# CITY OF FORTUNA

## 2015/16
## ANNUAL BUDGET

Special Thanks to the Finance Department Team

# City of Fortuna

# Annual Budget

# Fiscal Year 2015/16

BLANK PAGE

***City of Fortuna***
***Annual Budget***
***Fiscal Year 2015/16***

## *Table of Contents*


**Introduction**

Elected and Appointed City Officials……i
Budget Message…… …...1-3

**Summary Budget Information**

General Fund Revenue, Expenditures, Fund Balance……..…..6-10
General Fund Revenue Detail…….11-12
Enterprise & Special Revenue……..…13-15
Personnel
Organizational Chart…….…...18
Personnel Budget All Funds…….…….19
Wages and Benefit Summary…….…….20
Personnel Allocation by Department……..…21-23

**Department/Program Budget Detail**

**City Council**…...…….…… ……...27
**Administration**
City Attorney…….28
City Manager…….…….....29
City Clerk…… ……..30
Risk Management/Human Resources……...…….…….31
**Non-Departmental**
Community Promotion…….…….…….32
Library……..33
General Building/Admin……..34-35
Allocated Expenditures……..…36-38
**Finance**……...…….....39
**Community Development**
Development Review…….40-41
Building……42
Planning……...…….43
**Police Services**
Police Services-General Fund…… ..45-46
Special Revenue Programs…… …...47
**Parks & Recreation**
Recreation…… ...49
Parks Maintenance…… 50-51
Museum……..…… ……....52
River Lodge & Monday Club……..…53-54

# *Table of Contents*
***(Continued)***

**Public Works**
Administration……..55-56
Engineering……..57-58
Street Maintenance……..59-60
Solid Waste/Recycling……..61-62
General Services……..63-66

**Enterprise Funds Detail**
Water …… ..70-75
Wastewater……..76-81
Transit……..82-83

**Maintenance Fee Districts**……..84-89

**Debt Service**……..90-94

**CDBG & Housing Programs**
HOME Grant Fund……98
Housing Set-Aside……98
Community Development Block Grants (CDBG)……98

**Capital Improvement Program**……100-106

**Appendix**

**Pay Plan(s) 2015-16**
City of Fortuna Pay Plan Full Time Employees……110-113
City of Fortuna Pay Plan Part-Time Employees……..114

**Fee Schedules 2015-16**
Parks and Recreation……115-121
City Manager/City Clerk Fees……122-126
Community Development ……127-133
Community Development - Building…… 134-147
Police and Animal Control…… 148-152
Water and Sewer Rates……153-172

**Budget Resolution 2015-16**……173-174

# City of Fortuna

# 2015/16 Annual Budget

# Introduction

BLANK PAGE

# City of Fortuna
# Elected and Appointed City Officials
# June 30, 2015

## *City Council*

| | |
|---|---|
| **Mayor** | **Sue Long** |
| **Mayor Pro Tem** | **Tami Trent** |
| **Councilmember** | **Doug Strehl** |
| **Councilmember** | **Linda Gardner** |
| **Councilmember** | **Tiara Brown** |

## *Appointed Officials*

| | |
|---|---|
| **City Manager** | **Regan Candelario** |
| **Chief of Police** | **William Dobberstein** |
| **Finance Director** | **Marie Essig** |
| **Public Works Director** | **Merritt Perry** |
| **Deputy Director of Community Development** | **Liz Shorey** |

BLANK PAGE

# *FY2015-2016 Budget Document Introduction and City of Fortuna Budget Message*

**DATE:** December 31, 2015

**FROM:** Regan M. Candelario, City Manager

**SUBJECT:** Fiscal Year 2015-2016 Annual Budget Message

The Annual Budget for the City of Fortuna represents the collective work of staff and the direction and approval provided by the City Council during public workshop study sessions and a formal Public Hearing. The materials were shared, discussed and established in cooperation with the City Council on four separate occasions including two workshops. The General Fund Budget, Enterprise and Special Funds Budgets were adopted on June 15, 2015.

## BUDGET MESSAGE FOR THE CITY OF FORTUNA

The Annual Budget for the City of Fortuna continues the ongoing practice of conservative financial decisions concerning the municipal services provided to the community. The city's general fund has struggled over the past three to five fiscal years due while the city has worked toward addressing the difficult task of reducing operations. Reductions were needed due to the economic recession, rising pension and health care costs, and the loss of Redevelopment funds. The city has proactively responded to these constraints by restructuring the organization to reduce the number of positions and overall operations costs while retaining services levels. Based on our projections, the abilty to maintain the current level of service will not last past the end of the 2015/16 Fiscal Year. The decision to seek out additional funding to meet current demands and to address the consistent increases in cost in order to provide services 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.***

Expenditures continue to climb at a faster rate than revenues. Over the last ten years, general fund revenues have increased by only 31%, while general fund expenditures **out of the control of the organization** have increased by 60% overall, with some expenditures increasing exponentially – pension and health care benefits in particular; consequently, this is the third consecutive year in which the City was forced to utilize General Fund Reserves to achieve a balanced annual budget. It should also be noted that the City continues to face new additional challenges such as implementation of the Affordable Care Act and another increase to the State minimum wage.

Since 2003, costs for PG&E have increased by 58%, health insurance increased by 98%; vehicle fuels prices increased by 142%, and CalPERS increased by over 640%. We do not know if this pattern will continue. The 15/16 budget includes the required unfunded liability from CalPERS which this year alone is $319,338. CalPERS, faced

with investment losses during the economic downturn, proposed increasing employer contribution rates by nearly 50% over the next seven years starting with fiscal year 2015/16. The unfunded liability mandates implemented by CalPERS will significantly increase the city's current contributions for CalPERS. Current projections for the-three year period starting with fiscal year 2015/16 will cost the City of Fortuna an additional $1.1 million in CalPERS contributions for unfunded liability alone.

Not only does the City of Fortuna face increased costs, but general fund revenue streams remain flat. The city's four largest general fund revenue sources, sales tax, motor vehicle in-lieu taxes, transient occupancy taxes and property taxes, comprise 72.5% of the general fund revenues. Sales and motor vehicle in-lieu taxes have remained flat since 2009, and transient occupancy taxes have remained flat since 2007. Property taxes have been making steady yet minimal increases and are expected to continue with slight increases commensurate with a recovering housing market.

The State of California continues their policy of seizing revenue from municipal governments and using those local revenues for other than their intended purposes. For example, since 1992 the City of Fortuna has suffered the cumulative loss of local revenues diverted to the State of California from the city's general fund to the Educational Revenue Augmentation Fund (ERAF) has been substantial.

## NOTEWORTHY CITY BUDGET ITEMS:

- A commitment to continue investing in the city's future by improving and repairing essential water and sewer infrastructure projects. This includes the demolition of the elevated water tank on Holman, the replacement and improvement of water transmission mains and the repair of other water storage tanks as well as the completion of various capital improvement projects in both the water and wastewater systems.
- The City Council's commitment to maintaining the general fund reserve policy for fiscal year 2015/16. This policy clarifies the continuing philosophy of conservative fiscal management followed by the City of Fortuna for many years. By maintaining general fund reserves, the city is ensuring that critical city services are maintained during difficult economic periods or following a catastrophic event such as an earthquake or fire.
- The general fund budget document implemented a new format to better describe the difference between restricted (enterprise funds/grants/donations/etc.) and unrestricted funds that comprise the general fund activities that are currently in a deficit situations.
- All general fund departments were directed to reduce operations as part of the budget development process without diminishing essential city services

## GENERAL FUND REVENUE AND EXPENDITURES

- The General Fund's unencumbered fund balance at the beginning of the 2015-2016 fiscal year was $3.9 million. The proposed General Fund Budget has a projected

- ending unreserved fund balance of $3.8 million or approximately 9 months of operational funds at June 30, 2016.

- The General Fund net annual activity revenues are projected to be $5,086,162 and the operational expenditures and debt service are budgeted at $5,158,971; this corresponds to expenditures exceeding revenues by $72,809

- General Fund Capital Expenditures are budgeted at $22,000.

- Building related fees have showed healthy increases over the past 24 months and staff is optimistic that this trend will continue. However, staff continue the practice of budgeting proposed revenues conservatively since (in this instance) fees are cyclical and development opportunities continue to diminish within city limits. As a result, it is difficult to rely on an elevated level of building permit revenue in the future.

## TOTAL REVENUE AND EXPENDITURES

- Capital expenditures are budgeted at $7.2 million. Capital expenditures represent the city's continued reinvestment into the maintenance and improvement of the city's infrastructure. Of the $7.2 million budgeted this fiscal year, $22,000 is categorized as General Fund dollars.

- Total city revenues, including enterprise activities and grant revenue, are projected to be $17.7 million for fiscal year 2015/16.

- Total expenditures are budgeted at $15.4 million. A large portion of the capital improvement projects continue to be funded through grants and reserve funds that are set-aside specifically for maintenance and upgrades of the city's infrastructure.

## CITY OF FORTUNA AUTHORIZED STAFFING LEVELS

- Included in the FY 2015/2016 Annual Budget is a listing of both full-time and part-time employees shown in the table entitled **"Authorized City Personnel – FY 2015/2016".** The proposed Budget includes 74[1] full-time employees, and 5.49regular part-time employees.

- The 2015/2016 FY Annual Budget includes the organizational and staffing level changes recommended by the City Manager for the purpose of increasing efficiencies and decreasing expenses.

BLANK PAGE

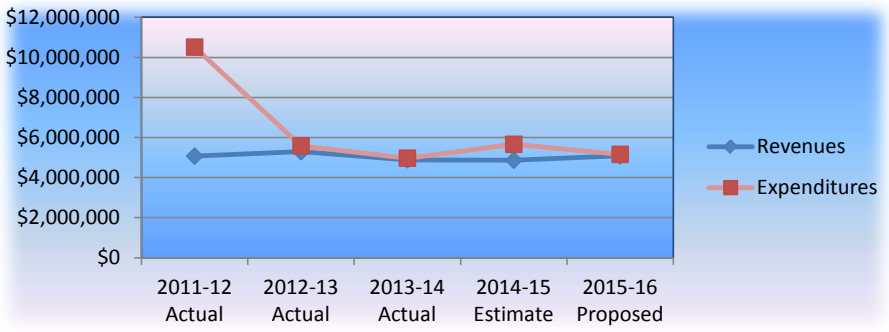
# City of Fortuna

# 2015/16 Annual Budget

# Summary Budget Information

BLANK PAGE

## General Fund Revenue and Expenditure History




| *Fund Balance History* | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed |
|---|---|---|---|---|---|
| **Beginning Available Balance** | | | | | |
| *2011-12 Budget Assumption* | $10,575,888 | | | | |
| *Actual* | $10,552,622 | $5,113,371 | 4,819,911 | $ 4,360,654 | $ 3,942,544 |
| **Net Annual Activity** | | | | | |
| **Revenues** | | | | | |
| Taxes and fees | 4,592,556 | 4,877,365 | 4,672,808 | 4,774,591 | 4,932,335 |
| Non-recurring receipts | 481,400 | 414,106 | 217,697 | 153,827 | 153,827 |
| | 5,073,956 | 5,291,471 | 4,890,505 | 4,928,418 | 5,086,162 |
| **Expenditures** | - | 0 | (0) | - | - |
| Salaries and benefits | 3,458,971 | 3,262,160 | 3,246,102 | 3,342,514 | 3,408,726 |
| Service and supplies | 1,293,193 | 1,156,240 | 1,173,857 | 1,170,302 | 1,221,836 |
| Claim settlement | | | - | - | - |
| Capital Outlay | 189,432 | 214,910 | 155,785 | 177,310 | 144,191 |
| Debt service | 512,025 | 216,670 | 214,424 | 224,472 | 225,751 |
| Redevelopment Loan Write- | 3,217,103 | 411,614 | - | - | - |
| Development Fund support | 1,632,383 | 240,192 | 130,115 | - | 118,857 |
| River Lodge support | 210,100 | 83,145 | 50,123 | 85,000 | 39,610 |
| | 10,513,207 | 5,584,931 | 4,970,406 | 4,999,598 | 5,158,971 |
| | | - | - | | - |
| **Net Annual Activity** | (5,439,251) | (293,460) | (79,900) | (71,180) | (72,809) |
| **Ending Available Balance** | $5,113,371 | $4,819,911 | $4,740,011 | $4,289,474 | $3,869,735 |
| | 10,378.00 | 10,378 | 10,377 | | |

