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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  
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**FISCAL YEAR  
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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       |
| <br>                         |                     |
| Merritt Perry                | City Manager        |

City of Fortuna, California





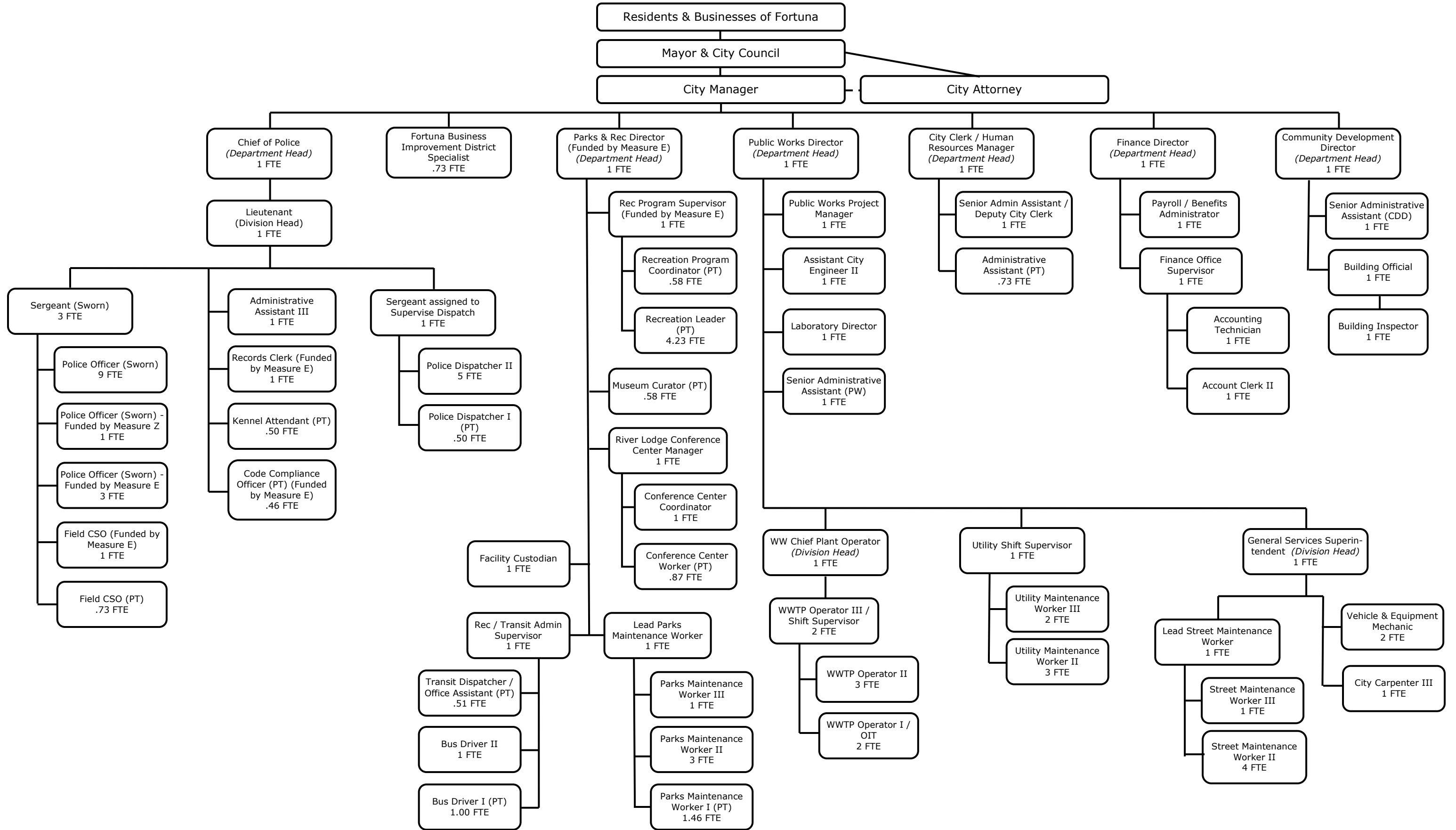


## *Section 2*

# *Personnel Graphics and* *Summaries*



# City of Fortuna Organizational Chart





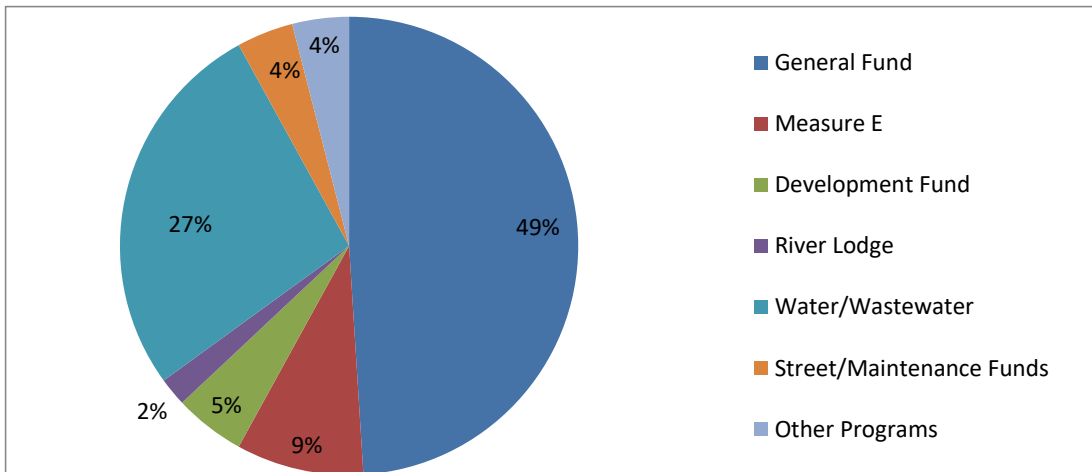






Pay and Benefits  
By Fund/Department

Personnel Budget - All Funds

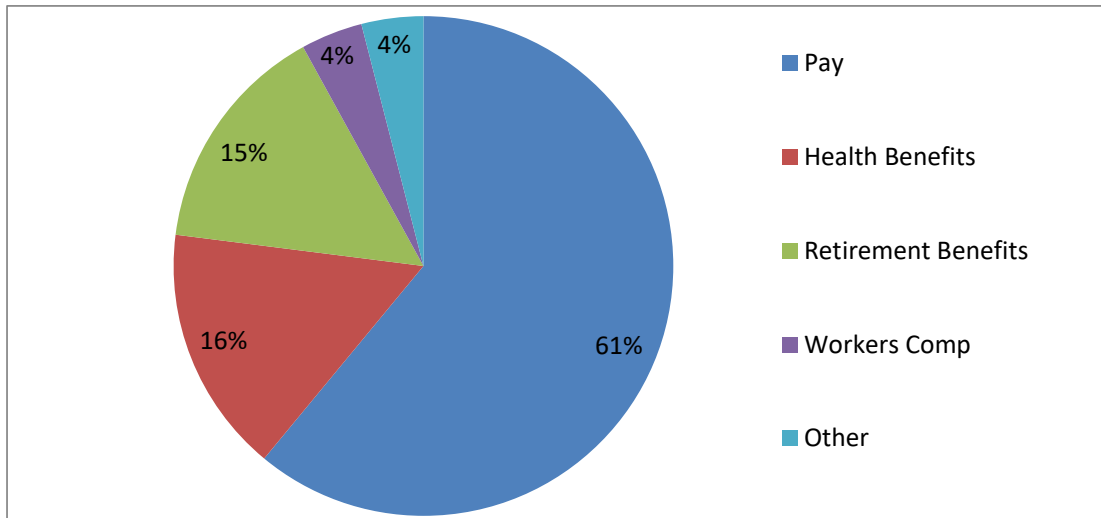


|  | Fund | Pay Regular         | Pay Part-time     | Overtime          | Holiday/Vacation Buyout | Benefits            | Total                |
|--|------|---------------------|-------------------|-------------------|-------------------------|---------------------|----------------------|
| <b>General 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





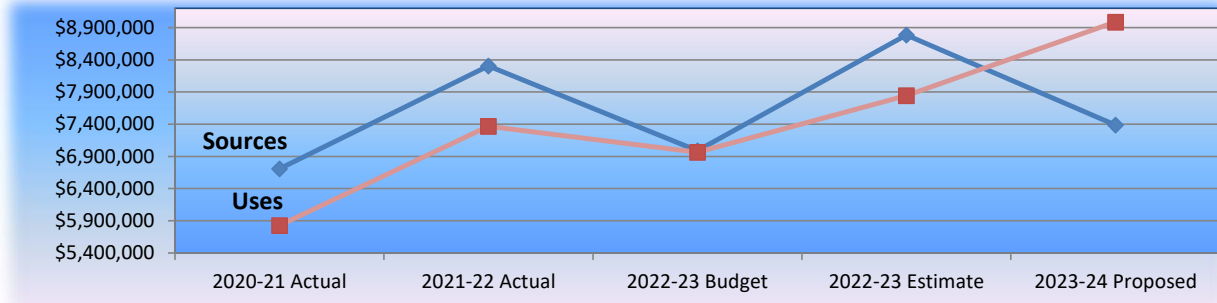
*Section 3*  
*General Fund*  
*Summaries*





General Fund  
Fund Summary

General Fund Revenue and Expenditure History



Fund Balance History

|                                    | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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

