CITY OF FORTUNA

PROPOSED BUDGET
FISCAL YEAR 2024-2025

ADOPTED BY RESOLUTION 2024-XX ON JUNE 3, 2024

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CITY OF FORTUNA

ANNUAL OPERATING BUDGET

FISCAL YEAR 2024-25

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CITY OF FORTUNA

ANNUAL OPERATING BUDGET

FISCAL YEAR 2024-25

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Section 1

Introduction

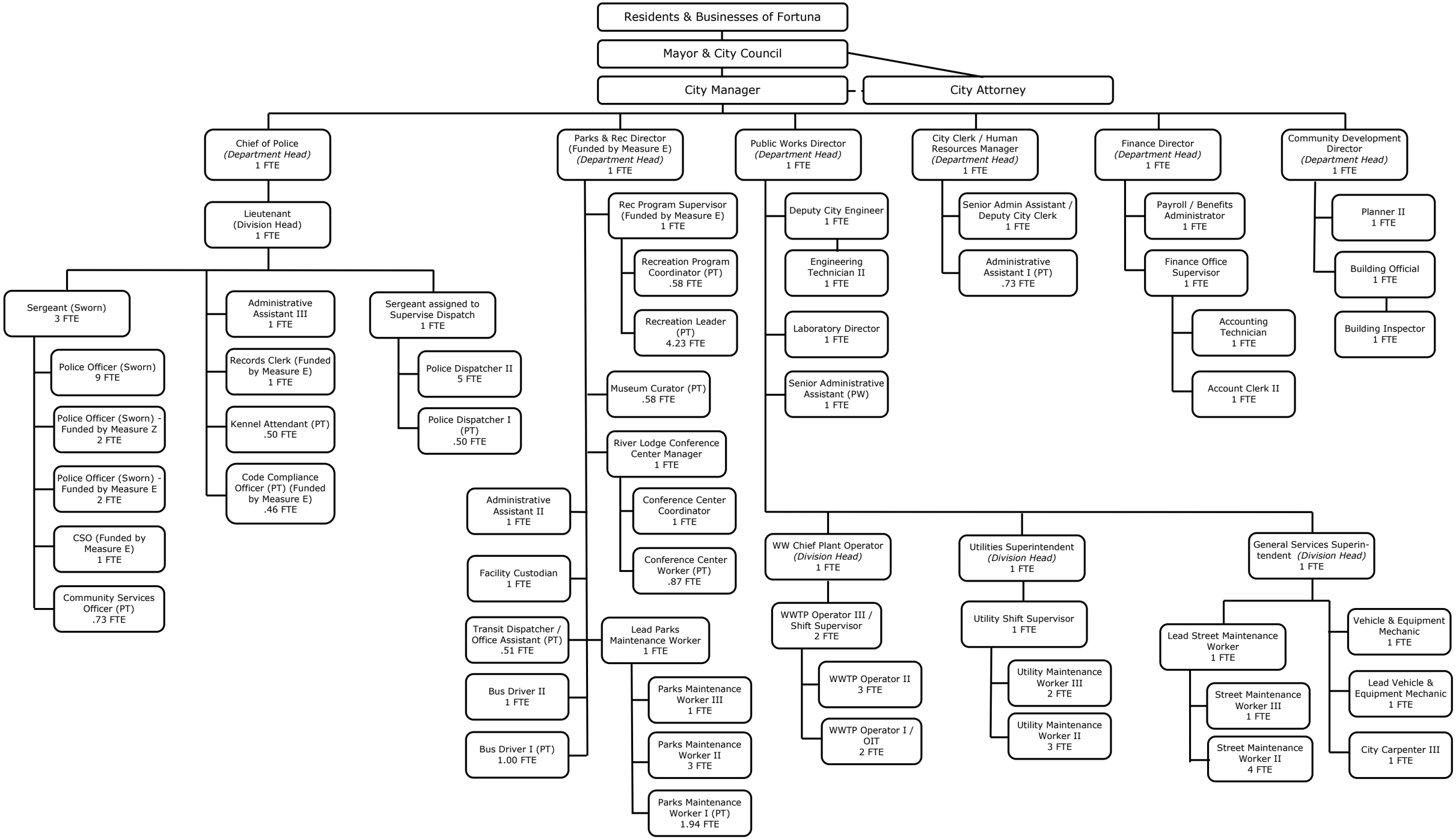
Council Member	**Title**
Tami Trent	Mayor
Mike Johnson	Mayor Pro Tem
Kyle Conley	Councilmember
Mike Losey	Councilmember
Kris Mobley	Councilmember
Merritt Perry	City Manager

City of Fortuna, California

Section 2

Personnel Graphics and Summaries

City of Fortuna
Organizational Chart



City-wide Staffing/Full Time Equivalents

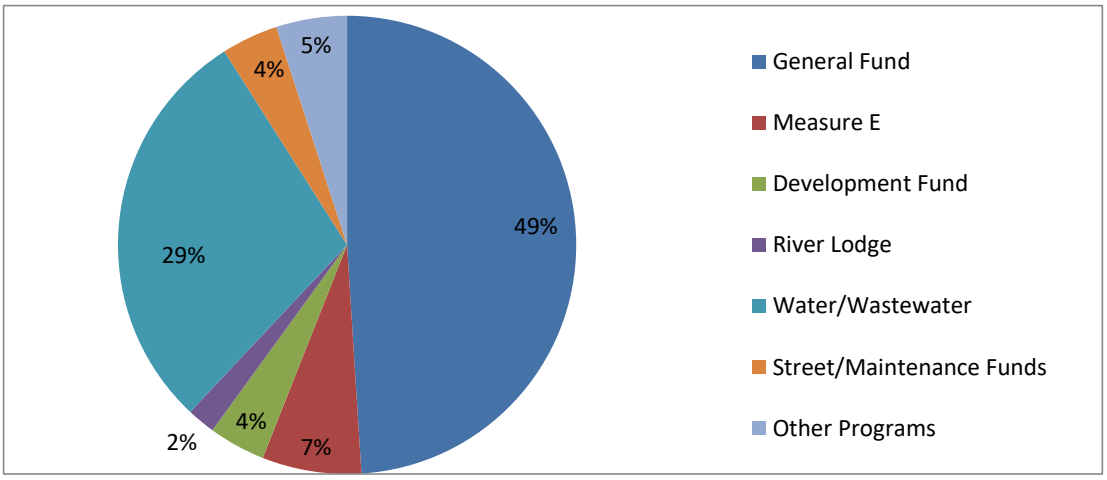
Personnel Budget

Distributions

	General Fund															Measure E			Development Fund		R. Lodge	PD Grant	General Services			Water Fund				Wastewater Fund			Transit	Total
	City Manager 100-1100	City Clerk 100-1150	Finance 100-1200	General Govt 100-1500	Risk Mgmt. 100-1600	Police 100-2000	PD Dispatch 100-2400	Animal Control 100-2800	Planning 100-3200	Engineer 100-4000	General Services 100-4100	Recreation 100-5400	Parks 100-5450	Library 100-5500	Museum 100-5600	Police 101-2000	Recreation 101-5400	Parks 101-5450	Building 120-3000	Dev Review 120-3100	River Lodge 160-5800	Drug Task Force 189-2000	Storm Drain Maintenance 200-4300	Solid Waste Recycling 210-5300	Streets 280-4200	Treatment& Distribution 500-6000	Transmission Distribution 500-6100	Customer Accounts 500-6200	Admin 500-6300	Collection 550-6500	Collection & Treatment 550-6600	Admin 550-6700	Transit 590-5000	City-wide FTEs
Administration and Development																																		
City Manager/City Clerk																																		
City Manager	0.25				0.10															0.07									0.29			0.29		1.00
City Clerk/Human Resource Mgr.	0.20	0.20			0.20																								0.20			0.20		1.00
Sen. Admin. Asst / Deputy City Clerk	0.30	0.15			0.15																								0.20			0.20		1.00
Community Development																																		
Community Development Director									0.60										0.05	0.25									0.05			0.05		1.00
Planner II									0.15										0.15	0.70														1.00
Building Official																			0.80	0.20														1.00
Building Inspector																			1.00															1.00
Finance																																		
Finance Director			0.40																						0.05				0.26			0.26	0.03	1.00
Payroll & Benefits Administrator			0.29																										0.35			0.35	0.01	1.00
Finance Office Supervisor			0.30																									0.20	0.25			0.25		1.00
Accounting Technician	0.05		0.15																										0.40			0.40		1.00
Account Clerk II			0.20																										0.40			0.40		1.00
Subtotal, Admin and Dev.	**0.80**	**0.35**	**1.34**	**-**	**0.45**	**-**	**-**	**-**	**0.75**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**2.00**	**1.22**	**-**	**-**	**-**	**-**	**0.05**	**-**	**-**	**0.20**	**2.40**	**-**	**-**	**2.40**	**0.04**	**12.00**
Police Department																																		
Police Chief						1.00																												1.00
Lieutenant						1.00																												1.00
Police Sergeant						3.90	0.10																											4.00
Police Officer						9.00										2.00						2.00												13.00
Community Services Officer																1.00																		1.00
Administrative Assistant III						1.00																												1.00
Records Clerk																1.00																		1.00
Dispatcher							5.00																											5.00
Subtotal, Police	**-**	**-**	**-**	**-**	**-**	**15.90**	**5.10**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**4.00**	**-**	**-**	**-**	**-**	**-**	**2.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**27.00**
Parks & Recreation Department																																		
Parks & Recreation Director																	0.45	0.45															0.10	1.00
Administrative Assistant II												0.80																					0.20	1.00
Recreation Program Supervisor																	1.00																	1.00
Bus Driver II																																	1.00	1.00
Conference Center Manager																					1.00													1.00
Conference Center Coordinator																					1.00													1.00
Facility Custodian				0.20		0.20							0.10	0.10							0.20								0.05			0.05	0.10	1.00
Lead Park Maintenance Worker													0.85								0.10						0.02				0.03			1.00
Park Maintenance Worker III													0.95														0.02				0.03			1.00
Park Maintenance Worker II													2.55								0.30						0.06				0.09			3.00
Subtotal, Parks and Rec	**-**	**-**	**-**	**0.20**	**-**	**0.20**	**-**	**-**	**-**	**-**	**-**	**0.80**	**4.45**	**0.10**	**-**	**-**	**1.45**	**0.45**	**-**	**-**	**2.60**	**-**	**-**	**-**	**-**	**-**	**0.10**	**-**	**0.05**	**-**	**0.15**	**0.05**	**1.40**	**12.00**
Public Works Department																																		
Administration and Engineering																																		
Public Works Director										0.20										0.05						0.10	0.10		0.25	0.10	0.10	0.10		1.00
Deputy City Engineer										0.20										0.04									0.38			0.38		1.00
Engineering Technician II										0.10										0.20			0.10		0.10				0.25			0.25		1.00
Senior Administrative Assistant																											0.10		0.40	0.05	0.05	0.40		1.00
General Services																																		
General Services Superintendent											0.10												0.06	0.12	0.40		0.16			0.16				1.00
Lead Street Maintenance Worker											0.30														0.50		0.10			0.10				1.00
Street Maintenance Worker III											0.25												0.02		0.48		0.13			0.12				1.00
Street Maintenance Worker II											0.84												0.16		1.60		0.56			0.84				4.00
City Carpenter III											0.15												0.08		0.22	0.15				0.15	0.25			1.00
Vehicle & Equipment Mechanic II						0.24					0.20		0.10						0.01						0.10		0.15			0.15			0.05	1.00
Lead Vehicle & Equipment Mechanic						0.24					0.20		0.10						0.01						0.10		0.15			0.15			0.05	1.00
Utilities - Water																																		
Utilities Superintendent																											0.25		0.40	0.25		0.10		1.00
Utility Shift Supervisor																										0.10	0.45	0.10	0.05	0.25		0.05		1.00
Utility Worker III																										0.20	0.90	0.20		0.70				2.00
Utility Worker II																										0.30	1.35	0.30		1.05				3.00
Utilities - Wastewater																																		
Chief Treatment Plant Operator																										0.20			0.20		0.30	0.30		1.00
Laboratory Director																										0.25					0.75			1.00
Treatment Plant Operator III/Shift Sup.																										0.30	0.10			0.10	1.50			2.00
Treatment Plant Operator II																										0.45	0.15			0.15	2.25			3.00
Treatment Plant Operator I/OIT																										0.30	0.10			0.10	1.50			2.00
Subtotal, Public Works	**-**	**-**	**-**	**-**	**-**	**0.48**	**-**	**-**	**-**	**0.50**	**2.04**	**-**	**0.20**	**-**	**-**	**-**	**-**	**-**	**0.02**	**0.29**	**-**	**-**	**0.42**	**0.12**	**3.50**	**2.35**	**4.75**	**0.60**	**1.93**	**4.42**	**6.70**	**1.58**	**0.10**	**30.00**
Total Full-Time Employees	**0.80**	**0.35**	**1.34**	**0.20**	**0.45**	**16.58**	**5.10**	**-**	**0.75**	**0.50**	**2.04**	**0.80**	**4.65**	**0.10**	**-**	**4.00**	**1.45**	**0.45**	**2.02**	**1.51**	**2.60**	**2.00**	**0.42**	**0.12**	**3.55**	**2.35**	**4.85**	**0.80**	**4.38**	**4.42**	**6.85**	**4.03**	**1.54**	**81.00**
Part-time																																		
Administrative Assistant I - City Clerk		0.22			0.22																								0.15			0.15		0.73
Community Services Officer I						0.73																												0.73
Dispatcher							0.50																											0.50
Kennel Attendant								0.50																										0.50
Museum Curator															0.58																			0.58
Bus Driver I																																	1.00	1.00
Bus Dispatcher / Office Asst.												0.20																					0.31	0.51
Code Compliance Officer																0.46																		0.46
Conference Center Workers																					0.87													0.87
Recreation Program Coordinator												0.58																						0.58
Recreation Leader												4.23																						4.23
Park Maintenance Worker I (RPT and Seasonal)													1.94																					1.94
	-	**0.22**	**-**	**-**	**0.22**	**0.73**	**0.50**	**0.50**	**-**	**-**	**-**	**5.01**	**1.94**	**-**	**0.58**	**0.46**	**-**	**-**	**-**	**-**	**0.87**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0.15**	**-**	**-**	**0.15**	**1.31**	**12.63**
Full-Time Equivalents	**0.80**	**0.57**	**1.34**	**0.20**	**0.67**	**17.31**	**5.60**	**0.50**	**0.75**	**0.50**	**2.04**	**5.81**	**6.59**	**0.10**	**0.58**	**4.46**	**1.45**	**0.45**	**2.02**	**1.51**	**3.47**	**2.00**	**0.42**	**0.12**	**3.55**	**2.35**	**4.85**	**0.80**	**4.53**	**4.42**	**6.85**	**4.18**	**2.85**	**93.63**

Personnel Budget - All Funds

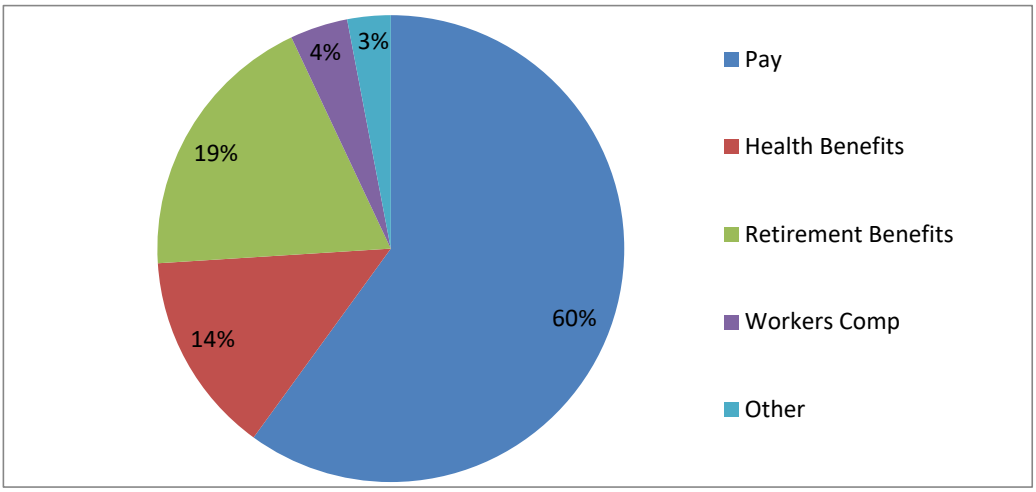
Pay and Benefits
By Fund/Department



General Fund	Fund	Pay Regular	Pay Part-time	Overtime	Holiday/ Vacation Buyout	Benefits	Total
City Clerk	100	$ 29,199	$ 8,934	$ -	$ 500	$ 17,784	$ 56,417
City Council	100	-	18,000	-	-	1,442	19,442
City Hall/General Government	100	9,325	-	-	-	4,223	13,548
City Manager	100	86,459	-	-	2,000	31,504	119,963
Community Development Planning	100	75,785	-	-	1,500	30,259	107,544
Finance	100	125,334	-	500	3,000	49,806	178,640
Library	100	4,662	-	-	-	2,111	6,773
Parks & Recreation - Recreation	100	43,144	180,563	-	1,000	54,438	279,145
Parks & Recreation - Parks	100	235,281	68,874	500	2,500	184,132	491,287
Museum	100	-	23,699	-	-	1,556	25,255
Police Department	100	1,377,592	31,397	160,000	145,000	1,239,899	2,953,888
Police Department - Dispatch	100	342,900	30,945	25,000	35,000	232,733	666,578
Police Department - Animal Control	100	-	18,718	-	-	1,931	20,649
Public Works - Engineering	100	50,320	-	-	500	24,241	75,061
Public Works - General Services	100	106,199	-	500	2,500	89,701	198,900
Risk Management	100	47,844	8,934	-	500	27,179	84,457
		$ 2,534,044	**$ 390,064**	**$ 186,500**	**$ 194,000**	**$ 1,992,939**	**$ 5,297,547**
Measure E							
Measure E		386,988	26,885	47,000	25,000	325,307	811,180
Special Revenue/ Enterprise Funds							
Building Inspection	120	161,533	-	-	5,000	90,084	256,617
Development Review	120	130,220	-	-	3,000	74,201	207,421
River Lodge	160	126,238	31,678	400	1,500	80,869	240,685
Police - AB 109 Realignment	186	-	-	-	-	-	-
Police - ABC Grant	188	-	-	-	-	-	-
Police - Measure Z	189	160,014	-	50,000	-	95,903	305,917
Public Works - Storm Drain Maint	200	25,436	-	-	500	21,663	47,599
Public Works - Solid Waste Recycling	210	11,544	-	-	300	8,298	20,142
Fortuna Business Improvement District	250	-	-	-	-	-	-
Public Works - Streets	280	197,831	-	1,500	4,000	168,818	372,149
Public Transit	590	83,039	49,688	-	500	88,075	221,302
Wastewater - Collection	550	246,716	-	500	4,000	194,355	445,571
Wastewater - Pumping & Treatment	550	427,725	-	1,500	4,000	321,366	754,591
Wastewater - Administration	550	347,437	5,956	500	6,000	150,708	510,601
Water - Pump, Treatment & Storage	500	149,976	-	500	2,500	111,444	264,420
Water - Transmission & Distribution	500	273,439	-	1,000	5,000	211,156	490,595
Water - Customer Accounts	500	46,621	-	-	1,000	37,299	84,920
Water - Administration	500	382,164	5,956	500	6,000	169,446	564,066
		$ 2,769,933	**$ 93,278**	**$ 56,400**	**$ 43,300**	**$ 1,823,685**	**$ 4,786,596**
	Total:	**$ 5,690,965**	**$ 510,227**	**$ 289,900**	**$ 262,300**	**$ 4,141,931**	**$ 10,895,323**

Personnel Budget - All Funds

Pay and Benefits Summary
With Benefit Rates



Cost in Dollars	2022-23 Actual	2023-24 Budget	2024-25 Proposed	Change vs. PY Budget
Full Time Pay (Incl. Add pays, Longevity)	$ 4,784,300	$ 5,358,915	$ 5,690,967	$ 332,052
Part Time Pay	455,728	517,761	510,226	(7,535)
Overtime Pay	272,758	275,200	289,900	14,700
Health Benefits	1,296,595	1,501,406	1,524,896	23,490
Retirement Benefits	607,596	659,344	772,036	112,692
CalPERS Unfunded Liability	2,188,767	815,334	1,303,676	488,342
Workers Compensation	341,309	413,196	451,405	38,209
Medicare	81,579	82,156	89,917	7,761
Other	33,045	254,700	262,300	7,600
Total, Pay and Benefits	$ 10,061,677	$ 9,878,012	$ 10,895,323	$ 1,017,311

Benefit Rates Health Benefits, City share	Total Monthly Premium	Monthly Employee	Monthly City	Annual City
Employee	$ 1,154.53	$ 161.24	$ 993.29	$ 11,919.48
Employee +1	2,370.89	337.80	2,033.09	24,397.08
Employee + family	3,380.89	482.24	2,898.65	34,783.80

CalPERS, City share		Employer Rates as % of Payroll			Estimated
	Benefit formula	2022-23	2023-24	2024-25	2025-26
Safety Tier 1	3% @ 50	23.75%	27.11%	27.32%	27.30%
Safety Tier 2	3% @ 55	20.64%	22.83%	23.00%	23.00%
Safety Tier 3	2.7% @ 57	12.78%	13.54%	13.76%	13.80%
Misc. Tier 1	2.7% @ 55	14.63%	16.56%	16.64%	16.60%
Misc. Tier 2	2.0% @ 55	11.36%	12.98%	13.03%	13.00%
Misc. Tier 3	2.0% @ 62	7.47%	7.68%	7.87%	7.90%

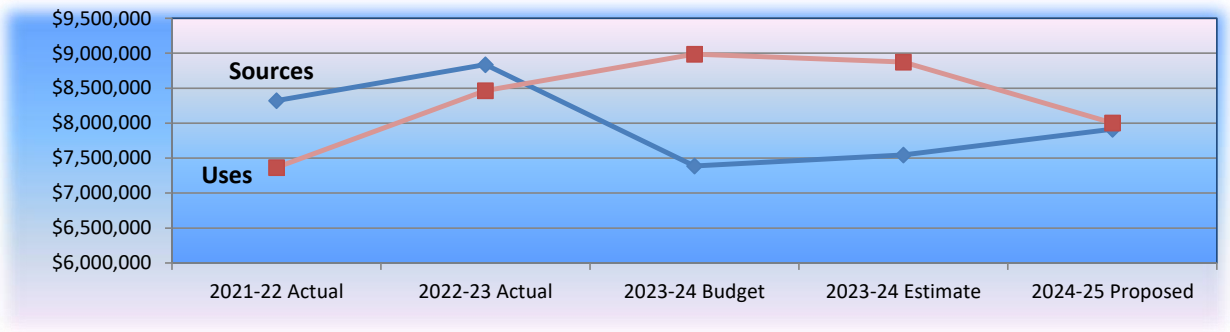
Changes since Prior Budget	2022-23	2023-24	2024-25
Full Time Positions	80	80	81

Changes:
- Allocate (1) Full time Utilities Superintendent Position
- De-allocate (1) Full time PW Project Manager Position
- Allocate (1) Full time Deputy City Engineer Position
- De-allocate (1) Full time Assistant City Engineer II Position
- Allocate (1) Full time Engineering Technician II Position
- De-allocate (1) Full time Vehicle & Equipment Mechanic II Position
- Allocate (1) Full time Lead Vehicle & Equipment Mechanic Position
- Allocate (0.5) FTE Seasonal Parks Maintenance Worker I Position

Section 3

General Fund Summaries

General Fund Revenue and Expenditure History



Fund Balance History

	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Balance	$ 6,201,412	$ 7,156,334	$ 7,527,838	$ 7,527,838	$ 6,198,874	$ (1,328,964)
SOURCES:						
Revenues:						
Taxes and Fees	6,733,100	7,037,833	6,378,545	6,570,845	6,811,675	433,130
Non-recurring Receipts	1,588,139	1,800,125	268,028	235,378	301,498	33,470
Transfers from Other Funds	-	-	740,671	740,671	800,820	60,149
Total Sources	8,321,239	8,837,958	7,387,244	7,546,894	7,913,993	526,749
USES:						
Operating Budgets:						
Pay and Benefits	4,878,956	5,117,878	4,940,673	4,731,029	5,297,547	356,874
Service and Supplies	1,554,848	1,653,564	1,801,403	1,862,960	1,930,032	128,629
Capital Outlay	361,505	256,406	30,340	161,830	52,000	21,660
Projects	45,159	788,420	1,600,000	1,600,000	-	(1,600,000)
Debt Service	-	-	-	-	-	-
Development Fund Support	230,910	303,020	301,284	219,012	261,588	(39,696)
River Lodge Fund Support	162,301	161,418	216,979	179,392	279,175	62,196
Transfers to Other Funds	132,638	185,748	96,360	121,635	184,184	87,824
Total Uses	7,366,317	8,466,454	8,987,039	8,875,858	8,004,526	(982,513)
Net Annual Activity	954,922	371,504	(1,599,795)	(1,328,964)	(90,533)	1,509,262
Ending Available Balance	$ 7,156,334	$ 7,527,838	$ 5,928,043	$ 6,198,874	$ 6,108,341	$ 180,298

