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Table of Contents

Section I – City Budget

Letter from the City Manager i
Budget Resolution v
Fund Balances..... 1
Revenues and Other Sources of Funds 7
Expenditure Detail by Department 15

Section II – Redevelopment Agency Budget

Letter from Executive Director..... i
Budget Resolutions..... ii
Fund Balances..... 1
Revenues and Other Sources of Funds 5
Expenditure Detail by Department 9

Section III – Fee Resolution

Fee Resolution 1

Table of Contents

Section I – City Budget

Letter from the City Manager.....	i
Budget Resolution	v
Fund Balances	1
Revenues and Other Sources of Funds.....	7
Expenditure Detail by Department.....	15
City Council	16
City Manager/City Clerk.....	17
City Attorney	18
Buildings	19
Community Development.....	20
Community Promotion	23
Debt Service	24
Finance	25
Library	27
Miscellaneous Non-Departmental	28
Parks and Recreation	29
Police	33
Public Works	37
Risk Management.....	40
River Lodge.....	43
Solid Waste.....	45
Transit.....	47
Wastewater Division	48
Water Division	52
CCC Lease – Certificates of Participation	55
Fortuna Public Improvement Corporation.....	56
Capital Improvement Projects	57

Memorandum

DATE: June 16, 2003
TO: Honorable Mayor and City Councilmembers
FROM: Duane V. Rigge, City Manager 
SUBJECT: 2003-04 Fiscal Year Budget Message

Introduction and Background:

City staff is very pleased to present a balanced budget for the City Council's consideration and adoption.

The 2003-04 Fiscal Year Budget for the City of Fortuna, Fortuna Public Improvement Corporation, and the Fortuna Redevelopment Agency are attached for your consideration. The proposed Budget continues the practice of making sound financial decisions in the City and providing an excellent level of municipal services without imposing a utility user tax to supplement General Fund expenditures as other communities in California have done over the last several years. Fortuna continues to be the only large city in Humboldt County that has not imposed a utility user tax.

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.

General Fund Revenue And Expenditures

- The proposed General Fund Budget has a net cash surplus of \$204,770 with a projected ending unencumbered cash balance of \$2,525,675.
- The recurring and earned interest revenue is projected to be \$4,379,587 and the operational expenditures and debt service is budgeted at \$3,497,288; this corresponds to revenue exceeding expenditures by approximately 23.5%.
- The General Fund capital expenditures are budgeted at \$95,500.

Total Revenue and Expenditures

- The proposed total Budget has a net cash decrease of \$211,396 with a projected ending unencumbered cash balance of \$3,941,929. The decrease in cash reserves is due primarily to capital expenditures of \$2,106,500. 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 \$8,380,750 and the operational expenditures and debt service is budgeted at \$6,353,848; this corresponds to total revenue exceeding expenditures by approximately 31.9%.

Organization

The organizational structure is shown in Figure 1. The proposed Budget includes 68 full-time employees. The number of regular part-time and seasonal employees ranges from 10 to 25 depending upon the time of the year. The cost allocation for the full-time employees are shown in Table 1.

Water Rates

Last year the City scheduled another water rate increase for this year. The increase was to be \$3.00 per month for most residential customers. However, after evaluating the scheduled 5-year water system capital improvement projects with current cost estimates, staff is recommending that the anticipated water rate increase be reduced to \$0.60 instead of \$3.00 per month, which is a 5.4% increase. A more detailed rate study will be performed before the spring of 2004.

Water Capital Connection Fees

The water capital connections fees for FY2003/04 have be increased 2% which follows the construction price index published by the Engineering News Record (ENR) as specified in City's Fee Resolution. The water capital connection fee had been previously forecasted at 17% increase. A more detailed rate study will be performed before the spring of 2004.

Figure 1
Organizational Structure

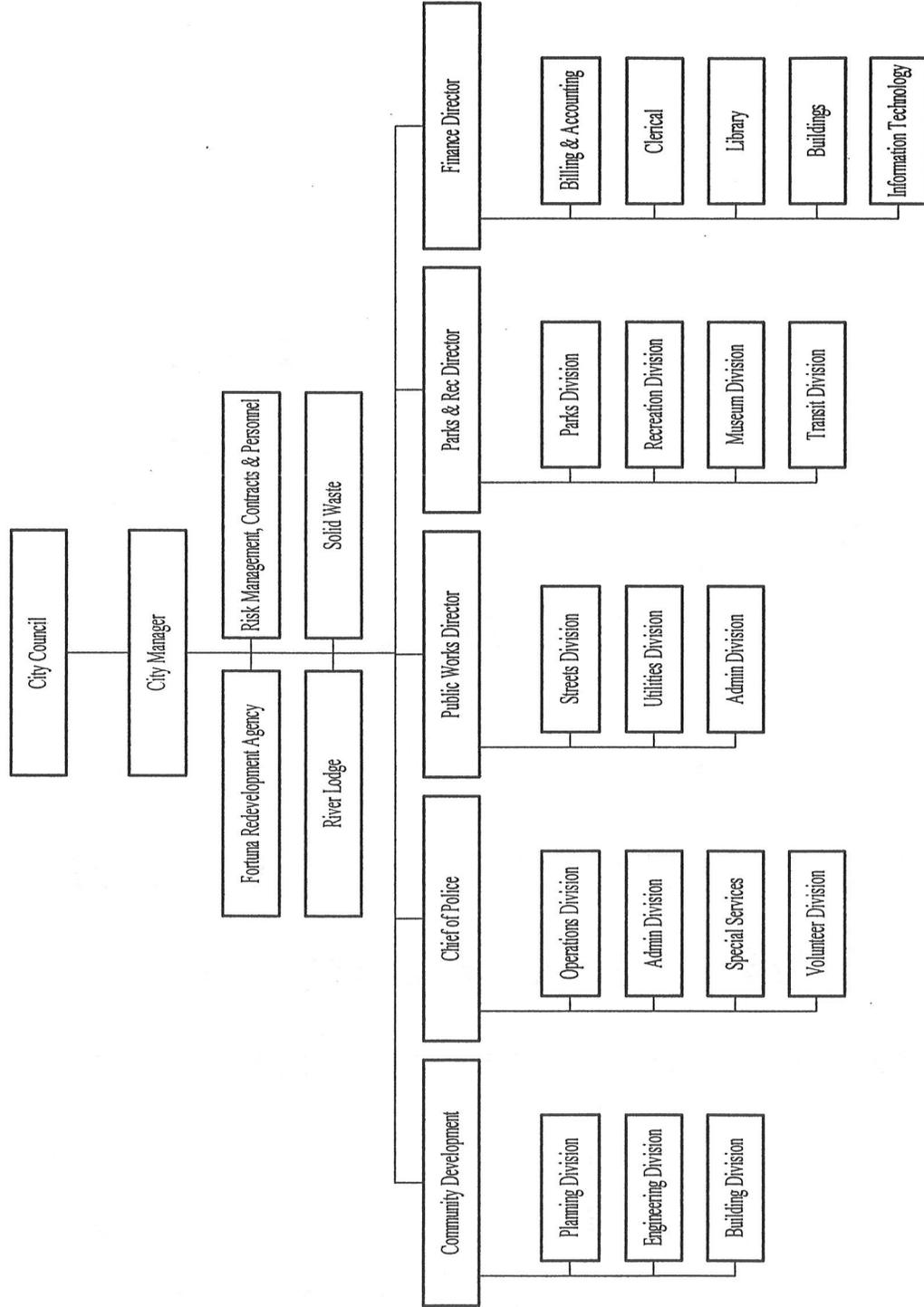


Table 1 - Personnel Allocations by Fund/Division

Description	Employees	General	Water	Sewer	Development	Building	Drainage	Gas Tax	Gas A & E	Solid Waste	Transit	RDA	CIP
CITY MANAGER													
City Manager	1.0	30%	6%	6%	5%	3%		5%				45%	
Administrative Assistant	1.0	25%	25%	25%								25%	
Deputy City Clerk	1.0	50%	10%	10%	25%	5%							
RIVER LODGE													
River Lodge Manager	1.0	100%											
River Lodge Assistant Manager	1.0	100%											
Conference Ctr Maintenance I	1.0	100%											
FINANCE DEPARTMENT													
Finance Director	1.0	51%	20%	20%	3%			1%				5%	
Office Supervisor	1.0	34%	33%	33%									
Account Clerk II	1.0	30%	35%	35%									
Account Clerk II	1.0	15%	35%	35%	5%	10%							
COMMUNITY DEVELOPMENT DEPARTMENT													
City Planner	1.0	15%	5%	5%	50%	10%			5%			10%	
Planning Assistant	1.0	50%							50%				
Engineering Tech III	1.0	40%	15%	15%	20%				10%				
Building Official	1.0				20%	80%							
Building Inspector	1.0	10%			20%	70%							
PUBLIC WORKS DEPARTMENT													
Public Works Director	1.0	20%	37%	38%				5%					20%
Engineering Technician/Surveyor	1.0	20%	20%	20%	20%								
Public Works Clerk	1.0	34%	33%	33%									
Street Superintendent	1.0	80%						15%	5%				
Maintenance Lead Worker	1.0	100%											
Street Maintenance I & II	4.0	55%						30%					15%
Equipment Operator	1.0	65%	10%	10%		1%		5%			3%		10%
Mechanic	1.0	65%	20%	5%				5%					1%
Carpenter	1.0	40%	5%	5%			15%	10%					25%
Facility Maintenance Worker	1.0	40%	5%	5%			15%	10%					25%
Utility Superintendent	1.0		45%	55%									
Utility Worker	4.0		70%	20%									10%
Wastewater Operator I, II & III	2.0		20%	75%									5%
Wastewater Operator In Training	2.0		20%	75%									5%
Treatment Plant Mechanic	1.0		25%	75%									5%
Lab Technician	1.0		25%	75%									5%
PARKS & RECREATION													
Parks & Recreation Director	1.0	100%											
Recreation Clerk	1.0	87%									13%		
Park Maintenance I	4.0	100%											
TRANSIT													
Bus Driver II	2.0										100%		
POLICE DEPARTMENT													
Total	68.0	40.21	7.69	8.85	1.68	1.79	0.30	1.65	0.16	0.65	2.16	0.85	2.01

RESOLUTION 2003-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2003-04 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, 2003 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 2003-04 Fiscal Year Budget" as presented by the City Manager at a public hearing on June 16, 2003, is adopted as the Budget of the City for the 2003-04 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 2003-04 spending limit totals \$8,198,726 with the final budget revenues subject to California Constitution Article XIII(B) totaling \$3,368,088, leaving an available surplus of \$4,830,638.

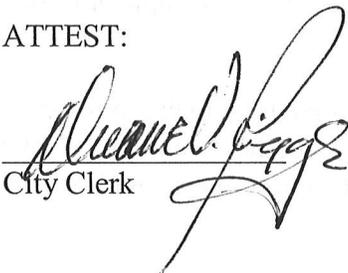
Section 5. That the City Council selected the California Per Capita Change in Personal Income of 2.31% and the City of Fortuna growth rate of 1.54% for census year 2003 as established by the Department of Finance to compute the FY 2003-04 Appropriation Limit.

PASSED, APPROVED, AND ADOPTED this 16th day of June, 2003 by the following vote:

AYES: Councilwoman August, Councilmen Cooke, Glaser, Shelton and Mayor Berti
NOES: None
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	\$2,319,905	\$1,204,245	\$515,010	\$114,165	\$4,153,325
Recurring Revenues	4,303,247	3,021,360	488,972	332,672	8,146,251
Interest Revenue	76,340	45,025	15,064	98,070	234,499
Operational Expenditures	(3,483,882)	(2,260,739)	(232,955)	(10,750)	(5,988,326)
Debt Service	(13,406)	(85,169)	0	(266,947)	(365,522)
Operational Surplus (Deficit)	\$882,299	\$720,477	\$271,081	\$153,045	\$2,026,902
Capital Connection Fees	0	185,000	0	0	185,000
Capital Grants	0	0	415,000	0	415,000
Non-Recurring Revenues	45,000	0	0	0	45,000
Unclaimed Revenues	0	0	0	0	0
Capital Expenditures	(95,500)	(1,183,000)	(828,000)	0	(2,106,500)
Litigation	0	(15,000)	0	0	(15,000)
Net Other Increase (Decrease)	(\$50,500)	(\$1,013,000)	(\$413,000)	\$0	(\$1,461,500)
Net Surplus (Deficit)	\$831,799	(\$292,523)	(\$141,919)	\$153,045	\$565,402
Loan Repayments From RDA	0	0	0	0	0
Loans to RDA (Incl Accrued Int.)	(620,244)	(492,511)	0	0	(1,112,755)
Depreciation	0	578,233	0	0	578,233
Capital Equipment Reserves	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Debt Service-Principle	(6,785)	(71,991)	0	(163,500)	(242,276)
Net Balance Sheet Items	(\$627,029)	\$13,731	\$0	(\$163,500)	(\$776,798)
Ending Cash Balance	\$2,524,675	\$925,453	\$373,091	\$103,710	\$3,941,929

ANALYSIS OF FUND BALANCES

GENERAL FUNDS

	General Fund	Development Review	Drainage Facility	Traffic Impact Citywide	Home Ave Fund	River Lodge Fund	Total All Funds
Beginning Cash Balance	\$1,649,080	\$335,825	\$93,650	\$375,700	(\$8,760)	(\$125,590)	\$2,319,905
Recurring Revenues	3,590,898	268,000	157,211	46,500	2,138	238,500	4,303,247
Interest Revenue	50,389	10,784	3,198	11,969	0	0	76,340
Operational Expenditures	(2,987,811)	(219,005)				(277,067)	(3,483,882)
Debt Service	(12,270)	(1,136)					(13,406)
Operational Surplus (Deficit)	\$641,207	\$58,643	\$160,409	\$58,469	\$2,138	(\$38,567)	\$882,299
Capital Connection Fees							
Capital Grants							0
Non-Recurring Revenues	45,000						45,000
Unclaimed Revenues							
Capital Expenditures	(66,500)	0	(27,500)	0	0	(1,500)	(95,500)
Litigation	0						0
Net Other Increase (Decrease)	(\$21,500)	\$0	(\$27,500)	\$0	\$0	(\$1,500)	(\$50,500)
Net Surplus (Deficit)	\$619,707	\$58,643	\$132,909	\$58,469	\$2,138	(\$40,067)	831,799
Loan Repayments From RDA							
Loans to RDA (Incl Int Accrual)	(516,433)		(103,811)				(620,244)
Depreciation							
Capital Equipment Reserves	0	0					0
Capital Equipment	0	0					0
Debt Service-Principle	(6,210)	(575)					(6,785)
Net Balance Sheet Items	(\$522,643)	(\$575)	(\$103,811)	\$0	\$0	\$0	(\$627,029)
Ending Cash Balance	\$1,746,144	\$393,893	\$122,748	\$434,169	(\$6,622)	(\$165,657)	\$2,524,675

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	\$669,660	(\$256,350)	\$0	\$377,125	\$363,630	\$0	\$18,350	\$31,830	\$1,204,245
Recurring Revenues	1,439,050		40,100	1,369,961		9,140	15,206	147,903	3,021,360
Interest Revenue	26,708	0	120	4,307	12,409	0	631	850	45,025
Operational Expenditures	(897,988)		(40,100)	(1,143,541)		(\$9,140)	(15,103)	(154,867)	(2,260,739)
Debt Service	(80,625)			(4,544)					(85,169)
Operational Surplus (Deficit)	\$487,146	\$0	\$120	\$226,182	\$12,409	\$0	\$734	(\$6,114)	\$720,477
Capital Connection Fees		85,000			100,000			0	185,000
Capital Grants									0
Non-Recurring Revenues									0
Unclaimed Revenues									0
Capital Expenditures	(6,000)	(346,000)		(831,000)				0	(1,183,000)
Litigation				(15,000)					(15,000)
Net Other Increase (Decrease)	(\$6,000)	(\$261,000)	\$0	(\$846,000)	\$100,000	\$0	\$0	\$0	(\$1,013,000)
Net Surplus (Deficit)	\$481,146	(\$261,000)	\$120	(\$619,818)	\$112,409	\$0	\$734	(\$6,114)	(\$292,523)
Loan Repayments From RDA									
Loans to RDA (Inc Accrued Int)	(291,850)			(200,661)					(492,511)
Depreciation	205,000		8,000	360,000			5,233		578,233
Capital Equipment Reserves	0			0					0
Capital Equipment	0			0					0
Debt Service-Principle	(69,691)			(2,300)					(71,991)
Net Balance Sheet Items	(\$156,541)	\$0	\$8,000	\$157,039	\$0	\$0	\$5,233	\$0	\$13,731
Ending Cash Balance	\$994,265	(\$517,350)	\$8,120	(\$85,654)	\$476,039	\$0	\$24,317	\$25,716	\$925,453

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	\$166,450	\$41,170	\$126,390	\$32,770	(\$169,130)	\$291,660	\$25,700	\$515,010
Recurring Revenues	23,000	38,000	158,333	5,709	57,000	203,930	3,000	488,972
Interest Revenue	4,915	1,462	6,017	1,069	0	979	622	15,064
Operational Expenditures	(28,239)	(22,843)				(168,966)	(12,906)	(232,955)
Debt Service								0
Operational Surplus (Deficit)	(\$324)	\$16,619	\$164,350	\$6,778	\$57,000	\$35,943	(\$9,284)	\$271,081
Capital Connection Fees								
Capital Grants					415,000			415,000
Non-Recurring Revenues								
Unclaimed Revenues								0
Capital Expenditures			(10,000)		(265,000)	(553,000)		(828,000)
Litigation								0
Net Other Increase (Decrease)	\$0	\$0	(\$10,000)	\$0	\$150,000	(\$553,000)	\$0	(\$413,000)
Net Surplus (Deficit)	(\$324)	\$16,619	\$154,350	\$6,778	\$207,000	(\$517,057)	(\$9,284)	(\$141,919)
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	\$166,126	\$57,789	\$280,740	\$39,548	\$37,870	(\$225,397)	\$16,416	\$373,091

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	\$11,030	\$103,135	\$0	\$0	\$114,165
Recurring Revenues	45,800	246,400	34,222	6,250	332,672
Interest Revenue	347	2,873	0	94,850	98,070
Operational Expenditures	(3,000)	(1,500)	0	(6,250)	(10,750)
Debt Service	(21,750)	(169,625)	(22,722)	(52,850)	(266,947)
Operational Surplus (Deficit)	\$21,397	\$78,148	\$11,500	\$42,000	\$153,045
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)	\$21,397	\$78,148	\$11,500	\$42,000	\$153,045
Loan Repayments From RDA					
Loans to RDA					
Depreciation					
Debt Service-Principle	(20,000)	(90,000)	(11,500)	(42,000)	(163,500)
Net Balance Sheet Items	(\$20,000)	(\$90,000)	(\$11,500)	(\$42,000)	(\$163,500)
Ending Cash Balance	\$12,427	\$91,283	\$0	\$0	\$103,710