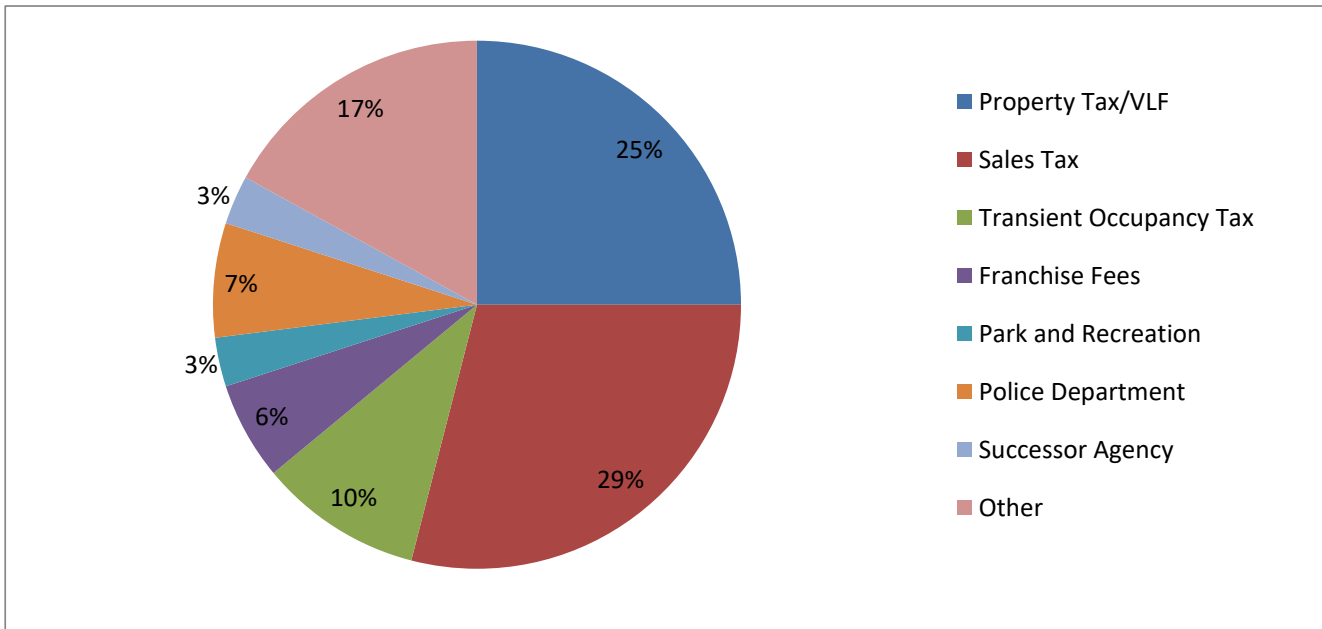
1,968,254

Estimated FY23-24 Ending Fund Balance

\$ 6,480,539



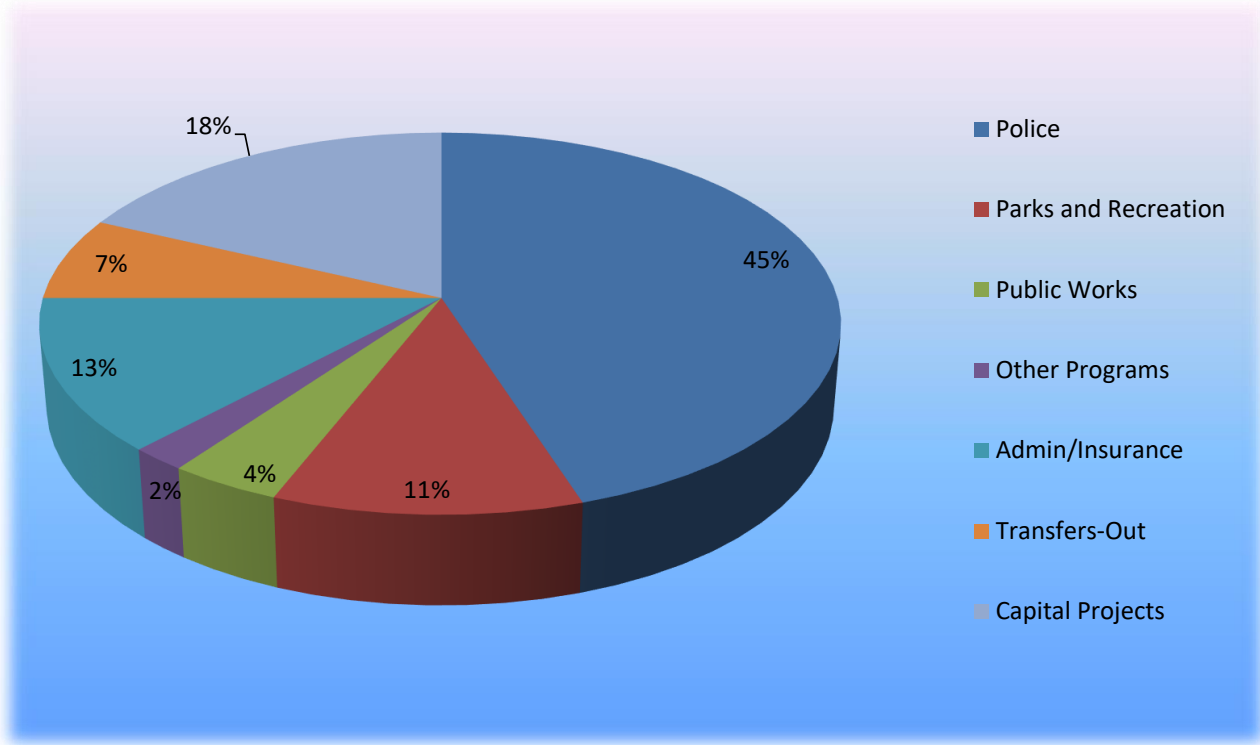
General Fund  
Revenue Summary



|                               | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><u>PY Budget</u> |
|--|--------------------------|--------------------------|--------------------------|----------------------------|----------------------------|--------------------------------|
| <b><u>Expenditures By Department/Program</u></b> |                          |                          |                          |                            |                            |                                |
| <b><u>Programs:</u></b>                          |                          |                          |                          |                            |                            |                                |
| 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)                           |
| <b><u>Administration:</u></b>                    |                          |                          |                          |                            |                            |                                |
| 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                          |
| <b><u>Transfers-Out:</u></b>                     |                          |                          |                          |                            |                            |                                |
| 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)                       |
| <b><u>Debt/Capital:</u></b>                      |                          |                          |                          |                            |                            |                                |
| 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

|                                   |      | 2019-20          | 2020-21          | 2021-22          | 2022-23          | 2022-23          | 2023-24          | Change vs.      |
|-----------------------------------|------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
|                                   |      | Actual           | Actual           | Actual           | Budget           | Estimate         | Proposed         | PY Budget       |
| <b>Taxes and Licenses</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>Interest, Loans, and Rents</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>Intergovernmental</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>Police Services</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<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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>     |



Restricted Funds  
Revenue Detail

|                                       | 2019-20 | 2020-21   | 2021-22   | 2022-23   | 2022-23   | 2023-24   | Change vs.  |
|---------------------------------------|---------|-----------|-----------|-----------|-----------|-----------|-------------|
|                                       | Actual  | Actual    | Actual    | Budget    | Estimate  | Proposed  | PY Budget   |
| <b>Solid Waste Program</b>            |         |           |           |           |           |           |             |
| <b>Fund 210</b>                       |         |           |           |           |           |           |             |
| Transfer Station Fees                 | 4450    | 20,385    | 27,004    | 24,751    | 25,000    | 25,000    | -           |
| Oil Recycling Grant                   | 4650    | (5,000)   | -         | -         | -         | -         | -           |
| Miscellaneous Revenue                 | 4900    | 50        | 134       | -         | -         | -         | -           |
| Interest Income                       | 4100    | 2,204     | 163       | (727)     | -         | -         | -           |
|                                       |         | 17,639    | 27,301    | 24,024    | 25,000    | 25,000    | -           |
| <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 | 40,000      |
| Other Utilities Revenue               | 4715    | 24,866    | 28,960    | 27,226    | 28,000    | 28,000    | -           |
| Meter Connection Fees                 | 4720    | 18,079    | 22,067    | 18,235    | 20,000    | 25,000    | -           |