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 — 395,700

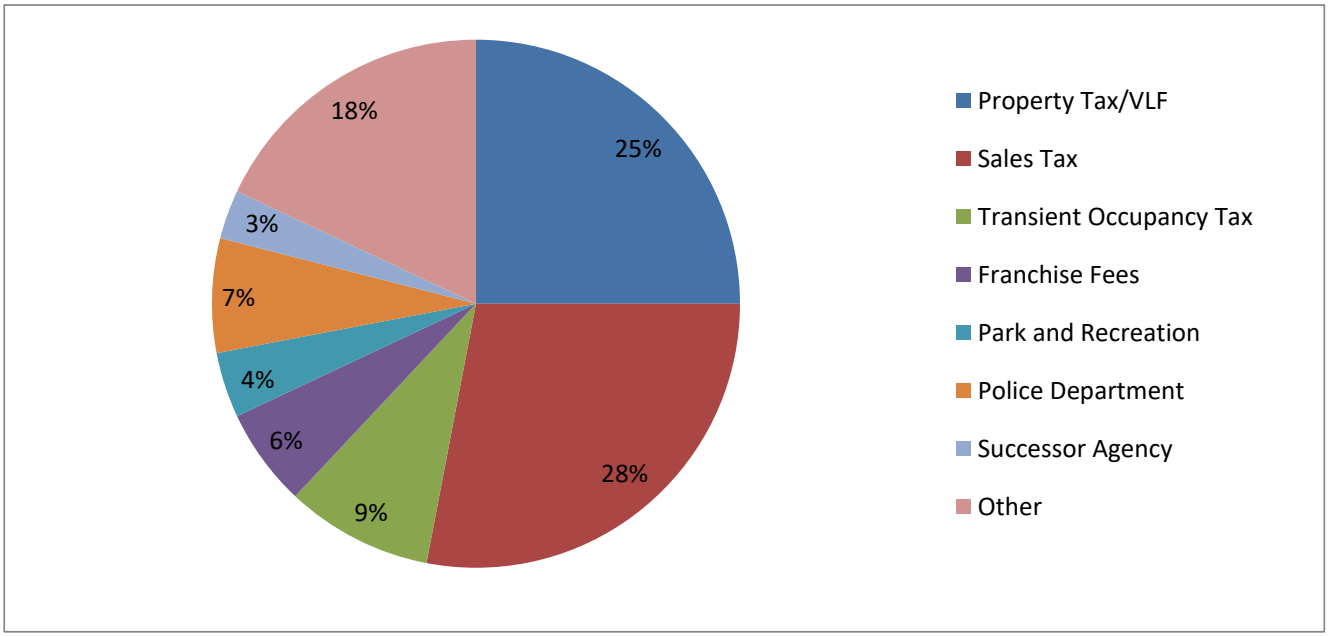
B. Capital Improvement/Infrastructure Reserve
Set-aside funds for unexpected major infrastructure failure — 500,000

C. Operating/Working Capital Reserve
Provides cash flow for tax and grant collection period; days of expenditures: *180* — 3,947,437

D. Remaining unreserved Fund Balance/Operating Contingency — 1,265,204

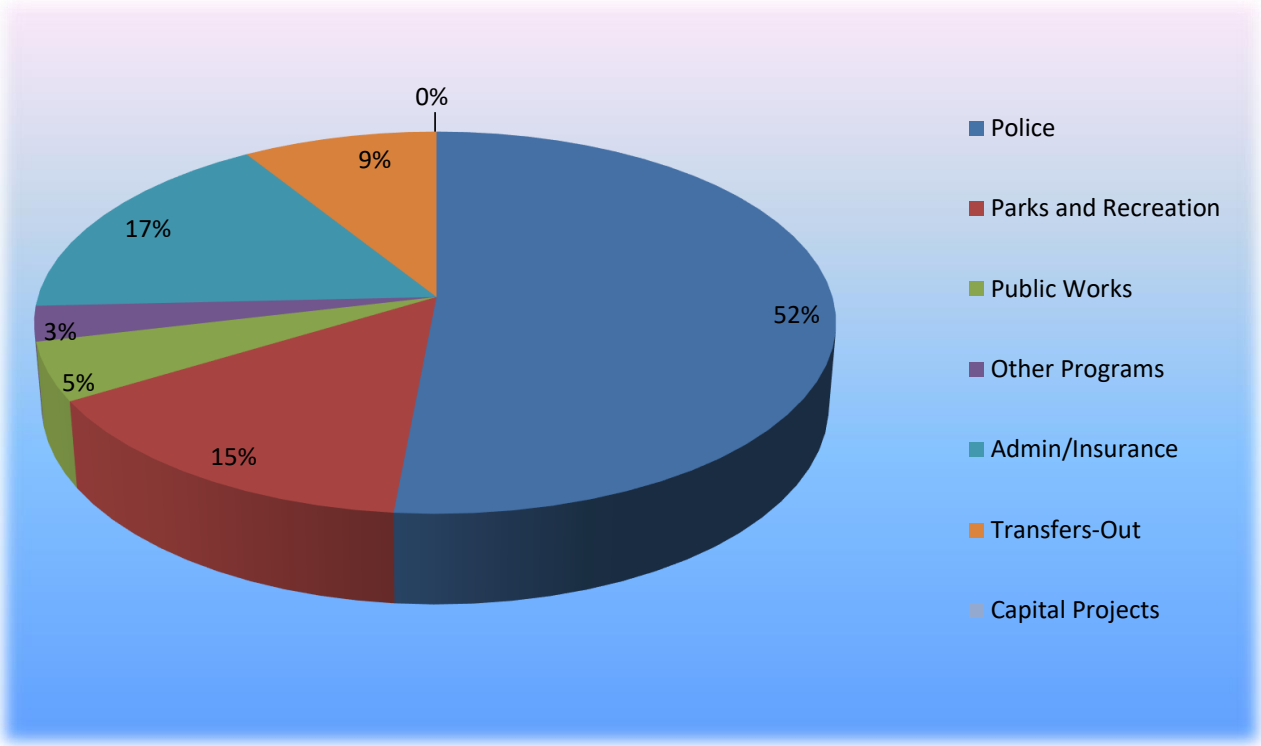
Estimated FY24-25 Ending Fund Balance — $ 6,108,341

General Fund
Revenue Summary



	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Recurring Revenues						
Property Tax	552,368	647,719	520,000	520,000	565,000	45,000
Property Tax In-lieu/VLF	1,354,606	1,443,652	1,355,000	1,355,000	1,445,000	90,000
Sales Tax	2,309,840	2,129,109	2,170,000	2,200,000	2,200,000	30,000
Transient Occupancy Tax	951,039	782,808	700,000	700,000	740,000	40,000
Franchise Fees	479,396	520,694	465,000	485,000	510,000	45,000
Business License	96,660	99,337	95,000	100,000	97,000	2,000
Park and Recreation	225,026	218,586	232,000	232,000	310,500	78,500
Police Department	489,560	512,282	485,020	492,220	543,150	58,130
Successor Agency	200,000	200,000	200,000	200,000	200,000	-
Other	74,605	483,646	156,525	286,625	201,025	44,500
	6,733,100	7,037,833	6,378,545	6,570,845	6,811,675	433,130
Non-Recurring Revenues						
Redevelopment Loans	84,676	240,000	214,028	214,028	262,498	48,470
Other Grants/Transfers	1,503,463	1,560,125	794,671	762,021	839,820	45,149
	$ 8,321,239	**$ 8,837,958**	**$ 7,387,244**	**$ 7,546,894**	**$ 7,913,993**	**$ 526,749**

General Fund
Expenditure Summary



	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Expenditures By Department/Program						
Programs:						
Police	$ 3,841,278	$ 4,275,289	$ 4,023,654	$ 4,014,474	$ 4,161,275	$ 137,621
Parks and Recreation	1,317,481	1,049,339	1,014,153	1,021,846	1,162,017	147,864
Public Works	291,549	339,926	340,745	349,682	382,021	41,276
Com Development- Planning	66,543	152,483	67,763	73,904	127,544	59,781
Community Promotion	184,646	103,594	136,000	116,000	110,000	(26,000)
Library Facilities	10,808	13,116	14,457	12,255	15,523	1,066
Administration:						
City Council	67,432	37,300	47,442	47,199	40,942	(6,500)
City Attorney	38,621	28,609	50,000	50,000	50,000	-
City Manager	117,379	126,946	125,061	115,318	139,413	14,352
City Clerk	56,014	58,156	60,028	54,522	63,117	3,089
General Government	282,819	208,071	212,175	222,719	263,058	50,883
Risk Management	350,249	456,385	485,874	497,216	562,629	76,755
Finance	170,490	178,634	195,064	180,684	202,040	6,976
Transfers-Out:						
Development Fund Support	230,910	303,020	301,284	219,012	261,588	(39,696)
Riverlodge Fund Support	162,301	161,418	216,979	179,392	279,175	62,196
Other Funds Support	132,638	185,748	96,360	121,635	184,184	87,824
Debt/Capital:						
Debt Service - Bonds	-	-	-	-	-	-
Capital Improvement Program	45,159	788,420	1,600,000	1,600,000	-	(1,600,000)
Total:	**$ 7,366,317**	**$ 8,466,454**	**$ 8,987,039**	**$ 8,875,858**	**$ 8,004,526**	**$ (982,513)**

Section 4

Revenues

		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Taxes and Licenses								
Property Taxes	4010	$ 546,042	$ 552,368	$ 647,719	$ 520,000	$ 520,000	$ 565,000	$ 45,000
Sales & Use Tax	4030	2,270,288	2,309,840	2,129,109	2,170,000	2,200,000	2,200,000	30,000
Transient Occupancy Tax (10%)	4060	755,125	951,039	782,808	700,000	700,000	740,000	40,000
Humboldt Tourism Asmt Admin	4061	1,349	1,975	1,528	1,200	1,200	1,200	-
Franchise - Gas & Electric	4065	117,006	123,075	153,538	125,000	140,000	150,000	25,000
Franchise - Garbage	4070	110,705	223,004	240,736	220,000	225,000	240,000	20,000
Franchise - Cable TV	4075	141,351	133,317	126,420	120,000	120,000	120,000	-
Business License Tax	4080	94,404	96,660	99,337	95,000	100,000	97,000	2,000
Real Property Transfer Tax	4085	59,629	51,950	40,608	30,000	30,000	30,000	-
		4,095,899	**4,443,228**	**4,221,803**	**3,981,200**	**4,036,200**	**4,143,200**	**162,000**
Interest, Loans, and Rents								
Interest Income	4100	16,877	(110,996)	240,381	40,000	150,000	100,000	60,000
Other Rents	4150	500	600	600	600	700	600	-
Tower Rental	4155	53,336	76,152	65,420	58,000	58,000	42,500	(15,500)
Parking Lot Rental	4156	1,989	2,109	2,256	2,000	2,000	2,000	-
Storage Container Rental	4157	1,100	1,200	1,200	1,200	1,200	1,200	-
Space Rent - Corp Yard	4158	3,100	3,000	3,000	3,000	3,000	3,000	-
		76,902	**(27,935)**	**312,857**	**104,800**	**214,900**	**149,300**	**44,500**
Intergovernmental								
Motor Vehicle In-Lieu	4200	1,305,039	1,354,606	1,443,652	1,355,000	1,355,000	1,445,000	90,000
Homeowners Exemption	4255	6,258	6,302	6,306	6,200	6,200	6,200	-
State Mandates	4910	8,473	6,527	6,109	6,000	9,000	6,000	-
Reimbursement Revenue	4801	16,322	30,839	110,845	5,000	20,000	5,000	-
		1,336,092	**1,398,274**	**1,566,912**	**1,372,200**	**1,390,200**	**1,462,200**	**90,000**
Police Services								
Public Safety/Prop. 172	4035	27,202	43,537	33,998	28,000	28,000	28,200	200
Finger Prints	4500	30,967	41,538	38,174	40,000	40,000	40,000	-
Special Services/Alarm Fees	4505	5,648	4,892	16,484	5,000	15,000	15,000	10,000
Booking Fees	4507	1,303	-	-	1,000	-	-	(1,000)
Vehicle Impound Fees	4508	37,200	19,000	18,425	20,000	20,000	20,000	-
Animal License	4510	44,959	43,232	32,927	44,000	35,000	40,000	(4,000)
Animal Control Charges	4512	9,454	7,493	6,131	8,000	6,000	6,000	(2,000)
Bicycle License	4514	6	11	6	50	50	-	(50)
Fireworks Permit	4515	40	50	50	50	50	50	-
Other Fines	4520	12,635	13,713	15,746	15,000	15,000	15,000	-
Parking Violation Fines	4525	2,584	1,252	3,658	4,000	4,000	4,000	-
Parking Fines - Ferndale	4527	26	92	125	-	200	-	-
Accident Reports	4564	2,256	1,972	3,380	2,000	2,000	2,000	-
Dispatch - Ferndale Police	4570	24,000	38,600	38,600	40,480	40,480	51,800	11,320
Dispatch - Rio Dell Police	4571	48,187	69,200	69,200	74,140	74,140	101,800	27,660
Dispatch - Fortuna Fire	4572	1,000	1,000	27,300	27,300	27,300	27,300	-
Motor Vehicle Abatement	4560	49,457	17,139	16,244	10,000	10,000	16,000	6,000
Post Grant Reimbursement	4565	5,692	13,988	17,521	6,000	10,000	10,000	4,000
State COPS Grant	4580	158,302	151,378	164,501	155,000	155,000	158,000	3,000
County Remote Access Network	4585	-	21,473	9,812	5,000	10,000	8,000	3,000
		460,918	**489,560**	**512,282**	**485,020**	**492,220**	**543,150**	**58,130**

Revenues (continued)		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Parks & Recreation								
Park Use Fees	4300	5,835	21,185	18,226	20,000	25,000	75,000	55,000
Playgroup Grant	4301	-	1,840	3	-	-	15,000	15,000
Pavilion Use Fees	4305	12,190	19,384	15,454	15,000	10,000	12,000	(3,000)
Vending Machines	4306	4	2,068	3,596	3,000	3,000	2,500	(500)
Skate Revenue	4307	-	-	29,381	40,000	40,000	40,000	-
Pavillion Drop-ins	4308	-	-	5,556	4,000	8,000	8,000	4,000
Recreation Program Fees	4310	106,958	180,545	89,697	120,000	100,000	90,000	(30,000)
Break Camps Revenue	4311	-	-	20,205	15,000	15,000	18,000	3,000
Youth Sports	4312	-	-	9,760	10,000	21,000	20,000	10,000
Adult Leagues	4315	-	4	26,708	5,000	10,000	30,000	25,000
		124,987	**225,026**	**218,586**	**232,000**	**232,000**	**310,500**	**78,500**
Other Revenues								
Bus License Penalties	4930	3,818	3,324	4,068	2,000	4,000	2,000	-
Restitution	4575	-	298	-	-	-	-	-
Admin Fees - Other	4840	1,325	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	-
		205,143	**204,947**	**205,393**	**203,325**	**205,325**	**203,325**	**-**
Total Recurring Revenue		**6,299,941**	**6,733,100**	**7,037,833**	**6,378,545**	**6,570,845**	**6,811,675**	**433,130**
Non-Recurring Revenue:								
Successor Agency Loans	4110	200,000	84,676	240,000	214,028	214,028	262,498	48,470
Sale of Property	4810	656	26,168	-	-	1,600	-	-
Administrative Fines	4820	-	3,050	550	-	750	-	-
Sale of Recovered Property	4920	1,709	-	1,000	-	-	-	-
Grant Revenue	4600	41,400	-	-	54,000	15,000	39,000	(15,000)
Misc. Revenues/Donations	4900	163,330	1,474,245	1,558,575	-	4,000	-	-
Transfers In	4800	-	-	-	740,671	740,671	800,820	60,149
Total Non-Recurring Revenue		**407,095**	**1,588,139**	**1,800,125**	**1,008,699**	**976,049**	**1,102,318**	**93,619**
Total General Fund Revenue:		**$ 6,707,036**	**$ 8,321,239**	**$ 8,837,958**	**$ 7,387,244**	**$ 7,546,894**	**$ 7,913,993**	**$ 526,749**
Measure E								
Fund 101								
Taxes:								
Supp. Transaction & Use Tax	4032	2,025,426	2,029,351	1,844,883	1,893,000	1,893,000	1,933,000	40,000
Reimbursement Revenue	4801	-	-	-	-	-	-	-
Total Measure E Fund Revenue:		**$ 2,025,426**	**$ 2,029,351**	**$ 1,844,883**	**$ 1,893,000**	**$ 1,893,000**	**$ 1,933,000**	**$ 40,000**

Police Department		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Funds 180, 183, 184, 186, 188, 189								
Asset Seizure Fund	180-4590	$ 738	$ 92,544	$ 87,660	$ -	$ 1,000	$ -	$ -
Every 15 Minute	183-4900	-	-	-	-	-	-	-
Recovered Property	184-4595	70	(329)	526	-	500	-	-
Distributor Opioid Abatement	185-4900	-	-	60,670	18,000	35,000	18,000	-
Dept of Alcohol Beverage Control	188-4650	3,654	-	2,649	-	500	-	-
Measure Z	189-4650	296,103	379,056	321,361	195,438	195,438	360,000	164,562
		300,565	471,271	472,866	213,438	232,438	378,000	164,562
Development Review								
Fund 120								
Building Permits	4400	206,031	225,660	200,347	240,000	240,000	255,000	15,000
Building Plan Check Fees	4405	46,637	46,199	40,330	55,000	55,000	58,000	3,000
Engineering Inspection Fees	4410	2,475	14,406	2,735	4,000	5,000	5,000	1,000
Engineering Plan Check Fees	4415	100	12,424	220	2,000	3,000	2,000	-
Subdivision Application Fees	4420	7,318	25,878	7,887	10,000	10,000	22,000	12,000
Zoning Fees	4425	6,542	10,961	4,821	10,000	8,000	12,000	2,000
		269,103	335,528	256,340	321,000	321,000	354,000	33,000
River Lodge/Monday Club								
Fund 160								
River Lodge Rent	4330	19,299	65,677	113,826	86,000	100,000	100,000	14,000
Kitchen Rental	4331	1,783	6,588	17,838	12,000	12,000	13,000	1,000
Visitor Center / Gift Shop Sales	4332	55	21	-	-	-	-	-
Linen Rental	4333	96	4,131	9,133	7,000	7,000	7,000	-
Catering Services	4334	14	9,447	7,756	10,000	7,000	7,000	(3,000)
Wedding Packages	4335	-	39,736	32,107	40,000	30,000	32,000	(8,000)
Bridal Faire	4336	-	-	-	4,000	4,000	5,000	1,000
Craft Faire	4337	-	3,450	5,000	5,000	5,300	5,000	-
Miscellaneous Revenue	4900	-	20,255	941	-	56,750	-	-
Monday Club Rent	4320	3,305	19,960	27,825	20,000	20,000	25,000	5,000
Monday Club Linen Rental	4322	-	440	264	350	-	-	(350)
		24,552	169,705	214,690	184,350	242,050	194,000	9,650
Museum								
Fund 165								
Museum Revenue	4340	2,182	4,022	3,106	4,000	4,000	4,000	-
Museum Donations	4850	-	-	-	-	150	200	200
Interest Income	4100	38	(208)	336	-	300	-	-
		2,220	3,814	3,442	4,000	4,450	4,200	200
Rohner Community Recreation and Park District								
Fund 110								
Rohner Recreation District	4345	20,776	20,731	23,910	21,000	21,000	24,000	3,000
		20,776	20,731	23,910	21,000	21,000	24,000	3,000
Fortuna Transit								
Fund 590								
Allocation From TDA Transit Tax	4351	316,695	343,934	381,987	440,126	440,126	461,356	21,230
Bus Rider Fees	4360	11,689	12,943	15,628	16,000	16,000	16,000	-
Reimbursement Revenue	4801	5,985	2,434	1,499	2,000	2,000	2,000	-
Interest Income	4100	52	(1,376)	1,583	-	-	-	-
		334,421	357,935	400,697	458,126	458,126	479,356	21,230
Business Improvement District								
Fund 250								
City Wide Assessment Fee	4050	35,412	36,585	37,386	36,000	37,100	-	(36,000)
Downtown Assessment Fee	4051	13,526	13,240	11,943	12,000	11,600	-	(12,000)
Redwood Village Assessment	4052	8,185	8,840	9,141	9,000	8,800	-	(9,000)
Strong's Creek Plaza	4053	4,492	5,471	5,100	5,000	4,700	-	(5,000)
Miscellaneous Revenue	4900	-	-	1,750	-	1,300	-	-
Transfer Out- FBID	4054	(61,615)	(64,043)	26,538	-	-	-	-
		-	93	91,858	62,000	63,500	-	(62,000)

		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Solid Waste Program								
Fund 210								
Transfer Station Fees	4450	27,004	24,751	23,770	25,000	24,000	24,000	(1,000)
Miscellaneous Revenue	4900	134	-	-	-	-	-	-
Interest Income	4100	163	(727)	1,188	-	2,000	500	500
		27,301	24,024	24,958	25,000	26,000	24,500	(500)
Water								
Fund 500/510								
Water Service Charges	4700	2,357,225	2,344,974	2,344,728	2,340,000	2,340,000	2,808,000	468,000
Other Utilities Revenue	4715	28,960	27,226	30,354	28,000	28,000	28,000	-
Meter Connection Fees	4720	22,067	18,235	33,599	20,000	30,000	24,000	4,000
Delinquent Payment Penalty	4730	8,526	9,595	10,326	10,000	10,000	10,000	-
Interest Income	4100	7,000	(32,713)	57,089	20,000	50,000	50,000	30,000
Reimbursement Revenue	4801	605	-	273,500	-	10,000	-	-
		2,424,383	2,367,317	2,749,596	2,418,000	2,468,000	2,920,000	502,000
Water Capital Connection	4735	86,956	69,800	56,810	75,000	50,000	50,000	(25,000)
Miscellaneous Revenue	4900	-	-	61,664	-	-	-	-
Interest Income - Capital	4100	14,951	(66,152)	105,936	40,000	80,000	80,000	40,000
		101,907	3,648	224,410	115,000	130,000	130,000	15,000
Wastewater								
Fund 550/560								
Wastewater Service Charges	4705	3,467,289	3,525,847	3,498,167	3,450,000	3,450,000	4,485,000	1,035,000
Other Revenues/Lab fees	4715	1,760	50,666	1,046	10,000	100,000	10,000	-
Delinquent Payment Penalty	4730	13,809	16,231	17,489	16,000	16,000	16,000	-
Interest Income	4100	9,185	(59,926)	94,679	25,000	80,000	80,000	55,000
Reimbursement Revenue	4801	-	240	-	-	-	-	-
		3,492,043	3,533,058	3,611,381	3,501,000	3,646,000	4,591,000	1,090,000
Wastewater Capital Connection	4735	234,343	195,739	145,270	180,000	160,000	150,000	(30,000)
Interest Income - Capital	4100	28,356	(115,451)	184,794	60,000	160,000	120,000	60,000
		262,699	80,288	330,064	240,000	320,000	270,000	30,000
Transportation Development Act								
Funds 260, 265								
TDA allocation to Non-Transit	4350	103,690	52,941	222,350	223,845	223,845	210	(223,635)
TDA 2% Set-Aside	4355	8,579	57,645	12,333	14,061	14,061	9,420	(4,641)
Sidewalk Loan Collections	4830	315	105	135	-	-	-	-
Reimbursement Revenue	4801	654,147	59,035	18,145	-	-	-	-
Interest Income	4100	3,477	(9,030)	14,489	5,000	15,000	8,000	3,000
		770,208	160,696	267,452	242,906	252,906	17,630	(225,276)
STIP / HSIP								
Funds 270, 273, 275								
Regional TEA Allocation 270	4650	1,083,602	450,848	132,319	860,000	391,628	3,250,000	2,390,000
RSTP State Allocation 273	4600	129,018	1,958	-	-	-	-	-
RSTP State Allocation 275	4280	146,403	-	74,480	70,000	87,500	70,000	-
Interest Income	4100	456	(3,937)	6,466	-	6,000	-	-
		1,359,479	448,869	213,265	930,000	485,128	3,320,000	2,390,000
Gas Tax *Fund 280*								
Gas Tax Administration	4260	3,000	3,000	3,000	3,000	3,000	3,000	-
2105 Gas Tax	4261	61,763	66,438	71,275	82,163	82,163	77,733	(4,430)
2106 Gas Tax	4262	46,974	51,280	52,865	57,416	57,416	56,849	(567)
2107 Gas Tax	4263	83,575	79,484	97,136	98,688	98,688	106,233	7,545
2103 Gas Tax Prop 42 Replace	4264	80,881	94,565	102,048	124,075	124,075	111,186	(12,889)
Interest Income	4100	128	2,277	(1,557)	-	-	-	-
		276,321	297,044	324,767	365,342	365,342	355,001	(10,341)