*Revenues
and
Other Sources of Funds*

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
GENERAL FUND REVENUES						
TAXES AND LICENSES						
Property Taxes	\$320,152	\$336,118	347,207	\$348,880	\$348,880	\$355,855
Less: AB8 Takeaway (92/93)	(25,513)	(26,321)	(27,693)	(27,970)	(27,970)	(28,530)
AB8 Takeaway (93/94)	(71,373)	(73,833)	(77,486)	(78,260)	(78,260)	(79,825)
FRA Shift	(31,405)	(34,420)	(41,205)	(41,260)	(41,260)	(42,450)
Sales & Use Tax	1,117,624	1,124,225	1,149,010	1,080,000	1,124,525	1,147,000
Less: Recovery Costs	(3,068)	(2,909)	(2,345)	(3,500)	(3,500)	(3,500)
Transient Occupancy Tax	198,323	221,521	232,639	240,000	295,156	376,125
Franchise - Gas & Electric	50,983	52,736	66,929	75,000	56,252	56,250
Franchise - Garbage	19,201	18,733	18,172	15,000	18,600	19,000
Franchise - Cable TV	75,670	77,953	87,986	80,000	92,000	93,840
Business License Tax	51,334	52,888	59,950	55,000	59,000	60,180
Real Property Transfer Tax	16,604	22,051	23,386	24,000	24,434	24,950
Total	\$1,718,532	\$1,768,742	\$1,836,550	\$1,766,890	\$1,867,857	\$1,978,895
INTEREST AND RENTS						
Interest Income	\$116,103	\$156,243	\$46,646	\$41,278	\$27,250	\$50,389
Loan Interest	\$136,626	\$220,518	\$429,838	\$0	\$469,484	\$516,433
Tower Rental	4,438	5,617	16,785	36,000	17,310	18,000
Parking Lot Rental	1,287	1,368	1,309	1,380	1,390	1,390
Building Rent	0	250	3,000	3,000	3,000	3,000
Storage Container Rental	270	690	540	540	540	540
Total	\$258,724	\$384,686	\$498,118	\$82,198	\$518,974	\$589,752
INTERGOVERNMENTAL						
Motor Vehicle In-Lieu Taxes	\$518,288	\$563,747	\$605,966	\$602,300	\$602,000	\$602,000
Homeowners Exemption	5,565	5,567	5,498	5,500	5,526	5,640
State Mandate Reimbursement	6,322	11,015	6,473	7,000	0	0
Off-Highway License Fees	183	200	249	200	285	200
Total	\$530,358	\$580,529	\$618,186	\$615,000	\$607,811	\$607,840
PARKS & RECREATION						
Recreation Program Fees	\$103,298	\$87,007	\$129,994	\$135,000	\$145,000	\$140,000
Pavilion Use Fees	38,526	37,849	34,726	37,000	28,000	40,000
Park Use Fees	3,473	3,464	3,925	3,500	3,500	3,500
Concession Stand Rental	0	700	0	700	0	700
Vending Machine Commission	2,917	2,104	2,081	2,000	1,800	2,000
Grants	2,000	2,000	7,000	2,000	0	2,000
Rohner Recreation District	8,000	10,145	8,333	8,000	8,000	8,000
Total	\$158,214	\$143,269	\$186,059	\$188,200	\$186,300	\$196,200

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
POLICE SERVICES						
Public Safety Tax (Prop. 172)	\$17,277	\$17,774	\$16,401	\$17,000	\$16,561	\$17,000
Booking Fee Reimbursement (AB 1662)	6,960	6,960	6,960	6,960	6,960	0
Fireworks Permit	170	80	90	80	80	80
Animal License	2,270	2,203	2,618	2,000	1,660	2,000
Bicycle License	29	15	22	15	19	15
Vehicle Code Fines	26,725	22,486	19,649	20,000	18,550	20,000
Parking Violation Fines	1,282	1,821	2,157	2,000	3,000	3,000
Parking Fines - CR	4,154	3,181	8,315	7,000	4,150	4,000
Parking Fines - Ferndale	99	218	56	100	87	100
Other Court Fines	0	511	2,477	0	4,002	0
Animal Control Charges	1,594	1,832	2,827	2,000	2,400	2,400
Accident Reports	2,500	2,765	3,200	2,500	2,930	3,000
Finger Prints	2,306	8,090	12,809	12,000	14,000	15,000
Special Services	5,071	2,032	6,418	4,000	4,700	5,000
Alarm Board System	723	668	612	500	500	500
Dispatch - Ferndale Police	7,200	7,200	9,480	9,480	9,480	9,480
Dispatch - Fortuna Fire	600	600	600	600	600	600
Vehicle Impound Fees	6,230	4,430	5,825	5,000	10,380	15,000
DARE School Contributions	25,905	19,236	22,725	16,400	8,200	6,500
Post Grant Reimbursement	10,800	6,461	18,045	15,000	6,800	10,000
Motor Vehicle Abatement	3,873	3,347	5,413	5,000	10,400	9,000
Miscellaneous Other Revenue	0	0	410	0	0	0
Miscellaneous Donations	100	2,200	100	500	0	500
Random Access Network	0	20,000	0	20,000	25,400	9,000
Grant Allocation (DARE Grant)	13,100	13,100	12,900	12,900	9,675	12,900
Grant Allocation (COPS Grant-Operational)	22,864	100,038	100,070	100,000	100,052	100,000
Grant Allocation (OCJP Grant)	10,439	241		0	0	0
Grant Allocation (LLEBG Equipment)	0	0		0	0	0
Grant Allocation (LLEBG Patrols)	9,703	9,079		0	0	0
Grant Allocation (Technology Grant)	0	103,543	33,267	30,000	16,781	15,000
Grant Allocation (OTS)	10,132	0		0	0	5,000
Grant Allocation (School Excel)	0	0	0	5,000	0	0
Total	\$192,106	\$360,111	\$293,446	\$296,035	\$277,367	\$265,075
OTHER REVENUES						
Business License Penalties	\$432	\$769	\$1,524	\$400	\$550	\$400
Restitution	0	439	156	100	0	100
Public Telephone Commission	51	26	25	25	25	25
Sale of Property	1	1,305	0	0	0	0
Misc. Revenues	3,824	5,700	4,312	3,000	3,400	3,000
Contributions	250	1,436	0	0	0	0
Total	\$4,558	\$9,675	\$6,017	\$3,525	\$3,975	\$3,525
TOTAL RECURRING REVENUES	\$2,862,492	\$3,247,012	\$3,438,376	\$2,951,848	\$3,462,284	\$3,641,287
NON-RECURRING REVENUES						
REMIF Dental Surplus	\$0	\$0	\$0	\$0	\$0	\$0
REMIF Insurance Refunds	98,112	69,571	44,384	40,000	48,376	45,000
Headwaters Demonstration Reimbursement	18,055	0	0	0	0	0
AB 1661 Local Government Relief	24,470	0	0	0	0	0
Newburg Park Improvement Appropriation	0	49,250	0	0	0	0
State Grant - Playground Equipment	0	0	0	31,500	31,500	0
Prop 12 Park Bond	0	0	0	96,000	90,000	0
Total	\$140,637	\$118,821	\$44,384	\$167,500	\$169,876	\$45,000
TOTAL GENERAL FUND	\$3,003,129	\$3,365,833	\$3,482,760	\$3,119,348	\$3,632,160	\$3,686,287

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
WATER FUND REVENUES						
Water Service Charges	\$741,209	\$756,831	\$805,483	\$910,900	\$1,050,000	\$1,106,700
Water Connection Fees	17,761	21,470	20,600	24,300	26,000	24,000
Other Water Revenues	5,419	8,416	6,858	8,200	9,500	10,000
Delinquent Payment Penalty	5,389	5,532	5,956	6,800	6,400	6,500
Payback Agreements	(8,364)	2,500	(5,000)	0	0	0
Treatment Plant Sales	12,000	0	0	0	0	0
Interest Income	38,735	34,064	25,986	20,544	18,040	26,708
Loan Interest	152,889	219,184	241,198	0	265,318	291,850
Gain/(Loss) on Sale of Property	(104)	0	0	0	0	0
FEMA/OES Grant Reimbursement	5,986	0	0	0	0	0
Total	\$970,920	\$1,047,997	\$1,101,081	\$970,744	\$1,375,258	\$1,465,758

WATER CAPITAL RESERVE

Water Cap Connect Fees	\$41,230	\$61,793	\$78,162	\$91,300	\$83,350	\$85,000
Interest Income	16,715	29,499	16,587	0	3,380	0
Total	\$57,945	\$91,292	\$94,749	\$91,300	\$86,730	\$85,000

FOREST HILLS ESTATES WATER BOOSTER STATION MAINTENANCE DISTRICT

Special Assessment	\$0	\$0	\$0	\$0	\$0	\$40,100
Interest Income	0	0	0	0	0	120
Total	\$0	\$0	\$0	\$0	\$0	\$40,220

WASTEWATER FUND REVENUES

Sewer Service Charges	\$811,641	\$830,380	\$871,106	\$981,800	\$997,100	\$1,156,300
Other Sewer Revenues	4,099	7,910	10,893	12,000	37,000	13,000
Interest Income	39,897	77,156	39,502	11,944	12,114	4,307
Loan Interest	134,892	150,789	165,836	0	182,420	200,661
Gain/(Loss) on Sale of Property	(3,595)	0	0	0	0	0
FEMA/OES Grant Reimbursement	(82)	0	0	0	0	0
Total	\$986,852	\$1,066,235	\$1,087,337	\$1,005,744	\$1,228,634	\$1,374,268

WASTEWATER CAPITAL RESERVE

Wastewater Cap Connection Fee	\$49,170	\$78,120	\$94,025	\$109,300	\$98,020	\$100,000
Interest Income	1,690	8,331	9,793	9,293	8,035	12,409
Total	\$50,860	\$86,451	\$103,818	\$118,593	\$106,055	\$112,409

RANCHO BUENA VISTA SEWER MAINTENANCE DISTRICT

Special Assessment	\$3,426	\$5,856	\$4,722	\$4,769	\$5,428	\$5,882
Interest Income	112	507	456	75	270	316
Total	\$3,538	\$6,363	\$5,178	\$4,844	\$5,698	\$6,198

KENWOOD MEADOWS SEWER MAINTENANCE DISTRICT

Special Assessment	\$4,876	\$7,266	\$7,331	\$7,404	\$7,474	\$9,324
Interest Income	211	791	705	75	446	315
Total	\$5,087	\$8,057	\$8,036	\$7,479	\$7,920	\$9,639

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
SEWER ASSESSMENT REVENUE						
Special Assessment	\$50,465	\$51,565	\$44,554	\$43,590	\$44,990	\$45,800
Interest Income	2,090	4,853	2,530	312	1,010	347
Total	\$52,555	\$56,418	\$47,084	\$43,902	\$46,000	\$46,147

GRANT FUND REVENUE

STIP Allocation	43,000	373,300	31,700	485,000	485,000	30,000
TEA Grant	0	0	0	385,000	0	385,000
Recycling Grant	0	0	5,000	5,000	5,000	5,000
COPS Grants	22,864	100,038	100,070	100,000	100,052	100,000
Office of Criminal Justice	10,439	0	0	0	0	0
FEMA Grant - 1996/97 Flood	(82)	0	0	0	0	0
USDA/FEMA - 97/98 Storms	0	0	0	0	0	0
OES Disaster Reimbursement	6,399	0	1,103	0	0	0
CLEEP Technology Grant	0	103,543	33,267	30,000	16,781	15,000
Rural Business Enhancement	0	0	0	0	0	0
Police Equipment Grant	10,439	241	0	0	0	0
HCOE DARE Grant	13,100	13,100	12,900	12,900	9,675	12,900
Law Enforcement Grant - Equipment	0	0	0	0	0	0
Law Enforcement Grant - Patrols	9,703	9,079	0	0	0	0
Office of Traffic Safety	10,132	0	0	0	0	5,000
STAF Grant	0	2,850	0	50,466	50,466	0
Prop 12 Park Bond	0	0	0	96,000	90,000	0
HAF Recreation Grant	2,000	0	0	2,000	0	2,000
Newburg Park Improvement Appropriation	0	49,250	0	0	0	0
School Excel Grant	0	0	0	5,000	0	0
Miscellaneous Grants	0	0	7,000	0	0	0
State Grant - Playground Equipment	0	0	0	31,500	31,500	0
Allocate to Other Funds	(127,994)	(651,401)	(191,040)	(1,202,866)	(788,474)	(554,900)
Total	\$0	\$0	\$0	\$0	\$0	\$0

DEVELOPMENT REVIEW FUND

Building Permits	\$100,645	\$135,354	\$145,319	\$145,000	\$145,230	\$145,000
Building Plan Check Fees	46,390	63,571	71,809	70,000	66,080	70,000
Rio Dell Building Permits	5,277	8,611	1,621	0	0	0
Engineering Plan Check Fees	12,675	23,078	12,021	12,000	22,000	18,000
Engineering Inspection Fees	9,015	7,737	1,609	3,000	15,000	10,000
Zoning Fees	2,109	2,545	4,989	5,000	4,300	5,000
Subdivision Application Fees	11,975	3,726	22,111	12,000	28,700	20,000
Interest Income	3,136	8,459	8,949	7,705	7,265	10,784
Miscellaneous	0	100	0	0	0	0
Total	\$191,222	\$253,181	\$268,428	\$254,705	\$288,575	\$278,784

DRAINAGE FACILITY FUND

Drainage Facility Fees	\$54,147	\$68,792	\$35,564	\$35,000	\$42,000	\$42,000
Interest Income	612	7,474	930	225	1,267	3,198
Loan Interest	72,347	65,987	85,963	0	94,373	103,811
Payback Agreements	3,200	2,400	2,200	2,400	2,400	2,400
Special Assessment	0	1,259	0	0	0	0
Loan Payments	0	0	2,777	0	46,186	0
FEMA/OES Grant Reimbursement	246	0	1,103	0	0	9,000
Total	\$130,552	\$145,912	\$128,537	\$37,625	\$186,226	\$160,409

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
TRAFFIC IMPACT FEES - HOME AVE.						
Home Ave. Facilities Fee	\$8,550	\$8,550	\$14,963	\$8,500	\$2,138	\$2,138
Interest Income	2,169	3,944	735	0	0	0
Total	\$10,719	\$12,494	\$15,698	\$8,500	\$2,138	\$2,138

TRAFFIC IMPACT FEES - CITYWIDE

Collector / Arterial Impact Fee	\$44,288	\$49,186	\$31,368	\$28,000	\$42,000	\$42,000
Interest Income	5,740	15,597	14,002	9,945	9,375	11,969
Loan Payments	1,260	1,363	4,873	4,000	4,500	4,500
Miscellaneous	0	48,350	0	0	0	0
Total	\$51,288	\$114,496	\$50,243	\$41,945	\$55,875	\$58,469

BUSINESS IMPROVEMENT DISTRICT

City Wide Assessment Fee	\$16,096	\$16,169	\$17,612	\$17,600	\$30,000	\$32,000
Downtown Assessment Fee	7,910	9,114	9,792	10,000	15,000	16,000
Redwood Village Assessment Fee	5,191	4,635	5,265	5,000	11,000	12,000
Revenue Transfer	(29,400)	(30,197)	(32,803)	(32,600)	(56,000)	(60,000)
Interest Income	203	279	184	0	0	0
Total	\$0	\$0	\$50	\$0	\$0	\$0

STORM DRAIN MAINTENANCE

Service Charges	\$37,387	\$37,692	\$38,001	\$38,000	\$37,600	\$38,000
Interest Income	1,362	0	296	807	693	1,462
Grants	167	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Total	\$38,916	\$37,692	\$38,297	\$38,807	\$38,293	\$39,462

FOREST HILLS ESTATES STORM WATER DETENTION BASIN MAINTENANCE DISTRICT

Special Assessment	\$0	\$0	\$0	\$0	\$0	\$9,140
Interest Income	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$9,140

SOLID WASTE

AB 939 Fee	(\$1)	\$0	\$0	\$0	\$0	\$0
Tipping Fees	14,574	7,833	0	0	0	0
Interest Income	5,125	5,846	1,770	4,252	4,050	4,915
Transfer Station Regulatory Fees		11,768	17,987	18,000	18,600	18,000
Fortuna Regulatory Fees		5,602	0	0	0	0
Reimbursement - Rio Dell	0	0	0	0	0	0
Litigation Settlement	0	0	360,614	0	0	0
Grant Revenues	0	5,000	5,000	5,000	5,000	5,000
Miscellaneous Revenue	0	0	0	0	0	0
Total	\$19,698	\$36,049	\$385,371	\$27,252	\$27,650	\$27,915

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
TRANSPORTATION DEVELOPMENT ACT (SB325)						
Transit Tax	\$114,700	\$117,100	\$107,695	\$127,125	\$127,125	\$138,403
Non-Transit Tax	256,300	182,615	154,025	147,557	147,557	147,042
Allocation to Transit Fund	(114,700)	(117,100)	(107,695)	(127,125)	(127,125)	(138,403)
Allocation to TDA 2% Set-Aside	(4,445)	(4,615)	(5,235)	(5,494)	(5,494)	(5,709)
Sidewalk Loans	0	30,495	16,396	17,000	3,774	17,000
Interest Income	22,310	19,687	18,818	10,056	11,136	6,017
Total	\$274,165	\$228,182	\$184,004	\$169,119	\$156,973	\$164,350

TDA 2% SET-ASIDE

Allocation from TDA Fund	\$4,445	\$4,615	\$5,235	\$5,494	\$5,494	\$5,709
Interest Income	602	1,373	1,189	871	742	1,069
Total	\$5,047	\$5,988	\$6,424	\$6,365	\$6,236	\$6,778

SENIOR BUS FUND

Allocation From TDA Fund	\$114,700	\$117,100	\$107,695	\$127,125	\$127,125	\$138,403
Senior Farebox Revenue	9,526	8,556	9,294	9,500	8,570	9,500
Interest Income	2,980	3,271	867	0	0	850
Sale of Property	0	4,000	0	0	0	0
STAF Grant	0	47,850	0	50,466	50,466	0
Total	\$127,206	\$180,777	\$117,856	\$187,091	\$186,161	\$148,753