| Delinquent Payment Penalty            | 4730    | 13,314    | 8,526     | 9,595     | 12,000    | 10,000    | (2,000)     |
| Interest Income                       | 4100    | 77,842    | 7,000     | (32,713)  | 16,000    | 25,000    | 4,000       |
| Reimbursement Revenue                 | 4801    | 125       | 605       | -         | -         | 273,500   | -           |
|                                       |         | 2,435,956 | 2,424,383 | 2,367,317 | 2,376,000 | 2,701,500 | 42,000      |
| Water Capital Connection              | 4735    | 40,615    | 86,956    | 69,800    | 75,000    | 75,000    | -           |
| Miscellaneous Revenue                 | 4900    | -         | -         | -         | -         | 61,500    | -           |
| Interest Income - Capital             | 4100    | 164,851   | 14,951    | (66,152)  | 30,000    | 40,000    | 10,000      |
|                                       |         | 205,466   | 101,907   | 3,648     | 105,000   | 176,500   | 10,000      |
| <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 | -           |
| Other Revenues/Lab fees               | 4715    | 7,915     | 1,760     | 50,666    | 15,000    | 5,000     | (5,000)     |
| Delinquent Payment Penalty            | 4730    | 8,956     | 13,809    | 16,231    | 16,000    | 16,000    | -           |
| Interest Income                       | 4100    | 106,854   | 9,185     | (59,926)  | 20,000    | 25,000    | 5,000       |
| Reimbursement Revenue                 | 4801    | -         | -         | 240       | -         | -         | -           |
|                                       |         | 3,507,144 | 3,492,043 | 3,533,058 | 3,501,000 | 3,496,000 | -           |
| Wastewater Capital Connection         | 4735    | 112,088   | 234,343   | 195,739   | 180,000   | 180,000   | -           |
| Interest Income - Capital             | 4100    | 298,168   | 28,356    | (115,451) | 50,000    | 75,000    | 10,000      |
|                                       |         | 410,256   | 262,699   | 80,288    | 230,000   | 255,000   | 10,000      |
| <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   | 1,495       |
| TDA 2% Set-Aside                      | 4355    | 11,794    | 8,579     | 57,645    | 12,333    | 12,333    | 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     | 1,000       |
|                                       |         | 245,071   | 770,208   | 160,696   | 238,683   | 257,783   | 4,223       |
| <b>STIP / HSIP</b>                    |         |           |           |           |           |           |             |
| <b>Funds 270, 273, 275</b>            |         |           |           |           |           |           |             |
| Regional TEA Allocation 270           | 4650    | -         | 1,083,602 | 450,848   | 1,225,000 | 1,225,000 | (1,225,000) |
| RSTP State Allocation 273             | 4600    | 329,563   | 129,018   | 1,958     | -         | -         | -           |
| RSTP State Allocation 275             | 4280    | 71,154    | 146,403   | -         | -         | 74,500    | 70,000      |
| Interest Income                       | 4100    | 5,960     | 456       | (3,937)   | -         | -         | -           |
|                                       |         | 406,677   | 1,359,479 | 448,869   | 1,225,000 | 1,299,500 | (1,155,000) |
| <b>Gas Tax Fund 280</b>               |         |           |           |           |           |           |             |
| Gas Tax Administration                | 4260    | 3,000     | 3,000     | 3,000     | 3,000     | 3,000     | -           |
| 2105 Gas Tax                          | 4261    | 61,642    | 61,763    | 66,438    | 76,945    | 76,945    | 5,218       |
| 2106 Gas Tax                          | 4262    | 46,710    | 46,974    | 51,280    | 56,290    | 57,416    | 1,126       |
| 2107 Gas Tax                          | 4263    | 77,834    | 83,575    | 79,484    | 105,119   | 105,119   | (6,431)     |
| 2103 Gas Tax Prop 42 Replace          | 4264    | 83,324    | 80,881    | 94,565    | 117,459   | 117,459   | 6,616       |
| Loan Repayment                        | 4266    | 13,585    | -         | -         | -         | -         | -           |
| Interest Income                       | 4100    | (1,802)   | 128       | 2,277     | -         | -         | -           |
|                                       |         | 284,293   | 276,321   | 297,044   | 358,813   | 358,813   | 6,529       |



