

City of Fortuna
Fortuna Redevelopment Agency
Fortuna Public Improvement Corporation
2004 - 2005 Fiscal Year Budget

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City of Fortuna Budget Message

DATE: July 19, 2004
TO: Honorable Mayor and City Councilmembers
FROM: Duane V. Rigge, City Manager 
SUBJECT: 2004-05 Fiscal Year Budget Message

Introduction

Included in this document is the 2004-05 Fiscal Year Budget for the City of Fortuna, Fortuna Public Improvement Corporation, and the Fortuna Redevelopment Agency which represents both the collective work of City staff and the direction provided by the City Council during the two scheduled Council study sessions held on June 23 and July 6, 2004.

This Budget continues the City's practice of making sound financial decisions and providing an excellent level of municipal services without seeking additional taxes such a utility user tax to supplement General Fund expenditures as other communities in California have had to do over the last several years.

The proposed Budget continues the positive trends of previous years and is consistent with the City's Mission Statement which states:

The City of Fortuna's mission is to be worthy of the public trust by providing timely, efficient, well planned, and dependable services to the community.

Noteworthy Budget Items

- A commitment to maintain a fair salary and wage for City employees by providing a 5% cost-of-living adjustment (COLA) for all full-time employees and a comparable COLA for part-time employees.
- A commitment to maintain a balanced budget and not spend beyond the resources and means of the City.
- A commitment to develop a new and comprehensive General Plan, Zoning Code, and Development Standards by establishing a line item in the Budget for these projects.

- A commitment to provide a high level of service to the general public and the development community by adding staff positions to provide these services.
- A commitment to continue reinvesting in the City's infrastructure and fund capital improvements for the City's utilities, roadways, and parklands to maintain and improve the quality of life standards of the community.

General Fund Revenue and Expenditures

- The proposed General Fund Budget has a projected ending unencumbered cash balance of \$1,759,867.
- The recurring and earned interest revenue is projected to be \$4,508,868 and the operational expenditures and debt service is budgeted at \$4,196,279; this corresponds to revenue exceeding expenditures by \$312,589 or approximately 7.5%.
- The General Fund capital expenditures are budgeted at \$147,000.

Total Revenue and Expenditures

- The total Budget has a projected ending unencumbered cash balance of \$4,864,925. The total capital expenditures is budgeted at \$3,971,700. Capital expenditures represent the City's continued reinvestment into the improvement of the City's infrastructure.
- The total recurring and earned interest revenue is projected to be \$11,537,217 and the operational expenditures and debt service is budgeted at \$10,903,328; this corresponds to total revenue exceeding expenditures by \$633,889 or approximately 5.8%.

Organization

- The organizational structure supported in this Budget is shown in Figure 1. The proposed Budget includes 69 full-time employees. The authorized full-time employees for FY2003-04 was 68.
- The number of regular part-time and seasonal employees ranges from 10 to 25 depending upon the time of the year. A listing of both full-time and part-time employees is shown in the table titled City Personnel - FY04-05.

- The City Manager made some organizational¹ changes in FY 2003-04 for the purpose of increasing efficiencies and cost savings. The Organization Chart reflects these past changes and incorporates the changes that are included in this Budget. The following changes are noteworthy:
 - River Lodge and Monday Club facilities were moved under the Parks & Recreation Department's responsibility.
 - A City Engineer / Community Development Director was added to the Community Development Department staff.
 - The Solid Waste Program and the ADA Compliance program have been moved to the Public Works Department.
 - The Public Works Department has been reorganized into three Divisions:
 - **General Services** which includes: Streets and Storm Drains; Underground Utilities; and Maintenance
 - **Environmental Services** which includes: all Treatment Plant Operations and Maintenance; all lift and pump stations; and the Laboratory
 - **Administration**

1. City Personnel

Several positions were proposed and are included in the Budget. They are as follows:

- **Community Development Department**
 - Add a part-time Administrative Assistant
 - Add a part-time Engineering Technician I (position had been included and filled in past-year budgets)
 - Add a full-time Assistant Planner
- **Public Works Department**
 - Add a part-time Engineering Technician I (position had been included and filled in past-year budgets)
 - Promote a Utility Worker III to be a Lead Utility Worker
- **Police Department**
 - Add a full-time sworn Police Officer (Grant funded for 1.5 years)
 - Add a full-time non-sworn Records Clerk

¹ Authority under Municipal Code Section 2.08.110

City of Fortuna Organizational Chart

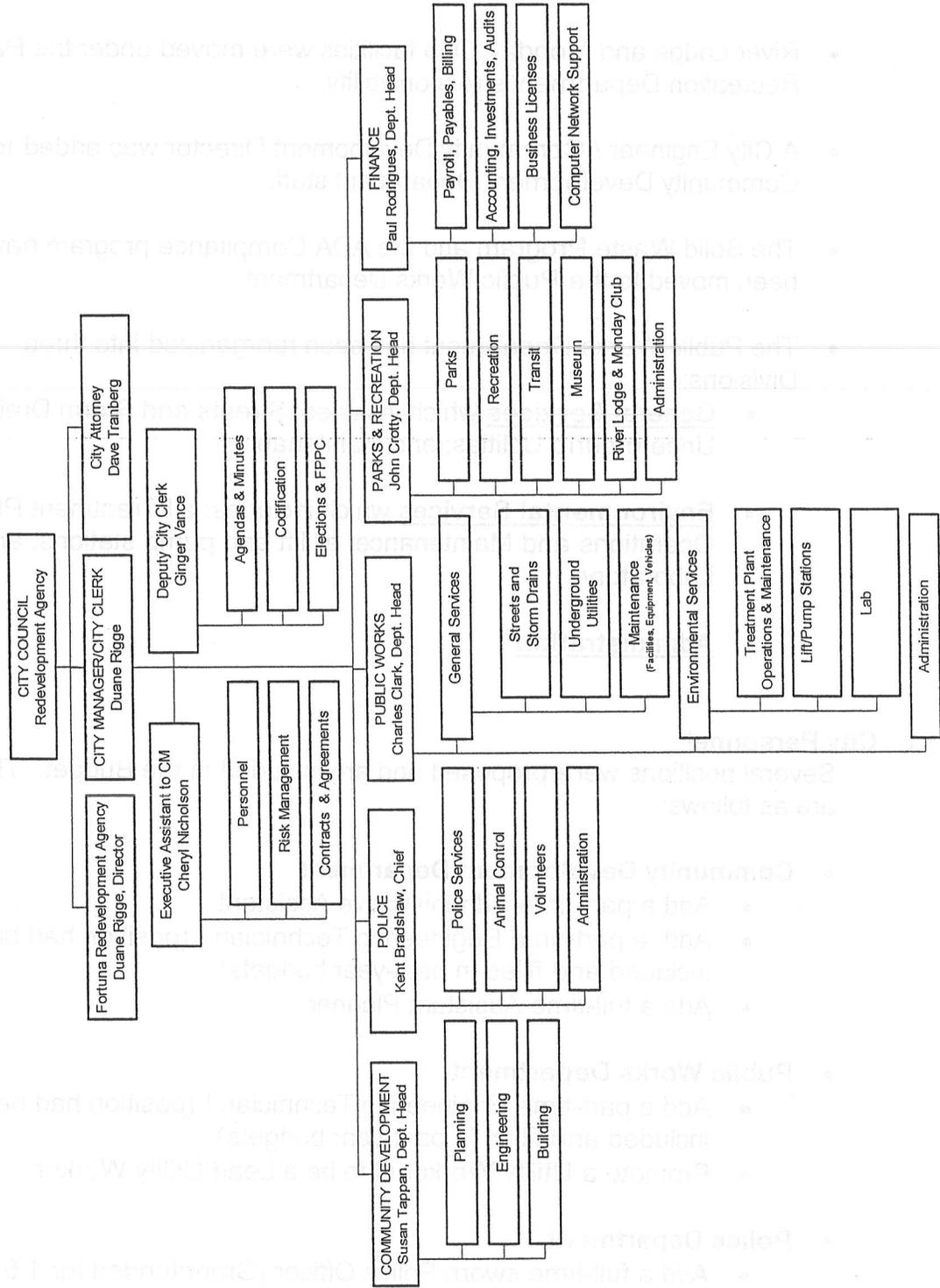


Table 1 - Full-Time Personnel Allocations by Fund/Division

Description	Employees	General	Water	Sewer	Development	Building	Drainage	Gas Tax	Gas A & E	Solid Waste	Transit	RDA
CITY MANAGER												
City Manager	1.0	30%	6%	6%	5%	3%			5%			45%
Executive Assistant to City Mgr.	1.0	25%	25%	25%								25%
Deputy City Clerk	1.0	50%	10%	10%	25%	5%						
RIVER LODGE												
Conference Center Supervisor	1.0	100%										
Conference Ctr Maintenance II	1.0	100%										
FINANCE DEPARTMENT												
Finance Director	1.0	51%	20%	20%	3%				1%			5%
Office Supervisor	1.0	34%	33%	33%								
Account Clerk III	1.0	30%	35%	35%								
Account Clerk III	1.0	15%	35%	35%	5%	10%						
COMMUNITY DEVELOPMENT DEPARTMENT												
CDD Director/City Engineer	1.0	10%	15%	15%	50%	10%						10%
City Planner	1.0	20%	5%	5%	50%	10%						
Assistant Planner	1.0	40%			50%	10%						
Engineering Tech II	1.0		20%	20%	60%							
Building Official	1.0				20%	80%						
Building Inspector	1.0				20%	100%						
PUBLIC WORKS DEPARTMENT												
Public Works Director	1.0	10%	37%	38%	5%				5%			
Public Works Admin Assistant	1.0	20%	40%	40%						5%		
General Services Manager	1.0	20%	20%	20%	5%			25%	5%			
Public Works Technician	1.0	100%										
Street Maintenance II & III	4.0	45%	10%	10%				35%				
Lead Street Maintenance Worker	1.0	45%	10%	10%				35%				
Mechanic II	1.0	66%	20%	5%		1%		5%				3%
Facility Maintenance Worker III	1.0	65%	5%	5%				10%				
Facility Maintenance Worker II	1.0	65%	5%	5%				15%				
Environmental Services Manager	1.0		25%	75%				15%				
Lead Utility Worker	1.0	10%	80%	20%								
Utility Worker II & III	3.0		80%	20%								
Wastewater Operator I, II & III	2.0		20%	80%								
Wastewater Operator In Training	2.0		20%	80%								
Mechanic III	1.0		25%	75%								
Lab Technician	1.0		25%	75%								
PARKS & RECREATION												
Parks & Recreation Director	1.0	100%										
Parks & Recreation Admin Asst	1.0	87%										13%
Park Maintenance II&III	4.0	100%										
TRANSIT												
Bus Driver II	2.0	100%										100%
POLICE DEPARTMENT												
Total	69.0	39.63	8.56	9.92	2.78	2.29	0.30	2.25	0.16	0.10	2.16	0.85

CITY PERSONNEL – FY 04-05
Full Time and Part Time

DEPARTMENT Division	JOB TITLE	FULL TIME	PART TIME	
CITY MANAGER (CM)	City Manager	1		
	Executive Assistant to CM	1		
	Deputy City Clerk	1		
		3		
COMMUNITY DEVELOPMENT (CD)	CDD Director/City Engineer	1		
	CDD Administrative Assistant (NEW)		1	
	Planning	City Planner	1	
		Assistant Planner (NEW)	1	
	Engineering	Engineering Tech II	1	
		Engineering Tech I (Intern Position) (REFILL)		1
	Building	Building Official	1	
		Building Inspector	1	
			6	2
FINANCE (FIN)	Finance Director	1		
	Office Supervisor	1		
	Account Clerk III	2		
	Account Clerk II			
		4	0	
PARKS AND RECREATION (PR)	Parks and Recreation Director	1		
	Parks and Recreation Administrative Assistant	1		
	Recreation	Recreation Supervisor		2
		Recreation Leader		varies
		Recreation Aide		varies
	Parks	Park Maintenance Worker III	1	
		Park Maintenance Worker II	3	
		Park Maintenance Worker I (Laborer)		varies
	Transit	Bus Driver II	2	
		Bus Driver I		1
		Sr. Bus Dispatch		1
	Museum	Museum Curator		1
	River Lodge & Monday Club	Conference Center Supervisor	1	
		Conference Center Maintenance Worker II	1	
		Conference Center Coordinator		varies
	Conference Center Lead Custodian		1	
		10	6+	

DEPARTMENT Division	JOB TITLE	FULL TIME	PART TIME
PUBLIC WORKS (PW)	Public Works Director	1	
	Public Works Administrative Assistant	1	
	Public Works Technician	1	
	Engineering Tech I (Intern Position) (REFILL)		1
GENERAL SERVICES	General Services Manager	1	
Maintenance	Facility Maintenance Worker III	1	
	Facility Maintenance Worker II	1	
	Facility Maintenance Worker I (Janitor)		1
	Mechanic II	1	
	Mechanic I		1
Streets & Storm Drains	Lead Street Maintenance Worker	1	
	Street Maintenance Worker III	2	
	Street Maintenance Worker II	2	
	Street Maintenance Worker I (Laborer)		varies
Underground Utilities	Lead Utility Worker (PROMOTE UWIII*)	1	
	Utility Worker III	2	
	Utility Worker II	1	
	Utility Worker I (Laborer)		varies
ENVIRONMENTAL SERVICES Treatment Plant and Pump Station Operations and Maintenance; Lab	Environmental Services Manager	1	
	Treatment Operator III	0	
	Treatment Operator II	1	
	Treatment Operator I	1	
	Treatment Operator-in-Training	2	
	Mechanic III	1	
	Lab Technician	1	
		23	3+
POLICE (PD)	Police Chief	1	
	Sergeant	3	
	Field Training Officer	3	
	Officer/Trainee	7	
	Officer (Grant Funded – 1.5 years) (NEW)	1	
	Community Service Officer	6	
	Office Supervisor	1	
	Records Clerk (NEW)	1	
	Reserve		varies
	Vehicle Washer		1
		23	1+
	TOTAL EMPLOYEES	69	12+

*Total number of utility workers remains at 4; one becomes lead utility worker.

RESOLUTION 2004-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FORTUNA ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2004-05
AND ADOPTING THE ANNUAL APPROPRIATION LIMIT
AS REQUIRED BY THE CALIFORNIA CONSTITUTION ARTICLE XIII(B)**

WHEREAS, the proposed budget for the City of Fortuna for the fiscal year beginning July 1, 2004 as presented by the City Manager has been reviewed, studied, and revised by the City Council; and

WHEREAS, the voters of California added Article XIII(B) to the State Constitution placing limitations on the appropriations of Fortuna's revenues.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fortuna as follows:

Section 1. That the budget document entitled "City of Fortuna 2004-05 Fiscal Year Budget" as presented by the City Manager at a public hearing on July 19, 2004, is adopted as the Budget of the City for the 2004-05 fiscal year, and the amounts stated therein as proposed expenditures shall be appropriated to the objects and purposes therein.

Section 2. That the City Manager is authorized to make budget transfers within a department from one object account to another object account without increasing the overall budget for the department in accordance with City Council Policy 301.

The City Council shall approve, in advance, all the following types of proposed modifications:

1. Any significant change in program level or content.
2. Any increase in total appropriations.
3. Any budget transfer from one department to another.
4. Any substitution in capital projects or capital items.

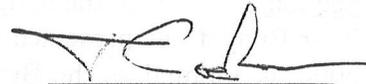
Section 3. That with regard to self-supporting recreation programs and other similar programs, the above provisions for budgetary approval shall not apply, providing there will be no net cost to the City. Nevertheless, the City Manager shall present to the City Council in public meeting any proposed modification in self-supporting programs for review and approval.

Section 4. That Fortuna's 2004-05 spending limit totals \$8,587,885 with the final budget revenues subject to California Constitution Article XIII(B) totaling \$3,263,463, leaving an available surplus of \$5,324,422.

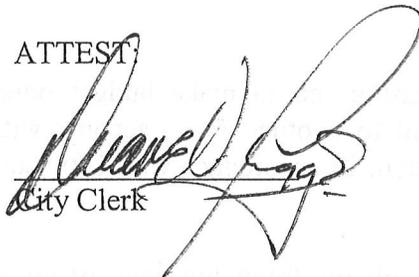
Section 5. That the City Council selected the California Per Capita Change in Personal Income of 3.28% and the City of Fortuna growth rate of 1.42% for census year 2004 as established by the Department of Finance to compute the FY 2004-05 Appropriation Limit.

PASSED, APPROVED, AND ADOPTED this 19th day of July, 2004 by the following vote:

AYES: Councilmen Berti, Glaser and Mayor Cooke
NOES: Councilwoman August, Councilman Shelton
ABSENT: None



Mayor

ATTEST:


City Clerk

Fund Balances

ANALYSIS OF FUND BALANCES

ALL FUND TYPES

	General Funds	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Total All Funds
Beginning Cash Balance	\$2,469,048	\$1,690,654	\$664,120	\$127,182	\$4,951,004
Recurring Revenues	4,508,863	3,348,622	487,114	335,375	8,679,974
Interest Revenue	55,080	35,354	17,823	97,986	206,243
Operational Expenditures	(4,183,341)	(2,433,626)	(280,272)	(10,750)	(6,907,990)
Debt Service	(12,938)	(79,200)	0	(255,394)	(347,532)
Operational Surplus (Deficit)	\$367,663	\$871,150	\$224,665	\$167,217	\$1,630,695
Capital Connection Fees	0	237,000	0	0	237,000
Capital Grants	0	0	135,000	0	135,000
Non-Recurring Revenues	54,000	0	0	0	54,000
Bond Revenues	0	2,225,000	0	0	2,225,000
Capital Expenditures	(461,200)	(2,602,275)	(440,700)	0	(3,504,175)
Litigation	0	(15,000)	0	0	(15,000)
Net Other Increase (Decrease)	(\$407,200)	(\$155,275)	(\$305,700)	\$0	(\$868,175)
Net Surplus (Deficit)	(\$39,537)	\$715,875	(\$81,035)	\$167,217	\$762,520
Loan Repayments From RDA	0	0	0	0	0
Loans to RDA (Incl Accrued Int.)	(682,269)	(541,763)	0	0	(1,224,032)
Depreciation	0	593,928	0	0	593,928
Capital Equip. & Operating Reserves	20,000	19,475	0	0	39,475
					0
Debt Service-Principle	(7,375)	(78,095)	0	(172,500)	(257,970)
Net Balance Sheet Items	(\$669,644)	(\$6,455)	\$0	(\$172,500)	(\$848,599)
Ending Cash Balance	\$1,759,867	\$2,400,074	\$583,085	\$121,899	\$4,864,925

ANALYSIS OF FUND BALANCES

GENERAL FUNDS

	General Fund	Development Review	Drainage Facility	Citywide	Traffic Impact Funds		Home Ave	River Lodge Fund	Total All Funds
Beginning Cash Balance	\$1,446,245	\$506,074	\$190,722	\$421,581	\$10,480	(\$11,486)	(\$94,568)	\$2,469,048	
Recurring Revenues	3,726,081	350,000	174,192	42,150	\$0	0	216,440	4,508,863	
Interest Revenue	34,764	6,582	2,406	11,066	262	0	0	55,080	
Operational Expenditures	(3,132,399)	(833,849)					(217,093)	(4,183,341)	
Debt Service	(11,842)	(1,097)						(12,938)	
Operational Surplus (Deficit)	\$616,604	(\$478,364)	\$176,598	\$53,216	\$262	\$0	(\$653)	\$367,663	
Capital Connection Fees								0	
Capital Grants	54,000							54,000	
Non-Recurring Revenues									
Unclaimed Revenues									
Capital Expenditures	(167,000)	0	(249,000)	0	0	0	(45,200)	(461,200)	
Litigation	0							0	
Net Other Increase (Decrease)	(\$113,000)	\$0	(\$249,000)	\$0	\$0	\$0	(\$45,200)	(\$407,200)	
Net Surplus (Deficit)	\$503,604	(\$478,364)	(\$72,402)	\$53,216	\$262	\$0	(\$45,853)	(39,537)	
Loan Repayments From RDA									
Loans to RDA (Incl Int Accrual)	(568,077)		(114,192)					(682,269)	
Depreciation									
Capital Equip. & Operating Reserves	20,000	0						20,000	
Debt Service-Principle	(6,750)	(625)						(7,375)	
Net Balance Sheet Items	(\$554,827)	(\$625)	(\$114,192)	\$0	\$0	\$0	\$0	(\$669,644)	
Ending Cash Balance	\$1,395,022	\$27,085	\$4,128	\$474,797	\$10,742	(\$11,486)	(\$140,421)	\$1,759,867	

ANALYSIS OF FUND BALANCES

ENTERPRISE FUNDS

	Water System	Water Reserve	Water Maintenance Districts	Waste Water System	Waste Water Reserve	Storm Drain Maintenance District	Sewer Maintenance Districts	Public Transit	Total All Funds
Beginning Cash Balance	\$168,074	\$512,249	\$23,479	\$413,366	\$508,073	\$5,093	\$26,272	\$34,048	\$1,690,654
Recurring Revenues	1,581,622		29,150	1,563,728		7,515	13,526	153,081	3,348,622
Interest Revenue	9,187	9,621	687	0	14,289	149	698	723	35,354
Operational Expenditures	(999,695)		(29,150)	(1,219,608)		(\$7,515)	(15,453)	(162,205)	(2,433,626)
Debt Service	(74,814)			(4,386)					(79,200)
Operational Surplus (Deficit)	\$516,300	\$9,621	\$687	\$339,734	\$14,289	\$149	(\$1,229)	(\$8,401)	\$871,150
Capital Connection Fees		110,000			127,000			0	237,000
Capital Grants									0
Non-Recurring Revenues				2,225,000					2,225,000
Bond Revenues									
Capital Expenditures	0	(364,800)	(15,980)	(2,218,000)		(3,495)		0	(2,602,275)
Litigation				(15,000)					(15,000)
Net Other Increase (Decrease)	\$0	(\$254,800)	(\$15,980)	(\$8,000)	\$127,000	(\$3,495)	\$0	\$0	(\$155,275)
Net Surplus (Deficit)	\$516,300	(\$245,179)	(\$15,293)	\$331,734	\$141,289	(\$3,346)	(\$1,229)	(\$8,401)	\$715,875
Loan Repayments From RDA									
Loans to RDA (Inc Accrued Int)	(321,035)			(220,728)					(541,763)
Depreciation	209,000		8,000	370,000		1,695	5,233		593,928
Capital Equip. & Operating Reserves	0		15,980	0		3,495			19,475
Debt Service-Principle	(75,595)			(2,500)					(78,095)
Net Balance Sheet Items	(\$187,630)	\$0	\$23,980	\$146,772	\$0	\$5,190	\$5,233	\$0	(\$6,455)
Ending Cash Balance	\$496,744	\$267,070	\$32,166	\$891,872	\$649,362	\$6,937	\$30,276	\$25,647	\$2,400,074

ANALYSIS OF FUND BALANCES

SPECIAL REVENUE FUNDS

	Solid Waste	Storm Drain	TDA Non Transit	TDA 2% Set Aside	TEA	Gas Taxes	Gas Tax Eng & Adm	Total All Funds
Beginning Cash Balance	\$168,471	\$61,386	\$268,306	\$39,383	(\$123,196)	\$232,819	\$16,951	\$664,120
Recurring Revenues	53,000	38,000	150,946	5,868	49,000	187,300	3,000	487,114
Interest Revenue	4,214	1,676	8,157	1,000	0	2,493	283	17,823
Operational Expenditures	(30,751)	(26,518)				(208,864)	(14,140)	(280,272)
Debt Service								0
Operational Surplus (Deficit)	\$26,463	\$13,158	\$159,103	\$6,868	\$49,000	(\$19,071)	(\$10,857)	\$224,665
Capital Connection Fees					135,000			135,000
Capital Grants								0
Non-Recurring Revenues								0
Unclaimed Revenues								0
Capital Expenditures			(35,000)			(242,700)		(440,700)
Litigation								0
Net Other Increase (Decrease)	\$0	\$0	(\$35,000)	\$0	(\$28,000)	(\$242,700)	\$0	(\$305,700)
Net Surplus (Deficit)	\$26,463	\$13,158	\$124,103	\$6,868	\$21,000	(\$261,771)	(\$10,857)	(\$81,035)
Loan Repayments From RDA								
Loans to RDA								
Depreciation								
Debt Service-Principle								
Net Balance Sheet Items	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Cash Balance	\$194,934	\$74,544	\$392,409	\$46,251	(\$102,196)	(\$28,952)	\$6,094	\$583,085

ANALYSIS OF FUND BALANCES

DEBT SERVICE FUNDS

	Sewer Assessment Bonds	CCC Lease (C.O.P)	FPIC City Hall (C.O.P.)	FPIC Water Imp (C.O.P.)	Total All Funds
Beginning Cash Balance	\$15,995	\$111,187	\$0	\$0	\$127,182
Recurring Revenues	48,844	245,850	34,431	6,250	335,375
Interest Revenue	464	2,612	0	94,910	97,986
Operational Expenditures	(3,000)	(1,500)	0	(6,250)	(10,750)
Debt Service	(20,750)	(162,803)	(21,931)	(49,910)	(255,394)
Operational Surplus (Deficit)	\$25,558	\$84,159	\$12,500	\$45,000	\$167,217
Capital Connection Fees					
Capital Grants					
Non-Recurring Revenues					
Unclaimed Revenues					
Capital Expenditures					
Litigation					
Net Other Increase (Decrease)	\$0	\$0	\$0	\$0	\$0
Net Surplus (Deficit)	\$25,558	\$84,159	\$12,500	\$45,000	\$167,217
Loan Repayments From RDA					
Loans to RDA					
Depreciation					
Debt Service-Principle	(20,000)	(95,000)	(12,500)	(45,000)	(172,500)
Net Balance Sheet Items	(\$20,000)	(\$95,000)	(\$12,500)	(\$45,000)	(\$172,500)
Ending Cash Balance	\$21,553	\$100,346	\$0	\$0	\$121,899