TEA & STIP FUND

Regional TEA Allocation	\$51,150	\$0	\$53,037	\$55,000	\$55,655	\$57,000
STIP Allocation	44,664	373,300	31,700	485,000	485,000	30,000
TEA Grant	0	0	0	385,000	0	385,000
Traffic Congestion Relief	0	72,882	26,443	0	12,000	0
Miscellaneous Other Revenue	0	0	4,495	0	0	0
Sidewalk Loans	0	5,413	17,621	17,000	3,540	0
Interest Income	4,945	233	0	757	381	0
Total	\$100,759	\$451,828	\$133,296	\$942,757	\$556,576	\$472,000

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
GAS TAX FUND						
2106 Gas Tax	\$50,265	\$51,717	\$49,058	\$51,729	\$60,030	\$60,030
2107 Gas Tax	83,027	83,885	79,375	84,377	48,600	48,600
2105 Gas Tax	62,364	63,530	60,488	65,480	80,300	80,300
Sidewalk Loan Payments	4,794	6,171	1,261	15,000	1,055	15,000
Miscellaneous	0	5,540	0	0	0	0
Interest Income	9,617	17,504	14,207	5,093	8,930	979
Total	\$210,067	\$228,347	\$204,389	\$221,679	\$198,915	\$204,909

GAS TAX ADMINISTRATION FUND

Gas Tax	\$3,000	\$3,000	\$0	\$3,000	\$3,000	\$3,000
Interest Income	3,629	3,713	1,902	846	905	622
Total	\$6,629	\$6,713	\$1,902	\$3,846	\$3,905	\$3,622

RIVER LODGE FUND

River Lodge Rent	\$87,076	\$76,086	\$76,156	\$79,000	\$69,800	\$94,000
Fee Waiver/Use Allowance	(1,753)	0	0	0	0	
Kitchen Rental	19,858	21,644	15,132	18,000	14,650	18,000
Linen Rental	6,963	7,374	4,115	7,000	5,110	8,000
Catering Services	45,401	24,862	27,960	35,000	47,040	49,000
Visitor Center Sales	4,719	7,396	10,216	13,000	10,200	14,000
Cooking Classes	0	6,300	3,560	8,000	340	0
Wedding Packages	0	2,500	22,500	30,000	44,550	45,000
Special Events	0	0	0	2,500	4,330	4,000
Interest Income	90	0	0	0	0	0
Subtotal	\$162,354	\$146,162	\$159,639	\$192,500	\$196,020	\$232,000
Monday Club Catering	0	0	0	0	450	500
Monday Club Rent	5,539	7,812	5,645	8,500	4,675	6,000
Subtotal	\$5,539	\$7,812	\$5,645	\$8,500	\$5,125	\$6,500
Total	\$167,893	\$153,974	\$165,284	\$201,000	\$201,145	\$238,500

CCC LEASE REVENUE

CCC Facility Lease	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000
Interest Income	21,153	25,786	13,401	2,866	9,054	2,873
Administrative Fees/Reimbursements	1,741	2,342	1,351	0	1,400	1,400
Total	\$267,894	\$273,128	\$259,752	\$247,866	\$255,454	\$249,273

TOTAL REVENUES	\$6,732,941	\$7,857,407	\$7,889,574	\$7,750,511	\$8,652,577	\$8,890,428
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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 2003-2004 fiscal year.

PERSONNEL SUMMARY

Name	Title	Date Elected
Mel Berti	Mayor	2000
Debi August	Vice Mayor	2002
Odell Shelton	Councilmember	2002
Tom Cooke	Councilmember	2000
Dean Glaser	Councilmember	2002

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1000	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
City Council		5165	\$18,150	\$18,000	\$18,600	\$18,000	\$18,000	\$18,000
Benefits		5200	1,014	999	1,042	1,050	1,137	1,048
Office Supplies		5400	489	282	262	500	380	500
Travel and Conferences		7000	5,931	5,093	5,348	7,000	5,000	5,000
Council Contingency		7610	3,422	6,312	20,377	10,000	7,900	10,000
Capital Outlay			466	0		0	0	0
Total			\$29,472	\$30,686	\$45,629	\$36,550	\$32,417	\$34,548

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

A new City Manager, Duane Rigge, was hired in in December 2002.
The position of Deputy City Clerk was created, effective July 1, 2002. It has been filled by Virginia Vance.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
City Manager	0.35	0.30	0.30	0.30	0.30
Administrative Assistant	-	-	-	-	-
Deputy City Clerk	-	-	-	0.50	0.50
Total Authorized	0.35	0.30	0.30	0.80	0.80

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	100	1100	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04
Salaries		5100	\$22,591	\$19,487	\$23,724	\$36,090	\$36,410	\$42,500
Vacation Buyback		5180	1,097	1,038	711	700	600	700
Benefits		5200	1,931	1,918	492	5,830	5,300	7,342
Office Supplies		5400	864	1,326	576	1,000	2,500	1,000
Personnel Services		6035	0	0	0	25,000	12,950	0
Travel and Conferences		7000	3,569	3,849	4,896	400	2,500	3,500
Dues and Subscriptions		7015	972	587	100	600	400	750
Distributed Charges		9200	0	0	(1,000)	(1,000)	(1,000)	(1,000)
Total			\$31,024	\$28,205	\$29,499	\$68,620	\$59,660	\$54,792

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

Litigation has been moved to a separate department.

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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Legal Services Division		General Fund (100) Dept. (1300)					
Legal Services	6020	\$8,651	\$6,210	\$473	\$20,000	\$20,000	\$25,000
Total		\$8,651	\$6,210	\$473	\$20,000	\$20,000	\$25,000
Litigation Division		Various Funds Dept. (1350)					
Solid Waste Litigation	6020	\$28,690	\$99,639	\$249,232	\$0	\$500	\$0
Water Quality Litigation	6020		244,481	63,008	15,000	15,000	15,000
School St. Litigation	6020		3,177		-	-	-
Misc. Litigation	6020		-	550	-	112,000	-
Total		\$28,690	\$347,297	\$312,790	\$15,000	\$127,500	\$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 2003-04 fiscal year.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 1500	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Paper Supplies (34%)		5405	\$262	\$276	\$233	\$300	\$270	\$295
Department Supplies		5500	2,016	1,541	339	3,000	280	300
Equipment Maintenance (34%)		5705	41	1,706	1,938	2,320	2,950	2,280
Janitorial Service (17%)		5735	3,845	1,975	2,183	2,770	1,975	1,235
Building Repairs (50%)		5740	666	651	270	1,250	1,200	1,250
Network Support (17%)		5775	3,341	3,326	3,624	3,570	4,200	3,800
Telephone (50%)		6200	4,443	4,898	4,198	4,200	3,010	3,200
Utilities (17%)		6505	2,345	2,501	2,900	2,850	3,500	3,500
Travel and Conferences		7000	0	0	0	0	0	0
Capital Outlay			2,368	0	0	0	0	0
TOTAL			\$19,327	\$16,874	\$15,685	\$20,260	\$17,385	\$15,860

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, Planning and Integrated Waste 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

There are no significant changes planned for the 2003-2004 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Community Development Director	0.08	0.08	0.08	0.08	0.08
Finance Director	0.03	0.03	0.03	0.03	0.03
Assistant City Planner	-	-	-	-	0.50
Engineering Tech III	0.40	0.60	0.60	0.20	0.60
Engineering Technician/Surveyor	-	-	0.25	0.20	0.20
City Planner	0.55	0.80	0.65	0.60	0.75
Building Official/Inspector	2.00	2.00	1.95	1.90	2.00
Deputy City Clerk	0.30	0.30	0.30	0.30	0.30
Account Clerk	0.15	0.15	0.15	0.15	0.15
Engineering Technician (1PT)	1.00	1.00	1.00	-	-
Mechanic	-	0.01	0.01	0.01	0.02
Total Authorized	4.51	4.97	5.02	3.47	4.63

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual	Actual	Actual	Budget	Estimate	Request	
	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04	
Planning Division							
	General Fund (100) Dept. (5000)						
Salaries	5100	\$8,357	\$6,586	\$1,803	\$5,940	\$2,050	\$15,788
Benefits	5200	1,913	1,058	620	1,650	610	2,826
Office Supplies	5400	1,234	1,998	1,430	1,500	1,690	1,500
Personnel Services	6035	0	458	0	0	175	0
Telephone Planning	6200	0	47	0	0	0	0
Advertising	6300	1,291	1,193	2,762	2,000	2,400	2,400
Travel & Conferences	7000	377	256	4,450	2,000	2,650	2,000
Dues & Subscriptions	7015	358	224	60	200	200	200
Planning Commission	7600	1,947	2,340	3,330	3,000	3,490	3,000
Capital Outlay							
Aerial Photo	8029	0	2,200	0	0	0	
Assessor Files	8230	0	376	0	0	0	
Assessor's Parcel Maps	8241	0	0	375	375	500	500
Total		\$15,477	\$16,736	\$14,830	\$16,665	\$13,765	\$28,214

Engineering Division

	General Fund (100) Dept. (5100)						
Salaries	5100	\$2,145	\$3,165	\$11,246	\$20,890	\$14,300	\$21,682
Part-time	5165	4,337	9,034	9,866	0	700	0
Overtime	5170	251	0	4	0	0	0
Vacation Buyback	5180	0	6	9	0	324	0
Benefits	5200	754	1,476	3,773	5,730	4,400	7,418
Office Supplies	5400	166	87	536	500	440	500
Department Supplies	5500	2,433	2,155	1,675	2,000	650	2,250
Fuel & Oil	5505	521	709	389	1,500	350	350
Vehicle Repair	5715	586	507	299	300	300	300
Equipment Repairs	5720	309	68	0	200	0	200
Tools & Small Equipment	5900	41	0	0	100	0	200
Contract Engineer	6005	455	8,504	2,237	2,000	0	2,000
Personnel Services	6035	170	0	0	0	0	0
Advertising	6300	0	0	0	0	0	0
Travel & Conference	7000	281	291	2,447	2,000	750	2,000
Dues & Subscriptions	7015	0	0	0	150	150	150
Capital Outlay		406	0	0	0	0	0
Total		\$12,855	\$26,002	\$32,481	\$35,370	\$22,364	\$37,050

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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Building Division

Development Fund (120) Dept. (3000)

Salaries	5100	\$56,884	\$66,745	\$68,323	\$80,590	\$77,000	\$74,786
Part Time	5165	\$0	\$0	\$0	\$0	\$5,500	\$0
Vacation Buyback	5180	746	261	103	350	1,200	0
Benefits	5200	10,650	13,328	14,876	18,410	17,650	22,720
Office Supplies	5400	584	468	456	500	200	700
Department Supplies	5500	709	632	422	500	1,400	750
Fuel & Oil	5505	1,460	1,867	1,247	1,500	500	1,500
Equipment Maintenance	5705	6	275	305	400	480	470
Vehicle Repair & Maintenance	5715	608	320	784	800	120	750
Janitorial Service (5%)	5735	582	581	642	680	580	363
Building Repairs (10%)	5740	15	77	54	150	240	150
Contract Plan Checking	6005	0	0	0	5,000	3,700	2,500
Personnel Services	6035	197	0	0	200	1,350	0
Telephone	6200	79	170	134	200	160	750
Auto Insurance	6350	1,460	1,460	1,315	1,300	1,320	1,500
Utilities	6505	414	441	512	500	620	600
Travel & Conferences	7000	873	1,893	1,362	1,500	750	2,500
Certification Exams	7010	333	220	720	800	400	600
Dues & Subscriptions	7015	755	838	775	700	400	700
Distributed Charges	9250	0	0	2,500	2,500	2,500	2,500
City Hall Rent Expense	9050	1,720	1,714	1,706	1,710	1,710	1,711
Capital Outlay		444	842		0		
Code Books	8141	604	321	80	250	1,300	500
Computer	8256						1,800
Total		\$79,123	\$92,453	\$96,316	\$118,540	\$119,080	\$117,850

Rio Dell Building Division

Development Fund (120) Dept. (3050)

Salaries	5100	\$869	\$1,441	\$0	\$0	\$0	\$0
Benefits	5200	156	254	0	0	0	0
Total		\$1,025	\$1,695	\$0	\$0	\$0	\$0

Development Review Division

Development Fund (120) Dept. (3100)

Salaries	5100	\$44,564	\$44,896	\$54,443	\$66,040	\$55,000	\$71,452
Vacation Buyback	5180	494	1,549	312	400	780	0
Benefits	5200	8,514	9,100	12,931	16,010	14,250	20,703
Departmental Supplies	5500	0	0	20	0	90	100
Map Check Services	6005	5,708	8,771	6,929	6,000	7,300	7,400
Permit Fees	6605	0	0	1,339	1,500	700	1,500
Total		\$59,280	\$64,316	\$75,974	\$89,950	\$78,120	\$101,155
Total Department		\$167,760	\$201,202	\$219,601	\$260,525	\$233,329	\$284,269

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

Measure W passed, allocating 1 percent of the Transit Occupancy Tax to the Chamber of Commerce, beginning October 2002.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 5200	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Web Site Host & Maintenance		5780	\$0	\$762	\$360	\$360	\$360	\$360
Advertising		6300	0	0	2,764	0	0	0
Chamber of Commerce		6800	13,000	13,000	13,000	19,000	19,000	13,000
Chamber of Comm. TOT Allocation		6801	0	0	0	0	18,250	37,612
Humboldt Visitor & Convention		6815	3,500	4,000	4,500	4,500	4,500	4,500
Redwood Empire Assoc.		7620	750	0	0	0	0	0
Business Improvement District		7625	29,197	29,919	33,184	30,000	54,000	58,000
Tourism Brochure		7630	805	4,563	0	0	0	0
Total			\$47,252	\$52,244	\$53,808	\$53,860	\$96,110	\$113,472

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 \$249,923, Interest \$24,139, Principle \$25,851.

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 \$435,000, Interest \$21,750, 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 \$341,000, Principle \$11,500, Interest \$22,722. 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 \$2,345,000, Principle \$90,000, Interest \$169,625.

One million gallon tank, 250,000 gallon tank, and 10" main on School Street, installment sale agreement with Fortuna Public Improvement Corporation. Balance \$795,000, Interest of \$52,850 at 7% and a certificate payment of \$42,000. Final Payment January 15, 2015.

	Budget 2002-03	Request 2003-04	General Fund	Development Fund	Water Fund	Sewer Fund	Assessment Fund	Lease Payment Fund	Redevelopment Agency
Campton Heights Water System	\$49,990	\$49,990			\$49,990				
Fortuna Assessment District #1	42,750	41,750					\$41,750		
Semi-Annual Lease Payment to FmHA for COP Funds used to Remodel City Hall	33,944	34,222	\$18,480	\$1,711	5,476	\$6,844			\$1,711
Annual Payment to California Cities Financing Corporation to construct California Conservation Corp Regional Center	255,894	259,625						\$259,625	
One million gallon tank, 250,000 gallon tank, and 10" main on School Street	95,650	94,850			\$94,850				
Total	\$478,228	\$480,437	\$18,480	\$1,711	\$150,316	\$6,844	\$41,750	\$259,625	\$1,711
Principle	173,871	189,351	6,210	575	69,691	2,300	20,000	90,000	575
Interest	304,357	291,086	12,270	1,136	80,625	4,544	21,750	169,625	1,136
Total	\$478,228	480,437	\$18,480	\$1,711	\$150,316	\$6,844	\$41,750	\$259,625	\$1,711

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 2003-04 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Finance Officer	0.52	0.51	0.51	0.51	0.51
Office Supervisor	0.34	0.34	0.34	0.34	0.34
Account Clerk II	0.50	0.30	0.30	0.30	0.30
Account Clerk II	-	-	0.15	0.15	0.15
Clerk/Typist	0.50	0.50	0.50	-	-
Account Clerk I	0.15	0.15	-	-	-
Total Authorized	2.01	1.80	1.80	1.30	1.30

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	100	1200	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04
Salaries		5100	\$59,387	\$56,052	\$52,387	\$49,470	\$47,832	\$53,901
Overtime		5170	937	921	1,082	0	96	0
Vacation Buyback		5180	790	541	1,079	1,000	1,000	1,000
Benefits		5200	11,868	11,407	10,810	12,290	13,450	15,939
Office Supplies		5400	3,255	4,121	3,538	4,500	4,950	4,500
Computer Software		5410	0	38	0	0	0	500
Department Supplies		5500	0	212	680	500	150	300
Equipment Maint. (40%)		5705	2,554	470	235	1,000	250	880
Software Maint. (40%)		5710	2,008	2,093	2,157	2,510	2,270	2,600
Acctg Software Training		6015	2,302	2,351	0	2,400	0	2,400
Professional Services		6025	0	0	5,015	5,000	500	500
Personnel Services		6035	0	0	747	0	0	0
Advertising		6300	1,962	2,588	2,406	2,400	2,565	2,600
Travel and Conferences		7000	2,130	2,454	2,361	4,000	2,800	4,000
Dues and Subscriptions		7015	738	841	521	1,000	430	500
Distributed Charges		9200	0	0	(1,500)	(1,500)	(1,500)	(1,500)
Capital Outlay			3,766	2,178	1,926	2,000	2,261	0
Total			\$91,697	\$86,267	\$83,444	\$86,570	\$77,054	\$88,119

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 2003-04.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 5500	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Supplies		5500	367	35	0	150	120	150
Janitorial Services (17%)		5735	1,069	1,859	2,055	2,590	1,860	1,235
Building Repairs		5740	488	297	0	250	110	250
Utilities		6505	2,137	2,602	3,392	3,200	3,100	3,200
Property Tax		6720	0	36	36	36	36	36
Capital Outlay			0	1,475	0	0	0	0
Total			\$4,061	\$6,304	\$5,483	\$6,226	\$5,226	\$4,871

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	1999-00	2000-01	2001-02	2002-03	2003-04
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	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	100	1400	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04
Department Supplies		5500	\$0	\$0	\$450	\$100	\$50	\$300
Audit Fees		6000	6,025	6,025	5,525	6,525	6,025	6,525
Property Tax Audit		6003	5,000	0	0	0	0	0
Professional Services		6025	1,069	558	4,025	0	4,650	21,200
Labor Relations Services		6030	0	2,757	3,675	1,000	1,000	1,000
ICMA P/T Annual Fee		6040	500	500	500	500	250	0
Codifications		6225	0	0	0	10,000	0	15,000
State Fees		6600	0	0	100	0	0	0
HAZMAT JPA		6615	1,942	0	0	0	0	0
County Admin. Fees		6700	7,603	7,628	7,270	8,000	8,000	8,000
Election Expenses		6710	67	0	14,052	5,000	385	15,000
Fire Assessments		6720	78	78	78	80	87	90
RSVP		6805	5,815	5,815	6,300	6,500	6,500	7,000
LOCC Dues		7020	2,841	2,848	5,263	5,200	4,620	5,200
Total			\$30,940	\$26,209	\$47,238	\$42,905	\$31,567	\$79,315