		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Road Maintenance Rehab Acct								
Fund 290								
Road Maintenance Rehab Acct	4269	224,743	243,341	279,438	309,522	309,522	320,442	10,920
Interest Income	4100	297	(180)	3,065	-	5,000	-	-
		225,040	243,161	282,503	309,522	314,522	320,442	10,920
Services & Development Fees								
Funds 130, 140, 150, 152, 200								
Drainage Facility Revenues	130-4430	19,035	40,439	55,068	24,000	24,000	24,000	-
Traffic Impact Fees - Citywide	140-4435	6,823	9,204	12,702	8,000	8,000	8,000	-
Traffic Impact Fees - Home Ave	150-4435	1	(4)	7	-	-	-	-
Traffic Impact Fees - Hillside Dr.	152-4435	7	(31)	49	-	-	-	-
Storm Drain Maintenance	200-4040	9,736	95,110	46,775	46,000	46,000	46,000	-
		35,602	144,718	114,601	78,000	78,000	78,000	-
Maintenance Districts								
Funds 670, 671, 672, 673, 674, 675, 676, 677, 678								
Rancho Bueno Vista Sewer	670-4090	5,839	4,914	7,710	6,500	6,500	6,500	-
Kenwood Meadows Sewer	671-4090	8,169	3,328	5,758	9,000	9,000	6,000	(3,000)
Forest Hills Estates Stormwater	672-4090	11,172	9,363	26,438	20,000	20,000	22,000	2,000
Forest Hills Stormwater	673-4090	6,212	5,360	6,600	7,000	7,000	6,500	(500)
Dove Subdivision Stormwater	674-4090	1,112	851	1,430	1,200	1,200	1,200	-
Gulliksen Subdivision Stormwater	675-4090	2,474	1,768	2,890	2,500	2,500	2,500	-
Astor Subdivision Stormwater	676-4090	2,971	2,316	3,446	2,900	2,900	3,000	100
Astor Lift Station Sewer	677-4090	6,313	5,604	5,945	6,000	6,000	6,000	-
Wright Subdivision Stormwater	678-4090	1,861	1,566	2,231	2,000	2,000	2,000	-
		46,123	35,070	62,448	57,100	57,100	55,700	(1,400)
Successor Agency to the Fortuna Redevelopment Agency								
Funds 801/891								
ROPS - Recognized Obligation	4020	980,158	850,606	1,053,438	1,013,698	1,013,698	1,084,685	70,987
Interest Income	4100	1	1	303	-	-	-	-
		980,159	850,607	1,053,741	1,013,698	1,013,698	1,084,685	70,987
HOME Grant Fund								
Fund 230								
Loan Repayments	4835	18,161	-	26,357	-	-	-	-
Interest Income	4100	557	(2,595)	4,466	1,000	4,000	2,000	1,000
		18,718	(2,595)	30,823	1,000	4,000	2,000	1,000
Housing/Redevelopment Successor								
Fund 205								
RDA Loan Repayment	4110	50,000	21,169	60,000	53,507	53,507	65,624	12,117
Loan Repayments	4835	-	-	29,449	-	-	-	-
Interest Income	4100	464	(2,437)	5,050	500	6,000	1,000	500
		50,464	18,732	94,499	54,007	59,507	66,624	12,617
Community Dev Block Grants (CDBG)								
Funds 825, 830, 836								
Interest Income	825-4100	605	(2,863)	4,582	-	4,000	-	-
Loan Repayments	830-4830	78,900	59,994	-	20,000	100,000	-	(20,000)
Interest Income	830-4100	2,094	(10,949)	-	-	15,000	-	-
Loan Repayment/Rent	836-4150	532,661	30,240	27,477	24,000	28,000	26,000	2,000
Interest Income	836-4100	1,318	(7,349)	11,929	-	10,000	-	-
		615,578	69,073	43,988	44,000	157,000	26,000	(18,000)

Grants and Other Funds		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Various Funds								
Donations Fund	105-4850	51,081	41,552	65,314	25,000	25,000	30,000	5,000
ADA SB 1186	125-4081	3,535	3,295	4,036	3,500	3,500	3,500	-
Youth Recreation	170-4100	24	(113)	181	-	-	-	-
Small Grants	300-4650	32,582	52,305	45,703	10,000	100,000	10,000	-
Recycle-Parks Grant	306-4650	5,000	5,000	25,000	5,000	5,000	5,000	-
Capital Projects Grant	350-4650	668,790	90,615	-	-	55,000	825,000	825,000
FEMA Grant	351-4600	-	44,750	218,811	202,500	214,290	-	(202,500)
CA Water Resources Grant	352-4600	-	-	391,976	925,000	817,261	-	(925,000)
CA Safe Routes Grant	353-4600	439,997	-	-	-	-	-	-
Dept Fish Wildlife Grant	359-4650	1,211,021	191,956	-	-	-	-	-
		2,412,030	429,360	751,021	1,171,000	1,220,051	873,500	(297,500)
Total Restricted Fund Revenues		**$ 14,049,692**	**$ 10,062,147**	**$ 11,643,320**	**$ 11,829,489**	**$ 11,939,818**	**$ 15,568,638**	**$ 3,739,149**

Section 5

Operating Expenditures by Department

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.

Council Member	*Title*	*Year Elected/ Appointed*	*Re-Elected*	*Term Ends*
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

Fund	100	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	Change vs.
Department	1000	Actual	Actual	Actual	Budget	Estimate	Proposed	PY Budget
History of Expenditures	Account							
Stipends	5165	$ 18,300	$ 18,300	$ 18,750	$ 18,000	$ 18,000	$ 18,000	$ -
Benefits	5200	1,871	2,105	1,495	1,442	1,199	1,442	-
Subtotal, Pay and Benefits		20,171	20,405	20,245	19,442	19,199	19,442	-
Department Supplies	5500	915	138	1,479	1,000	1,000	1,000	-
Travel/Conferences/Training	7000	1,350	65	7,772	10,000	10,000	10,000	-
Council Contingency	7612	1,198	1,850	3,940	2,000	2,000	2,500	500
Televised Meeting Costs	7616	2,522	44,974	3,864	15,000	15,000	8,000	(7,000)
Subtotal, Services and Supplies		5,985	47,027	17,055	28,000	28,000	21,500	(6,500)
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ 26,156**	**$ 67,432**	**$ 37,300**	**$ 47,442**	**$ 47,199**	**$ 40,942**	**$ (6,500)**

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.

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1300**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Legal Services	6020	$ 28,992	$ 38,621	$ 28,609	$ 50,000	$ 50,000	$ 50,000	$ -
	Total:	**$ 28,992**	**$ 38,621**	**$ 28,609**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ -**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
City Manager	0.20	0.20	0.20	0.20	0.20	0.25	0.05
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	0.05	-
Account Clerk III	0.05	0.05	-	-	-	-	-
Total Authorized	**0.75**	**0.75**	**0.75**	**0.75**	**0.75**	**0.80**	**0.05**

Fund **100** ***Department*** **1100**	Account	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
History of Expenditures								
Pay Full-Time	5100	$ 63,915	$ 68,331	$ 74,049	$ 76,370	$ 72,622	$ 86,459	$ 10,089
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	4,630	-	145	2,500	2,500	2,000	(500)
Benefits	5200	28,157	41,327	38,939	29,291	22,796	31,504	2,213
Subtotal, Pay and Benefits		96,702	109,658	113,133	108,161	97,918	119,963	11,802
Department Supplies	5500	773	615	4,285	2,000	2,500	3,500	1,500
Vehicle Fuel	5505	35	58	291	300	300	350	50
Equipment Maintenance	5705	286	286	286	500	500	500	-
Personnel Services	6035	502	104	10	500	500	200	(300)
Cell Phone	6205	509	469	460	600	600	400	(200)
Travel/Conferences/Training	7000	138	1,971	5,263	6,000	6,000	6,000	-
Dues and Subscriptions	7015	1,208	2,086	1,656	2,000	2,000	2,500	500
City Manager Contingency	7612	3,799	2,132	1,562	5,000	5,000	6,000	1,000
Subtotal, Services and Supplies		7,250	7,721	13,813	16,900	17,400	19,450	2,550
Capital Outlay	8000	-	-	-	-	-	-	-
Total:		**$ 103,952**	**$ 117,379**	**$ 126,946**	**$ 125,061**	**$ 115,318**	**$ 139,413**	**$ 14,352**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	-
Total Authorized	**0.35**	**0.57**	**0.57**	**0.57**	**0.57**	**0.57**	**-**

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1150**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 22,460	$ 24,573	$ 27,466	$ 28,232	$ 26,337	$ 29,199	$ 967
Pay Part-Time	5165	-	4,170	5,252	8,759	7,364	8,934	175
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	(61)	-	-	500	500	500	-
Benefits	5200	15,477	21,958	21,014	16,787	14,571	17,784	997
Subtotal, Pay and Benefits		37,876	50,701	53,732	54,278	48,772	56,417	2,139
Department Supplies	5500	725	1,854	883	1,000	1,000	1,500	500
Personnel Services	6035	502	332	10	500	500	500	-
Travel/Conferences/Training	7000	1,400	1,789	2,344	3,000	3,000	3,200	200
Dues and Subscriptions	7015	1,122	1,338	1,187	1,250	1,250	1,500	250
Subtotal, Services and Supplies		3,749	5,313	4,424	5,750	5,750	6,700	950
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ 41,625**	**$ 56,014**	**$ 58,156**	**$ 60,028**	**$ 54,522**	**$ 63,117**	**$ 3,089**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	0.30	-
Senior Account Clerk	0.30	0.30	-	-	-	-	-
Accounting Technician	-	-	0.15	0.15	0.15	0.15	-
Account Clerk II/III	0.35	0.35	0.20	0.20	0.20	0.20	-
Total Authorized	**1.34**	**1.34**	**1.34**	**1.34**	**1.34**	**1.34**	**-**

Fund	**100**	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	Change vs.
Department	**1200**	Actual	Actual	Actual	Budget	Estimate	Proposed	PY Budget
History of Expenditures	Account							
Pay Full-Time	5100	$ 97,303	$ 99,309	$ 105,008	$ 113,686	$ 117,636	$ 125,334	$ 11,648
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	-	-	500	500	500	-
Vacation Buyback	5180	2,062	1,377	2,487	3,000	3,000	3,000	-
Benefits	5200	51,770	74,659	70,934	54,778	36,448	49,806	(4,972)
Subtotal, Pay and Benefits		151,135	175,345	178,429	171,964	157,584	178,640	6,676
Department Supplies	5500	3,297	3,269	6,080	7,000	7,000	7,500	500
Equipment Maintenance	5705	572	572	572	600	600	600	-
Professional Services	6025	4,570	3,400	5,264	6,000	6,000	6,000	-
Personnel Services	6035	-	144	358	1,000	1,000	800	(200)
Travel/Conferences/Training	7000	410	70	116	8,000	8,000	8,000	-
Dues and Subscriptions	7015	300	190	315	500	500	500	-
Overhead Transfer	9500	-	(12,500)	(12,500)	-	-	-	-
Subtotal, Services and Supplies		9,149	(4,855)	205	23,100	23,100	23,400	300
Capital Outlay	8000	-	-	-	-	-	-	-
Total:		**$ 160,284**	**$ 170,490**	**$ 178,634**	**$ 195,064**	**$ 180,684**	**$ 202,040**	**$ 6,976**

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.

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1400**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Audit Fees (A)	6000	$ 19,630	$ 18,000	$ 20,280	$ 22,800	$ 22,800	$ 27,000	$ 4,200
Legal Services	6020	1,488	5,060	123	10,000	10,000	8,000	(2,000)
Professional Services	6025	22,355	23,588	29,034	32,000	30,000	32,000	-
Cable Franchise Admin. Fees	6036	4,230	4,230	4,230	4,500	4,500	4,500	-
Codifications	6225	1,870	1,373	2,343	2,000	2,000	3,500	1,500
Publication Costs	6305	258	231	443	500	1,000	1,500	1,000
Employee Recognition	6315	1,045	2,529	2,080	2,500	2,500	3,000	500
County Admin. Fees	6700	17,745	18,055	18,456	22,000	22,000	22,000	-
Election Expenses	6710	10,843	348	7,259	2,500	5,000	12,000	9,500
County Fire Assessments	6720	144	-	216	150	200	200	50
Conferences/Training (City-Wide)	7000	2,049	-	-	2,500	2,000	3,000	500
Dues & Subscriptions	7015	7,125	7,210	7,676	7,500	7,500	8,000	500
Bad Debt	7800	20,087	3,015	5,196	-	7,600	-	-
Subtotal, Services and Supplies		108,869	83,639	97,336	108,950	117,100	124,700	15,750
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ 108,869**	**$ 83,639**	**$ 97,336**	**$ 108,950**	**$ 117,100**	**$ 124,700**	**$ 15,750**

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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Facility Custodian	-	0.20	0.20	0.20	0.20	0.20	-
Total Authorized	**-**	**0.20**	**0.20**	**0.20**	**0.20**	**0.20**	**-**

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1500**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ -	$ 120,475	$ 6,361	$ 9,169	$ 5,649	$ 9,325	$ 156
Pay Part-Time	5165	3,329	-	-	-	-	-	-
Vacation Buyback	5180	-	-	-	-	-	-	-
Benefits	5200	332	3,388	5,492	2,746	1,860	4,223	1,477
Subtotal, Pay and Benefits		3,661	123,863	11,853	11,915	7,509	13,548	1,633
Department Supplies	5500	3,430	2,447	4,739	4,000	4,000	4,000	-
Vehicle Fuel	5505	475	593	679	750	750	750	-
Office Equipment Maintenance	5705	11,568	13,167	11,840	12,000	14,000	14,000	2,000
Software Maintenance (A)	5710	7,793	6,992	19,114	10,500	14,000	11,000	500
Vehicle Repairs & Maintenance	5715	45	1,274	1,028	1,000	1,000	1,000	-
Equipment Repair	5720	-	20	-	-	-	-	-
Building Repairs & Maintenance	5740	4,340	761	1,819	1,000	1,500	1,500	500
Network Support (A)	5775	18,754	17,306	23,478	18,860	18,860	18,860	-
Website Hosting & Maintenance (A)	5780	257	257	257	1,000	1,200	1,000	-
Professional Services	6025	5,758	2,867	-	-	100	-	-
Personnel Services	6035	662	572	186	500	500	500	-
Bank Account Fees	6060	10,958	13,184	13,806	14,000	15,000	16,000	2,000
Credit Card Fees	6061	3,467	4,501	3,660	4,500	4,000	4,000	(500)
Telephone	6200	2,803	2,999	2,934	3,000	3,000	3,000	-
Cell Phones	6205	1,021	1,001	1,549	1,200	1,200	1,200	-
Internet Service	6210	698	710	6,347	12,000	12,000	20,000	8,000
Utilities - General and Electric	6505	6,058	6,666	7,446	7,000	7,000	8,000	1,000
Subtotal, Services and Supplies		78,087	75,317	98,882	91,310	98,110	104,810	13,500
Capital Outlay - Carpet/Painting	8000	-	-	-	-	-	20,000	20,000
	Total:	**$ 81,748**	**$ 199,180**	**$ 110,735**	**$ 103,225**	**$ 105,619**	**$ 138,358**	**$ 35,133**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	-
Total Authorized	**0.45**	**0.67**	**0.67**	**0.67**	**0.67**	**0.67**	**-**

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1600**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 38,287	$ 40,964	$ 45,000	$ 46,379	$ 44,422	$ 47,844	$ 1,465
Pay Part-Time	5165	-	4,170	5,252	8,759	7,364	8,934	175
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	-	-	-	1,000	1,000	500	(500)
Benefits	5200	17,789	25,947	24,680	19,393	16,630	27,179	7,786
Subtotal, Pay and Benefits		56,076	71,081	74,932	75,531	69,416	84,457	8,926
Unemployment Insurance	5300	13,868	8,365	-	20,000	20,000	20,000	-
Department Supplies	5500	325	1,308	700	500	500	500	-
Legal Services	6020	713	9,530	35,069	10,000	20,000	20,000	10,000
Personnel Services	6035	40	308	-	500	500	400	(100)
Liability Insurance (A)	6350	250,174	256,909	332,412	375,343	382,500	432,772	57,429
Claims Settlement	6360	-	2,673	13,232	-	-	-	-
Travel/Conferences/Training	7000	193	75	40	4,000	4,000	4,000	-
Dues & Subscriptions	7015	15	-	-	-	300	500	500
Subtotal, Services and Supplies		265,328	279,168	381,453	410,343	427,800	478,172	67,829
Capital Outlay	8000	-	-	-	-	-	-	-
Total:		**$ 321,404**	**$ 350,249**	**$ 456,385**	**$ 485,874**	**$ 497,216**	**$ 562,629**	**$ 76,755**

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 - $36,000)
- AutoXpo (estimated value of resources provided - $17,000)
- Art and Wine in the Park (estimated value of resources provided - $1,500)
- Hops in Humboldt (estimated value of resources provided - $3,200)
- Apple Harvest (estimated value of resources provided - $3,600)
- Fortuna Fireworks Festival (estimated value of resources provided - $3,200)

The City provides the following City facilities:

- Chamber of Commerce Building
- 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.

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1800**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Department Supplies	5500	$ 22	$ -	$ -	$ -	$ -	$ -	$ -
Chamber of Commerce	6800	1,194	18,440	18,333	10,000	10,000	10,000	-
Chamber 10% TOT Allocation	6801	67,743	99,399	78,013	70,000	70,000	74,000	4,000
FBID Facility Rent	6804	2,400	2,200	1,400	-	-	-	-
Contingency - Community Events	7612	1,875	564	5,571	6,000	6,000	6,000	-
Business Improvement ~~District~~	7625	61,614	64,043	277	50,000	30,000	20,000	(30,000)
	Total:	**$ 134,848**	**$ 184,646**	**$ 103,594**	**$ 136,000**	**$ 116,000**	**$ 110,000**	**$ (26,000)**

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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Facility Custodian	-	0.10	0.10	0.10	0.10	0.10	-
Total Authorized	**-**	**0.10**	**0.10**	**0.10**	**0.10**	**0.10**	**-**

Fund 100 ***Department*** 5500	Account	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
History of Expenditures								
Pay Full-Time	5100	$ -	$ 2,237	$ 3,181	$ 4,584	$ 2,825	$ 4,662	$ 78
Pay Part-Time	5165	1,428	-	-	-	-	-	-
Vacation Buyback	5180	-	-	-	-	-	-	-
Benefits	5200	145	852	2,747	1,373	930	2,111	738
Subtotal, Pay and Benefits		1,573	3,089	5,928	5,957	3,755	6,773	816
Department Supplies	5500	11	143	259	250	250	500	250
Building Repairs	5740	11	112	531	1,000	1,000	1,000	-
Professional Services	6025	1,349	1,559	93	-	-	-	-
Water	6500	1,324	1,792	1,067	2,000	2,000	2,000	-
Utilities	6505	3,769	4,113	5,022	5,000	5,000	5,000	-
Property Tax	6720	216	-	216	250	250	250	-
Subtotal, Services and Supplies		6,680	7,719	7,188	8,500	8,500	8,750	250
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ 8,253**	**$ 10,808**	**$ 13,116**	**$ 14,457**	**$ 12,255**	**$ 15,523**	**$ 1,066**

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.

Responsibilities

- Promote Public Events
- Decorate Public Places
- Furnish Music in Public Places
- Promote Business Activities

Significant Changes

None.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
FBID Specialist (PT)	-	-	0.73	0.73	0.73	-	(0.73)
Total Authorized	**-**	**-**	**0.73**	**0.73**	**0.73**	**-**	**(0.73)**

Fund History ***Fund 250***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ -	$ -	$ (2,625)	$ 31,429	$ 31,429	$ 24,137	$ (7,292)
Revenues:							
City Wide Assessment Fee	35,412	36,585	37,386	36,000	37,100	-	(36,000)
Downtown Assessment Fee	13,526	13,240	11,943	12,000	11,600	-	(12,000)
Redwood Village Assessment	8,185	8,840	9,141	9,000	8,800	-	(9,000)
Strong's Creek Plaza Assessment	4,492	5,471	5,100	5,000	4,700	-	(5,000)
Miscellaneous Revenue	-	-	1,750	-	1,300	-	-
Transfer from Other Fund	(61,615)	(64,043)	26,538	50,000	30,000	-	-
	-	93	91,858	112,000	93,500	-	(112,000)
Operating Expenditures:							
Pay and Benefits	-	2,140	15,976	40,111	31,792	-	(40,111)
Service and Supplies	-	578	41,828	69,000	69,000	22,000	(47,000)
Capital Outlay	-	-	-	-	-	-	-
	-	2,718	57,804	109,111	100,792	22,000	(87,111)
Net Annual Activity	-	(2,625)	34,054	2,889	(7,292)	(22,000)	(24,889)
Ending Available Fund Balance	**$ -**	**$ (2,625)**	**$ 31,429**	**$ 34,318**	**$ 24,137**	**$ 2,137**	**$ (32,181)**

Fund	**250**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**1800**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pay Part-Time	5165	-	2,019	14,586	37,640	29,335	-	(37,640)
Benefits	5200	-	121	1,390	2,471	2,457	-	(2,471)
Subtotal, Pay and Benefits		-	2,140	15,976	40,111	31,792	-	(40,111)
Department Supplies	5500	-	-	7,279	2,000	2,000	-	(2,000)
Special Event Supplies	5570	-	-	-	25,500	25,500	-	(25,500)
Network Support	5775	-	-	-	300	300	500	200
Professional Services	6025	-	-	33,049	30,000	30,000	17,000	(13,000)
Personnel Services	6035	-	-	853	500	500	-	(500)
Telephone	6200	-	-	-	1,200	1,200	-	(1,200)
Cell Phones	6205	-	-	184	600	600	-	(600)
Internet Service	6210	-	-	-	600	600	-	(600)
Advertising	6300	-	-	-	3,900	3,900	4,000	100
Publication Expense	6305	-	578	463	500	500	500	-
Monday Club Rental	6804	-	-	-	2,400	2,400	-	(2,400)
Travel/Conferences/Training	7000	-	-	-	1,500	1,500	-	(1,500)
Subtotal, Services and Supplies		-	578	41,828	69,000	69,000	22,000	(47,000)
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ -**	**$ 2,718**	**$ 57,804**	**$ 109,111**	**$ 100,792**	**$ 22,000**	**$ (87,111)**

Police

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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
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	0.24	(0.24)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.24	0.24
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	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	-
Total Authorized	**25.21**	**25.41**	**25.41**	**24.41**	**24.41**	**25.41**	**1.00**

Police Services (All Funds)

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Revenues:							
General Fund Fees/Grants	$ 460,918	$ 489,560	$ 512,282	$ 485,020	$ 492,220	$ 543,150	$ 58,130
Restricted Funds	300,565	471,271	472,866	213,438	232,438	378,000	164,562
	761,483	960,831	985,148	698,458	724,658	921,150	222,692
Expenditures:							
Pay and Benefits	3,164,001	3,667,201	3,903,193	3,642,774	3,498,333	3,947,032	304,258
Service and Supplies	446,105	572,230	550,301	552,960	557,910	550,160	(2,800)
Capital Outlay / Leases	114,886	47,867	445,610	107,670	258,930	15,000	(92,670)
	3,724,992	4,287,298	4,899,104	4,303,404	4,315,173	4,512,192	208,788
Net Annual Activity	**$ (2,963,509)**	**$ (3,326,467)**	**$ (3,913,956)**	**$ (3,604,946)**	**$ (3,590,515)**	**$ (3,591,042)**	**$ 13,904**