*Revenues
and
Other Sources of Funds*

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
GENERAL FUND REVENUES						
TAXES AND LICENSES						
Property Taxes	\$336,118	347,207	368,243	\$355,855	\$396,642	\$404,575
Less: AB8 Takeaway (92/93)	(26,321)	(27,693)	(29,517)	(28,530)	(31,813)	(32,450)
AB8 Takeaway (93/94)	(73,833)	(77,486)	(82,574)	(79,825)	(88,996)	(90,776)
FRA Shift	(34,420)	(41,205)	(49,102)	(42,450)	(55,554)	(56,665)
Sales & Use Tax	1,124,225	1,149,010	1,209,197	1,147,000	1,160,000	1,183,000
Less: Recovery Costs	(2,909)	(2,345)	-	(3,500)	(3,500)	(3,500)
Transient Occupancy Tax	221,521	232,639	284,198	376,125	363,568	370,840
Franchise - Gas & Electric	52,736	66,929	56,252	56,250	62,271	62,270
Franchise - Garbage	18,733	18,172	18,536	19,000	19,480	19,870
Franchise - Cable TV	77,953	87,986	97,092	93,840	98,990	100,970
Business License Tax	52,888	59,950	60,328	60,180	64,595	65,000
Real Property Transfer Tax	22,051	23,386	39,675	24,950	29,160	29,750
Total	\$1,768,742	\$1,836,550	\$1,972,328	\$1,978,895	\$2,014,843	\$2,052,884
INTEREST AND RENTS						
Interest Income	\$156,243	\$46,646	\$38,200	\$50,389	\$25,000	\$34,764
Loan Interest	\$220,518	\$429,838	\$473,371	\$516,433	\$516,433	\$568,077
Tower Rental	5,617	16,785	17,416	18,000	18,000	18,000
Parking Lot Rental	1,368	1,309	1,388	1,390	1,390	1,390
Building Rent	250	3,000	3,000	3,000	3,000	3,000
Storage Container Rental	690	540	540	540	540	540
Total	\$384,686	\$498,118	\$533,915	\$589,752	\$564,363	\$625,771
INTERGOVERNMENTAL						
Motor Vehicle In-Lieu Taxes	\$563,747	\$605,966	\$656,824	\$602,000	\$444,862	\$527,827
Homeowners Exemption	5,567	5,498	5,525	5,640	5,626	5,738
State Mandate Reimbursement	11,015	6,473	0	0	0	0
Off-Highway License Fees	200	249	284	200	316	200
Total	\$580,529	\$618,186	\$662,633	\$607,840	\$450,804	\$533,765
PARKS & RECREATION						
Recreation Program Fees	\$87,007	\$129,994	\$181,308	\$140,000	\$180,000	\$175,000
Pavilion Use Fees	37,849	34,726	28,817	40,000	30,000	30,000
Park Use Fees	3,464	3,925	5,282	3,500	4,000	4,000
Concession Stand Rental	700	0	0	700	700	700
Vending Machine Commission	2,104	2,081	1,533	2,000	2,200	2,000
Grants	2,000	7,000	0	2,000	2,000	2,000
Rohner Recreation District	10,145	8,333	8,561	8,000	4,500	4,500
Total	\$143,269	\$186,059	\$225,501	\$196,200	\$223,400	\$218,200

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
POLICE SERVICES						
Public Safety Tax (Prop. 172)	\$17,774	\$16,401	\$16,816	\$17,000	\$13,406	\$16,000
Booking Fee Reimbursement (AB 1662)	6,960	6,960	6,960	0	0	0
Fireworks Permit	80	90	60	80	80	0
Animal License	2,203	2,618	2,614	2,000	1,972	2,000
Bicycle License	15	22	34	15	1	15
Vehicle Code Fines	22,486	19,649	26,886	20,000	23,161	20,000
Parking Violation Fines	1,821	2,157	5,798	3,000	2,899	3,000
Parking Fines - CR	3,181	8,315	5,043	4,000	17,706	21,000
Parking Fines - Ferndale	218	56	89	100	302	100
Other Court Fines	511	2,477	4,860	0	2,333	3,000
Animal Control Charges	1,832	2,827	3,192	2,400	2,754	2,000
Accident Reports	2,765	3,200	3,106	3,000	5,004	4,000
Finger Prints	8,090	12,809	14,151	15,000	12,244	12,000
Special Services	2,032	6,418	6,043	5,000	5,206	5,000
Alarm Board System	668	612	553	500	50	500
Dispatch - Ferndale Police	7,200	9,480	9,480	9,480	9,480	9,480
Dispatch - Rio Dell Police	0	0	0	0	0	14,400
Dispatch - Fortuna Fire	600	600	600	600	600	600
Vehicle Impound Fees	4,430	5,825	10,680	15,000	9,954	10,000
DARE School Contributions	19,236	22,725	8,232	6,500	13,000	21,000
Post Grant Reimbursement	6,461	18,045	6,889	10,000	1,480	6,000
Motor Vehicle Abatement	3,347	5,413	24,743	9,000	9,200	9,000
Miscellaneous Other Revenue	0	410	0	0	0	0
Miscellaneous Donations	2,200	100	0	500	0	1,000
Random Access Network	20,000	0	25,400	9,000	10,000	10,000
Grant Allocation (DARE Grant)	13,100	12,900	9,675	12,900	9,557	6,300
Grant Allocation (COPS Grant-Operational)	100,038	100,070	100,052	100,000	100,148	100,000
Grant Allocation (OCJP Grant)	241	0	0	0	0	0
Grant Allocation (LLEBG Equipment)	0	0	0	0	0	0
Grant Allocation (LLEBG Patrols)	9,079	0	0	0	0	0
Grant Allocation (Technology Grant)	103,543	33,267	16,781	15,000	18,073	0
Grant Allocation (OTS)	0	0	35,236	5,000	3,521	50,705
Grant Allocation (School Excel)	0	0	0	0	0	0
Total	\$360,111	\$293,446	\$343,973	\$265,075	\$272,131	\$327,100
OTHER REVENUES						
Business License Penalties	\$769	\$1,524	\$628	\$400	\$0	\$0
Restitution	439	156	0	100	213	100
Public Telephone Commission	26	25	21	25	25	25
Sale of Property	1,305	0	834	0	171,888	0
Misc. Revenues	5,700	4,312	4,715	3,000	3,000	3,000
Contributions	1,436	0	500	0	0	0
Total	\$9,675	\$6,017	\$6,698	\$3,525	\$175,126	\$3,125
TOTAL RECURRING REVENUES	\$3,247,012	\$3,438,376	\$3,745,048	\$3,641,287	\$3,700,667	\$3,760,845
NON-RECURRING REVENUES						
REMIF Dental/Vision Surplus	\$0	\$0	\$0	\$0	\$21,644	\$0
REMIF Insurance Refunds	69,571	44,384	48,376	45,000	52,473	54,000
Newburg Park Improvement Appropriation	49,250	0	0	0	0	0
Total	\$118,821	\$44,384	\$48,376	\$45,000	\$74,117	\$54,000
TOTAL GENERAL FUND	\$3,365,833	\$3,482,760	\$3,793,424	\$3,686,287	\$3,774,784	\$3,814,845

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
WATER FUND REVENUES						
Water Service Charges	\$756,831	\$805,483	\$1,027,727	\$1,106,700	\$1,128,834	\$1,213,587
Water Connection Fees	21,470	20,600	29,142	24,000	24,000	25,000
Other Water Revenues	8,416	6,858	12,426	10,000	13,000	14,000
Delinquent Payment Penalty	5,532	5,956	7,267	6,500	8,000	8,000
Payback Agreements	2,500	(5,000)	0	0	0	0
Treatment Plant Sales	0	0	0	0	0	0
Interest Income	34,064	25,986	19,409	26,708	9,036	9,187
Loan Interest	219,184	241,198	265,318	291,850	291,850	321,035
Gain/(Loss) on Sale of Property	0	0	0	0	0	0
FEMA/OES Grant Reimbursement	0	0	0	0	0	0
Total	\$1,047,997	\$1,101,081	\$1,361,289	\$1,465,758	\$1,474,720	\$1,590,809

WATER CAPITAL RESERVE

Water Cap Connect Fees	\$61,793	\$78,162	\$90,477	\$85,000	\$110,000	\$110,000
Interest Income	29,499	16,587	2,256	0	7,179	9,621
Total	\$91,292	\$94,749	\$92,733	\$85,000	\$117,179	\$119,621

FOREST HILLS ESTATES WATER BOOSTER STATION MAINTENANCE DISTRICT

Special Assessment	\$0	\$0	\$0	\$40,100	\$39,599	\$29,150
Interest Income	0	0	0	120	0	687
Total	\$0	\$0	\$0	\$40,220	\$39,599	\$29,837

WASTEWATER FUND REVENUES

Sewer Service Charges	\$830,380	\$871,106	\$1,021,882	\$1,156,300	\$1,180,000	\$1,298,000
Other Sewer Revenues	7,910	10,893	49,789	13,000	45,000	45,000
Interest Income	77,156	39,502	12,198	4,307	9,718	0
Loan Interest	150,789	165,836	182,420	200,661	200,661	220,728
Gain/(Loss) on Sale of Property	0	0	0	0	0	0
WWTP Expansion Bond Revenue	0	0	0	0	0	2,225,000
Total	\$1,066,235	\$1,087,337	\$1,266,289	\$1,374,268	\$1,435,379	\$3,788,728

WASTEWATER CAPITAL RESERVE

Wastewater Cap Connection Fee	\$78,120	\$94,025	\$110,147	\$100,000	\$120,500	\$127,000
Interest Income	8,331	9,793	9,667	12,409	10,181	14,289
Total	\$86,451	\$103,818	\$119,814	\$112,409	\$130,681	\$141,289

RANCHO BUENA VISTA SEWER MAINTENANCE DISTRICT

Special Assessment	\$5,856	\$4,722	\$5,428	\$5,882	\$5,672	\$6,093
Interest Income	507	456	427	316	527	349
Total	\$6,363	\$5,178	\$5,855	\$6,198	\$6,199	\$6,442

KENWOOD MEADOWS SEWER MAINTENANCE DISTRICT

Special Assessment	\$7,266	\$7,331	\$7,474	\$9,324	\$10,286	\$7,433
Interest Income	791	705	691	315	527	349
Total	\$8,057	\$8,036	\$8,165	\$9,639	\$10,813	\$7,782

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
SEWER ASSESSMENT REVENUE						
Special Assessment	\$51,565	\$44,554	\$47,843	\$45,800	\$47,886	\$48,844
Interest Income	4,853	2,530	2,317	347	1,821	464
Total	\$56,418	\$47,084	\$50,160	\$46,147	\$49,707	\$49,308

GRANT FUND REVENUE

STIP Allocation	373,300	31,700	485,000	30,000	30,000	0
TEA Grant	0	0	0	385,000	250,000	135,000
Recycling Grant	0	5,000	5,000	5,000	5,000	5,000
COPS Grants	100,038	100,070	100,052	100,000	100,148	100,000
Office of Criminal Justice	0	0	0	0	0	0
FEMA Grant - 1996/97 Flood	0	0	0	0	0	0
USDA/FEMA - 97/98 Storms	0	0	0	0	0	0
OES Disaster Reimbursement	0	1,103	0	0	0	0
CLEEP Technology Grant	103,543	33,267	16,781	15,000	18,073	0
Police Equipment Grant	241	0	0	0	0	0
HCOE DARE Grant	13,100	12,900	9,675	12,900	9,557	4,000
Law Enforcement Grant - Equipment	0	0	0	0	0	0
Law Enforcement Grant - Patrols	9,079	0	0	0	0	0
Office of Traffic Safety	0	0	35,236	5,000	3,521	50,705
STAF Grant	2,850	0	0	0	50,466	0
HAF Recreation Grant	0	0	0	2,000	0	0
Newburg Park Improvement Appropriation	49,250	0	0	0	0	0
Miscellaneous Grants	0	7,000	0	0	0	0
Allocate to Other Funds	(651,401)	(191,040)	(651,744)	(554,900)	(466,765)	(294,705)
Total	\$0	\$0	\$0	\$0	\$0	\$0

DEVELOPMENT REVIEW FUND

Building Permits	\$135,354	\$145,319	\$163,740	\$145,000	\$225,000	\$200,000
Building Plan Check Fees	63,571	71,809	75,257	70,000	90,000	100,000
Rio Dell Building Permits	8,611	1,621	0	0	0	0
Engineering Plan Check Fees	23,078	12,021	15,100	18,000	8,500	10,000
Engineering Inspection Fees	7,737	1,609	10,605	10,000	4,500	10,000
Zoning Fees	2,545	4,989	3,632	5,000	7,000	5,000
Subdivision Application Fees	3,726	22,111	26,235	20,000	15,000	15,000
Special Services	0	0	0	0	0	10,000
Interest Income	8,459	8,949	8,918	10,784	8,730	6,582
Miscellaneous	100	0	0	0	0	0
Total	\$253,181	\$268,428	\$303,487	\$278,784	\$358,730	\$356,582

DRAINAGE FACILITY FUND

Drainage Facility Fees	\$68,792	\$35,564	\$58,416	\$42,000	\$87,036	\$60,000
Interest Income	7,474	930	2,219	3,198	3,427	2,406
Loan Interest	65,987	85,963	105,023	103,811	103,811	114,192
Payback Agreements	2,400	2,200	3,800	2,400	1,600	0
Special Assessment	1,259	0	0	0	1,259	0
Loan Payments	0	2,777	46,186	0	0	0
FEMA/OES Grant Reimbursement	0	1,103	0	9,000	4,918	0
Total	\$145,912	\$128,537	\$215,644	\$160,409	\$202,051	\$176,598

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
TRAFFIC IMPACT FEES - HOME AVE.						
Home Ave. Facilities Fee	\$8,550	\$14,963	\$2,138	\$2,138	\$2,138	\$0
Interest Income	3,944	735	0	0	0	0
Total	\$12,494	\$15,698	\$2,138	\$2,138	\$2,138	\$0

TRAFFIC IMPACT FEES - HILLSIDE DRIVE

Hillside Dr Facilities Fee	\$0	\$0	\$0	\$0	\$5,240	\$0
Interest Income	0	0	0	0	0	262
Total	\$0	\$0	\$0	\$0	\$5,240	\$262

TRAFFIC IMPACT FEES - CITYWIDE

Collector / Arterial Impact Fee	\$49,186	\$31,368	\$49,439	\$42,000	\$33,040	\$42,000
Interest Income	15,597	14,002	10,980	11,969	9,318	11,066
Loan Payments	1,363	4,873	4,423	4,500	100	150
Miscellaneous	48,350	0	0	0	0	0
Total	\$114,496	\$50,243	\$64,842	\$58,469	\$42,458	\$53,216

BUSINESS IMPROVEMENT DISTRICT

City Wide Assessment Fee	\$16,169	\$17,612	\$21,276	\$32,000	\$23,000	\$23,000
Downtown Assessment Fee	9,114	9,792	10,531	16,000	13,100	13,000
Redwood Village Assessment Fee	4,635	5,265	7,827	12,000	8,210	8,200
Revenue Transfer	(30,197)	(32,803)	(39,857)	(60,000)	(44,310)	(44,200)
Interest Income	279	184	403	0	0	0
Total	\$0	\$50	\$180	\$0	\$0	\$0

STORM DRAIN MAINTENANCE

Service Charges	\$37,692	\$38,001	\$38,073	\$38,000	\$38,000	\$38,000
Interest Income	0	296	902	1,462	1,212	1,676
Grants	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Total	\$37,692	\$38,297	\$38,975	\$39,462	\$39,212	\$39,676

FOREST HILLS ESTATES STORM WATER DETENTION BASIN MAINTENANCE DISTRICT

Special Assessment	\$0	\$0	\$0	\$9,140	\$9,043	\$7,515
Interest Income	0	0	0	0	0	149
Total	\$0	\$0	\$0	\$9,140	\$9,043	\$7,664

SOLID WASTE

AB 939 Fee	\$0	\$0	\$0	\$0	\$0	\$30,000
Tipping Fees	7,833	0	0	0	0	0
Interest Income	5,846	1,770	4,646	4,915	3,857	4,214
Transfer Station Regulatory Fees	11,768	17,987	16,549	18,000	18,000	18,000
Fortuna Regualtory Fees	5,602	0	0	0	0	0
Litigation Settlement	0	360,614	0	0	0	0
Grant Revenues	5,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous Revenue	0	0	0	0	0	0
Total	\$36,049	\$385,371	\$26,195	\$27,915	\$26,857	\$57,214

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
TRANSPORTATION DEVELOPMENT ACT (SB325)						
Transit Tax	\$117,100	\$107,695	\$127,125	\$138,403	\$138,403	\$143,581
Non-Transit Tax	182,615	154,025	147,557	147,042	147,042	149,814
Allocation to Transit Fund	(117,100)	(107,695)	(127,125)	(138,403)	(138,403)	(143,581)
Allocation to TDA 2% Set-Aside	(4,615)	(5,235)	(5,494)	(5,709)	(5,709)	(5,868)
Sidewalk Loans	30,495	16,396	2,910	17,000	24,000	7,000
Interest Income	19,687	18,818	10,213	6,017	5,860	8,157
Total	\$228,182	\$184,004	\$155,186	\$164,350	\$171,193	\$159,103

TDA 2% SET-ASIDE

Allocation from TDA Fund	\$4,615	\$5,235	\$5,494	\$5,709	\$5,709	\$5,868
Interest Income	1,373	1,189	841	1,069	800	1,000
Total	\$5,988	\$6,424	\$6,335	\$6,778	\$6,509	\$6,868

SENIOR BUS FUND

Allocation From TDA Fund	\$117,100	\$107,695	\$127,125	\$138,403	\$138,403	\$143,581
Senior Farebox Revenue	8,556	9,294	8,794	9,500	9,500	9,500
Interest Income	3,271	867	0	850	850	723
Sale of Property	4,000	0	0	0	0	0
STAF Grant	47,850	0	0	0	50,466	0
Total	\$180,777	\$117,856	\$135,919	\$148,753	\$199,219	\$153,804

TEA & STIP FUND

Regional TEA Allocation	\$0	\$53,037	\$55,655	\$57,000	\$44,889	\$45,000
STIP Allocation	373,300	31,700	485,000	30,000	30,000	0
TEA Grant	0	0	0	385,000	250,000	135,000
Traffic Congestion Relief	72,882	26,443	27,809	0	0	0
Miscellaneous Other Revenue	0	4,495	0	0	0	0
Sidewalk Loans	5,413	17,621	4,247	0	6,710	4,000
Interest Income	233	0	516	0	12	0
Total	\$451,828	\$133,296	\$573,227	\$472,000	\$331,611	\$184,000

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
GAS TAX FUND						
2106 Gas Tax	\$51,717	\$49,058	\$59,681	\$60,030	\$49,256	\$49,200
2107 Gas Tax	83,885	79,375	96,767	48,600	78,092	78,000
2105 Gas Tax	63,530	60,488	72,868	80,300	58,896	58,900
Sidewalk Loan Payments	6,171	1,261	1,055	15,000	800	1,200
Miscellaneous	5,540	0	0	0	0	0
Interest Income	17,504	14,207	9,957	979	7,852	2,493
Total	\$228,347	\$204,389	\$240,328	\$204,909	\$194,896	\$189,793

GAS TAX ADMINISTRATION FUND

Gas Tax	\$3,000	\$0	\$6,000	\$3,000	\$0	\$3,000
Interest Income	3,713	1,902	988	622	640	283
Total	\$6,713	\$1,902	\$6,988	\$3,622	\$640	\$3,283

RIVER LODGE FUND

River Lodge Rent	\$76,086	\$76,156	\$83,948	\$94,000	\$98,000	\$95,000
Less: Discounts	\$0	\$0	\$0	\$0	(\$500)	(\$500)
Kitchen Rental	21,644	15,132	16,795	18,000	23,000	20,000
Linen Rental	7,374	4,115	5,407	8,000	5,600	6,000
Catering Services	24,862	27,960	42,975	49,000	25,000	30,000
Visitor Center Sales	7,396	10,216	15,127	14,000	19,000	16,000
Cooking Classes	6,300	3,560	225	0	0	0
Wedding Packages	2,500	22,500	47,200	45,000	50,000	40,000
Special Events	0	0	3,835	4,000	6,500	5,000
Interest Income	0	0	0	0	0	0
Subtotal	\$146,162	\$159,639	\$215,512	\$232,000	\$226,600	\$211,500
Monday Club Catering	0	0	450	500	0	0
Monday Club Rent	7,812	5,645	4,805	6,000	6,000	5,000
Less: Discounts	\$0	\$0	\$0	\$0	(\$60)	(\$60)
Subtotal	\$7,812	\$5,645	\$5,255	\$6,500	\$5,940	\$4,940
Total	\$153,974	\$165,284	\$220,767	\$238,500	\$232,540	\$216,440

CCC LEASE REVENUE

CCC Facility Lease	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000
Interest Income	25,786	13,401	8,343	2,873	5,652	2,612
Administrative Fees/Reimbursements	2,342	1,351	850	1,400	850	850
Total	\$273,128	\$259,752	\$254,193	\$249,273	\$251,502	\$248,462

TOTAL REVENUES	\$7,857,407	\$7,889,574	\$8,942,133	\$8,890,428	\$9,107,660	\$11,401,626
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Expenditure Detail
by
Department

CITY COUNCIL

General Fund

DEPARTMENT PURPOSE

The City Council is the governing body of the City of Fortuna and has the power to make and enforce all laws and regulations with respect to municipal affairs. The power of the Council is subject only to the limitations and restrictions of State and Federal laws and the City Charter. The City Council is comprised of five representatives who are elected on a non-partisan basis. The Council has staggered four year terms. The Mayor and Vice Mayor are elected by the Council.

The major responsibilities of the City Council involve developing policies, adopting legislation, and adopting the annual budget. Some of the other major responsibilities involve controlling expenditures, raising revenues, providing guidance on capital projects, community promotion, and appointment of members to the various boards and commissions.

DEPARTMENT GOALS AND OBJECTIVES

1. Monitor progress of the community promotion and economic development goals developed by the Council in the Budget.
2. Continue to maintain cooperative ties with the Fortuna Chamber of Commerce, Rodeo Association, Redwood Memorial Hospital, local school districts, California Department of Forestry, California Conservation Corps, and other government agencies.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes planned for the 2004-2005 fiscal year.

PERSONNEL SUMMARY

Name	Title	Date Elected
Tom Cooke	Mayor	2004
Odell Shelton	Vice Mayor	2002
Debi August	Councilmember	2002
Mel Berti	Councilmember	2004
Dean Glaser	Councilmember	2002

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	100	1000	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
City Council		5165	\$18,000	\$18,600	\$18,000	\$18,000	\$18,000	\$18,000
Benefits		5200	999	1,042	1,120	1,048	990	1,071
Office Supplies		5400	282	262	321	500	330	500
Travel and Conferences		7000	5,093	5,348	2,888	5,000	3,040	4,000
Council Contingency		7610	6,312	20,377	6,260	10,000	6,675	8,000
Capital Outlay			0	0	0	0	0	0
Total			\$30,686	\$45,629	\$28,589	\$34,548	\$29,035	\$31,571

CITY MANAGER/CITY CLERK

General Fund

DEPARTMENT PURPOSE

The City Manager is the administrative head of the City under the direction and control of the City Council. The Manager is responsible for managing the day to day operations of the City, ensuring that all the laws are being enforced, managing the department heads, serving as the City's personnel director, preparing the annual budget, serving as the purchasing agent and city treasurer, investigating complaints, and public relations.

DEPARTMENT GOALS AND OBJECTIVES

1. Ensure that the City operates in the most cost effective manner possible.
2. Work with the City Council to carry out their policies and programs.
3. Monitor State and Federal legislation to determine its effect on the operations of the City.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes planned for the 2004-05 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
City Manager	0.30	0.30	0.30	0.30	0.30
Deputy City Clerk	-	-	0.50	0.50	0.50
Total Authorized	0.30	0.30	0.80	0.80	0.80

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1100	Actual	Actual	Actual	Budget	Estimate	Request
			2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Salaries		5100	\$19,487	\$23,724	\$42,287	\$42,500	\$44,693	\$45,808
Vacation Buyback		5180	1,038	711	569	700	596	700
Benefits		5200	1,918	492	6,794	7,342	5,070	8,739
Office Supplies		5400	1,326	576	2,745	1,000	1,100	1,000
Personnel Services		6035	0	0	12,901	0	0	0
Travel and Conferences		7000	3,849	4,896	3,141	3,500	5,200	6,000
Dues and Subscriptions		7015	587	100	437	750	1,180	750
Distributed Charges		9200	0	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Capital Outlay					3,208			
Total			\$28,205	\$29,499	\$71,082	\$54,792	\$56,839	\$61,997

CITY ATTORNEY

Various Funds

DEPARTMENT PURPOSE

The City Attorney is responsible for serving as the primary legal advisor to the City Council, the City's Boards and Commissions and City Departments. Major activities include providing legal advice and direction on an "as needed" basis to the City Council, Departments and Boards and representing the City in legal proceedings which are brought against or initiated by the City.

DEPARTMENT GOALS AND OBJECTIVES

Provide legal services in the most cost effective and efficient way possible.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes or expenditures planned for the 2004-2005 fiscal year.

PERSONNEL SUMMARY

The City contracts with Attorney Dave Tranberg to provide legal services. Special services are provided by bond counsels, labor relations, litigators and personnel attorneys on an "as needed" basis.

HISTORY OF EXPENDITURES BY CATEGORY

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Legal Services Division		General Fund (100) Dept. (1300)					
Legal Services	6020	\$6,210	\$473	\$25,862	\$25,000	\$25,000	\$25,000
Total		\$6,210	\$473	\$25,862	\$25,000	\$25,000	\$25,000
Litigation Division		Various Funds Dept. (1350)					
Solid Waste Litigation	6020	\$99,639	\$249,232	\$385	\$0	\$0	\$0
Water Quality Litigation	6020	244,481	63,008	15,000	15,000	15,000	15,000
School St. Litigation	6020	3,177			-	-	-
Misc. Litigation	6020	-	550	118,301	-	46,820	-
Total		\$347,297	\$312,790	\$133,686	\$15,000	\$61,820	\$15,000

BUILDINGS

General Fund

DEPARTMENT PURPOSE

The General Government Building Department is responsible for providing support services for administrative buildings and departments. Major activities include providing material control and storage, building maintenance and janitorial services, mailing, computer network, telecommunications and utilities support.

SIGNIFICANT EXPENDITURES

Paper supplies for all City Hall departments have been consolidated into this department for ease in recording and tracking. Network support will continue to be out-sourced in the 2004-05 fiscal year.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1500	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Paper Supplies (34%)		5405	\$276	\$233	\$2,116	\$295	\$1,088	\$1,100
Department Supplies		5500	1,541	339	240	300	264	300
Equipment Maintenance (34%)		5705	1,706	1,938	3,014	2,280	1,674	2,280
Janitorial Service (17%)		5735	1,975	2,183	1,841	1,235	1,554	1,281
Building Repairs (50%)		5740	651	270	1,060	1,250	260	1,250
Network Support (17%)		5775	3,326	3,624	4,668	3,800	4,972	5,000
Telephone (50%)		6200	4,898	4,198	2,971	3,200	3,163	3,200
Utilities (17%)		6505	2,501	2,900	3,751	3,500	3,308	3,500
Travel and Conferences		7000	0	0	0	0	0	0
Capital Outlay			0	0	0	0	0	0
TOTAL			\$16,874	\$15,685	\$19,661	\$15,860	\$16,283	\$17,911

COMMUNITY DEVELOPMENT

Various Funds

DEPARTMENT PURPOSE

The Community Development Department has four Divisions. The Divisions include Planning, Engineering, Building, and Development Review. The Department's primary purpose is to manage the orderly development of the community by coordinating the review, approval, and inspection of development projects and improvements in the water, drainage, sewer, and street systems. The Department is also responsible for monitoring state and federal planning and development laws and providing assistance to the public in these areas.