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 2003-2004.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Parks & Rec Director	1.00	1.00	1.00	1.00	1.00
Park Maintenance Lead Worker	1.00	1.00	1.00	1.00	-
Park Maintenance Worker I Mechanic	2.00	2.00	2.00	2.00	4.00
Administrative Clerk	-	-	-	-	0.09
Recreation Clerk	0.40	0.40	-	-	-
Seasonal/Part-time Worker (4 PT)	-	-	0.87	0.87	0.87
Secretary (3 PT)	2.70	2.70	2.70	2.70	2.70
Recreation Leaders (8 PT)	1.00	1.00	1.00	1.00	1.00
Recreation Aides (8 PT)	1.20	1.20	1.20	1.20	1.20
Recreation Program Supervisors (3 PT)	0.25	0.25	0.25	0.25	0.25
Museum Curator (PT)	0.75	0.75	0.75	0.75	0.75
Total Authorized	10.79	10.79	11.26	11.26	12.35

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual	Actual	Actual	Budget	Estimate	Request
	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04
<i>Recreation Division</i>						
General Fund (100) Dept. (5400)						
Salaries	5100	\$20,918	\$28,459	\$37,330	\$40,240	\$43,974
Part-time/Temporary	5165	69,148	60,197	88,759	92,400	97,020
Overtime	5170	313	613	463	500	500
Vacation/Sick Leave Buyback	5180	582	0	0	0	2,100
Benefits	5200	9,023	11,982	17,827	19,510	23,098
Office Supplies	5400	1,759	1,380	1,629	1,900	2,000
Department Supplies	5500	2,920	1,151	1,049	3,000	2,500
Personnel Services	6035	302	347	721	1,000	1,000
Telephone	6200	2,453	2,083	1,588	2,000	1,800
Advertising	6300	216	955	700	1,500	1,000
Utilities	6505	1,968	2,545	1,530	2,500	1,500
Travel & Conferences	7000	234	140	39	750	500
Dues & Subscriptions	7015	149	0	29	150	0
Sports Officials	7200	8,974	12,628	11,879	13,000	14,000
Swim Program Bus Rental	7205	4,615	3,523	2,719	4,500	4,100
Swim Lessons-CR	7210	2,350	3,113	2,490	3,000	3,150
Adult Sports League	7215	2,538	1,696	1,590	2,000	2,000
Summer Rec. Program	7220	3,641	860	1,072	3,000	3,000
Youth Basketball League	7225	866	1,008	6,964	4,000	4,000
Skating Program	7230	3,696	537	922	2,000	1,500
After School Supplies	7235	351	458	793	1,000	1,500
Teen Program	7240	0	0	1,013	0	0
Teen Dance	7247	0	0	0	3,000	3,000
Basketball Camp	7248	0	0	0	6,000	6,000
Capital Outlay		0	0	0	0	0
Total		\$137,016	\$133,675	\$181,106	\$206,950	\$205,150
						\$219,493

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Parks Division		General Fund (100) Dept. (5450)					
Salaries	5100	\$77,754	\$85,270	\$85,052	\$111,180	\$118,000	\$110,431
Part-time/Temporary	5165	25,751	18,198	25,825	30,576	20,000	22,901
Overtime	5170	3,568	1,542	1,637	2,000	2,000	2,000
Vacation/Sick Leave Buyback	5180	582	667	553	500	3,000	500
Benefits	5200	19,551	22,410	23,728	26,180	36,000	40,074
Office Supplies	5400	250	277	35	500	500	500
Department Supplies	5500	13,458	7,971	11,432	11,000	14,000	13,000
Vehicle Fuel & Oil	5505	4,405	3,503	3,191	4,500	3,000	4,500
Equipment Fuel & Oil	5510	1,210	1,543	1,040	2,000	2,000	2,000
Janitorial & Paper Supplies	5565	0	1,998	2,620	2,500	2,500	2,500
Special Event Supplies	5570	8	879	596	1,000	1,500	2,000
Office Equipment Maintenance	5705	900	528	645	900	900	900
Vehicle Repairs & Maintenance	5715	3,387	1,919	2,352	3,000	4,000	3,000
Equipment Maintenance	5720	5,558	4,312	3,618	4,000	4,500	4,000
Building Repairs & Maintenance	5740	1,923	993	335	3,000	1,000	3,000
Newburg Park Maintenance	5741	1,434	1,373	0	1,500	2,000	2,000
Median Maintenance Supplies	5742	55	518	144	1,000	1,000	1,000
Pavilion Maintenance	5743	1,679	1,265	2,831	1,500	1,000	1,500
Vandalism Repair	5745	486	1,024	905	2,500	2,500	2,500
Weed Abatement	5750	0	73	330	700	700	700
Contract Tree Trimming	5755	645	0	0	1,000	0	1,000
Network Support	5775	0	0	375	0	0	0
Tools & Small Equipment	5900	1,357	1,116	1,483	2,000	2,500	2,000
Personnel Services	6035	2,873	3,005	0	2,500	1,500	2,500
Advertising	6300	0	46	0	0	225	0
Utilities	6505	16,447	21,195	17,266	20,000	17,500	20,000
Fire Assessment	6720	108	108	51	120	108	120
Travel & Conferences	7000	715	603	960	750	500	750
Dues & Subscriptions	7015	27	87	30	100	30	100
Sports Field Maintenance	7215	83	1,546	723	2,000	1,500	2,000
Uniforms		0	0	0	1,550		1,550
Capital Outlay		1,608	0	3,111	3,700	2,608	
Riding Mower	8106						10,000
Self-Dumping Attachment	8106						4,000
Commercial Weed Eaters (2)	8107						800
Flat Bed Truck	8525						20,000
Total		\$185,822	\$183,969	\$190,868	\$243,756	\$246,571	\$283,825

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Depot Museum		General Fund (100) Dept. (5600)					
Museum Curator	5165	\$7,955	\$7,754	\$8,109	\$8,820	\$8,820	\$9,261
Benefits	5200	360	341	354	510	400	539
Office Supplies	5400	41	19	101	100	100	100
Department Supplies	5500	200	49	0	300	200	300
Alarm System	5730	216	216	216	300	258	300
Building Repair & Maintenance	5740	350	218	67	500	0	250
Telephone	6200	276	173	162	200	200	200
Advertising	6300	31	0	102	200	200	200
Utilities	6505	1,832	3,250	2,433	2,400	2,400	2,400
Capital Outlay		0	0	0	0	0	0
Total		\$11,261	\$12,020	\$11,544	\$13,330	\$12,578	\$13,550
Total Parks & Recreation		\$334,099	\$329,664	\$383,518	\$464,036	\$464,299	\$516,868

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. Two Police Officer positions have been frozen and will remain unfilled.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Chief of Police	1.00	1.00	1.00	1.00	1.00
Sergeants	3.00	3.00	4.00	4.00	4.00
Police Officers	8.00	8.00	7.00	8.00	6.00
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 II	5.00	5.00	6.00	6.00	6.00
Community Service Officer III	-	-	-	-	-
Mechanic	0.13	0.13	0.13	0.13	0.13
Part-time Temporary	0.75	0.50	0.50	0.50	0.50
Total Authorized	21.88	22.63	23.63	23.63	21.63

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 100	Dept. 2000	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Police Department								
Salaries		5100	\$508,512	\$488,628	\$615,001	\$660,000	\$660,000	\$722,660
Part-time & Temporary		5165	9,182	6,316	9,828	9,450	9,600	9,923
Overtime		5170	46,167	56,544	67,196	65,400	86,000	70,500
Vacation/Sick Leave Buyback		5180	6,745	4,160	15,790	8,720	9,100	8,000
Benefits		5200	134,052	132,699	172,184	187,540	194,000	206,713
Uniform Allowance		5260	5,658	5,808	6,075	9,592	7,400	8,800
Office Supplies		5400	9,129	5,670	8,569	8,000	11,350	9,500
Computer Software		5410	305	0	0	0	300	500
Department Supplies		5500	17,409	14,918	15,712	13,500	18,500	15,500
Vehicle Fuel & Oil		5505	17,699	19,602	17,111	17,000	21,300	17,500
Ammunition/Range Supplies		5515	2,604	2,729	1,759	2,550	2,610	2,550
K-9 Maintenance		5530	41	0	0	0	0	0
Radio & Equipment Maint.		5700	5,449	3,897	4,450	4,500	6,050	5,000
Office Equipment Maint.		5705	6,309	4,053	2,082	5,000	100	5,000
Vehicle Repairs & Maint.		5715	17,385	10,535	7,540	12,000	22,000	15,000
Equipment Repairs & Maint.		5720	914	164	2,374	500	3,800	2,500
Janitorial Service (42%)		5735	3,845	4,880	5,394	7,940	4,900	3,051
Building Repairs (40%)		5740	413	796	1,775	1,000	425	1,000
Network Support (50%)		5775	3,313	8,618	6,564	10,500	7,200	11,200
Professional Services		6025	1,016	1,032	3,006	1,500	250	1,500
Recruitment Services		6035	7,616	17,734	16,743	13,000	18,000	15,000
Telephone		6200	9,418	10,393	10,174	13,500	8,750	11,000
CLEWS Service		6215	2,607	4,212	4,286	4,000	3,900	4,500
CLETS Service		6220	1,913	1,457	1,405	1,000	920	1,000
Eureka Records/Dispatch		6230	0	0	8,617	13,400	15,450	14,000
Advertising		6300	339	612	2,000	750	2,270	2,000
Utilities (50%)		6505	6,898	7,355	8,528	8,300	10,250	9,000
DUI/DOJ Testing Fees		6600	4,173	8,668	4,868	6,000	4,425	6,000
Livescan Fees		6625	0	0	7,787	8,000	9,660	8,000
Booking Fees		6705	8,857	10,852	17,016	15,000	16,365	30,000
Travel & Conferences		7000	3,054	6,773	7,514	3,000	1,660	3,000
Training Expenses		7005	13,840	8,550	17,340	17,000	14,420	17,000
Dues & Subscriptions		7015	919	717	1,246	1,000	1,500	1,500
Special Expense		7405	8,080	7,592	5,685	6,000	7,500	7,500
SCOP Volunteers		7415	2,608	2,848	426	2,000	1,230	3,100
Police Explorer		7420	488	846	662	1,000	1,325	1,500
Police Chaplains		7425	932	0	200	2,500	2,740	3,000
RARC		7435	0	0	0	1,200	1,550	2,500
Abandoned Vehicle Expense		7450	1,850	3,670	5,305	5,000	4,500	5,000
Capital Outlay			32,011	71,034	30,864	0	200	
Vehicle/Lightbar/Cage		8270				0	40,000	0
Office Chairs		8019				0		1,000
Total			\$901,750	\$934,362	\$1,113,076	\$1,146,342	\$1,231,500	\$1,261,996

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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Problem Oriented Policing/Drug Enforcement

Dept. (2200)

Salaries	5100	\$31,483	\$31,258	\$22,944	\$43,350	\$42,270	\$47,708
Overtime	5170	9,963	9,350	6,227	5,450	15,320	5,000
Vacation/Sickleave Buyback	5180	908	601	4,251	545	1,020	500
Benefits	5200	8,916	10,514	7,547	13,520	14,800	14,820
Uniform Allowance	5260	500	500	500	545	500	500
Vehicle Fuel & Oil	5505	1,481	441	626	700	470	700
Vehicle Repair	5715	1,570	14	849	500	0	500
Training	7005	1,395	117	1,507	1,000	80	1,000
Total		\$56,216	\$52,795	\$44,451	\$65,610	\$74,460	\$70,728

Youth Services/Problem Oriented Policing

Dept. (2300)

Salaries	5100	\$33,240	\$32,123	\$33,694	\$36,410	\$36,825	\$38,979
Overtime	5170	2,744	4,544	4,959	5,450	8,300	5,000
Vacation/Sickleave Buyback	5180	488	576	0	545	840	500
Benefits	5200	9,495	7,880	8,676	6,380	9,990	14,194
Uniforms	5260	500	500	500	545	500	500
Departmental Supplies	5500	5,967	4,701	8,653	7,000	6,600	8,000
Travel and Conference	7000	579	0	0	0	0	0
Training	7005	0	2,028	540	0	0	2,000
Total		\$53,013	\$52,352	\$57,022	\$56,330	\$63,055	\$69,173

Dept. (2400)

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

Dept. (2500)

Salaries	5100	\$33,094	\$34,241	\$39,552	\$45,190	\$33,900	\$42,031
Overtime	5170	7,375	11,869	8,997	5,450	4,400	5,000
Vacation/Sickleave Buyback	5180	0	658	34	545	500	500
Benefits	5200	9,370	11,194	13,068	13,610	11,365	7,093
Uniform Allowance	5260	500	500	500	545	500	500
Department Supplies	5500	292	178	947	1,000	480	1,000
Training	7000	0	645	0	1,000	500	1,000
Total		\$50,631	\$59,285	\$63,098	\$67,340	\$51,645	\$57,123

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Police Trainee							
				Dept. (2900)			
Salaries	5100		\$44,981	\$18,562	\$0	\$0	\$0
Overtime	5170		3,223	3,595	0	0	0
Vacation/Sickleave Buyback	5180		0	0	0	0	0
Benefits	5200		14,054	8,859	0	0	0
Uniform Allowance	5260		4,231	642	0	0	0
Personnel Services	6035		395	0	0	0	0
Training	7000		1,025	511	0	500	0
Academy Expense	7460		5,250	1,750	0	0	0
Living Allowance & Benefits	7465		24,897	28,750	0	25,000	0
Total		\$0	\$98,056	\$62,669	\$0	\$25,500	\$0
Demonstration Response							
				Dept. (2600)			
Salaries	5100	\$2,001	\$0	\$0	\$0	\$0	\$0
Overtime	5170	0	0	0	0	0	0
Benefits	5200	260	0	0	0	0	0
Department Supplies	5500	104	0	0	0	0	0
Vehicle Fuel & Oil	5505	0	0	0	0	0	0
Vehicle Repairs & Maintenance	5715	0	0	0	0	0	0
Tools & Small Equipment	5900	0	0	0	0	0	0
Professional Services	6025	0	0	0	0	0	0
Training	7000	0	0	0	0	0	0
Total		\$2,365	\$0	\$0	\$0	\$0	\$0
Animal Control							
				Dept. (2800)			
Salaries-Stipend	5100	\$0	\$1,800	\$1,800	\$1,962	\$1,800	\$1,800
Benefits	5200	0	470	476	130	470	121
Department Supplies	5500	4,480	2,415	2,448	2,000	1,990	2,500
Utilities	6505	10	142	1,145	1,000	640	1,000
Training Expenses	7005	779	0	0	500	0	1,000
Miranda Donation	7400	0	0	0	0	0	2,000
Veterinary Expense	7455	441	393	555	600	3,450	1,000
Spay & Neutering	7470	0	0	0	0	0	2,000
Total		\$5,710	\$5,220	\$6,424	\$6,192	\$8,350	\$11,421
Grant Expenditures							
COPS (Undesignated)	181/2705	\$17,894	\$31,122	\$36,200	\$30,000	\$8,450	\$0
LLEBG Patrols	182/2715	9,706	9,808	12,209	0	0	0
CLETEP Program	8076	76	9,867	0	0	0	0
COPS DUI Awareness	181/2725	\$0	\$0	\$250	\$0	\$0	\$0
OTS Bike Safety	100/2720	12,092	0	0	0	0	0
Total		\$39,768	\$50,797	\$48,659	\$30,000	\$8,450	\$0
Total Police Department		\$1,110,053	\$1,252,867	\$1,395,798	\$1,372,414	\$1,463,560	\$1,471,041

PUBLIC WORKS

Various Funds

DEPARTMENT PURPOSE

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

The Public Works Department has four divisions, Administration, Maintenance, Utilities, and Construction. 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 and other City Engineering functions.

The Administrative Division is responsible for the oversight, coordination, planning, programming and execution of the Department's programs. This division also provides engineering support.

The Maintenance 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 Construction Division is made up of personnel from both the Utility and Maintenance Divisions and completes capital improvement projects and major repair projects for the City. The size of the crew varies depending on the size of the project they are working on. Types of projects include water, sewer, and storm drain pipe installation; road reconstruction and overlays; sidewalks; and facility modifications.

The Utilities Division is addressed on separate pages within this document. (See Wastewater and Water Divisions).