Police

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**2000**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Police Services	Account							
Pay Full-Time	5100	$ 1,308,925	$ 1,067,531	$ 1,224,576	$ 1,349,455	$ 1,251,370	$ 1,377,592	$ 28,137
Pay Part-Time	5165	44,732	2,772	22,464	30,781	29,429	31,397	616
Overtime	5170	254,153	210,699	189,976	160,000	200,000	160,000	-
Holiday Pay	5175	48,605	32,400	34,141	35,000	40,000	40,000	5,000
Vacation/Comp Time Buyback	5180	74,234	111,504	153,909	90,000	130,000	90,000	-
Benefits	5200	1,111,637	1,328,628	1,395,426	1,178,807	1,102,995	1,239,899	61,092
Uniform Allowance	5260	16,501	11,290	12,639	15,000	15,000	15,000	-
Subtotal, Pay and Benefits		2,858,787	2,764,824	3,033,131	2,859,043	2,768,794	2,953,888	94,845
Department Supplies	5500	42,333	36,658	36,838	45,000	45,000	45,000	-
Vehicle Fuel & Oil	5505	57,834	80,819	81,055	85,000	85,000	85,000	-
Ammunition/Range Supplies	5515	16,764	15,328	14,332	15,000	9,000	15,000	-
Radio & Equipment Maintenance	5700	6,475	2,199	2,505	5,000	5,000	5,000	-
Office Equipment Maintenance	5705	8,058	9,513	8,797	10,000	10,000	10,000	-
Software Maintenance (A)	5710	42,734	42,239	43,053	53,500	53,500	53,500	-
Vehicle Repairs & Maintenance	5715	32,263	69,110	32,446	24,000	19,000	24,000	-
Equipment Repairs & Maintenance	5720	7,468	6,930	1,659	5,000	5,000	5,000	-
Building Repairs & Maintenance	5740	3,677	1,370	3,670	3,000	3,000	3,000	-
Network Support (A)	5775	27,844	24,980	31,925	29,460	29,460	29,460	-
Website Hosting & Maintenance (A)	5780	257	257	257	1,000	2,200	1,000	-
Legal Services	6020	100	-	-	2,000	-	2,000	-
Professional Services	6025	13,350	11,437	11,963	10,000	15,000	10,000	-
Personnel Services/Recruitment	6035	8,644	20,949	14,517	15,000	15,000	15,000	-
Credit Card Fees	6061	1,960	1,697	1,902	2,000	2,000	2,500	500
Telephone	6200	25,943	20,344	17,065	25,000	10,000	10,000	(15,000)
Cell Phones	6205	7,391	7,562	9,445	8,000	8,000	12,000	4,000
Internet Service	6210	6,970	7,992	18,485	8,000	23,000	24,000	16,000
CLEWS/CLETS Service	6220	8,603	8,654	8,624	10,000	10,000	10,000	-
Advertising	6300	51	304	-	-	2,000	-	-
Utility - Water	6500	1,264	993	1,359	1,200	1,200	1,500	300
Utility - General & Electric	6505	23,070	26,571	27,620	28,000	28,000	24,000	(4,000)
DUI/DOJ Testing Fees	6600	2,940	1,750	1,925	3,000	3,000	3,000	-
Live scan Fees	6625	12,654	13,511	11,157	13,000	13,000	13,000	-
County Property Tax	6720	180	-	216	200	200	200	-
Travel/Conferences/Training	7000	37,038	46,757	53,627	50,000	50,000	50,000	-
Dues & Subscriptions	7015	6,254	7,126	9,543	4,500	10,000	4,500	-
Special Expense	7405	1,800	5,181	3,165	10,000	5,000	10,000	-
SCOP Volunteers	7415	40	-	141	5,000	2,500	5,000	-
Police Chief Contingency	7612	4,475	5,045	5,784	6,000	6,000	6,000	-
Overhead Transfer	9500	-	(12,500)	(12,500)	-	-	-	-
Subtotal, Services and Supplies		408,434	462,776	440,575	476,860	470,060	478,660	1,800
Capital Outlay	8000	28,211	-	190,800	-	-	-	-
Body Cameras		-	-	-	25,000	103,830	-	(25,000)
RIMS Server		-	-	-	-	55,000	-	-
Radar Speed Detection Signs		-	-	-	2,670	2,500	-	(2,670)
Subtotal, Capital Outlay		28,211	-	190,800	27,670	161,330	-	(27,670)
Subtotal:		**$ 3,295,432**	**$ 3,227,600**	**$ 3,664,506**	**$ 3,363,573**	**$ 3,400,184**	**$ 3,432,548**	**$ 68,975**

Police

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**2400**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Dispatch								
Pay Full-Time	5100	$ -	$ 261,708	$ 264,882	$ 330,407	$ 299,707	$ 342,900	$ 12,493
Pay Part-Time	5165	-	24,833	25,791	30,338	28,172	30,945	607
Overtime	5170	-	43,043	19,039	25,000	30,000	25,000	-
Holiday Pay	5175	-	10,472	12,505	12,000	12,000	12,000	-
Vacation/Comp Time Buyback	5180	-	21,461	24,093	20,000	35,000	20,000	-
Benefits	5200	-	217,667	217,292	179,950	151,162	232,733	52,783
Uniform Allowance	5260	-	2,500	2,477	3,000	3,000	3,000	-
Subtotal, Pay and Benefits		-	581,684	566,079	600,695	559,041	666,578	65,883
Department Supplies	5500	-	-	-	1,000	1,000	1,000	-
Personnel Services	6035	-	789	1,426	2,000	2,000	2,000	-
Subtotal, Services and Supplies		-	789	1,426	3,000	3,000	3,000	-
Subtotal:		**$ -**	**$ 582,473**	**$ 567,505**	**$ 603,695**	**$ 562,041**	**$ 669,578**	**$ 65,883**
Fund	**100**							
Department	**2800**							
Animal Control								
Pay Part-Time	5165	$ 7,273	$ 9,231	$ 9,525	$ 16,848	$ 13,077	$ 18,718	$ 1,870
Benefits	5200	683	837	854	1,738	1,372	1,931	193
Subtotal, Pay and Benefits		7,956	10,068	10,379	18,586	14,449	20,649	2,063
Department Supplies	5500	6,874	3,091	3,437	6,000	5,500	6,000	-
Vehicle Fuel & Oil	5505	2,920	2,564	3,845	4,000	3,600	4,000	-
Personnel Services	6035	-	-	1,649	300	1,200	500	200
Utilities	6505	2,644	2,732	3,458	2,500	2,500	3,000	500
Miranda's Rescue	7400	14,350	10,169	15,482	20,000	20,000	20,000	-
Veterinary Expense	7455	2,044	2,581	5,028	5,000	5,000	5,000	-
Subtotal, Services and Supplies		28,832	21,137	32,899	37,800	37,800	38,500	700
Subtotal:		**$ 36,788**	**$ 31,205**	**$ 43,278**	**$ 56,386**	**$ 52,249**	**$ 59,149**	**$ 2,763**
Total General Fund:		**$ 3,332,220**	**$ 3,841,278**	**$ 4,275,289**	**$ 4,023,654**	**$ 4,014,474**	**$ 4,161,275**	**$ 137,621**

Police

		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Fund	**180**							
Department	**2000**							
Asset Seizure								
Department Supplies	5500	$ 6,339	$ 27,613	$ 26,861	$ 5,000	$ 5,000	$ -	$ (5,000)
Professional Services	6025	-	26,752	5,000	-	-	-	-
Capital Outlay	8000	86,675	12,600	240,972	-	-	-	-
Tasers		-	-	-	-	-	15,000	15,000
Police Units and Outfitting		-	-	-	-	17,600	-	-
Radio Upgrade		-	-	-	80,000	80,000	-	(80,000)
Total Fund:		**$ 93,014**	**$ 66,965**	**$ 272,833**	**$ 85,000**	**$ 102,600**	**$ 15,000**	**$ (70,000)**
Fund	**183**							
Department	**2000**							
Every 15 Minute								
Department Supplies	5500	$ -	$ -	$ -	$ 2,800	$ 2,800	$ -	$ (2,800)
Professional Services	6025	-	-	-	-	-	-	-
Total Fund:		**$ -**	**$ -**	**$ -**	**$ 2,800**	**$ 2,800**	**$ -**	**$ (2,800)**
Fund	**185**							
Department	**2000**							
Distributor Opioid Abatement								
Department Supplies	5500	$ -	$ -	$ 6,990	$ -	$ -	$ -	$ -
Professional Services	6025	-	-	-	20,000	20,000	20,000	-
Total Fund:		**$ -**	**$ -**	**$ 6,990**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**
Fund	**186**							
Department	**2000**							
State AB 109 Realignment Pool								
Overtime	5170	$ -	$ -	$ 2,794	$ -	$ 2,000	$ -	$ -
Benefits	5200	-	-	1,110	-	1,000	-	-
Subtotal, Pay and Benefits		-	-	3,904	-	3,000	-	-
Department Supplies	5500	-	-	2,240	-	11,750	-	-
Subtotal, Services and Supplies		-	-	2,240	-	11,750	-	-
Capital Outlay	8000	-	-	13,838	-	-	-	-
Total Fund:		**$ -**	**$ -**	**$ 19,982**	**$ -**	**$ 14,750**	**$ -**	**$ -**
Fund	**188**							
Department	**2000**							
State Dept of Alcohol Beverage Control (ABC)								
Overtime	5170	$ 1,138	$ -	$ 2,611	$ -	$ 4,000	$ -	$ -
Benefits	5200	17	-	37	-	500	-	-
Subtotal, Pay and Benefits		1,155	-	2,648	-	4,500	-	-
Department Supplies	5500	2,500	-	-	-	-	-	-
Travel/Conferences/Training	7000	-	-	-	-	-	-	-
Subtotal, Services and Supplies		2,500	-	-	-	-	-	-
Total Fund:		**$ 3,655**	**$ -**	**$ 2,648**	**$ -**	**$ 4,500**	**$ -**	**$ -**
Fund	**189**							
Department	**2000**							
Measure Z								
Pay Full-Time	5100	$ 142,696	$ 141,535	$ 132,552	$ 72,563	$ 82,511	$ 160,014	$ 87,451
Overtime/Holiday Pay	5170	44,376	54,714	33,501	20,000	20,000	50,000	30,000
Benefits	5200	109,031	114,376	120,999	71,887	46,038	95,903	24,016
Subtotal, Pay and Benefits		296,103	310,625	287,052	164,450	148,549	305,917	141,467
Department Supplies	5500	-	63	1,963	2,500	2,500	2,500	-
Vehicle Fuel	5505	-	4,757	7,347	2,500	2,500	5,000	2,500
Travel/Conferences/Training	7000	-	3,343	-	2,500	2,500	2,500	-
Occupancy and Overhead	9400	-	25,000	25,000	-	-	-	-
Subtotal, Services and Supplies		-	33,163	34,310	7,500	7,500	10,000	2,500
Capital Outlay	8000	-	35,267	-	-	-	-	-
Total Fund:		**$ 296,103**	**$ 379,055**	**$ 321,362**	**$ 171,950**	**$ 156,049**	**$ 315,917**	**$ 143,967**
Total Restricted Funds		**$ 392,772**	**$ 446,020**	**$ 623,815**	**$ 279,750**	**$ 300,699**	**$ 350,917**	**$ 71,167**
Total Police Department, All Funds		**$ 3,724,992**	**$ 4,287,298**	**$ 4,899,104**	**$ 4,303,404**	**$ 4,315,173**	**$ 4,512,192**	**$ 208,788**

Measure E

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

None.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	1.00	-
Police Officer	2.00	2.00	2.00	3.00	3.00	2.00	(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	1.00	-
Code Compliance Officer (PT)	0.50	0.48	0.46	0.46	0.46	0.46	-
Total Authorized	**4.40**	**5.38**	**6.36**	**7.36**	**7.36**	**6.36**	**(1.00)**

Measure E Fund History	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ 2,310,855	$ 3,586,485	$ 4,541,550	$ 5,024,276	$ 5,024,276	$ 3,270,412	$ (1,753,864)
Sources:							
Supp. Transaction & Use Tax	2,025,426	2,029,351	1,844,883	1,893,000	1,893,000	1,933,000	40,000
K-9 Donations	-	-	-	-	-	-	-
	2,025,426	2,029,351	1,844,883	1,893,000	1,893,000	1,933,000	40,000
Uses:							
Pay and Benefits	526,284	721,367	829,821	921,829	878,293	811,180	(110,649)
Service And Supplies	41,013	142,627	81,845	132,000	136,000	106,000	(26,000)
Capital Outlay	-	38,055	24,099	177,500	177,500	182,500	5,000
Capital Improvement Projects	153,068	146,701	412,460	2,274,400	1,704,400	1,320,000	(954,400)
Transfers-Out	29,431	25,536	13,932	750,671	750,671	815,820	65,149
	749,796	1,074,286	1,362,157	4,256,400	3,646,864	3,235,500	(1,020,900)
Net Activity	1,275,630	955,065	482,726	(2,363,400)	(1,753,864)	(1,302,500)	1,060,900
Ending Available Fund Balance	**$ 3,586,485**	**$ 4,541,550**	**$ 5,024,276**	**$ 2,660,876**	**$ 3,270,412**	**$ 1,967,912**	**$ (692,964)**

Fund	**101**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5400**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Recreation	Account							
Pay Full-Time	5100	$ 30,799	$ 66,952	$ 77,144	$ 79,604	$ 72,822	$ 87,404	$ 7,800
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	74	1,253	-	-	-	-
Vacation/Sick Leave Buyback	5180	599	7	-	-	3,500	-	-
Benefits	5200	22,629	70,408	65,707	46,265	37,044	39,994	(6,271)
Subtotal, Pay and Benefits		54,027	137,441	144,104	125,869	113,366	127,398	1,529
Department Supplies	5500	-	-	-	5,000	4,500	6,000	1,000
Professional Services	6025	-	-	60,945	40,000	40,500	-	(40,000)
Personnel Services	6035	193	324	-	-	1,000	-	-
Subtotal, Services and Supplies		193	324	60,945	45,000	46,000	6,000	(39,000)
Total Recreation:		$ 54,220	$ 137,765	$ 205,049	$ 170,869	$ 159,366	$ 133,398	$ (37,471)

Fund	**101**							
Department	**5450**							
Parks	Account							
Pay Full-Time	5100	$ 30,799	$ 33,478	$ 36,683	$ 37,489	$ 27,491	$ 36,775	$ (714)
Vacation/Sick Leave Buyback	5180	599	7	-	-	3,500	-	-
Benefits	5200	22,629	30,516	28,729	24,463	16,241	18,691	(5,772)
Subtotal, Pay and Benefits		54,027	64,001	65,412	61,952	47,232	55,466	(6,486)
Department Supplies	5500	6,252	60,798	-	-	10,000	-	-
Professional Services	6025	12,667	45,475	-	50,000	40,000	50,000	-
Personnel Services	6035	-	-	-	-	1,000	-	-
Subtotal, Services and Supplies		18,919	106,273	-	50,000	51,000	50,000	-
Capital Outlay	8000	-	-	22,286	-	-	-	-
Light Weight Mower		-	-	-	-	-	10,000	10,000
Newburg Park Field Screening		-	-	-	-	-	20,000	20,000
River Lodge Wheelchair Lift		-	-	-	25,000	25,000	-	(25,000)
Boom Mower		-	-	-	37,500	37,500	37,500	-
Playground Improvements		-	-	-	115,000	115,000	115,000	-
Subtotal, Capital Outlay		-	-	22,286	177,500	177,500	182,500	5,000
Total Parks:		$ 72,946	$ 170,274	$ 87,698	$ 289,452	$ 275,732	$ 287,966	$ (1,486)

Fund	**101**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**2000**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Police	Account							
Pay Full-Time	5100	$ 181,139	$ 179,338	$ 224,253	$ 318,429	$ 317,315	$ 262,809	$ (55,620)
Pay Part-Time	5165	18,941	19,143	18,236	26,358	23,557	26,885	527
Overtime	5170	32,227	39,921	20,613	50,000	50,000	35,000	(15,000)
Vacation Buyback	5180	2,883	11,220	23,617	32,000	30,000	25,000	(7,000)
Benefits	5200	177,583	253,644	314,453	290,221	279,823	261,622	(28,599)
Subtotal, Pay and Benefits		412,773	503,266	601,172	717,008	700,695	611,316	(105,692)
Department Supplies	5500	-	-	-	500	500	10,000	9,500
Vehicle Fuel	5505	1,394	2,377	2,079	3,000	5,000	3,500	500
Professional Services	6025	-	15,000	8,750	15,000	15,000	15,000	-
Cell Phones	6205	419	380	336	500	500	500	-
Travel/Conferences/Training	7000	594	-	287	5,000	5,000	4,000	(1,000)
Subtotal, Services and Supplies		2,407	17,757	11,452	24,000	26,000	33,000	9,000
Capital Outlay	8000	-	38,055	1,813	-	-	-	-
Subtotal, Capital Outlay		-	38,055	1,813	-	-	-	-
Total Police:		$ 415,180	$ 559,078	$ 614,437	$ 741,008	$ 726,695	$ 644,316	$ (96,692)
Fund	**101**							
Department	**2850**							
Special Unit - K-9	Account							
Pay Full-Time	5100	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Overtime	5170	3,841	11,984	13,674	12,000	12,000	12,000	-
Benefits	5200	1,616	4,675	5,459	5,000	5,000	5,000	-
Subtotal, Pay and Benefits		5,457	16,659	19,133	17,000	17,000	17,000	-
Department Supplies	5500	6,360	5,450	840	1,000	1,000	1,000	-
Professional Services	6025	-	-	284	-	-	-	-
Travel/Conferences/Training	7000	13,134	12,823	8,324	10,000	10,000	14,000	4,000
Veterinary Expense	7455	-	-	-	2,000	2,000	2,000	-
Subtotal Services and Supplies		19,494	18,273	9,448	13,000	13,000	17,000	4,000
Total Capital Outlay	8000	-	-	-	-	-	-	-
Total Special Unit - K-9:		$ 24,951	$ 34,932	$ 28,581	$ 30,000	$ 30,000	$ 34,000	$ 4,000
Fund	**101**							
Transfer-Out	4805							
General Fund 100		-	$ -	$ -	$ 740,671	$ 740,671	800,820	60,149
Abatement Fund 240		25,000	20,000	5,000	5,000	5,000	5,000	-
Transit Fund 590		4,431	5,536	8,932	5,000	5,000	10,000	5,000
Total Transfers-Out:		29,431	25,536	13,932	750,671	750,671	815,820	65,149
	Total:	**$ 596,728**	**$ 927,585**	**$ 949,697**	**$ 1,982,000**	**$ 1,942,464**	**$ 1,915,500**	**$ (66,500)**

Community Development

Purpose

The Planning division, sometimes also referred to as "long range planning," focuses on crafting and achieving a future vision of Fortuna through implementation of and updates to City policy documents including the General Plan, Specific Plans, and Zoning Ordinance as well as tracking and ensuring compliance with other related regulations and State and Federal regulations and programs. 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

Long Range Planning Efforts including:

- General Plan Updates and Amendments
- Climate Action Planning
- Supervision of Development Review and Building staff
- Zoning Ordinance development, implementation and enforcement
- General Plan compliance and consistency determinations
- Housing Element review and updates
- Annexations through LAFCO
- Review and supervise Development Review staff presentations to the Planning Commission and Zoning Administrator
- Draft staff reports, ordinances, and presentations for the City Council
- Develop Department Budget
- Pre-application meetings
- Manage Tribal consultation process

Significant Changes

None.

Personnel Allocations	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Deputy Community Development Director	0.30	0.30	0.30	0.30	-	-	(0.30)
Community Development Director	-	-	-	-	0.30	0.60	0.60
Planner II	-	-	-	-	0.10	0.15	0.15
Senior Administrative Assistant	0.10	0.10	0.10	0.10	-	-	(0.10)
	0.40	**0.40**	**0.40**	**0.40**	**0.40**	**0.75**	**0.35**

Fund	**100**	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	Change vs.
Department	**3200**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 28,712	$ 30,209	$ 27,299	$ 33,990	$ 26,341	$ 75,785	$ 41,795
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	1,549	726	3,365	2,000	2,000	1,500	(500)
Benefits	5200	17,453	24,391	21,057	18,323	15,163	30,259	11,936
Subtotal, Pay and Benefits		47,714	55,326	51,721	54,313	43,504	107,544	53,231
Department Supplies	5500	1,732	1,263	2,674	2,000	2,000	2,500	500
Equipment Maintenance	5705	413	143	143	200	200	250	50
Professional Services	6025	1,408	1,917	34,589	4,000	20,000	4,000	-
Personnel Services	6035	-	-	425	250	1,000	250	-
Cell Phones	6205	597	483	521	600	500	600	-
Publication Expenses	6305	180	-	-	-	300	250	250
Travel/Conferences/Training	7000	750	2,202	-	2,000	2,000	5,000	3,000
Dues and Subscriptions	7015	-	-	-	-	-	500	500
Planning Commission	7600	2,820	3,360	1,830	3,000	3,000	5,250	2,250
Televised Meeting Costs	7616	1,498	1,849	950	1,400	1,400	1,400	-
Subtotal, Services and Supplies		9,398	11,217	41,132	13,450	30,400	20,000	6,550
Capital Outlay	8000	-	-	59,630	-	-	-	-
	Total:	**$ 57,112**	**$ 66,543**	**$ 152,483**	**$ 67,763**	**$ 73,904**	**$ 127,544**	**$ 59,781**

Purpose
The Development Review Division, sometimes also referred to as "current planning," provides information on land use, zoning, and site development standards and processes applications for land use permits and land divisions.

Responsibilities
- Assist the public by providing information and guidance on preliminary development proposals on land use, zoning, and site development standards
- Intake, route, and process land division applications such as major subdivision maps, lot line adjustments, parcel maps, right-of-way adjustments, and map extensions
- Intake, route, and process land use applications such as conditional use permits, variances, rezones, and design review
- Draft staff reports, resolutions, and presentations for the Planning Commission
- Review business licenses, encroachment permits and sign permits
- Conditions of Approval Compliance
- Certificates of Compliance
- Manage online permitting software system

Significant Changes
None.

Fund History

Development Review and Building Fund 120	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Revenues:							
Fees	$ 269,103	$ 335,528	$ 256,340	$ 321,000	$ 321,000	$ 354,000	$ 33,000
General Fund Support	195,047	230,910	303,020	301,284	219,012	261,588	(39,696)
	464,150	566,438	559,360	622,284	540,012	615,588	(6,696)
Expenditures:							
Building Division	254,298	302,283	332,515	371,664	292,848	368,417	(3,247)
Development Review Division	204,358	269,649	226,845	250,620	247,164	247,171	(3,449)
	458,656	571,932	559,360	622,284	540,012	615,588	(6,696)
Net Annual Activity	**$ 5,494**	**$ (5,494)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
City Manager	0.12	0.12	0.12	0.12	0.12	0.07	(0.05)
Public Works Director	-	-	0.05	0.05	0.05	0.05	-
Deputy City Engineer	0.08	-	-	-	-	0.04	0.04
City Engineer	-	0.08	0.08	-	-	-	-
Deputy Community Development Director	0.50	0.50	0.50	0.50	-	-	(0.50)
Community Development Director	-	-	-	-	0.50	0.25	0.25
Deputy Public Works Director	0.05	0.05	-	-	-	-	-
Public Works Project Manager	-	-	-	0.04	0.04	-	(0.04)
Planner II	-	-	-	-	0.50	0.70	0.70
Senior Administrative Assistant	0.50	0.50	0.50	0.50	-	-	(0.50)
Building Official	0.20	0.20	0.20	0.20	0.20	0.20	-
Engineering Technician II	-	-	-	-	-	0.20	0.20
Assistant City Engineer II	0.20	0.20	0.20	0.20	0.20	-	(0.20)
Total Authorized	**1.65**	**1.65**	**1.65**	**1.61**	**1.61**	**1.51**	**(0.10)**

Fund	**120**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**3100**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 117,627	$ 122,530	$ 118,498	$ 138,395	$ 111,596	$ 130,220	$ (8,175)
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	3,023	2,901	6,758	3,000	3,000	3,000	-
Benefits	5200	67,755	92,346	80,617	68,995	52,338	74,201	5,206
Subtotal, Pay and Benefits		188,405	217,777	205,873	210,390	166,934	207,421	(2,969)
Departmental Supplies	5500	-	500	147	500	500	500	-
Software Maintenance	5710	1,898	1,898	2,168	12,480	12,480	14,000	1,520
Engineering Services	6005	12,085	46,881	16,693	20,000	60,000	20,000	-
Personnel Services	6035	-	39	183	250	250	250	-
Advertising	6300	1,970	1,691	1,601	2,000	2,000	2,000	-
Travel/Conferences/Training	7000	-	863	180	5,000	5,000	3,000	(2,000)
Subtotal, Services and Supplies		15,953	51,872	20,972	40,230	80,230	39,750	(480)
Capital Outlay	8000	-	-	-	-	-	-	-
	Total:	**$ 204,358**	**$ 269,649**	**$ 226,845**	**$ 250,620**	**$ 247,164**	**$ 247,171**	**$ (3,449)**

Purpose

The Building Division's purpose is to ensure new development enhances the community, protects the environment, complies with California building, health and safety codes, and that properties are maintained and businesses operated in accordance with City codes and state laws. 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.