The Planning Division is responsible for administering the orderly development of the community through the General Plan, Subdivision, and Zoning Ordinance. The major activities include coordinating the review of development projects, zoning code enforcement, and long range planning. The Division is also responsible for assisting the Planning Commission and the Design Review Board. The Division also administers community development related grants.

The Engineering Division is responsible for the orderly development of the city's water, sewer, drainage, and street system. The major activities include administering public infrastructure contracts, providing engineering design services, reviewing subdivision maps, flood plain management, and completing traffic engineering studies.

The Building Division's primary responsibility is providing building plan check and inspection services to the construction industry. Secondary responsibilities include providing assistance in enforcing the Zoning Ordinance and inspection services for public works projects.

The Development Review Division is responsible for processing all subdivisions, use permits, variances, zone amendments, subdivision maps, and improvement plans for development projects.

DEPARTMENT GOALS AND OBJECTIVES

1. Continue to improve the efficiency of the Department.
 - * Evaluate fees charged for services and adjust them when necessary to cover Department expenses.
 - * Continue to improve the efficiency of the Engineering, Building, and Planning divisions.
2. Increase the effectiveness of project review of development projects and insure the existing development standards are adequate and reflect good planning, engineering, and building practices.
 - * Update the City's Standard Improvement Specifications, Subdivision Ordinance, Zoning Ordinance and Building Codes as necessary.
 - * Complete an annual review of the City's General Plan to determine necessary amendments.
3. Utilize City staff to upgrade the City's public improvements in a cost effective manner.
 - * Prepare studies, engineering plans, and contract documents to improve the public infrastructure using City staff when possible.
 - * Provide construction inspection services using City staff when possible.
 - * Update the Capital Improvement Program on an annual basis.

SIGNIFICANT CHANGES

Two part-time office positions are being added to better assist the public, a Building Department Administrative Assistant, and an Engineering Tech. A full-time Assistant Planner Position is also being added. Solid Waste has been transferred to Public Works.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
CDD Director/City Engineer	0.08	0.08	0.08	0.08	0.70
City Manager	-	-	-	-	0.08
Finance Director	0.03	0.03	0.03	0.03	0.03
Assistant Planner	-	-	-	-	1.00
Engineering Tech III	0.60	0.60	0.20	0.60	-
Engineering Technician II	-	0.25	0.20	0.20	0.60
City Planner	0.80	0.65	0.60	0.75	0.80
Building Official/Inspector	2.00	1.95	1.90	2.00	2.00
Deputy City Clerk	0.30	0.30	0.30	0.30	0.30
Account Clerk III	0.15	0.15	0.15	0.15	0.15
Planning Assistant	-	-	-	0.50	-
Public Works Director	-	-	-	-	0.05
General Services Manager	-	-	-	-	0.05
Office/Clerical Assistant (2 PT)	-	-	-	-	0.75
Engineering Technician (1PT)	1.00	1.00	-	-	0.50
Mechanic II	0.01	0.01	0.01	0.02	0.02
Total Authorized	4.97	5.02	3.47	4.63	7.03

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual	Actual	Actual	Budget	Estimate	Request
	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05

Planning Division

General Fund (100) Dept. (5000)

Salaries	5100	\$6,586	\$1,803	\$3,603	\$15,788	\$12,834	\$21,949
Benefits	5200	1,058	620	1,067	2,826	2,101	8,595
Office Supplies	5400	1,998	1,430	1,806	1,500	2,108	2,400
Personnel Services	6025	0	0	0	0	0	0
Professional Services	6035	458	0	153	0	3,000	3,000
Telephone Planning	6200	47	0	0	0	0	0
Advertising	6300	1,193	2,762	2,557	2,400	2,288	2,400
Travel & Conferences	7000	256	4,450	2,644	2,000	964	2,400
Dues & Subscriptions	7015	224	60	176	200	125	200
Planning Commission	7600	2,340	3,330	3,942	3,000	4,752	4,500
Capital Outlay							0
Aerial Photo	8029	2,200	0	0		0	0
Assessor Files	8230	376	0	0		0	0
Assessor's Parcel Maps	8241	0	375	376	500	834	1,000
Total		\$16,736	\$14,830	\$16,324	\$28,214	\$29,006	\$46,444

Engineering Division

General Fund (100) Dept. (5100)

Salaries	5100	\$3,165	\$11,246	\$10,833	\$21,682	\$35,020	\$8,611
Part-time	5165	9,034	9,866	447	0	0	0
Overtime	5170	0	4	0	0	0	0
Vacation Buyback	5180	6	9	324	0	0	0
Benefits	5200	1,476	3,773	3,443	7,418	5,300	2,104
Office Supplies	5400	87	536	340	500	328	1,000
Department Supplies	5500	2,155	1,675	571	2,250	1,326	1,300
Fuel & Oil	5505	709	389	340	350	200	0
Vehicle Repair	5715	507	299	268	300	2,200	0
Equipment Repairs	5720	68	0	0	200	100	0
Tools & Small Equipment	5900	0	0	0	200	100	1,000
Contract Engineer	6005	8,504	2,237	0	2,000	18,000	14,000
Personnel Services	6035	0	0	645	0	200	0
Advertising	6300	0	0	0	0	60	2,000
Travel & Conference	7000	291	2,447	512	2,000	900	1,000
Dues & Subscriptions	7015	0	0	0	150	0	300
Capital Outlay		0	0	0	0	0	0
File Cabinet	8502						433
Scanner	8503						433
Manuals	8504						300
Fax Machine	8508						434
Total		\$26,002	\$32,481	\$17,723	\$37,050	\$63,734	\$32,915

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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Building Division

Development Fund (120) Dept. (3000)

Salaries	5100	\$66,745	\$68,323	\$78,868	\$74,786	\$77,462	\$120,573
Part Time	5165	\$0	\$0	\$5,564	\$0	\$0	\$0
Vacation Buyback	5180	261	103	1,004	0	100	0
Benefits	5200	13,328	14,876	16,362	22,720	16,762	30,965
Office Supplies	5400	468	456	336	700	718	1,000
Department Supplies	5500	632	422	1,266	750	523	500
Fuel & Oil	5505	1,867	1,247	584	1,500	920	500
Equipment Maintenance	5705	275	305	482	470	270	470
Vehicle Repair & Maintenance	5715	320	784	155	750	86	1,500
Janitorial Service (5%)	5735	581	642	541	363	457	377
Building Repairs (10%)	5740	77	54	212	150	43	150
Contract Plan Checking	6005	0	0	3,261	2,500	9,518	15,000
Personnel Services	6035	0	0	1,246	0	0	0
Telephone	6200	170	134	512	750	912	1,000
Auto Insurance	6350	1,460	1,315	1,315	1,500	1,315	1,500
Utilities	6505	441	512	662	600	584	600
Travel & Conferences	7000	1,893	1,362	686	2,500	4,674	6,700
Certification Exams	7010	220	720	60	600	200	500
Dues & Subscriptions	7015	838	775	515	700	624	1,000
Distributed Charges	9250	0	2,500	2,500	2,500	2,500	2,500
City Hall Rent Expense	9050	1,714	1,706	1,706	1,711	1,711	1,722
Capital Outlay		842					
Code Books	8141	321	80	2,162	500	100	1,750
Computer	8256				1,800	2,200	1,100
Total		\$92,453	\$96,316	\$119,999	\$117,850	\$121,679	\$189,406

Rio Dell Building Division

Development Fund (120) Dept. (3050)

Salaries	5100	\$1,441	\$0	\$0	\$0	\$0	\$0
Benefits	5200	254	0	0	0	0	0
Total		\$1,695	\$0	\$0	\$0	\$0	\$0

Development Review Division

Development Fund (120) Dept. (3100)

Salaries	5100	\$44,896	\$54,443	\$53,201	\$71,452	\$61,672	\$138,977
Vacation Buyback	5180	1,549	312	591	0	300	0
Benefits	5200	9,100	12,931	14,689	20,703	13,483	40,166
Departmental Supplies	5500	0	20	85	100	108	2,300
Map Check Services	6005	8,771	6,929	5,475	7,400	9,272	10,000
New General Plan - Phase I	6065	0	0	0	0	0	450,000
Permit Fees	6605	0	1,339	525	1,500	750	0
Laptop & Projector	8265						3,000
Total		\$64,316	\$75,974	\$74,566	\$101,155	\$85,585	\$644,443
Total Department		\$201,202	\$219,601	\$228,612	\$284,269	\$300,004	\$913,209

COMMUNITY PROMOTION

General Fund

DEPARTMENT PURPOSE

The purpose of the Community Promotion Department is to assist local community efforts in stimulating tourism, retail business, and economic development activities. Since staff is limited, much of the work is done in cooperation with the Fortuna Chamber of Commerce, Fortuna Redevelopment Agency, and Fortuna Business Improvement District.

DEPARTMENT GOALS AND OBJECTIVES

1. Contract with the Fortuna Chamber of Commerce to continue the annual cooperative arrangement between the City and Chamber to fund important promotional activities in Fortuna.
 - * Continue support of Fortuna Rodeo Week providing rodeo grounds maintenance, clean-up, and law enforcement services. The City's contribution is staff support from the Parks and Recreation Department and from the Police Department.
2. Contract with Fortuna Chamber of Commerce to operate a Tourism Promotion Program during the summer months.
 - * Work with Chamber to develop regional cooperation for tourism promotion.
 - * Provide extra staff to Fortuna's Tourism Center from July 1 through Labor Day.
3. Continue to support the Fortuna Business Improvement District by matching the funds collected from businesses in the City.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes proposed for 2004-05.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 5200	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Web Site Host & Maintenance		5780	\$762	\$360	\$540	\$360	\$552	\$576
Advertising		6300	0	2,764	0	0	0	0
Chamber of Commerce		6800	13,000	13,000	19,000	13,000	13,000	13,000
Chamber of Comm. TOT Allocation		6801	0	0	13,494	37,612	36,357	37,084
Humboldt Visitor & Convention		6815	4,000	4,500	4,500	4,500	4,500	4,500
Business Improvement District		7625	29,919	33,184	39,584	58,000	44,310	44,200
Tourism Brochure		7630	4,563	0	0	0	0	0
Total			\$52,244	\$53,808	\$77,118	\$113,472	\$98,719	\$99,360

DEBT SERVICE

DEPARTMENT PURPOSE

The general debt department centralizes Fortuna's long term debt program providing the public information on the types of debt obligations due note and bond holders.

EXISTING LONG TERM DEBT

Campton Heights Water System: On July 1, 1985, the City purchased the CHWS for \$443,031. The purchase was financed through an agreement with the former shareholder of the Utility. We will make 12 monthly payments of \$4,166 including interest at 10.13%. Final Payment, July 2010. Balance \$224,072. Interest \$21,395, Principle \$28,595.

The Fortuna Assessment District #1 was created in 1979 to finance the local share of the installation of sewers in the Rohnerville / Campton Heights area and the additions to the treatment plant necessary to treat the additional effluent. Assessment bonds issued in the amount of \$1,005,350 were sold to FMHA bearing an interest rate of 5%. Maximum maturity date on the bonds is 40 years. The bonds are not a general obligation to the City. Final Payment, July 2018. Balance \$414,250, Interest \$20,750, Principle \$20,000.

Semi-Annual Lease Payment to FmHA for COP Funds used to Remodel City Hall. COP issued 3/1/95 for \$400,000 at 6.875 % for 25 years. Balance \$319,000, Principle \$12,500, Interest \$21,931. Several Funds will contribute to the Lease Payments due 2/15 & 8/15.

Annual Payment to California Cities Financing Corporation to construct California Conservation Corp Regional Center. Certificates of Participation issued at Par Value at \$2,950,000 with proceeds paid at 6.0% to 7.375% interest for 25 years. Payment commences September, 1993, and concludes March, 2017. Balance \$2,255,000, Principle \$95,000, Interest \$162,803.

One million gallon tank, 250,000 gallon tank, and 10" main on School Street, installment sale agreement with Fortuna Public Improvement Corporation. Balance \$713,000, Interest of \$49,910 at 7% and a certificate payment of \$45,000. Final Payment January 15, 2015.

	Budget 2003-04	Request 2004-05	General Fund	Development Fund	Water Fund	Sewer Fund	Assessment Fund	Lease Payment Fund	Redevelopment Agency
Campton Heights Water System: On July 1, 1985, the City purchased the CHWS for \$443,031. The purchase was financed through an agreement with the former shareholder of the Utility. We will make 12 monthly payments of \$4,166 including interest at 10.13%. Final Payment, July 2010. Balance \$224,072. Interest \$21,395, Principle \$28,595.	\$49,990	\$49,990			\$49,990				
The Fortuna Assessment District #1 was created in 1979 to finance the local share of the installation of sewers in the Rohnerville / Campton Heights area and the additions to the treatment plant necessary to treat the additional effluent. Assessment bonds issued in the amount of \$1,005,350 were sold to FMHA bearing an interest rate of 5%. Maximum maturity date on the bonds is 40 years. The bonds are not a general obligation to the City. Final Payment, July 2018. Balance \$414,250, Interest \$20,750, Principle \$20,000.	41,750	40,750					\$40,750		
Semi-Annual Lease Payment to FmHA for COP Funds used to Remodel City Hall. COP issued 3/1/95 for \$400,000 at 6.875 % for 25 years. Balance \$319,000, Principle \$12,500, Interest \$21,931. Several Funds will contribute to the Lease Payments due 2/15 & 8/15.	34,222	34,431	\$18,592	\$1,722	5,509	\$6,886			\$1,722
Annual Payment to California Cities Financing Corporation to construct California Conservation Corp Regional Center. Certificates of Participation issued at Par Value at \$2,950,000 with proceeds paid at 6.0% to 7.375% interest for 25 years. Payment commences September, 1993, and concludes March, 2017. Balance \$2,255,000, Principle \$95,000, Interest \$162,803.	259,625	257,803						\$257,803	
One million gallon tank, 250,000 gallon tank, and 10" main on School Street, installment sale agreement with Fortuna Public Improvement Corporation. Balance \$713,000, Interest of \$49,910 at 7% and a certificate payment of \$45,000. Final Payment January 15, 2015.	94,850	94,910			\$94,910				
Total	\$480,437	\$477,884	\$18,592	\$1,722	\$150,409	\$6,886	\$40,750	\$257,803	\$1,722
Principle	189,351	201,095	6,750	625	75,595	2,500	20,000	95,000	625
Interest	291,086	276,789	11,842	1,097	74,814	4,386	20,750	162,803	1,097
Total	\$480,437	477,884	\$18,592	\$1,722	\$150,409	\$6,886	\$40,750	\$257,803	\$1,722

FINANCE

General Fund

DEPARTMENT PURPOSE

The Finance Department is responsible for providing financial management of all City funds and administering internal support functions for all City Departments. Major activities include maintaining the City's investment program; preparing special management and financial forecasts and analysis; developing the annual budget; monitoring revenues and expenditures on a monthly basis; maintenance of the City's pay plan; general ledger; accounts payable; accounts receivable; payroll; revenue collection; business license enforcement; word processing support; computer operations; utility billing; and monitoring compliance with purchasing procedures.

DEPARTMENT GOALS & OBJECTIVES

1. Assist in development and implementation of the annual budget.
2. Monitor all Federal and State legislation and implement changes.
3. Review City ordinances and policies to determine current applicability.
4. Help in the administration of the Housing Rehabilitation loans.
5. Evaluate computer processing needs and plan for future development.
6. Development of an accounting policies and procedures manual.
7. Review and improve internal control structure and policies.

SIGNIFICANT EXPENDITURES / STAFFING CHANGES

There are no significant changes planned for the 2004-05 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Finance Officer	0.51	0.51	0.51	0.51	0.51
Office Supervisor	0.34	0.34	0.34	0.34	0.34
Account Clerk III	0.30	0.30	0.30	0.30	0.30
Account Clerk III	-	0.15	0.15	0.15	0.15
Clerk/Typist	0.50	0.50	-	-	-
Account Clerk I	0.15	-	-	-	-
Total Authorized	1.80	1.80	1.30	1.30	1.30

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1200	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Salaries		5100	\$56,052	\$52,387	\$48,345	\$53,901	\$54,600	\$59,816
Overtime		5170	921	1,082	72	0	0	0
Vacation Buyback		5180	541	1,079	177	1,000	250	1,000
Benefits		5200	11,407	10,810	14,302	15,939	13,960	18,576
Office Supplies		5400	4,121	3,538	4,606	4,500	4,314	4,500
Computer Software		5410	38	0	0	500	0	0
Department Supplies		5500	212	680	125	300	100	300
Equipment Maint. (40%)		5705	470	235	0	880	0	880
Software Maint. (40%)		5710	2,093	2,157	2,268	2,600	2,363	2,670
Acctg Software Training		6015	2,351	0	0	2,400	0	2,400
Professional Services		6025	0	5,015	250	500	125	500
Personnel Services		6035	0	747	0	0	0	0
Advertising		6300	2,588	2,406	2,781	2,600	333	500
Travel and Conferences		7000	2,454	2,361	2,570	4,000	2,390	4,000
Dues and Subscriptions		7015	841	521	317	500	320	400
Distributed Charges		9200	0	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Capital Outlay			2,178	1,926	2,261	0	0	0
Total			\$86,267	\$83,444	\$76,574	\$88,119	\$77,255	\$94,042

LIBRARY

General Fund

DEPARTMENT PURPOSE

The City of Fortuna Library provides information, reading, audio, and visual materials to assist the public in finding what it needs regardless of the educational level and research skills of the individual.

The present library has reached capacity at 18,000 books and has a monthly circulation around 9,000 books per month. Seven years ago, the library received a new computer system that is attached to the central branch in Eureka. The new system allows greater access to all library services.

The City has signed a memorandum of understanding between the City of Fortuna and the Humboldt County Library. The MOU transfers all library equipment owned by the City of Fortuna to the County. The County Library is responsible for maintenance, supplies, and property insurance of this equipment. All income earned on use of copier is transferred to the County.

The City owns the library building and pays for building repairs and maintenance, janitorial services, utilities, and property and liability insurance on the building.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes proposed for 2004-05.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 5500	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Supplies		5500	35	0	148	150	242	150
Janitorial Services (17%)		5735	1,859	2,055	1,733	1,235	1,463	1,281
Building Repairs		5740	297	0	121	250	300	250
Utilities		6505	2,602	3,392	3,341	3,200	3,414	3,420
Property Tax		6720	36	36	36	36	36	36
Capital Outlay			1,475	0	0	0	0	0
Total			\$6,304	\$5,483	\$5,379	\$4,871	\$5,455	\$5,137

MISCELLANEOUS NON-DEPARTMENTAL

General Fund

DEPARTMENT PURPOSE

The miscellaneous non-departmental budget is responsible for administering the City's personnel and labor relations system and providing personnel services to all City Departments. It also finances City administrative services such as codification and audits. The City Manager/City Clerk and Finance Director manage this Department.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

This year's budget includes monies to pay for the municipal audit contract with the accounting firm of Terry E. Krieg. Audit charges for the special agencies will be paid from individual accounts.

AUDIT FEE DISTRIBUTION

Entity	2000-01	2001-02	2002-03	2003-04	2004-05
City of Fortuna	\$9,875	\$9,875	\$9,875	\$9,875	\$9,875
Public Improvement Corporation	1,000	1,000	1,000	1,000	1,000
Redevelopment Agency	3,625	3,625	3,625	3,625	3,625
Single Audit Act	1,000	1,000	1,000	1,000	1,000
Total	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1400	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Department Supplies		5500	\$0	\$450	\$8	\$300	\$100	\$600
Audit Fees		6000	6,025	5,525	6,025	6,525	6,025	6,525
Legal Services		6020	0	0	0	0	0	2,400
Professional Services		6025	558	4,025	10,268	21,200	14,000	12,000
Labor Relations Services		6030	2,757	3,675	500	1,000	0	1,000
ICMA P/T Annual Fee		6040	500	500	250	0	100	100
Codifications		6225	0	0	0	15,000	13,800	1,900
Employee Recognition		6315	0	0	0	0	0	1,000
State Fees		6600	0	100	100	0	100	100
County Admin. Fees		6700	7,628	7,270	6,812	8,000	8,885	9,062
Election Expenses		6710	0	14,052	384	15,000	15,000	0
Fire Assessments		6720	78	78	87	90	87	90
RSVP		6805	5,815	6,300	6,500	7,000	7,000	7,000
Travel & Conferences		7000	0	0	0	0	0	1,500
Training		7005	0	0	0	0	0	1,000
Dues & Subscriptions		7015	0	0	0	0	0	600
LOCC Dues		7020	2,848	5,263	4,712	5,200	4,700	5,000
Total			\$26,209	\$47,238	\$35,646	\$79,315	\$69,797	\$49,877

PARKS AND RECREATION

General Fund

DEPARTMENT PURPOSE

The Parks and Recreation Department has three divisions which include Parks, Recreation and the Depot Museum. The Department is also responsible for the operation of the Senior/Disabled Bus.

The Parks Division provides for the maintenance and landscaping of the City Parks, Fortuna Boulevard Medians, Monday Club, River Lodge, Bulb Sidewalks, City Hall, Library and Chamber of Commerce.

The Recreation Division is responsible for the administration of a comprehensive leisure program that meets the community's recreational needs. The Recreation Division administers the reservations and scheduling of all park facilities. Recreation Staff handle the daily reservations and dispatching of drivers for the Senior/Disabled Bus Service. Recreation Staff provide secretarial support for the Parks and Recreation Commission.

The Depot Museum Division provides support staff to the Historical Commission that was established specifically for the preservation of the Northwestern Pacific Depot. The Depot currently houses items that pay homage to Fortuna and the Eel River Valley's heritage. Train, Timber, and Fishing are the main display themes. Parks Staff assist the Historical Commission and Curator in hanging or moving displays. They are also responsible for building repairs, maintenance and improvements made to the facility. Recreation Staff provide secretarial support for the Historical Commission.

DEPARTMENT GOALS AND OBJECTIVES

1. Maintain and improve the quality of appearance of all public facilities.
 - * Continue utilizing volunteers and community service groups for Improvement Projects.
 - * Continue joint maintenance agreements with schools and sports leagues.
 - * Evaluate current work practices and implement methods for increasing efficiency and productivity.
2. Develop community involvement in recreation programs and activities.
 - * Continue working with the Chamber of Commerce and FBID on promotional events and activities in the City.
 - * Solicit new grant funding sources for providing sponsorships or camperships in City programs.
 - * Establish fund and solicit donations for construction of an additional basketball court in Rohner Park.
3. Involve the Depot Museum in Citywide Festivals. Promote monthly exhibits through use of local media. Promote Depot for use by schools for classroom tours and local history research.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

No significant changes are anticipated for fiscal year 2004-2005.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Parks & Rec Director	1.00	1.00	1.00	1.00	1.00
Park Maintenance Lead Worker	1.00	1.00	1.00	-	-
Park Maintenance Worker II	2.00	2.00	2.00	4.00	3.00
Park Maintenance Worker III	-	-	-	-	1.00
Mechanic II	-	-	-	0.09	0.09
Administrative Clerk	0.40	-	-	-	-
Parks & Rec Administrative Assistant	-	0.87	0.87	0.87	0.87
Seasonal/Part-time Worker (4 PT)	2.70	2.70	2.70	2.70	2.70
Secretary (3 PT)	1.00	1.00	1.00	1.00	1.00
Recreation Leaders (8 PT)	1.20	1.20	1.20	1.20	1.20
Recreation Aides (8 PT)	0.25	0.25	0.25	0.25	0.25
Recreation Program Supervisors (3 PT)	0.75	0.75	0.75	0.75	0.75
Museum Curator (PT)	0.49	0.49	0.49	0.49	0.49
Total Authorized	10.79	11.26	11.26	12.35	12.35

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual	Actual	Actual	Budget	Estimate	Request	
	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05	
Recreation Division							
General Fund (100) Dept. (5400)							
Salaries	5100	\$28,459	\$37,330	\$34,238	\$43,974	\$44,000	\$45,306
Part-time/Temporary	5165	60,197	88,759	120,594	97,020	170,000	101,871
Overtime	5170	613	463	584	500	1,000	500
Vacation/Sick Leave Buyback	5180	0	0	2,066	0	0	0
Benefits	5200	11,982	17,827	21,700	23,098	22,368	25,381
Office Supplies	5400	1,380	1,629	1,635	2,000	2,000	2,000
Department Supplies	5500	1,151	1,049	1,283	3,000	1,200	3,000
Personnel Services	6035	347	721	805	1,500	1,250	1,500
Telephone	6200	2,083	1,588	1,380	2,000	1,400	2,000
Advertising	6300	955	700	471	1,500	500	1,000
Utilities	6505	2,545	1,530	1,584	2,500	2,000	2,500
Travel & Conferences	7000	140	39	234	750	700	750
Dues & Subscriptions	7015	0	29	0	150	100	150
Sports Officials	7200	12,628	11,879	13,649	13,000	13,000	13,000
Swim Program Bus Rental	7205	3,523	2,719	4,109	4,500	3,600	4,500
Swim Lessons-CR	7210	3,113	2,490	3,150	3,000	2,400	3,000
Adult Sports League	7215	1,696	1,590	3,706	2,000	7,000	2,000
Summer Rec. Program	7220	860	1,072	2,292	3,000	3,000	3,000
Youth Basketball League	7225	1,008	6,964	3,174	4,000	4,000	5,000
Skating Program	7230	537	922	1,084	2,000	1,500	2,000
After School Supplies	7235	458	793	882	1,000	400	1,000
Teen Program	7240	0	1,013	1,568	0	1,000	0
Teen Dance	7247	0	0	1,074	3,000	600	2,500
Basketball Camp	7248	0	0	2,804	6,000	5,000	6,000
Capital Outlay		0	0	0	0	0	0
Total		\$133,675	\$181,106	\$224,066	\$219,493	\$288,018	\$227,958

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Parks Division		General Fund (100) Dept. (5450)					
Salaries	5100	\$85,270	\$85,052	\$127,692	\$110,431	\$110,000	\$111,447
Part-time/Temporary	5165	18,198	25,825	15,373	22,901	15,000	25,248
Overtime	5170	1,542	1,637	1,415	2,000	2,000	2,000
Vacation/Sick Leave Buyback	5180	667	553	2,726	500	1,000	500
Benefits	5200	22,410	23,728	36,158	40,074	29,308	40,591
Office Supplies	5400	277	35	142	500	500	500
Department Supplies	5500	7,971	11,432	14,352	13,000	14,000	15,000
Vehicle Fuel & Oil	5505	3,503	3,191	2,787	4,500	2,500	4,500
Equipment Fuel & Oil	5510	1,543	1,040	1,410	2,000	2,000	2,000
Janitorial & Paper Supplies	5565	1,998	2,620	2,333	2,500	3,000	3,000
Special Event Supplies	5570	879	596	1,317	2,000	1,500	2,000
Office Equipment Maintenance	5705	528	645	428	900	900	1,000
Vehicle Repairs & Maintenance	5715	1,919	2,352	4,133	3,000	4,000	4,000
Equipment Maintenance	5720	4,312	3,618	4,468	4,000	7,500	4,500
Building Repairs & Maintenance	5740	993	335	1,286	3,000	1,000	3,000
Newburg Park Maintenance	5741	1,373	0	2,487	2,000	1,500	2,000
Median Maintenance Supplies	5742	518	144	616	1,000	1,000	1,000
Pavilion Maintenance	5743	1,265	2,831	701	1,500	750	1,500
Vandalism Repair	5745	1,024	905	1,289	2,500	2,500	2,500
Weed Abatement	5750	73	330	263	700	700	1,000
Contract Tree Trimming	5755	0	0	0	1,000	0	0
Network Support	5775	0	375	0	0	0	0
Tools & Small Equipment	5900	1,116	1,483	2,233	2,000	2,300	2,000
Personnel Services	6035	3,005	0	2,560	2,500	1,750	2,500
Advertising	6300	46	0	225	0	200	250
Utilities	6505	21,195	17,266	18,959	20,000	20,000	20,000
Fire Assessment	6720	108	51	108	120	108	120
Travel & Conferences	7000	603	960	620	750	700	750
Dues & Subscriptions	7015	87	30	30	100	100	100
Sports Field Maintenance	7215	1,546	723	568	2,000	2,000	2,000
Uniforms		0	0	0	1,550	0	1,600
Capital Outlay		0	3,111	2,593	34,800	32,700	
Alarm - Storage Sheds	8105						600
Alarm - Park Office	8105						300
Total		\$183,969	\$190,868	\$249,272	\$283,825	\$260,516	\$257,506

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Depot Museum		General Fund (100) Dept. (5600)					
Museum Curator	5165	\$7,754	\$8,109	\$8,733	\$9,261	\$9,200	\$9,723
Benefits	5200	341	354	377	539	400	579
Office Supplies	5400	19	101	46	100	250	200
Department Supplies	5500	49	0	40	300	200	300
Alarm System	5730	216	216	258	300	258	300
Building Repair & Maintenance	5740	218	67	0	250	200	500
Telephone	6200	173	162	169	200	200	200
Advertising	6300	0	102	256	200	200	500
Utilities	6505	3,250	2,433	2,755	2,400	3,000	3,000
Capital Outlay		0	0	0	0	0	0
Total		\$12,020	\$11,544	\$12,634	\$13,550	\$13,908	\$15,302
Total Parks & Recreation		\$329,664	\$383,518	\$485,972	\$516,868	\$562,442	\$500,765

POLICE

General Fund

DEPARTMENT 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.