DEPARTMENT 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 engineering service to the City.
3. 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 storm season.
 - * Upgrade storm drain system to correct local flooding problems.
4. 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.
5. 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 Rohnerville Road, traffic signal at Redwood Way, Ross Hill Road, North Main Street and rail crossing.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Public Works Director	0.25	0.25	0.25	0.25	0.25
Administrative Personnel	-	0.06	0.06	0.06	0.06
Administrative Clerk	0.10	0.10	-	-	-
Public Works Clerk	-	-	0.25	0.25	0.34
Street Superintendent	1.00	1.00	1.00	1.00	1.00
Equipment Operator	0.90	0.80	0.80	0.80	0.70
Maintenance Lead Worker	-	-	-	-	1.00
Street Maintenance Worker I	2.00	2.00	2.00	2.00	1.70
Street Maintenance Worker II	1.00	1.00	1.00	2.00	1.70
Facility Maintenance Worker	0.30	0.30	0.80	0.80	0.65
Equipment Mechanic	1.00	0.71	0.71	0.71	0.47
Carpenter	0.80	0.80	0.80	0.80	0.65
Engineering Technician/Surveyor	-	-	0.25	0.25	0.20
Seasonal/Part-time Worker (2 PT)	4.80	4.80	3.80	2.40	1.00
Total Authorized	12.15	11.82	11.72	11.32	9.72

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual	Actual	Actual	Budget	Estimate	Request	
	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04	
<i>Public Works Administration</i>							
	General Fund (100) Dept. (4000)						
Salaries	5100	\$14,122	\$12,068	\$15,946	\$20,210	\$22,700	\$27,330
Part-time/Temporary	5165	0	1,221	3,635	4,016	1,570	0
Vacation/Sick Leave Buyback	5180	0	259	244	250	250	250
Benefits	5200	2,626	2,516	3,917	4,430	4,450	9,766
Office Supplies	5400	325	637	615	570	600	600
Department Supplies	5500	55	83	449	300	2,200	1,000
Vehicle Fuel	5505	0	450	709	1,000	1,370	1,300
Office Equip. Maint.	5705	37	0	108	100	100	100
Vehicle Repairs	5715	0	96	194	200	400	400
Personnel Services	6035	1,626	308	2,109	1,300	0	500
Advertising	6300	24	30	27	0	0	0
Environmental Health Fees	6725	0	372	0	0	0	0
Travel & Conferences	7000	85	50	187	300	300	300
Dues & Subscriptions	7015	175	555	279	300	300	300
Capital Outlay		0	0	0	0		
Computer	8103						900
Total		\$19,075	\$18,645	\$28,419	\$32,976	\$34,240	\$42,746

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Storm Drain Maintenance		Storm Drainage Fund (200) Dept. (4300)					
Salaries	5100	\$24,676	\$10,609	\$3,779	\$8,716	\$5,700	\$9,348
Part-time/Temporary	5165	2,920	1,883	4,368	3,749	1,340	3,936
Vacation/Sick Leave Buyback	5180	173	183	0	100	100	100
Overtime	5170	703	162	0	525	500	525
Benefits	5200	6,693	3,096	1,234	3,220	1,850	3,934
Department Supplies	5500	3,534	0	15	1,000	2,500	2,500
Special Projects	8237	891	0	0	1,000	2,500	2,500
Total		\$39,590	\$15,933	\$9,396	\$18,309	\$14,490	\$22,843

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

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Street Division		General Fund (100) Dept. (4100)					
Salaries	5100	\$75,581	\$86,410	\$109,459	\$137,260	\$141,290	\$192,226
Part-time/Temporary	5165	21,684	13,210	18,245	21,945	14,500	7,000
Vacation/Sick Leave Buyback	5180	803	1,801	1,375	1,375	1,500	1,375
Overtime	5170	1,774	1,390	2,415	2,000	1,400	2,000
Benefits	5200	18,900	24,537	31,752	44,140	50,200	68,855
Department Supplies	5500	14,996	13,989	16,683	14,500	17,200	17,000
Vehicle Fuel & Oil	5505	10,602	10,187	9,676	11,000	9,100	10,000
Equipment Fuel & Oil	5510	1,512	2,063	1,923	2,600	1,800	2,000
Vehicle Repairs	5715	7,747	3,825	5,657	5,000	5,000	5,000
Equipment Maintenance	5720	4,846	3,704	6,889	6,000	5,200	5,200
Building Repair & Maintenance	5740	132	122	136	190	400	400
Weed Abatement	5750	601	73	0	0	0	0
Tools & Small Equipment	5900	3,902	5,231	4,802	3,800	4,000	4,000
Personnel Services	6035	0	1,063	543	0	0	0
Travel & Conference	7000	810	33	817	800	1,200	1,200
Dues & Subscriptions	7015	30	30	30	30	30	0
Capital Outlay		5,091	13,036	22,406	3,000	3,000	
Shop Tools							4,000
Total		\$169,011	\$180,704	\$232,808	\$253,640	\$255,820	\$320,256

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Traffic Control		Gas Tax Fund (280) Dept. (4200)					
Salaries	5100	\$19,757	\$27,136	\$34,786	\$39,360	\$40,790	\$49,657
Part-time/Temporary	5165	6,639	4,437	5,868	8,269	6,480	8,682
Overtime	5170	774	681	237	1,050	1,680	1,050
Vacation/Sick Leave Buyback	5180	141	528	398	400	900	400
Benefits	5200	5,812	8,588	11,632	14,170	16,050	20,377
Department Supplies	5500	9,487	11,236	8,456	9,500	9,500	9,500
Vehicle Fuel & Oil	5505	1,999	2,834	2,522	2,850	3,600	3,600
Base Materials	5520	2,458	1,337	3,679	3,500	1,500	3,000
Asphalt	5525	4,704	2,976	7,937	4,750	4,700	5,000
Crack Seal Material	5526	0	0	0	0	3,000	3,000
Vehicle Repairs	5715	553	0	44	500	2,200	2,200
Sweeper Repairs & Maintenance	5721	4,873	2,727	4,146	4,000	2,750	2,800
Traffic Signal Maintenance	5725	667	0	772	1,000	1,500	1,500
Street Light Maintenance	5726	9,574	8,506	4,972	5,000	7,000	7,000
Tree Trimming & Removal	5755	80	0	0	0	500	500
Street Striping	5765	7,228	9,724	9,811	9,500	9,500	9,500
Tools & Small Equipment	5900	0	0	209	0	0	0
Street Light Utilities	6510	15,422	24,232	34,868	30,000	29,650	30,000
Traffic Signal Utilities	6515	8,148	8,661	14,039	11,500	11,150	11,200
Travel & Conference	7000	130	0	0	0	0	0
Capital Outlay		0	5,540	0	0	0	
Total		\$98,446	\$119,143	\$144,376	\$145,349	\$152,450	\$168,966

Gas Tax Engineering & Administration

Gas Tax E & A Fund (295) Dept. (4800)

Salaries	5100		\$9,020	\$9,185	\$8,980	\$9,000	\$10,232
Vacation/Sick Leave Buyback	5180		\$213	\$231	250	250	250
Benefits	5200		\$1,460	\$1,661	1,930	2,000	2,424
Total		\$0	\$10,693	\$11,077	\$11,160	\$11,250	\$12,906

Total Public Works		\$326,122	\$345,118	\$426,076	\$461,434	\$468,250	\$576,858
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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 Administrative Assistant.

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.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

No significant changes are anticipated for the 2003-04 fiscal year.

INSURANCE PROGRAMS AND PREMIUMS

Description	1999-2000	2000-01	2001-02	2002-03	2003-04
Liability (\$15 per \$1,000)	\$70,150	\$85,703	\$85,894	\$110,997	\$122,137
Property	3,096	3,449	3,984	6,973	13,000
Earthquake/Flood	14,757	16,818	17,000	19,500	25,350
Automobile Physical Damage	2,816	2,701	3,540	4,715	5,000
Boiler and Machinery	1,158	1,158	1,200	1,662	3,000
Employee Bonds	300	431	500	575	750
Liability & Property Deductible	16,000	5,000	10,000	10,000	10,000
Workers' Comp Deductible	10,000	7,000	10,000	10,000	10,000
Workers' Compensation	49,016	47,969	45,984	50,180	68,282
Total	\$167,293	\$170,229	\$178,102	\$214,602	\$257,519

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Risk/Contracts Manager	-	-	-	-	-
Administrative Assistant	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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Salaries		5100	\$6,694	\$5,438	\$8,460	\$10,770	\$8,100	\$11,189
Benefits		5200	1,452	1,278	2,153	2,000	2,080	2,690
Unemployment Insurance		5220	6,752	9,296	5,374	7,000	5,260	7,000
Office Supplies		5400	109	236	214	200	380	200
Liability Insurance (70%)		6350	75,054	79,877	101,227	77,700	77,700	85,500
Property Insurance (70%)		6350	Amounts included in "Liability Insurance"			4,880	4,880	9,100
Earthquake/Flood (70%)		6350				13,650	13,650	17,750
Auto Physical Damage (70%)		6350				3,300	3,300	3,500
Boiler and Machinery (70%)		6350				1,163	1,163	2,100
Employee Bonds (70%)		6350				403	403	530
Liability Deductible (70%)		6350				7,000	7,000	7,000
Worker's Comp Deductible		5205	17,140	7,286	16,532	7,000	7,000	7,000
Professional Services		6025	0	546	25	0	0	0
Claims Settlement		6360	2,392	1,503	1,201	2,500	150	1,500
Travel & Conference		7000	157	371	772	500	880	500
Dues & Subscriptions		7015	0	11		100	100	100
Total			\$109,750	\$105,842	\$135,958	\$138,166	\$132,046	\$155,659

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

Part-time staffing levels have increased so we may continue to provide excellent customer service at both River Lodge and the Monday Club. We are waiving the \$2,400 annual rental at the Monday Club for the FBID.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-01	2002-03	2003-04
Facility Manager	1.00	1.00	1.00	1.00	1.00
Facility Assistant Manager	-	-	-	-	1.00
Lead Coordinator (1 PT)	-	-	1.00	1.00	-
Coordinator (3 PT)	0.50	0.50	0.50	0.50	1.50
Lead Custodian (1 PT)	-	-	0.50	0.50	0.50
Facility Maintenance Worker I	-	-	-	-	1.00
Maintenance Worker (1 PT)	0.50	1.50	2.00	2.00	0.38
Volunteers	-	0.75	-	-	-
Total Authorized	2.00	3.75	5.00	5.00	5.38

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 160	Dept. 5800	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
River Lodge								
River Lodge Fund (160) Dept (5800)								
Salaries		5100	\$28,746	\$30,748	\$27,056	\$29,800	\$50,900	\$88,512
Part-time/Temporary		5165	42,502	53,241	54,789	62,530	42,720	31,075
Overtime		5170	1,385	3,306	2,022	0	2,460	0
Benefits		5200	7,327	7,079	6,976	15,370	20,180	35,241
Office Supplies		5400	1,773	1,742	1,935	2,000	2,980	2,500
Computer Software		5410	0	0	0	1,500	500	1,000
Department Supplies		5500	15,855	12,919	13,027	12,000	10,060	10,000
Catering Costs		5540	36,211	25,172	23,609	20,000	33,250	38,000
Catering-Linen Costs		5545	4,907	6,798	6,069	6,800	9,170	4,000
Gift Shop Purchases/CGS		5550	3,775	9,068	8,509	5,000	10,290	8,000
Visitor Center Supplies		5560	1,565	501	295	500	300	500
Janitorial & Paper Supplies		5565	0	2,599	4,359	4,000	5,640	5,500
Kitchen Chemicals		5575	0	1,430	2,008	2,000	1,410	2,500
Cooking School Expense		5580	0	8,000	4,462	6,000	850	0
Office Equipment Maintenance		5705	0	680	0	500	0	500
Equipment Maintenance/Repair		5720	932	3,581	2,688	5,000	2,900	4,500
Building Maintenance/Repair		5740	5,333	5,816	2,577	5,000	9,800	6,000
Personnel Services		6035	2,430	1,665	1,364	1,500	2,240	2,500
Credit Card Processing Fees		6060	612	759	817	1,000	720	800
Telephone		6200	3,710	4,088	4,055	4,000	3,720	4,000
Advertising		6300	855	1,837	2,935	3,000	3,100	4,000
Utilities		6505	13,651	15,439	13,216	15,000	13,100	15,000
Fire Assessment		6720	36	0	107	150	150	150
Travel and Conference		7000	885	868	305	1,000	360	1,000
Capital Outlay						10,300	10,875	
Scheduling Software		8525	0	0	0	0	0	3,000
Total			\$172,490	\$197,336	\$183,180	\$213,950	\$237,675	\$268,278
Monday Club								
River Lodge Fund (160) Dept. (5700)								
Part-time /Temporary		5165	\$302	\$2,902	\$1,565	\$3,675	\$1,420	\$3,859
Overtime		5170	0	100	0	0	0	0
Benefits		5200	24	231	109	270	140	280
Department Supplies		5500	190	1,470	266	500	240	300
Janitorial Service		5735	0	0	0	0	190	0
Equipment Maintenance/Repair		5720	0	0	0	0	48	200
Building Repairs		5740	355	461	47	1,000	400	1,000
Telephone		6200	78	0	0	0	0	0
Utilities		6505	1,655	2,228	1,444	2,000	1,530	1,600
Fire Assessment		6720	36	36	36	45	45	50
Capital Outlay						3500	3500	1,500
Total			\$2,640	\$7,428	\$3,467	\$10,990	\$7,513	\$8,789
Total River Lodge			\$175,130	\$204,764	\$186,647	\$224,940	\$245,188	\$277,067

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 and implement a short term public information and education program.
- * 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

We anticipate having a transportation and landfill in place this year. We have not met our 50% reduction goals as described in our FSRRE and will need to expend some manpower on this program.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Engineering Tech III	-	-	-	0.10	0.10
Planning Assistant	-	-	-	-	0.50
City Planner	0.10	0.10	0.10	0.05	0.05
Total Authorized	0.10	0.10	0.10	0.15	0.65

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04	
<i>Recycling Division</i>							
Solid Waste Fund (210) Dept. (5300)							
Salaries	5100	\$3,326	\$2,682	\$4,938	\$6,130	\$5,300	\$15,611
Benefits	5200	765	598	1,069	1,670	1,550	2,879
Office Supplies	5400	136	54	43	50	25	50
Department Supplies	5500	0	1,314	92	200	50	250
Legal	6020	0	0	270	0	0	0
Telephone	6200	32	0	0	0	0	0
Advertising	6300	195	207	135	0	0	500
Travel & Conference	7000	338	990	0	0	0	500
Dues & Subscriptions	7015	128	34	0	0	0	200
Special Projects	8237	0	0	442	11,950	100	250
Capital Outlay		0	2,729	7,356	0	0	
Total		\$4,920	\$8,608	\$14,345	\$20,000	\$7,025	\$20,239

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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	0	931	0	0	0	0
Professional Services	6025	4,250	0	0	0	0	0
Travel & Conference	7000	0	0	0	0	0	0
Total		\$4,250	\$931	\$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	0	974	0	0	0
Overtime	5170	0	0	0	0	0	0
Vacation Buyback	5180	0	0	0	0	0	0
Benefits	5200	0	0	69	0	0	0
Office Supplies	5400	0	0	0	0	0	0
Department Supplies	5500	0	0	0	0	0	0
Professional Services	6025	1,200	0	0	0	0	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		\$1,200	\$0	\$1,043	\$8,000	\$0	\$8,000
Total Department		\$10,370	\$9,539	\$15,388	\$28,000	\$7,025	\$28,239

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 purchased in 2002-03 with STAF grant funds. The oldest bus will be used for back-up purposes.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Recreation Clerk	-	-	0.13	-	0.13
Bus Drivers - Full Time	-	-	-	-	2.00
Bus Drivers - Part Time	2.00	2.00	2.00	2.00	0.50
Dispatchers (1 PT)	0.50	0.50	0.38	0.38	0.38
Mechanic	-	0.03	0.03	0.03	0.03
Total Authorized	2.50	2.53	2.54	2.41	3.04

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund	Dept.	Actual	Actual	Actual	Budget	Estimate	Request
	590	4400	1999-00	2000-01	2001-02	2002-03	2002-03	2003-04
Senior Bus								
			Dept. (4400)					
Salaries		5100	\$768	\$2,087	\$2,659	\$3,060	\$19,390	\$42,364
Part-time/Temporary		5165	35,576	33,407	37,619	40,550	26,060	14,227
Overtime		5170	1,766	3,962	283	500	200	500
Benefits		5200	4,671	5,039	5,446	4,880	8,820	19,370
Department Supplies		5500	330	122	299	500	500	500
Vehicle Fuel & Oil		5505	5,341	5,365	3,850	5,000	4,500	5,000
Vehicle Repairs		5715	5,132	2,512	2,621	3,700	3,500	3,500
Personnel Services		6035	70	353	239	250	250	250
Telephone		6200	150	162	146	200	200	200
Uniforms			0	0	0	600	0	600
Advertising		6300	0	0	37	200	200	200
Insurance		6350	3,400	3,400	3,400	3,400	3,400	3,400
Total			\$57,204	\$56,409	\$56,599	\$62,840	\$67,020	\$90,112
Public Transit								
			Dept. (4450)					
Bus Shelter Cleaning		5735	119	700	18	700	700	700
HTA		6620	58,038	59,779	61,573	62,200	62,200	64,055
Total			\$58,157	\$60,479	\$61,591	\$62,900	\$62,900	\$64,755
Total Public Transit			\$115,361	\$116,888	\$118,190	\$125,740	\$129,920	\$154,867

WASTEWATER DIVISION

Wastewater Fund

DIVISION PURPOSE

The Wastewater Division operates and maintains the City's local 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 38 miles of collection system pipeline. Revenues to support the system come primarily from user service charges and fees. Approximately 4,727 sewer services are served by the treatment facilities.

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 is the major project for 2003-04. We will also replace the sewer pump station on North Main Street and an aeration blower at the wastewater treatment plant.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2002-03
Public Works Director	0.37	0.38	0.38	0.38	0.38
Administration Personnel	1.79	1.89	1.89	1.84	1.84
Public Works Clerk	0.25	0.25	-	-	0.33
Engineering Technicians/Surveyor	-	-	0.25	0.20	0.20
Office Assistant	-	-	0.25	0.25	-
Utility Superintendent	0.55	0.55	0.55	0.55	0.55
Wastewater Operator	2.40	2.40	2.40	3.00	3.00
Wastewater Treatment Plant Mechanic	-	-	-	0.75	0.75
Utility Worker	0.80	0.80	0.80	0.80	0.80
Equipment Operator	-	0.10	0.10	0.10	0.10
Seasonal/Part-time Worker (3PT)	0.60	0.60	1.00	1.20	1.20
Lab Technician	0.40	0.75	0.75	0.75	0.75
Facility Maintenance Worker	0.35	0.20	0.10	0.05	0.05
Carpenter	0.10	0.10	0.10	0.05	0.05
Mechanic	-	0.06	0.06	0.05	0.05
Total Authorized	7.61	8.08	8.63	9.97	10.05

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 550	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
<i>Administration</i>							
		Dept. (6700)					
Salaries	5100	\$71,480	\$77,926	\$82,220	\$97,810	\$97,800	\$111,110
Part-time/Temporary	5165	452	1,767	3,528	3,898	2,280	0
Overtime	5170	6	0	2	0	10	0
Vacation Buyback	5180	565	1,084	1,086	1,000	900	1,000
Benefits	5200	14,890	17,277	21,670	23,270	27,270	34,000
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	7,289	8,202	9,104	7,000	9,000	9,000
Paper Supplies	5405	254	293	311	300	270	285
Computer Software	5410	0	0	0	950	0	0
Department Supplies	5500	958	1,944	1,926	950	3,000	3,000
Office Equipment Maint.	5705	2,016	2,112	2,573	2,530	3,050	2,540
Software Maintenance (30%)	5710	1,605	1,570	1,618	1,805	1,710	1,887
Network Support (16.5%)	5775	3,316	3,325	3,624	3,470	2,810	3,700
Janitorial Services	5735	1,165	1,162	3,384	3,570	3,500	2,674
Building Repairs (20%)	5740	62	154	3,401	300	1,200	300
Audit Fees	6000	1,975	1,975	2,175	2,175	2,175	2,175
Personnel Services	6035	2,236	1,304	3,477	3,000	1,800	1,000
Telephone	6200	2,222	2,449	2,099	2,500	1,500	1,500
Insurance	6350	16,051	17,117	21,692	23,163	22,500	26,886
Utilities	6505	2,312	2,551	2,992	3,550	4,500	4,500
NPDES Permit	6610	4,000	4,000	4,000	4,000	6,700	6,700
Ftma Fire District Assmt	6720	72	108	103	100	100	100
Travel & Conference	7000	2,088	1,560	2,571	2,600	2,600	2,600
Dues & Subscriptions	7015	1,010	763	512	475	700	700
Total		\$136,024	\$148,643	\$174,068	\$190,916	\$197,875	\$218,157