Responsibilities

- Provide building plan review
- Building site inspections for new construction and remodels of residential and commercial projects
- Building code enforcement
- Assist the public with information regarding building codes and construction standards
- 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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Deputy Community Development Director	0.10	0.10	0.10	0.10	-	-	(0.10)
Community Development Director	-	-	-	-	0.10	0.05	0.05
Planner II	-	-	-	-	0.40	0.15	0.15
Senior Administrative Assistant	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	0.01	(0.01)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.01	0.01
Total Authorized	**2.32**	**2.32**	**2.32**	**2.32**	**2.32**	**2.02**	**(0.30)**

Fund 120 ***Department*** 3000		2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
History of Expenditures	Account							
Pay Full-Time	5100	$ 150,975	$ 156,226	$ 166,623	$ 175,302	$ 170,779	$ 161,533	$ (13,769)
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	1,708	4,775	5,911	4,000	4,000	5,000	1,000
Benefits	5200	87,957	123,911	116,296	87,622	83,329	90,084	2,462
Subtotal, Pay and Benefits		240,640	284,912	288,830	266,924	258,108	256,617	(10,307)
Department Supplies	5500	1,734	2,132	4,991	2,000	2,000	2,000	-
Fuel & Oil	5505	1,627	2,174	2,375	2,500	2,500	2,500	-
Equipment Maintenance	5705	413	143	143	1,000	1,000	1,000	-
Software Maintenance	5710	-	-	-	12,240	12,240	14,000	1,760
Vehicle Repair & Maintenance	5715	484	564	235	1,000	1,000	1,000	-
Engineering Services	6005	4,000	4,388	28,003	4,000	4,000	4,000	-
Personnel Services	6035	-	4	133	500	500	500	-
Telephone	6200	197	235	254	200	200	200	-
Cell Phones	6205	784	639	909	1,000	1,000	1,000	-
Insurance (A)	6350	2,000	2,000	2,000	2,000	2,000	4,000	2,000
Utilities	6505	1,069	1,176	1,314	1,200	1,200	6,000	4,800
Travel/Conferences/Training	7000	1,005	3,371	3,048	6,500	6,500	5,000	(1,500)
Dues & Subscriptions	7015	345	545	280	600	600	600	-
Subtotal, Services and Supplies		13,658	17,371	43,685	34,740	34,740	41,800	7,060
Capital Outlay	8000	-	-	-	-	-	-	-
CBO and Inspection Vehicles (x2)		-	-	-	70,000	-	70,000	-
	Total:	**$ 254,298**	**$ 302,283**	**$ 332,515**	**$ 371,664**	**$ 292,848**	**$ 368,417**	**$ (3,247)**

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	**2020-21 Actual**	**2021-22 Actual**	**2022-23 Actual**	**2023-24 Budget**	**2023-24 Estimate**	**2024-25 Proposed**	**Change vs. PY Budget**
Recreation/Transit Administrative Supervisor	0.80	0.80	0.80	0.80	0.80	-	(0.80)
Administrative Assistant II	-	-	-	-	-	0.80	0.80
Recreation Program Supervisor	1.00	-	-	-	-	-	-
Subtotal Full-Time Employees	1.80	0.80	0.80	0.80	0.80	0.80	-
Bus Dispatcher/Office Asst (PT)	0.25	0.20	0.20	0.20	0.20	0.20	-
Recreation Leaders	3.13	3.13	3.83	3.83	3.83	3.83	-
Recreation Program Coordinators	0.50	0.50	0.50	0.50	0.50	0.50	-
Total Authorized	**5.68**	**4.63**	**5.33**	**5.33**	**5.33**	**5.33**	**-**

Parks and Recreation

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5400**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 40,239	$ 36,800	$ 40,004	$ 42,321	$ 41,634	$ 43,144	$ 823
Pay Part-Time	5165	64,862	131,499	195,917	177,015	185,270	180,563	3,548
Overtime	5170	142	-	-	-	-	-	-
Vacation/Sick Leave Buyback	5180	5,477	-	-	2,000	2,000	1,000	(1,000)
Benefits	5200	47,394	54,763	58,398	47,367	48,689	54,438	7,071
Subtotal, Pay and Benefits		158,114	223,062	294,319	268,703	277,593	279,145	10,442
Department Supplies	5500	690	3,236	3,732	3,600	3,600	9,000	5,400
Software Maintenance (A)	5710	3,117	2,797	3,224	4,200	4,200	4,400	200
Network Support (A)	5775	4,869	4,393	8,503	6,560	6,560	6,560	-
Website Hosting & Maintenance (A)	5780	257	257	257	1,000	2,200	1,000	-
Personnel Services	6035	3,077	1,960	1,359	1,000	1,000	3,000	2,000
Credit Card Processing/Bank Fees	6061	1,579	2,486	3,223	2,500	3,000	4,000	1,500
Telephone	6200	4,057	5,193	6,093	5,000	5,000	7,000	2,000
Advertising	6300	2,400	1,372	1,499	2,500	2,000	2,500	-
Water	6500	1,198	1,104	1,314	1,300	1,300	2,000	700
Utilities	6505	4,184	5,403	7,029	5,500	5,500	7,000	1,500
Travel/Conferences/Training	7000	-	810	935	1,500	1,500	1,500	-
Dues & Subscriptions	7015	-	-	200	600	600	600	-
Sports League Officials	7200	-	29,107	22,914	29,200	29,200	29,200	-
Adult Sports	7215	-	421	2,879	1,500	1,500	1,500	-
Summer Fun Program	7220	2,058	3,245	5,347	5,500	5,500	6,000	500
Break Camp Program	7221	323	491	793	1,000	1,000	1,000	-
Half-Day Camp Program	7222	416	2,639	2,683	3,000	3,000	2,000	(1,000)
Playgroup Program	7223	-	-	-	-	-	3,000	3,000
Youth Basketball League	7225	-	3,478	3,267	4,000	4,000	5,000	1,000
Skating Program	7230	689	2,099	2,647	3,000	3,000	3,000	-
Subtotal, Services and Supplies		28,914	70,491	77,898	82,460	83,660	99,260	16,800
Capital Outlay - Software (2/3)	8000	-	43,489	5,976	-	500	17,000	17,000
Subtotal, Capital Outlay		-	43,489	5,976	-	500	17,000	17,000
	Total:	**$ 187,028**	**$ 337,042**	**$ 378,193**	**$ 351,163**	**$ 361,753**	**$ 395,405**	**$ 44,242**

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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	0.10	(0.10)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.10	0.10
Total Full Time Employees	4.55	4.65	4.65	4.65	4.65	4.65	-
Park Maintenance Worker I (RPT)	1.46	1.46	1.46	1.46	1.46	1.46	-
Park Maintenance Worker I (Seasonal)	-	-	-	-	-	0.48	0.48
Total Authorized	**6.01**	**6.11**	**6.11**	**6.11**	**6.11**	**6.11**	**-**

Parks and Recreation — *Parks Maintenance*

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5450**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 181,553	$ 201,594	$ 205,524	$ 235,151	$ 226,947	$ 235,281	$ 130
Pay Part-Time	5165	25,878	24,008	32,555	48,859	50,195	68,874	20,015
Overtime	5170	-	892	649	500	500	500	-
Vacation/Sick Leave Buyback	5180	2,429	2,362	794	2,500	2,500	2,500	-
Benefits	5200	142,616	231,562	203,282	149,551	136,215	184,132	34,581
Subtotal, Pay and Benefits		352,476	460,418	442,804	436,561	416,357	491,287	54,726
Department Supplies	5500	16,814	22,819	26,090	25,000	25,000	25,000	-
Vehicle Fuel & Oil	5505	9,250	14,271	12,000	10,500	12,000	10,500	-
Janitorial Supplies	5565	13,509	19,698	16,970	18,000	18,000	18,000	-
Special Event Supplies	5570	2,396	4,803	4,935	5,000	5,000	4,000	(1,000)
Supplies - High Rock Crew	5600	750	-	-	-	-	-	-
Office Equipment Maintenance	5705	2,370	2,572	2,395	2,000	2,000	2,400	400
Vehicle Repairs & Maintenance	5715	2,805	2,431	8,575	6,000	6,000	6,000	-
Equipment Maintenance	5720	6,682	5,261	4,636	5,000	5,000	5,000	-
Alarm System Maintenance	5730	275	674	575	800	800	800	-
Building Repairs & Maintenance	5740	3,438	5,014	5,151	5,000	5,000	5,000	-
Newburg Park Maintenance	5741	5,279	2,281	6,512	4,200	4,200	5,000	800
Median Maintenance Supplies	5742	105	147	2,140	2,000	2,000	1,500	(500)
Pavilion Maintenance	5743	717	1,751	4,198	7,650	7,650	7,650	-
Vandalism Repair	5745	345	102	1,483	2,100	2,100	2,100	-
Weed Abatement	5750	585	20	684	300	300	300	-
Contract Tree Trimming	5755	-	2,744	-	2,500	2,500	3,000	500
Tools & Small Equipment	5900	823	1,062	1,529	1,500	1,500	1,500	-
Professional Services	6025	-	3,305	4,361	-	15,000	-	-
Personnel Services	6035	1,103	5,381	7,026	1,000	3,000	3,000	2,000
Cell Phones	6205	1,472	1,820	2,748	2,000	2,000	3,000	1,000
Internet Service	6210	2,779	2,836	6,784	6,000	7,000	12,000	6,000
Water	6500	40,222	38,201	38,138	42,000	42,000	55,000	13,000
Utilities	6505	18,841	31,098	39,120	40,000	40,000	50,000	10,000
Fire Assessment	6720	468	-	648	650	650	650	-
Travel/Conferences/Training	7000	716	1,390	1,925	700	700	1,500	800
Dues & Subscriptions	7015	50	110	50	150	150	150	-
Adult Sports	7215	-	124	1,637	2,000	2,000	-	(2,000)
Subtotal, Services and Supplies		131,794	169,915	200,310	192,050	211,550	223,050	31,000
Capital Outlay - 12" wood chipper (1/4)	8000	-	318,016	-	-	-	15,000	15,000
Subtotal, Capital Outlay		-	318,016	-	-	-	15,000	15,000
	Total:	**$ 484,270**	**$ 948,349**	**$ 643,114**	**$ 628,611**	**$ 627,907**	**$ 729,337**	**$ 100,726**

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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Museum Curator (PT)	0.58	0.58	0.58	0.58	0.58	0.58	-
Total Authorized	**0.58**	**0.58**	**0.58**	**0.58**	**0.58**	**0.58**	**-**

Fund 100 ***Department*** 5600	Account	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
History of Expenditures								
Pay Full-Time	5100	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pay Part-Time	5165	19,853	20,961	17,056	23,234	20,847	23,699	465
Benefits	5200	1,837	1,868	1,581	1,525	1,719	1,556	31
Subtotal, Pay and Benefits		21,690	22,829	18,637	24,759	22,566	25,255	496
Department Supplies	5500	213	90	645	800	800	800	-
Alarm System	5730	1,074	499	561	600	600	600	-
Building Repair & Maintenance	5740	861	3,013	1,020	1,800	1,800	2,500	700
Network Support (A)	5775	609	545	766	820	820	820	-
Advertising	6300	-	-	-	100	100	100	-
Water	6500	805	733	905	800	800	1,000	200
Utilities	6505	3,827	4,223	5,338	4,500	4,500	6,000	1,500
Dues & Subscriptions	7015	83	158	160	200	200	200	-
Subtotal, Services and Supplies		7,472	9,261	9,395	9,620	9,620	12,020	2,400
Capital Outlay	8000	-	-	-	-	-	-	-
Total Museum:		**$ 29,162**	**$ 32,090**	**$ 28,032**	**$ 34,379**	**$ 32,186**	**$ 37,275**	**$ 2,896**

Fund 165 ***Department*** 5610 ***Museum Exhibit Acquisition Fund***								
Department Supplies	5500	$ 450	$ 299	$ -	$ 3,500	$ 3,500	$ 3,500	$ -
- Photographs								
- Timber Industry Artifacts								
- Archival Storage Materials								
- Upgrade of Museum Artifact Storage								
Gift Shop Purchases/CGS	5550	988	545	1,756	3,000	3,000	3,000	-
Professional Services	6025	750	750	975	1,000	1,000	1,000	-
Subtotal, Services and Supplies		2,188	1,594	2,731	7,500	7,500	7,500	-
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal, Capital Outlay		-	-	-	-	-	-	-
Total Exhibit Acquisition:		**2,188**	**1,594**	**2,731**	**7,500**	**7,500**	**7,500**	**-**
Combined Total:		**$ 31,350**	**$ 33,684**	**$ 30,763**	**$ 41,879**	**$ 39,686**	**$ 44,775**	**$ 2,896**

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.

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	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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	-
Total Authorized	**3.27**	**3.47**	**3.47**	**3.47**	**3.47**	**3.47**	**-**

River Lodge & Monday Club Fund History	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Revenues:							
Fees	$ 24,552	$ 169,705	$ 214,690	$ 184,350	$ 242,050	$ 194,000	$ 9,650
General Fund Support	149,729	162,301	161,418	216,979	179,392	279,175	62,196
	174,281	332,006	376,108	401,329	421,442	473,175	71,846
Expenditures:							
River Lodge	166,060	322,841	362,811	386,792	354,108	398,089	11,297
Monday Club	7,839	9,547	13,297	14,537	67,334	75,086	60,549
	173,899	332,388	376,108	401,329	421,442	473,175	71,846
Net Activity	$ 382	$ (382)	$ -	$ -	$ -	$ -	$ -

Fund	**160**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5800**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
River Lodge	Account							
Pay Full-Time	5100	$ 58,899	$ 96,775	$ 95,955	$ 122,491	$ 115,844	$ 126,238	$ 3,747
Pay Part-Time	5165	4,563	26,595	35,024	28,350	24,693	30,014	1,664
Overtime	5170	-	104	4	400	400	400	-
Vacation/Sick Leave Buyback	5180	4,300	1,254	399	2,000	2,000	1,500	(500)
Benefits	5200	45,908	91,916	97,790	81,411	54,431	80,697	(714)
Subtotal, Pay and Benefits		113,670	216,644	229,172	234,652	197,368	238,849	4,197
Department Supplies	5500	1,435	3,653	6,998	8,000	8,000	8,000	-
Kitchen Supplies	5539	171	783	241	1,500	1,500	1,500	-
Facility Catering	5540	317	5,819	6,154	10,000	8,000	7,500	(2,500)
Catering - Other Costs	5546	11	1,110	1,142	1,000	1,000	1,000	-
User Group Linen	5547	352	5,501	9,495	8,500	10,000	11,000	2,500
Gift Shop Purchases	5550	30	5	142	500	-	-	(500)
Janitorial Supplies	5565	883	3,857	7,384	6,500	7,000	8,000	1,500
Special Events - Bridal Faire	5571	198	-	-	2,500	2,500	2,500	-
Special Events - Craft Faire	5572	-	1,685	1,457	1,800	1,800	1,800	-
Kitchen Chemicals	5575	304	98	982	900	2,000	2,000	1,100
Equipment Maintenance	5705	1,115	3,449	1,609	1,500	1,500	2,500	1,000
Equipment Lease	5706	1,263	1,657	1,491	1,500	1,500	1,500	-
Equipment Repair	5720	4,322	3,130	1,814	2,500	2,500	2,500	-
Alarm System	5730	603	461	582	400	400	400	-
Building Repair and Maintenance - Exterior Stain	5740	3,617	19,691	18,231	40,000	40,000	25,000	(15,000)
Network Support (A)	5775	4,261	3,841	7,029	5,740	5,740	5,740	-
Website Host & Maintenance (A)	5780	120	-	257	1,000	2,200	1,000	-
Personnel Services	6035	1,252	5,583	5,726	2,500	2,500	2,500	-
Credit Card Fees	6061	979	2,050	2,969	3,000	3,000	3,000	-
Telephone	6200	5,484	6,389	7,235	5,500	6,000	6,000	500
Cell Phones	6205	180	204	30	200	200	200	-
Internet Service	6210	1,201	1,370	5,731	8,000	8,000	12,000	4,000
Advertising	6300	385	1,422	2,216	2,500	2,500	2,500	-
Water	6500	8,974	9,438	9,723	10,000	10,000	12,000	2,000
Utilities	6505	14,753	21,671	30,701	26,000	28,000	30,000	4,000
Property Tax	6720	180	-	216	200	200	200	-
Travel/Conferences/Training	7000	-	179	100	400	400	400	-
Subtotal, Services and Supplies		52,390	103,046	129,655	152,140	156,440	150,740	(1,400)
Capital Outlay - Software (1/3)	8000	-	3,151	3,984	-	300	8,500	8,500
Subtotal, Capital Outlay		-	3,151	3,984	-	300	8,500	8,500
River Lodge Total:		**$ 166,060**	**$ 322,841**	**$ 362,811**	**$ 386,792**	**$ 354,108**	**$ 398,089**	**$ 11,297**

Department	**5700**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Monday Club		**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Pay Part-Time	5165	$ -	$ 398	$ 200	$ 1,620	$ 257	$ 1,664	$ 44
Benefits	5200	-	36	18	167	27	172	5
Subtotal, Pay and Benefits		-	434	218	1,787	284	1,836	49
Department Supplies	5500	13	204	-	300	300	300	-
Equipment Repair	5720	177	-	563	750	750	750	-
Building Repair and Maintenance	5740	2,944	3,751	5,832	5,500	2,500	5,000	(500)
Telephone	6200	277	273	313	300	300	300	-
Internet Service	6210	-	190	1,109	1,100	1,400	1,200	100
Advertising	6300	-	-	-	100	100	-	(100)
Water	6500	1,769	2,209	1,677	2,000	2,000	2,000	-
Utilities	6505	2,479	2,486	3,369	2,500	2,500	3,500	1,000
Property Tax	6720	180	-	216	200	200	200	-
Subtotal, Services and Supplies		7,839	9,113	13,079	12,750	10,050	13,250	500
Capital Outlay - Chimney Repair	8000	-	-	-	-	57,000	60,000	60,000
Monday Club Total:		**7,839**	**9,547**	**13,297**	**14,537**	**67,334**	**75,086**	**60,549**
Combined Total:		**$ 173,899**	**$ 332,388**	**$ 376,108**	**$ 401,329**	**$ 421,442**	**$ 473,175**	**$ 71,846**

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.

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ 16,436	$ 21,987	$ 30,899	$ 39,348	$ 39,348	$ 28,148	$ (11,200)
Revenues:							
Property Taxes	$ 20,776	$ 20,731	$ 23,910	$ 21,000	$ 21,000	$ 24,000	$ 3,000
	20,776	20,731	23,910	21,000	21,000	24,000	3,000
Expenditures:							
Service And Supplies	15,225	11,819	15,461	32,200	32,200	32,200	-
Capital Outlay	-	-	-	-	-	-	-
	15,225	11,819	15,461	32,200	32,200	32,200	-
Net Activity	5,551	8,912	8,449	(11,200)	(11,200)	(8,200)	3,000
Ending Available Fund Balance	**$ 21,987**	**$ 30,899**	**$ 39,348**	**$ 28,148**	**$ 28,148**	**$ 19,948**	**$ (8,200)**

Fund	**110**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5450**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Department Supplies	5500	$ 760	$ -	$ 26	$ -	$ -	$ -	$ -
Special Event Supplies	5570	-	-	-	1,000	1,000	1,000	-
Professional Services	6025	13,806	11,161	14,765	30,000	30,000	30,000	-
Administration Fees	6700	659	658	670	600	600	600	-
Travel/Conferences/Training	7000	-	-	-	600	600	600	-
Subtotal, Services and Supplies		15,225	11,819	15,461	32,200	32,200	32,200	-
Capital Outlay	8000	-	-	-	-	-	-	-
		-	-	-	-	-	-	-
	Total:	**$ 15,225**	**$ 11,819**	**$ 15,461**	**$ 32,200**	**$ 32,200**	**$ 32,200**	**$ -**

Public Works

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Public Works Director	-	-	0.20	0.20	0.20	0.20	-
Deputy City Engineer	0.10	-	-	-	-	0.20	0.20
City Engineer	-	0.10	0.10	-	-	-	-
Public Works Project Manager	-	-	-	0.20	0.20	-	(0.20)
Deputy Public Works Director	0.20	0.20	-	-	-	-	-
Engineering Technician II	-	-	-	-	-	0.10	0.10
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	-	(0.10)
Total Authorized	**0.40**	**0.40**	**0.40**	**0.50**	**0.50**	**0.50**	**-**

Public Works Department

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**4000**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 29,540	$ 21,636	$ 37,504	$ 45,863	$ 45,339	$ 50,320	$ 4,457
Vacation Buyback	5180	(96)	2,502	10	500	500	500	-
Benefits	5200	16,277	19,231	22,442	19,447	17,537	24,241	4,794
Subtotal, Pay and Benefits		45,721	43,369	59,956	65,810	63,376	75,061	9,251
Department Supplies	5500	910	1,309	1,981	1,450	1,450	1,500	50
Fuel & Oil	5505	466	426	446	1,500	1,300	1,500	-
Office Equipment Maintenance	5705	828	1,680	1,027	2,000	1,200	2,000	-
Software Maintenance	5710	500	500	500	2,000	1,000	2,000	-
Vehicle Repair	5715	680	206	122	500	250	500	-
Network Support (A)	5775	4,869	4,389	5,127	6,560	6,560	6,560	-
Website Hosting & Maintenance (A)	5780	257	257	257	1,000	1,200	1,000	-
Engineering Services	6005	1,023	7,985	4,644	5,000	27,000	5,000	-
Professional Services	6025	-	70	280	200	200	200	-
Personnel Services	6035	555	2,404	777	500	600	500	-
Cell Phones	6205	697	683	549	900	450	900	-
Utilities	6505	253	417	358	500	200	500	-
Travel/Conferences/Training	7000	90	590	1,105	2,000	1,000	2,000	-
Dues & Subscriptions	7015	2,273	2,062	2,596	4,000	3,500	5,000	1,000
Subtotal, Services and Supplies		13,401	22,978	19,769	28,110	45,910	29,160	1,050
Capital Outlay - Radar Signs (1/3)	8000	-	-	-	2,670	-	-	(2,670)
Total:		**$ 59,122**	**$ 66,347**	**$ 79,725**	**$ 96,590**	**$ 109,286**	**$ 104,221**	**$ 7,631**

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
  - AB939 compliance
- Facilities Maintenance
- Weed abatement (fire hazards)
- City vehicle fleet and equipment maintenance
  - Air quality control programs (CARB and stationary/portable generators)

Significant Changes
None.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Deputy City Engineer	0.02	-	-	-	-	-	-
City Engineer	-	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	1.09	1.09	1.09	1.09	-
Vehicle & Equipment Mechanic	0.40	0.40	0.40	0.40	0.40	0.20	(0.20)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.20	0.20
City Carpenter III	0.15	0.15	0.15	0.15	0.15	0.15	-
Subtotal Full-Time Employees	1.85	1.85	2.06	2.04	2.04	2.04	-
Streets Maintenance Worker I (PT)	0.58	0.29	-	-	-	-	-
Total Authorized	**2.43**	**2.14**	**2.06**	**2.04**	**2.04**	**2.04**	**-**

Fund	**100**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**4100**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures	Account							
Pay Full-Time	5100	$ 80,651	$ 76,319	$ 96,238	$ 103,326	$ 100,067	$ 106,199	$ 2,873
Pay Part-Time	5165	5,378	1,103	-	-	-	-	-
Overtime	5170	-	-	180	500	500	500	-
Vacation Buyback	5180	(545)	1,796	1,703	1,500	1,500	2,500	1,000
Labor Distribution	5195	(4,075)	(4,075)	(4,075)	-	-	-	-
Benefits	5200	65,552	88,091	88,554	59,629	59,129	89,701	30,072
Subtotal, Pay and Benefits		146,961	163,234	182,600	164,955	161,196	198,900	33,945
Department Supplies	5500	11,624	14,640	19,142	20,000	20,000	20,000	-
Vehicle Fuel & Oil	5505	20,041	23,676	31,447	30,000	30,000	30,000	-
Supplies - High Rock Crew	5600	57	-	-	-	-	-	-
Vehicle Repairs	5715	5,809	9,729	15,348	12,000	12,000	12,000	-
Equipment Maintenance	5720	2,285	5,659	3,845	4,000	4,000	4,000	-
Building Repair & Maintenance	5740	229	616	637	500	800	500	-
Tree Trimming & Removal	5755	485	-	-	3,000	3,000	3,000	-
Website Hosting & Maintenance	5780	257	257	-	-	-	-	-
Tools & Small Equipment	5900	1,680	1,361	2,040	2,500	2,500	2,500	-
Professional Services	6025	90	393	1,254	1,500	1,500	1,500	-
Personnel Services	6035	812	1,665	284	1,500	1,500	1,500	-
Cell Phones	6205	1,294	1,403	1,333	1,500	1,500	1,500	-
Travel/Conferences/Training	7000	1,552	1,650	1,333	1,500	1,200	1,200	(300)
Dues & Subscriptions	7015	922	919	938	1,200	1,200	1,200	-
Subtotal, Services and Supplies		47,137	61,968	77,601	79,200	79,200	78,900	(300)
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal, Capital Outlay		-	-	-	-	-	-	-
Total:		**$ 194,098**	**$ 225,202**	**$ 260,201**	**$ 244,155**	**$ 240,396**	**$ 277,800**	**$ 33,645**

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

Significant Changes

None.

