
Facility Custodian	0.05	-	0.05	0.05	0.05	0.05	-

**Utilities - Water**

Utilities Superintendent	0.50	0.50	0.50	-	-	-	-
Utility Shift Supervisor	-	-	-	0.30	0.30	0.30	-
Lead Utility Worker	0.30	0.30	0.30	-	-	-	-
Utility Worker II/III	1.75	1.40	1.40	1.75	1.75	1.75	-

**Utilities - Wastewater**

Chief Treatment Plant Operator	0.60	0.60	0.60	0.60	0.60	0.60	-
Treatment Plant Op III/Shift Supervisor	1.60	0.80	0.80	1.60	1.60	1.60	-
Laboratory Director	0.75	0.75	0.75	0.75	0.75	0.75	-
Treatment Plant Mechanic	0.60	0.60	0.60	-	-	-	-
Treatment Plant Operator II	2.40	2.40	2.40	2.40	2.40	2.40	-
Treatment Plant Operator I/OIT	1.60	1.60	1.60	1.60	1.60	1.60	-
	<b>15.85</b>	<b>14.65</b>	<b>14.70</b>	<b>14.96</b>	<b>14.94</b>	<b>14.95</b>	<b>(0.01)</b>

**Part Time:**

City Clerk Administrative Assistant	0.15	-	0.15	0.15	0.15	0.15	-
	<b>0.15</b>	<b>-</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>-</b>
<b>Total Authorized Personnel</b>	<b>16.00</b>	<b>14.65</b>	<b>14.85</b>	<b>15.11</b>	<b>15.09</b>	<b>15.10</b>	<b>(0.01)</b>



Restricted Funds  
Wastewater Fund

Public Works Department

<u>Fund</u>	550	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6500	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>Collection Division</u>								
Salaries	5100	\$ 188,103	\$ 182,704	\$ 164,598	\$ 216,571	\$ 196,224	\$ 214,531	\$ (2,040)
Overtime	5170	306	104	53	500	500	500	-
Vacation Buyback	5180	2,323	2,025	6,714	2,000	3,500	2,000	-
Benefits	5200	110,114	120,979	176,936	141,977	131,694	137,512	(4,465)
Subtotal, Salaries and Benefits		300,846	305,812	348,301	361,048	331,918	354,543	(6,505)
Department Supplies	5500	8,658	6,008	3,490	10,000	8,000	10,000	-
Vehicle Fuel & Oil	5505	101	-	-	1,000	-	1,000	-
Base Materials	5520	336	630	292	2,500	1,500	2,500	-
Asphalt	5525	-	304	758	2,000	2,000	2,000	-
Supplies - High Rock Crew	5600	432	769	-	-	-	-	-
Software Maintenance	5710	-	1,250	1,250	1,500	1,250	1,500	-
Vehicle Repairs	5715	11,031	8,611	1,290	10,000	6,000	10,000	-
Info Tech (Telemetry)	5719	-	1,250	-	2,000	1,250	2,000	-
Equipment Repairs	5720	3,478	2,046	1,616	5,000	5,000	5,000	-
Building Maintenance/Repairs	5740	78	370	383	2,000	1,000	2,000	-
Tools & Small Equipment	5900	5,500	1,920	-	5,000	5,000	5,000	-
Engineering Services	6005	-	105	-	2,500	-	2,500	-
General Contracting	6015	-	758	-	15,000	15,000	15,000	-
Professional Services	6025	53	60	200	-	250	-	-
Personnel Services	6035	29	1,304	2,320	1,200	1,500	1,200	-
Telephone	6200	2,890	3,089	4,220	3,000	4,400	4,500	1,500
Regulatory Permits	6612	2,625	2,848	3,326	3,800	3,500	3,800	-
Regional Fines	6630	-	-	-	25,000	-	25,000	-
Regulatory / Compliance Fees	6631	567	2,066	554	5,000	-	5,000	-
Travel/Conferences/Training	7000	671	603	148	2,000	1,000	2,000	-
Certifications	7012	-	-	-	500	-	-	(500)
Due and Subscriptions	7015	271	144	144	500	150	500	-
Subtotal, Services and Supplies		36,720	34,135	19,991	99,500	56,800	100,500	1,000
Capital Outlay	8000	65,088	130,120	-	-	-	-	-
Replace Service Truck (1/2)		-	-	-	22,500	-	40,000	17,500
Hammer Attachment for Mini (1/2)		-	-	-	4,050	4,050	-	(4,050)
Total Capital Outlay		65,088	130,120	-	26,550	4,050	40,000	13,450
<b>Total:</b>		<b>\$ 402,654</b>	<b>\$ 470,067</b>	<b>\$ 368,292</b>	<b>\$ 487,098</b>	<b>\$ 392,768</b>	<b>\$ 495,043</b>	<b>\$ 7,945</b>



Restricted Funds  
Wastewater Fund

Public Works Department

<u>Fund</u>	550	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6600	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>History of Expenditures</u>								
<u>Wastewater Treatment Division</u>								
Salaries	5100	\$ 358,815	\$ 352,206	\$ 293,407	\$ 423,332	\$ 372,665	\$ 401,656	\$ (21,676)
Salary Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	1,922	1,667	454	1,500	1,500	1,500	-
Vacation Buyback	5180	850	360	9,493	2,000	2,000	2,000	-
Benefits	5200	367,490	309,510	(7,638)	271,074	250,133	279,969	8,895
Subtotal, Salaries and Benefits		729,077	663,743	295,716	697,906	626,298	685,125	(12,781)
Department Supplies	5500	37,903	33,888	34,906	40,000	40,000	40,000	-
Vehicle Fuel & Oil	5505	21,569	17,650	15,105	25,000	28,000	25,000	-
Chemical Supplies	5555	191,984	115,653	149,690	190,000	175,000	180,000	(10,000)
Lab Supplies	5557	15,725	18,731	22,547	20,500	15,000	20,500	-
Supplies - High Rock Crew	5600	575	-	-	-	-	-	-
Vehicle Repairs	5715	6,401	4,911	18,538	15,000	15,000	15,000	-
Info Tech (Telemetry)	5719	3,198	2,333	763	5,000	2,000	5,000	-
Equipment Repairs	5720	75,909	47,463	51,461	75,000	110,000	75,000	-
Alarm System Maintenance	5730	2,303	1,806	2,409	1,500	1,000	1,000	(500)
Building Maintenance/Repair	5740	25,906	21,598	280	15,000	5,000	10,000	(5,000)
Bio Solids Management	5766	17,189	2,993	3,311	10,000	5,000	10,000	-
Percolation Pond Const.	5770	81,070	93,435	103,566	110,000	110,000	115,000	5,000
Tools & Equipment	5900	12,103	2,665	1,868	4,000	3,000	4,000	-
Engineering Services	6005	6,215	2,870	-	7,500	2,500	7,500	-
General Contracting	6015	-	-	-	2,000	-	2,000	-
Professional Services	6025	9,277	6,105	14,088	14,000	20,000	15,000	1,000
Personnel Services	6035	309	279	1,523	1,000	1,000	1,000	-
Outside Lab Services	6045	16,772	17,439	21,663	17,000	17,000	17,000	-
Water	6500	20,036	37,303	26,565	25,000	14,000	25,000	-
Utilities - Electric	6505	229,749	209,762	253,247	240,000	275,000	250,000	10,000
Lab Permit Fees	6605	3,998	3,998	5,502	11,500	10,000	8,000	(3,500)
Regulatory Permits	6612	13,692	10,268	11,491	15,000	13,000	15,000	-
Regional Board Fines	6630	-	-	15,000	50,000	-	50,000	-
Regulatory Compliance	6633	4,875	10,918	15,346	20,000	10,000	15,000	(5,000)
Travel/Conferences/Training	7000	2,371	3,134	3,280	6,000	4,000	5,000	(1,000)
Application/Certification Fees	7012	1,842	874	458	2,500	1,500	2,500	-
Dues & Subscriptions	7015	1,122	1,306	1,301	2,000	1,500	1,500	(500)
Subtotal, Services and Supplies		802,093	667,382	773,908	924,500	878,500	915,000	(9,500)
Capital Outlay	8000	89,018	4,478	29,431	-	-	-	-
Boiler Repair		-	-	-	25,000	25,000	-	(25,000)
Replace Service Truck (1/2)		-	-	-	22,500	-	40,000	17,500
Digested Sludge MagMeter		-	-	-	-	-	7,000	7,000
SO2 Ton Cylinder Scale		-	-	-	-	-	10,000	10,000
Tiger Mower (1/3)		-	-	-	-	-	37,500	37,500
Magnesium Hydroxide Tank		-	-	-	-	-	75,000	75,000
Total Capital Outlay		89,018	4,478	29,431	47,500	25,000	169,500	122,000
<b>Total:</b>		<b>\$ 1,620,188</b>	<b>\$ 1,335,603</b>	<b>\$ 1,099,055</b>	<b>\$ 1,669,906</b>	<b>\$ 1,529,798</b>	<b>\$ 1,769,625</b>	<b>\$ 99,719</b>