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Collection		Dept. (6500)					
Salaries	5100	\$19,507	\$26,663	\$24,573	\$30,360	\$33,250	\$31,604
Part-time/Temporary	5165	3,075	2,480	0	3,308	250	3,473
Overtime	5170	454	557	658	1,050	1,000	1,050
Vacation Buyback	5180	211	532	462	500	500	500
Benefits	5200	4,627	7,408	6,582	7,910	8,000	10,480
Department Supplies	5500	6,691	5,740	5,871	7,600	8,000	8,000
Vehicle Fuel & Oil	5505	2,062	1,918	2,406	2,000	3,500	3,500
Equipment Fuel & Oil	5510	460	128	77	225	60	0
Vehicle Repairs	5715	1,165	551	1,165	1,000	1,500	1,500
Equipment Repairs	5720	5,107	1,627	1,342	1,900	11,000	4,000
Mechanical Repairs	5722	0	0	375	1,900	300	0
Tools & Small Equipment	5900	1,779	1,066	787	950	900	1,000
Telephone	6200	1,027	895	1,009	850	1,000	1,000
Utilities	6505	5,757	8,074	27,532	9,300	8,500	9,300
Total		\$51,922	\$57,639	\$72,839	\$68,853	\$77,760	\$75,407

Treatment		Dept. (6600)					
Salaries	5100	\$82,581	\$87,586	\$96,141	\$143,340	\$120,000	\$156,872
Part-time/Temporary	5165	11,974	7,191	1,087	8,269	2,300	8,682
Overtime	5170	1,711	1,522	2,601	2,100	3,100	2,100
Vacation Buyback	5180	690	896	2,329	1,000	1,000	1,000
Benefits	5200	19,831	23,906	27,508	37,860	38,000	51,524
Department Supplies	5500	17,785	15,729	13,082	13,000	15,000	15,000
Chemical Supplies	5555	17,427	16,620	21,358	19,000	23,000	23,000
Lab Supplies	5557	0	0	4,528	3,500	3,300	3,300
Equipment Repairs	5720	5,794	13,567	8,231	16,000	9,000	10,000
Building Maintenance/Repair	5740	0	315	0	450	500	500
Weed Abatement	5750	0	372	0	190	0	0
Percolation Pond Const.	5770	1,680	1,550	1,854	1,900	1,900	1,900
Tools & Equipment	5900	723	343	176	950	300	500
Electrical Contract Service	6015	0	5,389	7,306	6,700	5,000	5,000
Outside Lab Services	6045	1,779	2,082	8,925	10,000	8,000	4,000
Telephone	6200	16	0	0	0	0	0
Pager Service	6205	91	60	60	90	60	100
Water	6500	12,000	0	0	0	0	0
Utilities	6505	79,148	130,279	170,235	168,000	168,000	170,000
Regional Board Fines	6625	0	0	0	27,000	0	15,000
Travel & Conference	7000	22	286	0	0	0	0
Total		\$253,252	\$307,693	\$365,421	\$459,349	\$398,460	\$468,478

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Capital Outlay		Dept. (6700)					
Previous		\$0	\$0	\$3,181	\$3,000	\$15,300	
Utility Truck	8028						20,000
Computers (2)	8256						1,500
Total		\$0	\$0	\$3,181	\$3,000	\$15,300	\$21,500
Depreciation:	9100	298,352	340,160	361,100	300,000	360,000	360,000
Total Wastewater		\$739,550	\$854,135	\$976,609	\$1,022,118	\$1,049,395	\$1,143,541

Rancho Buena Vista Lift Station		Fund (670) Dept. (6505)					
Salaries	5195	\$1,390	\$1,800	\$1,875	\$1,875	\$2,450	\$2,775
Benefits	5295	330	465	700	700	800	925
Department Supplies	5500	0	0	0	250	0	250
Equipment Repairs	5720	695	0	0	500	200	500
Administrative Charge	6055	250	250	250	250	250	250
Utilities	6505	176	184	204	270	204	270
Depreciation	9100	1,614	1,614	1,614	1,614	1,614	1,614
Total		\$4,455	\$4,313	\$4,643	\$5,459	\$5,518	\$6,584

Kenwood Meadows Lift Station		Fund (671) Dept. (6510)					
Salaries	5195	\$1,730	\$1,980	\$1,875	\$1,875	\$2,450	\$2,775
Benefits	5295	410	510	700	700	800	925
Department Supplies	5500	0	0	0	200	0	200
Equipment Repairs	5720	0	0	0	250	1,450	250
Administrative Charge	6055	250	250	250	250	250	250
Utilities	6505	229	355	334	500	321	500
Depreciation	9100	3,619	3,619	3,619	3,619	3,619	3,619
Total		\$6,238	\$6,714	\$6,778	\$7,394	\$8,890	\$8,519

WATER DIVISION

Water Fund

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 5013 customers. Approximately 37 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 2003-04 fiscal year.

PERSONNEL SUMMARY

Classification	Staffing Levels				
	1999-00	2000-01	2001-02	2002-03	2003-04
Public Works Director	0.37	0.37	0.37	0.37	0.37
Administration Personnel	1.79	1.89	1.89	1.84	1.84
Engineering Technician/Surveyor	-	-	0.25	0.20	0.20
Public Works Clerk	-	-	-	-	0.33
Office Assistant	0.25	0.25	0.25	0.25	-
Utility Superintendent	0.44	0.45	0.45	0.45	0.45
Wastewater Operator	0.60	0.60	0.60	0.80	0.80
Wastewater Treatment Plant Mechanic	-	-	-	0.25	0.25
Utility Worker	3.20	3.20	3.20	2.80	2.80
Seasonal/Part-time Worker (2PT)	0.60	0.60	1.00	1.20	1.20
Lab Technician	0.40	0.25	0.25	0.25	0.25
Equipment Operator	0.10	0.10	0.10	0.10	0.10
Facility Maintenance Worker	0.35	0.20	0.10	0.05	0.05
Carpenter	0.10	0.10	0.10	0.05	0.05
Mechanic	-	0.20	0.20	0.20	0.20
Total Authorized	8.20	8.21	8.76	8.81	8.89

HISTORY OF EXPENDITURES BY CATEGORY

Description	Fund 500	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Administration		Dept. (6300)					
Salaries	5100	\$73,324	\$75,433	\$81,638	\$97,190	\$95,700	\$110,456
Part-time/Temporary	5165	49	1,165	3,528	3,898	2,000	0
Overtime	5170	6	0	2	0	10	0
Vacation Buyback	5180	565	1,072	1,074	1,000	1,000	1,000
Benefits	5200	17,799	18,593	22,508	23,150	23,150	33,836
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	7,218	7,847	9,147	7,500	10,000	10,000
Paper Supplies	5405	254	293	226	300	310	285
Computer Software	5410	2,874	0	0	0	0	0
Department Supplies	5500	2,606	2,112	1,948	1,500	1,500	1,500
Office Equipment Maintenance	5705	1,956	2,112	2,176	2,530	3,050	2,540
Software Maintenance (30%)	5710	1,651	1,903	1,891	2,100	1,980	2,195
Janitorial Service (10%)	5735	1,165	1,162	1,284	1,550	1,200	726
Building Repairs (20%)	5740	62	154	317	300	480	300
Network Support (16.5%)	5775	3,336	3,326	3,624	3,470	2,810	3,700
Audit Fees	6000	1,975	1,975	2,175	2,175	2,175	2,175
Personnel Services	6035	657	559	413	950	100	100
FPIC Admin. Fees	6055	5,605	5,615	5,955	5,720	6,000	6,000
Telephone	6200	2,222	2,449	2,099	2,300	1,500	1,500
Advertising	6300	0	33	0	100	10	100
Insurance	6350	16,051	17,117	21,692	23,163	23,100	26,886
Utilities	6505	2,069	2,206	2,558	3,500	3,300	3,500
Lab Permit Fees	6605	186	1,823	1,823	1,850	2,250	2,300
DOHS	6715	8,602	337	8,771	8,700	8,140	8,200
Ftna Fire District Assmt	6720	288	252	290	300	288	300
Travel & Conference	7000	1,593	1,709	568	2,500	2,500	2,500
Dues & Subscriptions	7015	585	874	1,396	1,200	1,000	1,200
Bad Debts	7800	4,488	3,618	4,259	3,800	2,500	2,500
Annual Water Report	7820	2,545	0	883	1,000	1,000	1,000
Total		\$159,731	\$153,739	\$182,245	\$204,246	\$199,553	\$227,300

Pumping & Treatment

		Dept. (6000)					
Salaries	5100	\$22,067	\$26,382	\$28,472	\$45,250	\$30,000	\$48,777
Part-time/Temporary	5165	5,783	50	0	0	0	0
Overtime	5170	669	415	484	945	1,000	900
Vacation Buyback	5180	253	423	458	450	200	450
Benefits	5200	5,580	7,344	8,324	13,030	13,030	16,822
Department Supplies	5500	1,599	887	1,814	1,900	1,900	2,000
Chemical Supplies	5555	3,964	3,727	1,521	2,000	1,500	2,000
Lab Supplies	5557	0	0	35	400	100	100
Equipment Repairs	5720	5,574	8,412	3,999	9,000	9,000	9,000
Laboratory Services	6045	1,263	2,483	636	1,500	1,000	1,000
Utilities	6505	78,881	92,755	128,154	115,000	149,100	150,000
Total		\$125,633	\$142,878	\$173,897	\$189,475	\$206,830	\$231,049

Description		Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Transmission & Distribution		Dept. (6100)					
Salaries	5100	\$61,677	\$71,435	\$76,166	\$73,660	\$82,800	\$76,178
Part-time/Temporary	5165	938	2,099	1,238	4,305	3,950	4,520
Overtime	5170	2,030	1,336	1,668	945	1,800	900
Vacation Buyback	5180	691	1,980	1,196	1,200	1,200	1,200
Benefits	5200	15,055	20,051	22,730	21,520	25,980	26,170
Department Supplies	5500	15,340	28,871	17,631	20,000	17,500	20,000
Vehicle Fuel & Oil	5505	8,979	11,611	8,572	9,500	9,500	10,000
Equipment Fuel & Oil	5510	3,598	233	261	950	250	0
Chemical Supplies	5555	0	610	0	0	0	0
Vehicle Repairs	5715	11,496	3,252	4,074	4,000	10,000	10,000
Equipment Repairs	5720	9,104	794	3,408	7,000	15,000	15,000
Mechanical Repairs	5722	1,638	0	0	950	300	0
Water Meters	5760	3,663	2,552	2,526	1,900	3,100	3,100
Tools & Small Equipment	5900	1,260	140	352	1,900	1,500	1,500
Personnel Services	6035	0	40	0	0	0	0
Laboratory Services	6045	743	0	0	95	0	0
Telephone	6200	1,379	1,389	1,298	1,200	1,250	1,300
Pager Service	6205	91	60	60	95	60	0
Total		\$137,682	\$146,453	\$141,180	\$149,220	\$174,190	\$169,868

Customer Account Expense		Dept. (6200)					
Salaries	5100	\$23,357	\$23,773	\$25,143	\$28,520	\$27,000	\$30,759
Part-time/Temporary	5165	142	384	344	0	0	0
Overtime	5170	539	388	478	1,260	500	1,200
Vacation Buyback	5180	270	518	355	350	350	350
Benefits	5200	5,545	6,460	7,337	8,530	8,550	10,962
Total		\$29,853	\$31,523	\$33,657	\$38,660	\$36,400	\$43,272

Capital Outlay		Dept. (6300)					
Previous		\$23,552	\$33,397	\$3,181	\$3,000	\$15,300	
Utility Truck	8028						\$20,000
Computers (2)	8256						1,500
Total		\$23,552	\$33,397	\$3,181	\$3,000	\$15,300	\$21,500
Depreciation	9100	190,561	195,225	205,123	195,000	205,000	205,000
Total Water		\$667,012	\$703,215	\$739,283	\$779,601	\$837,273	\$897,988

Forest Hills Booster Station		Fund (672) Dept. (6515)					
Salaries	5195	\$0	\$0	\$0	\$0	\$0	\$4,160
Benefits	5295	0	0	0	0	0	1,390
Department Supplies	5500	0	0	0	0	0	12,475
Equipment Repairs	5720	0	0	0	0	0	12,475
Administrative Charge	6055	0	0	0	0	0	250
Utilities	6505	0	0	0	0	0	1,350
Depreciation	9100	0	0	0	0	0	8,000
Total		\$0	\$0	\$0	\$0	\$0	\$40,100

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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Interest	8835	\$191,718	\$186,856	\$181,581	\$175,894	\$175,894	\$169,625
Bond Principle	8635	65,000	70,000	75,000	80,000	80,000	90,000
Bond Administration Fees	6055	1,532	1,522	1,351	1,500	1,500	1,500
Total		\$258,250	\$258,378	\$257,932	\$257,394	\$257,394	\$261,125

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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
<i>Water System Improvements</i>		Fund 410					
Bond Principle	8625	\$32,000	\$35,000	\$37,000	\$40,000	\$40,000	\$42,000
Interest	8825	61,997	59,669	57,161	55,650	55,650	52,850
Liability & Property Insurance	6350	1,420	1,420	1,420	1,420	1,420	1,420
Trustee Fees	6055	3,140	3,140	3,140	3,250	3,250	3,250
Professional Services	6025	0	0	340	0	510	525
Audit	6000	1,000	1,000	1,000	1,000	1,000	1,000
State Fees	6600	45	55	55	55	55	55
Subtotal		\$99,602	\$100,284	\$100,116	\$101,375	\$101,885	\$101,100
<i>City Hall Remodeling</i>		Fund 420					
Bond Principle	8645	\$9,000	\$9,500	\$10,000	\$10,500	\$10,500	\$11,500
Interest	8845	25,197	24,784	24,131	23,444	23,444	22,722
Subtotal		\$34,197	\$34,284	\$34,131	\$33,944	\$33,944	\$34,222
Total FPIC		\$133,799	\$134,568	\$134,247	\$135,319	\$135,829	\$135,322

CAPITAL IMPROVEMENT PROJECTS

	Budget 2003-04	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	Riverlodge Fund	Senior Bus Fund	Computer Reserves
STREET RECONSTRUCTION PROJECTS														
9340									\$30,000					
9341							285,000							
9241									100,000					
Total		\$415,000	\$0	\$0	\$0	\$0	\$285,000	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0

STREET OVERLAYS

9351														
9451														
Total		\$188,000	\$0	\$0	\$0	\$0	\$188,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SIDEWALK CONSTRUCTION PROJECTS

9260														
9160														
Total		\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0

DRAINAGE PROJECTS

9304														
9201														
Total		\$27,500	\$0	\$0	\$0	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT PROJECTS

	Budget 2003-04	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	Riverhodge Fund	Senior Bus Fund	Computer Reserves
WATER PROJECTS														
9220	\$15,000			\$15,000										
9227	75,000			75,000										
9423	150,000			150,000										
9222	20,000			20,000										
9424	40,000			40,000										
9126	40,000			40,000										
Total	\$340,000	\$0	\$0	\$340,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WASTEWATER PROJECTS														
9110	\$8,000				\$8,000									
9711	15,000				15,000									
9310	250,000				250,000									
9410	500,000				500,000									
9211	25,000				25,000									
9215	30,000				30,000									
9411	3,000				3,000									
Total	\$831,000	\$0	\$0	\$0	\$831,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT PROJECTS

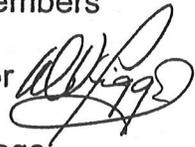
	Budget 2003-04	General Fund	Water Fund	Water Reserve Fund	Sewer Fund	Drainage Facilities Fund	Gas Tax Fund	TDA Fund	TEA/STIP Fund	Development Fund	Traffic Impact Funds	Riverlodge Fund	Senior Bus Fund	Computer Reserves
MISCELLANEOUS PROJECTS														
9280	\$5,000						\$5,000							
9280									135,000					
9483	3,000	3,000												
9780	1,500												1,500	
9282	15,000	15,000												
9480	2,000	2,000												
9481	13,500	13,500												
9482	6,000	6,000												
9486	5,000	5,000												
9487	10,000	10,000												
9488	6,000	6,000												
Total	\$202,000	\$60,500	\$0	\$0	\$0	\$0	\$5,000	\$0	\$135,000	\$0	\$0	\$1,500	\$0	\$0
MACHINERY & EQUIPMENT														
9489	\$75,000	\$0	\$0		\$0		75,000			0				0
9490	\$18,000	\$6,000	\$6,000	6,000										
9089	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$93,000	\$6,000	\$6,000	\$6,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Improvements	\$2,106,500	\$66,500	\$6,000	\$346,000	\$831,000	\$27,500	\$553,000	\$10,000	\$265,000	\$0	\$0	\$1,500	\$0	\$0

Table of Contents

Section II – Redevelopment Agency Budget

Letter from the City Manager.....	i
Budget Resolutions.....	ii
Fund Balances	1
Revenues and Other Sources	5
Expenditure Detail by Fund	9
Administration Fund.....	10
Debt Service Funds	11
Historical Loan Balances	12
Development Funds.....	13
Public Infrastructure Fund.....	14
Bond Projects Fund	15
Housing Set Aside Fund	16
CDBG Housing Revolving Loan Funds.....	17
Commercial Development Revolving Loan Funds	18
Capital Improvement Projects	19

Fortuna Redevelopment Agency Budget Message

DATE: June 16, 2003
TO: Honorable Chairman and Boardmembers
FROM: Duane V. Rigge, Executive Director 
SUBJECT: 2003-04 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 2009 and the debt must be paid off by 2049.