Personnel Allocation ***Department 4300***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
General Services Superintendent	0.06	0.06	0.06	0.06	0.06	0.06	-
Finance Director	0.03	0.03	0.03	-	-	-	-
Street Maintenance Worker II/III	0.14	0.14	0.18	0.18	0.18	0.18	-
City Carpenter III	0.08	0.08	0.08	0.08	0.08	0.08	-
Engineering Technician II	-	-	-	-	-	0.10	0.10
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	-	(0.10)
Total Authorized	**0.41**	**0.41**	**0.45**	**0.42**	**0.42**	**0.42**	**-**

Fund History ***Fund 200***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ 73,410	$ 12,331	$ 38,723	$ 8,450	$ 8,450	$ (25,197)	$ (33,647)
Revenues:							
Storm Drain Maintenance	9,736	95,110	46,775	46,000	46,000	46,000	-
Transfer from Other Fund	-	-	-	-	-	-	-
	9,736	95,110	46,775	46,000	46,000	46,000	-
Operating Expenditures:							
Pay and Benefits	39,616	43,551	43,651	40,771	36,047	47,599	6,828
Service and Supplies	31,199	25,167	33,397	40,600	43,600	35,600	(5,000)
Capital Outlay	-	-	-	-	-	-	-
	70,815	68,718	77,048	81,371	79,647	83,199	1,828
Net Annual Activity	(61,079)	26,392	(30,273)	(35,371)	(33,647)	(37,199)	(1,828)
Ending Available Fund Balance	**$ 12,331**	**$ 38,723**	**$ 8,450**	**$ (26,921)**	**$ (25,197)**	**$ (62,396)**	**$ (35,475)**

Fund	**200**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**4300**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Storm Drain Maintenance								
History of Expenditures	Account							
Pay Full-Time	5100	$ 20,146	$ 22,885	$ 24,650	$ 25,146	$ 22,365	$ 25,436	$ 290
Pay Part-Time	5165	4,030	375	-	-	-	-	-
Overtime	5170	-	-	22	-	-	-	-
Vacation/Sick Leave Buyback	5180	632	190	290	400	400	500	100
Labor Distribution	5195	(200)	(200)	(200)	-	-	-	-
Benefits	5200	15,008	20,301	18,889	15,225	13,282	21,663	6,438
Subtotal, Pay and Benefits		39,616	43,551	43,651	40,771	36,047	47,599	6,828
Department Supplies	5500	3,867	2,412	886	5,000	8,000	8,000	3,000
Supplies - High Rock Crew	5600	1,045	-	-	-	-	-	-
Personnel Services	6035	29	87	123	100	100	100	-
Travel/Conferences/Training	7000	-	-	-	500	500	500	-
Subtotal, Services and Supplies		4,941	2,499	1,009	5,600	8,600	8,600	3,000
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal, Capital Outlay		-	-	-	-	-	-	-
Subtotal:		**$ 44,557**	**$ 46,050**	**$ 44,660**	**$ 46,371**	**$ 44,647**	**$ 56,199**	**$ 9,828**
Fund	**200**							
Department	**4310**							
Stormwater Management								
Pay Part-Time	5165	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Benefits	5200	-	-	-	-	-	-	-
Subtotal, Pay and Benefits		-	-	-	-	-	-	-
Professional Services	6025	15,700	9,122	20,256	20,000	20,000	12,000	(8,000)
NPDS Permit	6612	8,992	10,602	10,602	12,000	12,000	12,000	-
SWMP Implementation	6618	1,566	2,944	1,530	3,000	3,000	3,000	-
Subtotal, Services and Supplies		26,258	22,668	32,388	35,000	35,000	27,000	(8,000)
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal:		26,258	22,668	32,388	35,000	35,000	27,000	(8,000)
Total Fund:		**$ 70,815**	**$ 68,718**	**$ 77,048**	**$ 81,371**	**$ 79,647**	**$ 83,199**	**$ 1,828**

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

Significant Changes

None.

Personnel Allocation ***Department 4200***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
General Services Superintendent	0.40	0.40	0.40	0.40	0.40	0.40	-
Finance Director	0.04	0.04	0.04	0.05	0.05	0.05	-
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	2.08	2.08	2.08	2.08	-
Vehicle & Equipment Mechanic	0.20	0.20	0.20	0.20	0.20	0.10	(0.10)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.10	0.10
City Carpenter III	0.22	0.22	0.22	0.22	0.22	0.22	-
Engineering Technician II	-	-	-	-	-	0.10	0.10
Assistant City Engineer II	0.10	0.10	0.10	0.10	0.10	-	(0.10)
Subtotal Full-Time Employees	3.14	3.14	3.54	3.55	3.55	3.55	-
Street Maintenance Worker I (PT)	0.44	0.44	-	-	-	-	-
Total Authorized	**3.58**	**3.58**	**3.54**	**3.55**	**3.55**	**3.55**	**-**

Fund History ***Fund 280***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Revenues:							
HUTA Revenues	276,193	294,767	326,324	365,342	365,342	355,001	(10,341)
Other	128	2,277	(1,557)	-	-	-	-
General Fund Support	118,137	132,638	140,748	96,360	76,635	184,184	87,824
	394,458	429,682	465,515	461,702	441,977	539,185	77,483
Operating Expenditures:							
Pay and Benefits	256,865	301,767	333,620	308,292	299,777	372,149	63,857
Service and Supplies	121,374	111,696	123,786	134,521	139,700	152,036	17,515
Capital Outlay	-	-	-	2,670	2,500	15,000	12,330
PGE Loan Program	16,219	16,219	8,109	16,219	-	-	(16,219)
	394,458	429,682	465,515	461,702	441,977	539,185	77,483
Net Annual Activity	-	-	-	-	-	-	-
Ending Available Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Public Works Department

Fund	**280**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**4200**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Operation and Maintenance	Account							
Pay Full-Time	5100	$ 139,901	$ 142,997	$ 174,839	$ 192,365	$ 184,310	$ 197,831	$ 5,466
Pay Part-Time	5165	8,987	1,800	-	-	-	-	-
Overtime	5170	-	354	1,283	1,500	1,500	1,500	-
Vacation/Sick Leave Buyback	5180	1,688	3,126	3,496	2,500	6,000	4,000	1,500
Benefits	5200	106,289	153,490	154,002	111,927	107,967	168,818	56,891
Subtotal, Pay and Benefits		256,865	301,767	333,620	308,292	299,777	372,149	63,857
Department Supplies	5500	7,981	10,437	11,577	10,500	10,500	10,500	-
Vehicle Fuel & Oil	5505	2,656	4,252	4,613	5,000	5,000	5,000	-
Base Materials	5520	-	-	270	700	700	700	-
Asphalt	5525	9,890	1,616	6,138	6,000	7,000	6,000	-
Crack Seal Material	5526	1,000	1,516	1,869	2,000	2,200	2,200	200
Supplies - High Rock Crew	5600	872	-	-	-	-	-	-
Software Maintenance (A)	5710	1,559	1,398	1,598	2,100	2,500	2,200	100
Vehicle Repairs	5715	98	487	1,917	5,000	5,000	5,000	-
Equipment Repairs	5720	7,283	11,881	11,355	12,000	12,000	12,000	-
Retroreflective Sign Compliance	5722	3,788	5,032	1,353	2,500	2,500	3,000	500
Traffic Signal Maintenance	5725	5,813	7,135	14,431	10,000	10,000	10,000	-
Street Light Maintenance	5726	757	495	3,340	9,800	9,000	8,000	(1,800)
Vandalism Repair	5745	215	623	-	800	800	500	(300)
Tree Trimming & Removal	5755	-	494	-	5,000	5,000	5,000	-
Street Striping	5765	20,177	-	-	-	-	-	-
Tools & Small Equipment	5900	730	1,186	489	1,500	1,500	1,500	-
Professional Services	6025	8,645	8,613	2,549	2,000	2,000	3,000	1,000
Personnel Services	6035	1,064	4,410	701	1,000	1,000	1,000	-
Property and Liability Insurance (A)	6350	16,961	17,095	20,762	23,421	24,000	30,436	7,015
Utilities - Electric	6505	31,845	34,386	40,423	34,000	38,000	45,000	11,000
Travel/Conferences/Training	7000	40	640	401	1,200	1,000	1,000	(200)
Subtotal, Services and Supplies		121,374	111,696	123,786	134,521	139,700	152,036	17,515
Capital Outlay	8000	-	-	-	-	-	-	-
12" wood chipper (1/4)		-	-	-	-	-	15,000	15,000
Capital Outlay - Radar Signs (1/3)		-	-	-	2,670	2,500	-	(2,670)
Subtotal Capital Outlay		-	-	-	2,670	2,500	15,000	12,330
Total Fund:		**$ 378,239**	**$ 413,463**	**$ 457,406**	**$ 445,483**	**$ 441,977**	**$ 539,185**	**$ 93,702**

Fund	**260**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**4150**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
TDA Street Repairs								
Grinding/Inlay	*8000*	$ 50,024	$ 55,276	$ 9,570	$ 57,000	$ 57,000	$ 57,000	$ -
Street Striping	*8000*	-	-	-	20,000	20,000	20,000	-
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	-
Total Fund:		**$ 58,024**	**$ 63,276**	**$ 17,570**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**

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
  - Solid waste reduction
  - Used oil recycling
  - Used tires recycling
  - Beverage container recycling

Significant Changes
None.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
General Services Superintendent	0.12	0.12	0.12	0.12	0.12	0.12	-
Total Authorized	**0.12**	**0.12**	**0.12**	**0.12**	**0.12**	**0.12**	**-**

Fund History ***Consolidated Fund 210***	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ 63,415	$ 72,871	$ 69,007	$ 104,087	$ 104,087	$ 105,294	$ 1,207
Revenues:							
Solid Waste Management Fees	27,004	24,751	23,770	25,000	24,000	24,000	(1,000)
Other	297	(727)	1,188	-	2,000	500	500
General Fund Support	-	-	45,000	-	45,000	-	-
	27,301	24,024	69,958	25,000	71,000	24,500	(500)
Operating Expenditures:							
Pay and Benefits	15,776	18,644	19,703	18,813	18,593	20,142	1,329
Service and Supplies	2,069	9,244	5,425	16,000	16,200	16,000	-
Capital Outlay	-	-	9,750	35,000	35,000	25,000	(10,000)
	17,845	27,888	34,878	69,813	69,793	61,142	(8,671)
Net Annual Activity	9,456	(3,864)	35,080	(44,813)	1,207	(36,642)	8,171
Ending Available Fund Balance	**$ 72,871**	**$ 69,007**	**$ 104,087**	**$ 59,274**	**$ 105,294**	**$ 68,652**	**$ 9,378**

Fund	**210**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5300**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Recycling Division								
Pay Full-Time	5100	$ 8,979	$ 9,824	$ 10,906	$ 11,320	$ 11,147	$ 11,544	$ 224
Pay Part-Time	5165	-	-	-	-	-	-	-
Vacation Buyback	5180	339	208	415	300	300	300	-
Benefits	5200	6,458	8,612	8,382	7,193	7,146	8,298	1,105
Subtotal, Pay and Benefits		15,776	18,644	19,703	18,813	18,593	20,142	1,329
Department Supplies	5500	-	394	20	12,000	12,000	12,000	-
Household Hazardous Waste	5735	1,976	2,892	3,693	3,000	3,000	3,000	-
Illegal Dumping Recycling	5752	93	388	546	1,000	1,000	1,000	-
Professional Services	6025	-	5,570	1,166	-	-	-	-
Advertising	6300	-	-	-	-	200	-	-
Subtotal, Services and Supplies		2,069	9,244	5,425	16,000	16,200	16,000	-
Special Projects	8000	-	-	9,750	35,000	35,000	25,000	(10,000)
Subtotal, Capital Outlay		-	-	9,750	35,000	35,000	25,000	(10,000)
Total Fund:		**$ 17,845**	**$ 27,888**	**$ 34,878**	**$ 69,813**	**$ 69,793**	**$ 61,142**	**$ (8,671)**

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.

Fund History	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Operating Budget (Fund 500)							
Revenues:							
Water Service Charges	2,357,225	2,344,974	2,344,728	2,340,000	2,340,000	2,808,000	468,000
Other Charges	60,158	55,056	347,779	58,000	78,000	62,000	4,000
Interest Revenue	7,000	(32,713)	57,089	20,000	50,000	50,000	30,000
	2,424,383	2,367,317	2,749,596	2,418,000	2,468,000	2,920,000	502,000
Operating Expenses:							
Pay and Benefits	1,111,506	916,632	1,090,258	1,198,035	1,131,460	1,404,001	205,966
Service and Supplies	694,078	629,478	742,302	840,355	849,718	938,067	97,712
Capital Outlay	32,490	526,834	22,136	162,500	101,950	80,000	(82,500)
	1,838,074	2,072,944	1,854,696	2,200,890	2,083,128	2,422,068	221,178
Debt Service:	397,375	399,075	400,525	395,900	395,900	399,275	3,375
	2,235,449	2,472,019	2,255,221	2,596,790	2,479,028	2,821,343	224,553
Operating Surplus (Deficit)	188,934	(104,702)	494,375	(178,790)	(11,028)	98,657	277,447
Capital Budget (Fund 510)							
Revenues:							
Capital Fees, Interest, Transfers	101,907	3,648	224,410	115,000	130,000	130,000	15,000
Operating Expenses:							
Capital Improvement Projects	228,386	367,117	658,466	1,635,000	868,150	1,192,500	(442,500)
Capital Surplus (Deficit)	(126,479)	(363,469)	(434,056)	(1,520,000)	(738,150)	(1,062,500)	457,500

Public Works Department

Personnel Allocation

Depts. 6000, 6100, 6200, 6300	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
City Administration							
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	0.26	0.26	0.26	-
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	0.45	-
Senior Account Clerk	0.45	0.45	-	-	-	-	-
Accounting Technician	-	-	0.40	0.40	0.40	0.40	-
Account Clerk II/III	0.80	0.80	0.40	0.40	0.40	0.40	-
Administration and Engineering							
Public Works Director	-	-	0.45	0.45	0.45	0.45	-
Deputy City Engineer	0.40	-	-	-	-	0.38	0.38
City Engineer	-	0.40	0.40	-	-	-	-
Public Works Project Manager	-	-	-	0.38	0.38	-	(0.38)
Deputy Public Works Director	0.45	0.45	-	-	-	-	-
Senior Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	-
Engineering Technician II	-	-	-	-	-	0.25	0.25
Assistant City Engineer II	0.25	0.25	0.25	0.25	0.25	-	(0.25)
General Services and Parks and Rec							
General Services Superintendent	0.16	0.16	0.16	0.16	0.16	0.16	-
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10	-
Street Maintenance Worker II/III	0.55	0.55	0.69	0.69	0.69	0.69	-
Vehicle & Equipment Mechanic	0.30	0.30	0.30	0.30	0.30	0.15	(0.15)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.15	0.15
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	-
Utilities - Water							
Utilities Superintendent	0.50	0.50	-	-	-	-	-
Utility Shift Supervisor	-	-	0.70	0.70	0.70	0.70	-
Lead Utility Worker	0.70	0.70	-	-	-	-	-
Utility Worker II/III	2.60	2.60	3.25	3.25	3.25	3.25	-
Utilities - Wastewater							
Chief Treatment Plant Operator	0.40	0.40	0.40	0.40	0.40	0.40	-
Treatment Plant Op III/Shift Supervisor	0.20	0.20	0.40	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	-	-	-	-	-
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	-
	11.60	**11.65**	**11.74**	**11.73**	**11.73**	**11.73**	**-**
Part Time:							
City Clerk Administrative Assistant	-	0.15	0.15	0.15	0.15	0.15	-
	-	**0.15**	**0.15**	**0.15**	**0.15**	**0.15**	**-**
Total Authorized Personnel	**11.60**	**11.80**	**11.89**	**11.88**	**11.88**	**11.88**	**-**

Public Works Department

Fund	**500**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6300**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Administration								
Pay Full-Time	5100	$ 280,485	$ 253,149	$ 294,016	$ 328,331	$ 320,881	$ 382,164	$ 53,833
Pay Part-Time	5165	1,187	2,780	3,501	5,839	4,910	5,956	117
Overtime	5170	-	-	-	500	500	500	-
Vacation Buyback	5180	6,805	(1,261)	5,358	5,000	5,000	6,000	1,000
Benefits	5200	143,709	197,858	185,637	143,919	105,657	169,446	25,527
Subtotal, Pay and Benefits		432,186	452,526	488,512	483,589	436,948	564,066	80,477
Department Supplies	5500	8,614	7,739	11,542	10,000	10,000	10,000	-
Office Equipment Maintenance	5705	3,057	3,163	3,156	8,500	4,500	8,500	-
Software Maintenance (A)	5710	7,794	7,153	7,167	8,400	8,500	8,800	400
Building Repairs & Maintenance	5740	1,004	656	371	2,000	500	2,000	-
Network Support (A)	5775	8,611	8,191	9,917	5,740	5,740	5,740	-
Website Hosting & Maintenance (A)	5780	257	257	257	1,000	1,200	1,000	-
Audit Fees (A)	6000	6,543	6,000	6,760	7,600	7,600	9,000	1,400
Engineering Services	6005	2,100	3,302	-	1,000	-	1,000	-
Professional Services	6025	4,120	1,490	2,394	4,000	4,000	4,000	-
Personnel Services	6035	231	1,310	794	500	800	600	100
Bank Fees	6060	7,376	8,227	8,967	8,000	9,000	9,000	1,000
Credit Card Transaction Charge	6061	25,968	22,567	22,850	24,000	23,000	24,000	-
Telephone	6200	1,401	1,387	1,430	1,400	700	1,400	-
Cell Phones	6205	1,753	1,757	2,049	2,000	2,400	2,500	500
Internet Service	6210	698	700	3,123	5,000	6,600	6,000	1,000
Property and Liability Insurance (A)	6350	64,918	66,342	83,771	91,015	92,704	114,827	23,812
Utilities	6505	5,345	5,881	6,570	5,000	3,500	6,000	1,000
Travel/Conferences/Training	7000	-	1,232	-	4,000	2,500	4,000	-
Bad Debts	7800	5,074	4,746	3,883	10,000	4,000	10,000	-
Subtotal, Services and Supplies		154,864	152,100	175,001	199,155	187,244	228,367	29,212
Capital Outlay								
Capital Outlay	8000	-	-	-	-	-	-	-
Subtotal, Capital Outlay		-	-	-	-	-	-	-
Total:		**$ 587,050**	**$ 604,626**	**$ 663,513**	**$ 682,744**	**$ 624,192**	**$ 792,433**	**$ 109,689**

Fund	**500**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6000**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Pumping, Treatment & Storage Division								
Pay Full-Time	5100	$ 132,605	$ 111,556	$ 125,160	$ 141,528	$ 136,902	$ 149,976	$ 8,448
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	188	97	693	300	300	500	200
Vacation Buyback	5180	520	4,160	1,600	1,500	1,500	2,500	1,000
Benefits	5200	140,670	(128,570)	(27,223)	95,159	90,298	111,444	16,285
Subtotal, Pay and Benefits		273,983	(12,757)	100,230	238,487	229,000	264,420	25,933
Department Supplies	5500	3,551	8,307	9,999	10,000	10,000	10,000	-
Vehicle Fuel & Oil	5505	416	501	465	2,000	700	2,000	-
Chemical Supplies	5555	2,090	4,003	6,842	8,000	15,000	15,000	7,000
Lab Supplies	5557	4,196	5,763	9,482	7,000	6,500	7,000	-
Vehicle Repairs	5715	4	792	239	1,000	1,000	1,000	-
Info Tech (Telemetry)	5719	1,153	4,975	2,991	5,000	3,000	5,000	-
Equipment Repairs	5720	13,864	16,341	12,512	15,000	30,000	20,000	5,000
Alarm System Maintenance	5730	774	822	1,185	1,500	1,500	1,500	-
Building Repair & Maintenance	5740	16,678	6,028	3,892	8,000	2,000	8,000	-
Tools & Small Equipment	5900	1,314	1,240	917	1,500	1,500	1,500	-
Engineering Services	6005	-	-	2,671	5,000	5,600	5,000	-
Professional Services	6025	5,305	12,606	18,418	12,000	12,000	12,000	-
Personnel Services	6035	219	369	764	1,000	500	1,000	-
Laboratory Services	6045	5,205	1,739	4,735	6,000	9,000	6,000	-
Utilities	6505	238,101	213,015	240,664	250,000	270,000	300,000	50,000
Lab Permit Fees	6605	1,333	1,834	1,063	3,000	1,500	3,000	-
Regulatory Permits	6612	10,648	13,932	15,861	15,000	16,724	17,000	2,000
Compliance Fees	6631	387	554	-	-	500	500	500
Regulatory Compliance	6633	7,752	4,434	3,178	4,000	4,000	4,000	-
Travel/Conferences/Training	7000	1,387	1,714	635	2,500	1,500	2,500	-
Certification Fees	7012	570	310	235	1,000	1,000	1,000	-
Dues & Subscriptions	7015	1,306	1,349	1,241	1,500	1,000	1,500	-
Annual Water Report	7820	2,497	-	-	-	-	-	-
Subtotal, Services and Supplies		318,750	300,628	337,989	360,000	394,524	424,500	64,500
Capital Outlay	8000	7,906	29,431	18,118	-	-	-	-
Replace Service truck (1/2)		-	-	-	40,000	40,000	-	(40,000)
Replace 4WD truck (1/2)		-	-	-	-	-	27,500	27,500
12" wood chipper (1/4)		-	-	-	-	-	15,000	15,000
Softstarter for CCF Booster Pump		-	-	-	15,000	3,800	-	(15,000)
Tiger Boom Mower (1/3)		-	-	-	37,500	-	37,500	-
Campton Heights Cathodic Protection		-	-	-	30,000	18,150	-	(30,000)
Subtotal, Capital Outlay		7,906	29,431	18,118	122,500	61,950	80,000	(42,500)
Total:		**$ 600,639**	**$ 317,302**	**$ 456,337**	**$ 720,987**	**$ 685,474**	**$ 768,920**	**$ 47,933**

Fund	**500**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6100**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Transmission & Distribution Division								
Pay Full-Time	5100	$ 204,643	$ 187,787	$ 213,170	$ 238,542	$ 230,951	$ 273,439	$ 34,897
Pay Part-Time	5165	56	-	-	-	-	-	-
Overtime	5170	771	446	267	1,500	1,500	1,000	(500)
Vacation Buyback	5180	2,554	8,182	5,367	3,500	5,000	5,000	1,500
Benefits	5200	136,019	202,017	200,827	156,440	152,751	211,156	54,716
Subtotal, Pay and Benefits		344,043	398,432	419,631	399,982	390,202	490,595	90,613
Department Supplies	5500	40,079	18,964	69,479	60,000	60,000	60,000	-
Vehicle Fuel & Oil	5505	18,072	29,323	39,182	40,000	42,000	42,000	2,000
Base Materials	5520	3,542	1,790	4,694	10,000	2,000	10,000	-
Asphalt	5525	3,896	4,802	6,857	8,000	4,000	8,000	-
Vehicle Repairs	5715	10,580	10,209	11,387	10,000	15,000	10,000	-
Info Tech (Telemetry)	5719	796	-	-	1,000	-	1,000	-
Equipment Repairs	5720	10,835	10,675	14,491	10,000	15,000	12,000	2,000
Bldg. Maintenance and Repair	5740	527	560	219	2,000	1,000	2,000	-
Water Meters	5760	77,952	66,446	59,245	75,000	75,000	75,000	-
Tools & Small Equipment	5900	2,650	1,197	2,150	5,000	5,000	5,000	-
Engineering Services	6005	-	-	-	1,500	-	1,500	-
General Contracting	6015	25,000	12,020	2,156	25,000	5,000	25,000	-
Professional Services	6025	3,405	1,011	-	7,500	2,000	7,500	-
Personnel Service	6035	1,253	2,683	1,923	1,500	1,500	1,500	-
Telephone	6200	1,515	1,558	1,533	1,500	1,500	1,500	-
Claims Settlement	6360	-	-	-	-	14,000	-	-
Travel/Conferences/Training	7000	6,365	2,433	1,446	5,000	7,500	5,000	-
Certifications	7012	150	385	330	1,000	500	1,000	-
Dues & Subscriptions	7015	343	144	152	500	250	500	-
Subtotal, Services and Supplies		206,960	164,200	215,244	264,500	251,250	268,500	4,000
Capital Outlay	8000	24,584	497,403	4,018	-	-	-	-
Replace Service Truck (1/2)		-	-	-	40,000	40,000	-	(40,000)
Subtotal, Capital Outlay		24,584	497,403	4,018	40,000	40,000	-	(40,000)
Total:		**$ 575,587**	**$ 1,060,035**	**$ 638,893**	**$ 704,482**	**$ 681,452**	**$ 759,095**	**$ 54,613**

Fund	**500**							
Department	**6200**							
Customer Account Expense								
Pay Full-Time	5100	$ 34,311	$ 37,643	$ 40,116	$ 44,213	$ 42,718	$ 46,621	$ 2,408
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	940	1,164	1,074	500	1,500	1,000	500
Benefits	5200	26,043	39,624	40,695	31,264	31,092	37,299	6,035
Subtotal, Pay and Benefits		61,294	78,431	81,885	75,977	75,310	84,920	8,943
Department Supplies	5500	13,504	12,522	13,835	16,000	16,000	16,000	-
Personnel Services	6035	-	28	233	500	500	500	-
Advertising	6300	-	-	-	200	200	200	-
Total:		**$ 74,798**	**$ 90,981**	**$ 95,953**	**$ 92,677**	**$ 92,010**	**$ 101,620**	**$ 8,943**

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.