Restricted Funds  
Wastewater Fund

Public Works Department

<u>Fund</u>	550	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6700	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<u>Administration</u>								
Salaries	5100	\$ 256,647	\$ 267,538	\$ 247,645	\$ 284,887	\$ 296,314	\$ 320,956	\$ 36,069
Salary Part-Time	5165	3,053	1,187	2,780	5,719	4,558	5,839	120
Overtime	5170	1,044	-	-	1,000	1,000	500	(500)
Vacation Buyback	5180	4,084	4,592	3,150	5,000	5,000	5,000	-
Benefits	5200	116,058	138,091	191,557	129,909	125,626	140,492	10,583
Total Salaries and Benefits		<u>380,886</u>	<u>411,408</u>	<u>445,132</u>	<u>426,515</u>	<u>432,498</u>	<u>472,787</u>	<u>46,272</u>
Department Supplies	5500	28,809	22,589	19,432	24,000	24,000	26,000	2,000
Office Equipment Maintenance	5705	2,741	3,057	3,163	3,000	3,000	8,500	5,500
Software Maintenance (A)	5710	4,612	7,794	7,153	6,800	7,100	8,400	1,600
Building Repairs	5740	-	1,783	1,384	2,000	1,000	2,000	-
Network Support (A)	5775	6,759	12,263	11,483	10,010	12,000	10,660	650
Website Hosting & Maintenance (A)	5780	2,374	256	257	1,000	500	1,000	-
Audit Fees (A)	6000	5,057	6,543	6,000	7,200	7,200	7,600	400
Engineering Services	6005	193	-	-	5,000	2,000	5,000	-
Professional Services	6025	3,266	1,745	1,490	10,000	2,000	10,000	-
Personnel Services	6035	206	281	1,302	500	350	500	-
Bank Fees	6060	4,593	7,376	8,227	8,000	9,000	8,000	-
Credit Card Fees	6061	19,996	25,968	22,567	26,000	20,000	26,000	-
Telephone	6200	1,396	1,401	1,387	2,000	1,500	2,000	-
Cell Phones	6205	2,447	2,610	2,647	3,000	3,000	3,000	-
Internet Service	6210	5,105	698	700	5,000	1,000	5,000	-
Property and Liability Insurance (A)	6350	81,907	82,261	83,047	104,630	104,630	114,901	10,271
Claims Settlement	6360	1,255	285	-	-	-	-	-
Utilities	6505	4,800	5,345	5,881	5,000	6,500	6,500	1,500
Fortuna Fire District Assessment	6720	432	432	-	450	450	450	-
Travel/Conferences/Training	7000	475	-	1,232	5,000	3,000	5,000	-
Dues & Subscriptions	7015	-	8	30	-	100	-	-
Bad Debts	7800	4,956	5,074	4,746	7,500	5,000	7,500	-
Subtotal, Services and Supplies		<u>181,379</u>	<u>187,769</u>	<u>182,128</u>	<u>236,090</u>	<u>213,330</u>	<u>258,011</u>	<u>21,921</u>
Capital Outlay	8000	21,931	-	-	-	-	-	-
Total Capital Outlay		<u>21,931</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total:</b>		<b>\$ 584,196</b>	<b>\$ 599,177</b>	<b>\$ 627,260</b>	<b>\$ 662,605</b>	<b>\$ 645,828</b>	<b>\$ 730,798</b>	<b>\$ 68,193</b>



**Restricted Funds**  
**Maintenance Districts**

**Public Works Department**

**Purpose**

Manage and maintain the infrastructure of maintenance and fee assessment districts within City limits.

**Responsibilities**

- Maintain the infrastructure for nine (9) Maintenance Districts and Fee Assessment Areas, including storm drainage detention basins, sewer lift stations and water pumping stations.
- Maintain accurate records of current and future costs for maintenance and ensure current costs are reported timely to the County of Humboldt Tax Collector's Office.

**Significant Changes**

None.

**Personnel Allocation**

No personnel are directly allocated to Maintenance Districts and Fee Assessment Areas.

**Individual Districts**

<b><u>Fund</u></b>	<b>670</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<b><u>Department</u></b>	<b>6505</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Proposed</u></b>	<b><u>PY Budget</u></b>
<b><u>Rancho Buena Vista Lift Station</u></b>								
<b><u>Maintenance District</u></b>								
Beginning Unreserved Fund Balance		\$ 6,953	\$ 8,489	\$ 8,122	\$ 2,871	\$ 2,871	\$ 3,257	\$ 386
Revenue:		7,468	5,839	4,914	6,500	6,500	6,500	-
Expenditures:								
Labor Distribution	5195	2,900	2,900	2,900	2,900	2,900	2,900	-
Benefit Distribution	5295	975	975	975	975	975	975	-
Subtotal, Salaries and Benefits		3,875	3,875	3,875	3,875	3,875	3,875	-
Equipment Repair	5720	-	-	3,952	-	-	-	-
Administrative Charge	6055	250	250	250	250	250	250	-
Utilities	6505	186	460	474	365	365	365	-
County Admin Fee	6700	7	7	-	10	10	10	-
Subtotal, Services and Supplies		443	717	4,676	625	625	625	-
		4,318	4,592	8,551	4,500	4,500	4,500	-
Annual Operating Activity		3,150	1,247	(3,637)	2,000	2,000	2,000	-
Depreciation Expense	9100	1,614	1,614	1,614	1,614	1,614	1,614	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 8,489</b>	<b>\$ 8,122</b>	<b>\$ 2,871</b>	<b>\$ 3,257</b>	<b>\$ 3,257</b>	<b>\$ 3,643</b>	<b>\$ 386</b>