RESOLUTION NO. 2003-01

**A RESOLUTION OF THE FORTUNA REDEVELOPMENT AGENCY
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2003-04
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, 2003, was presented by the Executive Director on June 16, 2003; and

WHEREAS, the Board of Directors has considered the proposed Budget at a duly noticed public hearing on June 16, 2003; and

WHEREAS, the Board of Directors has considered comments from the staff and public on the 2003-04 Fiscal Year Budget on June 16, 2003;

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 2003-04 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 16th day of June, 2003 by the following vote:

AYES: Board Members August, Cooke, Glaser, Shelton and Chairman Berti
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	\$667,700	\$0	\$0	\$31,500	\$2,750,000	\$14,100	(\$33,500)	\$0	\$3,429,800
Recurring Revenues	284,940	81,245	0	0	0	8,850	5,189	0	380,224
Interest Revenue	22,897	1,210	0	945	82,500	420	0	0	107,972
Operational Expenditures	(112,723)	0	0	0	0	(9,036)	0	0	(121,759)
Debt Service	0	(82,455)	(1,112,755)	0	0	0	0	0	(1,195,210)
Operational Surplus (Deficit)	\$195,114	\$0	(\$1,112,755)	\$945	\$82,500	\$234	\$5,189	\$0	(\$828,772)
Grant Receipts	0	0	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	(215,000)	0	(215,000)
Net Other Increase (Decrease)	\$0	\$0	\$0	\$0	\$0	\$0	(\$215,000)	\$0	(\$215,000)
Net Surplus (Deficit)	\$195,114	\$0	(\$1,112,755)	\$945	\$82,500	\$234	(\$209,811)	\$0	(\$1,043,772)
Advances from City Funds	0	0	0	0	0	0	0	0	0
Interest Accrual - City Funds	0	0	1,112,755	0	0	0	0	0	1,112,755
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	\$1,112,755	\$0	\$0	\$0	\$0	\$0	\$1,112,755
Ending Cash Balance	\$862,814	\$0	\$0	\$32,445	\$2,832,500	\$14,334	(\$243,311)	\$0	\$3,498,783

ANALYSIS OF FUND BALANCES

HOUSING FUNDS

	Housing Set Aside Fund	CDBG Restricted Housing Fund	CDBG Unrestricted Housing Fund	Total All Funds
Beginning Cash Balance	\$97,000	\$142,300	\$104,890	\$344,190
Recurring Revenues	132,540	59,191	0	191,731
Interest Revenue	1,455	2,135	1,573	5,163
Operational Expenditures	(9,965)	(4,350)	0	(14,315)
Debt Service	(26,552)	0	0	(26,552)
Operational Surplus (Deficit)	\$97,478	\$56,976	\$1,573	\$156,027
Grant Receipts	0	0	0	0
Loans	(194,478)	(199,276)	(106,463)	(500,217)
Capital Expenditures	0	0	0	0
Net Other Increase (Decrease)	(\$194,478)	(\$199,276)	(\$106,463)	(500,217)
Net Surplus (Deficit)	(\$97,000)	(\$142,300)	(\$104,890)	(344,190)
Ending Cash Balance	\$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	\$78,000	\$588,000	\$666,000
Recurring Revenues	59,191	33,922	93,113
Interest Revenue	1,170	8,820	9,990
Operational Expenditures	(3,460)	0	(3,460)
Debt Service	0	0	0
Operational Surplus (Deficit)	\$56,901	\$42,742	\$99,643
Grant Receipts	0	0	0
Loans	(134,901)	(630,742)	(765,643)
Capital Expenditures	0	0	0
Net Other Increase (Decrease)	(\$134,901)	(\$630,742)	(\$765,643)
Net Surplus (Deficit)	(\$78,000)	(\$588,000)	(\$666,000)
Ending Cash Balance	\$0	\$0	\$0

*Revenues
and
Other Sources of Funds*

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
ADMINISTRATION FUND						
Property Tax Increment	\$357,419	\$394,211	\$509,036	\$412,260	\$504,976	\$515,075
Transfer to HSA	(91,142)	(98,553)	(127,259)	(105,130)	(128,770)	(131,340)
Transfer to Bond Fund	(78,611)	(75,797)	(78,830)	(80,472)	(82,562)	(81,245)
ERAF Shift	0	0	0	0	(18,452)	(18,850)
Interest Income	10,022	23,992	24,114	18,579	27,540	22,897
CCC Admin. Fees	1,300	1,300	1,300	1,300	1,300	1,300
Miscellaneous Revenue	0	0	0	0	0	0
Sale of Property	24,784	0	34,113	0	0	0
Subtotal Recurring Sources	\$223,772	\$245,153	\$362,474	\$246,537	\$304,032	\$307,837
Advances: General Fund	0		0	0	0	0
Subtotal Non-Recurring Sources	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$223,772	\$245,153	\$362,474	\$246,537	\$304,032	\$307,837
BOND DEBT SERVICE FUND						
Transfer Increment from Admin	\$78,611	\$75,797	\$78,830	\$80,472	\$82,562	\$81,245
Interest Income	5,487	6,040	2,387	3,300	1,210	1,210
Total	\$84,098	\$81,837	\$81,217	\$83,772	\$83,772	\$82,455
CITY DEBT SERVICE FUND						
Interest Accrual-City Advances	483,217	653,991	919,615	1,011,595	1,011,595	1,112,755
Total	\$483,217	\$653,991	\$919,615	\$1,011,595	\$1,011,595	\$1,112,755
HOUSING SET ASIDE FUND						
Transfer Increment from A&DSF	\$91,142	\$98,553	\$127,259	\$105,130	\$128,770	\$131,340
Interest Income	1,301	2,150	3,150	0	1,121	1,455
Advance from Water Fund	0	0	0	0	0	0
Loan Payments	3,453	84,917	29,279	960	1,080	1,200
Sale of Property	0	0	0	0	0	0
Total	\$95,896	\$185,620	\$159,688	\$106,090	\$130,971	\$133,995

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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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	957	75,247	6,447	905	1,050	945
Sale of Property	0	0	0	0	0	0
Advances:			0			
General Fund	132,000	2,550,000	0	0	0	0
Water Fund	205,000	515,000	0	0	0	0
Wastewater Fund	135,000	32,000	0	0	0	0
Drainage Fund	46,000	0	141,000	0	0	0
Total	\$518,957	\$3,172,247	\$147,447	\$905	\$1,050	\$945

GENERAL DEVELOPMENT FUND

Interest Income	\$0	\$0	\$116,382	\$79,034	\$91,700	\$82,500
Advance: General Fund	0	0	0	0	0	0
Total	\$0	\$0	\$116,382	\$79,034	\$91,700	\$82,500

CCC BUILDING FUND

Interest Income	\$1,751	\$2,916	\$1,440	\$584	\$541	\$420
State CCC Reimbursement	7,400	7,400	8,852	9,400	8,850	8,850
Miscellaneous Revenue	510	2,040	0	0	0	0
Total	\$9,661	\$12,356	\$10,292	\$9,984	\$9,391	\$9,270

PUBLIC INFRASTRUCTURE FUND

Grant Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Contributions	550	2,000	0	0	0	0
Loan Repayments	9,329	12,897	7,664	6,463	6,733	5,189
Interest Income	17,693	50,163	20,256	2,254	7,600	0
Payback Agreements	0	14,524	0	0	0	0
Transfer from EDF Fund	518,000	0	141,000	0	0	0
Total	\$545,572	\$79,584	\$168,920	\$8,717	\$14,333	\$5,189

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

REVENUES & OTHER SOURCES OF FUNDS

BY FUND

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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CDBG RESTRICTED HOUSING LOAN FUND

Loan Repayments	\$90,073	\$85,491	\$122,524	\$62,704	\$59,900	\$39,280
Transfer In from BLF	16,284	31,105	31,258	39,778	39,778	39,551
Transfer Out to BLF	(45,036)	(42,745)	(54,899)	(31,352)	(29,950)	(19,640)
Interest Income	8,905	1,213	1,288	859	3,460	2,135
Grant Allocation	0	0	0	0	0	0
Total	\$70,226	\$75,064	\$100,171	\$71,989	\$73,188	\$61,326

CDBG UNRESTRICTED HOUSING LOAN FUND

Loan Repayments		\$0	\$0	\$0	\$0	\$0
Interest Income		\$5,469	\$3,494	\$1,506	\$3,500	1,573
Total	\$0	\$5,469	\$3,494	\$1,506	\$3,500	\$1,573

CDBG RESTRICTED BUSINESS LOAN FUND

Loan Repayments	\$32,568	\$62,211	\$62,516	\$79,557	\$79,557	\$79,102
Transfer In from HLF	45,036	42,745	54,899	31,352	29,950	19,640
Transfer Out to HLF	(16,284)	(31,105)	(31,258)	(39,778)	(39,778)	(39,551)
Interest Income	6,078	2,873	2,218	92	2,170	1,170
Grant Allocation	0	0	0	0	0	0
Total	\$67,398	\$76,724	\$88,375	\$71,222	\$71,898	\$60,361

UNRESTRICTED BUSINESS LOAN FUND

Loan Repayments	\$70,316	\$192,045	\$664,647	\$62,406	\$63,034	\$33,922
Interest Income	8,528	11,325	8,681	7,535	17,970	8,820
Sale of Property	0	0	0	0	0	0
Total	\$78,844	\$203,370	\$673,328	\$69,941	\$81,004	\$42,742

TOTAL REVENUES & OTHER SOURCES OF FUNDS

Property Tax Increment	\$357,419	\$394,211	\$509,036	\$412,260	\$486,524	\$496,225
Interest Income	60,722	181,388	189,857	114,648	157,862	123,125
Loan Repayments	205,739	437,561	886,630	212,090	210,303	158,694
Project Revenues	550	2,000	0	0	0	0
Bond Proceeds	0	0	0	0	0	0
Grant Receipts	0	0	0	0	0	0
Sale of Property	24,784	0	34,113	0	0	0
Advances from City Funds	518,000	3,097,000	141,000	0	0	0
Interest Accrual-City Advances	483,217	653,991	919,615	1,011,595	1,011,595	1,112,755
Miscellaneous	9,210	25,264	10,152	10,700	10,150	10,150
Total Redevelopment Agency	\$1,659,641	\$4,791,415	\$2,690,403	\$1,761,293	\$1,876,434	\$1,900,949

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
Administrative Assistant	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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Salaries	5100	\$38,476	\$43,679	\$52,726	\$46,061	\$22,000	\$55,749
Compensation of Directors	5165	3,390	3,240	3,210	3,600	3,600	3,600
Vacation Buyback	5180	1,411	1,557	1,118	500	500	500
Benefits	5200	4,716	5,926	8,818	9,434	5,820	11,487
Office Supplies	5400	1,411	1,320	812	1,000	250	1,000
Department Supplies	5500	1,886	214	0	0	0	0
Audit Fees	6000	2,125	2,125	2,125	2,125	2,125	2,125
Contract Services	6015	0	5,000	5,000	5,000	14,612	5,000
Professional Fees	6025	146	0	0	1,500	900	1,500
Advertising	6300	139	0	0	0	0	0
Insurance	6350	2,000	2,000	2,000	2,000	2,000	2,000
Property Tax Admin Fees	6700	8,576	9,861	10,153	11,000	11,811	12,050
Taxing Agency Payments	6820	38,290	10,359	0	8,500	22,000	11,000
Travel and Conferences	7000	1,032	1,287	691	3,000	1,500	3,000
Dues and Subscriptions	7015	1,795	1,821	2,112	2,000	2,000	2,000
City Hall Rent Expense	9050	1,720	1,714	1,706	1,710	1,710	1,711
Capital Outlay		0	0	0	0	0	0
Total		\$107,113	\$90,103	\$90,471	\$97,430	\$90,828	\$112,723

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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Bond Trustee Costs	6055	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
Bond Principle	8640	18,750	18,750	18,750	22,500	22,500	22,500
Interest Expense	8840	61,717	60,709	59,659	58,472	58,472	57,155
Total		\$83,267	\$82,259	\$81,209	\$83,772	\$83,772	\$82,455

City Debt Service Fund

Fund 895

Description	Dept. 8000	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Administration Fund Advances							
Debt Service Principle							
General Fund	8670	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service Interest							
General Fund	8870	11,028	12,100	13,310	14,641	14,641	16,105
Economic Development Fund Advances							
Debt Service Principle							
General Fund	8670	0	0	0	0	0	0
Debt Service Interest							
General Fund	8870	125,598	206,740	413,494	454,843	454,843	500,328
Water Fund	8875	152,889	219,184	241,198	265,318	265,318	291,850
Wastewater Fund	8880	134,892	150,789	165,836	182,420	182,420	200,661
Drainage Fund	8885	58,811	65,178	85,777	94,373	94,373	103,811
Total		\$483,218	\$653,991	\$919,615	\$1,011,595	\$1,011,595	\$1,112,755
Total		\$566,485	\$736,250	\$1,000,824	\$1,095,367	\$1,095,367	\$1,195,210

HISTORICAL LOAN BALANCES

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
GENERAL FUND						
Beginning Balance	\$1,230,577	\$1,499,203	\$4,268,043	\$4,694,847	\$4,694,847	\$5,164,331
Advances	132,000	2,550,000	0	0	0	0
Interest Accrual	136,626	218,840	426,804	469,484	469,484	516,433
Repayments	0	0	0	0	0	0
Ending Balance	\$1,499,203	\$4,268,043	\$4,694,847	\$5,164,331	\$5,164,331	\$5,680,764
WATER FUND						
Beginning Balance	\$1,319,907	\$1,677,796	\$2,411,980	\$2,653,178	\$2,653,178	\$2,918,496
Advances	205,000	515,000	0	0	0	0
Interest Accrual	152,889	219,184	241,198	265,318	265,318	291,850
Repayments	0	0	0	0	0	0
Ending Balance	\$1,677,796	\$2,411,980	\$2,653,178	\$2,918,496	\$2,918,496	\$3,210,346
WASTEWATER FUND						
Beginning Balance	\$1,205,680	\$1,475,571	\$1,658,360	\$1,824,196	\$1,824,196	\$2,006,616
Advances	135,000	32,000	0	0	0	0
Interest Accrual	134,891	150,789	165,836	182,420	182,420	200,661
Repayments	0	0	0	0	0	0
Ending Balance	\$1,475,571	\$1,658,360	\$1,824,196	\$2,006,616	\$2,006,616	\$2,207,277
DRAINAGE FUND						
Beginning Balance	\$546,968	\$651,778	\$716,956	\$943,733	\$943,733	\$1,038,106
Advances	46,000	0	141,000	0	0	0
Interest Accrual	58,810	65,178	85,777	94,373	94,373	103,811
Repayments	0	0	0	0	0	0
Ending Balance	\$651,778	\$716,956	\$943,733	\$1,038,106	\$1,038,106	\$1,141,917
ALL FUNDS						
Beginning Balance	\$4,303,132	\$5,304,348	\$9,055,339	\$10,115,954	\$10,115,954	\$11,127,549
Advances	\$518,000	\$3,097,000	\$141,000	\$0	\$0	\$0
Interest Accrual	\$483,216	\$653,991	\$919,615	\$1,011,595	\$1,011,595	\$1,112,755
Repayments	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$5,304,348	\$9,055,339	\$10,115,954	\$11,127,549	\$11,127,549	\$12,240,304

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

A new fund and department have been added to account for funds advanced to the RDA from the City's General Fund.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Dept. 7400	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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Economic Development Fund

Fund (850) Dept. (7400)

Grant Related Capital Projects							
Riverwalk Drive Industrial Park		\$3,134	\$0	\$0	\$0	\$0	\$0
Dinsmore Industrial Park		6,732	0	0	0	0	0
Transfers to PIF		518,000	0	0	0	0	0
Transfers to Meeting Facility		0	0	0	0	0	0
Total		\$527,866	\$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		\$7,601	\$7,364	\$8,848	\$9,000	\$9,000	\$9,000
Property Tax		36	0	38	45	36	36
Capital Outlay		8,193	0	21,862	0	2,051	0
Total		\$15,830	\$7,364	\$30,748	\$9,045	\$11,087	\$9,036

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	Dept. 7500	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Community Improvements		146,057	97,769	54,074	90,000	41,000	65,000
Water System Improvements		41,247	95,348	422,143	58,000	98,500	105,000
Sewer System Improvements		131,330	94	19,112	0	78,940	0
Drainage Improvements		15,288	147,828	88,300	45,000	0	45,000
Total		\$333,922	\$341,039	\$583,629	\$193,000	\$218,440	\$215,000

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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
Salaries	5100	\$2,700	\$1,882	\$0	\$2,500	\$0	\$2,500
Benefits	5200	322	251	0	200	0	200
Office Supplies	5400	0	429	42	50	0	50
Legal Counsel	6025	0	0	1,017	2,000	0	2,000
Bond Trustee Costs	6055	933	933	933	950	933	950
Property Tax Admin Fees	6700	2,935	3,287	3,383	3,500	3,937	4,015
Travel and Conference	7000	1,958	0	196	250	0	250
Rehab Loans	7645	108,838	54,343	21,316	26,624	6,000	194,478
Capital Outlay		0	0	0	0	0	0
Bond Interest Expense	8840	20,572	20,236	19,886	19,491	19,491	19,052
Bond Principle	8640	6,250	6,250	6,250	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		\$144,508	\$87,611	\$53,023	\$63,065	\$37,861	\$230,995

CDBG HOUSING REVOLVING LOAN FUNDS

Fund 820 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.