Fund History	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Operating Budget (Fund 550)							
Revenues:							
Service Charges	3,467,289	3,525,847	3,498,167	3,450,000	3,450,000	4,485,000	1,035,000
Other Revenue	15,569	67,137	18,535	26,000	116,000	26,000	-
Interest Revenue	9,185	(59,926)	94,679	25,000	80,000	80,000	55,000
	3,492,043	3,533,058	3,611,381	3,501,000	3,646,000	4,591,000	1,090,000
Operating Expenses:							
Pay and Benefits	1,380,963	1,089,149	1,330,130	1,512,455	1,422,817	1,710,763	198,308
Service and Supplies	889,286	976,027	1,226,349	1,273,511	1,268,607	1,428,825	155,314
Capital Outlay	134,598	29,431	17,314	219,500	162,000	335,000	115,500
	2,404,847	2,094,607	2,573,793	3,005,466	2,853,424	3,474,588	469,122
							-
Debt Service:	690,169	696,769	693,019	695,094	695,094	688,094	(7,000)
	3,095,016	2,791,376	3,266,812	3,700,560	3,548,518	4,162,682	462,122
Operating Surplus (Deficit)	397,027	741,682	344,569	(199,560)	97,482	428,318	627,878
Capital Budget (Fund 560)							
Revenues:							
Capital Fees, Interest, Transfers	262,699	80,288	330,064	240,000	320,000	270,000	30,000
Operating Expenses:							
Capital Improvement Projects	855,127	707,237	386,315	3,090,000	1,041,750	2,850,000	(240,000)
Capital Surplus (Deficit)	(592,428)	(626,949)	(56,251)	(2,850,000)	(721,750)	(2,580,000)	270,000

Public Works Department

Personnel Allocation

Depts. 6500,6600,6700	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
City Administration	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
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	0.26	0.26	0.26	-
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	0.25	-
Senior Account Clerk	0.25	0.25	-	-	-	-	-
Accounting Technician	-	-	0.40	0.40	0.40	0.40	-
Account Clerk II/III	0.80	0.80	0.40	0.40	0.40	0.40	-
Administration and Engineering							
Public Works Director	-	-	0.30	0.30	0.30	0.30	-
Deputy City Engineer	0.40	-	-	-	-	0.38	0.38
City Engineer	-	0.40	0.40	-	-	-	-
Public Works Project Manager	-	-	-	0.38	0.38	-	(0.38)
Deputy Public Works Director	0.30	0.30	-	-	-	-	-
Engineering Technician II	-	-	-	-	-	0.25	0.25
Assistant City Engineer II	0.25	0.25	0.25	0.25	0.25	-	(0.25)
Senior Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	-
General Services and Parks and Rec							
General Services Superintendent	0.16	0.16	0.16	0.16	0.16	0.16	-
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10	0.10	-
Street Maintenance Worker II/III	0.75	0.75	0.96	0.96	0.96	0.96	-
Vehicle & Equipment Mechanic	0.30	0.30	0.30	0.30	0.30	0.15	(0.15)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.15	0.15
City Carpenter III	0.40	0.40	0.40	0.40	0.40	0.40	-
Lead Park Maintenance Worker	0.03	0.03	0.03	0.03	0.03	0.03	-
Park Maintenance Worker II/III	0.12	0.12	0.12	0.12	0.12	0.12	-
Facility Custodian	-	0.05	0.05	0.05	0.05	0.05	-
Utilities - Water							
Utilities Superintendent	0.50	0.50	-	-	-	-	-
Utility Shift Supervisor	-	-	0.30	0.30	0.30	0.30	
Lead Utility Worker	0.30	0.30	-	-	-	-	-
Utility Worker II/III	1.40	1.40	1.75	1.75	1.75	1.75	-
Utilities - Wastewater							
Chief Treatment Plant Operator	0.60	0.60	0.60	0.60	0.60	0.60	-
Treatment Plant Op III/Shift Supervisor	0.80	0.80	1.60	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	-	-	-	-	-
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	-
	14.65	**14.70**	**14.96**	**14.95**	**14.95**	**14.95**	**-**
Part Time:							
City Clerk Administrative Assistant	-	0.15	0.15	0.15	0.15	0.15	-
	-	**0.15**	**0.15**	**0.15**	**0.15**	**0.15**	**-**
Total Authorized Personnel	**14.65**	**14.85**	**15.11**	**15.10**	**15.10**	**15.10**	**-**

Public Works Department

Fund	**550**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6500**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Collection Division								
Pay Full-Time	5100	$ 182,704	$ 164,598	$ 191,806	$ 214,531	$ 207,078	$ 246,716	$ 32,185
Overtime	5170	104	53	4	500	500	500	-
Vacation Buyback	5180	2,025	6,714	4,159	2,000	5,000	4,000	2,000
Benefits	5200	120,979	176,936	175,222	137,512	133,926	194,355	56,843
Subtotal, Pay and Benefits		305,812	348,301	371,191	354,543	346,504	445,571	91,028
Department Supplies	5500	6,008	3,490	16,100	10,000	10,000	10,000	-
Vehicle Fuel & Oil	5505	-	-	-	1,000	-	-	(1,000)
Base Materials	5520	630	292	730	2,500	1,000	2,500	-
Asphalt	5525	304	758	708	2,000	2,000	2,000	-
Supplies - High Rock Crew	5600	769	-	-	-	-	-	-
Software Maintenance	5710	1,250	1,250	-	1,500	1,250	2,000	500
Vehicle Repairs	5715	8,611	1,290	1,234	10,000	5,000	10,000	-
Info Tech (Telemetry)	5719	1,250	-	-	2,000	1,250	2,000	-
Equipment Repairs	5720	2,046	1,616	2,147	5,000	5,000	5,000	-
Building Maintenance/Repairs	5740	370	383	-	2,000	500	2,000	-
Tools & Small Equipment	5900	1,920	-	108	5,000	5,000	5,000	-
Engineering Services	6005	105	-	-	2,500	-	2,500	-
General Contracting	6015	758	-	9,875	15,000	5,000	1,500	(13,500)
Professional Services	6025	60	200	240	-	200	-	-
Personnel Services	6035	1,304	2,320	2,062	1,200	1,500	1,200	-
Telephone	6200	3,089	4,220	4,514	4,500	4,500	4,500	-
Regulatory Permits	6612	2,848	3,326	3,453	3,800	3,800	3,800	-
Regional Fines	6630	-	-	-	25,000	-	25,000	-
Regulatory / Compliance Fees	6631	2,066	554	-	5,000	500	5,000	-
Travel/Conferences/Training	7000	603	148	-	2,000	-	2,000	-
Due and Subscriptions	7015	144	144	152	500	-	500	-
Subtotal, Services and Supplies		34,135	19,991	41,323	100,500	46,500	86,500	(14,000)
Capital Outlay	8000	130,120	-	4,018	-	-	-	-
Replace Service Truck (1/2)		-	-	-	40,000	40,000	-	(40,000)
Total Capital Outlay		130,120	-	4,018	40,000	40,000	-	(40,000)
Total:		**$ 470,067**	**$ 368,292**	**$ 416,532**	**$ 495,043**	**$ 433,004**	**$ 532,071**	**$ 37,028**

Public Works Department

Fund	**550**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6600**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Wastewater Treatment Division								
Pay Full-Time	5100	$ 352,206	$ 293,407	$ 341,505	$ 401,656	$ 391,070	$ 427,725	$ 26,069
Pay Part-Time	5165	-	-	-	-	-	-	-
Overtime	5170	1,667	454	1,831	1,500	1,500	1,500	-
Vacation Buyback	5180	360	9,493	2,821	2,000	5,000	4,000	2,000
Benefits	5200	309,510	(7,638)	132,978	279,969	254,837	321,366	41,397
Subtotal, Pay and Benefits		663,743	295,716	479,135	685,125	652,407	754,591	69,466
Department Supplies	5500	33,888	34,906	54,039	40,000	50,000	50,000	10,000
Vehicle Fuel & Oil	5505	17,650	15,105	21,566	25,000	15,000	25,000	-
Chemical Supplies	5555	115,653	149,690	228,208	180,000	200,000	200,000	20,000
Lab Supplies	5557	18,731	22,547	21,446	20,500	16,000	20,500	-
Vehicle Repairs	5715	4,911	18,538	16,428	15,000	8,000	15,000	-
Info Tech (Telemetry)	5719	2,333	763	6,031	5,000	3,000	5,000	-
Equipment Repairs	5720	47,463	51,461	110,331	75,000	80,000	80,000	5,000
Alarm System Maintenance	5730	1,806	2,409	2,182	1,000	1,000	1,000	-
Building Maintenance/Repair	5740	21,598	280	2,208	10,000	15,000	10,000	-
Bio Solids Management	5766	2,993	3,311	4,827	10,000	5,000	10,000	-
Percolation Pond Const.	5770	93,435	103,566	108,186	115,000	115,000	120,000	5,000
Tools & Equipment	5900	2,665	1,868	2,732	4,000	4,000	4,000	-
Engineering Services	6005	2,870	-	12	7,500	4,500	7,500	-
General Contracting	6015	-	-	-	2,000	-	2,000	-
Professional Services	6025	6,105	14,088	23,549	15,000	25,000	15,000	-
Personnel Services	6035	279	1,523	1,472	1,000	500	1,000	-
Outside Lab Services	6045	17,439	21,663	21,658	17,000	17,000	17,000	-
Water	6500	37,303	26,565	17,520	25,000	20,000	30,000	5,000
Utilities - Electric	6505	209,762	253,247	298,317	250,000	350,000	340,000	90,000
Lab Permit Fees	6605	3,998	5,502	3,188	8,000	8,000	8,000	-
Regulatory Permits	6612	10,268	11,491	11,961	15,000	13,100	15,000	-
Regional Board Fines	6630	-	15,000	-	50,000	15,000	50,000	-
Regulatory Compliance	6633	10,918	15,346	6,177	15,000	8,000	15,000	-
Travel/Conferences/Training	7000	3,134	3,280	3,430	5,000	4,000	5,000	-
Application/Certification Fees	7012	874	458	1,475	2,500	1,500	2,500	-
Dues & Subscriptions	7015	1,306	1,301	1,342	1,500	1,500	1,500	-
Subtotal, Services and Supplies		667,382	773,908	968,285	915,000	980,100	1,050,000	135,000
Capital Outlay	8000	4,478	29,431	13,296	-	-	-	-
Replace Service Truck (1/2)		-	-	-	40,000	40,000	-	(40,000)
Replace 4WD truck (1/2)		-	-	-	-	-	27,500	27,500
12" wood chipper (1/4)		-	-	-	-	-	15,000	15,000
Digested Sludge MagMeter		-	-	-	7,000	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	-	(75,000)
Gas Leak Detectors		-	-	-	10,000	-	-	(10,000)
Grit Pump		-	-	-	-	-	40,000	40,000
Loader		-	-	-	-	-	215,000	215,000
Total Capital Outlay		4,478	29,431	13,296	179,500	122,000	335,000	155,500
Total:		**$ 1,335,603**	**$ 1,099,055**	**$ 1,460,716**	**$ 1,779,625**	**$ 1,754,507**	**$ 2,139,591**	**$ 359,966**

Public Works Department

Fund	**550**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6700**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Administration								
Pay Full-Time	5100	$ 267,538	$ 247,645	$ 286,615	$ 320,956	$ 311,246	$ 347,437	$ 26,481
Pay Part-Time	5165	1,187	2,780	3,501	5,839	4,910	5,956	117
Overtime	5170	-	-	-	500	500	500	-
Vacation Buyback	5180	4,592	3,150	8,806	5,000	5,000	6,000	1,000
Benefits	5200	138,091	191,557	180,882	140,492	102,250	150,708	10,216
Subtotal, Pay and Benefits		411,408	445,132	479,804	472,787	423,906	510,601	37,814
Department Supplies	5500	22,589	19,432	25,454	26,000	24,000	26,000	-
Office Equipment Maintenance	5705	3,057	3,163	3,157	8,500	4,000	8,500	-
Software Maintenance (A)	5710	7,794	7,153	7,167	8,400	15,000	8,800	400
Building Repairs	5740	1,783	1,384	1,090	2,000	1,000	2,000	-
Network Support (A)	5775	12,263	11,483	13,761	10,660	10,660	10,660	-
Website Hosting & Maintenance (A)	5780	256	257	257	1,000	1,200	1,000	-
Audit Fees (A)	6000	6,543	6,000	6,760	7,600	7,600	9,000	1,400
Engineering Services	6005	-	-	-	5,000	-	5,000	-
Professional Services	6025	1,745	1,490	2,394	10,000	5,000	10,000	-
Personnel Services	6035	281	1,302	794	500	1,000	1,000	500
Bank Fees	6060	7,376	8,227	8,967	8,000	9,000	9,000	1,000
Credit Card Fees	6061	25,968	22,567	22,850	26,000	22,000	26,000	-
Telephone	6200	1,401	1,387	1,430	2,000	700	2,000	-
Cell Phones	6205	2,610	2,647	2,961	3,000	2,700	3,000	-
Internet Service	6210	698	700	3,123	5,000	6,600	8,000	3,000
Property and Liability Insurance (A)	6350	82,261	83,047	105,590	114,901	117,097	139,915	25,014
Claims Settlement	6360	285	-	-	-	3,000	-	-
Utilities	6505	5,345	5,881	6,570	6,500	6,500	7,000	500
Fortuna Fire District Assessment	6720	432	-	432	450	450	450	-
Travel/Conferences/Training	7000	-	1,232	-	5,000	2,500	5,000	-
Dues & Subscriptions	7015	8	30	101	-	-	-	-
Bad Debts	7800	5,074	4,746	3,883	7,500	2,000	10,000	2,500
Subtotal, Services and Supplies		187,769	182,128	216,741	258,011	242,007	292,325	34,314
Capital Outlay	8000	-	-	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-	-	-
Total:		**$ 599,177**	**$ 627,260**	**$ 696,545**	**$ 730,798**	**$ 665,913**	**$ 802,926**	**$ 72,128**

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

Fund	**670**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6505**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Rancho Buena Vista Lift Station Maintenance District								
Beginning Unreserved Fund Balance		$ 8,488	$ 8,121	$ 2,870	$ 4,409	$ 4,409	$ 4,795	$ 386
Revenue:		5,839	4,914	7,710	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, Pay 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	460	474	418	365	365	365	-
County Admin Fee	6700	7	-	14	10	10	10	-
Subtotal, Services and Supplies		717	4,676	682	625	625	625	-
		4,592	8,551	4,557	4,500	4,500	4,500	-
Annual Operating Activity		1,247	(3,637)	3,153	2,000	2,000	2,000	-
Depreciation Expense	9100	1,614	1,614	1,614	1,614	1,614	1,614	-
Ending Unreserved Fund Balance		**$ 8,121**	**$ 2,870**	**$ 4,409**	**$ 4,795**	**$ 4,795**	**$ 5,181**	**$ 386**

Fund	**671**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6510**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Kenwood Meadows Lift Station								
Beginning Unreserved Fund Balance		$ 20,593	$ 24,069	$ 18,671	$ 18,078	$ 18,078	$ 18,524	$ 446
Revenue:		8,169	3,328	5,758	9,000	9,000	6,000	(3,000)
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, Pay 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	560	649	1,646	500	800	500	-
County Admin Fee	6700	8	-	15	10	10	10	-
Subtotal, Services and Supplies		818	4,851	1,911	760	1,060	760	-
		4,693	8,726	5,786	4,635	4,935	4,635	-
Annual Operating Activity		3,476	(5,398)	(28)	4,365	4,065	1,365	(3,000)
Depreciation Expense	9100	-	-	565	3,619	3,619	3,619	-
Ending Unreserved Fund Balance		**$ 24,069**	**$ 18,671**	**$ 18,078**	**$ 18,824**	**$ 18,524**	**$ 16,270**	**$ (2,554)**
Fund	**672**							
Department	**6515**							
Forest Hills Booster Station								
Beginning Unreserved Fund Balance		$ 44,963	$ 31,526	$ 15,245	$ 19,408	$ 19,408	$ 14,298	$ (5,110)
Revenue:		11,172	9,363	26,438	20,000	20,000	22,000	2,000
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, Pay 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	2,408	2,592	3,155	2,200	4,000	2,200	-
County Admin Fee	6700	10	-	20	10	10	10	-
Subtotal, Services and Supplies		5,759	6,794	3,425	4,460	6,260	4,460	-
		16,609	17,644	14,275	15,310	17,110	15,310	-
Annual Operating Activity		(5,437)	(8,281)	12,163	4,690	2,890	6,690	2,000
Depreciation Expense	9100	8,000	8,000	8,000	8,000	8,000	8,000	-
Ending Unreserved Fund Balance		**$ 31,526**	**$ 15,245**	**$ 19,408**	**$ 16,098**	**$ 14,298**	**$ 12,988**	**$ (3,110)**

Fund	**673**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6520**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Forest Hills Estates Storm Water								
Beginning Unreserved Fund Balance		$ 10,886	$ 11,291	$ 10,856	$ 11,637	$ 11,637	$ 12,632	$ 995
Revenue:		6,212	5,360	6,600	7,000	7,000	6,500	(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, Pay 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	-	24	10	10	10	-
Subtotal, Services and Supplies		237	225	249	435	435	435	-
		4,112	4,100	4,124	4,310	4,310	4,310	-
Annual Operating Activity		2,100	1,260	2,476	2,690	2,690	2,190	(500)
Depreciation Expense	9100	1,695	1,695	1,695	1,695	1,695	1,695	-
Ending Unreserved Fund Balance		**$ 11,291**	**$ 10,856**	**$ 11,637**	**$ 12,632**	**$ 12,632**	**$ 13,127**	**$ 495**

Fund	**674**							
Department	**6522**							
Dove Subdivision Storm Water								
Beginning Unreserved Fund Balance		$ 1,427	$ 1,466	$ 1,251	$ 1,602	$ 1,602	$ 1,731	$ 129
Revenue:		1,112	851	1,430	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, Pay and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	7	-	13	5	5	5	-
Subtotal, Services and Supplies		32	25	38	30	30	30	-
		132	125	138	130	130	130	-
Annual Operating Activity		980	726	1,292	1,070	1,070	1,070	-
Depreciation Expense	9100	941	941	941	941	941	941	-
Ending Unreserved Fund Balance		**$ 1,466**	**$ 1,251**	**$ 1,602**	**$ 1,731**	**$ 1,731**	**$ 1,860**	**$ 129**

Fund	**675**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6524**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Gulliksen Subdivision Storm Water								
Beginning Unreserved Fund Balance		$ 2,500	$ 2,776	$ 2,351	$ 3,037	$ 3,037	$ 3,139	$ 102
Revenue		2,474	1,768	2,890	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, Pay 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	-	11	5	5	5	-
Subtotal, Services and Supplies		30	25	36	230	230	230	-
		130	125	136	330	330	330	-
Annual Operating Activity		2,344	1,643	2,754	2,170	2,170	2,170	-
Depreciation Expense	9100	2,068	2,068	2,068	2,068	2,068	2,068	-
Ending Unreserved Fund Balance		**$ 2,776**	**$ 2,351**	**$ 3,037**	**$ 3,139**	**$ 3,139**	**$ 3,241**	**$ 102**
Fund	**676**							
Department	**6525**							
Drainage Assessment Area 2009-01								
Astor Subdivision								
Beginning Unreserved Fund Balance		$ 1,792	$ 1,925	$ 1,409	$ 2,011	$ 2,011	$ 2,074	$ 63
Revenue:		2,971	2,316	3,446	2,900	2,900	3,000	100
Expenditures:								
Labor Distribution	5195	80	80	80	80	80	80	-
Benefit Distribution	5295	20	20	20	20	20	20	-
Subtotal, Pay and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	6	-	12	5	5	5	-
Subtotal, Services and Supplies		31	25	37	30	30	30	-
		131	125	137	130	130	130	-
Annual Operating Activity		2,840	2,191	3,309	2,770	2,770	2,870	100
Depreciation Expense	9100	2,707	2,707	2,707	2,707	2,707	2,707	-
Ending Unreserved Fund Balance		**$ 1,925**	**$ 1,409**	**$ 2,011**	**$ 2,074**	**$ 2,074**	**$ 2,237**	**$ 163**

Fund	**677**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**6526**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
Sewer Maintenance Fee Area 2009-02								
Astor Subdivision Lift Station								
Beginning Unreserved Fund Balance		$ (4,354)	$ (3,325)	$ (4,509)	$ (3,951)	$ (3,951)	$ (18,881)	$ (14,930)
Revenue:		6,313	5,604	5,945	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, Pay and Benefits		3,875	3,875	3,875	3,875	3,875	3,875	-
Equipment Repair	5720	-	1,471	-	-	2,600	-	-
General Contracting	6015	-	-	-	-	5,400	-	-
Administrative Charge	6055	250	250	250	250	250	250	-
Utilities	6505	353	392	451	265	8,000	265	-
County Admin Fee	6700	6	-	11	5	5	5	-
Subtotal, Services and Supplies		609	2,113	712	520	16,255	520	-
		4,484	5,988	4,587	4,395	20,130	4,395	-
Annual Operating Activity		1,829	(384)	1,358	1,605	(14,130)	1,605	-
Depreciation Expense	9100	800	800	800	800	800	800	-
Ending Unreserved Fund Balance		**$ (3,325)**	**$ (4,509)**	**$ (3,951)**	**$ (3,146)**	**$ (18,881)**	**$ (18,076)**	**$ (14,930)**
Fund	**678**							
Department	**6527**							
Drainage Assessment Area 2010-03								
Wright Subdivision								
Beginning Unreserved Fund Balance		$ 1,269	$ 1,309	$ 1,057	$ 1,465	$ 1,465	$ 1,647	$ 182
Revenue		1,861	1,566	2,231	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, Pay and Benefits		100	100	100	100	100	100	-
Administrative Charge	6055	25	25	25	25	25	25	-
County Admin Fee	6700	3	-	5	-	-	-	-
Subtotal, Services and Supplies		28	25	30	25	25	25	-
		128	125	130	125	125	125	-
Annual Operating Activity		1,733	1,441	2,101	1,875	1,875	1,875	-
Depreciation Expense	9100	1,693	1,693	1,693	1,693	1,693	1,693	-
Ending Unreserved Fund Balance		**$ 1,309**	**$ 1,057**	**$ 1,465**	**$ 1,647**	**$ 1,647**	**$ 1,829**	**$ 182**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
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)
Administrative Assistant II	-	-	-	-	-	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	0.05	(0.05)
Lead Vehicle & Equipment Mechanic	-	-	-	-	-	0.05	0.05
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	0.31	0.31	0.31	0.31	0.31	-
	2.70	2.85	2.85	2.85	2.85	2.85	-

Fund History	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed	Change vs. PY Budget
Beginning Available Fund Balance	$ 125,757	$ 95,523	$ 73,723	$ 45,784	$ 45,784	$ 99,314	$ 53,530
Sources:							
Senior Bus Fees	11,689	12,943	15,628	16,000	16,000	16,000	-
TDA Rev Allocation	316,695	343,934	381,987	440,126	440,126	461,356	21,230
Other	6,037	1,058	3,082	2,000	2,000	2,000	-
Transfer In	4,431	5,536	8,931	5,000	5,000	10,000	5,000
	338,852	363,471	409,628	463,126	463,126	489,356	26,230
Uses:							
Pay and Benefits	150,761	165,646	209,960	204,919	187,149	221,302	16,383
Service and Supplies	30,503	36,611	44,398	44,918	45,350	47,249	2,331
Contract Services - HTA	163,697	163,697	168,659	177,097	177,097	194,000	16,903
Depreciation	24,125	19,317	14,550	-	-	-	-
	369,086	385,271	437,567	426,934	409,596	462,551	35,617
Net Activity	(30,234)	(21,800)	(27,939)	36,192	53,530	26,805	(9,387)
Ending Available Fund Balance	**$ 95,523**	**$ 73,723**	**$ 45,784**	**$ 81,976**	**$ 99,314**	**$ 126,119**	**$ 44,143**

Transportation

Fund	**590**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2023-24**	**2024-25**	**Change vs.**
Department	**5000**	**Actual**	**Actual**	**Actual**	**Budget**	**Estimate**	**Proposed**	**PY Budget**
History of Expenditures								
Pay Full-Time	5100	$ 58,615	$ 65,091	$ 72,717	$ 77,121	$ 72,480	$ 83,039	$ 5,918
Pay Part-Time	5165	16,862	36,379	46,202	49,522	42,579	49,688	166
Overtime	5170	-	-	-	-	-	-	-
Vacation Buyback	5180	1,044	(660)	369	500	1,000	500	-
Benefits	5200	74,240	64,836	90,672	77,776	71,090	88,075	10,299
Subtotal, Pay and Benefits		150,761	165,646	209,960	204,919	187,149	221,302	16,383
Department Supplies	5500	729	255	1,122	800	1,000	800	-
Vehicle Fuel & Oil	5505	10,543	15,959	17,582	17,000	18,000	17,000	-
Repairs	5715	7,622	4,538	6,861	5,500	4,000	5,500	-
Personnel Services	6035	976	2,497	1,283	1,000	2,500	1,000	-
Telephone	6200	268	241	1,207	1,200	1,200	1,000	(200)
Advertising	6300	120	120	120	200	200	200	-
Insurance (A)	6350	9,710	10,500	14,082	15,568	15,800	18,099	2,531
Travel/Conferences/Training	7000	-	2,501	1,526	3,000	2,000	3,000	-
Dues & Subscriptions	7015	535	-	615	650	650	650	-
Subtotal, Services and Supplies		30,503	36,611	44,398	44,918	45,350	47,249	2,331
Senior Bus Total:		**$ 181,264**	**$ 202,257**	**$ 254,358**	**$ 249,837**	**$ 232,499**	**$ 268,551**	**$ 18,714**
Fund	**590**							
Department	**5050**							
Public Transit								
HTA- Contract Services	6620	163,697	$ 163,697	$ 168,659	$ 177,097	$ 177,097	$ 194,000	$ 16,903
Transit Total:		**163,697**	**163,697**	**168,659**	**177,097**	**177,097**	**194,000**	**16,903**
Fund Total:		**$ 344,961**	**$ 365,954**	**$ 423,017**	**$ 426,934**	**$ 409,596**	**$ 462,551**	**$ 35,617**

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.