Restricted Funds  
Maintenance Districts

Public Works Department

<u>Fund</u>	671	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6510	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b>Kenwood Meadows Lift Station</b>								
Beginning Unreserved Fund Balance		\$ 14,555	\$ 20,591	\$ 24,067	\$ 18,669	\$ 18,669	\$ 19,415	\$ 746
Revenue:		10,451	8,169	3,328	9,000	9,000	9,000	-
Expenditures:								
Labor Distribution	5195	2,900	2,900	2,900	2,900	2,900	2,900	-
Benefit Distribution	5295	975	975	975	975	975	975	-
Subtotal, Salaries and Benefits		3,875	3,875	3,875	3,875	3,875	3,875	-
Equipment Repair	5720	-	-	3,952	-	-	-	-
Administrative Charge	6055	250	250	250	250	250	250	-
Utilities	6505	282	560	649	500	500	500	-
County Admin Fee	6700	8	8	-	10	10	10	-
Subtotal, Services and Supplies		540	818	4,851	760	760	760	-
		4,415	4,693	8,726	4,635	4,635	4,635	-
Annual Operating Activity		6,036	3,476	(5,398)	4,365	4,365	4,365	-
Depreciation Expense	9100	-	-	-	3,619	3,619	3,619	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 20,591</b>	<b>\$ 24,067</b>	<b>\$ 18,669</b>	<b>\$ 19,415</b>	<b>\$ 19,415</b>	<b>\$ 20,161</b>	<b>\$ 746</b>
<b>Forest Hills Booster Station</b>								
Beginning Unreserved Fund Balance		\$ 47,972	\$ 44,965	\$ 31,528	\$ 15,247	\$ 15,247	\$ 11,937	\$ (3,310)
Revenue:		20,143	11,172	9,363	20,000	20,000	20,000	-
Expenditures:								
Labor Distribution	5195	9,000	9,000	9,000	9,000	9,000	9,000	-
Benefit Distribution	5295	1,850	1,850	1,850	1,850	1,850	1,850	-
Subtotal, Salaries and Benefits		10,850	10,850	10,850	10,850	10,850	10,850	-
Equipment Repairs	5720	-	3,091	3,952	2,000	2,000	2,000	-
Administrative Charge	6055	250	250	250	250	250	250	-
Utilities	6505	4,040	2,408	2,592	2,200	2,200	2,200	-
County Admin Fee	6700	10	10	-	10	10	10	-
Subtotal, Services and Supplies		4,300	5,759	6,794	4,460	4,460	4,460	-
		15,150	16,609	17,644	15,310	15,310	15,310	-
Annual Operating Activity		4,993	(5,437)	(8,281)	4,690	4,690	4,690	-
Depreciation Expense	9100	8,000	8,000	8,000	8,000	8,000	8,000	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 44,965</b>	<b>\$ 31,528</b>	<b>\$ 15,247</b>	<b>\$ 11,937</b>	<b>\$ 11,937</b>	<b>\$ 8,627</b>	<b>\$ (3,310)</b>



Restricted Funds  
Maintenance Districts

Public Works Department

<u>Fund</u>	673	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6520	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b>Forest Hills Estates Storm Water</b>								
Beginning Unreserved Fund Balance		\$ 9,387	\$ 10,886	\$ 11,291	\$ 10,856	\$ 10,856	\$ 11,851	\$ 995
Revenue:		7,306	6,212	5,360	7,000	7,000	7,000	-
Expenditures:								
Labor Distribution	5195	2,900	2,900	2,900	2,900	2,900	2,900	-
Benefit Distribution	5295	975	975	975	975	975	975	-
Subtotal, Salaries and Benefits		3,875	3,875	3,875	3,875	3,875	3,875	-
Supplies - High Rock Crew	5600	-	-	-	200	200	200	-
Administrative Charge	6055	225	225	225	225	225	225	-
County Admin Fee	6700	12	12	-	10	10	10	-
Subtotal, Services and Supplies		237	237	225	435	435	435	-
		4,112	4,112	4,100	4,310	4,310	4,310	-
Annual Operating Activity		3,194	2,100	1,260	2,690	2,690	2,690	-
Depreciation Expense	9100	1,695	1,695	1,695	1,695	1,695	1,695	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 10,886</b>	<b>\$ 11,291</b>	<b>\$ 10,856</b>	<b>\$ 11,851</b>	<b>\$ 11,851</b>	<b>\$ 12,846</b>	<b>\$ 995</b>
<b>Dove Subdivision Storm Water</b>								
Beginning Unreserved Fund Balance		\$ 986	\$ 1,425	\$ 1,464	\$ 1,249	\$ 1,249	\$ 1,378	\$ 129
Revenue:		1,512	1,112	851	1,200	1,200	1,200	-
Expenditures:								
Labor Distribution	5195	80	80	80	80	80	80	-
Benefit Distribution	5295	20	20	20	20	20	20	-
Subtotal, Salaries and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	7	7	-	5	5	5	-
Subtotal, Services and Supplies		32	32	25	30	30	30	-
		132	132	125	130	130	130	-
Annual Operating Activity		1,380	980	726	1,070	1,070	1,070	-
Depreciation Expense	9100	941	941	941	941	941	941	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 1,425</b>	<b>\$ 1,464</b>	<b>\$ 1,249</b>	<b>\$ 1,378</b>	<b>\$ 1,378</b>	<b>\$ 1,507</b>	<b>\$ 129</b>



**Restricted Funds**  
**Maintenance Districts**

**Public Works Department**

<u>Fund</u>	675	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Change vs.
<u>Department</u>	6524	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Gulliksen Subdivision Storm Water</u></b>								
Beginning Unreserved Fund Balance		\$ 1,473	\$ 2,500	\$ 2,776	\$ 2,351	\$ 2,351	\$ 2,453	\$ 102
Revenue		3,225	2,474	1,768	2,500	2,500	2,500	-
Expenditures								
Labor Distribution	5195	80	80	80	80	80	80	-
Benefit Distribution	5295	20	20	20	20	20	20	-
Subtotal, Salaries and Benefits		100	100	100	100	100	100	-
Supplies - High Rock Crew	5600	-	-	-	200	200	200	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	5	5	-	5	5	5	-
Subtotal, Services and Supplies		30	30	25	230	230	230	-
		130	130	125	330	330	330	-
Annual Operating Activity		3,095	2,344	1,643	2,170	2,170	2,170	-
Depreciation Expense	9100	2,068	2,068	2,068	2,068	2,068	2,068	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 2,500</b>	<b>\$ 2,776</b>	<b>\$ 2,351</b>	<b>\$ 2,453</b>	<b>\$ 2,453</b>	<b>\$ 2,555</b>	<b>\$ 102</b>
<b><u>Drainage Assessment Area 2009-01</u></b>								
<b><u>Astor Subdivision</u></b>								
Beginning Unreserved Fund Balance		\$ 1,056	\$ 1,792	\$ 1,925	\$ 1,409	\$ 1,409	\$ 1,472	\$ 63
Revenue:		3,574	2,971	2,316	2,900	2,900	2,900	-
Expenditures:								
Salaries	5195	80	80	80	80	80	80	-
Benefits	5295	20	20	20	20	20	20	-
Subtotal, Salaries and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	6	6	-	5	5	5	-
Subtotal, Services and Supplies		31	31	25	30	30	30	-
		131	131	125	130	130	130	-
Annual Operating Activity		3,443	2,840	2,191	2,770	2,770	2,770	-
Depreciation Expense	9100	2,707	2,707	2,707	2,707	2,707	2,707	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 1,792</b>	<b>\$ 1,925</b>	<b>\$ 1,409</b>	<b>\$ 1,472</b>	<b>\$ 1,472</b>	<b>\$ 1,535</b>	<b>\$ 63</b>