HISTORY OF EXPENDITURES BY CATEGORY

Description	Actual 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04	
CDBG Restricted Housing Fund							
	Fund (820) Dept. (7200)						
Salaries	5100	\$1,500	\$2,612	\$0	\$1,000	\$0	\$1,000
Benefits	5200	258	484	0	250	0	250
Office Supplies	5400	23	62	115	150	75	100
Audit Fees	6000	1,500	1,500	1,500	1,500	1,500	1,500
Program Administration	6050	0	0	5,339	2,500	0	1,500
Advertising	6300	0	60	20	0	0	0
Travel and Conference	7000	11	0	0	0	0	0
Housing Project Loans	7645	96,729	147,023	0	123,882	0	199,276
Econ Development Loans	7650	0	0	0	0	0	0
Capital Outlay		0	0	0	0	0	0
Total		\$100,021	\$151,741	\$6,974	\$129,282	\$1,575	\$203,626

CDBG Unrestricted Housing Fund							
	Fund (825) Dept. (7210)						
Salaries	5100		\$0	\$0	\$0	\$0	\$0
Benefits	5200		0	0	0	0	0
Office Supplies	5400		0	0	0	0	0
Program Administration	6050		0	0	0	0	0
Advertising	6300		0	0	0	0	0
Housing Project Loans	7645		0	8	101,926	0	106,463
Total		\$0	\$0	\$8	\$101,926	\$0	\$106,463

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 discontinued. 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 1999-00	Actual 2000-01	Actual 2001-02	Budget 2002-03	Estimate 2002-03	Request 2003-04
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CDBG Restricted Business Loan Fund

Fund (830) Dept. (7300)

Salaries	5100	\$2,000	\$2,763	\$0	\$1,000	\$0	\$1,000
Benefits	5200	180	362	0	250	0	250
Office Supplies	5400	47	4	0	50	0	60
Audit Fees	6000	0	0	0	1000	0	0
Contract Services	6015	1,850	656	1,863	1863	0	1800
Program Administration	6050	0	0	890	890	0	0
Advertising	6300	0	213	0	0	0	0
Travel & Conference	7000	381	68	0	350	0	350
Econ. Development Loans	7650	217,316	0	150,000	71,936	0	134,901
Property Acquisition	7700	1,482	0	0	0	0	0
Capital Outlay		3,196	0	0	0	0	0
Total		\$226,452	\$4,066	\$152,753	\$77,339	\$0	\$138,361

Unrestricted Business Loan Fund

Fund (836) Dept. (7315)

Office Supplies	5400	\$0	\$0	\$0	\$0	\$0	\$0
Program Administration	6050	0	0	66	0	0	0
Travel & Conference	7000	0	0	0	0	0	0
Econ. Development Loans	7650	77,652	0	197,527	572,292	0	630,742
Bad Debts	7800	0	0	0	0	0	0
Total		\$77,652	\$0	\$197,593	\$572,292	\$0	\$630,742
Total		\$304,104	\$4,066	\$350,346	\$649,631	\$0	\$769,103

CAPITAL IMPROVEMENT PROJECTS

		Funding Source	Budget 2003-04
Fund 810	HOUSING PROJECTS		
9095	Penn Street Subdivision	Housing Set-Aside	0
Total			\$0
COMMUNITY IMPROVEMENTS			
9395	Downtown Redevelopment Project	GF Loan	\$25,000
9489	Sidewalk ADA Reconstruction - District Wide	GF Loan	\$25,000
9970	Entrance Beautification and City Landscaping	GF Loan	15,000
Total			\$65,000
Fund 870	WATER SYSTEM IMPROVEMENTS		
9431	Fortuna Blvd., Alder to Smith (8" Main & Overlay)	WF Loans	105,000
Total			\$105,000
Fund 880	DRAINAGE SYSTEM IMPROVEMENTS		
9503	Widen Rohner Creek Between Forbusco & So. 15th	Drainage Loans	45,000
Total			\$45,000
Total Capital Improvements			\$215,000
FUND SUMMARY			
	Housing Set-Aside		0
	Water Fund Loans		105,000
	Drainage Fund Loans		45,000
	General Fund Loans		65,000
Total Capital Improvements			\$215,000

RESOLUTION NO. 2003-16

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA
ESTABLISHING VARIOUS FEES, SERVICE CHARGES AND TAXES
WITHIN THE CITY OF FORTUNA
FISCAL YEAR 2003/2004

Table of Contents

1. BUSINESS LICENSE TAXES.....	1
2. SEWER SERVICE CHARGES.....	3
3. WATER SERVICE CHARGES.....	4
4. INSTALLATION CHARGES FOR WATER SYSTEM.....	6
5. WATER SYSTEM CAPITAL CONNECTION CHARGES	7
6. WASTEWATER CAPITAL CONNECTION CHARGES	7
7. COMMUNITY DEVELOPMENT FEES FOR SERVICES	8
8. DRAINAGE FEES.....	9
9. TRAFFIC IMPACT FEES-HOME AVENUE	10
10. TRAFFIC IMPACT FEES-HILLSIDE DRIVE.....	10
11. ARTERIAL AND COLLECTOR ROAD EXTENSIONS AND EXPANSIONS	10
12. PARK USE FEES	11
13. PAVILION USE FEES.....	12
14. ROHNER RECREATION HALL.....	12
15. RECREATION CLASS CONTRACTOR FEES	12
16. RECREATION PROGRAM FEES.....	12
17. FEES FOR DOGS.....	15
18. ANIMAL CONTROL FEES.....	15
19. MISCELLANEOUS POLICE FEES.....	16
20. ASSESSMENT FEES	17
21. SOLID WASTE MANAGEMENT FEES.....	15
22. STORM DRAINAGE MAINTENANCE SERVICE CHARGES.....	18
23. COPY CHARGES	18
24. MONDAY CLUB RENTAL FEES.....	18
25. RIVER LODGE RENTAL FEES.....	18
26. SENIOR BUS FARES	21
27. EFFECTIVE DATE.....	21

**RESOLUTION 2003-13
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA
ESTABLISHING VARIOUS FEES, SERVICE CHARGES AND TAXES
WITHIN THE CITY OF FORTUNA**

FISCAL YEAR 2003/2004

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: \$19.83.

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: \$19.95 plus \$2.06/100 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: \$19.95 plus \$3.08/100 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: \$19.95 plus \$4.30/100 Cubic Feet over 450.

Industrial: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. Monthly charges: \$21.20 plus \$0.79/100 Cubic Feet over 2590 plus \$0.57/ lb BOD plus \$0.70/ 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. Over the last two years the electric costs have increased by 117% for the wastewater system. 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 17.8% 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 \$103.00 per 1,000 gallons plus actual staff time expended for inspection.

f. Fee Schedule:

For septic discharges, \$70.00 per truckload plus \$14.00 per 100 gallons of tank capacity in excess of 500 gallons, plus \$0.57/lb BOD and \$0.70/lb suspended solids.

For portable toilet discharges, \$21.00 per truckload plus \$4.32 per each 100 gallons of tank capacity in excess of 500 gallons.

For long term discharge of fully treated ground water, use heavy commercial charges.

For contaminated water, \$55.00 per truckload plus \$11.00 per 100 gallons of tank capacity in excess of 500 gallons

Waste Discharge Permit fee, \$142.00 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:

Base Charge		Usage Charge		
Meter Size in Inches	Monthly Base Fee	Amount of Water in Cubic Feet	Charges/100 Cubic Feet	
5/8 by 3/4	<u>OUTSIDE</u> 17.37 \$ 11.58	0 to 250	Monthly Base Fee	
1	19.65 13.10	251 to 1,000	2.21	\$ 1.47 11.03
1 1/2	25.97 17.31	1,001 to 2,000	2.10	1.40 14.00
2	34.49 22.99	2,001 to 3,500	2.00	1.33 19.95
3	45.30 30.20	3,501 to 5,000	1.88	1.25 18.75
4	87.31	5,001 to 15,000	1.76	1.17 117.00
6	190.24	Over 15,000	1.65	1.10

b. Outside City Limits

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.

↑
OUTSIDE 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 - \$ 2.90. Greater than 1 inch - \$ 4.25

change added to Hospital RATE

*14.48 5/8 21.56 1 1/2 91.56 4
16.00 1 27.24 2 194.49 6
34.45 3*

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 (~~\$3.25~~ ^{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	\$ 5.25	6 inch	16.00
3 inch	8.00	8 inch	21.00
4 inch	10.50	10 inch	26.50

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

A deposit of fifty five dollars (~~\$55.00~~ ^{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. Over the last two years the electric costs for the water system have increased by 58%. This has increased our operations & maintenance cost by 12%. The city is constructing a new water treatment facility to comply with State and Federal Regulations. This will increase by 5.4% this year the operation and maintenance costs by over 25%. The monthly rates will be adjusted so our revenues will meet our 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>
5/8 or 3/4	\$ 538.00
1	\$ 653.00
1 1/2	\$ 991.00
2	\$1160.00

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>
5/8 or 3/4	\$ 174.00
1	\$ 237.00
1 1/2	\$ 432.00
2	\$ 559.00

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>
5/8 or 3/4	\$ 169.00
1	\$ 200.00
1 1/2	\$ 237.00
2	\$ 316.00

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 twenty four dollars (\$924.00) for each dwelling unit, professional office, or place of business plus nine hundred twenty four dollars (\$924.00) 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 three dollars (\$2203.00) 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 five dollars (\$2405.00) for each dwelling unit.

d. Annual Adjustment

The capital connection fee and the Buy-in 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. 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 two hundred seventy five dollars (\$1275.00) for each individual dwelling unit, professional office, or place of business plus one thousand two hundred seventy five dollars (\$1275.00) 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 four hundred fifty six dollars (\$2456.00) 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
Variance	\$ 275
Zone Reclassification/General Plan Amend	\$ 500
Design Review Permit	\$ 150
Staff Meeting with Applicant	\$ 100
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 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
Building Plan Check and Zoning Clearance	100% of UCB Fee Schedule
Inspection Fee	100% of UCB Fee Schedule
Hydraulic Study of Water System	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 percent (100%) as set forth in the current Uniform Administrative Code, 1997 Edition, International Conference of Building Officials.

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

<u>Number of Persons</u>	<u>Group Picnic Area Rental</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
	<u>Small Picnic Area Rental</u>	
	<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 Rohrer 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
- *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: \$10.00 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
\$20.00 per each additional child

- iii. **Basketball Camp**
 - \$65.00 per individual
 - \$60.00 per sibling
 - iv. **Summer Basketball League**
 - \$30.00 per individual
 - \$25.00 per sibling
 - \$20.00 per each additional child
 - v. **Girls Basketball**
 - \$30.00 per individual
 - \$25.00 per sibling
 - \$20.00 per each additional child
- 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. **Hardball/Soccer Field Reservation Fee (no lights)**
 - \$ 5.00 per hour residents per field
 - \$10.00 per hour nonresidents per field
 - v. **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
Youth: \$ 5.00 per individual

e. Other Programs

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

Summer Fun

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

½ Day rate \$ 9.00 per child

Weekly rate \$ 50.00 per child
\$ 40.00 per sibling
\$ 30.00 ½ day weekly

Per Session One Child \$110.00 per 5 week half-day session
\$200.00 for two sessions
\$275.00 for three sessions
\$325.00 for four sessions

Each additional Sibling: \$ 95.00 per 5 week half-day session
\$175.00 for two sessions
\$240.00 for three sessions
\$290.00 for four sessions

Kiddie Kamp

Daily Rate ½ day \$ 6.00 per child
\$ 5.00 per sibling

Daily Rate whole day \$ 10.00 per child
\$ 8.00 per sibling

Weekly rate ½ day \$ 25.00 per child
\$ 20.00 per sibling

Weekly rate whole day \$ 45.00 per child
\$ 40.00 per sibling

Summer rate ½ day \$200.00 per child
\$150.00 per sibling

Summer rate whole day \$300.00 per child
\$250.00 per sibling

Family rate eligibility based on concurrent enrollment

Swim Program	\$ 60.00 per 2 week session
After School Recreation	\$ 4.00 per day \$ 10.00 per week for first child \$ 8.00 per week for sibling \$ 7.00 per week for additional children
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.
- 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 - \$25 fee and a \$10 per day maintenance fee beginning on day 2.
- ii. Second violation within a 12-month period - \$50 fee and a \$10 per day maintenance fee beginning on day 2.
- iii. Third and subsequent violations, within a 12-month period - \$100 fee and a \$10 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

i. Parking Penalty Assessments

<u>Violation</u>	<u>Penalty</u>	<u>City</u>	<u>County</u>	<u>Late Penalty</u>
Time Zones	\$20	\$15	\$5	\$43*
Colored Curbs	\$25	\$20	\$5	\$53*
Posted No Parking	\$25	\$20	\$5	\$53*
Abandoned Vehicle	\$35	\$30	\$5	\$73*
22500 (a/b/e/f) CVC	\$25	\$20	\$5	\$53*
22502 (a) CVC	\$25	\$20	\$5	\$53*
22500 (d/g/h/k) CVC	\$35	\$30	\$5	\$73*
22500 (I) CVC	\$50	\$45	\$5	\$103*
22500.1 CVC	\$35	\$30	\$5	\$73*
22514 CVC	\$35	\$20	\$5	\$73*
22515 CVC	\$35	\$30	\$5	\$73*
22517 CVC	\$35	\$30	\$5	\$73*
22521 CVC	\$35	\$30	\$5	\$73*
22507.8a CVC	\$330	\$325	\$5	\$663*
22522 CVC	\$330	\$325	\$5	\$663*
M/C Violations	\$30	\$25	\$5	\$63*

* \$3 to DMV

- i. Government Code 76100 & 76101: Penalty includes \$2.50 assessment to Humboldt County Criminal Justice Facility Temporary Construction Fund A (1410) and \$2.50 assessment to Humboldt County Courthouse Temporary Construction Fund B (1420).
- ii. Delinquent penalty consists of the original penalty plus a late fee equal to the original penalty plus \$3.00 administrative charge for the DMV hold.
- iii. Distribution funds for 22507.8a and 22522. \$250.00 penalty set by section 42001.5 CVC plus, the assessments identified in i and ii above, plus a \$25.00 assessment (1465.6 PC)

deposited into general fund of the governing body wherein the violation occurred, plus a \$50.00 assessment (1465.6 PC) deposited into County Trust Fund 3856, Linkages Assessment Fund 3856.

j. Photographs	\$ 20.00 per roll
k. Records Research	\$ 15.00 per hour
l. Solicitors Permits	\$100.00 /year
	\$ 25.00 /year/renewal
m. Naturalization Letter (No Criminal Conduct)	\$ 15.00 per letter
n. Repossession Fee	\$ 15.00
o. Civil Court Appearance	Actual Costs with \$250.00 deposit
p. Concealed Weapons Permit	DOJ Rate plus FOPD G.O. 94-1
q. Audio & Video Tape	\$ 20.00/Tape
r. Vehicle Removal Impound and Release Fee	\$ 60.00 per vehicle

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 \$0.00 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. Copy 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
\$ 6.00	Zoning Map color B/W 2.00
\$60.00	Aerial Photo 72 x 42
\$30.00	Aerial Photo 42 x 28
\$15.00	Special Projects -(Per Hour)
\$ 2.00	Plan Copies (per sheet)
25.00	Business Listing on Disk
	Tape Copies

24. Monday Club Rental Fees

a. Non-profit Groups or Associations

\$150.00 per 10-hour time slot and \$100.00 deposit

b. For-Profit Groups or Associations

\$250.00 per 10-hour time slot and \$150.00 deposit

25. River Lodge 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

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 \$200.00 is required. If cancellation occurs, the regular price for the entire facility will be charged if not re-rented. The night before may be rented for the non-profit price of the entire facility. If the night before is not rented the wedding party may come in to decorate etc. during regular business hours as long as they are insured for that day.

ii. Staff Expense

Staff can be made available to provide assistance during events for tasks such as waiting on tables, serving food, and doing dishes. The cost for extra staff services is \$20.00/hour per person. The \$20.00/hour staff cost is also charged to move dishes and furniture from River Lodge to the Monday Club.

iii. Non-Profit Discount

Non-Profit organizations, as defined below, shall receive a twenty percent (20%) discount on the daily rental fee. 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 \$20.00/hour for each staff person. The \$20.00/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 governmental agencies located in Humboldt County This does not include state and federal 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.

v. For Profit Discount

For profit organizations that use the facility for more than ten (10) events during a calendar year shall receive a discount of twenty percent (20%) on the daily rental fee. The credit shall be given as a credit after the facility has been rented ten (10) times.

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 manager 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 is required. The security deposit shall be equal to half the rental cost identified in Section a. (i), unless the deposit is less than \$200.00.

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; and/or.
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.

For events scheduled for Mondays through Thursday the following provisions apply:

- If an event is canceled thirty (30) or more days in advance of the event, the security deposit minus the \$25.00 cancellation fee will be refunded
- If an event is canceled twenty-nine (29) to six (6) days in advance of the event, fifty (50%) of the security deposit plus the \$25 cancellation fee will be forfeited unless the facility is re-rented for an equal capacity event.
- If an event is canceled within five (5) working days in advance of the event, the full security deposit will be forfeited unless the facility is re-rented for an equal capacity event.

For events scheduled for Friday, Saturday, or Sunday the following provisions apply:

- If an event is canceled thirty (30) or more days in advance of the event, the security deposit minus the \$25.00 cancellation fee will be refunded
- If an event is canceled twenty-nine (29) to six (6) days in advance of the event, fifty (50%) of the security deposit plus the \$25 cancellation fee will be forfeited unless the facility is re-rented for an equal capacity event.
- If an event is canceled within five (5) working days in advance of the event, the full fee for the room rental identified in section 24 (a)(i) plus the \$25.00 cancellation fee shall be paid.

26. Senior Bus Fares

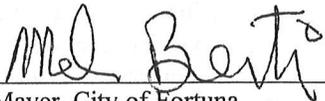
\$0.75 per ride with purchase of prepaid punch card. \$1.00 per ride without prepaid punch card.

27. Effective Date

This resolution shall take effect July 1, 2003.

PASSED AND ADOPTED on this 7th day of July, 2003 by the following vote:

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



Mayor, City of Fortuna

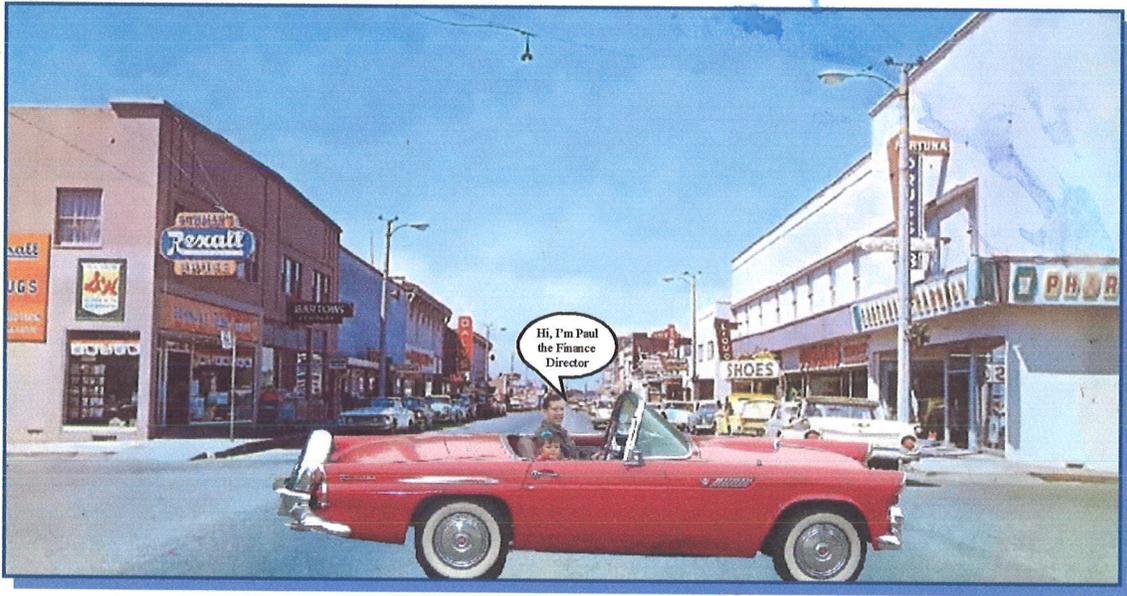
ATTEST:



City Clerk



Published Annually



by the
Finance Department