City of Fortuna  
FY 2023-24 Budget

Restricted Funds  
Revenue Detail

|   |          | 2019-20 | 2020-21 | 2021-22  | 2022-23   | 2022-23   | 2023-24   | Change vs. |
|---|----------|---------|---------|----------|-----------|-----------|-----------|------------|
|   |          | Actual  | Actual  | Actual   | Budget    | Estimate  | Proposed  | PY Budget  |
| <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)    | -         | -         | -         | -          |
|   |          | 211,182 | 225,040 | 243,161  | 271,849   | 271,849   | 309,522   | 37,673     |
| <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    | -          |
|   |          | 127,345 | 35,602  | 144,718  | 82,000    | 94,000    | 78,000    | (4,000)    |
| <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     | -          |
|   |          | 62,190  | 46,123  | 35,070   | 57,100    | 57,100    | 57,100    | -          |
| <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        | -         | -         | -         | -          |
|   |          | 727,192 | 980,159 | 850,607  | 1,053,438 | 1,053,438 | 1,013,698 | (39,740)   |
| <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     | -          |
|   |          | 30,516  | 18,718  | (2,595)  | 1,000     | 27,500    | 1,000     | -          |
| <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       | -          |
|   |          | 5,110   | 50,464  | 18,732   | 60,500    | 60,500    | 54,007    | (6,493)    |
| <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)  | -         | -         | -         | -          |
|   |          | 65,050  | 615,578 | 69,073   | 44,000    | 44,000    | 44,000    | -          |



**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>     |
|---------------------------------------|----------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|-----------------------|
| <u>Various Funds</u>                  |          | <u>Actual</u>        | <u>Actual</u>        | <u>Actual</u>        | <u>Budget</u>        | <u>Estimate</u>      | <u>Proposed</u>     | <u>PY Budget</u>      |
| 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               | -                   | (18,500)              |
| FEMA Grant                            | 351-4600 | 1,408,541            | -                    | 44,750               | 417,000              | 417,000              | -                   | (417,000)             |
| CA Water Resources Grant              | 352-4600 | -                    | -                    | -                    | 945,900              | 945,900              | -                   | (945,900)             |
| 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               | -                   | (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>1,486,400</u>     | <u>43,500</u>       | <u>(1,402,900)</u>    |
| <b>Total Restricted Fund Revenues</b> |          | <b>\$ 12,363,359</b> | <b>\$ 14,049,692</b> | <b>\$ 10,062,147</b> | <b>\$ 12,353,866</b> | <b>\$ 13,060,216</b> | <b>\$ 9,841,989</b> | <b>\$ (2,511,877)</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</u></b> |
|------------------------------|---------------------|--------------------------------------|-------------------------------|--------------------|
|                              |                     | <b><u>Elected/<br/>Appointed</u></b> | <b><u>Re-<br/>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)             |
| Subtotal, Salaries and Benefits | <u>21,391</u>    | <u>20,171</u>    | <u>20,405</u>    | <u>19,507</u>    | <u>20,367</u>    | <u>19,442</u>    |             |                  | <u>(65)</u>      |
| Department Supplies             | 102              | 915              | 138              | 500              | 1,500            | 1,000            |             | 500              | 500              |
| Equipment Repair                | -                | -                | -                | 200              | 200              | -                |             | (200)            | (200)            |
| Travel/Conferences/Training     | 6,213            | 1,350            | 65               | 8,000            | 8,000            | 10,000           |             | 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           |
| Subtotal, Services and Supplies | <u>11,443</u>    | <u>5,985</u>     | <u>47,027</u>    | <u>14,700</u>    | <u>15,700</u>    | <u>28,000</u>    |             | <u>13,300</u>    | <u>13,300</u>    |
| 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> |