**Public Works Department**

**Restricted Funds**  
**Maintenance Districts**

<u>Fund</u>	<b>677</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<u>Department</u>	<b>6526</b>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Sewer Maintenance Fee Area 2009-02</u></b>								
<b><u>Astor Subdivision Lift Station</u></b>								
Beginning Unreserved Fund Balance		\$ 14,416	\$ (4,356)	\$ (3,327)	\$ (4,511)	\$ (4,511)	\$ (3,706)	\$ 805
Revenue:		6,230	6,313	5,604	6,000	6,000	6,000	-
Expenditures:								
Labor Distribution	5195	2,900	2,900	2,900	2,900	2,900	2,900	-
Benefit Distribution	5295	975	975	975	975	975	975	-
Subtotal, Salaries and Benefits		3,875	3,875	3,875	3,875	3,875	3,875	-
Equipment Repair	5720	-	-	1,471	-	-	-	-
General Contracting	6015	19,957	-	-	-	-	-	-
Administrative Charge	6055	250	250	250	250	250	250	-
Utilities	6505	114	353	392	265	265	265	-
County Admin Fee	6700	6	6	-	5	5	5	-
Subtotal, Services and Supplies		20,327	609	2,113	520	520	520	-
		24,202	4,484	5,988	4,395	4,395	4,395	-
Annual Operating Activity		(17,972)	1,829	(384)	1,605	1,605	1,605	-
Depreciation Expense	9100	800	800	800	800	800	800	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ (4,356)</b>	<b>\$ (3,327)</b>	<b>\$ (4,511)</b>	<b>\$ (3,706)</b>	<b>\$ (3,706)</b>	<b>\$ (2,901)</b>	<b>\$ 805</b>
<b><u>Fund</u></b>								
<b><u>Department</u></b>								
<b><u>Drainage Assessment Area 2010-03</u></b>								
<b><u>Wright Subdivision</u></b>								
Beginning Unreserved Fund Balance	<b>678</b>	\$ 808	\$ 1,268	\$ 1,308	\$ 1,056	\$ 1,056	\$ 1,238	\$ 182
Revenue	<b>6527</b>	2,281	1,861	1,566	2,000	2,000	2,000	-
Expenditures								
Labor Distribution	5195	80	80	80	80	80	80	-
Benefit Distribution	5295	20	20	20	20	20	20	-
Subtotal, Salaries and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	3	3	-	-	-	-	-
Subtotal, Services and Supplies		28	28	25	25	25	25	-
		128	128	125	125	125	125	-
Annual Operating Activity		2,153	1,733	1,441	1,875	1,875	1,875	-
Depreciation Expense	9100	1,693	1,693	1,693	1,693	1,693	1,693	-
<b>Ending Unreserved Fund Balance</b>		<b>\$ 1,268</b>	<b>\$ 1,308</b>	<b>\$ 1,056</b>	<b>\$ 1,238</b>	<b>\$ 1,238</b>	<b>\$ 1,420</b>	<b>\$ 182</b>



# *Transit*



**Transportation**

**Purpose**

The Transit Department is responsible for transportation services to Fortuna residents. Service is provided in two fashions: (1) a public transit service offered through Humboldt Transit Authority's Regional Redwood Transit System (RTS) and (2) The Fortuna Senior Bus Dial-A-Ride System which provides transportation to people over the age of 50 (fifty) and/or who are disabled.

**Responsibilities**

- Provide safe and efficient public transportation to eligible City residents.
- Ensure transportation program guidelines meet funding requirements.

**Significant Changes**

None.

<b><u>Personnel Allocation</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
Parks & Recreation Director	0.10	0.10	0.10	0.10	0.10	0.10	-
Finance Director	0.03	0.03	0.03	0.03	0.03	0.03	-
Recreation/Transit Administrative Supervisor	0.20	0.20	0.20	0.20	0.20	0.20	-
Payroll & Benefits Administrator	0.01	0.01	0.01	0.01	0.01	0.01	-
Bus Driver	1.00	1.00	1.00	1.00	1.00	1.00	-
Vehicle & Equipment Mechanic II	0.10	0.10	0.10	0.10	0.10	0.10	-
Facility Custodian	0.10	-	0.10	0.10	0.10	0.10	-
Bus Driver (PT) (2)	1.00	1.00	1.00	1.00	1.00	1.00	-
Bus Dispatcher/Office Asst (PT)	0.26	0.26	0.31	0.31	0.31	0.31	-
	<b>2.80</b>	<b>2.70</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>	<b>-</b>

<b><u>Fund History</u></b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed</b>	<b>PY Budget</b>
<b>Beginning Available Fund Balance</b>	<b>\$ 162,474</b>	<b>\$ 125,757</b>	<b>\$ 95,523</b>	<b>\$ 73,723</b>	<b>\$ 73,723</b>	<b>\$ 73,788</b>	<b>\$ 65</b>
<b>Sources:</b>							
Senior Bus Fees	15,261	11,689	12,943	16,000	16,000	16,000	-
TDA Rev Allocation	290,516	316,695	343,934	381,987	381,987	440,126	58,139
Other	4,640	6,037	1,058	2,400	2,400	2,000	(400)
Transfer In	5,691	4,431	5,536	5,000	5,000	6,000	1,000
	<b>316,108</b>	<b>338,852</b>	<b>363,471</b>	<b>405,387</b>	<b>405,387</b>	<b>464,126</b>	<b>58,739</b>
<b>Uses:</b>							
Salaries and Benefits	144,735	150,761	165,646	197,944	193,430	204,919	6,975
Service and Supplies	23,375	30,503	36,611	37,742	43,192	44,918	7,176
Contract Services - HTA	160,590	163,697	163,697	168,700	168,700	177,097	8,397
Depreciation	24,125	24,125	19,317	-	-	-	-
	<b>352,825</b>	<b>369,086</b>	<b>385,271</b>	<b>404,386</b>	<b>405,322</b>	<b>426,934</b>	<b>22,548</b>
Net Activity	(36,717)	(30,234)	(21,800)	1,001	65	37,192	36,191
<b>Ending Available Fund Balance</b>	<b>\$ 125,757</b>	<b>\$ 95,523</b>	<b>\$ 73,723</b>	<b>\$ 74,724</b>	<b>\$ 73,788</b>	<b>\$ 110,980</b>	<b>\$ 36,256</b>



**City of Fortuna**  
**FY 2023-24 Budget**

**Enterprise Fund**  
**Transit**

**Transportation**

<u>Fund</u>	<b>590</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Change vs.</b>
<u>Department</u>	<b>5000</b>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>History of Expenditures</u></b>								
Wages	5100	\$ 65,425	\$ 58,615	\$ 65,091	\$ 72,870	\$ 74,243	\$ 77,121	\$ 4,251
Salary Part-Time	5165	29,787	16,862	36,379	49,519	45,030	49,522	3
Overtime	5170	20	-	-	-	-	-	-
Vacation Buyback	5180	(273)	1,044	(660)	500	500	500	-
Benefits	5200	49,776	74,240	64,836	75,055	73,657	77,776	2,721
Subtotal, Salaries and Benefits		<u>144,735</u>	<u>150,761</u>	<u>165,646</u>	<u>197,944</u>	<u>193,430</u>	<u>204,919</u>	<u>6,975</u>
Department Supplies	5500	1,356	729	255	800	900	800	-
Vehicle Fuel & Oil	5505	10,804	10,543	15,959	14,000	17,000	17,000	3,000
Repairs	5715	2,074	7,622	4,538	4,500	6,000	5,500	1,000
Personnel Services	6035	-	976	2,497	500	1,400	1,000	500
Telephone	6200	244	268	241	200	1,600	1,200	1,000
Advertising	6300	-	120	120	200	200	200	-
Insurance (A)	6350	5,000	9,710	10,500	13,942	13,942	15,568	1,626
Travel/Conferences/Training	7000	3,362	-	2,501	3,000	1,500	3,000	-
Dues & Subscriptions	7015	535	535	-	600	650	650	50
Subtotal, Services and Supplies		<u>23,375</u>	<u>30,503</u>	<u>36,611</u>	<u>37,742</u>	<u>43,192</u>	<u>44,918</u>	<u>7,176</u>
<b>Senior Bus Total:</b>		<b><u>\$ 168,110</u></b>	<b><u>\$ 181,264</u></b>	<b><u>\$ 202,257</u></b>	<b><u>\$ 235,686</u></b>	<b><u>\$ 236,622</u></b>	<b><u>\$ 249,837</u></b>	<b><u>\$ 14,151</u></b>
<u>Fund</u>	<b>590</b>							
<u>Department</u>	<b>5050</b>							
<b><u>Public Transit</u></b>								
HTA- Contract Services	6620	160,590	\$ 163,697	\$ 163,697	\$ 168,700	\$ 168,700	\$ 177,097	\$ 8,397
<b>Transit Total:</b>		<b><u>160,590</u></b>	<b><u>163,697</u></b>	<b><u>163,697</u></b>	<b><u>168,700</u></b>	<b><u>168,700</u></b>	<b><u>177,097</u></b>	<b><u>8,397</u></b>
<b>Fund Total:</b>		<b><u>\$ 328,700</u></b>	<b><u>\$ 344,961</u></b>	<b><u>\$ 365,954</u></b>	<b><u>\$ 404,386</u></b>	<b><u>\$ 405,322</u></b>	<b><u>\$ 426,934</u></b>	<b><u>\$ 22,548</u></b>





*Housing and Business*  
*Loan Funds*



Restricted Funds

Housing and Community Development

Housing and Business Loan Funds

**Purpose**

Housing and Development Funds provide accountability for several Federal, State and Local development programs. The Successor Agency Housing Fund tracks loan repayments from the former Redevelopment Low/Moderate Income Housing Program. The Home and CDBG funds track the status of Federal HUD grants and program income from loans extended in prior years. The Business Loan Fund supports local economic development efforts.