DEPARTMENT GOALS AND OBJECTIVES

1. To maintain and enhance, if possible, the level of service to the growing community by deploying personnel and resources effectively and utilizing volunteers.
2. To be good financial managers; expending fiscal resources wisely and at the same time developing and expanding city revenues when applicable.
3. To enhance our police-community relationships through new and existing programs.
4. To emphasize departmental training and personnel development in order to professionally serve the community.
5. To adhere to the Police Code of Ethics and the Fortuna Police Department Statement of Values.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

Utilizing COPS money, we plan to fund an additional CSO II Position again this year as well as a Police Officer position. One Sergeant position, open with the retirement of Sgt. Rogers, will be filled on a rotating basis by three Police Officers. A Records Clerk has been added for office support, which will enable Field CSO's to work more in the field. A new Police Officer Position will be added in October, utilizing a two year OTS Grant.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Chief of Police	1.00	1.00	1.00	1.00	1.00
Sergeants	3.00	4.00	4.00	4.00	3.00
Police Officers	8.00	7.00	8.00	6.00	8.00
Police Trainee	1.00	1.00	-	-	-
Problem Oriented Policing/Drug Officer	1.00	1.00	1.00	1.00	1.00
Youth Services Officer	1.00	1.00	1.00	1.00	1.00
Crime Prevention Officer	1.00	1.00	1.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00	1.00
Community Service Officer	5.00	6.00	6.00	6.00	6.00
Records Clerk II	-	-	-	-	1.00
Mechanic II	0.13	0.13	0.13	0.13	0.13
Part-time Temporary	0.50	0.50	0.50	0.50	0.50
Total Authorized	22.63	23.63	23.63	21.63	23.63

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	100		2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Police Department								
Salaries		5100	\$488,628	\$615,001	\$664,539	\$722,660	\$724,660	\$810,159
Part-time & Temporary		5165	6,316	9,828	7,669	9,923	4,560	6,000
Overtime		5170	56,544	67,196	81,370	70,500	73,339	74,000
Vacation/Sick Leave Buyback		5180	4,160	15,790	7,999	8,000	13,906	8,000
Benefits		5200	132,699	172,184	198,814	206,713	176,590	303,312
Uniform Allowance		5260	5,808	6,075	5,550	8,800	7,130	8,800
Office Supplies		5400	5,670	8,569	10,815	9,500	9,427	9,975
Computer Software		5410	0	0	192	500	0	0
Department Supplies		5500	14,918	15,712	16,099	15,500	19,662	16,275
Vehicle Fuel & Oil		5505	19,602	17,111	21,166	17,500	20,891	18,375
Ammunition/Range Supplies		5515	2,729	1,759	2,004	2,550	1,982	2,670
Radio & Equipment Maint.		5700	3,897	4,450	5,286	5,000	12,630	5,250
Office Equipment Maint.		5705	4,053	2,082	321	5,000	2,688	4,500
Vehicle Repairs & Maint.		5715	10,535	7,540	27,975	15,000	11,942	15,750
Equipment Repairs & Maint.		5720	164	2,374	3,111	2,500	1,228	2,500
Janitorial Service (42%)		5735	4,880	5,394	4,549	3,051	3,839	3,166
Building Repairs (40%)		5740	796	1,775	1,278	1,000	816	1,000
Network Support (50%)		5775	8,618	6,564	8,904	11,200	13,981	11,760
Professional Services		6025	1,032	3,006	160	1,500	2,544	2,000
Recruitment Services		6035	17,734	16,743	16,002	15,000	5,663	15,000
Telephone		6200	10,393	10,174	9,109	11,000	8,719	11,000
CLEWS Service		6215	4,212	4,286	4,294	4,500	2,248	4,500
CLETS Service		6220	1,457	1,405	1,821	1,000	1,655	2,000
Eureka Records/Dispatch		6230	0	8,617	24,505	14,000	14,000	14,000
Advertising		6300	612	2,000	2,989	2,000	1,105	2,000
Utilities (50%)		6505	7,355	8,528	11,033	9,000	9,731	9,750
DUI/DOJ Testing Fees		6600	8,668	4,868	5,107	6,000	5,000	6,000
Livescan Fees		6625	0	7,787	8,591	8,000	8,426	9,000
Booking Fees		6705	10,852	17,016	24,846	30,000	21,320	20,000
Travel & Conferences		7000	6,773	7,514	2,069	3,000	2,047	3,000
Training Expenses		7005	8,550	17,340	16,677	17,000	7,502	17,000
Dues & Subscriptions		7015	717	1,246	1,482	1,500	2,107	1,500
Special Expense		7405	7,592	5,685	9,524	7,500	14,845	9,000
SCOP Volunteers		7415	2,848	426	1,647	3,100	1,550	3,000
Police Explorer		7420	846	662	994	1,500	478	1,500
Police Chaplains		7425	0	200	3,701	3,000	120	3,000
RARC		7435	0	0	1,244	2,500	1,615	2,500
Abandoned Vehicle Expense		7450	3,670	5,305	5,130	5,000	6,770	7,000
Capital Outlay			71,034	30,864	75,697	1,000	1,000	
Copy Machine		8238						10,000
Total			\$934,362	\$1,113,076	\$1,294,263	\$1,261,996	\$1,217,716	\$1,454,242

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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Problem Oriented Policing/Drug Enforcement

Dept. (2200)

Salaries	5100	\$31,258	\$22,944	\$42,620	\$47,708	\$47,959	\$50,071
Overtime	5170	9,350	6,227	14,693	5,000	10,270	5,000
Vacation/Sickleave Buyback	5180	601	4,251	764	500	0	500
Benefits	5200	10,514	7,547	14,289	14,820	14,082	21,776
Uniform Allowance	5260	500	500	250	500	500	500
Vehicle Fuel & Oil	5505	441	626	563	700	457	500
Vehicle Repair	5715	14	849	0	500	0	500
Training	7005	117	1,507	60	1,000	0	1,500
Total		\$52,795	\$44,451	\$73,239	\$70,728	\$73,268	\$80,347

Youth Services/Problem Oriented Policing

Dept. (2300)

Salaries	5100	\$32,123	\$33,694	\$38,204	\$38,979	\$41,928	\$41,746
Overtime	5170	4,544	4,959	7,108	5,000	5,791	5,000
Vacation/Sickleave Buyback	5180	576	0	630	500	890	500
Benefits	5200	7,880	8,676	10,706	14,194	14,159	20,043
Uniforms	5260	500	500	500	500	500	500
Departmental Supplies	5500	4,701	8,653	4,972	8,000	8,294	8,000
Travel and Conference	7000	0	0	0	0	0	0
Training	7005	2,028	540	0	2,000	1,938	2,000
Total		\$52,352	\$57,022	\$62,120	\$69,173	\$73,500	\$77,789

Dept. (2400)

Disaster Supplies	5500	\$0	\$399	\$0	\$600	\$614	\$0
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Crime Prevention

Dept. (2500)

Salaries	5100	\$34,241	\$39,552	\$34,303	\$42,031	\$41,449	\$34,173
Overtime	5170	11,869	8,997	4,087	5,000	4,531	5,000
Vacation/Sickleave Buyback	5180	658	34	0	500	0	500
Benefits	5200	11,194	13,068	9,859	7,093	10,200	18,487
Uniform Allowance	5260	500	500	500	500	500	500
Department Supplies	5500	178	947	384	1,000	0	1,000
Training	7000	645	0	0	1,000	0	1,500
Total		\$59,285	\$63,098	\$49,133	\$57,123	\$56,680	\$61,160

PUBLIC WORKS

Various Funds

DEPARTMENT PURPOSE

The mission of the Public Works Department is to operate and maintain the City's public infrastructure, and provide repair and construction projects in the most efficient and effective manner possible.

The Public Works Department three divisions: Administration, General Services, and Environmental Services. Major activities include management, maintenance and operation of the street and storm drain systems, water and sewer systems, buildings and grounds, and vehicle fleet and equipment. Public Works is also responsible for the construction and implementation of most of the City's annual capital improvement projects.

The Administrative Division is responsible for the oversight, coordination, planning, programming and execution of the Department's programs. This division also provides leadership and management for the City's Storm Water Management System, Handicap Accessibility Program, and Solid Waste Recycling Program.

The General Services Division is responsible for the street system which includes maintenance of approximately 52 miles of streets, 400 traffic control signs, the roadway stripping and pavement markings, and street sweeping programs. The Division handles roadside maintenance, weed abatement, fleet maintenance, equipment maintenance (construction and portable) and facility maintenance. The Division is responsible for the storm drain system including maintenance of the 300 drainage structures in the system, several miles of drainage ditches, pipeline facilities and stream clearance activities. The Division is responsible for the maintenance and repair of the City's street light system and traffic signals. The underground water and sewer infrastructure operation and maintenance has been added to this Division and includes all water and sewer mains and related items to include water meters and services, sewer accesses and laterals, and other items located in the street right of way.

The Environmental Services Division operates and maintains all the water and wastewater pumping and treatment facilities and equipment. These are described in separate sections of the Budget (see Wastewater & Water Divisions).

ADMINISTRATIVE DIVISION GOALS AND OBJECTIVES

1. Improve the quality of leadership and employee efficiency within the Public Works Department.
 - * Remain flexible and proactive to the City's changing needs.
 - * Provide quality construction in the most efficient and effective manner possible.
 - * Maintain good discipline and morale within the Department.
2. Actively enforce City Ordinances pertaining to Public Works operations.
 - * Enforce the Weed Abatement Program.
 - * Maintain the Hazard Communication Program.
 - * Provide excellent service to the City.
3. Administer special programs assigned to Public Works
 - * Compliance with Solid Waste Reduction Program (AB939).
 - * Improve Energy Conservation at City Facilities.
 - * Implement ADA Action Plan.
 - * Implement Storm Water Management Plan.

GENERAL SERVICES DIVISION GOALS AND OBJECTIVES

1. Minimize flooding hazards through the continued use of a regular maintenance program.
 - * Annual review of the condition of the City's creeks to insure proper functioning.
 - * Maintain a program for cleaning drainage inlets and ditches as needed prior to the winter season.
 - * Upgrade storm drain system to correct local flooding problems.

2. Improve traffic safety within the City.
 - * Maintain traffic signals.
 - * Conduct street stripping and crosswalk maintenance.
 - * Improve traffic control sign visibility and reflectance by changing signs when needed.
 - * Provide traffic engineering support.
 - * Maintain street light system.

3. Improve the structural integrity of streets and alleys.
 - * Coordinate street overlays with utility pipe replacement programs.
 - * Grade, clean and gravel all alleys within the City.
 - * Implement a program of saw cutting and patching broken pavement areas.
 - * Carry out the pavement management program.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

Major projects include the traffic signal at Redwood Way; overlays on Trinity Street, St. Joseph Drive, Ronald Avenue, and Hillside Drive; ADA improvements on street corners and at City Hall; Miscellaneous improvements at Riverlodge and the Park System. Additional Employee has been budgeted to assist in the Solid Waste Recycling and Source Reduction, Stormwater Management Plan, Energy Conservation, and ADA Compliance programs now being administered by the Public Works Department.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Public Works Director	0.25	0.25	0.25	0.25	0.15
Administrative Personnel	0.06	0.06	0.06	0.06	0.06
Administrative Clerk	0.10	-	-	-	-
Public Works Administrative Assistant	-	0.25	0.25	0.34	0.20
General Services Manager	1.00	1.00	1.00	1.00	0.50
Lead Street Maintenance Worker	0.80	0.80	0.80	0.70	0.80
Public Works Technician	-	-	-	1.00	1.00
Street Maintenance Worker II/III	3.00	3.00	4.00	3.40	3.20
Facility Maintenance Worker II/III	0.30	0.80	0.80	0.65	1.80
Mechanic II	0.71	0.71	0.71	0.47	0.48
Carpenter	0.80	0.80	0.80	0.65	-
Engineering Technician/Surveyor	-	0.25	0.25	0.20	-
Seasonal/Part-time Worker (4 PT)	4.80	3.80	2.40	1.00	2.40
Total Authorized	11.82	11.72	11.32	9.72	10.59

HISTORY OF EXPENDITURES BY CATEGORY

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Public Works Administration		General Fund (100) Dept. (4000)					
Salaries	5100	\$12,068	\$15,946	\$21,199	\$27,330	\$26,512	\$11,183
Part-time/Temporary	5165	1,221	3,635	1,585	0	0	3,500
Vacation/Sick Leave Buyback	5180	259	244	241	250	250	265
Benefits	5200	2,516	3,917	6,568	9,766	8,160	4,774
Office Supplies	5400	637	615	365	600	600	600
Department Supplies	5500	83	449	2,257	1,000	1,200	1,200
Vehicle Fuel	5505	450	709	1,471	1,300	1,500	1,500
Office Equip. Maint.	5705	0	108	0	100	100	100
Vehicle Repairs	5715	96	194	351	400	150	200
Personnel Services	6035	308	2,109	183	500	100	200
Advertising	6300	30	27	0	0	0	0
Environmental Health Fees	6725	372	0	0	0	0	0
Travel & Conferences	7000	50	187	268	300	300	300
Training	7005	0	0	0	0	0	500
Dues & Subscriptions	7015	555	279	306	300	300	300
Capital Outlay		0	0	0	900	1,390	
Copier	8238						500
Total		\$18,645	\$28,419	\$34,794	\$42,746	\$40,562	\$25,122

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Storm Drain Maintenance		Storm Drainage Fund (200) Dept. (4300)					
Salaries	5100	\$10,609	\$3,779	\$4,986	\$9,348	\$7,000	\$8,699
Part-time/Temporary	5165	1,883	4,368	950	3,936	3,300	8,300
Vacation/Sick Leave Buyback	5180	183	0	130	100	400	400
Overtime	5170	162	0	1,002	525	100	250
Benefits	5200	3,096	1,234	2,238	3,934	2,910	3,869
Department Supplies	5500	0	15	849	2,500	2,500	2,500
NPDS Permit	6610	0	0	0	0	3,750	0
Special Projects	8237	0	0	1,725	2,500	2,500	2,500
Total		\$15,933	\$9,396	\$11,880	\$22,843	\$22,460	\$26,518

Forest Hills Estates Storm Water Detention Basin Maintenance District		Fund (673) Dept. (6520)					
Salaries	5195	\$0	\$0	\$0	\$2,775	\$2,775	\$2,900
Benefits	5295	0	0	0	925	925	975
Department Supplies	5500	0	0	0	1,695	0	1,695
Equipment Repairs	5720	0	0	0	1,695	0	0
Administrative Charge	6055	0	0	0	250	250	250
California F&G Permit	6600	0	0	0	1,800	0	0
Depreciation	9100	0	0	0	0	1,695	1,695
Total		\$0	\$0	\$0	\$9,140	\$5,645	\$7,515

Description		Actual	Actual	Actual	Budget	Estimate	Request
		2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Street Division		General Fund (100) Dept. (4100)					
Salaries	5100	\$86,410	\$109,459	\$135,145	\$192,226	\$197,500	\$128,025
Part-time/Temporary	5165	13,210	18,245	14,965	7,000	22,300	7,350
Vacation/Sick Leave Buyback	5180	1,801	1,375	1,902	1,375	3,500	3,500
Overtime	5170	1,390	2,415	1,428	2,000	3,000	3,000
Benefits	5200	24,537	31,752	55,290	68,855	63,370	47,815
Department Supplies	5500	13,989	16,683	17,429	17,000	17,000	17,000
Vehicle Fuel & Oil	5505	10,187	9,676	9,962	10,000	12,700	13,000
Equipment Fuel & Oil	5510	2,063	1,923	1,336	2,000	2,000	2,000
Vehicle Repairs	5715	3,825	5,657	7,764	5,000	9,000	9,000
Equipment Maintenance	5720	3,704	6,889	4,771	5,200	3,000	3,000
Building Repair & Maintenance	5740	122	136	242	400	500	500
Weed Abatement	5750	73	0	0	0	0	0
Tools & Small Equipment	5900	5,231	4,802	4,298	4,000	4,000	4,000
Personnel Services	6035	1,063	543	1,822	0	1,780	1,800
Travel & Conference	7000	33	817	120	1,200	1,200	1,200
Dues & Subscriptions	7015	30	30	30	0	0	0
Capital Outlay		13,036	22,406	3,233	4,000	4,000	
Grinding/Inlay	8239						20,000
Shop Tools	8240						4,000
Total		\$180,704	\$232,808	\$259,737	\$320,256	\$344,850	\$265,190

Description		Actual	Actual	Actual	Budget	Estimate	Request
		2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Traffic Control		Gas Tax Fund (280) Dept. (4200)					
Salaries	5100	\$27,136	\$34,786	\$39,246	\$49,657	\$42,560	\$75,190
Part-time/Temporary	5165	4,437	5,868	4,762	8,682	8,600	9,135
Overtime	5170	681	237	1,570	1,050	1,800	1,800
Vacation/Sick Leave Buyback	5180	528	398	638	400	580	580
Benefits	5200	8,588	11,632	16,042	20,377	16,067	30,759
Department Supplies	5500	11,236	8,456	11,250	9,500	9,500	9,500
Vehicle Fuel & Oil	5505	2,834	2,522	3,532	3,600	3,300	3,300
Base Materials	5520	1,337	3,679	960	3,000	3,000	3,000
Asphalt	5525	2,976	7,937	4,418	5,000	5,000	5,000
Crack Seal Material	5526	0	0	0	3,000	2,000	2,000
Vehicle Repairs	5715	0	44	3,371	2,200	100	2,000
Sweeper Repairs & Maintenance	5721	2,727	4,146	1,833	2,800	3,600	3,600
Traffic Signal Maintenance	5725	0	772	828	1,500	2,000	2,000
Street Light Maintenance	5726	8,506	4,972	4,816	7,000	7,000	7,000
Tree Trimming & Removal	5755	0	0	0	500	0	0
Street Striping	5765	9,724	9,811	8,287	9,500	10,000	10,000
Tools & Small Equipment	5900	0	209	0	0	0	0
Street Light Utilities	6510	24,232	34,868	34,002	30,000	27,500	30,000
Traffic Signal Utilities	6515	8,661	14,039	13,060	11,200	11,500	12,000
Travel & Conference	7000	0	0	25	0	0	0
Capital Outlay		5,540	0	0		0	
Vibratory Plate	8231						2,000
Total		\$119,143	\$144,376	\$148,640	\$168,966	\$154,107	\$208,864

Gas Tax Engineering & Administration		Gas Tax E & A Fund (295) Dept. (4800)					
Salaries	5100	\$9,020	\$9,185	\$6,709	\$10,232	\$10,098	\$11,099
Vacation/Sick Leave Buyback	5180	\$213	\$231	\$147	250	128	250
Benefits	5200	\$1,460	\$1,661	\$1,761	2,424	1,854	2,791
Total		\$10,693	\$11,077	\$8,617	\$12,906	\$12,080	\$14,140

Total Public Works		\$345,118	\$426,076	\$463,668	\$576,858	\$574,059	\$547,348
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RISK MANAGEMENT

General Fund

DEPARTMENT PURPOSE

The Risk Management Department is responsible for managing the insurance and safety programs of the City. The City is a member of the Redwood Empire Municipal Fund (REMIF), a self-insurance pool of 15 Cities located in Northern California. As a self-insured City, when the amount of claims paid increase or decrease, the City's insurance costs increase or decrease. The City Manager is responsible for managing the Risk Management Department and is assisted by the Executive Assistant to the City Manager.

Fortuna's insurance program expenses and reimbursable deductibles are included in the budget. The program insures automobiles, physical damages, flood, boiler and machinery coverage liability and property coverage. The City has a self-insured retention of \$5,000 on each liability claim and \$10,000 on each property claim. The liability premium and deductibles are spread among the general, water, and sewer funds on a 70-15-15 percentage basis. Workers Compensation premiums are allocated department wide based on wages and are included in each department's benefit cost.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

Workers Compensation premiums are increasing 38% in 2004-2005. As a member of REMIF, this is the first increase that the City has experienced in several years. This increase is significantly lower than those many agencies outside of REMIF, as well as businesses in the private sector are receiving.

INSURANCE PROGRAMS AND PREMIUMS

Description	2000-01	2001-02	2002-03	2003-04	2004-05
Liability	\$85,703	\$85,894	\$110,997	\$122,137	\$125,000
Property	3,449	3,984	6,973	13,000	15,000
Earthquake/Flood	16,818	17,000	19,500	25,350	32,000
Automobile Physical Damage	2,701	3,540	4,715	5,000	6,000
Boiler and Machinery	1,158	1,200	1,662	3,000	3,150
Employee Bonds	431	500	575	750	750
Liability Deductible	5,000	10,000	10,000	10,000	5,000
Property & Auto Deductible	0	0	0	0	10,000
Workers' Comp Deductible	7,000	10,000	10,000	10,000	20,000
Workers' Compensation	47,969	45,984	50,180	68,282	95,000
Total	\$170,229	\$178,102	\$214,602	\$257,519	\$311,900

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Executive Assistant to City Mgr.	0.25	0.25	0.25	0.25	0.25
Total Authorized	0.25	0.25	0.25	0.25	0.25

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1600	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Salaries		5100	\$5,438	\$8,460	\$8,619	\$11,189	\$11,726	\$11,911
Benefits		5200	1,278	2,153	2,271	2,690	2,689	3,825
Unemployment Insurance		5220	9,296	5,374	12,110	7,000	10,340	11,000
Office Supplies		5400	236	214	503	200	212	300
Department Supplies		5500	0	0	0	0	208	1,000
Liability Insurance (70%)		6350	79,877	101,227	103,880	85,500	85,500	87,500
Property Insurance (70%)		6350				9,100	9,100	10,500
Earthquake/Flood (70%)		6350				17,750	17,750	22,400
Auto Physical Damage (70%)		6350				3,500	3,500	4,200
Boiler and Machinery (70%)		6350				2,100	2,100	2,210
Employee Bonds (70%)		6350				530	530	530
Liability Deductible (70%)		6350				7,000	7,000	3,500
Property Deductible (70%)		6350				0	0	7,000
Worker's Comp Deductible		5205	7,286	16,532	26,204	7,000	18,200	17,000
Professional Services		6025	546	25	0	0	0	0
Claims Settlement		6360	1,503	1,201	2,692	1,500	2,648	3,000
Travel & Conference		7000	371	772	799	500	504	1,000
Dues & Subscriptions		7015	11		111	100	76	100
Capital Outlay								
Digital Camera		8011						700
Computer		8256						1,200
Total			\$105,842	\$135,958	\$157,189	\$155,659	\$172,083	\$188,876

RIVER LODGE

River Lodge Fund

DEPARTMENT PURPOSE

River Lodge was built in 1998 to provide a facility in which local events could be held and to improve the economy by attracting small conferences and training seminars to the community. The Monday Club is used by smaller groups.