## *Reserve Policy*

***For City Council Discussion***

**A. Operating/Working Capital Reserve**

*Provides cash flow for tax and grant collection period. Days of expenditures:* *180** $2,579,486

**B. Economic Contingency**

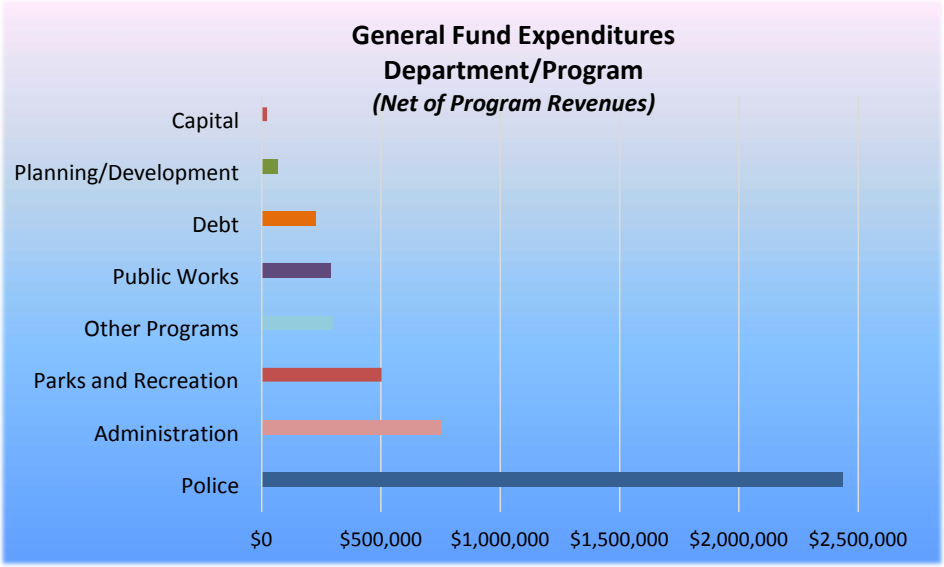
*Reserve for unexpected loss of revenue or economic downturn; 5% of revenues* $254,308
*Provides time to adjust services to changing revenues*

**C. Capital Improvement/Infrastructure Reserve**

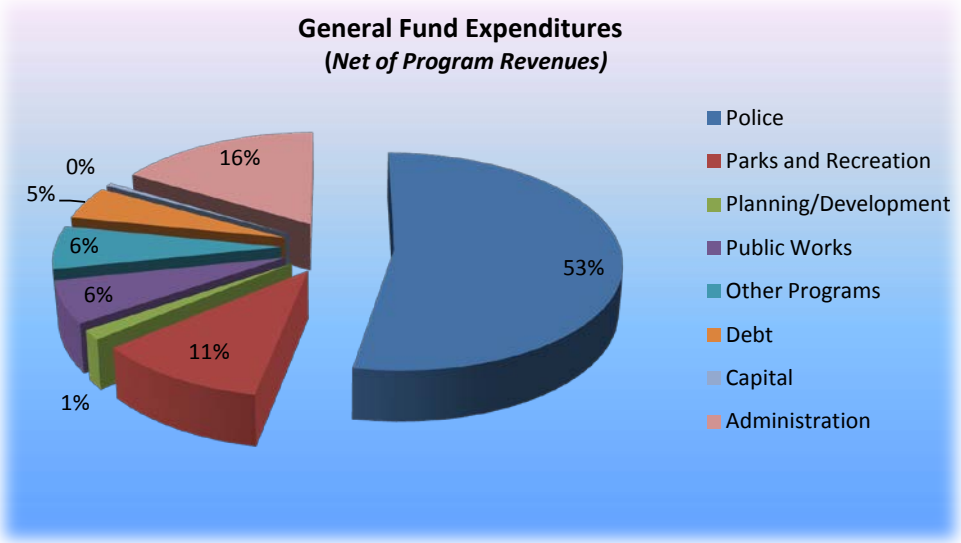
*Provides reserve for unexpected major infrastructure failure* $450,000

**D. Remaining unreserved Fund Balance/operating contingency** $585,941

**Ending Fund Balance** $3,869,735

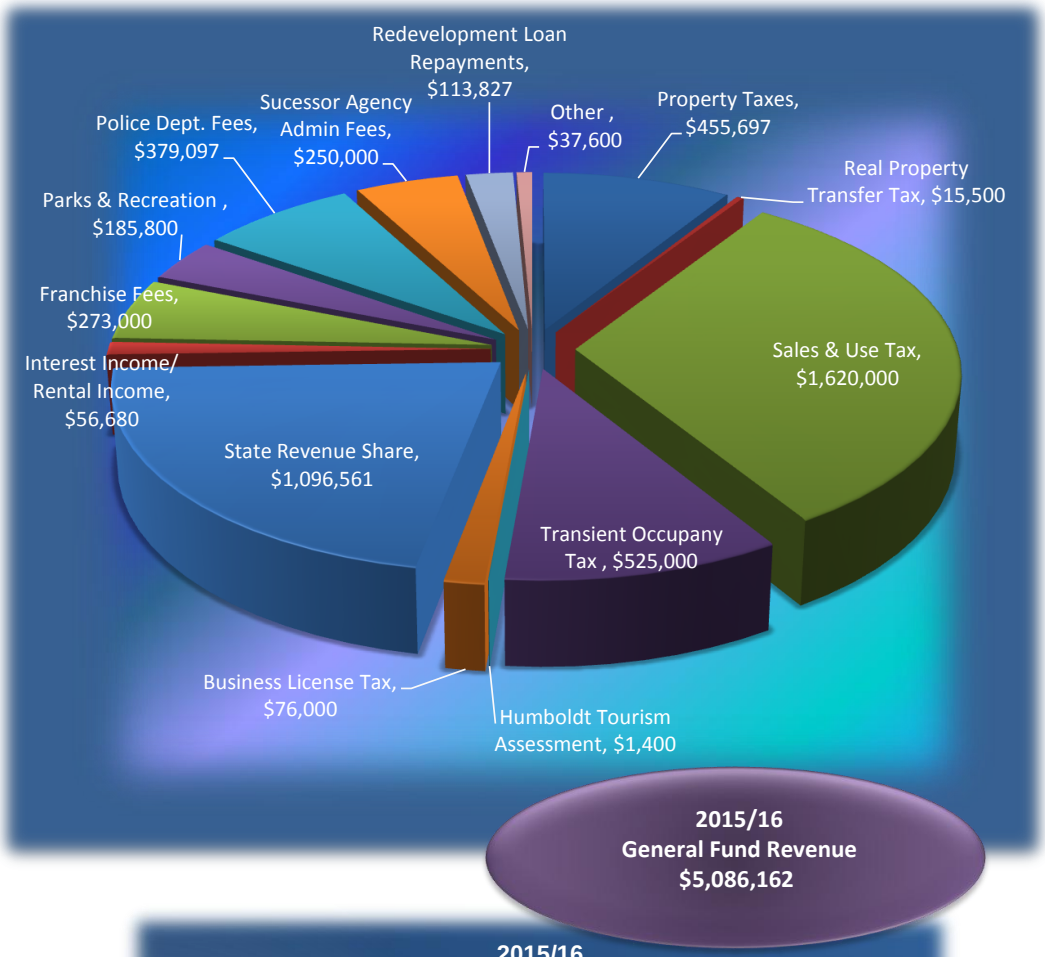



| | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Gross Budget | 2015-16 Program Revenues |
|---|---|---|---|---|---|
| ***Exenditures By Department/Program*** | | | | | |
| Programs: | | | | | |
| Police | $ 2,495,326 | $ 2,487,487 | $ 2,586,245 | $ 2,815,855 | $ 379,097 |
| Parks and Recreation | 665,152 | 684,939 | 766,852 | 688,214 | 185,800 |
| Community Dev- Planning | 76,625 | 69,702 | 41,684 | 66,381 | - |
| Public Works | 371,577 | 393,919 | 285,701 | 290,095 | |
| Community Promotion | 123,985 | 142,185 | 123,800 | 127,900 | |
| Library Facilities | 9,514 | 10,649 | 9,758 | 9,931 | |
| Development Fund support | 240,192 | 130,115 | | 118,857 | |
| Riverlodge Fund support | 83,145 | 50,123 | 85,000 | 39,610 | |
| Adminstration: | | | | | |
| City Council | 25,023 | 33,568 | 30,894 | 31,055 | - |
| City Attorney | 51,914 | 55,800 | 50,000 | 50,000 | - |
| City Manager | 139,824 | 119,129 | 132,933 | 100,502 | - |
| City Clerk | 1,675 | 29,928 | 32,576 | 52,764 | - |
| General Government | 139,587 | 152,635 | 147,596 | 135,860 | - |
| Risk Management | 242,391 | 190,720 | 224,396 | 277,181 | - |
| Finance | 93,627 | 105,193 | 106,191 | 107,016 | - |
| Debt/Capital | | | | | |
| Debt Service - Bonds | 216,670 | 214,424 | 224,472 | 225,751 | - |
| Capital Improvement Program | 197,090 | 99,889 | 162,500 | 22,000 | - |
| Redevelopment loan write-off | 411,614 | | - | - | - |
| **Total:** | $ 5,584,931 | $ 4,970,406 | $ 5,010,598 | $ 5,158,971 | $ 564,897 |




| | 2014-15 *As of* *May-15* | 2015-16 Net Budget | 2015-16 $ Gross vs. 2014-15 | 2015-16 % Gross vs. 2014-15 | 2015-16 Net % Total |
|---|---|---|---|---|---|
| ***Exenditures By Program/Department*** | | | | | |
| Programs: | | | | | |
| Police | $ 2,586,245 | $ 2,436,758 | $ 229,610 | 8.9% | 53% |
| Parks and Recreation | 505,053 | 502,414 | (78,638) | -10.3% | 11% |
| Community Dev- Planning | 41,684 | 66,381 | 24,697 | 59.2% | 1% |
| Public Works | 285,701 | 290,095 | 4,394 | 1.5% | 6% |
| Community Promotion | 124,800 | 127,900 | 4,100 | 3.3% | 3% |
| Library Facilities | 9,758 | 9,931 | 173 | 1.8% | 0% |
| Development Fund support | | 118,857 | | | |
| Riverlodge Fund support | 85,000 | 39,610 | (45,390) | -53.4% | 1% |
| Adminstration: | | | | | |
| City Council | 30,894 | 31,055 | 161 | 0.5% | 1% |
| City Attorney | 50,000 | 50,000 | - | 0.0% | 1% |
| City Manager | 127,933 | 100,502 | (32,431) | -24.4% | 2% |
| City Clerk | 32,576 | 52,764 | 20,188 | 62.0% | 1% |
| General Government | 142,267 | 135,860 | (11,736) | -8.0% | 3% |
| Risk Management | 218,397 | 277,181 | 52,785 | 23.5% | 6% |
| Finance | 105,891 | 107,016 | 825 | 0.8% | 2% |
| | | | - | | |
| Debt/Capital | | | - | | |
| Debt Service - Bonds | 225,751 | 225,751 | 1,279 | 0.6% | 5% |
| Capital Improvement Program | 282,500 | 22,000 | (140,500) | -86.5% | 0% |
| Redevelopment loan write-off | | - | - | 0.0% | 0% |
| **Total:** | $ 4,854,450 | $ 4,594,074 | $29,516 | 3% | 100% |