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Proposed	
<b>Personnel Allocation</b>						
Special Consultant / Interim Employee	-	-	0.50	-	-	
	-	-	0.50	-	-	
<b>Fund Balance Projections</b>	<b>Successor Housing 205</b>	<b>Home Fund 230</b>	<b>CDBG Programs 830</b>	<b>CDBG Admin 825</b>	<b>Business Loans 836</b>	<b>Total</b>
Available Fund Balance, June 2022	\$ 233,100	\$ 202,718	\$ 860,027	\$ 224,819	\$ 573,684	\$ 2,094,348

**2022-23 Projected Activity**

Revenue:						
Loan Repayments, Rent, Interest	60,500	27,500	20,000	-	24,000	132,000
	60,500	27,500	20,000	-	24,000	132,000
Expenditures:						
Pay/Benefits 5100	-	-	-	-	-	-
Professional Services 6025	25,000	5,000	-	15,000	25,000	70,000
Program Administration 6050	-	-	5,000	-	-	5,000
CIP	-	-	10,000	-	-	10,000
	25,000	5,000	15,000	15,000	25,000	85,000
Net Annual Activity	35,500	22,500	5,000	(15,000)	(1,000)	47,000
<b>Projected Fund Balance, June 2023</b>	<b>268,600</b>	<b>225,218</b>	<b>865,027</b>	<b>209,819</b>	<b>572,684</b>	<b>2,141,348</b>

**2023-24 Projected Activity**

Revenue:						
Loan Repayments, Rent, Interest	54,007	1,000	20,000	-	24,000	99,007
	54,007	1,000	20,000	-	24,000	99,007
Expenditures:						
Pay/Benefits 5100	-	-	-	-	-	-
Professional Services 6025	25,000	5,000	-	15,000	25,000	70,000
Program Administration 6050	-	-	5,000	-	-	5,000
CIP	-	-	860,000	-	-	860,000
	25,000	5,000	865,000	15,000	25,000	935,000
Net Annual Activity	29,007	(4,000)	(845,000)	(15,000)	(1,000)	(835,993)
<b>Projected Fund Balance, June 2024</b>	<b>\$ 297,607</b>	<b>\$ 221,218</b>	<b>\$ 20,027</b>	<b>\$ 194,819</b>	<b>\$ 571,684</b>	<b>\$ 1,305,355</b>



# *Non-Departmental*





**General and Restricted Funds**  
**Debt Service**

**Debt Administration**

**Purpose**

Debt administration centralizes the City of Fortuna's long term debt obligations to allow for sound financial management and transparency in monitoring and reporting City debt that is used to fund large projects. Debt financing is used when paying for projects, maintenance or upgrades related to City services that cannot be financed by current revenues or would be impractical to do so. Debt service payments are budgeted and expected to be covered by current revenues each fiscal year.

Debt financing not only provides cash for City projects, but spreads the cost of a project over time thereby sharing the cost burden for the project with both current and future taxpayers who will benefit from the project. Financing through debt is most appropriate for long-term investments, and allows the City to maintain its assets while building for the future. Many factors influence the cost of financing, such as the amount of current outstanding debt, the opportunity cost of borrowing and the cost of credit in the financial market. The following describes the different types of financing the City utilizes:

**Revenue Bonds**

Revenue Bonds can be used to finance capital projects where there is a pledge to pay the debt from a stream of revenue accruing to the City. This form of debt is used to finance facilities and improvements from lease or enterprise fund activities which generate ongoing revenues from services provided to the community.

**Assessment District Bonds**

Assessment District Bonds can be used to finance infrastructure for a limited area of the City. This particular type of debt (special assessments or special taxes) are levied against the property owners in a defined district who directly benefit from the infrastructure improvement. The City of Fortuna has used this type of debt to finance infrastructure for specific services approved by the property owners within the assessment districts.

**Capital Leases**

Capital leasing can be used to acquire tangible assets where there is a pledge to pay the debt from current annual receipts and where the acquired assets can be placed under a lien until the debt obligation is paid off. The City of Fortuna has used capital leasing to acquire equipment that is necessary for efficient operations of City Business.

<b><u>Debt Summary</u></b>	<b><u>Fund</u></b>	<b><u>Outstanding Principal June 2022</u></b>	<b><u>2022-23 Debt Payment</u></b>	<b><u>2023-24 Debt Payment</u></b>	<b><u>Change vs. PY Budget</u></b>
2017 Water Revenue Refunding Bonds	500	\$ 4,575,000	\$ 400,925	\$ 395,900	\$ (5,025)
2017 Wastewater Revenue Refunding Bonds	550	7,395,000	694,719	695,094	375
Subtotal, City Debt		11,970,000	1,095,644	1,090,994	(4,650)
2018 Tax Allocation Refunding Bonds	891	7,705,000	538,888	546,700	7,812
<b>Total City and Related Debt</b>		<b>\$ 19,675,000</b>	<b>\$ 1,634,532</b>	<b>\$ 1,637,694</b>	<b>\$ 3,162</b>



**Debt Administration**

*Continued*

**2017 Water Revenue Refunding Bonds**

- Purpose: To refinance the 2006 Water Revenue Bond. The purpose of the 2006 Water Bonds was to complete water improvement projects and infrastructure throughout the City.
- Issue Date: November 1, 2017
- Maturity Date: October 2036
- Original Principal Amount: \$5,405,000
- Net Interest Cost Rate: 2.99%
- Funding Source: Fees for water service

**2017 Wastewater Revenue Refunding Bonds**

- Purpose: To refinance the 2006 Wastewater Revenue Bonds. The purpose of the 2006 Wastewater Revenue Bonds was to expand and improve the Wastewater Treatment Plant.
- Issue Date: November 1, 2017
- Maturity Date: October 2036
- Original Principal Amount: \$8,740,000
- Net Interest Cost Rate: 3.33%
- Funding Source: Fees for sewer service

**2018 Successor Agency Tax Allocation Refunding Bonds**

- Purpose: To finance the prepayment of a Loan Agreement (the "2007 Loan Agreement") relating to the Fortuna Redevelopment Project, dated as of October 1, 2007 by and among the Redevelopment Agency of the City of Fortuna (the "Former Agency")
- Issue Date: February 1, 2018
- Maturity Date: November 2038
- Original Principal Amount: \$8,635,000
- Net Interest Cost Rate: 3.11%
- Funding Source: Recognized Obligation Payment Schedule (ROPS) Redevelopment Property Tax Trust Fund (RPTTF) Distributions



**Restricted Funds  
Debt Service Funds**

**Debt Administration**

**Purpose**

Debt Service Funds provide accountability for the City's governmental fund debt transactions.