DEPARTMENT GOALS AND OBJECTIVES

The goals and objectives include:

- * Providing excellent customer service to the groups who use River Lodge.
- * Attracting conferences, meetings, and training seminars to River Lodge.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

No Significant changes are anticipated for fiscal year 2004-05.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Facility Manager	1.00	1.00	1.00	1.00	-
Conference Center Supervisor	-	-	-	1.00	1.00
Lead Coordinator (1 PT)	-	1.00	1.00	-	1.00
Coordinator (3 PT)	0.50	0.50	0.50	1.50	1.50
Lead Custodian (1 PT)	-	0.50	0.50	0.50	0.50
Conference Ctr Maintenance Worker II	-	-	-	1.00	1.00
Maintenance Worker (1 PT)	1.50	2.00	2.00	0.38	0.38
Volunteers	0.75	-	-	-	-
Total Authorized	3.75	5.00	5.00	5.38	5.38

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 160	Dept. 5800	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
River Lodge								
River Lodge Fund (160) Dept (5800)								
Salaries		5100	\$30,748	\$27,056	\$57,951	\$88,512	\$64,000	\$58,646
Part-time/Temporary		5165	53,241	54,789	38,732	31,075	29,000	31,417
Overtime		5170	3,306	2,022	2,189	0	1,500	2,000
Benefits		5200	7,079	6,976	24,233	35,241	24,000	23,906
Office Supplies		5400	1,742	1,935	2,676	2,500	2,500	2,500
Computer Software		5410	0	0	0	1,000	0	1,000
Department Supplies		5500	12,919	13,027	10,980	10,000	11,500	10,000
Catering Costs		5540	25,172	23,609	29,915	38,000	19,000	20,000
Catering-Linen Costs		5545	6,798	6,069	9,076	4,000	6,500	7,000
Gift Shop Purchases/CGS		5550	9,068	8,509	14,467	8,000	14,500	10,000
Visitor Center Supplies		5560	501	295	0	500	0	500
Janitorial & Paper Supplies		5565	2,599	4,359	5,459	5,500	7,400	5,500
Kitchen Chemicals		5575	1,430	2,008	1,776	2,500	1,200	1,500
Cooking School Expense		5580	8,000	4,462	636	0	0	0
Office Equipment Maintenance		5705	680	0	0	500	500	0
Equipment Maintenance/Repair		5720	3,581	2,688	2,809	4,500	4,000	4,000
Building Maintenance/Repair		5740	5,816	2,577	8,683	6,000	5,000	5,000
Personnel Services		6035	1,665	1,364	2,021	2,500	500	1,500
Credit Card Processing Fees		6060	759	817	1,042	800	1,200	1,500
Telephone		6200	4,088	4,055	3,534	4,000	4,700	3,000
Advertising		6300	1,837	2,935	2,965	4,000	4,000	4,000
Utilities		6505	15,439	13,216	15,133	15,000	15,000	15,000
Fire Assessment		6720	0	107	36	150	150	150
Travel and Conference		7000	868	305	316	1,000	500	1,000
Capital Outlay					9,285	3,000	0	
Alarm - Riverlodge		8105	0	0	0	0	0	250
Total			\$197,336	\$183,180	\$243,914	\$268,278	\$216,650	\$209,370

Monday Club

River Lodge Fund (160) Dept. (5700)								
Part-time /Temporary		5165	\$2,902	\$1,565	\$1,416	\$3,859	\$884	\$4,053
Overtime		5170	100	0	0	0	0	0
Benefits		5200	231	109	155	280	185	320
Department Supplies		5500	1,470	266	251	300	600	500
Janitorial Service		5735	0	0	140	0	0	0
Equipment Maintenance/Repair		5720	0	0	36	200	100	200
Building Repairs		5740	461	47	4	1,000	0	1,000
Telephone		6200	0	0	0	0	0	0
Utilities		6505	2,228	1,444	1,752	1,600	1,600	1,600
Fire Assessment		6720	36	36	0	50	36	50
Capital Outlay						1500	1500	0
Total			\$7,428	\$3,467	\$3,754	\$8,789	\$4,905	\$7,723
Total River Lodge			\$204,764	\$186,647	\$247,668	\$277,067	\$221,555	\$217,093

SOLID WASTE

Solid Waste Fund

DEPARTMENT PURPOSE

The Solid Waste Department is responsible for developing and implementing the many programs contained in the Fortuna Source Reduction and Recycling Element (FSRRE). These programs include public education, technology transfer, recycling, and waste reduction activities. This department is also responsible for supervision of solid waste franchise agreements.

DEPARTMENT GOALS AND OBJECTIVES

Implement the City's solid waste management program, integrating source reduction, recycling, composting and special waste programs, utilizing the Source Reduction Recycling Element.

- * Develop public information and education programs for recycling and source reduction.
- * Develop City procurement procedures that encourage source reduction and recycling.
- * Monitor performance of the Franchise Agreement for collection services.
- * Monitor performance of Curbside Recycling Grant Program.
- * Conduct inspections of Eel River Disposal's transfer station as called for in the use permit.

SIGNIFICANT CHANGES

This program has been transferred from Community Development to Public Works. We have not met our 50% reduction goals as described in our FSRRE (per AB939) and will need to expend significant resources on this program in order to meet the State Compliance Order deadline of December 31, 2004.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Engineering Tech III	-	-	0.10	0.10	-
Planning Assistant	-	-	-	0.50	-
Public Works Director	-	-	-	-	0.05
General Services Manager	-	-	-	-	0.05
City Planner	0.10	0.10	0.05	0.05	-
Part-Time & Temporary (1 PT)	-	-	-	-	0.50
Total Authorized	0.10	0.10	0.15	0.65	0.60

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
<i>Recycling Division</i> Solid Waste Fund (210) Dept. (5300)						
Salaries	5100	\$2,682	\$4,938	\$4,485	\$15,611	\$8,330
Part-time	5165	0	0	0	0	12,000
Benefits	5200	598	1,069	1,365	2,879	911
Office Supplies	5400	54	43	0	50	0
Department Supplies	5500	1,314	92	524	250	140
Legal	6020	0	270	0	0	0
Telephone	6200	0	0	0	0	0
Advertising	6300	207	135	0	500	0
Travel & Conference	7000	990	0	142	500	0
Training	7005	0	0	0	0	0
Dues & Subscriptions	7015	34	0	0	200	0
Special Projects	8237	0	442	68	250	220
Capital Outlay		2,729	7,356	0	0	500
Total		\$8,608	\$14,345	\$6,584	\$20,239	\$9,601
						\$22,751

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Franchise Agreement Division		Solid Waste Fund (210) Dept. (5310)					
Salaries	5100	\$0	\$0	\$0	\$0	\$0	\$0
Part-time	5165	0	0	0	0	0	0
Overtime	5170	0	0	0	0	0	0
Vacation Buyback	5180	0	0	0	0	0	0
Benefits	5200	0	0	0	0	0	0
Office Supplies	5400	0	0	0	0	0	0
Department Supplies	5500	0	0	0	0	0	0
Contract Legal	6020	931	0	0	0	0	0
Professional Services	6025	0	0	0	0	0	0
Travel & Conference	7000	0	0	0	0	0	0
Total		\$931	\$0	\$0	\$0	\$0	\$0

Transfer Station Regulatory Division		Solid Waste Fund (210) Dept. (5320)					
Salaries	5100	\$0	\$0	\$0	\$0	\$0	\$0
Part-time	5165	0	974	0	0	0	0
Overtime	5170	0	0	0	0	0	0
Vacation Buyback	5180	0	0	0	0	0	0
Benefits	5200	0	69	0	0	0	0
Office Supplies	5400	0	0	0	0	0	0
Department Supplies	5500	0	0	0	0	0	0
Professional Services	6025	0	0	0	0	5,175	0
Travel & Conference	7000	0	0	0	0	0	0
Capital Outlay							
Sidewalk	8116	0	0	0	0	0	0
Household Hazardous Waste	8117	0	0	0	8,000	0	8,000
Total		\$0	\$1,043	\$0	\$8,000	\$5,175	\$8,000
Total Department		\$9,539	\$15,388	\$6,584	\$28,239	\$14,776	\$30,751

TRANSIT

Transit Fund

DEPARTMENT PURPOSE

The City of Fortuna provides public transit to all Fortuna residents through sponsorship of the Humboldt Transit Authority. The City's Parks and Recreation Department operates the "Dial-a-Ride" service for Seniors over the age of fifty and disabled persons regardless of age. Two buses are in operation Monday through Friday from 9:15 a.m. to 4:30 p.m. One bus is in operation on Saturdays from 9:15 a.m. to 4:30 p.m. Reservations for physician appointments may be made up to one month in advance. All other reservations or appointments may be made up to one week in advance. Regular trips are scheduled by calling the Parks and Recreation Office the morning of the needed ride. Riders are required to make an initial call for pickup as well as a second call when they are ready to return.

SIGNIFICANT EXPENDITURES / STAFFING CHANGES

A new transit bus was placed into service in 2003-04 with STAF grant funds. The oldest bus will be used for back-up purposes.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Parks & Rec Administrative Assistant	-	0.13	0.13	0.13	0.13
Bus Drivers - Full Time	-	-	-	2.00	2.00
Bus Drivers - Part Time	2.00	2.00	2.00	0.50	0.50
Dispatchers (1 PT)	0.50	0.38	0.38	0.38	0.38
Mechanic II	0.03	0.03	0.03	0.03	0.03
Total Authorized	2.53	2.54	2.54	3.04	3.04

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	590	4400	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Senior Bus			Dept. (4400)					
Salaries		5100	\$2,087	\$2,659	\$24,421	\$42,364	\$41,880	\$44,793
Part-time/Temporary		5165	33,407	37,619	22,219	14,227	11,264	14,939
Overtime		5170	3,962	283	138	500	247	500
Benefits		5200	5,039	5,446	11,809	19,370	15,880	21,646
Department Supplies		5500	122	299	603	500	464	500
Vehicle Fuel & Oil		5505	5,365	3,850	4,371	5,000	4,973	5,000
Vehicle Repairs		5715	2,512	2,621	3,608	3,500	2,200	3,500
Personnel Services		6035	353	239	263	250	250	250
Telephone		6200	162	146	155	200	130	200
Uniforms			0	0	0	600	600	600
Advertising		6300	0	37	38	200	50	200
Insurance		6350	3,400	3,400	3,400	3,400	3,400	3,400
Total			\$56,409	\$56,599	\$71,025	\$90,112	\$81,338	\$95,528
Public Transit			Dept. (4450)					
Bus Shelter Cleaning		5735	700	18	0	700	700	700
HTA		6620	59,779	61,573	62,189	64,055	64,055	65,977
Total			\$60,479	\$61,591	\$62,189	\$64,755	\$64,755	\$66,677
Total Public Transit			\$116,888	\$118,190	\$133,214	\$154,867	\$146,093	\$162,205

ENVIRONMENTAL SERVICES - WASTEWATER DIVISION

Wastewater Fund

WASTEWATER DIVISION PURPOSE

The Wastewater Division operates and maintains the City's sanitary sewer system. The Division operates 8 lift stations and a 1.5 million gallon per day wastewater treatment plant 7 days per week and maintains approximately 42 miles of collection system pipeline. Revenues to support the system come primarily from user service charges and fees. Approximately 4,782 sewer services are served by the treatment facilities. The Wastewater Treatment Plant also treats the sewage from the Palmer Creek Community Services District.

DIVISION GOALS AND OBJECTIVES

1. Comply with State and Federal Wastewater Discharge Permit requirements.
 - * Minimize operational upsets and handle increased flows at the wastewater treatment plant.
 - * Optimize the wastewater treatment plant by training operators and lab tech.
 - * Maintain certification of laboratory with the California Department of Health Services.
 - * Comply with EPA sludge disposal regulations
 - * Improve odor control at the wastewater treatment plant

2. Reduce the quantity of infiltration/inflow (I/I) to the sewer collection system to reduce sewer overflows and pumping expense, and minimize the impact to the wastewater treatment plant.
 - * Repair known sewer I/I problems to maintain collection system capacity.
 - * Effective inspection of new facilities to assure integrity of pipelines.
 - * Upgrade sewer ponds to comply with state and federal regulations.

3. Maintain a safe working environment to reduce accidents and compensation claims.
 - * Obtain necessary safety equipment and provide training as needed.
 - * Comply with all State and Federal regulations regarding work place safety.
 - * Install sewer lateral clean outs to prevent sewer backups in homes.
 - * Keep sewer mains free of all blockages.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

Design of the wastewater treatment plant expansion was completed in 2003-04. The construction will start in 2004-05 and is scheduled for completion in 2005-06. Several sewer mains are scheduled for replacement, as well as the completion of the North Main Pump Station. Natural gas extensions to the Wastewater Treatment Plant and Corporation Yard are also scheduled.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Public Works Director	0.38	0.38	0.38	0.38	0.38
Administration Personnel	1.89	1.89	1.84	1.84	1.84
Public Works Administrative Assistant	0.25	-	-	0.33	0.40
Engineering Tech II	-	0.25	0.20	0.20	0.20
Office Assistant	-	0.25	0.25	-	-
Environmental Services Manager	0.55	0.55	0.55	0.55	0.75
Wastewater Operator I,II,III/OIT	2.40	2.40	3.00	3.00	3.20
Mechanic III	-	-	0.75	0.75	0.75
Lead Utility Worker	-	-	-	-	0.20
Utility Worker II/III	0.80	0.80	0.80	0.80	0.60
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10
Seasonal/Part-time Utility Worker I (3PT)	0.60	1.00	1.20	1.20	1.20
General Services Manager	-	-	-	-	0.20
Street Maintenance Worker II/III	-	-	-	-	0.40
Lab Technician	0.75	0.75	0.75	0.75	0.75
Facility Maintenance Worker II/III	0.20	0.10	0.05	0.05	0.10
Carpenter	0.10	0.10	0.05	0.05	-
Mechanic II	0.06	0.06	0.05	0.05	0.05
Total Authorized	8.08	8.63	9.97	10.05	11.12

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Actual	Actual	Actual	Budget	Estimate	Request
	550	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
<i>Administration</i>							
		Dept. (6700)					
Salaries	5100	\$77,926	\$82,220	\$99,550	\$111,110	\$104,830	\$137,664
Part-time/Temporary	5165	1,767	3,528	1,522	0	445	0
Overtime	5170	0	2	26	0	12	0
Vacation Buyback	5180	1,084	1,086	901	1,000	1,000	1,000
Benefits	5200	17,277	21,670	35,110	34,000	28,592	44,207
Worker's Comp Deductible	5205	0	0	0	1,500	1,500	1,500
Unemployment Insurance	5220	0	0	0	1,000	1,000	1,000
Office Supplies	5400	8,202	9,104	10,820	9,000	10,500	10,500
Paper Supplies	5405	293	311	2,061	285	1,000	1,000
O&M Management Software	5410	0	0	0	0	0	3,500
Department Supplies	5500	1,944	1,926	2,957	3,000	3,000	3,000
Office Equipment Maint.	5705	2,112	2,573	3,110	2,540	2,500	2,500
Software Maintenance (30%)	5710	1,570	1,618	1,701	1,887	1,900	2,000
Network Support (16.5%)	5775	3,325	3,624	3,623	3,700	5,400	5,500
Janitorial Services	5735	1,162	3,384	2,343	2,674	1,000	1,004
Building Repairs (20%)	5740	154	3,401	964	300	300	300
Audit Fees	6000	1,975	2,175	2,175	2,175	2,200	2,200
Personnel Services	6035	1,304	3,477	1,920	1,000	1,000	1,000
Telephone	6200	2,449	2,099	1,485	1,500	1,800	2,000
Insurance	6350	17,117	21,692	22,260	26,886	23,000	29,535
Utilities	6505	2,551	2,992	5,100	4,500	5,300	5,500
NPDES Permit	6610	4,000	4,000	6,700	6,700	7,260	7,300
Ftna Fire District Assmt	6720	108	103	52	100	52	100
Travel & Conference	7000	1,560	2,571	1,014	2,600	2,200	2,200
Training	7005	0	0	0	0	1,800	2,000
Dues & Subscriptions	7015	763	512	732	700	2,500	2,500
Total		\$148,643	\$174,068	\$206,126	\$218,157	\$210,091	\$269,010

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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Collection

Dept. (6500)

Salaries	5100	\$26,663	\$24,573	\$27,419	\$31,604	\$32,100	\$23,762
Part-time/Temporary	5165	2,480	0	244	3,473	100	100
Overtime	5170	557	658	926	1,050	1,800	1,800
Vacation Buyback	5180	532	462	252	500	500	500
Benefits	5200	7,408	6,582	8,544	10,480	8,434	10,049
Department Supplies	5500	5,740	5,871	7,964	8,000	8,300	8,300
Vehicle Fuel & Oil	5505	1,918	2,406	4,222	3,500	4,300	4,300
Equipment Fuel & Oil	5510	128	77	45	0	0	0
Vehicle Repairs	5715	551	1,165	1,521	1,500	3,200	3,200
Equipment Repairs	5720	1,627	1,342	11,123	4,000	13,300	13,300
Mechanical Repairs	5722	0	375	206	0	0	0
Tools & Small Equipment	5900	1,066	787	597	1,000	1,000	1,000
Telephone	6200	895	1,009	1,211	1,000	1,600	1,600
Utilities	6505	8,074	27,532	23,469	9,300	26,300	27,000
Total		\$57,639	\$72,839	\$87,743	\$75,407	\$100,934	\$94,911

Treatment

Dept. (6600)

Salaries	5100	\$87,586	\$96,141	\$114,458	\$156,872	\$157,000	\$205,879
Part-time/Temporary	5165	7,191	1,087	3,265	8,682	8,700	9,100
Overtime	5170	1,522	2,601	3,502	2,100	4,000	4,000
Vacation Buyback	5180	896	2,329	698	1,000	2,800	3,000
Benefits	5200	23,906	27,508	34,801	51,524	39,372	71,008
Department Supplies	5500	15,729	13,082	17,835	15,000	16,500	17,000
Chemical Supplies	5555	16,620	21,358	33,704	23,000	24,000	24,000
Lab Supplies	5557	0	4,528	3,239	3,300	3,500	3,500
Equipment Repairs	5720	13,567	8,231	13,052	10,000	18,000	18,000
Building Maintenance/Repair	5740	315	0	420	500	300	500
Weed Abatement	5750	372	0	0	0	0	0
Percolation Pond Const.	5770	1,550	1,854	2,371	1,900	2,000	2,000
Tools & Equipment	5900	343	176	183	500	900	1,000
Electrical Contract Service	6015	5,389	7,306	0	5,000	800	1,000
Outside Lab Services	6045	2,082	8,925	13,737	4,000	4,400	4,500
Telephone	6200	0	0	0	0	50	100
Pager Service	6205	60	60	205	100	100	100
Utilities	6505	130,279	170,235	164,023	170,000	75,000	100,000
Regional Board Fines	6625	0	0	0	15,000	15,000	15,000
Travel & Conference	7000	286	0	0	0	0	0
Total		\$307,693	\$365,421	\$405,493	\$468,478	\$372,422	\$479,687

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Capital Outlay		Dept. (6700)					
Previous		\$0	\$3,181	\$15,228	\$21,500	\$24,000	
Replace Garage Door	8232						\$2,000
Copier	8238						500
Portable 4" Pump	8233						3,500
Total		\$0	\$3,181	\$15,228	\$21,500	\$24,000	\$6,000
Depreciation:	9100	340,160	361,100	365,349	360,000	360,000	370,000
Total Wastewater		\$854,135	\$976,609	\$1,079,939	\$1,143,541	\$1,067,447	\$1,219,608

Rancho Buena Vista Lift Station

Fund (670) Dept. (6505)

Salaries	5195	\$1,800	\$1,875	\$2,450	\$2,775	\$2,775	\$2,900
Benefits	5295	465	700	800	925	925	975
Department Supplies	5500	0	0	0	250	0	250
Equipment Repairs	5720	0	0	150	500	200	500
Administrative Charge	6055	250	250	250	250	250	250
Utilities	6505	184	204	208	270	200	270
Depreciation	9100	1,614	1,614	1,614	1,614	1,614	1,614
Total		\$4,313	\$4,643	\$5,472	\$6,584	\$5,964	\$6,759

Kenwood Meadows Lift Station

Fund (671) Dept. (6510)

Salaries	5195	\$1,980	\$1,875	\$2,450	\$2,775	\$2,775	\$2,900
Benefits	5295	510	700	800	925	925	975
Department Supplies	5500	0	0	1,447	200	50	200
Equipment Repairs	5720	0	0	0	250	200	250
Administrative Charge	6055	250	250	250	250	250	250
Utilities	6505	355	334	325	500	400	500
Depreciation	9100	3,619	3,619	3,619	3,619	3,619	3,619
Total		\$6,714	\$6,778	\$8,891	\$8,519	\$8,219	\$8,694

ENVIRONMENTAL SERVICES - WATER DIVISION

Water Fund

WATER DIVISION PURPOSE

The Water Division is responsible for providing a safe reliable water supply for domestic use and fire protection. The City operates a water system which produces over 400 million gallons per year serving approximately 5061 customers. Approximately 42 miles of water lines are also maintained along with 7 reservoirs, 7 pump stations, 5 well fields and a treatment facility.

DIVISION GOALS AND OBJECTIVES

1. Provide sufficient water supply, pressure, and storage to meet peak customer demand.
 - * Improve operational strategies to minimize pumping expense
 - * Provide fast, effective service in response to all customer complaints.
 - * Clean distribution system twice a year
2. Improve system efficiency and reduce leakage.
 - * Maintain meter test and replacement program.
 - * Update valve and grid maps.
 - * Repair or replace broken mainline valves found in the distribution system.
 - * Assist with planning and inspection of new development installations.
 - * Systematically replace old, leaking, and undersized pipes.
3. Comply with all State Department of Health Services and Federal Regulations.
 - * Remain current with new monitoring and notification requirements.
 - * Correct all deficiencies noted during annual Health Department inspections.
 - * Maintain monitoring program for water quality.
 - * Comply with all primary and secondary drinking water standards.
4. Maintain a safe working environment to reduce manhours lost to accidents.
 - * Provide and use necessary safety equipment.
 - * Review department safety policy and train employees in areas needed.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes planned for the 2004-05 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	2000-01	2001-02	2002-03	2003-04	2004-05
Public Works Director	0.37	0.37	0.37	0.37	0.37
Administration Personnel	1.89	1.89	1.84	1.84	1.84
Engineering Tech II	-	0.25	0.20	0.20	0.20
Public Works Administrative Assistant	-	-	-	0.33	0.40
Office Assistant	0.25	0.25	0.25	-	-
Environmental Services Manager	0.45	0.45	0.45	0.45	0.25
Wastewater Operator I,II,III/OIT	0.60	0.60	0.80	0.80	0.80
Mechanic III	-	-	0.25	0.25	0.25
Lead Utility Worker	-	-	-	-	0.80
Utility Worker II/III	3.20	3.20	2.80	2.80	2.40
Seasonal/Part-time Utility Worker I (PT)	0.60	1.00	1.20	1.20	1.20
Lab Technician	0.25	0.25	0.25	0.25	0.25
Lead Street Maintenance Worker	0.10	0.10	0.10	0.10	0.10
Facility Maintenance Worker II/III	0.20	0.10	0.05	0.05	0.10
General Services Manager	-	-	-	-	0.20
Street Maintenance Worker II/III	-	-	-	-	0.40
Carpenter	0.10	0.10	0.05	0.05	-
Mechanic II	0.20	0.20	0.20	0.20	0.20
Total Authorized	8.21	8.76	8.81	8.89	9.76

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Actual	Actual	Actual	Budget	Estimate	Request
	500	2000-01	2001-02	2002-03	2003-04	2003-04	2004-05
Administration		Dept. (6300)					
Salaries	5100	\$75,433	\$81,638	\$98,939	\$110,456	\$104,090	\$136,977
Part-time/Temporary	5165	1,165	3,528	1,522	0	0	3,000
Overtime	5170	0	2	26	0	10	100
Vacation Buyback	5180	1,072	1,074	889	1,000	1,000	1,000
Benefits	5200	18,593	22,508	29,371	33,836	27,568	44,261
Worker's Comp Deductible	5205	0	0	0	1,500	1,500	1,500
Unemployment Insurance	5220	0	0	0	1,000	1,000	1,000
Office Supplies	5400	7,847	9,147	10,682	10,000	10,000	10,000
Paper Supplies	5405	293	226	2,090	285	1,300	1,500
Department Supplies	5500	2,112	1,948	780	1,500	3,000	2,000
Office Equipment Maintenance	5705	2,112	2,176	3,110	2,540	1,700	2,500
Software Maintenance (30%)	5710	1,903	1,891	1,974	2,195	2,200	2,300
Janitorial Service (10%)	5735	1,162	1,284	1,083	726	914	754
Building Repairs (20%)	5740	154	317	424	300	300	300
Network Support (16.5%)	5775	3,326	3,624	3,623	3,700	5,350	5,400
Audit Fees	6000	1,975	2,175	2,175	2,175	2,175	2,175
Personnel Services	6035	559	413	110	100	1,000	1,000
FPIC Admin. Fees	6055	5,615	5,955	5,580	6,000	6,000	6,000
Telephone	6200	2,449	2,099	1,485	1,500	1,800	2,000
Advertising	6300	33	0	0	100	0	0
Insurance	6350	17,117	21,692	22,260	26,886	22,000	29,535
Utilities	6505	2,206	2,558	3,310	3,500	3,000	3,500
Lab Permit Fees	6605	1,823	1,823	2,255	2,300	2,300	2,300
DOHS	6715	337	8,771	8,589	8,200	8,500	8,500
Ftna Fire District Assmt	6720	252	290	288	300	300	300
Travel & Conference	7000	1,709	568	2,455	2,500	1,500	1,500
Dues & Subscriptions	7015	874	1,396	1,690	1,200	1,500	1,500
Bad Debts	7800	3,618	4,259	2,855	2,500	4,000	4,000
Annual Water Report	7820	0	883	3,081	1,000	1,000	3,000
						0	
Total		\$153,739	\$182,245	\$210,646	\$227,300	\$215,007	\$277,901

Pumping & Treatment

		Dept. (6000)					
Salaries	5100	\$26,382	\$28,472	\$30,912	\$48,777	\$44,842	\$81,493
Part-time/Temporary	5165	50	0	0	0	0	0
Overtime	5170	415	484	585	900	1,900	2,000
Vacation Buyback	5180	423	458	331	450	600	600
Benefits	5200	7,344	8,324	10,123	16,822	12,912	30,003
Department Supplies	5500	887	1,814	895	2,000	2,500	2,500
Chemical Supplies	5555	3,727	1,521	1,418	2,000	1,900	2,000
Lab Supplies	5557	0	35	0	100	100	100
Equipment Repairs	5720	8,412	3,999	5,534	9,000	6,000	7,000
Laboratory Services	6045	2,483	636	1,356	1,000	9,000	2,000
Utilities	6505	92,755	128,154	112,948	150,000	167,000	184,000
Total		\$142,878	\$173,897	\$164,102	\$231,049	\$246,754	\$311,697