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

**History of Expenditures**

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

|                                      | <u>2019-20</u><br><u>Actual</u> | <u>2020-21</u><br><u>Actual</u> | <u>2021-22</u><br><u>Actual</u> | <u>2022-23</u><br><u>Budget</u> | <u>2022-23</u><br><u>Estimate</u> | <u>2023-24</u><br><u>Proposed</u> | <u>Change vs.</u><br><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                                |
|                                      | <b>-</b>                        | <b>-</b>                        | <b>93</b>                       | <b>-</b>                        | <b>148,500</b>                    | <b>112,000</b>                    | <b>112,000</b>                        |
| <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                       | -                               | -                               | -                               | -                               | -                                 | -                                 | -                                     |
|                                      | <b>-</b>                        | <b>-</b>                        | <b>2,718</b>                    | <b>-</b>                        | <b>89,492</b>                     | <b>109,111</b>                    | <b>109,111</b>                        |
| 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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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>  |
| <br>                            |             |                     |                     |                     |                     |                     |                     |                   |
| <b><u>Fund</u></b>              | <b>100</b>  |                     |                     |                     |                     |                     |                     |                   |
| <b><u>Department</u></b>        | <b>2800</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>   |
| <br>                            |             |                     |                     |                     |                     |                     |                     |                   |
| <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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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>                     |

| <b><u>Measure E Fund History</u></b> | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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><br><u>Department</u> | 101<br>2000 | 2019-20<br>Actual | 2020-21<br>Actual | 2021-22<br>Actual | 2022-23<br>Budget   | 2022-23<br>Estimate | 2023-24<br>Proposed | Change vs.<br>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> |



Restricted Fund  
Building

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**

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

120

**Department**

3000

**History of Expenditures**

Account

|                                  | 2019-20<br>Actual | 2020-21<br>Actual | 2021-22<br>Actual | 2022-23<br>Budget | 2022-23<br>Estimate | 2023-24<br>Proposed | Change vs.<br>PY Budget |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------------|
| Salaries                         | \$ 146,153        | \$ 150,975        | \$ 156,226        | \$ 169,243        | \$ 168,597          | \$ 175,302          | \$ 6,059                |
| Salary Part-Time                 | -                 | -                 | -                 | -                 | -                   | -                   | -                       |
| Overtime                         | 208               | -                 | -                 | -                 | -                   | -                   | -                       |
| Vacation Buyback                 | 3,928             | 1,708             | 4,775             | 4,000             | 4,000               | 4,000               | -                       |
| Benefits                         | 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              | 3,109             | 1,734             | 2,132             | 5,000             | 5,000               | 2,000               | (3,000)                 |
| Fuel & Oil                       | 1,307             | 1,627             | 2,174             | 2,000             | 2,000               | 2,500               | 500                     |
| Equipment Maintenance            | 143               | 413               | 143               | 1,000             | 1,000               | 1,000               | -                       |
| Software Maintenance             | -                 | -                 | -                 | -                 | -                   | 12,240              | 12,240                  |
| Vehicle Repair & Maintenance     | -                 | 484               | 564               | 600               | 600                 | 1,000               | 400                     |
| Engineering Services             | 10,340            | 4,000             | 4,388             | 4,000             | 4,000               | 4,000               | -                       |
| Personnel Services               | -                 | -                 | 4                 | 1,000             | 500                 | 500                 | (500)                   |
| Telephone                        | 189               | 197               | 235               | 200               | 200                 | 200                 | -                       |
| Cell Phones                      | 875               | 784               | 639               | 1,000             | 700                 | 1,000               | -                       |
| Insurance (A)                    | 2,000             | 2,000             | 2,000             | 2,000             | 2,000               | 2,000               | -                       |
| Utilities                        | 960               | 1,069             | 1,176             | 1,000             | 1,200               | 1,200               | 200                     |
| Travel/Conferences/Training      | 1,863             | 1,005             | 3,371             | 6,500             | 6,500               | 6,500               | -                       |
| Dues & Subscriptions             | 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                   | -                 | -                 | -                 | -                 | -                   | -                   | -                       |
| 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              |             | -                        | -                        | 318,016                  | -                        | -                        | -                        | -                       |
| <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<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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<br><u>Actual</u> | 5600<br><u>Actual</u> | 2019-20<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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<br><u>Actual</u> | 5610<br><u>Actual</u> | 2019-20<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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) | \$ - | \$ - | \$ - | \$ - |
|--|------|--------|----------|------|------|------|------|



**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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>PY Budget</b> |
|--------------------------|-------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|---------------------------------|
| <b><u>Department</u></b> | <b>4100</b> |                           |                           |                           |                           |                             |                             |                                 |

**History of Expenditures**

| <b><u>History of Expenditures</u></b> | Account | 2019-20           | 2020-21           | 2021-22           | 2022-23           | 2022-23           | 2023-24           | Change vs.       |
|---------------------------------------|---------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
|                                       |         | Actual            | Actual            | Actual            | Budget            | Estimate          | Proposed          | PY Budget        |
| 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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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>              |



Restricted Funds  
Storm Drain Maintenance

Public Works Department

| <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> |
| <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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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**

**Public Works Department**

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

| <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      |         | <u>247,041</u>           | <u>256,865</u>           | <u>301,767</u>           | <u>291,950</u>           | <u>288,207</u>           | <u>308,292</u>           | <u>16,342</u>           |
| 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      |         | <u>135,484</u>           | <u>121,374</u>           | <u>111,696</u>           | <u>117,164</u>           | <u>125,564</u>           | <u>134,521</u>           | <u>17,357</u>           |
| Capital Outlay                       | 8000    | 17,333                   | -                        | -                        | -                        | -                        | -                        | -                       |
| Capital Outlay - Radar Signs (1/3)   |         |                          |                          |                          |                          |                          | 2,670                    |                         |
| Subtotal Capital Outlay              |         | <u>17,333</u>            | <u>-</u>                 | <u>-</u>                 | <u>-</u>                 | <u>-</u>                 | <u>2,670</u>             | <u>-</u>                |
| <b>Total Fund:</b>                   |         | <b><u>\$ 399,858</u></b> | <b><u>\$ 378,239</u></b> | <b><u>\$ 413,463</u></b> | <b><u>\$ 409,114</u></b> | <b><u>\$ 413,771</u></b> | <b><u>\$ 445,483</u></b> | <b><u>\$ 33,699</u></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><u>\$ 9,955</u></b> | <b><u>\$ 58,024</u></b> | <b><u>\$ 63,276</u></b> | <b><u>\$ 98,000</u></b> | <b><u>\$ 98,000</u></b> | <b><u>\$ 100,000</u></b> | <b><u>\$ 2,000</u></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<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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) |
|---------------------|----------|-------|---------|-------|--------|----------|----------|

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> |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|



**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**

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

**Significant Changes**

None.