**Fund History**

**Successor  
Agency Bond  
Debt Fund  
891**

**Available Fund Balance June 2022**

**\$ 311,692**

**2022-23 Projection**

Revenues:

Transfer In

553,438

Property Assessments

-

553,438

Expenditures:

Transfer out

-

Principal and Interest

538,888

Professional Services

3,050

541,938

Net Annual Activity

11,500

**Projected Available Fund Balance June 2023**

**323,192**

**2023-24 Proposed Budget**

Revenues:

Transfer in

546,163

Property Assessments

-

546,163

Expenditures:

Transfer out

-

Principal and Interest

546,700

Professional Services

3,150

549,850

Net Annual Activity

(3,687)

**Projected Available Fund Balance June 2024**

**\$ 319,505**

**Debt Service Reserve Held by Trustee**

**\$ -**



**Allocated Expenditures**

**General and Restricted Funds  
Insurance, Audit, Technology**

**Insurance Premiums - Liability and Property**

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Change vs.</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Costs To Be Allocated</u></b>					
General Liability / Auto Liability	\$ 223,540	\$ 229,638	\$ 312,184	\$ 355,890	\$ 43,706
Property	70,577	74,106	115,687	131,883	16,196
Earthquake/Flood	90,129	94,635	60,423	68,882	8,459
Automobile Physical Damage	15,027	15,778	-	-	-
DIR OSIP (Office of Self-Insurance Plans)	10,623	11,154	11,489	13,097	1,608
Employee Bonds	920	920	920	-	(920)
Pollution	-	-	1,237	1,410	173
Department of Transportation	1,200	1,200	1,400	1,400	-
Safety Program	8,000	8,000	8,000	8,000	-
Cyber	2,000	2,000	10,251	11,686	1,435
Special Events	1,000	1,000	2,000	-	(2,000)
	<u>423,016</u>	<u>438,431</u>	<u>523,591</u>	<u>592,248</u>	<u>68,657</u>
<b><u>Deductibles</u></b>					
	<b><u>Per Claim</u></b>				
Liability Deductible a)	\$5,000	20,000	20,000	20,000	-
Property Deductible	10,000	-	-	-	-
Earthquake/Flood Deductible	100,000	-	-	-	-
Auto Deductible	10,000	10,000	10,000	10,000	-
Total Property & Liability Deductibles		<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	-
a) Budget provides for four deductible/year					
		<b><u>\$ 453,016</u></b>	<b><u>\$ 468,431</u></b>	<b><u>\$ 553,591</u></b>	<b><u>\$ 622,248</u></b>
					<b><u>\$ 68,657</u></b>

**Departmental Allocation Acct. 6350**

	<u>Fund</u>					
Human Resource/Risk Management	100-6350-1600	\$ 266,107	\$ 276,226	\$ 329,421	\$ 375,343	\$ 45,922
Building	120-6350-3000	2,000	2,000	2,000	2,000	-
Public Works - Traffic Control	280-6350-4200	18,051	18,358	20,564	23,421	2,857
Water Administration	500-6350-6300	69,048	71,300	83,034	91,015	7,981
Wastewater Administration	550-6350-6700	87,494	89,260	104,630	114,901	10,271
Transit	590-6350-4400	10,316	11,287	13,942	15,568	1,626
		<b><u>\$ 453,016</u></b>	<b><u>\$ 468,431</u></b>	<b><u>\$ 553,591</u></b>	<b><u>\$ 622,248</u></b>	<b><u>\$ 68,657</u></b>

**Insurance Premiums - Workers Compensation**

*Workers' compensation costs are allocated as benefit to departments with personnel expenditures*

	<u>Deductible</u>					
Workers' Compensation Premium		\$ 312,649	\$ 312,194	\$ 295,633	\$ 306,172	\$ 10,539
Workers' Comp Deductible a)	5,000	75,000	75,000	75,000	75,000	-
Workers Comp Claims Handling a)	750	11,250	11,250	11,250	11,250	-
W.C. First Aid Claims Handling		1,000	1,000	-	-	-
Wellness Program/Fitness Center		7,000	7,000	7,000	7,000	-
a) Budget provides for estimated 15 claims/year						
		<b><u>\$ 406,899</u></b>	<b><u>\$ 406,444</u></b>	<b><u>\$ 388,883</u></b>	<b><u>\$ 399,422</u></b>	<b><u>\$ 10,539</u></b>

**Departmental Allocation Acct. 5200**

	<u>Fund</u>					
Workers Compensation Cost Allocation		\$ 406,899	\$ 406,444	\$ 388,883	\$ 399,422	\$ 10,539
* Allocated through Payroll Rates						
		<b><u>\$ 406,899</u></b>	<b><u>\$ 406,444</u></b>	<b><u>\$ 388,883</u></b>	<b><u>\$ 399,422</u></b>	<b><u>\$ 10,539</u></b>



**City of Fortuna  
FY 2023-24 Budget**

**Allocated Expenditures**

**General and Restricted Funds  
Insurance, Audit, Technology**

(Continued)

**Audit Fees**

**Costs To Be Allocated**

	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
City of Fortuna	\$ 26,000	\$ 26,000	\$ 30,000	\$ 32,000	\$ 2,000
Single Audit Act - Federal Funds	4,000	4,000	6,000	6,000	-
	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>	<b>\$ 38,000</b>	<b>\$ 2,000</b>

**Departmental Allocation Acct. 6000**

	<u>Fund</u>	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
Admin Services Non-Departmental	100-1400	\$ 18,000	\$ 18,000	\$ 21,600	\$ 22,800	\$ 1,200
Water Administration	500-6300	6,000	6,000	7,200	7,600	400
Wastewater Administration	550-6700	6,000	6,000	7,200	7,600	400
		<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>	<b>\$ 38,000</b>	<b>\$ 2,000</b>

**Network Support**

**Costs To Be Allocated**

	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
Annual Maintenance Agreement with Nylex	54,400	54,400	54,400	54,400	-
Work Outside of Annual Agreement	18,000	18,000	25,000	30,000	5,000
	<b>\$ 72,400</b>	<b>\$ 72,400</b>	<b>\$ 79,400</b>	<b>\$ 84,400</b>	<b>\$ 5,000</b>

**Departmental Distribution Acct. 5775**

	<u>Fund</u>	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
City Hall - General Government	100-1500	\$ 16,100	\$ 16,100	\$ 17,710	\$ 18,860	\$ 1,150
Police Department	100-2000	25,500	25,500	27,810	29,460	1,650
Engineering Department	100-4000	5,600	5,600	6,160	6,560	400
Parks & Recreation	100-5400	5,600	5,600	6,160	6,560	400
Museum	100-5600	700	700	770	820	50
River Lodge	160-5800	4,900	4,900	5,390	5,740	350
Water Administration	500-6300	4,900	4,900	5,390	5,740	350
Wastewater Administration	550-6700	9,100	9,100	10,010	10,660	650
		<b>\$ 72,400</b>	<b>\$ 72,400</b>	<b>\$ 79,400</b>	<b>\$ 84,400</b>	<b>\$ 5,000</b>

**Website Hosting**

**Costs To Be Allocated**

	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
Website Hosting (Revise)	<b>\$ 11,998</b>	<b>\$ 11,998</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>

**Departmental Allocation Acct. 5780**

	<u>Fund</u>	<u>2020-21 Budget</u>	<u>2021-22 Budget</u>	<u>2022-23 Budget</u>	<u>2023-24 Proposed</u>	<u>Change vs. PY Budget</u>
City Hall - General Government	100-1500	1,714	1,714	1,000	1,000	-
Police Department	100-2000	1,714	1,714	1,000	1,000	-
Engineering Department	100-4000	1,714	1,714	1,000	1,000	-
General Services	100-4100	1,714	1,714	-	-	-
Parks & Recreation	100-5400	1,714	1,714	1,000	1,000	-
River Lodge	160-5800	-	-	1,000	1,000	-
Water Administration	500-6300	1,714	1,714	1,000	1,000	-
Wastewater Administration	550-6700	1,714	1,714	1,000	1,000	-
		<b>\$ 11,998</b>	<b>\$ 11,998</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>