Personnel Allocation	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Proposed
Special Consultant / Interim Employee	-	0.50	-	-	-
	-	0.50	-	-	-

Fund Balance Projections		Successor Housing *205*	Home Fund *230*	CDBG Programs *830*	CDBG Admin *825*	Business Loans *836*	Total
Available Fund Balance, June 2023		**$ 327,599**	**$ 232,301**	**$ 851,367**	**$ 229,400**	**$ 613,089**	**$ 2,253,756**
2023-24 Projected Activity							
Revenue:							
Loan Repayments, Rent, Interest		59,507	4,000	115,000	4,000	38,000	220,507
		59,507	4,000	115,000	4,000	38,000	220,507
Expenditures:							
Pay/Benefits	5100	-	-	-	-	-	-
Professional Services	6025	25,000	5,000	-	15,000	25,000	70,000
Program Administration	6050	-	-	5,000	-	-	5,000
CIP		-	-	550,000	-	-	550,000
		25,000	5,000	555,000	15,000	25,000	625,000
Net Annual Activity		34,507	(1,000)	(440,000)	(11,000)	13,000	(404,493)
Projected Fund Balance, June 2024		**362,106**	**231,301**	**411,367**	**218,400**	**626,089**	**1,849,263**
2024-25 Projected Activity							
Revenue:							
Loan Repayments, Rent, Interest		66,624	2,000	-	-	26,000	94,624
		66,624	2,000	-	-	26,000	94,624
Expenditures:							
Pay/Benefits	5100	-	-	-	-	-	-
Professional Services	6025	25,000	5,000	-	15,000	25,000	70,000
Program Administration	6050	-	-	5,000	-	-	5,000
CIP		-	-	80,000	-	-	80,000
		25,000	5,000	85,000	15,000	25,000	155,000
Net Annual Activity		41,624	(3,000)	(85,000)	(15,000)	1,000	(60,376)
Projected Fund Balance, June 2025		**$ 403,730**	**$ 228,301**	**$ 326,367**	**$ 203,400**	**$ 627,089**	**$ 1,788,887**

Non-Departmental

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.

Debt Summary	Fund	Outstanding Principal June 2023	2023-24 Debt Payment	2024-25 Debt Payment	Change vs. PY Budget
2017 Water Revenue Refunding Bonds	500	$ 4,355,000	$ 395,900	$ 399,275	$ 3,375
2017 Wastewater Revenue Refunding Bonds	550	7,045,000	695,094	688,094	(7,000)
Subtotal, City Debt		11,400,000	1,090,994	1,087,369	(3,625)
2018 Tax Allocation Refunding Bonds	891	7,425,000	546,700	535,638	(11,062)
Total City and Related Debt		**$ 18,825,000**	**$ 1,637,694**	**$ 1,623,007**	**$ (14,687)**

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

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 2023	**$ 324,646**
2023-24 Projection	
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	**320,959**
2024-25 Proposed Budget	
Revenues:	
Transfer in	556,563
Property Assessments	-
	556,563
Expenditures:	
Transfer out	-
Principal and Interest	535,638
Professional Services	3,300
	538,938
Net Annual Activity	17,625
Projected Available Fund Balance June 2025	**$ 338,584**
Debt Service Reserve Held by Trustee	**$ 241**

Allocated Expenditures

Insurance Premiums - Liability and Property

		2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	Change vs. PY Budget
Costs To Be Allocated						
General Liability / Auto Liability		$ 245,416	$ 312,184	$ 355,890	$ 406,134	$ 50,244
Property		74,106	115,687	131,883	192,865	60,982
Earthquake/Flood		94,635	60,423	68,882	82,606	13,724
DIR OSIP (Office of Self-Insurance Plans)		11,154	11,489	13,097	-	(13,097)
Employee Bonds		920	920	-	-	-
Pollution		-	1,237	1,410	1,569	159
Department of Transportation		1,200	1,400	1,400	1,400	-
Safety Program		8,000	8,000	8,000	8,000	-
Cyber / Crime		2,000	10,251	11,686	11,997	311
Other Programs		1,000	2,000	-	5,478	5,478
		438,431	523,591	592,248	710,049	117,801
Deductibles	**Per Claim**					
Liability/Property Deductible a)	10,000	20,000	20,000	20,000	20,000	-
Earthquake/Flood Deductible	100,000	-	-	-	-	-
Auto Deductible	10,000	10,000	10,000	10,000	10,000	-
Total Property & Liability Deductibles		30,000	30,000	30,000	30,000	-
a) Budget provides for two deductibles/year						
		$ 468,431	**$ 553,591**	**$ 622,248**	**$ 740,049**	**$ 117,801**
Departmental Allocation Acct. 6350	**Fund**					
Human Resource/Risk Management	100-6350-1600	$ 276,226	$ 329,421	$ 375,343	$ 432,772	$ 57,429
Building	120-6350-3000	2,000	2,000	2,000	4,000	2,000
Public Works - Traffic Control	280-6350-4200	18,358	20,564	23,421	30,436	7,015
Water Administration	500-6350-6300	71,300	83,034	91,015	114,827	23,812
Wastewater Administration	550-6350-6700	89,260	104,630	114,901	139,915	25,014
Transit	590-6350-5000	11,287	13,942	15,568	18,099	2,531
		$ 468,431	**$ 553,591**	**$ 622,248**	**$ 740,049**	**$ 117,801**

Insurance Premiums - Workers Compensation

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

	Deductible					
Workers' Compensation Premium		$ 312,194	$ 295,633	$ 306,172	$ 354,925	$ 48,753
Workers' Comp Deductible a)	5,000	75,000	75,000	75,000	70,000	(5,000)
Workers' Comp Claims Handling	750	12,250	11,250	11,250	-	(11,250)
Wellness Program/Fitness Center		7,000	7,000	7,000	10,000	3,000
a) Budget provides for estimated 14 claims/year		**$ 406,444**	**$ 388,883**	**$ 399,422**	**$ 434,925**	**$ 35,503**
Departmental Allocation Acct. 5200	**Fund**					
Workers Compensation Cost Allocation		$ 406,444	$ 388,883	$ 399,422	$ 434,925	$ 35,503
* Allocated through Payroll Rates						
		$ 406,444	**$ 388,883**	**$ 399,422**	**$ 434,925**	**$ 35,503**

Allocated Expenditures

(Continued)

		2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	Change vs. PY Budget
Audit Fees						
Costs To Be Allocated						
City of Fortuna		$ 26,000	$ 30,000	$ 32,000	$ 35,000	$ 3,000
Single Audit Act - Federal Funds		4,000	6,000	6,000	10,000	4,000
		$ 30,000	**$ 36,000**	**$ 38,000**	**$ 45,000**	**$ 7,000**
Departmental Allocation Acct. 6000	**Fund**					
Admin Services Non-Departmental	100-1400	$ 18,000	$ 21,600	$ 22,800	$ 27,000	$ 4,200
Water Administration	500-6300	6,000	7,200	7,600	9,000	1,400
Wastewater Administration	550-6700	6,000	7,200	7,600	9,000	1,400
		$ 30,000	**$ 36,000**	**$ 38,000**	**$ 45,000**	**$ 7,000**
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	25,000	30,000	30,000	-
		$ 72,400	**$ 79,400**	**$ 84,400**	**$ 84,400**	**$ -**
Departmental Distribution Acct. 5775	**Fund**					
City Hall - General Government	100-1500	$ 16,100	$ 17,710	$ 18,860	$ 18,860	$ -
Police Department	100-2000	25,500	27,810	29,460	29,460	-
Engineering Department	100-4000	5,600	6,160	6,560	6,560	-
Parks & Recreation	100-5400	5,600	6,160	6,560	6,560	-
Museum	100-5600	700	770	820	820	-
River Lodge	160-5800	4,900	5,390	5,740	5,740	-
Water Administration	500-6300	4,900	5,390	5,740	5,740	-
Wastewater Administration	550-6700	9,100	10,010	10,660	10,660	-
		$ 72,400	**$ 79,400**	**$ 84,400**	**$ 84,400**	**$ -**
Website Hosting						
Costs To Be Allocated						
Website Hosting (Revise)		**$ 11,998**	**$ 7,000**	**$ 7,000**	**$ 7,000**	**$ -**
Departmental Allocation Acct. 5780	**Fund**					
City Hall - General Government	100-1500	1,714	1,000	1,000	1,000	-
Police Department	100-2000	1,714	1,000	1,000	1,000	-
Engineering Department	100-4000	1,714	1,000	1,000	1,000	-
General Services	100-4100	1,714	-	-	-	-
Parks & Recreation	100-5400	1,714	1,000	1,000	1,000	-
River Lodge	160-5800	-	1,000	1,000	1,000	-
Water Administration	500-6300	1,714	1,000	1,000	1,000	-
Wastewater Administration	550-6700	1,714	1,000	1,000	1,000	-
		$ 11,998	**$ 7,000**	**$ 7,000**	**$ 7,000**	**$ -**

Allocated Expenditures

(Continued)

			2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Proposed	Change vs. PY Budget
Software							
Costs To Be Allocated							
INCODE Annual Software Maintenance	$	36,000					
Insight and Onboard HR Software		8,000					
			$ 32,000	**$ 34,000**	**$ 42,000**	**$ 44,000**	**$ 2,000**
Departmental Allocation Acct. 5710		**Fund**					
City Hall/General Government		100-1500	8,000	8,500	10,500	11,000	500
Police Department		100-2000	6,400	6,800	8,400	8,800	400
Parks & Recreation		100-5400	3,200	3,400	4,200	4,400	200
Street Maintenance		280-4200	1,600	1,700	2,100	2,200	100
Water Administration		500-6300	6,400	6,800	8,400	8,800	400
Wastewater Administration		550-6700	6,400	6,800	8,400	8,800	400
			$ 32,000	**$ 34,000**	**$ 42,000**	**$ 44,000**	**$ 2,000**

Section 6

Capital Improvement Projects

Capital Improvement Project List

		Fund	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed
General Fund								
9104	PD Facility Remodel Project	100	$ 5,716	$ 45,159	$ 750,455	$ 1,600,000	$ 1,600,000	$ -
9106	Rohner Park Basketball Expansion	100	-	-	37,965	-	-	-
9104	PD Facility Remodel Project	101	24,715	-	-	825,000	1,255,000	40,000
9994	Annual Paving Contract	101	50,000	140,000	181,605	125,000	125,000	75,000
9373	Citywide Stormdrain Maintenance Project	101	78,353	-	8,705	246,900	72,000	295,000
9379	Newburg Park Expansion Project	101	-	-	14,574	900,000	50,000	850,000
9100	Stormdrain Infrastructure Vulnerability Assessment	101	-	4,351	15,054	17,500	17,500	-
9101	Prop 1 LID 12th Street Project	101	-	50	78,151	30,000	81,200	-
9105	General Park Acquisition and Improvements	101	-	-	-	50,000	-	60,000
9106	Rohner Park Basketball Expansion	101	-	2,300	114,371	80,000	103,700	-
			158,784	**191,860**	**1,200,880**	**3,874,400**	**3,304,400**	**1,320,000**
CDBG Funds								
9977	Library, City Hall, Bus Stops & Curb Ramps ADA Barrier Removal	830	-	45,800	8,227	860,000	550,000	80,000
			-	**45,800**	**8,227**	**860,000**	**550,000**	**80,000**
Drainage Projects - Drainage Facilities Fund								
9374	Jameson Creek Culvert Replacement Project	130	7,666	-	-	-	-	-
9373	Citywide Stormdrain Maintenance Project (Measure E)	130	61,580	-	-	-	-	-
			69,246	**-**	**-**	**-**	**-**	**-**
Drainage Projects - Capital Grant Funds								
9374	Jameson Creek Culvert Replacement Project	359	1,098,713	124,518	-	-	-	-
9374	Jameson Creek Culvert Replacement Project	350	614,642	50,541	-	-	-	-
9123	Mill Creek Habitat Connectivity Project	350	-	-	-	-	55,000	825,000
9100	Stormdrain Infrastructure Vulnerability Assessment	351	-	12,705	45,161	52,500	52,500	-
9101	Prop 1 LID 12th Street Project	352	-	-	409,237	925,000	800,000	-
9973	12th Street Fish Passage Project	359	20,818	-	-	-	-	-
			$ 1,734,173	**$ 187,764**	**$ 454,398**	**$ 977,500**	**$ 907,500**	**$ 825,000**

Capital Improvement Project List

			2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed
Street Projects - Special Revenue Funds								
9500	Paving Projects/Surveys/Studies	140	$ -	$ 3,125	$ 19,370	$ -	$ -	$ -
9979	Redwood Way Reconstruction (City Match)	140	66,133	20,932	-	-	-	-
9112	12th Street Interchange Modernization Project	140	-	4,479	-	-	-	-
9113	Kenmar and Ross Hill Road Intersection Improvement Project	140	-	12,116	28,635	-	150	-
9120	Traffic Signal Cabinet Improvements	140	-	-	7,539	75,000	10,000	75,000
9653	Citywide Micro surfacing	260	756,788	-	22,329	-	-	-
9994	Annual Paving Contract	260	99,940	98,394	-	-	-	-
9073	Citywide Concrete Project	260	49,945	43,969	-	-	-	-
9979	Redwood Way Reconstruction (2% Ped & Bike Set Aside)	265	53,892	-	-	-	-	-
9997	SB1 Paving Projects	290	200,000	250,000	-	309,500	309,500	500,000
			1,226,698	**433,015**	**77,873**	**384,500**	**319,650**	**575,000**
Street Projects- Capital Grant Funds								
9978	Kenmar Interchange Improvement Project	270	156,577	227,872	132,319	35,000	35,000	2,600,000
9979	Redwood Way Reconstruction	270	1,014,255	135,745	-	-	-	-
9112	12th Street Interchange Modernization Project	270	-	-	106,628	825,000	250,000	650,000
9075	South Fortuna Elementary School Project	275	6,500	-	-	-	-	-
9075	South Fortuna Elementary School Project	353	425,626	-	-	-	-	-
9103	Local Road Safety Plan	273	57,335	1,867	-	-	-	-
9382	Citywide Striping and Unsignalized Intersection Improvement Project	273	60,906	-	-	-	-	-
9382	Citywide Striping and Unsignalized Intersection Improvement Project	275	226	-	-	-	-	-
9653	Citywide Micro surfacing	275	-	-	100,000	50,000	-	50,000
9994	Annual Paving Contract	275	-	-	1,958	100,000	100,000	100,000
9073	Citywide Concrete Project	275	-	-	50,000	50,000	5,000	95,000
			$ 1,721,425	**$ 365,484**	**$ 390,905**	**$ 1,060,000**	**$ 390,000**	**$ 3,495,000**

Capital Improvement Project List

			2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Estimate	2024-25 Proposed
Water Capital Projects Fund								
0925	Water Tank Recoating Project	510	$ -	$ 6,536	$ 347,288	$ 600,000	$ 646,400	$ -
9066	Corrosion Control Facility Piping Project	510	7,393	258,040	57,009	300,000	25,000	300,000
9068	Ditch by Drake Hill Lift Station Rehabilitation	510	-	12,947	-	-	-	-
9370	Vancil Reservoir Site Rehabilitation Project	510	-	3,047	75,042	200,000	20,000	200,000
9372	Zone 4 & 6 Intertie Project	510	220,915	-	-	-	-	-
9102	Kenmar/Drake Hill Station Stationary GenSets	510	78	11,498	61,813	50,000	50,000	-
9107	Tesla Battery Backup Project at CCF	510	-	75,049	-	-	-	-
9108	Downtown Water Line Replacement	510	-	-	-	160,000	-	160,000
9109	Water System Asset Management Plan	510	-	-	-	150,000	-	150,000
9114	Corp Yard Generator Project	510	-	-	47,048	45,000	45,000	-
9116	Lower Barney Drainage and Culvert Repair	510	-	-	-	100,000	-	100,000
9990	Annual Water Valve Replacement Project	510	-	-	-	-	-	150,000
9124	Carson Woods Waterline Replacement Project	510	-	-	-	-	80,000	132,500
9969	Corp Yard Roofing Project	510	-	-	70,266	30,000	1,750	-
			228,386	**367,117**	**658,466**	**1,635,000**	**868,150**	**1,192,500**
Water Capital Projects - Capital Grant Funds								
9102	Kenmar/Drake Hill Station Stationary GenSets	351	-	32,045	185,440	150,000	150,000	-
			-	**32,045**	**185,440**	**150,000**	**150,000**	**-**
Wastewater Capital Projects Fund								
0171	NPDES Compliance	560	272,584	473,801	147,584	2,000,000	400,000	1,500,000
9969	Corp Yard Roofing Project	560	-	-	69,246	30,000	1,750	-
9101	Prop 1 LID 12th Street Project	560	-	7,352	22,648	-	-	-
9110	Sewer System Model & Master Plan	560	-	42,697	131,465	165,000	125,000	60,000
9125	WWTP Secondary Clarifier Recoating Project	560	-	-	-	-	-	200,000
9114	Corp Yard Generator Project	560	-	-	2,181	45,000	40,000	-
9121	P Street Sewer Replacement Project	560	-	-	13,191	150,000	150,000	150,000
9122	Sanitary Sewer CCTV Project	560	-	-	-	600,000	300,000	700,000
9126	WWTP Strongs Creek Meter Box Concrete Rehab	560	-	-	-	-	-	40,000
9975	Digester Maintenance	560	582,543	183,387	-	-	-	-
9976	Sewer Lining Project	560	-	-	-	100,000	25,000	200,000
			855,127	**707,237**	**386,315**	**3,090,000**	**1,041,750**	**2,850,000**
		Total:	**$ 5,993,839**	**$ 2,330,322**	**$ 3,362,504**	**$ 12,031,400**	**$ 7,531,450**	**$ 10,337,500**

Fund Balance Projections	Drainage Facilities 130	Traffic Impact Citywide 140	Abatement Fund 240	TDA Capital Road Maint 260	TDA Capital Bikes/ Pedestrian 265	STIP Fund 270	HSIP Fund 273	RSTP Fund 275
Audited Working Capital June 2023	$ 381,822	$ 336,856	$ (16,453)	$ 724,901	$ 179,581	$ (106,628)	$ -	$ 238,123
2023-24 Projection								
Sources:								
Development and Service Fees	24,000	8,000						
State allocations								
Grants				223,845	14,061	391,628	-	87,500
Interest				15,000				
Other / Interfund Transfers			5,000	-				
	24,000	8,000	5,000	238,845	14,061	391,628	-	87,500
Uses:								
Operations				100,000				
Capital Projects	-	10,150		-		285,000	-	105,000
	-	10,150	-	100,000	-	285,000	-	105,000
Net annual activity	24,000	(2,150)	5,000	138,845	14,061	106,628	-	(17,500)
Projected Fund Balance, June 2024	**405,822**	**334,706**	**(11,453)**	**863,746**	**193,642**	**-**	**-**	**220,623**
2024-25 Adopted Budget								
Sources:								
Development and Service Fees	24,000	8,000						
State allocations								
Grants				210	9,420	3,250,000	-	70,000
Interest				8,000				
Other / Interfund Transfers			5,000					
	24,000	8,000	5,000	8,210	9,420	3,250,000	-	70,000
Uses:								
Operations				100,000				
Capital Projects	-	75,000		-		3,250,000	-	245,000
	-	75,000	-	100,000	-	3,250,000	-	245,000
Net annual activity	24,000	(67,000)	5,000	(91,790)	9,420	-	-	(175,000)
Projected Fund Balance, June 2025	**$ 429,822**	**$ 267,706**	**$ (6,453)**	**$ 771,956**	**$ 203,062**	**$ -**	**$ -**	**$ 45,623**

CONTINUED

Fund Balance Projections	RMRA Fund 290	Capital Projects 350	FEMA 351	State Water Resources Prop 1E 352	CA Dept of Transportation Safe Routes 353	Dept Fish Wildlife Grants 359	NPDES Compliance 360
Audited Working Capital June 2023	$ 356,165	$ -	$ (11,790)	$ (17,261)	$ -	$ -	$ -
2023-24 Projection							
Sources:							
Development and Service Fees							
State allocations	309,522						
Grants		55,000	214,290	817,261	-	-	-
Interest	5,000						
Other / Interfund Transfers							
	314,522	55,000	214,290	817,261	-	-	-
Uses:							
Operations							
Capital Projects	309,500	55,000	202,500	800,000	-	-	-
	309,500	55,000	202,500	800,000	-	-	-
Net annual activity	5,022	-	11,790	17,261	-	-	-
Projected Fund Balance, June 2024	**361,187**	**-**	**-**	**-**	**-**	**-**	**-**
2024-25 Adopted Budget							
Sources:							
Development and Service Fees							
State allocations	320,442						
Grants		825,000	-	-	-	-	-
Interest	-						
Other / Interfund Transfers							
	320,442	825,000	-	-	-	-	-
Uses:							
Operations							
Capital Projects	500,000	825,000	-	-	-	-	-
	500,000	825,000	-	-	-	-	-
Net annual activity	(179,558)	-	-	-	-	-	-
Projected Fund Balance, June 2025	**$ 181,629**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Section 7

Budget Reference Material

Appropriations Limit FY 2024-25

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined to as "proceeds of taxes" are restricted by the limit. Generally, revenues restricted as to use, enterprise fund revenues, redevelopment agency revenues, and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the City Council.

FISCAL YEAR 2024-25 CITY OF FORTUNA APPROPRIATIONS LIMIT CALCULATIONS

A.	LAST YEAR'S LIMIT		$ 21,417,964
B.	ADJUSTMENT FACTORS		
	1. Population % (Fortuna population growth)		-1.112%
	2. Inflation % (Change in the California Per Capita Personal Income)*		3.620%
	Population Converted to a Ratio:	$\frac{(1.112) + 100}{100}$ =	0.9889
	Per Capita Cost of Living Converted to a Ratio:	$\frac{3.62 + 100}{100}$ =	1.0362
	Calculation of Factor (Population Ratio x Per Capita Cost of Living Ratio)		1.0247
C.	THIS YEAR'S LIMIT:		$ 21,946,505

APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT

A.	PROCEEDS OF TAXES	$ 7,521,200
B.	EXLUSIONS	-
C.	APPROPRIATIONS SUBJECT TO LIMITATION	7,521,200
D.	CURRENT YEAR LIMIT	21,946,505
E.	UNDER LIMIT	$ 14,425,305

*Estimate

Appropriations Limit FY 2024-25

Reviewing the City's appropriations limit calculations over the past years indicates the City should remain well within its legal limit for many years to come. During the ten year period between fiscal years 2014-15 to 2024-25 the calculated appropriations limit has increased by 90% from $11,556,624 to $21,946,505. During this same time period appropriations subject to this limitation have increased 90% from $3,956,413 to $7,521,200. In spite of slow population growth, and a high inflation rate, tax revenues are growing at the same rate as the appropriations limit.

The City of Fortuna's adopted appropriations should remain well below the appropriations limit as prescribed in Article XIII B of the California Constitution and adopted by Proposition 4 in 1980 for the foreseeable future.