Restricted Funds  
Water Fund

Public Works Department

Personnel Allocation

Depts. 6000, 6100, 6200, 6300

|  | 2019-20<br><u>Actual</u> | 2020-21<br><u>Actual</u> | 2021-22<br><u>Actual</u> | 2022-23<br><u>Budget</u> | 2022-23<br><u>Estimate</u> | 2023-24<br><u>Proposed</u> | Change vs.<br><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>                           | <b>500</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>6300</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> |             |                   |                   |                   |                   |                   |                   |                   |
| <b><u>Administration</u></b>          |             |                   |                   |                   |                   |                   |                   |                   |
| 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       |             | <u>396,160</u>    | <u>432,186</u>    | <u>452,526</u>    | <u>452,135</u>    | <u>443,554</u>    | <u>483,589</u>    | <u>31,454</u>     |
| 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       |             | <u>142,426</u>    | <u>154,864</u>    | <u>152,100</u>    | <u>179,324</u>    | <u>169,234</u>    | <u>199,155</u>    | <u>19,831</u>     |
| Capital Outlay                        |             |                   |                   |                   |                   |                   |                   |                   |
| Capital Outlay                        | 8000        | 20,565            | -                 | -                 | -                 | -                 | -                 | -                 |
| Subtotal, Capital Outlay              |             | <u>20,565</u>     | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| <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>   | <b>500</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>6000</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>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                   | 22,500                   | -                        | (22,500)                |
| 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>47,500</u>            | <u>82,500</u>            | <u>35,000</u>           |
| <b>Total:</b>   |             | <b><u>\$ 682,005</u></b> | <b><u>\$ 600,639</u></b> | <b><u>\$ 317,302</u></b> | <b><u>\$ 628,339</u></b> | <b><u>\$ 628,025</u></b> | <b><u>\$ 680,987</u></b> | <b><u>\$ 52,648</u></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>          |
| <u>Transmission &amp; Distribution Division</u> |      |                          |                          |                            |                          |                          |                          |                           |
| 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                   | -                        | -                        | (22,500)                  |
| 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>-</u>                 | <u>(66,550)</u>           |
| <b>Total:</b>                                   |      | <b><u>\$ 561,809</u></b> | <b><u>\$ 575,587</u></b> | <b><u>\$ 1,060,035</u></b> | <b><u>\$ 737,225</u></b> | <b><u>\$ 633,138</u></b> | <b><u>\$ 664,482</u></b> | <b><u>\$ (72,743)</u></b> |

| <u>Fund</u>                     | 500  |                         |                         |                         |                         |                         |                         |                        |
|---------------------------------|------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| <u>Department</u>               | 6200 |                         |                         |                         |                         |                         |                         |                        |
| <u>Customer Account Expense</u> |      |                         |                         |                         |                         |                         |                         |                        |
| 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><u>\$ 71,500</u></b> | <b><u>\$ 74,798</u></b> | <b><u>\$ 90,981</u></b> | <b><u>\$ 88,915</u></b> | <b><u>\$ 87,810</u></b> | <b><u>\$ 92,677</u></b> | <b><u>\$ 3,762</u></b> |



**Public Works Department**

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

**Significant Changes**

None.





Restricted Funds  
Wastewater Fund

Public Works Department

**Personnel Allocation**  
**Depts. 6500,6600,6700**

|   | 2019-20      | 2020-21      | 2021-22      | 2022-23      | 2022-23      | 2023-24      | Change vs.    |
|---|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
|   | Actual       | Actual       | Actual       | Budget       | Estimate     | Proposed     | PY Budget     |
| <b>City Administration</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                 | -            | -            | -            | 0.25         | 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         | -             |
| <b>Administration and Engineering</b>     |              |              |              |              |              |              |               |
| 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         | -             |
| <b>General Services and Parks and Rec</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          | 0.75         | 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         | -             |
| <b>Utilities - Water</b>                  |              |              |              |              |              |              |               |
| 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         | -             |
| <b>Utilities - Wastewater</b>             |              |              |              |              |              |              |               |
| 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> |
| <b>Part Time:</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>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            | 22,500            | -                 | (22,500)           |
| Hammer Attachment for Mini (1/2) |      | -                 | -                 | -                 | 4,050             | 4,050             | -                 | (4,050)            |
| Total Capital Outlay             |      | 65,088            | 130,120           | -                 | 26,550            | 26,550            | -                 | (26,550)           |
| <b>Total:</b>                    |      | <b>\$ 402,654</b> | <b>\$ 470,067</b> | <b>\$ 368,292</b> | <b>\$ 487,098</b> | <b>\$ 415,268</b> | <b>\$ 455,043</b> | <b>\$ (32,055)</b> |



**Public Works Department**

**Restricted Funds  
Wastewater Fund**

| <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> |
| <b><u>History of Expenditures</u></b>       |      |                     |                     |                     |                     |                     |                     |                  |
| <b><u>Wastewater Treatment Division</u></b> |      |                     |                     |                     |                     |                     |                     |                  |
| 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             |      | <u>729,077</u>      | <u>663,743</u>      | <u>295,716</u>      | <u>697,906</u>      | <u>626,298</u>      | <u>685,125</u>      | <u>(12,781)</u>  |
| 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             |      | <u>802,093</u>      | <u>667,382</u>      | <u>773,908</u>      | <u>924,500</u>      | <u>878,500</u>      | <u>915,000</u>      | <u>(9,500)</u>   |
| Capital Outlay                              | 8000 | 89,018              | 4,478               | 29,431              | -                   | -                   | -                   | -                |
| Boiler Repair                               |      | -                   | -                   | -                   | 25,000              | 25,000              | -                   | (25,000)         |
| Replace Service Truck (1/2)                 |      | -                   | -                   | -                   | 22,500              | 22,500              | -                   | (22,500)         |
| 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                        |      | <u>89,018</u>       | <u>4,478</u>        | <u>29,431</u>       | <u>47,500</u>       | <u>47,500</u>       | <u>129,500</u>      | <u>82,000</u>    |
| <b>Total:</b>                               |      | <b>\$ 1,620,188</b> | <b>\$ 1,335,603</b> | <b>\$ 1,099,055</b> | <b>\$ 1,669,906</b> | <b>\$ 1,552,298</b> | <b>\$ 1,729,625</b> | <b>\$ 59,719</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>                                      | 677  | 2019-20           | 2020-21           | 2021-22           | 2022-23           | 2022-23           | 2023-24           | Change vs.       |
|--|------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <u>Department</u>                                | 6526 | <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 678</u></b>                           |      |                   |                   |                   |                   |                   |                   |                  |
| <b><u>Department 6527</u></b>                    |      |                   |                   |                   |                   |                   |                   |                  |
| <b><u>Drainage Assessment Area 2010-03</u></b>   |      |                   |                   |                   |                   |                   |                   |                  |
| <b><u>Wright Subdivision</u></b>                 |      |                   |                   |                   |                   |                   |                   |                  |
| Beginning Unreserved Fund Balance                |      | \$ 808            | \$ 1,268          | \$ 1,308          | \$ 1,056          | \$ 1,056          | \$ 1,238          | \$ 182           |
| Revenue  |      | 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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Actual</b> | <b>2022-23<br/>Budget</b> | <b>2022-23<br/>Estimate</b> | <b>2023-24<br/>Proposed</b> | <b>Change vs.<br/>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>                |