**City of Fortuna  
FY 2023-24 Budget**

**General and Restricted Funds  
Insurance, Audit, Technology**

**Allocated Expenditures**

(Continued)

		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Change vs.</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Proposed</u>	<u>PY Budget</u>
<b><u>Software</u></b>						
<b><u>Costs To Be Allocated</u></b>						
INCODE Annual Software Maintenance	\$		34,000			
Insight and Onboard HR Software			8,000			
		<b>\$ 31,000</b>	<b>\$ 32,000</b>	<b>\$ 34,000</b>	<b>\$ 42,000</b>	<b>\$ 8,000</b>
<b><u>Departmental Allocation Acct. 5710</u></b>						
			<b><u>Fund</u></b>			
City Hall/General Government		7,750	8,000	8,500	10,500	2,000
Police Department		6,200	6,400	6,800	8,400	1,600
Parks & Recreation		3,100	3,200	3,400	4,200	800
Street Maintenance		1,550	1,600	1,700	2,100	400
Water Administration		6,200	6,400	6,800	8,400	1,600
Wastewater Administration		6,200	6,400	6,800	8,400	1,600
		<b>\$ 31,000</b>	<b>\$ 32,000</b>	<b>\$ 34,000</b>	<b>\$ 42,000</b>	<b>\$ 8,000</b>





*Section 6*

*Capital Improvement*

*Projects*





**Capital Improvement Project List**

**Restricted Funds  
Capital Improvement Projects**

		2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
	<u>Fund</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>
<b><u>General Fund</u></b>							
9966	City Hall Roofing Project	100 \$ 47,310	\$ -	\$ -	\$ -	\$ -	\$ -
9104	PD Facility Remodel Project	100 -	5,716	45,159	-	820,000	1,600,000
9106	Rohner Park Basketball Expansion	100 -	-	-	38,600	38,600	-
9104	PD Facility Remodel Project	101 -	24,715	-	-	-	825,000
0138	Newburg Park Replace Parking Lot Lights & Poles	101 6,869	-	-	-	-	-
9994	Annual Paving Contract	101 125,000	50,000	140,000	178,517	178,517	125,000
9373	Citywide Stormdrain Maintenance Project	101 164,543	78,353	-	246,900	-	246,900
9379	Newburg Park Expansion Project	101 -	-	-	500,000	50,000	900,000
9100	Stormdrain Infrastructure Vulnerability Assessment	101 -	-	4,351	37,400	19,900	17,500
9101	Prop 1 LID 12th Street Project	101 -	-	50	75,000	45,000	30,000
9105	General Park Acquisition and Improvements	101 -	-	-	265,000	175,000	50,000
9106	Rohner Park Basketball Expansion	101 -	-	2,300	125,000	45,000	80,000
9983	Hillside Creek Project (City Portion)	101 468,010	-	-	-	-	-
		<b>811,732</b>	<b>158,784</b>	<b>191,860</b>	<b>1,466,417</b>	<b>1,372,017</b>	<b>3,874,400</b>
<b><u>CDBG Funds</u></b>							
9977	Library, City Hall, Bus Stops & Curb Ramps ADA Barrier Removal	830 313	-	45,800	860,000	10,000	860,000
		<b>313</b>	<b>-</b>	<b>45,800</b>	<b>860,000</b>	<b>10,000</b>	<b>860,000</b>
<b><u>Drainage Projects - Drainage Facilities Fund</u></b>							
9374	Jameson Creek Culvert Replacement Project	130 4,992	7,666	-	-	-	-
9373	Citywide Stormdrain Maintenance Project (Measure E)	130 -	61,580	-	-	-	-
		<b>4,992</b>	<b>69,246</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Drainage Projects - Capital Grant Funds</u></b>							
9374	Jameson Creek Culvert Replacement Project	359 337,730	1,098,713	124,518	31,500	-	-
9374	Jameson Creek Culvert Replacement Project	350 202,797	614,642	50,541	18,500	-	-
9100	Stormdrain Infrastructure Vulnerability Assessment	351 -	-	12,705	112,500	60,000	52,500
9101	Prop 1 LID 12th Street Project	352 -	-	-	945,900	100,000	925,000
9973	12th Street Fish Passage Project	359 406,368	20,818	-	-	-	-
9983	Hillside Creek Project (Grant Portion)	351 1,390,667	-	-	-	-	-
		<b>\$ 2,337,562</b>	<b>\$ 1,734,173</b>	<b>\$ 187,764</b>	<b>\$ 1,108,400</b>	<b>\$ 160,000</b>	<b>\$ 977,500</b>



**Capital Improvement Project List**

**Restricted Funds  
Capital Improvement Projects**

		2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>
<b><u>Street Projects - Special Revenue Funds</u></b>							
9500	Paving Projects/Surveys/Studies	140	\$ 100,000	\$ -	\$ 3,125	\$ 22,500	\$ -
9968	School Street Reconstruction Project	140	116,142	-	-	-	-
9979	Redwood Way Reconstruction (City Match)	140	470	66,133	20,932	-	-
9112	12th Street Interchange Modernization Project	140	-	-	4,479	-	-
9113	Kenmar and Ross Hill Road Intersection Improvement Project	140	-	-	12,116	44,000	44,000
9120	Traffic Signal Cabinet Improvements	140	-	-	-	85,000	10,000
9653	Citywide Micro surfacing	260	408	756,788	-	20,000	22,500
9994	Annual Paving Contract	260	-	99,940	98,394	-	-
9073	Citywide Concrete Project	260	20,024	49,945	43,969	-	-
9979	Redwood Way Reconstruction (2% Ped & Bike Set Aside)	265	-	53,892	-	-	-
9997	SB1 Paving Projects	290	280,772	200,000	250,000	272,000	309,500
			<b>517,816</b>	<b>1,226,698</b>	<b>433,015</b>	<b>443,500</b>	<b>371,000</b>
<b><u>Street Projects- Capital Grant Funds</u></b>							
9978	Kenmar Interchange Improvement Project	270	-	156,577	227,872	275,000	200,000
9979	Redwood Way Reconstruction	270	29,700	1,014,255	135,745	-	-
9112	12th Street Interchange Modernization Project	270	-	-	-	950,000	125,000
9075	South Fortuna Elementary School Project	275	6,035	6,500	-	-	-
9075	South Fortuna Elementary School Project	353	347,232	425,626	-	-	-
9103	Local Road Safety Plan	273	10,799	57,335	1,867	-	-
9382	Citywide Striping and Unsignalized Intersection Improvement Project	273	325,875	60,906	-	-	-
9382	Citywide Striping and Unsignalized Intersection Improvement Project	275	1,836	226	-	-	-
9653	Citywide Micro surfacing	275	-	-	-	100,000	100,000
9994	Annual Paving Contract	275	-	-	-	150,000	150,000
9073	Citywide Concrete Project	275	-	-	-	50,000	-
9996	12th Street Light Poles Project	275	302,264	-	-	-	50,000
			<b>\$ 1,023,741</b>	<b>\$ 1,721,425</b>	<b>\$ 365,484</b>	<b>\$ 1,525,000</b>	<b>\$ 575,000</b>
							<b>\$ 1,060,000</b>