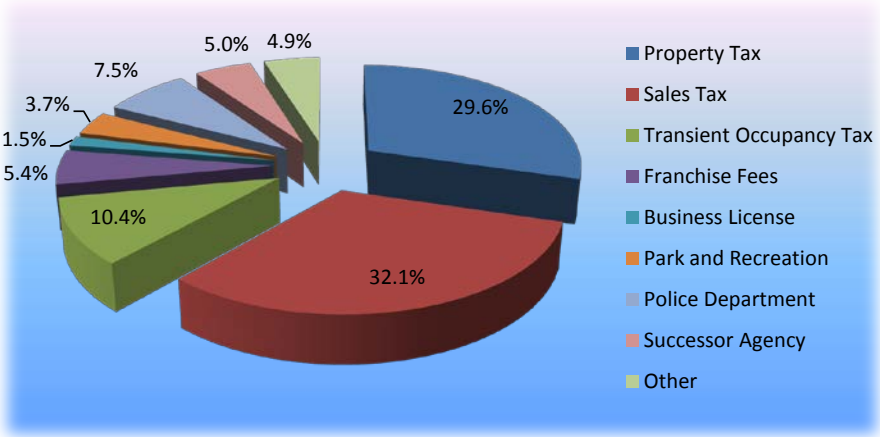
## General Fund Revenue Sources




**2015/16**
**General Fund Revenue**
**Summarized by Category**

| | | |
|---|---|---|
| Local Taxes & Licenses | $ 2,693,597 | 53.0% |
| State Tax Share | $ 1,096,561 | 21.6% |
| Fees & Services | $ 1,087,897 | 21.4% |
| Interest & Rental Income | $ 56,680 | 1.1% |
| Other | $ 151,427 | 3.0% |
| Total General Fund Revenue: | **$ 5,086,162** | |

## 2015-16 General Fund Revenue Summary




| | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Reoccurring Revenues | | | | | | |
| Property Tax | 383,326 | 593,867 | 327,254 | 422,200 | 440,197 | 17,997 |
| Property Tax In-lieu/Vehicle | 1,004,360 | 987,510 | 1,001,193 | 1,011,000 | 1,051,740 | 40,740 |
| Sales Tax | 1,456,712 | 1,453,086 | 1,457,538 | 1,620,000 | 1,620,000 | - |
| Transient Occupancy Tax | 516,376 | 523,603 | 522,903 | 504,000 | 525,000 | 21,000 |
| Franchise Fees | 264,066 | 264,614 | 274,224 | 273,000 | 273,000 | - |
| Business License | 77,781 | 75,568 | 79,525 | 76,000 | 76,000 | - |
| Park and Recreation | 407,103 | 300,526 | 272,552 | 261,800 | 185,800 | (76,000) |
| Police Department | 361,128 | 280,873 | 262,589 | 335,511 | 379,097 | 43,586 |
| Successor Agency | - | 250,000 | 250,000 | 250,000 | 250,000 | - |
| Other | 121,704 | 147,718 | 225,031 | 21,080 | 131,501 | 110,421 |
| | 4,592,556 | 4,877,365 | 4,672,808 | 4,774,591 | 4,932,335 | 157,744 |
| | | | | | | *3.3%* |
| Non-Reoccurring | | | | | | |
| Redevelopment loans | 420,017 | 23,366 | - | 113,827 | 113,827 | - |
| REMIF | 30,481 | 46,666 | 84,001 | 40,000 | 40,000 | |
| Other grants/settlements | 30,902 | 344,074 | 133,696 | - | - | - |
| | **$ 5,073,956** | **$ 5,291,471** | **$ 4,890,505** | **$4,928,418** | **$ 5,086,162** | **$ 157,744** |

**Key Assumptions/Notations**

- The City's base Property Tax revenue is projected based upon HDL analysis.
- Property Tax In-lieu/Vehicle License Fees is based upon 2013-14 State Department of Finance projection.
- Sales Tax is projected based upon HDL trend analysis of the City's merchants sales activity and estimated to remain stable for
- Park and Recreation fees have been adjusted to reflect the loss of Excel after-school program fees.

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| **Taxes and Licenses** | | | | | | | |
| Property Taxes | 4010 | $ 342,197 | $ 342,197 | $ 327,254 | $ 346,200 | $ 364,197 | $ 17,997 |
| Residual Tax Increment (estimate | 4010 | 41,129 | 251,670 | - | 76,000 | 76,000 | 0 |
| Subtotal Property Tax | | **383,326** | **593,867** | **327,254** | **422,200** | **440,197** | **17,997** |
| Net Sales & Use Ta | 4030 | 1,456,712 | 1,453,086 | 1,457,538 | 1,620,000 | 1,620,000 | - |
| Transient Occupancy Tax | 4060 | 516,376 | 523,603 | 522,903 | 504,000 | 525,000 | 21,000 |
| Transient Occupancy Tax - River Lodge | | - | - | - | (85,000) | - | 85,000 |
| Humboldt Tourism Asmt | 4061 | - | 941 | 1,549 | 1,400 | 1,400 | - |
| Franchise - Gas & Electric | 4065 | 65,240 | 66,347 | 70,719 | 70,000 | 70,000 | - |
| Franchise - Garbage | 4070 | 67,995 | 68,801 | 70,209 | 70,000 | 70,000 | - |
| Franchise - Cable TV | 4075 | 130,831 | 129,466 | 133,296 | 133,000 | 133,000 | - |
| Business License Tax | 4080 | 77,781 | 75,568 | 79,525 | 76,000 | 76,000 | - |
| Real Property Transfer Tax | 4085 | 7,200 | 35,069 | 21,377 | 15,500 | 15,500 | - |
| | | **2,705,461** | **2,946,747** | **2,684,370** | **2,827,100** | **2,951,097** | **123,997** |
| **Interest, Loans, and Rents** | | | | | | | |
| Interest Income | 4200 | 16,640 | 19,019 | 18,470 | 20,000 | 20,000 | - |
| 12th Street Bldg Rent | | 17,500 | 12,000 | 9,900 | - | - | - |
| Tower Rental | 4232 | 31,479 | 32,521 | 37,525 | 32,000 | 32,000 | - |
| Parking Lot Rental | 4234 | 1,680 | 1,680 | 1,680 | 1,680 | 1,680 | - |
| Space Rent - Corp Yard | 4239 | 2,750 | 3,000 | 3,000 | 3,000 | 3,000 | - |
| Library Building Rent | | 14,400 | - | - | - | - | - |
| Chamber of Commerce Rent | | 9,000 | - | - | - | - | - |
| Storage Container Rental | | 360 | - | 450 | - | - | - |
| | | **93,809** | **68,220** | **71,025** | **56,680** | **56,680** | **-** |
| **Intergovernmental** | | | | | | | |
| Motor Vehicle In-Lieu | 4250 | 1,004,360 | 987,510 | 1,001,193 | 1,011,000 | 1,051,740 | 40,740 |
| Homeowners Exemption | 4255 | 5,877 | 6,770 | 7,100 | 7,100 | 7,100 | - |
| State Mandates | 4280 | - | 4,186 | 2,680 | 2,000 | 37,421 | 35,421 |
| Reimbursement Revenue | 4961 | 614 | 799 | 111,487 | 300 | 300 | - |
| | | **1,010,851** | **999,265** | **1,122,460** | **1,020,400** | **1,096,561** | **76,161** |
| **Parks & Recreation** | | | | | | | |
| Recreation Program Fees | 4560 | 273,206 | 228,447 | 199,672 | 200,000 | 123,000 | (77,000) |
| Pavilion Use Fees | 4222 | 36,994 | 39,526 | 40,607 | 35,000 | 35,000 | - |
| Park Use Fees | 4220 | 12,110 | 10,365 | 11,445 | 9,000 | 9,000 | - |
| Vending Machines | 4210 | 1,143 | 924 | 999 | 800 | 800 | - |
| Prop. 20 Parks Grants | | 70,244 | - | - | - | - | - |
| Park/Museum Donations | 4710-5400 | 31 | 1,153 | 3,500 | - | 1,000 | 1,000 |
| Rohner Recreation District | 4340 | 13,375 | 20,111 | 16,329 | 17,000 | 17,000 | - |
| | | **407,103** | **300,526** | **272,552** | **261,800** | **185,800** | **(76,000)** |
| **Police Services** | | | | | | | |
| Public Safety/Prop. 172 | 4035 | 18,271 | 23,855 | 22,107 | 24,000 | 24,000 | - |
| Fireworks Permit | 4140 | 60 | 80 | 60 | 50 | 80 | 30 |
| Animal License | 4130 | 24,166 | 32,557 | 30,101 | 23,000 | 26,627 | 3,627 |
| Bicycle License | 4135 | 17 | 32 | 21 | 20 | 32 | 12 |
| Vehicle Code Fines | 4150 | 33,976 | 43,434 | 35,483 | 42,000 | 43,434 | 1,434 |
| Parking Violation Fines | 4175 | 7,273 | 5,308 | 3,713 | 5,000 | 6,000 | 1,000 |
| Parking Fines - College | 4176 | 13,473 | 26,580 | 26,574 | 18,000 | 18,000 | - |
| Parking Fines - Ferndale | 4177 | 182 | 158 | 16 | 200 | 200 | - |
| Other Court Fines | 4155 | 2,544 | 3,181 | - | 2,500 | 2,500 | - |
| Booking Fees Reimbursement | | - | - | 13,126 | | | |
| Animal Control Charges | 4515 | 6,890 | 10,965 | 19,117 | 10,000 | 10,000 | - |

| | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| **Police Services *(Continued)*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Accident Reports | 4505 | 2,404 | 1,844 | 2,269 | 2,200 | 1,844 | (356) |
| Finger Prints | 4535 | 30,473 | 28,683 | 33,174 | 30,000 | 42,000 | 12,000 |
| Special Services/Alarm Fees | 4545 | 5,284 | 6,515 | 5,862 | 5,000 | 14,000 | 9,000 |
| Sp Services Training | 4546 | 1,412 | 739 | - | - | 739 | 739 |
| Booking Fees | | - | - | 1,330 | | | |
| Dispatch - Ferndale Police | 4520 | 12,200 | 12,200 | 12,200 | 15,000 | 20,200 | 5,200 |
| Dispatch - Rio Dell Police | 4522 | 18,504 | 18,504 | 18,504 | 21,000 | 24,900 | 3,900 |
| Dispatch - Fortuna Fire | 4525 | 600 | 600 | 600 | 1,000 | 1,000 | - |
| Vehicle Impound Fees | 4550 | 25,779 | 26,550 | 27,033 | 22,000 | 29,000 | 7,000 |
| DARE School Contributions | | 20,051 | - | - | - | - | - |
| Post Grant Reimbursement | 4270 | 9,768 | 13,390 | 4,721 | 6,000 | 6,000 | - |
| Motor Vehicle Abatement | 4500 | 9,292 | 10,263 | 6,479 | 8,000 | 8,000 | - |
| Miscellaneous Donations | | 10,405 | 15,435 | 101 | - | - | - |
| ARRA Police Officers - 2 | | 108,104 | - | - | - | - | - |
| Citizens Allocation for Public Safe | 4310 | | | | 100,541 | 100,541 | - |
| | | **361,128** | **280,873** | **262,589** | **335,511** | **379,097** | **43,586** |
| **Other Revenues** | | | | | | | |
| Bus License Penalties | 4170 | 5,907 | 4,102 | 2,949 | 3,200 | 3,200 | - |
| Community Development Fees | | - | - | - | 18,000 | - | (18,000) |
| Restitution | 4180 | 4,644 | 349 | 294 | 400 | 400 | - |
| Admin Fees - CCC | 4670 | 1,370 | 7,599 | 5,650 | - | 8,000 | 8,000 |
| Admin - Successor Agency a) | 4670 | - | 250,000 | 250,000 | 250,000 | 250,000 | - |
| Late Fee Admin Charge | | 630 | - | - | - | - | - |
| NSF Check Fee | 4672 | 570 | 750 | 505 | - | 500 | 500 |
| OES/Cal-EMA Disaster | | | 18,729 | - | - | - | - |
| Misc. Revenues | 4660 | 583 | 205 | 415 | 1,000 | 500 | (500) |
| Misc. Donations | 4710 | 500 | - | - | 500 | 500 | - |
| | | **14,204** | **281,734** | **259,813** | **273,100** | **263,100** | **(10,000)** |
| **Total Recurring Revenue** | | **4,592,556** | **4,877,365** | **4,672,808** | **4,774,591** | **4,932,335** | **157,744** |
| | | | | | | | - |
| **Non-Recurring Revenue:** | | | | | | | |
| Loan Payments/Redevelopment | 4203 | 420,017 | 23,366 | - | 113,827 | 113,827 | - |
| State Prop 1A Distribution | | - | 139,506 | - | - | - | - |
| County Tax Admin Fee Settlement | | - | - | 110,996 | - | - | - |
| Misc Reimbursements | | 489 | 11,464 | 416 | - | - | - |
| Property & Scrap Sales | | 6,255 | 3,243 | 6,384 | - | - | - |
| REMIF Insurance Refunds | 4828 | 30,481 | 46,666 | 84,001 | 40,000 | 40,000 | - |
| Special Services | | - | 849 | 1,291 | - | - | - |
| Fortuna Regulatory Fees | | - | 5,000 | - | - | - | - |
| Special Assessment | | - | 20,070 | - | - | - | - |
| EECBG Grant | | - | 60,242 | - | - | - | - |
| Grant Allocation (ABC) | | - | - | | - | - | - |
| Grant Allocation (OTS) | | 24,158 | 12,248 | 14,609 | - | | - |
| Transfers in | | - | 91,452 | - | - | | - |
| | | **481,400** | **414,106** | **217,697** | **153,827** | **153,827** | **-** |
| **Total General Fund Revenues** | | **$5,073,956** | **$5,291,471** | **$4,890,505** | **$4,928,418** | **$5,086,162** | **$157,744** |

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| **Police Department** | | | | | | | |
| ***Funds 105, 180, 181, 185, 186, 188*** | | | | | | | |
| Donations - K-9 Program | 105-4710 | 22,089 | 150,383 | 38,599 | 28,482 | 28,482 | - |
| Asset Seizure Fund | | - | - | 7,084 | - | - | - |
| AB109-Realignment Fund | 186-4324 | 118,021 | 120,507 | 122,302 | 44,381 | 52,559 | 8,178 |
| Office of Traffic Safety - AVOID | 185-4324 | $ - | $ 20,478 | $ 41,866 | $ 85,000 | $ 88,750 | 3,750 |
| Dept of Alcohol Beverage Control | 188-4324 | - | - | - | 16,000 | 16,000 | - |
| | | 140,110 | 291,368 | 209,851 | 173,863 | 185,791 | 11,928 |
| **Development Review** | | | | | | | |
| ***Fund 120*** | | | | | | | |
| Building Permits | 120-4400 | 164,511 | 134,188 | 189,488 | 225,000 | 175,000 | (50,000) |
| Building Plan Check Fees | 120-4405 | 36,585 | 36,405 | 35,224 | 37,500 | 37,500 | - |
| Engineering Plan Check Fees | | - | 3,561 | - | - | - | - |
| Engineering Inspection Fees | 120-4410 | 2,375 | 6,136 | 3,450 | 3,500 | 3,500 | - |
| Subdivision Application Fees | 120-4420 | 3,400 | (13,318) | 32,955 | 10,000 | 10,000 | - |
| Zoning Fees | 120-4425 | 935 | 3,587 | 6,845 | 6,250 | 6,250 | - |
| DOT John Campbell Greenway | | - | - | 99,000 | - | - | - |
| | | 207,806 | 170,558 | 366,963 | 282,250 | 232,250 | (50,000) |
| **River Lodge/Monday Club** | | | | | | | |
| ***Fund 160*** | | | | | | | |
| Linen Rental | 160-4221 | 4,700 | 4,717 | 5,593 | 6,000 | 6,000 | - |
| Visitor Center Sales | 160-4223 | 16,076 | 19,868 | 11,402 | 20,000 | 20,000 | - |
| Catering Services | 160-4225 | 22,265 | 15,776 | 18,651 | 15,000 | 15,000 | - |
| River Lodge Rent | 160-4226 | 94,628 | 82,802 | 104,068 | 91,000 | 98,000 | 7,000 |
| Kitchen Rental | 160-4227 | 17,162 | 15,926 | 17,736 | 15,000 | 15,000 | - |
| Wedding Packages | 160-4662 | 40,500 | 56,250 | 40,000 | 40,000 | 40,000 | - |
| Special Events | | - | - | 2,550 | - | - | - |
| Bridal Faire | 160-4666 | 9,480 | 10,855 | 6,160 | 10,000 | 10,000 | - |
| Craft Faire | 160-4667 | 5,149 | 4,350 | 4,650 | 4,000 | 4,650 | 650 |
| Donations - Riverlodge | | - | - | - | 500 | - | (500) |
| Monday Club Linen Rental | 160-4217 | 156 | 287 | 337 | 300 | 350 | 50 |
| Monday Club Rent | 160-4224 | 25,585 | 28,960 | 26,690 | 25,000 | 26,000 | 1,000 |
| Grants- | 160-4324 | | | | - | 14,000 | 14,000 |
| | | 235,701 | 239,790 | 237,837 | 226,800 | 249,000 | 22,200 |
| **Museum** | | | | | | | |
| ***Fund 165*** | | | | | | | |
| Gift Shop Sales | 165-4233 | 5,877 | 2,696 | 5,310 | 5,310 | 5,310 | - |
| Interest Income | 165-4200 | 62 | 27 | 74 | 74 | 74 | - |
| | | 5,939 | 2,722 | 5,384 | 5,384 | 5,384 | - |
| **Senior Bus Program** | | | | | | | |
| ***Fund 590*** | | | | | | | |
| Allocation From TDA Transit Tax | 590-4041 | 181,016 | 197,217 | 230,912 | 245,000 | 245,000 | - |
| Bus Rider Fees | 590-4665 | 10,572 | 12,787 | 12,167 | 12,200 | 12,200 | - |
| STAF Grant | | 605 | 3,121 | 1,287 | - | - | - |
| Interest Income | 590-4200 | 51,371 | (376) | 260 | 1,500 | 1,500 | - |
| | | 243,564 | 212,749 | 244,626 | 258,700 | 258,700 | - |

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| **Business Improvement District** | | | | | | | |
| ***Fund 250*** | | | | | | | |
| City Wide Assessment Fee | 250-4110 | 29,645 | 28,724 | 30,642 | 28,724 | 30,642 | 1,918 |
| Downtown Assessment Fee | 250-4111 | 13,066 | 12,028 | 11,674 | 12,028 | 11,674 | (354) |
| Redwood Village Assessment Fee | 250-4112 | 7,765 | 7,787 | 7,934 | 7,787 | 7,934 | 148 |
| Strong's Creek Plaza | 250-4113 | 3,753 | 3,297 | 3,522 | 3,297 | 3,522 | 225 |
| Transfer Out- FBID | 250-4115 | (54,655) | (51,884) | (53,784) | (51,884) | (53,784) | (1,900) |
| Interest Income | 250-4200 | 55 | 49 | 13 | 49 | 13 | (37) |
| | | (371) | (0) | 0 | (0) | 0 | 0 |
| **Solid Waste Program** | | | | | | | |
| Transfer Station Regulatory Fees | 210-4450 | 16,928 | 15,336 | 17,124 | 17,100 | 17,100 | - |
| Grant Revenues | 210-4324 | 10,000 | 118,510 | 97,502 | 40,000 | 40,000 | - |
| Oil Recycling Grant | | 5,000 | 701 | 10,000 | - | - | - |
| Miscellaneous Revenue | 210-4660 | 780 | 54 | 340 | 60 | 60 | - |
| | | 32,708 | 134,601 | 124,966 | 57,160 | 57,160 | - |
| **Water** | | | | | | | |
| ***Fund 500*** | | | | | | | |
| Water Service Charges | 500-4600 | 2,163,286 | 2,233,167 | 2,308,678 | 2,308,700 | 2,308,700 | - |
| Interest Income | 500-4200 | 21,838 | 7,510 | 24,481 | 25,000 | 25,000 | - |
| Water Capital Connection | 510-4635 | 84,516 | 30,592 | 69,410 | 65,000 | 65,000 | - |
| | | 2,269,640 | 2,271,269 | 2,402,570 | 2,398,700 | 2,398,700 | - |
| **Wastewater** | | | | | | | |
| ***Fund 550*** | | | | | | | |
| Wastewater Service Charges | 550-4605 | 3,491,810 | 3,411,545 | 3,445,436 | 3,484,000 | 3,484,000 | - |
| Interest Income | 550-4200 | 23,674 | 11,009 | 35,250 | 30,000 | 30,000 | - |
| Wastewater Capital Connection | 560-4635 | 181,117 | 65,734 | 119,805 | 104,000 | 104,000 | - |
| Other Revenues | 550-4615 | 23,284 | 18,791 | 27,886 | 35,000 | 35,000 | - |
| | | 3,719,885 | 3,507,079 | 3,628,376 | 3,653,000 | 3,653,000 | - |
| **Transportation Development Act** | | | | | | | |
| ***Funds 260, 265*** | | | | | | | |
| TDA allocation to Non-Transit | 260-4040 | 175,592 | 159,233 | 243,482 | 178,366 | 134,661 | (43,705) |
| TDA 2% Set-Aside | 265-4046 | 7,477 | 7,322 | 8,310 | 8,700 | 7,748 | (952) |
| Interest Income | 265-4200 | 363 | 137 | 397 | 137 | 397 | 260 |
| | | 183,432 | 166,691 | 252,189 | 187,203 | 142,806 | (44,397) |
| **TEA & STIP** | | | | | | | |
| ***Funds 270, 273, 275*** | | | | | | | |
| Regional TEA Allocation | 270-4265 | 60,341 | - | - | - | 3,012,282 | 3,012,282 |
| RSTP State Allocation 275 | 275-4332 | | 59,650 | 226 | 126,963 | 126,963 | - |
| Interest Income | 270-4200 | 389 | 283 | 761 | 765 | 765 | - |
| | | 60,730 | 59,933 | 987 | 127,728 | 3,140,010 | 3,012,282 |
| **Gas Tax** | | | | | | | |
| ***Fund 280*** | | | | | | | |
| 2105 Gas Tax | 280-4261 | 54,496 | 51,821 | 80,721 | 75,000 | 68,427 | (6,573) |
| 2106 Gas Tax | 280-4262 | 51,384 | 51,076 | 51,853 | 48,000 | 40,078 | (7,922) |
| 2107 Gas Tax | 280-4263 | 78,220 | 84,916 | 86,350 | 78,000 | 93,553 | 15,553 |
| 2103 Gas Tax Prop 42 Replace | 280-4264 | 161,057 | 94,094 | 165,353 | 15,000 | 54,251 | 39,251 |
| Interest Income | 280-4200 | 266 | 171 | 1,189 | 1,350 | 1,350 | - |
| | | 345,423 | 282,079 | 385,466 | 217,350 | 257,659 | 40,309 |
| **Gas Tax Administration** | | | | | | | - |
| ***Fund 295*** | | | | | | | |
| Gas Tax | 295-4260 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | - |
| Interest Income | 295-4200 | 14 | 8 | 30 | 8 | 30 | 22 |
| Gas Tax | | 6,854 | 3,008 | - | 3,000 | - | (3,000) |
| | | 9,868 | 6,016 | 3,030 | 6,008 | 3,030 | (2,978) |