Enterprise Fund  
Transit

Transportation

| <u>Fund</u>                     | 590  | 2019-20           | 2020-21           | 2021-22           | 2022-23           | 2022-23           | 2023-24           | Change vs.       |
|---------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <u>Department</u>               | 5000 | <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>  |      |                   |                   |                   |                   |                   |                   |                  |
| 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 |      | 144,735           | 150,761           | 165,646           | 197,944           | 193,430           | 204,919           | 6,975            |
| 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 |      | 23,375            | 30,503            | 36,611            | 37,742            | 43,192            | 44,918            | 7,176            |
| <b>Senior Bus Total:</b>        |      | <b>\$ 168,110</b> | <b>\$ 181,264</b> | <b>\$ 202,257</b> | <b>\$ 235,686</b> | <b>\$ 236,622</b> | <b>\$ 249,837</b> | <b>\$ 14,151</b> |
| <br>                            |      |                   |                   |                   |                   |                   |                   |                  |
| <u>Fund</u>                     | 590  |                   |                   |                   |                   |                   |                   |                  |
| <u>Department</u>               | 5050 |                   |                   |                   |                   |                   |                   |                  |
| <u>Public Transit</u>           |      |                   |                   |                   |                   |                   |                   |                  |
| HTA- Contract Services          | 6620 | 160,590           | \$ 163,697        | \$ 163,697        | \$ 168,700        | \$ 168,700        | \$ 177,097        | \$ 8,397         |
| <b>Transit Total:</b>           |      | <b>160,590</b>    | <b>163,697</b>    | <b>163,697</b>    | <b>168,700</b>    | <b>168,700</b>    | <b>177,097</b>    | <b>8,397</b>     |
| <br>                            |      |                   |                   |                   |                   |                   |                   |                  |
| <b>Fund Total:</b>              |      | <b>\$ 328,700</b> | <b>\$ 344,961</b> | <b>\$ 365,954</b> | <b>\$ 404,386</b> | <b>\$ 405,322</b> | <b>\$ 426,934</b> | <b>\$ 22,548</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.

| <b><u>Personnel Allocation</u></b>    | <b><u>2019-20</u></b> | <b><u>2020-21</u></b> | <b><u>2021-22</u></b> | <b><u>2022-23</u></b> | <b><u>2023-24</u></b>  |  |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|--|
|                                       | <b><u>Actual</u></b>  | <b><u>Actual</u></b>  | <b><u>Actual</u></b>  | <b><u>Budget</u></b>  | <b><u>Proposed</u></b> |  |
| Special Consultant / Interim Employee | -                     | -                     | 0.50                  | -                     | -                      |  |
|                                       | -                     | -                     | 0.50                  | -                     | -                      |  |

| <b><u>Fund Balance Projections</u></b>   | <b><u>Successor</u></b> | <b><u>Home</u></b> | <b><u>CDBG</u></b>     | <b><u>CDBG</u></b>  | <b><u>Business</u></b> | <b><u>Total</u></b> |
|--|-------------------------|--------------------|------------------------|---------------------|------------------------|---------------------|
|  | <b><u>Housing</u></b>   | <b><u>Fund</u></b> | <b><u>Programs</u></b> | <b><u>Admin</u></b> | <b><u>Loans</u></b>    |                     |
|  | 205                     | 230                | 830                    | 825                 | 836                    |                     |
| <b>Available Fund Balance, June 2022</b> | <b>\$ 233,100</b>       | <b>\$ 202,718</b>  | <b>\$ 860,027</b>      | <b>\$ 224,819</b>   | <b>\$ 573,684</b>      | <b>\$ 2,094,348</b> |

**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  |
| Program Administration | 6050   | -      | -       | 5,000   | -      | -       |
| CIP                    |        | -      | -       | 650,000 | -      | -       |
|                        | 25,000 | 5,000  | 655,000 | 15,000  | 25,000 | 725,000 |

|                     |        |        |           |          |         |           |
|---------------------|--------|--------|-----------|----------|---------|-----------|
| Net Annual Activity | 35,500 | 22,500 | (635,000) | (15,000) | (1,000) | (593,000) |
|---------------------|--------|--------|-----------|----------|---------|-----------|

|  |                |                |                |                |                |                  |
|--|----------------|----------------|----------------|----------------|----------------|------------------|
| <b>Projected Fund Balance, June 2023</b> | <b>268,600</b> | <b>225,218</b> | <b>225,027</b> | <b>209,819</b> | <b>572,684</b> | <b>1,501,348</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 |
| Program Administration | 6050   | -      | -     | 5,000  | -      | -      |
| CIP                    |        | -      | -     | -      | -      | -      |
|                        | 25,000 | 5,000  | 5,000 | 15,000 | 25,000 | 75,000 |

|                     |        |         |        |          |         |        |
|---------------------|--------|---------|--------|----------|---------|--------|
| Net Annual Activity | 29,007 | (4,000) | 15,000 | (15,000) | (1,000) | 24,007 |
|---------------------|--------|---------|--------|----------|---------|--------|

|  |                   |                   |                   |                   |                   |                     |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Projected Fund Balance, June 2024</b> | <b>\$ 297,607</b> | <b>\$ 221,218</b> | <b>\$ 240,027</b> | <b>\$ 194,819</b> | <b>\$ 571,684</b> | <b>\$ 1,525,355</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<br/>Principal<br/>June 2022</u></b> | <b><u>2022-23<br/>Debt<br/>Payment</u></b> | <b><u>2023-24<br/>Debt<br/>Payment</u></b> | <b><u>Change vs.<br/>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**