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Transmission & Distribution		Dept. (6100)					
Salaries	5100	\$71,435	\$76,166	\$82,338	\$76,178	\$78,000	\$49,097
Part-time/Temporary	5165	2,099	1,238	3,108	4,520	400	4,725
Overtime	5170	1,336	1,668	1,647	900	900	900
Vacation Buyback	5180	1,980	1,196	962	1,200	900	900
Benefits	5200	20,051	22,730	26,681	26,170	20,386	20,531
Department Supplies	5500	28,871	17,631	10,533	20,000	24,000	24,000
Vehicle Fuel & Oil	5505	11,611	8,572	10,068	10,000	10,000	10,400
Equipment Fuel & Oil	5510	233	261	215	0	0	0
Chemical Supplies	5555	610	0	0	0	0	0
Vehicle Repairs	5715	3,252	4,074	8,478	10,000	5,000	6,000
Equipment Repairs	5720	794	3,408	16,429	15,000	7,000	8,000
Mechanical Repairs	5722	0	0	1,431	0	0	0
Water Meters	5760	2,552	2,526	14,185	3,100	2,000	2,000
Tools & Small Equipment	5900	140	352	1,126	1,500	1,800	2,000
Personnel Services	6035	40	0	0	0	0	0
Laboratory Services	6045	0	0	660	0	0	0
Telephone	6200	1,389	1,298	1,334	1,300	1,400	1,800
Pager Service	6205	60	60	60	0	0	0
Total		\$146,453	\$141,180	\$179,255	\$169,868	\$151,786	\$130,353

Customer Account Expense

		Dept. (6200)					
Salaries	5100	\$23,773	\$25,143	\$27,077	\$30,759	\$28,270	\$26,302
Part-time/Temporary	5165	384	344	751	0	324	0
Overtime	5170	388	478	342	1,200	1,720	1,200
Vacation Buyback	5180	518	355	447	350	466	350
Benefits	5200	6,460	7,337	9,800	10,962	7,945	9,892
Total		\$31,523	\$33,657	\$38,417	\$43,272	\$38,725	\$37,744

Capital Outlay

		Dept. (6300)					
Previous		\$33,397	\$3,181	\$15,228	\$21,500	\$24,000	
Copier	8238						\$500
Backhoe Capital Repair	8260						\$12,000
Air Compressor	8354						\$18,000
Tapping Tool	8259						2,500
Total		\$33,397	\$3,181	\$15,228	\$21,500	\$24,000	\$33,000
Depreciation	9100	195,225	205,123	205,682	205,000	205,000	209,000
Total Water		\$703,215	\$739,283	\$813,330	\$897,988	\$881,272	\$999,695

Forest Hills Booster Station

		Fund (672) Dept. (6515)					
Salaries	5195	\$0	\$0	\$0	\$4,160	\$9,000	\$9,000
Benefits	5295	0	0	0	1,390	1,850	1,850
Department Supplies	5500	0	0	0	12,475	450	450
Equipment Repairs	5720	0	0	0	12,475	2,000	7,000
Administrative Charge	6055	0	0	0	250	250	250
Utilities	6505	0	0	0	1,350	2,570	2,600
Depreciation	9100	0	0	0	8,000	8,000	8,000
Total		\$0	\$0	\$0	\$40,100	\$24,120	\$29,150

CCC LEASE - CERTIFICATES OF PARTICIPATION

COP Fund

DEPARTMENT PURPOSE

In 1992, the California Conservation Corps entered into an agreement to lease a facility built by the Fortuna Redevelopment Agency. The certificates of participation were issued by the California Cities Financing Corporation and assigned to the City of Fortuna at the completion of the project. Yearly lease revenues of \$245,000 are received from the State and used to retire the Debt. The certificates were issued at a Par Value of \$2,950,000 and will be fully retired in March, 2017.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 400	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Interest	8835	\$186,856	\$181,581	\$175,894	\$169,625	\$169,625	\$162,803
Bond Principle	8635	70,000	75,000	80,000	90,000	90,000	95,000
Bond Administration Fees	6055	1,522	1,351	850	1,500	1,500	1,500
Total		\$258,378	\$257,932	\$256,744	\$261,125	\$261,125	\$259,303

FORTUNA PUBLIC IMPROVEMENT CORPORATION

FPIC Fund

DEPARTMENT PURPOSE

The Public Improvement Corporation is a non-profit organization formed to further the economic development interests of the community. It is comprised of five (5) directors who also serve as councilmembers. Directors serve without compensation. The City Manager serves as secretary to the corporation.

In July 1990, F.P.I.C. constructed a one million gallon and a 250,000 gallon water tank and 10" water main on School Street. The City of Fortuna entered into an installment sale agreement with the corporation to lease the improvements for 25 years.

In March, 1995, the F.P.I.C. entered lease agreements with the City of Fortuna and issued Certificates of Participation to remodel the City Hall Facility. The City of Fortuna subleases the facility from the corporation and is responsible for the semi-annual debt payments. The COP's were purchased by the Farmers Home Administration and the City Treasurer acts as the Trust Administrator.

HISTORY OF EXPENDITURES BY CATEGORY

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Water System Improvements		Fund 410					
Bond Principle	8625	\$35,000	\$37,000	\$40,000	\$42,000	\$42,000	\$45,000
Interest	8825	59,669	57,161	54,499	52,850	52,850	49,910
Liability & Property Insurance	6350	1,420	1,420	1,420	1,420	1,420	1,420
Trustee Fees	6055	3,140	3,140	2,640	3,250	3,250	3,250
Professional Services	6025	0	340	510	525	510	525
Audit	6000	1,000	1,000	1,000	1,000	1,000	1,000
State Fees	6600	55	55	10	55	55	55
Subtotal		\$100,284	\$100,116	\$100,079	\$101,100	\$101,085	\$101,160
City Hall Remodeling		Fund 420					
Bond Principle	8645	\$9,500	\$10,000	\$10,500	\$11,500	\$11,500	\$12,500
Interest	8845	24,784	24,131	23,444	22,722	22,722	21,931
Subtotal		\$34,284	\$34,131	\$33,944	\$34,222	\$34,222	\$34,431
Total FPIC		\$134,568	\$134,247	\$134,023	\$135,322	\$135,307	\$135,591

CAPITAL IMPROVEMENT PROJECTS

	Budget 2004-05	General Fund	Water Fund	Water Reserve Fund	Sewer Fund	Drainage Facilities Fund	Gas Tax Fund	TDA Fund	TEA/STIP Fund	Development Fund	Traffic Impact Funds	River/ridge Fund	Senior Bus Fund	Computer & Operating Reserves
ALLEY RECONSTRUCTION & REHAB														
9542	\$12,000						\$12,000							
	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DRAINAGE PROJECTS														
9304	\$15,000					\$15,000								
9504	74,000					74,000								
9506	160,000					160,000								
Total	\$249,000	\$0	\$0	\$0	\$0	\$249,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WATER PROJECTS														
9126	\$130,000			\$130,000										
9221	34,900			34,900										
9424	22,000			22,000										
9523	45,000			45,000										
9524	7,300			7,300										
9525	9,800			9,800										
9531	65,800			65,800										
Total	\$314,800	\$0	\$0	\$314,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WASTEWATER PROJECTS														
9310	\$50,000				\$50,000									
9510	1,900,000				1,900,000									
9314	70,000				70,000									
9510	20,000				20,000									
9511	3,000				3,000									
9518	125,000				125,000									
Total	\$2,168,000	\$0	\$0	\$0	\$2,168,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT PROJECTS

	Budget 2004-05	General Fund	Water Fund	Water Reserve Fund	Sewer Fund	Drainage Facilities Fund	Gas Tax Fund	JDA Fund	TEA/STIP Fund	Development Fund	Traffic Impact Funds	Riverlodge Fund	Senior Bus Fund	Computer & Operating Reserves
MISCELLANEOUS PROJECTS														
9280	\$5,000						\$5,000							
9386	2,500	2,500												
9582	15,000											15,000		
9587	6,000											6,000		
9587	2,500											2,500		
9587	19,000											19,000		
9183	5,000	5,000												
9282	15,000	15,000												
9489	25,000							25,000						
9581	8,000	8,000												
9590	2,000	2,000												
9590	15,000	15,000												
9591	5,000	5,000												
9591	2,500	2,500												
9592	4,500	4,500												
9583	10,000	10,000												
9584	25,000	25,000												
9584	2,500	2,500												
9897	2,700											2,700		
Total	\$172,200	\$97,000	\$0	\$0	\$0	\$0	\$5,000	\$25,000	\$0	\$0	\$0	\$45,200	\$0	\$0
MACHINERY, EQUIPMENT & RESERVES														
9586	\$150,000	\$50,000		\$50,000	\$50,000									3,495
9588	3,495	0	0	0	0	0	0	0	0	0	0	0	0	0
9589	15,980	0	0	0	0	0	0	0	0	0	0	0	0	15,980
9593	20,000	0	0	0	0	0	0	0	0	0	0	0	0	20,000
Total	\$189,475	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,475
Total Capital Improvements														
	\$3,504,175	\$147,000	\$0	\$364,800	\$2,218,000	\$249,000	\$242,700	\$35,000	\$163,000	\$0	\$0	\$45,200	\$0	\$39,475

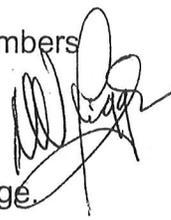
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Fortuna Redevelopment Agency Budget Message

DATE: July 19, 2004
TO: Honorable Chairman and Boardmembers
FROM: Duane V. Rigge, Executive Director
SUBJECT: 2004-05 Fiscal Year Budget Message.



Introduction and Background:

The Fortuna Redevelopment Agency was created on June 6, 1988, and the Fortuna Redevelopment Plan was adopted on July 5, 1989. The enabling ordinance and Redevelopment Plan establish the powers and scope of the Agency. The Agency is required by law to adopt a five year implementation plan. The Agency amended the implementation plan in May 2000. The implementation plan provides more detail on the programs of the Agency. The Budget is based on the implementation plan and five year capital improvement program.

The purpose of the Redevelopment Agency is to:

- Improve the attractiveness of Fortuna as a local and regional shopping center;
- Stabilize the tax base;
- Increase employment opportunities;
- Encourage economic development and business expansion;
- Correct public service deficiencies including inadequate waterlines, lack of fire hydrants, flooding, inadequate streets, and unsafe or the lack of pedestrian facilities; and
- Improve and upgrade Fortuna's neighborhoods.

The Agency executed a cooperation agreement with the City of Fortuna on June 6, 1988. The agreement calls for the City to (1) provide staff assistance, supplies, and technical services to the Agency, (2) advance funds to operate the Agency, and (3) provide insurance for the Agency. The Agency is responsible for repaying the City for any funds that are advanced and services that are provided under the agreement. The Agency can incur debt until July 2009 and the debt must be paid off by 2049.

RESOLUTION NO. 2004-01

A RESOLUTION OF THE FORTUNA REDEVELOPMENT AGENCY
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2004-05
AND ESTABLISHING THE INDEBTEDNESS TO BE INCURRED
BY THE AGENCY IN ACCORDANCE WITH SECTION 33606 OF THE
CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, the proposed budget for the Fortuna Redevelopment Agency beginning July 1, 2004, was presented by the Executive Director on July 19, 2004; and

WHEREAS, the Board of Directors has considered the proposed Budget at a duly noticed public hearing on July 19, 2004; and

WHEREAS, the Board of Directors has considered comments from the staff and public on the 2004-05 Fiscal Year Budget on July 19, 2004;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fortuna Redevelopment Agency as follows:

Section 1. Budget Adoption:

The Budget entitled "Fortuna Redevelopment Agency 2004-05 Fiscal Year Budget," is hereby adopted, and the amounts stated therein as proposed expenditures for the purpose therein stated shall be appropriated to the objects and purposes therein.

Section 2. Budget Transfers:

The Executive Director is authorized to make budget transfers from one object account to another object account without increasing the overall Budget with the exception that the Board of Directors shall approve the following types of transfers:

- A. Any significant change in program level or content.
- B. Any increase in total indebtedness.

PASSED AND ADOPTED on this 19th day of July, 2004 by the following vote:

AYES: Board Members August, Berti, Glaser, Shelton and Chairman Cooke
NOES: None
ABSENT: None


Executive Director


Chairman

Fund Balances

ANALYSIS OF FUND BALANCES

ADMINISTRATION, DEBT SERVICE, ECONOMIC DEVELOPMENT AND PUBLIC INFRASTRUCTURE FUNDS

	Administration Fund	Bond Debt Service Fund	City Debt Service Fund	Economic Development Fund	General Development Fund	CCC Building Fund	Public Infrastructure Fund	Bond Projects Fund	Total All Funds
Beginning Cash Balance	\$910,825	\$0	\$0	\$32,000	\$2,800,000	\$18,000	\$170,000	\$0	\$3,930,825
Recurring Revenues	304,376	78,367	0	0	0	2,500	5,189	0	390,432
Interest Revenue	24,569	2,750	0	800	70,000	450	0	0	98,569
Operational Expenditures	(172,518)	0	0	0	0	(2,500)	0	0	(175,018)
Debt Service	0	(81,117)	(1,224,031)	0	0	0	0	0	(1,305,148)
Operational Surplus (Deficit)	\$156,427	\$0	(\$1,224,031)	\$800	\$70,000	\$450	\$5,189	\$0	(\$991,165)
Grant Receipts	0	0	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	(550,000)	0	(550,000)
Net Other Increase (Decrease)	\$0	\$0	\$0	\$0	\$0	\$0	(\$550,000)	\$0	(\$550,000)
Net Surplus (Deficit)	\$156,427	\$0	(\$1,224,031)	\$800	\$70,000	\$450	(\$544,811)	\$0	(\$1,541,165)
Advances from City Funds	0	0	0	0	0	0	0	0	0
Interest Accrual - City Funds	0	0	1,224,031	0	0	0	0	0	1,224,031
Transfer from(to) PIF	0	0	0	0	0	0	0	0	0
Capital Equipment Reserves	0	0	0	0	0	0	0	0	0
Net Balance Sheet Items	\$0	\$0	\$1,224,031	\$0	\$0	\$0	\$0	\$0	\$1,224,031
Ending Cash Balance	\$1,067,252	\$0	\$0	\$32,800	\$2,870,000	\$18,450	(\$374,811)	\$0	\$3,613,691

ANALYSIS OF FUND BALANCES

HOUSING FUNDS

	Housing Set Aside Fund	04-05 CDBG Restricted Hsg Rehab Fund	CDBG Restricted Housing Fund	CDBG Unrestricted Housing Fund	Total All Funds
Beginning Cash Balance	\$302,000	\$0	\$315,000	\$83,000	\$700,000
Recurring Revenues	154,790	500,000	51,358	13,186	719,334
Interest Revenue	3,775	0	3,937	1,038	8,750
Operational Expenditures	(8,876)		0	(5,500)	(14,376)
Debt Service	(26,106)		0	0	(26,106)
Operational Surplus (Deficit)	\$123,583	\$500,000	\$55,295	\$8,724	\$687,602
Grant Receipts	0		0	0	0
Loans	(425,583)	(500,000)	(370,295)	(91,724)	(1,387,602)
Capital Expenditures	0		0	0	0
Net Other Increase (Decrease)	(\$425,583)	(\$500,000)	(\$370,295)	(\$91,724)	(1,387,602)
Net Surplus (Deficit)	(\$302,000)	\$0	(\$315,000)	(\$83,000)	(700,000)
Ending Cash Balance	\$0	\$0	\$0	\$0	\$0

ANALYSIS OF FUND BALANCES

BUSINESS LOAN FUNDS

	CDBG Restricted Business Loan Fund	Unrestricted Business Loan Fund	Total All Funds
Beginning Cash Balance	\$67,000	\$336,000	\$403,000
Recurring Revenues	51,358	22,835	74,193
Interest Revenue	836	4,200	5,036
Operational Expenditures	0	0	0
Debt Service	0	0	0
Operational Surplus (Deficit)	\$52,194	\$27,035	\$79,229
Grant Receipts	0	0	0
Loans	(119,194)	(363,035)	(482,229)
Capital Expenditures	0	0	0
Net Other Increase (Decrease)	(\$119,194)	(\$363,035)	(\$482,229)
Net Surplus (Deficit)	(\$67,000)	(\$336,000)	(\$403,000)
Ending Cash Balance	\$0	\$0	\$0

***Revenues
and
Other Sources of Funds***

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
ADMINISTRATION FUND						
Property Tax Increment	\$394,211	\$509,036	\$569,066	\$515,075	\$590,516	\$602,326
Transfer to HSA	(98,553)	(127,259)	(142,266)	(131,340)	(150,580)	(153,590)
Transfer to Bond Fund	(75,797)	(78,830)	(82,661)	(81,245)	(81,910)	(78,367)
ERAF Shift	0	0	(18,452)	(18,850)	(37,720)	(67,293)
Interest Income	23,992	24,114	32,259	22,897	26,282	24,569
CCC Admin. Fees	1,300	1,300	1,300	1,300	1,300	1,300
FHK Redevelopment Revenue	0	0	0	0	50,000	0
Sale of Property	0	34,113	0	0	0	0
Subtotal Recurring Sources	\$245,153	\$362,474	\$359,246	\$307,837	\$397,888	\$328,945
Advances: General Fund	0	0	0	0	0	0
Subtotal Non-Recurring Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$245,153	\$362,474	\$359,246	\$307,837	\$397,888	\$328,945
BOND DEBT SERVICE FUND						
Transfer Increment from Admin	\$75,797	\$78,830	\$82,661	\$81,245	\$81,910	\$78,367
Interest Income	6,040	2,387	1,111	1,210	545	2,750
Total	\$81,837	\$81,217	\$83,772	\$82,455	\$82,455	\$81,117
CITY DEBT SERVICE FUND						
Interest Accrual-City Advances	653,991	919,615	1,011,595	1,112,755	1,112,755	1,224,031
Total	\$653,991	\$919,615	\$1,011,595	\$1,112,755	\$1,112,755	\$1,224,031
HOUSING SET ASIDE FUND						
Transfer Increment from A&DSF	\$98,553	\$127,259	\$142,266	\$131,340	\$150,580	\$153,590
Interest Income	2,150	3,150	3,569	1,455	5,882	3,775
Advance from Water Fund	0	0	0	0	0	0
Loan Payments	84,917	29,279	1,080	1,200	1,200	1,200
Sale of Property	0	0	0	0	0	0
Total	\$185,620	\$159,688	\$146,915	\$133,995	\$157,662	\$158,565

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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ECONOMIC DEVELOPMENT FUND

Grant Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Loan Repayments	0	0	0	0	0	0
Interest Income	75,247	6,447	963	945	768	800
Sale of Property	0	0	0	0	0	0
Advances:		0	0			
General Fund	2,550,000	0	0	0	0	0
Water Fund	515,000	0	0	0	0	0
Wastewater Fund	32,000	0	0	0	0	0
Drainage Fund	0	141,000	0	0	0	0
Total	\$3,172,247	\$147,447	\$963	\$945	\$768	\$800

GENERAL DEVELOPMENT FUND

Interest Income	\$0	\$116,382	\$84,257	\$82,500	\$67,658	\$70,000
Advance: General Fund	0	0	0	0	0	0
Total	\$0	\$116,382	\$84,257	\$82,500	\$67,658	\$70,000

CCC BUILDING FUND

Interest Income	\$2,916	\$1,440	\$475	\$420	\$306	\$450
State CCC Reimbursement	7,400	8,852	2,001	8,850	2,400	2,500
Miscellaneous Revenue	2,040	0	0	0	866	0
Total	\$12,356	\$10,292	\$2,476	\$9,270	\$3,572	\$2,950

PUBLIC INFRASTRUCTURE FUND

Grant Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Contributions	2,000	0	0	0	0	0
Loan Repayments	12,897	7,664	6,493	5,189	5,189	5,189
Interest Income	50,163	20,256	6,980	0	5,604	0
Payback Agreements	14,524	0	30,913	0	0	0
Transfer from EDF Fund	0	141,000	0	0	0	0
Total	\$79,584	\$168,920	\$44,386	\$5,189	\$10,793	\$5,189

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
BOND PROJECTS FUND						
Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	0	0	0	\$0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0

CDBG RESTRICTED HOUSING LOAN FUND

Loan Repayments	\$85,491	\$122,524	\$82,721	\$39,280	\$23,164	\$24,167
Transfer In from BLF	31,105	31,258	39,778	39,551	39,274	39,274
Transfer Out to BLF	(42,745)	(54,899)	(41,361)	(19,640)	(11,582)	(12,084)
Interest Income	1,213	1,288	3,374	2,135	5,757	3,937
Grant Allocation	0	0	0	0	0	0
Total	\$75,064	\$100,171	\$84,512	\$61,326	\$56,613	\$55,295

2004-05 CDBG RESTRICTED HOUSING REHABILITATION LOAN FUND

Grant Allocation	0	0	0	0	0	\$500,000
Loan Repayments	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$500,000

CDBG UNRESTRICTED LOAN FUND

Loan Repayments	\$0	\$0	\$0	\$0	\$14,472	\$13,186
Interest Income	\$5,469	\$3,494	\$3,209	\$1,573	\$2,480	1,038
Total	\$5,469	\$3,494	\$3,209	\$1,573	\$16,952	\$14,224

CDBG RESTRICTED BUSINESS LOAN FUND

Loan Repayments	\$62,211	\$62,516	\$79,557	\$79,102	\$78,548	\$78,548
Transfer In from HLF	42,745	54,899	41,361	19,640	11,582	12,084
Transfer Out to HLF	(31,105)	(31,258)	(39,778)	(39,551)	(39,274)	(39,274)
Interest Income	2,873	2,218	2,037	1,170	1,835	836
Grant Allocation	0	0	0	0	0	0
Total	\$76,724	\$88,375	\$83,177	\$60,361	\$52,691	\$52,194

UNRESTRICTED BUSINESS LOAN FUND

Loan Repayments	\$192,045	\$664,647	\$64,103	\$33,922	\$40,993	\$22,835
Interest Income	11,325	8,681	16,749	8,820	10,634	4,200
Sale of Property	0	0	0	0	0	0
Total	\$203,370	\$673,328	\$80,852	\$42,742	\$51,627	\$27,035

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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TOTAL REVENUES & OTHER SOURCES OF FUNDS

Property Tax Increment	\$394,211	\$509,036	\$550,614	\$496,225	\$552,796	\$535,033
Interest Income	181,388	189,857	154,983	123,125	127,751	112,355
Loan Repayments	437,561	886,630	233,954	158,694	163,566	145,125
Project Revenues	2,000	0	0	0	0	0
Bond Proceeds	0	0	0	0	0	0
Grant Receipts	0	0	0	0	0	500,000
Sale of Property	0	34,113	0	0	0	0
Advances from City Funds	3,097,000	141,000	0	0	0	0
Interest Accrual-City Advances	653,991	919,615	1,011,595	1,112,755	1,112,755	1,224,031
Miscellaneous	25,264	10,152	34,214	10,150	54,566	3,800
Total Redevelopment Agency	\$4,791,415	\$2,690,403	\$1,985,360	\$1,900,949	\$2,011,434	\$2,520,344

Expenditure Detail
by
Fund

ADMINISTRATION FUND

Fund 800

DEPARTMENT PURPOSE

This account holds part of the annual tax increment revenues. Moneys in this account are utilized to pay for those Agency costs which should not be paid by other funds. Moneys spent in this account are not eligible for future reimbursement from tax increment allocation bond sales and fund the general administrative functions of the Agency.

DEPARTMENT GOALS AND OBJECTIVES

To operate the administrative functions of the Agency in the most cost effective manner possible.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
City Manager	0.45	0.45	0.45	0.45	0.45
Finance Director	0.05	0.05	0.05	0.05	0.05
Executive Assistant to City Mgr.	0.25	0.25	0.25	0.25	0.25
City Planner	-	-	0.20	0.10	0.10
Total Authorized	0.75	0.75	0.95	0.85	0.85

HISTORY OF EXPENDITURES BY CATEGORY

Description	Dept. 7000	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Salaries	5100	\$43,679	\$52,726	\$22,676	\$55,749	\$54,764	\$60,704
Compensation of Directors	5165	3,240	3,210	3,630	3,600	3,600	3,600
Vacation Buyback	5180	1,557	1,118	405	500	500	500
Benefits	5200	5,926	8,818	6,191	11,487	8,865	14,263
Office Supplies	5400	1,320	812	159	1,000	130	1,000
Department Supplies	5500	214	0	0	0	130	1,000
Audit Fees	6000	2,125	2,125	2,125	2,125	2,125	2,125
Contract Services	6015	5,000	5,000	14,831	5,000	7,500	7,500
Legal Services	6020	0	0	0	0	0	12,000
Professional Fees	6025	0	0	1,200	1,500	1,500	1,500
Advertising	6300	0	0	0	0	130	0
Insurance	6350	2,000	2,000	2,000	2,000	2,000	2,000
Property Tax Admin Fees	6700	9,861	10,153	11,810	12,050	19,386	19,774
Taxing Agency Payments	6820	10,359	0	28,329	11,000	15,530	15,830
Travel and Conferences	7000	1,287	691	8,362	3,000	2,200	5,000
Dues and Subscriptions	7015	1,821	2,112	1,590	2,000	2,000	2,000
City Hall Rent Expense	9050	1,714	1,706	1,706	1,711	1,711	1,722
FHK Retail Redevelopment	Dept 9492	0	0	0	0	28,000	22,000
Capital Outlay		0	0	0	0	0	0
Total		\$90,103	\$90,471	\$105,014	\$112,723	\$150,071	\$172,518

DEBT SERVICE FUNDS

Funds 890 & 895

PURPOSE

The debt service funds of the Redevelopment Agency account for the repayment of long-term debt incurred by the Agency. The Bond Debt Service Fund issued the 1993 Tax Allocation Bonds to sponsor public infrastructure development and to reimburse the Agency for certain previously qualified expenditures. The fund receives allocations of the yearly tax increment equal to the amount of the debt service. 75% of the proceeds of the bond issue were transferred to the Bond Projects Fund and 25% to the Housing Set Aside Fund. The HSA sponsors 25% of the Bond repayment.

The City Debt Service fund accounts for debt repayments to the City's General, Water, Wastewater and Drainage Funds on funds advanced to the Agency for capital improvement projects and general operations.

GOALS AND OBJECTIVES

1. To provide payments to meet interest obligations and retire the bond principle.
2. To provide yearly information to the Trustee in conformance with the requirements of the Bond Statements.
3. To facilitate loans from other City Funds and provide for debt service accruals.