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| **Services & Development Fees** | | | | | | | |
| ***Funds 130, 140, 152, 200*** | | | | | | | |
| Drainage Facility Revenues | 130-4430 | 50,736 | 15,245 | 17,185 | 17,185 | 8,000 | (9,185) |
| Traffic Impact Fees-Citywide | 140-4435 | 24,656 | 9,150 | 50,577 | 6,600 | 6,600 | - |
| Traffic Impact Fees - Hillside Drive | 152-4435 | 61 | 23 | 60 | 70 | 70 | - |
| Storm Drain Maintenance | 200-4100 | 43,022 | 42,537 | 43,221 | 43,221 | 43,221 | - |
| | | 118,475 | 66,955 | 111,043 | 67,076 | 57,891 | (9,185) |
| **Maintenance Districts** | | | | | | | |
| ***Funds 670, 671, 672, 673, 674, 675, 676, 677, 678*** | | | | | | | |
| Rancho Bueno Vista Sewer Maint | 670-4780 | 5,874 | 6,258 | 6,095 | 6,093 | 6,093 | - |
| Kenwood Meadows Sewer Maint | 671-4780 | 8,158 | 8,319 | 8,320 | 9,000 | 9,000 | - |
| Forest Hills Estates Stormwater | 672-4780 | 24,799 | 22,067 | 23,164 | 24,861 | 24,861 | - |
| Forest Hills Stormwater | 673-4780 | 6,485 | 5,864 | 6,110 | 6,493 | 6,493 | - |
| Dove Subdivision Stormwater | 674-4780 | 1,091 | 1,077 | 1,098 | 1,098 | 1,098 | - |
| Gulliksen Subdivision Stormwater | 675-4780 | 2,230 | 2,210 | 2,246 | 2,245 | 2,245 | - |
| Astor Subdivision Stormwater | 676-4780 | - | - | 8,798 | 2,884 | 2,884 | - |
| Astor Lift Station Sewer | 677-4780 | - | - | 26,547 | 5,925 | 5,925 | - |
| Wright Subdivision Stormwater | 678-4780 | 1,818 | 3,648 | 2,074 | 1,858 | 1,858 | - |
| | | **50,455** | **49,443** | **84,452** | **60,457** | **60,457** | **-** |
| **California Conservation Corp** | | | | | | | |
| ***Building Fund 430/885*** | | | | | | | |
| State CCC Reimbursement - Lease | 885-4840 | 9,975 | 245,000 | 245,000 | 245,000 | 245,000 | - |
| State CCC Reimbursement - Insurance | 885-4840 | | | 8,181 | | 8,855 | 8,855 |
| Interest Income | 885-4200 | 30 | 1,136 | 35 | 3,500 | 3,500 | - |
| | | 10,005 | 246,136 | 253,216 | 248,500 | 257,355 | 8,855 |
| **HOME Grant Fund** | | | | | | | |
| ***Fund 230*** | | | | | | | |
| Loan Repayments | 230-4835 | 15,288 | - | 27,809 | 27,782 | 27,782 | - |
| Interest Income | 4200 | 158 | 75 | 240 | 267 | 267 | - |
| | | 15,446 | 75 | 28,049 | 28,049 | 28,049 | - |
| **Housing Set-Aside Fund** | | | | | | | |
| ***Fund 205*** | | | | | | | |
| Transfer from Redevelopment Agency | | 281,711 | - | - | - | - | - |
| Interest Income | 4200 | 9,232 | - | 178 | 500 | 500 | - |
| | | 290,943 | - | 178 | 500 | 500 | - |
| **Community Dev Block Grants (CDBG)** | | | | | | | |
| ***Funds 820, 825, 830, 836*** | | | | | | | |
| Loan Repayments | 830-4830 | 16,128 | 21,761 | 30,933 | 108,000 | 108,000 | - |
| Interest Income | 830-4200 | 5,236 | 189 | 908 | 3,500 | 3,500 | - |
| Interest Income/Other Revenue | | | | 10,460 | | | |
| Interest Income | | | | 1,402 | | | - |
| | | 21,364 | 21,950 | 43,703 | 111,500 | 111,500 | - |
| **Grants** | | | | | | | |
| ***Funds 305, 351, 352, 353*** | | | | | | | |
| McLean Foundation - Riverlodge | 305-4324 | - | - | - | 5,000 | | (5,000) |
| US Dept of Homeland Security~ FEMA | 351-4324 | - | - | - | 75,000 | 888,534 | 813,534 |
| California -Dept of Water Resources | 352-4324 | - | - | 368,347 | 350,000 | 542,000 | 192,000 |
| Jameson Creek | 356-4324 | | | | | 88,530 | 88,530 |
| | | - | - | 368,347 | 430,000 | 1,519,064 | 1,089,064 |
| **Total Restricted Fund Revenues** | | **$7,961,123** | **7,729,414** | **8,751,232** | **8,540,227** | **12,618,305** | **$4,078,078** |

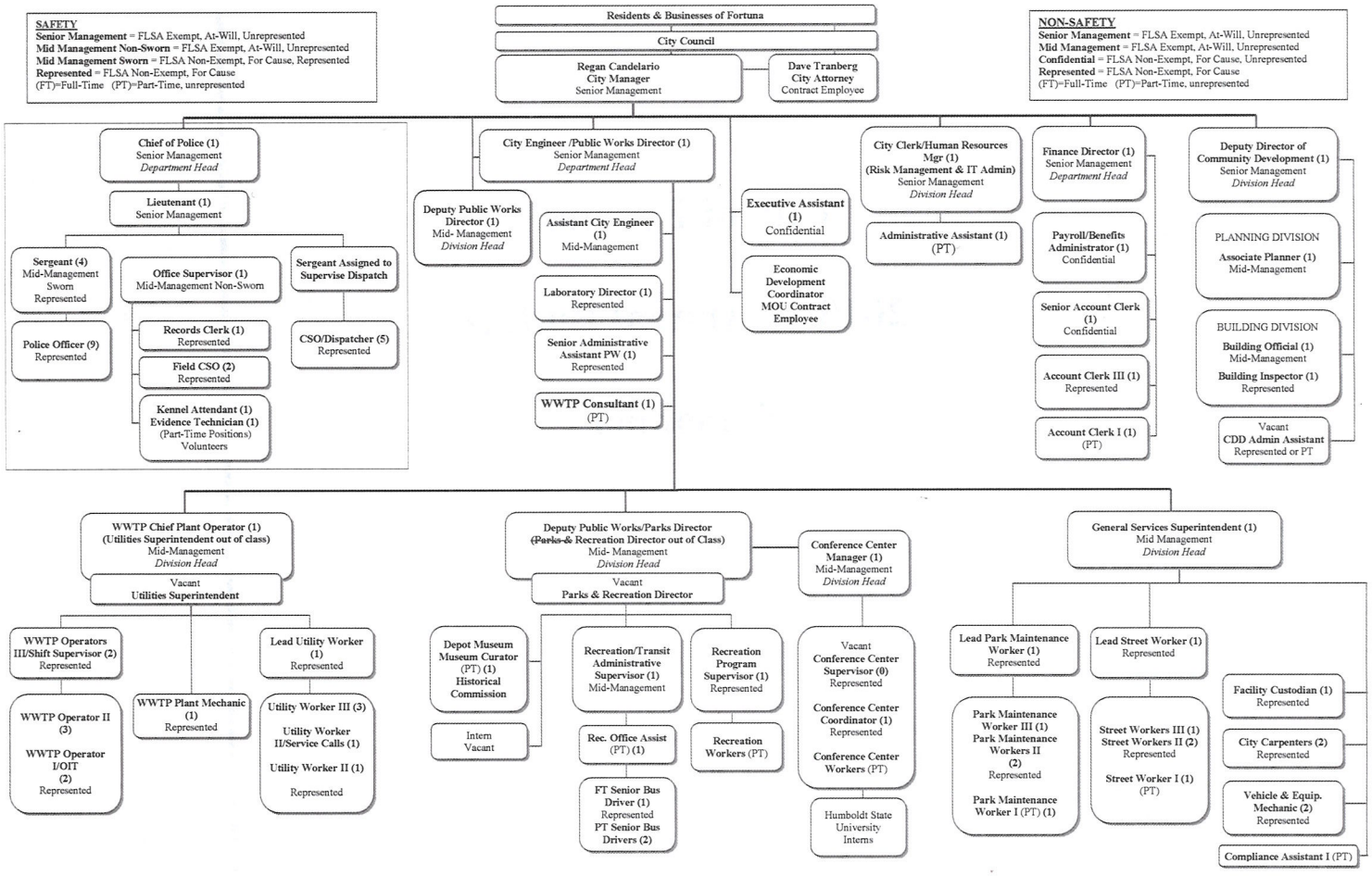
# City of Fortuna

# 2015/16 Annual Budget

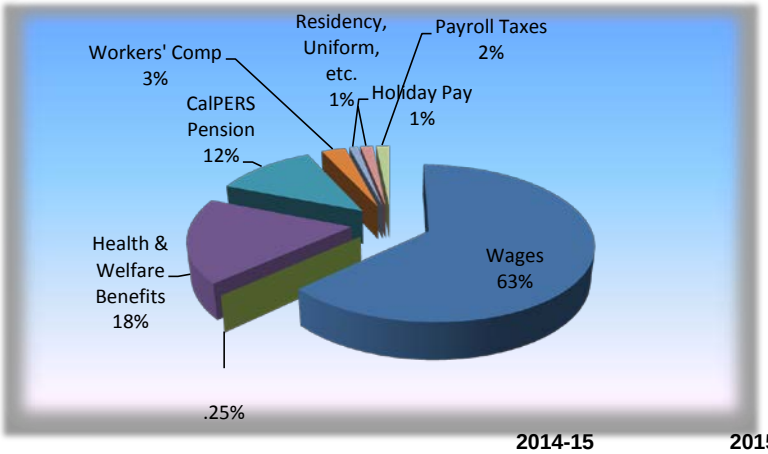
# Personnel

BLANK PAGE

## Organizational Chart



***Wages and Benefit Summary*** ***Personnel Budget - All Funds***




| **Wages and Benefits** | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|
| Salaries - Full-time Employees | $ 3,358,582 | $ 3,614,392 | $ 255,810 |
| Part Time | 335,410 | 302,144 | (33,266) |
| Overtime | 151,228 | 148,741 | (2,487) |
| Holiday Pay | 63,254 | 66,563 | 3,309 |
| Residency, Uniform, Boot, Pager, Other | 84,708 | 95,389 | 10,680 |
| Health Benefits | 1,124,792 | 1,149,339 | 24,547 |
| CalPERS Pension | 738,071 | 770,345 | 32,274 |
| Workers Comp | 135,927 | 183,792 | 47,865 |
| Medicare/SDI | 61,443 | 101,791 | 40,348 |
| Total, salaries and benefits | $ 6,053,415 | $ 6,432,495 | $ 379,080 |

## Health Insurance

| City Contribution | Monthly Total Premium | Month Employee | Month City | Annual City | |
|---|---|---|---|---|---|
| Employee | $736 | $76 | $660 | $7,918 | *No Change* |
| Employee +1 | 1,499 | 130 | 1,369 | 16,424 | *No Change* |
| Employee + family | 2,137 | 179 | 1,958 | 23,501 | *No Change* |