**Capital Improvement Project List**

**Restricted Funds  
Capital Improvement Projects**

		2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Proposed</u>
<b><u>Water Capital Projects Fund</u></b>							
0925	Water Tank Recoating Project	510 \$ 2,751	\$ -	\$ 6,536	\$ 300,000	\$ 100,000	\$ 600,000
9066	Corrosion Control Facility Piping Project	510 18,337	7,393	258,040	200,000	120,000	300,000
9068	Ditch by Drake Hill Lift Station Rehabilitation	510 -	-	12,947	-	-	-
9370	Vancil Reservoir Site Rehabilitation Project	510 20,045	-	3,047	150,000	80,000	200,000
9372	Zone 4 & 6 Intertie Project	510 862	220,915	-	-	-	-
9102	Kenmar/Drake Hill Station Stationary GenSets	510 -	78	11,498	101,500	90,000	50,000
9107	Tesla Battery Backup Project at CCF	510 -	-	75,049	-	-	-
9108	Downtown Water Line Replacement	510 -	-	-	-	-	160,000
9109	Water System Asset Management Plan	510 -	-	-	250,000	-	150,000
9114	Corp Yard Generator Project	510 -	-	-	-	90,000	45,000
9116	Lower Barney Drainage and Culvert Repair	510 -	-	-	20,000	-	100,000
9119	Orchard Lane Waterline Replacement	510 -	-	-	50,000	-	-
9969	Corp Yard Roofing Project	510 4,990	-	-	75,000	75,000	30,000
		<b>46,985</b>	<b>228,386</b>	<b>367,117</b>	<b>1,146,500</b>	<b>555,000</b>	<b>1,635,000</b>
<b><u>Water Capital Projects - Capital Grant Funds</u></b>							
9102	Kenmar/Drake Hill Station Stationary GenSets	351 -	-	32,045	304,500	200,000	150,000
		<b>-</b>	<b>-</b>	<b>32,045</b>	<b>304,500</b>	<b>200,000</b>	<b>150,000</b>
<b><u>Wastewater Capital Projects Fund</u></b>							
0171	NPDES Compliance	560 54,401	272,584	473,801	2,000,000	300,000	2,000,000
9964	WWTP Equalization Ponds Rehab & Flow Equalization	560 536	-	-	-	-	-
9969	Corp Yard Roofing Project	560 3,010	-	-	75,000	75,000	30,000
9974	Astor and Rundell Communication Upgrades	560 77,448	-	-	-	-	-
9101	Prop 1 LID 12th Street Project	560 -	-	7,352	30,000	30,000	-
9110	Sewer System Model & Master Plan	560 -	-	42,697	280,000	250,000	165,000
9111	Strongs Creek Lift Station Screening	560 -	-	-	-	-	-
9114	Corp Yard Generator Project	560 -	-	-	-	-	45,000
9121	P Street Sewer Replacement Project	560 -	-	-	120,000	120,000	150,000
9122	Sanitary Sewer CCTV Project	560 -	-	-	-	-	600,000
9975	Digester Maintenance	560 12,602	582,543	183,387	-	-	-
9976	Sewer Lining Project	560 -	-	-	-	-	100,000
		<b>147,997</b>	<b>855,127</b>	<b>707,237</b>	<b>2,505,000</b>	<b>775,000</b>	<b>3,090,000</b>
<b><u>Wastewater Capital Projects - Capital Grant Fund</u></b>							
0171	NPDES Compliance (SWRCD Portion)	360 155,975	-	-	-	-	-
		<b>155,975</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total:</b>		<b>\$ 5,047,113</b>	<b>\$ 5,993,839</b>	<b>\$ 2,330,322</b>	<b>\$ 9,359,317</b>	<b>\$ 4,018,017</b>	<b>\$ 12,031,400</b>



**Special Revenue and Restricted Funds  
Capital Improvement Program**

**Fund Balance Projections**

	<b><u>Drainage Facilities</u></b> 130	<b><u>Traffic Impact Citywide</u></b> 140	<b><u>Abatement Fund</u></b> 240	<b><u>TDA Capital Road Maint</u></b> 260	<b><u>TDA Capital Bikes/ Pedestrian</u></b> 265	<b><u>STIP Fund</u></b> 270	<b><u>HSIP Fund</u></b> 273	<b><u>RSTP Fund</u></b> 275
Audited Working Capital June 2022	\$ 326,755	\$ 379,699	\$ (21,453)	\$ 513,109	\$ 163,820	\$ -	\$ -	\$ 309,134
<b><u>2022-23 Projection</u></b>								
Sources:								
Development and Service Fees	40,000	8,000						
State allocations								
Grants				222,350	12,333	325,000	-	74,500
Interest				5,000				
Other / Interfund Transfers			5,000	18,100				
	<u>40,000</u>	<u>8,000</u>	<u>5,000</u>	<u>245,450</u>	<u>12,333</u>	<u>325,000</u>	<u>-</u>	<u>74,500</u>
Uses:								
Operations				98,000				
Capital Projects	-	76,500		22,500		325,000	-	250,000
	<u>-</u>	<u>76,500</u>	<u>-</u>	<u>120,500</u>	<u>-</u>	<u>325,000</u>	<u>-</u>	<u>250,000</u>
Net annual activity	40,000	(68,500)	5,000	124,950	12,333	-	-	(175,500)
<b>Projected Fund Balance, June 2023</b>	<b><u>366,755</u></b>	<b><u>311,199</u></b>	<b><u>(16,453)</u></b>	<b><u>638,059</u></b>	<b><u>176,153</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>133,634</u></b>
<b><u>2023-24 Adopted Budget</u></b>								
Sources:								
Development and Service Fees	24,000	8,000						
State allocations								
Grants				223,845	14,061	860,000	-	70,000
Interest				5,000				
Other / Interfund Transfers			5,000					
	<u>24,000</u>	<u>8,000</u>	<u>5,000</u>	<u>228,845</u>	<u>14,061</u>	<u>860,000</u>	<u>-</u>	<u>70,000</u>
Uses:								
Operations				100,000				
Capital Projects	-	75,000		-	-	860,000	-	200,000
	<u>-</u>	<u>75,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>860,000</u>	<u>-</u>	<u>200,000</u>
Net annual activity	24,000	(67,000)	5,000	128,845	14,061	-	-	(130,000)
<b>Projected Fund Balance, June 2024</b>	<b>\$ 390,755</b>	<b>\$ 244,199</b>	<b>\$ (11,453)</b>	<b>\$ 766,904</b>	<b>\$ 190,214</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,634</b>



Special Revenue and Restricted Funds  
Capital Improvement Program

<u>Fund Balance Projections</u>	<u>CONTINUED</u>						
	<u>RMRA Fund</u> 290	<u>Capital Projects</u> 350	<u>FEMA</u> 351	<u>State Water Resources Prop 1E</u> 352	<u>CA Dept of Transportation Safe Routes</u> 353	<u>Dept Fish Wildlife Grants</u> 359	<u>NPDES Compliance</u> 360
Audited Working Capital June 2022	\$ 73,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>2022-23 Projection</u></b>							
Sources:							
Development and Service Fees							
State allocations	271,849						
Grants		-	260,000	100,000	-	-	-
Interest	-						
Other / Interfund Transfers							
	<u>271,849</u>	<u>-</u>	<u>260,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Uses:							
Operations							
Capital Projects	272,000	-	260,000	100,000	-	-	-
	<u>272,000</u>	<u>-</u>	<u>260,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net annual activity	(151)	-	-	-	-	-	-
<b>Projected Fund Balance, June 2023</b>	<b><u>73,511</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>2023-24 Adopted Budget</u></b>							
Sources:							
Development and Service Fees							
State allocations	309,522						
Grants		-	202,500	925,000	-	-	-
Interest	-						
Other / Interfund Transfers							
	<u>309,522</u>	<u>-</u>	<u>202,500</u>	<u>925,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Uses:							
Operations							
Capital Projects	309,500	-	202,500	925,000	-	-	-
	<u>309,500</u>	<u>-</u>	<u>202,500</u>	<u>925,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net annual activity	22	-	-	-	-	-	-
<b>Projected Fund Balance, June 2024</b>	<b><u>\$ 73,533</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>