HISTORY OF EXPENDITURES BY CATEGORY

Bond Debt Service Fund

Fund 890

Description	Dept. 8000	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Bond Trustee Costs	6055	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
Bond Principle	8640	18,750	18,750	22,500	22,500	22,500	22,500
Interest Expense	8840	60,709	59,659	58,472	57,155	57,155	55,817
Total		\$82,259	\$81,209	\$83,772	\$82,455	\$82,455	\$81,117

City Debt Service Fund

Fund 895

Description	Dept. 8000	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Administration Fund Advances							
Debt Service Principle							
General Fund	8670	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service Interest							
General Fund	8870	12,100	13,310	14,641	16,105	16,105	17,716
Economic Development Fund Advances							
Debt Service Principle							
General Fund	8670	0	0	0	0	0	0
Debt Service Interest							
General Fund	8870	206,740	413,494	454,843	500,328	500,328	550,361
Water Fund	8875	219,184	241,198	265,318	291,850	291,850	321,035
Wastewater Fund	8880	150,789	165,836	182,420	200,661	200,661	220,728
Drainage Fund	8885	65,178	85,777	94,373	103,811	103,811	114,192
Total		\$653,991	\$919,615	\$1,011,595	\$1,112,755	\$1,112,755	\$1,224,031
Total		\$736,250	\$1,000,824	\$1,095,367	\$1,195,210	\$1,195,210	\$1,305,148

HISTORICAL LOAN BALANCES

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
GENERAL FUND						
Beginning Balance	\$1,499,203	\$4,268,043	\$4,694,847	\$5,164,331	\$5,164,331	\$5,680,764
Advances	2,550,000	0	0	0	0	0
Interest Accrual	218,840	426,804	469,484	516,433	516,433	568,077
Repayments	0	0	0	0	0	0
Ending Balance	\$4,268,043	\$4,694,847	\$5,164,331	\$5,680,764	\$5,680,764	\$6,248,841

WATER FUND

Beginning Balance	\$1,677,796	\$2,411,980	\$2,653,178	\$2,918,496	\$2,918,496	\$3,210,346
Advances	515,000	0	0	0	0	0
Interest Accrual	219,184	241,198	265,318	291,850	291,850	321,035
Repayments	0	0	0	0	0	0
Ending Balance	\$2,411,980	\$2,653,178	\$2,918,496	\$3,210,346	\$3,210,346	\$3,531,381

WASTEWATER FUND

Beginning Balance	\$1,475,571	\$1,658,360	\$1,824,196	\$2,006,616	\$2,006,616	\$2,207,277
Advances	32,000	0	0	0	0	0
Interest Accrual	150,789	165,836	182,420	200,661	200,661	220,728
Repayments	0	0	0	0	0	0
Ending Balance	\$1,658,360	\$1,824,196	\$2,006,616	\$2,207,277	\$2,207,277	\$2,428,005

DRAINAGE FUND

Beginning Balance	\$651,778	\$716,956	\$943,733	\$1,038,106	\$1,038,106	\$1,141,917
Advances	0	141,000	0	0	0	0
Interest Accrual	65,178	85,777	94,373	103,811	103,811	114,192
Repayments	0	0	0	0	0	0
Ending Balance	\$716,956	\$943,733	\$1,038,106	\$1,141,917	\$1,141,917	\$1,256,109

ALL FUNDS

Beginning Balance	\$5,304,348	\$9,055,339	\$10,115,954	\$11,127,549	\$11,127,549	\$12,240,304
Advances	\$3,097,000	\$141,000	\$0	\$0	\$0	\$0
Interest Accrual	\$653,991	\$919,615	\$1,011,595	\$1,112,755	\$1,112,755	\$1,224,031
Repayments	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$9,055,339	\$10,115,954	\$11,127,549	\$12,240,304	\$12,240,304	\$13,464,335

DEVELOPMENT FUNDS

Fund 850, 852 885

PURPOSE

These fund holds all non-bond, non-general purpose, and non-Housing Set Aside funds of the Agency. The primary expenditures of this fund include economic development projects not eligible for municipal bond funding. Secondary expenditures include loans to the Public Infrastructure Fund.

GOALS AND OBJECTIVES

1. To provide for economic development opportunities within the project area.
2. To facilitate loans from other City Funds.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

There are no significant changes planned for the 2004-2005 fiscal year.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Dept. 7400	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
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Economic Development Fund

Fund (850) Dept. (7400)

Grant Related Capital Projects							
Riverwalk Drive Industrial Park		\$0	\$0	\$0	\$0	\$0	\$0
Dinsmore Industrial Park		0	0	0	0	0	0
Transfers to PIF		0	0	0	0	0	0
Transfers to Meeting Facility		0	0	0	0	0	0
Total		\$0	\$0	\$0	\$0	\$0	\$0

General Development Fund

Fund (852) Dept. (7405)

Transfers to PIF							\$0
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CCC Building Loan Fund

Fund (885) Dept. (7600)

CCC Building Insurance		\$7,364	\$8,848	\$1,965	\$9,000	\$2,364	\$2,464
Property Tax		0	38	36	36	36	36
Capital Outlay		0	21,862	5,811	0	0	0
Total		\$7,364	\$30,748	\$7,812	\$9,036	\$2,400	\$2,500

PUBLIC INFRASTRUCTURE FUND

Fund 860

PURPOSE

Funds for this account are obtained via loans from the Economic Development Fund, from bond proceeds and state and federal grants. Primary expenditures from this fund include public infrastructure improvements, personnel costs related to infrastructure programs, qualified bond issue financing costs including certain interest payments, economic development grants, and staffing costs related to economic development grants.

GOALS AND OBJECTIVES

To provide for public infrastructure improvements within the project area.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Community Improvements	97,769	54,074	1,714	65,000	4,000	90,000
Water System Improvements	95,348	422,143	48,404	105,000	0	0
Sewer System Improvements	94	19,112	0	0	0	0
Drainage Improvements	147,828	88,300	0	45,000	0	460,000
Total	\$341,039	\$583,629	\$50,118	\$215,000	\$4,000	\$550,000

BOND PROJECTS FUND

Fund 862

PURPOSE

This fund holds Tax Allocation Bond proceeds issued to sponsor public infrastructure development. The funds are transferred to various projects that meet the qualifications of the Bond Statements.

GOALS AND OBJECTIVES

The major goal of this fund is to contribute to community development projects in the project area.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
1993 Tax Allocation Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

HOUSING SET ASIDE FUND

Fund 810

PURPOSE

This fund is used to account for the 20% housing set aside allocation required by State law. The expenditures are for those projects that improve and increase the supply of low-to-moderate income housing.

GOALS AND OBJECTIVES

1. To improve the City's residential neighborhoods.
2. To increase the supply of L&M housing units and or L&M housing lots.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

The Agency will continue to develop the Penn Street property over the course of the next few years. This year's plan is to complete the subdivision and begin installing on-site and off-site improvements.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Dept. 7100	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
Salaries	5100	\$1,882	\$0	\$0	\$2,500	\$0	\$0
Benefits	5200	251	0	0	200	0	0
Office Supplies	5400	429	42	0	50	0	1,000
Legal Counsel	6025	0	1,017	0	2,000	0	2,000
Bond Trustee Costs	6055	933	933	933	950	933	933
Property Tax Admin Fees	6700	3,287	3,383	3,937	4,015	4,847	4,943
Travel and Conference	7000	0	196	0	250	0	0
Rehab Loans	7645	54,343	21,316	2,947	194,478	0	425,583
Bond Interest Expense	8840	20,236	19,886	19,491	19,052	19,052	18,606
Bond Principle	8640	6,250	6,250	7,500	7,500	7,500	7,500
Water Fund Principle	8675	0	0	0	0	0	0
Water Fund Interest	8875	0	0	0	0	0	0
Total		\$87,611	\$53,023	\$34,808	\$230,995	\$32,332	\$460,565

CDBG HOUSING REVOLVING LOAN FUNDS

Funds 820, 822, and 825

PURPOSE

The purpose of the CDBG Restricted Housing Loan Fund is to account for the housing expenditures of the Community Development Block Grants (CDBG) the City received in 1988, 1989 and 1992. The funds must be used in accordance with the Reuse Plan adopted by the Agency and approved by the State. The State requires that these CDBG funds be used only for those programs that meet their guidelines.

The CDBG Unrestricted Housing Loan Fund is used to account for CDBG Grant funds that no longer have State restrictions attached to their use.

GOALS AND OBJECTIVES

To provide loans to rehabilitate homes owned by low and moderate income households.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

An Unrestricted CDBG Housing Loan Fund has been established.

Additionally, a new fund to administer the 2004-05 CDBG Housing Rehabilitation Grant has been established.

HISTORY OF EXPENDITURES BY CATEGORY

Description		Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
CDBG Restricted Housing Fund		Fund (820) Dept. (7200)					
Salaries	5100	\$2,612	\$0	\$0	\$1,000	\$0	\$0
Benefits	5200	484	0	0	250	0	0
Office Supplies	5400	62	115	0	100	0	0
Audit Fees	6000	1,500	1,500	0	1,500	1,500	0
Program Administration	6050	0	5,339	0	1,500	0	0
Advertising	6300	60	20	0	0	0	0
Travel and Conference	7000	0	0	0	0	0	0
Housing Project Loans	7645	147,023	0	0	199,276	0	370,295
Econ Development Loans	7650	0	0	0	0	0	0
Capital Outlay		0	0	0	0	0	0
Total		\$151,741	\$6,974	\$0	\$203,626	\$1,500	\$370,295

2004-05 CDBG Restricted Hsg. Rehab Fund		Fund (822) Dept. (7215)					
Housing Project Loans	7645	0	0	0	0	0	500,000
Total		\$0	\$0	\$0	\$0	\$0	\$500,000

CDBG Unrestricted Housing Fund		Fund (825) Dept. (7210)					
Salaries	5100	\$0	\$0	\$0	\$0	\$0	\$0
Benefits	5200	0	0	0	0	0	0
Office Supplies	5400	0	0	0	0	0	0
Audit Fees	6000	0	0	1,500	0	1,500	1,500
Program Administration	6050	0	0	0	0	3,300	4,000
Advertising	6300	0	0	0	0	0	0
Housing Project Loans	7645	0	8	0	106,463	0	91,724
Total		\$0	\$8	\$1,500	\$106,463	\$4,800	\$97,224

COMMERCIAL DEVELOPMENT REVOLVING LOAN FUNDS

Fund 830 and 836

PURPOSE

The purpose of these funds is to account for the expenditures associated with making loans to encourage business retention and expansion. The moneys in the Unrestricted Business Loan Fund came from an Industrial Development Grant the Agency received from the Farmers Home Administration and the moneys that were transferred to the Agency from the Fortuna Economic Development Corporation (FEDC) when it was disincorporated. The CDBG Restricted Business Loan Fund was originally funded from the CDBG grants for business expansion and attraction efforts.

GOALS AND OBJECTIVES

To provide loans to encourage and promote business and economic development.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

The FMHA Business Loan Fund and the FEDC Business Loan Fund (1981 CDBG Fund) are now combined in one fund, the Unrestricted Business Loan Fund.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 2000-01	Actual 2001-02	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Request 2004-05
CDBG Resricted Business Loan Fund						
Fund (830) Dept. (7300)						
Salaries	5100	\$2,763	\$0	\$0	\$1,000	\$0
Benefits	5200	362	0	0	250	0
Office Supplies	5400	4	0	0	60	0
Audit Fees	6000	0	0	0	0	0
Contract Services	6015	656	1,863	0	1800	0
Program Administration	6050	0	890	0	0	0
Advertising	6300	213	0	0	0	0
Travel & Conference	7000	68	0	0	350	0
Econ. Development Loans	7650	0	150,000	0	134,901	0
Property Acquisition	7700	0	0	0	0	119,194
Capital Outlay		0	0	0	0	0
Total		\$4,066	\$152,753	\$0	\$138,361	\$0
Unrestricted Business Loan Fund						
Fund (836) Dept. (7315)						
Office Supplies	5400	\$0	\$0	\$0	\$0	\$0
Program Administration	6050	0	66	0	0	0
Travel & Conference	7000	0	0	0	0	0
Econ. Development Loans	7650	0	197,527	0	630,742	0
Bad Debts	7800	0	0	0	0	363,035
Total		\$0	\$197,593	\$0	\$630,742	\$0
Total		\$4,066	\$350,346	\$0	\$769,103	\$0

CAPITAL IMPROVEMENT PROJECTS

		Funding Source	Budget 2004-05
Fund 860	COMMUNITY IMPROVEMENTS		
9395	Downtown Streetlight Replacement	GF Loan	\$75,000
9970	Entrance Beautification and City Landscaping	GF Loan	15,000
Total			\$90,000
Fund 880	DRAINAGE SYSTEM IMPROVEMENTS		
9405	Install Culvert Behind Cecil	Drainage Loans	\$234,000
9503	District-Wide Drainage Study	Drainage Loans	50,000
9502	Dinsmore Drive (18")	Drainage Loans	22,000
9809	18" SD on Jones St, from Veiw to Mill Ck	Drainage Loans	154,000
Total			\$460,000
Total Capital Improvements			\$550,000
FUND SUMMARY			
Drainage Fund Loans			460,000
General Fund Loans			90,000
Total Capital Improvements			\$550,000

RESOLUTION NO. 2004-28

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA
ESTABLISHING VARIOUS FEES, SERVICE CHARGES AND TAXES
WITHIN THE CITY OF FORTUNA
FISCAL YEAR 2004/2005

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RESOLUTION 2004-28
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA
ESTABLISHING VARIOUS FEES, SERVICE CHARGES AND TAXES
WITHIN THE CITY OF FORTUNA

FISCAL YEAR 2004/2005

WHEREAS, the City of Fortuna establishes fees on a yearly basis to coincide with the passing of the Annual Budget; and

WHEREAS, the staff has prepared the following fee schedules based upon the economic data and related cost estimates of providing the service involved and constructing capital improvements; and

WHEREAS, California Government Code authorizes local agencies to charge fees to cover their expenses for services they provide; and

WHEREAS, the study completed by the staff showed that certain fees were found to be below the recovery rate and, therefore, need to be adjusted; and

WHEREAS, the City Council held a public hearing to receive testimony from the staff and public on the proposed fee schedule.

NOW, THEREFORE, BE IT RESOLVED by the City of Fortuna that the following fees, services and taxes are found to be reasonable and are hereby established:

1. Business License Taxes

The following taxes shall be applicable to all new business licenses issued after the effective date of this resolution.

a. License Fees - General, Inside City

Every business including professions, trades and occupations and every kind of calling whether carried on for profit or not who engages in business at a fixed place of business shall pay a license fee based upon the immediately preceding calendar year's (or fiscal year for corporations) gross receipts at the following rates and in the following classifications unless specifically licensed by other subdivisions of this resolution:

A	\$0	to	\$10,000	\$20
B	10,001	to	20,000	30
C	20,001	to	40,000	45
D	40,001	to	80,000	65
E	80,001	to	140,000	85
F	140,001	to	260,000	110
G	250,001	to	500,000	160
H	500,001	to	900,000	210
I	900,001	to	1,400,000	280
J	1,400,001	to	2,000,000	350
K	In Excess of		2,000,000	465

b. License Fees - Rentals - Residences/Apartments

Every person carrying on the business of renting residences or apartments, and renting four or more units, must obtain a license from the city. The fee for such license shall be sixteen dollars (\$16.00) per year for the first four units and four dollars (\$4.00) for each additional unit over four.

c. License Fees - Rentals - Commercial

Every person receiving income from two or more units used commercially shall be required to obtain a license and shall be included in the same category as those persons described in Section 1, Subsection (a) of this resolution.

d. License Fees -Delivery Vehicles

Every person not having a fixed place of business with the City, who delivers goods, wares or merchandise of any kind by vehicle, or who provides any service by the use of vehicle in the City, shall pay a license fee in accordance with Section 1, Subsection (a) of this resolution measured by gross receipts from business done within the City.

e. License Fees - Nonresident Contractors

Every person not having a fixed place of business within the City, who engages in business of contracting within the City, shall pay a license fee of five dollars (\$5.00) per day; provide, that any such person may elect to pay a license tax under Section 1, Subsection (a) measured by gross receipts from business done within the City.

f. License Fees - Other Nonresidential Businesses

Every person not having a fixed place of business within the City, who engages in business with the City, is not subject to Subsection (d) or (e), shall pay a license fee of five dollars (\$5.00) per day; provided, that any such person may elect to pay a license fee under Section 1, Subsection (a) measured by gross receipts from business done within the City.

g. License Fees -Carnivals

Every person owning, maintaining, conducting or presenting a carnival in the City, after having first obtained a permit so to do from the City Council, shall be charged a license fee of fifty dollars (\$50.00) per day, and an additional fee or charge five dollars (\$5.00) per day for each and every separate show, attraction or exhibition carried on by such person conducting such carnival after such special permit has been granted, all of which fees shall be collected in advance.

h. License Fees - Circuses and Kindred Performances

Every circus, menagerie, acrobatic performance, or exhibition of trained animals connected by or showing with other attractions shall be charged a license fee at the following rates; One-ring circus, fifty dollars (\$50.00) per day, two or more ring circus, one hundred dollars (\$100.00) per day.

i. License Fees - Coin Operated Entertainment Devices

Any establishment maintaining or operating a vending device or any other mechanical device for the purpose of entertainment, the operation of which is permitted, conducted or allowed or made possible by the depositing of any coin, plate disc, slug or key into any slot, crevice, or other opening or by the payment of any fee, shall pay a license fee based upon the immediately preceding calendar years gross receipts from the total of such machines so operated at the rates set forth in Section 1, Subsection (a).

j. License Penalties

Business License penalties are 18% per annum for amounts determined due based upon audit review. Business License penalties are 25% of the license fee per month, not to exceed 100% of the Business License Fee.

2. Sewer Service Charges

a. Inside the City Limits

The rate of sewer service charges are hereby established as follows:

Residential: Includes all residential dwelling units including single family, apartments, etc. Monthly charges: \$21.81.

Light Commercial: Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. This class includes such businesses as Barber and Beauty Shops, Retail Establishments, Theaters, Halls, Churches, and Bowling Alleys, etc. Monthly charges: \$21.95 plus \$2.27/100 Cubic Feet over 970.

Medium Commercial: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. This class includes such businesses as Commercial laundries. Monthly charges: \$21.95 plus \$3.39/100 Cubic Feet over 650.

Heavy Commercial: Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. This class includes such businesses as; Mortuaries, Supermarkets, Bakeries, Restaurants, etc. Monthly charges: \$21.95 plus \$4.73/100 Cubic Feet over 450.

Industrial: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. Monthly charges: \$23.32 plus \$0.87/100 Cubic Feet over 2590 plus \$0.63/ lb BOD plus \$0.77/ lb Suspended Solids.

b. Outside the City Limits

The rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

c. Multiple Unit Sewer Rate Calculation

The sewer rates for multiple units will be calculated by applying the residential charge times the number of units. If a commercial establishment has multiple units, the highest user class rate will be used.

d. Annual Rate Adjustment

The monthly rates included in Section 2(a) shall be adjusted annually on July 1st of each year based on 37% of the change in the Engineering New Record (ENR) Construction Cost Index using the December values and 1991 as the base year. Because of the increased regulations and additional treatment requirements, the wastewater capital improvements for the next four years will deplete all of the sewer reserve funds. Therefore the monthly rates included in Section 2 are being adjusted by 10.0% to insure that our revenues are adequate to meet our wastewater collection, treatment and regulating compliance costs. The monthly rates included in Section 2(a) shall be reviewed by the City Council and approved during the budget process.

e. Single Discharges

Single discharges of less than 1,000 gallons of petroleum contaminated water as approved by the Public Works Director shall be charged \$113.00 per 1,000 gallons plus actual staff time expended for inspection.

f. Fee Schedule:

For septic discharges, \$77.00 per truckload plus \$15.40 per 100 gallons of tank capacity in excess of 500 gallons, plus \$0.63/lb BOD and \$0.77/lb suspended solids.

For portable toilet discharges, \$23.00 per truckload plus \$4.75 per each 100 gallons of tank capacity in excess of 500 gallons.

For long term discharge of fully treated ground water, \$7.13 PER 100 gallons.

For contaminated water, \$60.00 per truckload plus \$12.00 per 100 gallons of tank capacity in excess of 500 gallons

Waste Discharge Permit fee, \$156.00 per each two-year permit period.

g. Administrative Adjustments

The City Manager shall have the authority to adjust an individual customer's monthly sewer rates when special circumstances indicate that the rate being charged according to this section is clearly inappropriate. Overdue payment amounts will be assessed a penalty of 10% per month.

3. Water Service Charges

a. Inside City Limits

Inside the City Limits and the Campton Heights Service Area the rates to be charged for water supplied monthly through meters are as follows:

Meter Size	Base Charges		Cubic Feet			Monthly Base Fee		
	Outside City Limits	Inside City Limits				Outside City Limits	Inside City Limits	Extension
3/4	\$18.32	\$12.21	0	to	250			
1	20.72	13.81	251	to	1,000	\$2.33	\$1.55	\$11.63
1 1/2	27.38	18.25	1,001	to	2,000	\$2.21	1.47	\$14.70
2	36.35	24.23	2,001	to	3,500	\$2.10	1.40	\$21.00
3	47.75	31.83	3,501	to	5,000	\$2.00	1.33	\$19.95
4	138.03	92.02	5,001	to	15,000	\$1.88	1.25	\$125.00
6	300.77	200.51	Over		15,000	\$1.76	1.17	

Outside the City Limits and Campton Heights Service Area the rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

c. Backflow Prevention Devices

An additional monthly fee will be charged to those services that are required to maintain testable backflow prevention devices as follows: 3/4 and 1 inch - \$ 3.05 Greater than 1 inch - \$ 4.50

Handwritten notes:
 3/4" 15.26
 1" 16.86
 1 1/2" 22.75
 2" 28.73
 3" 36.33
 4" 96.52

d. Summer Usage Charge

Between May and October each year summer water rates will be in effect for all customers. The summer rates will provide each customer under the base rate with an additional 250 cubic feet of water each month.

e. Senior Citizen Discount

Residential customer age 62 or over will be permitted a three dollar and fifty cent (\$3.50) discount on their monthly water service charges provided that they complete the required form as provided by the City Clerk.

f. Multiple Unit Water Rate Calculation

The water rates for multiple units will be calculated by applying the water rate to the average consumption per unit during the billing period including the minimum base rate, times the number of units.

g. Standby Fire Service Capacity Charge

The monthly rates to be charged for private standby fire sprinkler services connected to the water system shall be:

<u>Size Fire Service</u>	<u>Monthly Charge</u>	<u>Size Fire Service</u>	<u>Monthly Charge</u>
2 inch	5.50	6 inch	16.80
3 inch	8.40	8 inch	22.00
4 inch	11.00	10 inch	27.90

h. Water Service Deposit, Reconnection Charges and NSF Check Charge

A deposit of sixty dollars (\$60.00) will be made by the consumer to the department for turning on the water supply when requested by the consumer to do so incident to the opening of a new account.

Reconnection Fee: \$40.00

NSF Check Charge: \$20.00

i. Annual Rate Adjustment

The monthly rates included in Section 3(a) shall be adjusted annually on July 1st of each year based on 37% of the change in the Engineering News Record (ENR) Construction Cost Index using the December values and 1991 as base year. The city constructed a new water treatment facility to comply with new State and Federal Regulations. The monthly rates will be adjusted by 5.4% so our revenues will meet our operation & maintenance costs for treatment, distribution and regulatory compliance. The monthly rates included in Section 3(a) shall be reviewed by the City Council and approved during the budget process.

j. Administrative Adjustments

The City Manager shall have the authority to adjust an individual customer's monthly water rates when special circumstances indicate that the rate being charged according to this section is clearly inappropriate. Overdue payment amounts will be assessed a penalty of 10% per month.

4. **Installation Charges for Water System**

There is hereby established charges for new connections to the City's Water System based upon the size of the meter to be installed and the availability of a water main in the street fronting the property. The charges for said water service shall be based upon one of the following conditions:

a. Service Line Installation

If the water service connection requires a service line to be installed to the property line and the setting of a water meter, the charge shall be as follows:

<u>Size of Meter in Inches</u>	<u>Charge</u>
$\frac{3}{4}$	\$ 556.00
1	\$ 675.00
1 $\frac{1}{2}$	\$ 1024.00
2	\$ 1198.00

b. Set Meter Only

If the service line and the meter box have been installed at the property line, the charge shall be as follows:

<u>Size of Meter in Inches</u>	<u>Charge</u>
$\frac{3}{4}$	\$ 180.00
1	\$ 245.00
1 $\frac{1}{2}$	\$ 446.00
2	\$ 577.00

c. Installations Greater than 2 Inches

Any meter or service installation larger than sizes listed herein shall be charged the actual cost of labor and materials necessary for the installation.

d. Mainline Extensions

If a main line extension is required to reach the property, the charge for said extension shall be determined by the actual cost of labor and materials based upon size of the line required. The minimum line size for said main line extensions shall be six (6) inches.

e. Backflow Prevention Devices (BPD) (if required)

<u>Size of BPD in Inches</u>	<u>Charge</u>
$\frac{3}{4}$	\$ 175.00
1	\$ 207.00
1 $\frac{1}{2}$	\$ 245.00
2	\$ 326.00

5. Water System Capital Connection Charges

a. Inside City Limits

There shall be collected and deposited into the Water System Capital Improvement Fund a capital connection charge for any building connecting to the Fortuna Water System of nine hundred fifty five dollars (\$955.00) for each dwelling unit, professional office, or place of business plus nine hundred fifty five dollars (\$955.00) for each additional dwelling unit in a multiple dwelling structure or for each separate place of business or professional office located in the same building.

b. Outside City Limits

For any building outside the City of Fortuna connecting to the Fortuna Water System an additional "Buy-in" fee of two thousand two hundred seventy six dollars (\$2276.00) will be collected and deposited into the Water System Capital Improvement Fund.

c. Drake Hill Capital Connection

For any building south of Drake Hill Road and serviced by the Drake Hill Road pump station and connecting to the Fortuna Water System there shall be an additional charge of two thousand four hundred eighty four dollars (\$2484.00) for each dwelling unit.

d. Annual Adjustment

The capital connection fee and the Buy-in fee shall be adjusted annually 3.3% each July based on the change in the Engineering News Record (ENR) Construction Cost Index using 1991 as the base year and December as the base month. The City Manager will advise the City Council of the changed fees prior to the implementation.

6. Wastewater Capital Connection Charges

a. Inside City Limits

The capital connection charges for any building, inside or outside the City of Fortuna connecting to a public sewer there shall be collected and deposited into the Wastewater Capital Reserve Fund one thousand three hundred seventeen dollars (\$1317.00) for each individual dwelling unit, professional office, or place of business plus one thousand three hundred seventeen dollars (\$1317.00) for each additional dwelling unit in a multiple dwelling structure or for each separate place of business or professional office building having separate restroom facilities and located in the same building or shopping center.

b. Outside City Limits

For any building outside the City of Fortuna connecting to the Fortuna Wastewater System an additional "Buy-in" fee of two thousand five hundred thirty seven dollars (\$2537.00) will be collected and deposited into the Wastewater System Capital Improvement Fund.

c. Adjustment

The capital connection fee shall be adjusted annually each July based on the change in the Engineering News Record (ENR) Construction Cost Index using 1991 as the base year and December as the base month. This years annual rate is adjusted in accordance with section 2.d of this resolution. The City Manager will advise the City Council of the changed fees prior to the implementation.