**Cal PERS, City Contribution**

| | *Benefit formula* | *Employer Rates as % of Payroll* 2013-14 | 2014-15 | 2015-16 |
|---|---|---|---|---|
| Safety Tier 1 | 3% @ 50 | 27.4% | 29.29% | 18.52% |
| Misc Tier 1 | 2.7% @ 55 | 16.6% | 17.22% | 11.40% |
| Safety Tier 2 | 3% @ 55 | 20.8% | 21.37% | 15.63% |
| Misc Tier 2 | 2.0% @ 55 | 12.0% | 11.97% | 8.40% |
| Misc Tier 3 | 2.0% @ 62 | 6.3% | 6.25% | 6.25% |
| Safety Tier 3 | 2.7% @ 57 | 11.5% | 11.50% | 11.15% |
| Unfunded Liability - Lump Sum | Safety Tier I | | | 130,597 |
| Unfunded Liability - Lump Sum | Misc Tier I | | | 188,741 |

**Changes since Prior Budget**

| | | *2014-15* | *2015-16* | **Change** |
|---|---|---|---|---|
| | **Full-Time Employees** | **73*** | **Mar-00** | **Jan-00** |
| **Total Salary and Benefit Costs** | | | | |
| Addition of Full-Time Assistant City Engineer | *(Proposed) - Non General Fund* | | | $ 97,494 |
| Regular Part-Time Additions: | | | | |
| Finance -Account Clerk | Jan-00 | $ 21,396 | | |
| Public Works Interim Consultant | Jan-00 | $ 44,142 | | |
| City Clerk - Administrative Assistant | Jan-00 | $ 24,156 | | 89,694 |
| Part-Time - Overtime Changes from PY | | | | -35,753 |
| Merit/Longevity/Certification Increases for Eligible Employees | | | | 50,000 |
| Reclassification of Positions | | | | 18,621 |
| Holiday Pay, Residency, Boot Allowance, Pager, et. | | | | 13,989 |
| Pension/Health & Welfare Benefits | | | | 56,821 |
| Workers Comp/Payroll Taxes | | | | 88,213 |
| **Total Change from Previous Fiscal Year:** | | | | **$ 379,080** |

## *Salaries and Benefits by Department* — *Personnel Budget - All Funds*

| | Fund | Regular | Part-time | Overtime | Holiday | Benefits | Total |
|---|---|---|---|---|---|---|---|
| **General Fund** | | | | | | | |
| City Council - 1000 | 100 | 18,000 | - | - | - | 1,255 | 19,255 |
| City Manager - 1100 | 100 | 51,717 | 269 | - | - | 27,466 | 79,452 |
| City Clerk - 1150 | 100 | 24,440 | 6,786 | - | - | 17,088 | 48,314 |
| City Hall/General Government - 1500 | 100 | 6,869 | - | - | - | 3,321 | 10,190 |
| Finance - 1200 | 100 | 52,003 | 3,491 | 2,500 | - | 26,502 | 84,496 |
| Risk Management - 1600 | 100 | 29,599 | 6,786 | - | - | 15,882 | 52,267 |
| Police Department - 2000 1/ | 100 | 1,334,249 | 5,000 | 90,000 | 66,563 | 904,525 | 2,400,337 |
| Police Department - Animal Control - 2800 | 100 | - | 5,000 | - | - | 764 | 5,764 |
| Public Works Administration 4000 | 100 | 19,548 | - | - | - | 6,257 | 25,805 |
| Public Works Streets - 4100 | 100 | 80,249 | 3,500 | 1,000 | - | 43,607 | 128,356 |
| Community Development Planning - 5000 | 100 | 36,439 | 269 | - | - | 24,123 | 60,831 |
| Public Works Engineering - 5100 | 100 | 9,865 | - | - | - | 3,336 | 13,201 |
| Parks & Recreation - Recreation - 5400 | 100 | 77,983 | 75,171 | | - | 45,115 | 198,269 |
| Parks & Recreation - Park Maint - 5450 | 100 | 160,846 | - | | | 96,614 | 257,460 |
| Library - 5500 | 100 | 3,435 | - | - | - | 1,660 | 5,095 |
| Museum - 5610/5610 | 100 | 2,129 | 15,600 | - | - | 1,904 | 19,633 |
| **Subtotal:** | | **$ 1,907,372** | **121,871** | **93,500** | **66,563** | **1,219,419** | **$ 3,408,725** |
| **Restricted Funds** | | | | | | | |
| Police -K9 Unit 2850 | 105 | 4,500 | - | 5,500 | - | 2,250 | 12,250 |
| Police - Avoid DUI Grant - 2600 | 185 | - | | 32,061 | | 2,208 | 34,269 |
| Police - ABC Grant - 2000 | 188 | | | 12,350 | | 1,175 | 13,525 |
| Building Inspection - 3000 | 120 | 120,249 | 537 | | | 67,629 | 188,415 |
| Development Review - 3100 | 120 | 85,908 | | | | 49,784 | 135,692 |
| Public Transit - 4400 | 590 | 38,094 | 39,114 | | | 28,894 | 106,102 |
| Public Works -Traffic Control - 4200 | 280 | 93,893 | 7,600 | 2,960 | | 55,603 | 160,056 |
| Public Works -Storm Drain Maint-4300 | 200 | 29,600 | 6,000 | 2,120 | | 15,076 | 52,796 |
| Public Works -Stormwater Mgmt-4310 | 200 | - | 20,600 | | | 1,391 | 21,991 |
| Pubic Works-Gas Tax/Engineer/Admin -4800 | 295 | 4,317 | | | | 2,347 | 6,664 |
| Public Works - Solid Waste Recycling - 5300 | 210 | - | 10,735 | | | 1,018 | 11,753 |
| Public Works/Household Haz Waste - 5300 | 215 | 13,252 | | | | 5,252 | 18,504 |
| Parks & Recreation/River Lodge - 5800 | 160 | 76,466 | 29,780 | 250 | | 55,014 | 161,510 |
| Parks & Recreation/Monday Club - 5700 | 160 | | 1,500 | | | 143 | 1,643 |
| Water - Pumping, Treatment & Storage -6000 | 500 | 129,708 | | | | 71,604 | 201,312 |
| Water - Transmission & Distribution - 6100 | 500 | 206,433 | | | | 110,936 | 317,369 |
| Water- Customer Account Expense - 6200 | 500 | 33,014 | | | | 18,286 | 51,300 |
| Water - Administration - 6300 | 500 | 140,375 | 32,203 | | | 78,808 | 251,386 |
| Wastewater - Collection - 6500 | 550 | 163,851 | | | | 83,778 | 247,629 |
| Wastewater - Pumping & Treatment - 6600 | 550 | 366,514 | | | | 198,274 | 564,788 |
| Wastewater - Administration - 6700 | 550 | 165,463 | 32,203 | | | 94,211 | 291,877 |
| CDBG Program Administration - 7200 | 820 | 3,618 | | | | 1,442 | 5,060 |
| Capital Improvement Program | Varied | 95,050 | | | | 46,078 | 141,128 |
| Maintenance Districts | 670-678 | 20,920 | - | - | | 5,830 | 26,750 |
| **Subtotal:** | | **$ 1,791,226** | **180,272** | **55,241** | **-** | **997,031** | **$ 3,023,770** |
| **Total Salaries and Benefits** | | **$ 3,698,597** | **302,144** | **148,741** | **66,563** | **2,216,450** | **$ 6,432,495** |

## *Employee Allocations* — *All Funds*

| | General Fund | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Department Category** | City Mgr 100-1100 | City Clerk 100-1150 | Finance 100-1200 | General Govt 100-1500 | Risk Mgmnt 100-1600 | Police 100-2000 | PW Admin 100-4000 | Gen Svc Streets 100-4100 | Com Dev Planninng 100-5000 | PW Engineer 100-5100 |
| **Administration and Development** | | | | | | | | | | |
| **City Manager/City Clerk** | | | | | | | | | | |
| City Manager | 0.20 | | | | 0.10 | | | | | |
| Executive Assistant | 0.30 | 0.15 | | | 0.15 | | | | | |
| City Clerk/Human Resource Manager | 0.20 | 0.20 | | | 0.20 | | | | | |
| **Community Development** | | | | | | | | | | |
| Associate Planner | | | | | | | | | 0.40 | |
| Building Official | | | | | | | | | | |
| Building Inspector | | | | | | | | | | |
| Deputy Director of Com Development | | | | | | | | | 0.30 | |
| **Finance** | | | | | | | | | | |
| Account Clerk III | 0.05 | | 0.25 | | | | | | | |
| Senior Account Clerk | | | 0.30 | | | | | | | |
| Payroll & Benefits Administrator | | | 0.19 | | | | | | | |
| Finance Director | | | 0.30 | | | | | | | |
| **Subtotal, Admin and Development** | **0.75** | **0.35** | **1.04** | **0.00** | **0.45** | **0.00** | **0.00** | **0.00** | **0.70** | **0.00** |
| **Police** | | | | | | | | | | |
| Records Clerk | | | | | | 1.00 | | | | |
| CSO - Field | | | | | | 2.00 | | | | |
| Community Services Officer-Dispatch | | | | | | 5.00 | | | | |
| Police Officer | | | | | | 9.00 | | | | |
| Office Supervisor - Police | | | | | | 1.00 | | | | |
| Police Sergeant | | | | | | 4.00 | | | | |
| Lieutenant | | | | | | 1.00 | | | | |
| Police Chief | | | | | | 1.00 | | | | |
| **Subtotal, Police** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **24.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Public Works / Parks & Recreation** | | | | | | | | | | |
| **Administration and Engineering** | | | | | | | | | | |
| Public Works Director/City Engineer | | | | | | | 0.10 | 0.05 | | 0.05 |
| Assistant City Engineer | | | | | | | | | | |
| Senior Administrative Assistant | | | | | | | 0.20 | | | |
| Deputy Public Works Dir/Parks Director | | | | | | | | | | 0.05 |
| **Parks & Recreation** | | | | | | | | | | |
| Recreation/Transit Administrative Supervisor | | | | | | | | | | |
| Recreation Program Supervisor | | | | | | | | | | |
| Conference Center Coordinator | | | | | | | | | | |
| Conference Center Manager | | | | | | | | | | |
| Bus Driver II | | | | | | | | | | |
| **General Services** | | | | | | | | | | |
| General Services Superintendent | | | | | | | | 0.10 | | |
| Facility Custodian | | | | 0.20 | | 0.20 | | | | |
| Park Maintenance Worker II | | | | | | | | | | |
| Lead Park Maintenance Worker | | | | | | | | | | |
| Park Maintenance Worker III | | | | | | | | | | |
| Street Maintenance Worker II | | | | | | | | 0.40 | | |
| Street Maintenance Worker III | | | | | | | | 0.20 | | |
| Lead Street Maintenance Worker | | | | | | | | 0.20 | | |
| Vehicle & Equipment Mechanic II | | | | | | 0.370 | 0.010 | 0.60 | | 0.02 |
| City Carpenter II | | | | | | | | 0.15 | | |
| City Carpenter III | | | | | | | | 0.15 | | |
| **Utilities - Distribution and Collection** | | | | | | | | | | |
| Utility Worker III | | | | | | | | | | |
| Utility Worker II | | | | | | | | | | |
| Lead Utility Worker | | | | | | | | | | |
| Utility Worker II/Service Calls | | | | | | | | | | |
| **Utilities - Treatment** | | | | | | | | | | |
| Chief Treatment Plant Operator | | | | | | | | | | |
| Laboratory Director | | | | | | | | | | |
| Treatment Plant Mechanic | | | | | | | | | | |
| Treatment Plant Operator III/Shift Supervisor | | | | | | | | | | |
| Treatment Plant Operator II | | | | | | | | | | |
| Treatment Plant Operator I/OIT | | | | | | | | | | |
| **Total Full-Time Employees** | **0.75** | **0.35** | **1.04** | **0.20** | **0.45** | **24.57** | **0.31** | **1.85** | **0.70** | **0.12** |
| **Part-time** | | | | | | | | | | |
| Finance - Account Clerk i | 0.01 | | 0.13 | | | | | | 0.01 | |
| City Clerk - Admin Assistant | | 0.22 | | | 0.22 | | | | | |
| Public Works Interim Consultant | | | | | | | | | | |
| Museum Curator | | | | | | | | | | |
| Bus Driver (2) | | | | | | | | | | |
| Sr. Bus Dispatcher | | | | | | | | | | |
| River Lodge Sales & Marketing | | | | | | | | | | |
| PW Stormwater Management | | | | | | | | | | |
| PW Compliance Assistant | | | | | | | | | | |
| **Total Regular Part-Time EEs** | **0.01** | **0.22** | **0.13** | **0.00** | **0.22** | **0.00** | **0.00** | **0.00** | **0.01** | **0.00** |
| **Full-Time Equivalents Regular FT & PT Employees** | **0.76** | **0.57** | **1.17** | **0.20** | **0.67** | **24.57** | **0.31** | **1.85** | **0.71** | **0.12** |