|   | <b>2020-21</b>   | <b>2021-22</b>    | <b>2022-23</b>    | <b>2023-24</b>    | <b>Change vs.</b> |
|---|------------------|-------------------|-------------------|-------------------|-------------------|
|   | <b>Budget</b>    | <b>Budget</b>     | <b>Budget</b>     | <b>Proposed</b>   | <b>PY Budget</b>  |
| <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)           |
|   | <b>423,016</b>   | <b>438,431</b>    | <b>523,591</b>    | <b>592,248</b>    | <b>68,657</b>     |
| <b><u>Deductibles</u></b>                   |                  |                   |                   |                   |                   |
|   | <b>Per Claim</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      |                  | <b>30,000</b>     | <b>30,000</b>     | <b>30,000</b>     | -                 |
| a) Budget provides for four deductible/year |                  |                   |                   |                   |                   |
|   |                  | <b>\$ 453,016</b> | <b>\$ 468,431</b> | <b>\$ 553,591</b> | <b>\$ 622,248</b> |
|   |                  |                   |                   |                   | <b>\$ 68,657</b>  |

**Departmental Allocation Acct. 6350**

|                                | <b>Fund</b>   |                   |                   |                   |                   |                  |
|--------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|------------------|
| 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>\$ 453,016</b> | <b>\$ 468,431</b> | <b>\$ 553,591</b> | <b>\$ 622,248</b> | <b>\$ 68,657</b> |

**Insurance Premiums - Workers Compensation**

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

|   | <b>Deductible</b> |                   |                   |                   |                   |                  |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| 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>\$ 406,899</b> | <b>\$ 406,444</b> | <b>\$ 388,883</b> | <b>\$ 399,422</b> | <b>\$ 10,539</b> |

**Departmental Allocation Acct. 5200**

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



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

**Allocated Expenditures**

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

(Continued)

|                                     | <u>2020-21<br/>Budget</u> | <u>2021-22<br/>Budget</u> | <u>2022-23<br/>Budget</u> | <u>2023-24<br/>Proposed</u> | <u>Change vs.<br/>PY Budget</u> |
|-------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|---------------------------------|
| <b><u>Audit Fees</u></b>            |                           |                           |                           |                             |                                 |
| <b><u>Costs To Be Allocated</u></b> |                           |                           |                           |                             |                                 |
| 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><u>\$ 30,000</u></b>   | <b><u>\$ 30,000</u></b>   | <b><u>\$ 36,000</u></b>   | <b><u>\$ 38,000</u></b>     | <b><u>\$ 2,000</u></b>          |

**Departmental Allocation Acct. 6000**

|                                 | <u>Fund</u> | <u>2020-21<br/>Budget</u> | <u>2021-22<br/>Budget</u> | <u>2022-23<br/>Budget</u> | <u>2023-24<br/>Proposed</u> | <u>Change vs.<br/>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><u>\$ 30,000</u></b>   | <b><u>\$ 30,000</u></b>   | <b><u>\$ 36,000</u></b>   | <b><u>\$ 38,000</u></b>     | <b><u>\$ 2,000</u></b>          |

**Network Support**

**Costs To Be Allocated**

|   |                         |                         |                         |                         |                        |
|---|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| 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><u>\$ 72,400</u></b> | <b><u>\$ 72,400</u></b> | <b><u>\$ 79,400</u></b> | <b><u>\$ 84,400</u></b> | <b><u>\$ 5,000</u></b> |

**Departmental Distribution Acct. 5775**

|                                | <u>Fund</u> | <u>2020-21<br/>Budget</u> | <u>2021-22<br/>Budget</u> | <u>2022-23<br/>Budget</u> | <u>2023-24<br/>Proposed</u> | <u>Change vs.<br/>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><u>\$ 72,400</u></b>   | <b><u>\$ 72,400</u></b>   | <b><u>\$ 79,400</u></b>   | <b><u>\$ 84,400</u></b>     | <b><u>\$ 5,000</u></b>          |

**Website Hosting**

**Costs To Be Allocated**

|                          |                         |                         |                        |                        |                    |
|--------------------------|-------------------------|-------------------------|------------------------|------------------------|--------------------|
| Website Hosting (Revise) | <b><u>\$ 11,998</u></b> | <b><u>\$ 11,998</u></b> | <b><u>\$ 7,000</u></b> | <b><u>\$ 7,000</u></b> | <b><u>\$ -</u></b> |
|--------------------------|-------------------------|-------------------------|------------------------|------------------------|--------------------|

**Departmental Allocation Acct. 5780**

|                                | <u>Fund</u> | <u>2020-21<br/>Budget</u> | <u>2021-22<br/>Budget</u> | <u>2022-23<br/>Budget</u> | <u>2023-24<br/>Proposed</u> | <u>Change vs.<br/>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><u>\$ 11,998</u></b>   | <b><u>\$ 11,998</u></b>   | <b><u>\$ 7,000</u></b>    | <b><u>\$ 7,000</u></b>      | <b><u>\$ -</u></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>Software</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>   |
| <br>   |             |                  |                  |                  |                  |                   |
| <b><u>Departmental Allocation Acct. 5710</u></b> |             |                  |                  |                  |                  |                   |
|  |             |                  |                  |                  |                  |                   |
| City Hall/General Government                     | <b>Fund</b> |                  |                  |                  |                  |                   |
|  | 100-1500    | 7,750            | 8,000            | 8,500            | 10,500           | 2,000             |
| Police Department                                | 100-2000    | 6,200            | 6,400            | 6,800            | 8,400            | 1,600             |
| Parks & Recreation                               | 100-5400    | 3,100            | 3,200            | 3,400            | 4,200            | 800               |
| Street Maintenance                               | 280-4200    | 1,550            | 1,600            | 1,700            | 2,100            | 400               |
| Water Administration                             | 500-6300    | 6,200            | 6,400            | 6,800            | 8,400            | 1,600             |
| Wastewater Administration                        | 550-6700    | 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>General Fund</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           | 25,000           | 27,400           |
| 9101 Prop 1 LID 12th Street Project                     | 101         | -              | -              | 50             | 75,000           | 50,000           | 40,000           |
| 9105 General Park Acquisition and Improvements          | 101         | -              | -              | -              | 265,000          | 75,000           | 175,000          |
| 9106 Rohner Park Basketball Expansion                   | 101         | -              | -              | 2,300          | 125,000          | 125,000          | -                |
| 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>1,362,117</b> | <b>3,939,300</b> |