7. Community Development Fees for Services

a. Type of Permit or Fee:

<u>Type of Permit or Fee</u>	<u>Proposed Fees</u>
Minor Subdivision (4 or fewer lots)	\$ 400 Plus \$ 40 /Parcel
Major Subdivision (5 or more lots)	\$ 500 Plus \$ 40 /Parcel
Lot Line Adjustment	\$ 250
Use Permit	
EIR	Actual Cost
Initial Studies	\$ 500
Zoning Administrator	\$ 75
Exempt From CEQA	\$ 200
Not Exempt From CEQA	\$ 550
Assemblages	
(Per Municipal Code, Section 17.54.070)	
Under 500	\$ 75
500 +	\$ 150
Variance	\$ 275
Zone Reclassification/General Plan Amend	\$ 500
Design Review Permit	\$ 150
Pre-Application Meeting	No Charge
Additional Public Hearing	\$ 125
Extensions of an Approval	\$ 75
Appeal of a Decision	\$ 400
Permit Modification or Amendments	\$ 125
Surveyor Map Check Fees	
Map Check Fees	\$ Actual Cost
Map Delivery, Return, and Recording	\$ Actual Cost
City Map Check Fees	
Parcel Map	\$ 200
Final Map	\$ 350
Recheck	\$ 75
Engineering Plan Check & Inspection Fee	
\$0 to \$100,000	1.00% of improvement cost
\$100,001 to \$200,000	0.75% of improvement cost
More than \$200,000	0.50% of improvement cost
Engineering Inspection Fee	
\$0 to \$100,000	1.00% of improvement cost
\$100,001 to \$200,000	0.75% of improvement cost
More than \$200,000	0.50% of improvement cost
Record of Drawing Deposit (as built)	\$2000
Encroachment Permit	\$ 50
Non Profit	\$ 25
Street Closure Permit	\$ 50
Non Profit	\$ 25
Banner/Sign (Non Political)	\$ 50
Non Profit	\$ 25
Special Engineering Studies & Reviews	Actual Cost
Abandonment	\$ 250
Rebate and Payback Agreements	\$ 300
Downtown Parking In-Lieu	\$2,180

b. Fees Cumulative

The fees are cumulative.

c. Permit Fees - General

All fees for building, electrical, plumbing and other related permits shall be *one hundred and five percent (105%)* as set forth in the current Uniform Administrative Code, 1997 Edition, International Conference of Building Officials. *Building valuation calculations shall be based on the most current ICBO Building Valuation Data Guide with a modifier of one hundred percent (100%).*

d. Seismic Fee

- i. Group R occupancies, as defined in the current Uniform Building Code, one to three stories in height, except hotels and motels, shall be assessed at the rate of ten dollars (\$10.00) per one hundred thousand dollars (\$100,000.00), with appropriate fractions thereof.
- ii. All other buildings shall be assessed at the rate of twenty-one dollars (\$21.00) per one hundred thousand dollars (\$100,000.00) with appropriate fractions thereof.
- iii. The fee shall be the amount assessed under paragraph 1. or 2., depending on building type, or fifty cents (\$ 0.50), whichever is the higher.

8. Drainage Fees

The following fees shall be collected by the City of Fortuna prior to the filing of any parcel map, final map, or prior to the issuance of any building permit. These fees shall be paid into the City's Drainage Facilities Fee Fund.

a. Subdivisions:

i. Vacant Parcels

A fee of six hundred dollars (\$600.00) for each parcel shall be paid prior to the filing of any parcel map or final map.

ii. Developed Parcels

Parcels developed prior to 1985 shall pay a drainage fee of thirty-two cents (\$0.32) per square foot for all impervious surface coverage on the parcel.

b. Building Permits

i. Fee

A drainage fee of thirty-two cents (\$0.32) per square foot of impervious surface coverage created shall be paid prior to the issuance of any building permit.

ii. Subdivision Credit

A drainage fee calculated upon the issuance of a building permit shall be reduced by the amount of the drainage fee paid for drainage improvements constructed for the parcel. The reduced building permit drainage fee shall only apply to the initial building permit approved for the development of the parcel. All subsequent building permits for the construction of buildings or additions and modifications shall pay the building permit drainage fee for that additional work.

c. Impervious Surface Coverage

The amount of impervious surface coverage created by new structures included in building permit applications or existing when a subdivision application is approved shall be determined by the Building Official. Impervious surface coverage shall include residential dwellings and accessory structures, commercial buildings, garages, carports, parking lots, driveways, sidewalks, and other such impermeable surfaces.

9. Traffic Impact Fees-Home Avenue

The following fees shall be collected by the City of Fortuna from all property located on Home Ave. or any street or private drive that connects to Home Ave. as described in Resolution 90-14 prior to the filing of any parcel map, final map, or prior to the issuance of any building permit for a dwelling.

a. Subdivisions

A fee of two thousand one hundred and thirty seven dollars and fifty cents (\$2,137.50) for each parcel shall be paid prior to the filing of any parcel map or final map.

b. Building Permits

A fee of four thousand two hundred and seventy five dollars (\$4,275.00) shall be paid for each new dwelling prior to the issuance of any building permit. A person shall receive a credit for any fees paid under section 9 (a).

10. Traffic Impact Fees-Hillside Drive

The following fees shall be collected by the City of Fortuna from all property located on Hillside Drive or any street or private drive that connects to Hillside Drive as described in Resolution 95-07 prior to the filing of any parcel map, final map, or prior to the issuance of any building permit for a dwelling.

a. Subdivisions

A fee of one thousand three hundred ten dollars (\$1,310.00) for each parcel shall be paid prior to the filing of any parcel map or final map.

b. Building Permits

A fee of two thousand six hundred twenty dollars (\$2,620.00) shall be paid for each new dwelling prior to the issuance of any building permit. A person shall receive a credit for any fees paid under section 10 (a).

11. Arterial and Collector Road Extensions and Expansions

A fee established under this Section shall be for all residential developments within the City with the exception of those properties that pay the Home Avenue Fee or the Hillside Drive Fee.

a. Subdivisions

A fee of three hundred and five dollars (\$305.00) for each vacant parcel shall be paid prior to the filing of any parcel map or final map.

b. Building Permits

A fee of six hundred and ten dollars (\$610.00) shall be paid for each new dwelling prior to the issuance of any building permit. A person shall receive a credit for any fees paid under Section 11(a).

c. Waiver of Sidewalks and/or Parking Lane

The fees established under this Section shall be collected for all development projects for which a sidewalk and parking lane has been waived within the City with the exception of those properties that pay the Home Avenue Fee or the Hillside Drive Fee.

i. Subdivisions

A fee of one dollar and fifty cents (\$1.50/square foot) shall be paid prior to the filing of any parcel map or final map for any parking lane that has been waived. Such fee shall be based on the amount of paving that would normally be required.

ii. Building Permits

A fee of one dollar and fifty cents/square foot of paving (\$1.50/square foot) shall be paid for any parking lane that is waived. Such fee shall be based on the amount of paving that would normally be required. A person shall receive a credit for any fees paid under Section 10 (C) (1).

iii. Fund

The fees collected under this section shall be paid into the "Collector and Arterial Street Improvement Fund."

12. Park Use Fees

a. Picnic Area Rental

Group Picnic Area Rental		
<u>Number of Persons</u>	<u>Use Fee</u>	<u>Deposit Fee</u>
0-50	\$ 75.00	\$ 75.00
51-100	\$100.00	\$100.00
101-300	\$150.00	\$150.00
301-500	\$200.00	\$200.00
500 +	\$300.00	\$200.00 + any additional costs to the City associated with the event
Small Picnic Area Rental		
	<u>Use Fee</u>	<u>Deposit Fee</u>
	\$35.00	\$35.00

b. Rodeo Grounds & Grand Stand

All functions using the Rodeo Ground and Grand Stand area, except those sponsored by the Fortuna Rodeo Association, shall be charged a rental fee of one hundred dollars (\$100.00) per day and be required to provide a refundable security and cleanup deposit of one hundred dollars (\$100.00).

c. Exemptions

The following community events are exempt from paying Park Use, Pavilion Use, and Rohner Recreation Hall Use Fees: Fortuna Redwood Logging Competition, Art and Wine in the Park/VFW

Barbecue, Fortuna Rodeo, Fortuna Redwood Autorama, Apple Harvest Festival, Women's AA, Blood Bank, Boy Scout Troop 7, Brownie Troop #205 Girl Scouts, Brownies, Craf-T-Crafters, Cub Scouts Pack 47 Den, Eel River Orchid Alliance, Fibromyalgia, Fortuna Art Council, Fortuna Lions Club, Fortuna Little League, Fortuna Pistol Club, Redwood Genealogy Society, Reichling Parlor #97 NDGW, Relic Accumulators, TOPS, Chamber Picnic, Jr. Livestock BBQ and any City Recreation Division sponsored event.

13. Pavilion Use Fees

- a. Resident Use* \$ 25.00 per hour Monday through Thursday only.
 - b. Non-resident Use* \$ 35.00 per hour Monday through Thursday only.
 - c. Entire Day Rental* \$300.00 per day Sun - Thurs
\$500.00 Fri & Sat
- *All of the above require a \$100.00 cleaning deposit.**
- d. Skating All ages \$4.00
Entrance fee includes City skate rental
 - e. Private Skating Parties* Up to 25 people \$60.00
Over 25 an additional \$2.00 per person.
 - f. Private Party during Public Skate \$ 20.00 for room only
- *(Fee no longer charged for Bar Area Use)**
- g. Open Recreation/Open Basketball \$ 1.00 per person

14. Rohner Recreation Hall

- a. Scout Troops, local non-profit groups holding regular meetings no more than four times monthly
Free
- b. All others
Residents: \$15.00 per hour and \$50.00 cleaning deposit.
Nonresidents: \$20.00 per hour and \$50.00 cleaning deposit.

15. Recreation Class Contractor Fees

- a. All activity class contractors
25% of gross revenues (excluding materials fee)

16. Recreation Program Fees

- a. Basketball
 - i. Adult Men and Women
Team League fees equal the cost to the City divided by the number of teams entered into each of the leagues plus individual player fees, as follows:
 - 1. Resident: \$ 5.00 per individual
 - 2. Nonresident: \$10.00 per individual

ii. **Youth**
\$30.00 per individual
\$25.00 per sibling

iii. **Basketball Camp**
\$65.00 per individual
\$60.00 per sibling

iv. **Summer Basketball League**
\$30.00 per individual
\$25.00 per sibling

v. **Girls Basketball**
\$30.00 per individual
\$25.00 per sibling

b. Softball/ Hardball

i. **Adult Men and Women**

Team League fees equal the cost to the City divided by the number of teams entered into each of the leagues plus individual player fees, as follows:

1. Resident: \$ 5.00 per individual
2. Nonresident: \$10.00 per individual

ii. **Adult Field Reservation Fee**
\$10.00 per hour

iii. **Adult Hardball Game Use Fee**
\$17.00 per game (1 1/2 hours)

iv. **Softball/Hardball Tournaments**
\$50.00 per field/day

c. Private Sport Camps, Tournaments, Programs, Events

i. **With City co-sponsorship**

No fee

ii. **No City co-sponsorship**

Field/Facility rates apply

d. Non-resident fee

Non-resident fee shall be charged to all participants in those sports listed in sub-sections (a) and (b) that live outside of the City limits as follows:

Adult: \$10.00 per individual

e. Other Programs

Adult Soccer \$ 20.00 per game/based on 1 ½ hours

Summer Fun & Kiddie Camp

Daily drop-in rate \$ 15.00 per day
\$ 10.00 per sibling

½ Day rate \$ 10.00 per child

Weekly rate \$ 60.00 per child
\$ 40.00 per sibling
\$ 40.00 ½ day weekly

Per Session One Child \$125.00 per 5 week half-day session
\$212.50 for two sessions
\$300.00 for three sessions
\$375.00 for four sessions

Each additional Sibling: \$112.50 per 5 week half-day session
\$191.50 for two sessions
\$270.00 for three sessions
\$337.50 for four sessions

Family rate eligibility based on concurrent enrollment

Swim Program \$ 60.00 per 2 week session

After School Recreation \$ 4.00 per day

*Fees based on Grant Funding &
actual costs realized by the City.

Inservice Day/Recreation Week \$ 15.00 per day for first child
\$ 10.00 per day for additional children

1st Child Rate \$ 60.00 prepay for entire week (5 days)
\$ 35.00 prepay for 3 day program
\$ 95.00 prepay for 8 day program

Sibling Rate \$ 40.00 prepay for entire week (5 days)
\$ 25.00 prepay for 3 day program
\$ 70.00 prepay for 8 day program
\$ 15.00 per day drop-in rate

Fees for new recreational programs are based on actual costs incurred by the City divided by the number of participants.

17. Fees for Dogs

a. License

- i. The owner of every dog within the incorporated area of the city shall pay a license fee of \$5.00-one year, \$9.00-two years, and \$12.00-three years for spayed or neutered, \$20.00-one year, \$32.00-two years, \$44.00-three years for other dogs. Free for spayed or neutered dogs owned by Senior Citizens, 62 and over.
- ii. For failure to pay a license fee when due, a penalty of \$10.00 in addition to the regular license fee, beginning on August 1 of the expiration year, or thirty days after the dog is brought into the City, or within 30 days after the puppy has reached the age of 4 months, will be charged.

18. Animal Control Fees

a. Violations

- i. First violation within a 12-month period - \$50.00 fee, additional \$35.00 fee if nonspayed or unneutered, and a \$20.00 per day maintenance fee beginning on day 2.
- ii. Second violation within a 12-month period - \$100.00 fee, additional \$50.00 fee if nonspayed or unneutered, and a \$20.00 per day maintenance fee beginning on day 2.
- iii. Third and subsequent violations, within a 12-month period - \$150.00 fee, additional \$100.00 fee if nonspayed or unneutered, and a \$20.00 per day maintenance fee beginning on day 2.
- iv. Impound, license and maintenance fees shall be collected prior to the release of the impounded animal.

b. Shelter Drop-off fees

- i. There is a drop-off fee of \$25.00 per dog or cat plus spaying or neutering fees.
- ii. There is a drop-off fee of \$50.00 per litter of dogs and cats.
- iii. There is a fee of \$75.00 per adoption.

19. Miscellaneous Police Fees

- | | |
|--|--|
| a. Ticket sign off (other than Fortuna citation) | \$ 10.00 |
| b. Photo Copy of reports | \$ 15.00 per request |
| c. VIN Verification / Ticket Sign-off | \$ 10.00 |
| d. Fingerprinting Fee | \$ 12.00 per card |
| e. Bicycle License Fee | \$ 1.00 and \$.50 renewal fee |
| f. Police Response Fees | |
| | 1. 3rd false alarm during calendar year-\$25.00 |
| | 2. 4th & subsequent false alarm \$50.00 |
| | 3. Second or subsequent response to disorderly party-actual expense. |
| g. D.U.I. Administration charge | Actual Costs not to exceed \$1000.00 |
| h. Keeper of Nuisance Dog | \$100.00 Actual Cost |

20. Assessment Fees

a. FBID

The City will levy a benefit assessment fee on all businesses, trades and professions located within the boundaries and benefit zones, as applicable, within the Fortuna Business Improvement District and the fee is established by Ordinance.

21. Waste Management Solid Fees

a. Fees applicable to the Eel River Disposal & Recovery, Inc. Transfer Station:

The Following fees shall be collected and paid to the City in accordance with Chapter 3.28 Solid Waste Management Fees, of the Fortuna Municipal Code:

Administration - \$0.23/ton.
Curb, Gutter and Sidewalk - \$0.20/ton.
Litter Abatement - \$0.14/ton
City Enforcement Program - \$0.08/ton.
Household Hazardous Waste Program - \$0.50/ton.

Such fees shall be deposited and accounted for in a fund titled "Solid Waste Fund".

b. Fees Applicable to the Franchise Agreement With Eel River Disposal & Resource Recovery, Inc.:

A fee of \$0.00/ton shall be collected and paid to the City in accordance with Chapter 3.28, Solid waste Management Fees, of the City municipal Code. Such fee shall be deposited and accounted for in a fund titled "Solid Waste Fund." Such fee shall only be in effect until March 2002.

c. Integrated Waste Recycling Fee (AB 939)

The city will levy a fee of \$0.50 per month per dwelling and/or business in order to meet the requirements of AB 939. The fee will be billed each month on the dwellings utility bill.

22. Storm Drainage Maintenance Service Charges

The following monthly user charges shall be assessed each developed parcel, multi-family dwelling unit, or place of business based on the type of use and size of parcel:

Type of Use	Size of Parcel	
	<15,000 sf	>15,000 sf
Commercial	\$ 1.75	\$ 2.81
Industrial	1.65	2.65
Multi-family	0.45	0.45
Residential	0.55	0.88

23. Miscellaneous Charges

a. Fees

\$ 0.10	Per page
\$ 0.15	Per Page Two Sided
\$10.00	Per Budget
\$ 3.00	Per Agenda Packet (First 5 free)
\$45.00	City Code
\$25.00	Zoning Ordinance
\$25.00	Standard Improvement Plan
\$25.00	General Plan
\$25.00	Business License Listing
\$10.00	Fireworks Permit
\$ 6.00	Zoning Map (color)
\$ 2.00	Zoning Map (black and white)
\$60.00	Aerial Photo 72 x 42
\$30.00	Aerial Photo 42 x 28
\$15.00	Special Projects -(Per Hour)
\$ 5.00	Tape Copies
\$ 2.00	Plan Copies (per sheet)

*Storm Drain
CD 5.00*

24. NOTARIAL SERVICES

A fee of \$10 will be charged for each Notarial Act performed by a City of Fortuna Notary. This fee will not apply to Notarial Acts performed for the benefit of the City. This fee is not applicable to notaries employed by the City while outside of their scope of employment for the City of Fortuna.

25. Monday Club Rental Fees

- \$150.00 per 10-hour time slot and \$100.00 deposit
- \$25.00 per hour for profit plus \$100 deposit
- \$20.00 per hour for non profit plus \$100 deposit
- 20% discount for Multiple users(6 times or more per year)

26. River Lodge Facility Rental Fees

a. Fees

i. Daily Rental Rates:

River Lodge may be rented on an as-available basis. Application approval is required. The daily rental rates for a 12-hour period are as follows:

Facility and Room	Daily Rental Fee	Square Feet	Reception	Capacity Classroom	Banquet
River Lodge					
Fireside Room	\$ 135.00	510	40	24	32
Coho Room	\$ 230.00	1,000	100	40	64
Steelhead Room	\$ 330.00	2,000	220	80	136
Chinook Room	\$ 585.00	3,000	340	144	168
Facility	\$ 765.00	6,000	660	264	368

20% discount Mon -Thurs

Kitchen

Minimum Charge	\$ 135.00
Per Person Charge	\$ 2.00
Per Person Charge	\$ 1.50
Non Profit	
Ice, Water & Coffee Only	\$ 60.00

Wedding Package

\$2500.00 River Lodge Wedding Package is a set fee of \$2500.00. A deposit is used to secure a date and is due at the time the reservation form is submitted. A minimum deposit of \$500.00 is required. The day prior may be rented for the non-profit price of the entire facility. If the day prior is not rented the wedding party may come in to decorate etc. during regular business hours as long as they have proper insurance for that day.

ii. Staff Expense

Staff may be made available to provide assistance during events, if pre-arranged, for tasks such as waiting on tables, serving food, and doing dishes. The cost for extra staff services is \$25.00/hour per person. The \$25.00/hour staff cost is also charged to move dishes and furniture from River Lodge to the Monday Club.

iii. Non-Profit Discount

Local Non-Profit organizations, as defined below, shall receive the twenty percent (20%) discount on the daily rental fee every day including Friday, Saturday and Sunday. To receive the full discount the organization has to use the facility within the 12-hour time period identified in section (i). If the organization uses the facility for more than the 12-hour time limit they shall be charged \$25.00/hour for each staff person. The \$25.00/hour charge for extra staff time shall be deducted from the non-profit discount.

iv. Definition: Non-profit Organizations

Non profit organizations are (1) organizations which have an IRS Code 501 (c) 3,4,5,6,7,10,19 determination letter and (2) local and non local governmental agencies.
IRS Code:

- 501(c) 3 Organized and operated exclusively for charitable, religious, educational, scientific, literary, public safety, or cruelty prevention.
- 501(c)4 Organized and operated exclusively for promotions of social welfare organizations.
- 501(c)5 Organized and operated as labor, agricultural or horticultural organizations.
- 501(c)6 Organized and operated as a business league, chamber of commerce, board of trade, or real estate board.
- 501(c)7 Organized and operated as social and recreational clubs.
- 501(c)10 Organized as domestic fraternal societies and operated under the lodge system.
- 501(c)19 Veteran organization, post, auxiliary, society, trust or foundation.

vi. **Yearly Fees**

Local non-profit organizations can negotiate a yearly fee for a number of events. Such yearly fees shall be approved by the City Council.

vii. **Fees for Six-Hours or Less**

The facility supervisor is authorized to negotiate lower fees than the daily rental rate for periods of six hours or less.

viii. **Linens**

Tablecloth, 8 Foot Rectangle	7.00
Tablecloth, 5 Foot Round,	7.00
Table Skirt, 14 Feet Long	14.00
Napkins, 12 Inch Square	0.40

b. Deposits

i. **Security Deposits**

The security deposit is used to secure a date and is due at the time the reservation form is submitted. A minimum security deposit of \$200.00 (\$500 for wedding package) is required.

Security Deposits are fully refundable unless:

- a. The event extends beyond reserved hours;
- b. The facility or equipment is damaged or left very unclean;
- c. Fights, vandalism or improper conduct occur;
- d. Other extenuating circumstances
- e. Facility is not re-rented

Fees for additional hours, cleaning or damage repair will be deducted from the security deposit. The balance will be refunded. If the total cost of additional hours, cleaning or damage repair exceeds the deposit, the permittee will be billed for the additional amount.

ii. **Cancellation Fee**

All groups will be charged a non-refundable cancellation fee of \$25.00. The \$25.00 cancellation fee is to cover the staff expenses of processing cancellations.

27. Senior Bus Fares

\$0.75 per ride with purchase of prepaid punch card. \$1.00 per ride without prepaid punch card.

28. Effective Date

This resolution shall take effect July 1, 2004.

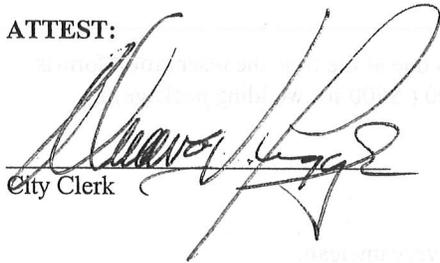
PASSED AND ADOPTED on this 19th day of July, 2004 by the following vote:

Ayes: Council Members August, Berti, Glaser, Shelton and Mayor Cooke
Noes: None
Absent: None
Abstain: None



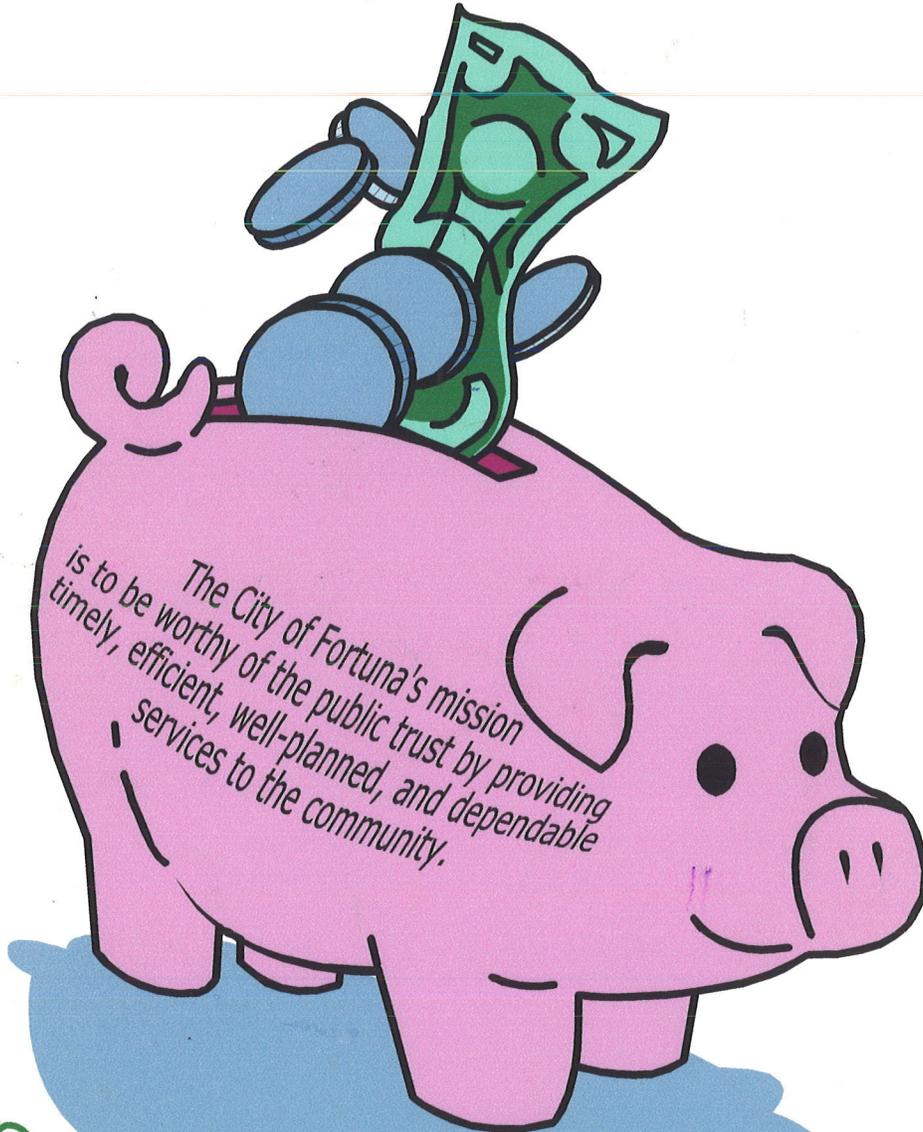
Mayor, City of Fortuna

ATTEST:



City Clerk

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Finance Department