## *Employee Allocations* — *All Funds*

| | *General Fund Supplement* | | | *Special Revenue* General Services | | | | | *Special Revenue* | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Community Development | | River | Storm Drain | Stormwater | Solid Waste | Traffic | Gas Tax | CDBG | CIP |
| **Department Category** | Building 120-3000 | Dev Review 120-3100 | Lodge 160-5800 | Maintenance 200-4300 | Mgmt 200-4310 | Recycling 210-5300 | Control 280-4200 | Eng/Admin 295-4800 | 820-7200 | Capital Projects Various |
| **Administration and Development** | | | | | | | | | | |
| **City Manager/City Clerk** | | | | | | | | | | |
| City Manager | 0.03 | 0.12 | | | | | | | | |
| Executive Assistant | | | | | | | | | | |
| City Clerk/Human Resource Manager | | | | | | | | | | |
| **Community Development** | | | | | | | | | | |
| Associate Planner | 0.10 | 0.50 | | | | | | | | |
| Building Official | 0.80 | 0.20 | | | | | | | | |
| Building Inspector | 1.00 | | | | | | | | | |
| Deputy Director of Com Development | 0.10 | 0.50 | | | | | | | | |
| **Finance** | | | | | | | | | | |
| Account Clerk III | - | - | | | | | | | | |
| Senior Account Clerk | - | | | | | | | | | |
| Payroll & Benefits Administrator | | | | | | | | | | 0.10 |
| Finance Director | | - | | 0.02 | | 0.02 | 0.02 | 0.02 | 0.05 | 0.10 |
| **Subtotal, Admin and Development** | **2.03** | **1.32** | **0.00** | **0.02** | **0.00** | **0.02** | **0.02** | **0.02** | **0.05** | **0.20** |
| **Police** | | | | | | | | | | |
| Records Clerk | | | | | | | | | | |
| CSO - Field | | | | | | | | | | |
| Community Services Officer-Dispatch | | | | | | | | | | |
| Police Officer | | | | | | | | | | |
| Office Supervisor - Police | | | | | | | | | | |
| Police Sergeant | | | | | | | | | | |
| Lieutenant | | | | | | | | | | |
| Police Chief | | | | | | | | | | |
| **Subtotal, Police** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Public Works / Parks & Recreation** | | | | | | | | | | |
| **Administration and Engineering** | | | | | | | | | | |
| Public Works Director/City Engineer | | 0.02 | | 0.05 | | 0.05 | | | | 0.04 |
| Assistant City Engineer | | | | 0.05 | | | | 0.05 | | 0.30 |
| Senior Administrative Assistant | | | | | | | | | | |
| Deputy Public Works Dir/Parks Director | | 0.05 | 0.03 | | | | | | | 0.15 |
| **Parks & Recreation** | | | | | | | | | | |
| Recreation/Transit Administrative Super | | | | | | | | | | |
| Recreation Program Supervisor | | | | | | | | | | |
| Conference Center Coordinator | | | 1.00 | | | | | | | |
| Conference Center Manager | | | 1.00 | | | | | | | |
| Bus Driver II | | | | | | | | | | |
| **General Services** | | | | | | | | | | |
| General Services Superintendent | | | | 0.025 | | 0.10 | 0.275 | | | 0.20 |
| Facility Custodian | | | 0.20 | | | | | | | |
| Park Maintenance Worker II | | | 0.20 | | | | | | | |
| Lead Park Maintenance Worker | | | 0.10 | | | | | | | |
| Park Maintenance Worker III | | | | | | | | | | |
| Street Maintenance Worker II | | | | 0.10 | | | 0.80 | | | 0.20 |
| Street Maintenance Worker III | | | | 0.05 | | | 0.40 | | | 0.10 |
| Lead Street Maintenance Worker | | | | | | | 0.35 | | | 0.25 |
| Vehicle & Equipment Mechanic II | 0.02 | | | | | | 0.10 | | | |
| City Carpenter II | | | | 0.15 | | | 0.15 | | | 0.10 |
| City Carpenter III | | | | 0.15 | | | 0.15 | | | 0.10 |
| **Utilities - Distribution and Collection** | | | | | | | | | | |
| Utility Worker III | | | | | | | | | | 0.15 |
| Utility Worker II | | | | | | | | | | 0.05 |
| Lead Utility Worker | | | | | | | | | | 0.10 |
| Utility Worker II/Service Calls | | | | | | | | | | |
| **Utilities - Treatment** | | | | | | | | | | |
| Chief Treatment Plant Operator | | | | | | | | | | |
| Laboratory Director | | | | | | | | | | |
| Treatment Plant Mechanic | | | | | | | | | | |
| Treatment Plant Operator III/Shift Super | | | | | | | | | | |
| Treatment Plant Operator II | | | | | | | | | | |
| Treatment Plant Operator I/OIT | | | | | | | | | | |
| **Total Full-Time Employees** | **2.05** | **1.39** | **2.53** | **0.60** | **0.00** | **0.17** | **2.25** | **0.07** | **0.05** | **1.94** |
| **Part-time** | | | | | | | | | | |
| Finance - Account Clerk i | 0.02 | | | | | | | | | |
| City Clerk - Admin Assistant | | | | | | | | | | |
| Public Works Interim Consultant | | | | | | | | | | |
| Museum Curator | | | | | | | | | | |
| Bus Driver (2) | | | | | | | | | | |
| Sr. Bus Dispatcher | | | | | | | | | | |
| River Lodge Sales & Marketing | | | 0.34 | | | | | | | |
| PW Stormwater Management | | | | | 0.67 | | | | | |
| PW Compliance Assistant | | | | | 0.32 | | | | | |
| **Total Regular Part-Time EEs** | **0.02** | **0.00** | **0.34** | **0.00** | **0.99** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Full-Time Equivalents Regular FT & PT Employees** | **2.07** | **1.39** | **2.87** | **0.60** | **0.99** | **0.17** | **2.25** | **0.07** | **0.05** | **1.94** |

## *Employee Allocations* — *All Funds*

| | Enterprise Funds | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Transit | Water Fund | | | | Wastewater Fund | | | Total |
| **Department Category** | 590-4400 | Treatment& Distribution 500-6000 | Transmission Distribution 500-6100 | Customer Accounts 500-6200 | Admin 500-6300 | Collection 550-6500 | Collection & Treatment 550-6600 | Admin 550-6700 | City-wide FTEs |
| **Administration and Development** | | | | | | | | | |
| **City Manager/City Clerk** | | | | | | | | | |
| City Manager | | | | | 0.275 | - | | 0.275 | 1.00 |
| Executive Assistant | | | | | 0.20 | | | 0.20 | 1.00 |
| City Clerk/Human Resource Manager | | | | | 0.20 | | | 0.20 | 1.00 |
| **Community Development** | | | | | | | | | - |
| Associate Planner | | | | | | | | | 1.00 |
| Building Official | | | | | | | | | 1.00 |
| Building Inspector | | | | | | | | | 1.00 |
| Deputy Director of Com Development | | | | | 0.05 | | | 0.05 | 1.00 |
| **Finance** | | | | | | | | | - |
| Account Clerk III | | | | | 0.35 | | | 0.35 | 1.00 |
| Senior Account Clerk | | | | 0.20 | 0.25 | | | 0.25 | 1.00 |
| Payroll & Benefits Administrator | 0.01 | | | | 0.35 | | | 0.35 | 1.00 |
| Finance Director | 0.03 | | | | 0.22 | | | 0.22 | 1.00 |
| **Subtotal, Admin and Development** | **0.04** | **0.00** | **0.00** | **0.20** | **1.90** | **0.00** | **0.00** | **1.90** | **11.00** |
| **Police** | | | | | | | | | - |
| Records Clerk | | | | | | | | | 1.00 |
| CSO - Field | | | | | | | | | 2.00 |
| Community Services Officer-Dispatch | | | | | | | | | 5.00 |
| Police Officer | | | | | | | | | 9.00 |
| Office Supervisor - Police | | | | | | | | | 1.00 |
| Police Sergeant | | | | | | | | | 4.00 |
| Lieutenant | | | | | | | | | 1.00 |
| Police Chief | | | | | | | | | 1.00 |
| **Subtotal, Police** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **24.00** |
| **Public Works / Parks & Recreation** | | | | | | | | | - |
| **Administration and Engineering** | | | | | | | | | - |
| Public Works Director/City Engineer | | 0.10 | 0.10 | | 0.10 | 0.10 | 0.10 | 0.10 | 1.00 |
| Assistant City Engineer | | 0.10 | 0.10 | | 0.10 | 0.10 | 0.10 | 0.10 | 1.00 |
| Senior Administrative Assistant | | | | | 0.40 | | | 0.40 | 1.00 |
| Deputy Public Works Dir/Parks Director | 0.08 | 0.08 | 0.08 | | 0.08 | 0.08 | 0.08 | 0.08 | 1.00 |
| **Parks & Recreation** | | | | | | | | | - |
| Recreation/Transit Administrative Super | 0.12 | | | | | | | | 1.00 |
| Recreation Program Supervisor | | | | | | | | | 1.00 |
| Conference Center Coordinator | | | | | | | | | 1.00 |
| Conference Center Manager | | | | | | | | | 1.00 |
| Bus Driver II | 1.00 | | | | | | | | 1.00 |
| **General Services** | | | | | | | | | - |
| General Services Superintendent | | | 0.150 | | - | 0.150 | | - | 1.00 |
| Facility Custodian | 0.10 | | | | 0.05 | | | 0.05 | 1.00 |
| Park Maintenance Worker II | | | 0.050 | | | | 0.050 | | 2.00 |
| Lead Park Maintenance Worker | | | 0.025 | | | | 0.025 | | 1.00 |
| Park Maintenance Worker III | | | 0.025 | | | | 0.025 | | 1.00 |
| Street Maintenance Worker II | | | 0.250 | | | 0.250 | | | 2.00 |
| Street Maintenance Worker III | | | 0.125 | | | 0.125 | | | 1.00 |
| Lead Street Maintenance Worker | | | 0.10 | | | 0.10 | | | 1.00 |
| Vehicle & Equipment Mechanic II | 0.06 | | 0.54 | | | 0.10 | | | 2.00 |
| City Carpenter II | | 0.10 | | | | 0.10 | 0.25 | | 1.00 |
| City Carpenter III | | 0.10 | | | | 0.10 | 0.25 | | 1.00 |
| **Utilities - Distribution and Collection** | | | | | | | | | - |
| Utility Worker III | | 0.30 | 1.270 | 0.30 | | 0.980 | | | 3.00 |
| Utility Worker II | | 0.10 | 0.425 | 0.10 | | 0.325 | | | 1.00 |
| Lead Utility Worker | | 0.10 | 0.40 | 0.10 | 0.05 | 0.20 | | 0.05 | 1.00 |
| Utility Worker II/Service Calls | | 0.10 | 0.45 | 0.10 | | 0.35 | | | 1.00 |
| **Utilities - Treatment** | | | | | | | | | - |
| Chief Treatment Plant Operator | | 0.50 | | | | | 0.50 | - | 1.00 |
| Laboratory Director | | 0.25 | | | | | 0.60 | 0.15 | 1.00 |
| Treatment Plant Mechanic | | 0.25 | | | | | 0.75 | | 1.00 |
| Treatment Plant Operator III/Shift Super | | 0.30 | 0.10 | - | | 0.10 | 1.50 | | 2.00 |
| Treatment Plant Operator II | | 0.45 | 0.15 | - | | 0.15 | 2.25 | | 3.00 |
| Treatment Plant Operator I/OIT | | 0.30 | 0.10 | - | | 0.10 | 1.50 | | 2.00 |
| **Total Full-Time Employees** | **1.40** | **3.13** | **4.44** | **0.80** | **2.68** | **3.41** | **7.98** | **2.83** | **74.00** |
| **Part-time** | | | | | | | | | |
| Finance - Account Clerk i | | | | | 0.28 | | | 0.28 | 0.73 |
| City Clerk - Admin Assistant | | | | | 0.15 | | | 0.15 | 0.73 |
| Public Works Interim Consultant | | | | | 0.23 | | | 0.23 | 0.46 |
| Museum Curator | | | | | | | | | 0.58 |
| Bus Driver (2) | 0.96 | | | | | | | | 0.96 |
| Sr. Bus Dispatcher | 0.70 | | | | | | | | 0.70 |
| River Lodge Sales & Marketing | | | | | | | | | 0.34 |
| PW Stormwater Management | | | | | | | | | 0.67 |
| PW Compliance Assistant | | | | | | | | | 0.32 |
| **Total Regular Part-Time EEs** | **1.66** | **0.00** | **0.00** | **0.00** | **0.66** | **0.00** | **0.00** | **0.66** | **5.49** |
| **Full-Time Equivalents Regular FT & PT Employees** | **3.06** | **3.13** | **4.44** | **0.80** | **3.33** | **3.41** | **7.98** | **3.48** | **79.49** |

# City of Fortuna

# 2015/16 Annual Budget

# Department/Program Budgets

BLANK PAGE

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

The last municipal election was held in November 2014 filling three Council Member seats. The next election is scheduled for November 4, 2016; it will be consolidated with the County elections and administered by the Humboldt County Office of Elections. The November 2016 election will be held to fill the seats of the two Council Members whose terms expire in 2016.

| Council Member | Title | Year Elected | Re-Elected | Term Ends |
|---|---|---|---|---|
| Sue Long | Mayor | 2010 | Jul-05 | Jul-05 |
| Tami Trent | Mayor Pro Tem | 2012 | | Jul-05 |
| Doug Strehl | Councilmember | 2005* | | Jul-05 |
| Linda Gardner | Councilmember | 2014 | | Jul-05 |
| Tiara Brown | Councilmember | 2014 | | Jul-05 |

*Appointed

| History of Expenditures | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 1000*** | | | | | | | |
| Stipends | 5165 | $ 18,000 | $ 18,300 | $ 18,035 | $ 18,000 | $ 18,000 | $ - |
| Overtime | 5170 | - | 114 | - | - | - | - |
| Benefits | 5200 | 1,052 | 997 | 1,087 | 1,094 | 1,255 | 161 |
| Subtotal, Salaries and Benefits | | 19,052 | 19,411 | 19,122 | 19,094 | 19,255 | 161 |
| Office Supplies | 5400 | 12 | 34 | 96 | 100 | 100 | - |
| Department Supplies | 5500 | 92 | 25 | 379 | 500 | 500 | - |
| Equipment Repair | 5720 | 200 | - | | 200 | 200 | - |
| Travel and Conferences | 7000 | 1,500 | 1,672 | 7,311 | 5,500 | 5,500 | - |
| Council Contingency | 7612 | 20,889 | 908 | 390 | 1,000 | 1,000 | - |
| Televised Meeting Costs | 7616 | 3,242 | 2,973 | 3,413 | 3,500 | 3,500 | - |
| Subtotal, Services and Supplies | | 25,935 | 5,612 | 11,589 | 10,800 | 10,800 | - |
| Capital Outlay | 8103 | - | - | 2,857 | 1,000 | 1,000 | - |
| **Total:** | | **$ 44,987** | **$ 25,023** | **$ 33,568** | **$ 30,894** | **$ 31,055** | **$ 161** |

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

None.

***Personnel Allocation***

The City contracts with Dave Tranberg, Attorney at Law to provide city attorney services. Attorneys specializing in specific areas of law may be consulted for projects such as bonds, labor law, or taxation.

| ***History of Expenditures*** | | 2011-12 Budget | 2012-13 Budget | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 1300*** | | | | | | | |
| Legal Services | 6020 | $ 56,309 | $ 51,914 | $ 55,800 | $ 50,000 | $ 50,000 | $ - |
| **Total:** | | **$ 56,309** | **$ 51,914** | **$ 55,800** | **$ 50,000** | **$ 50,000** | **$ -** |

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

Executive Assistant to replace Administrative Assistant for FY 2015-16.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| City Manager | 0.20 | 0.42 | 0.42 | 0.42 | 0.20 | (0.22) |
| Assistant City Manager | 0.10 | - | - | - | - | - |
| Deputy City Clerk/Human Resources | 0.20 | - | - | - | - | - |
| City Clerk/Human Resources | - | 0.25 | 0.20 | 0.20 | 0.20 | - |
| Administrative Assistant | - | 0.50 | 0.20 | 0.30 | - | (0.30) |
| Executive Assistant | | | | - | 0.30 | 0.30 |
| Senior Administrative Assistant | 0.30 | | | | | - |
| Account Clerk II | | - | - | - | 0.06 | 0.06 |
| **Total Authorized** | **0.80** | **1.17** | **0.82** | **0.92** | **0.76** | **(0.16)** |

***History of Expenditures***
***Fund 100 Dept 1100***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 77,926 | $ 67,623 | $ 66,270 | $ 71,343 | $ 51,717 | (19,626) |
| Salary Reg P/T | 5165 | 2,536 | 9,647 | 3,200 | - | 269 | 269 |
| Vacation Buyback | 5180 | 1,557 | 2,744 | 3,078 | - | - | - |
| Benefits | 5200 | 26,227 | 31,343 | 26,593 | 37,140 | 27,466 | (9,674) |
| Subtotal, Salaries and Benefits | | 108,246 | 111,357 | 99,141 | 108,483 | 79,452 | (29,031) |
| Office Supplies | 5400 | 818 | 1,954 | 767 | 750 | 750 | - |
| Department Supplies | 5500 | 1,655 | 1,513 | 287 | 1,000 | 750 | (250) |
| Vehicle Fuel | 5505 | - | 567 | 589 | 700 | 600 | (100) |
| Personnel Services | 6035 | 4,782 | 5,078 | | 5,000 | 1,000 | (4,000) |
| Telephone | 6200 | 1,262 | 917 | 702 | 1,000 | 550 | (450) |
| Cell Phone (A) | 6205 | - | - | - | - | 400 | 400 |
| Advertising | | - | 75 | - | - | - | - |
| Travel/Conferences/Training | 7000 | 5,333 | 7,174 | 7,705 | 8,000 | 7,000 | (1,000) |
| Dues and Subscriptions | 7015 | 1,146 | 4,016 | 956 | 2,000 | 2,000 | - |
| City Manager Contingency | 7612 | 1,440 | 5,087 | 3,648 | 6,000 | 6,000 | - |
| Relocation Expenses | | - | 1,807 | 5,084 | - | - | - |
| Distributed Charges | | (1,000) | (1,001) | - | - | - | - |
| Subtotal, Services and Supplies | | 15,436 | 27,187 | 19,738 | 24,450 | 19,050 | (5,400) |
| Capital Outlay | 8103 | 500 | 1,280 | 250 | - | 2,000 | 2,000 |
| **Total:** | | **$ 124,182** | **$ 139,824** | **$ 119,129** | **$ 132,933** | **$ 100,502** | **$ (32,431)** |

***Purpose***

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

***Responsibilities***

- Elections Official
- Legislative Administrator
- Records Manager
- Council Agenda Packets, Parks & Recreation Commission, Historical Commission
- Duties of City Clerk as outlined in California Government Code

***Significant Changes***

Staffing changes anticipated for 2015-16 is the addition of a part-time administrative assistant.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| City Clerk/Human Resources | - | - | 0.20 | 0.20 | 0.20 | - |
| Administrative Assistant (PT) | - | - | 0.15 | 0.15 | 0.22 | 0.07 |
| Executive Assistant | | | | - | 0.15 | 0.15 |
| **Total Authorized** | **-** | **-** | **0.35** | **0.35** | **0.57** | **0.22** |

***History of Expenditures***
***Fund 100 Dept 1150***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ - | $ - | $ 17,497 | $ 17,189 | $ 24,440 | $ 7,251 |
| Part-time Regular | 5165 | | | | | 6,786 | |
| Vacation Buyback/Accrual | | - | 1,325 | | - | | - |
| Benefits | 5200 | - | - | 9,401 | 10,387 | 17,088 | 6,701 |
| Subtotal, Salaries and Benefits | | - | 1,325 | 26,898 | 27,576 | 48,314 | 13,952 |
| Office Supplies | 5400 | - | - | 64 | 500 | 500 | - |
| Department Supplies | 5500 | - | - | | 500 | 1,000 | 500 |
| Personnel Services | 6035 | - | - | | - | 500 | 500 |
| Travel and Conferences | 7000 | - | - | 2,657 | 3,000 | 2,000 | (1,000) |
| Local Travel/Meetings/Training | 7000 | - | - | | 500 | 100 | (400) |
| Dues and Subscriptions | 7015 | - | 350 | 309 | 500 | 350 | (150) |
| Subtotal, Services and Supplies | | - | 350 | 3,030 | 5,000 | 4,450 | (550) |
| Capital Outlay | | - | - | - | - | - | - |
| **Total:** | | **$ -** | **$ 1,675** | **$ 29,928** | **$ 32,576** | **$ 52,764** | **$ 13,402** |

***Purpose***

The Risk Management Division 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 municipal self-insurance plan. The program insures liability, property, earthquake/flood, auto physical damage, boiler and machinery and employee bonds. Premium costs for all programs except workers comp are allocated on a percentage basis. Workers comp premium costs are allocated based on wages and are included in each department's/division's benefit costs.

The Human Resources Department is responsible for attracting, retaining and developing talented, productive and motivated employees. The Human Resources Division is also responsible for personnel training for employees and supervisors.

***Responsibilities***

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

***Significant Changes***

City Manager allocation added.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| City Manger | 0.25 | - | - | - | 0.10 | 0.10 |
| City Clerk/Human Resources Mngr | - | - | 0.20 | 0.20 | 0.20 | - |
| Executive Assistant | - | 0.25 | 0.15 | 0.15 | 0.15 | - |
| Administrative Assistant | | | | | 0.22 | 0.22 |
| **Total Authorized** | **0.25** | **0.25** | **0.35** | **0.35** | **0.67** | **0.10** |

***History of Expenditures***
***Fund 100 Dept 1600***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 7,994 | $ 13,635 | $ 16,473 | $ 17,189 | $ 29,599 | $ 12,410 |
| Regular Part-time | 5165 | | | | | $ 6,786 | |
| Salary/Accr/Buy | 5180 | 728 | 517 | 488 | | - | - |
| Benefits | 5200 | 3,853 | 85 | 93 | 10,387 | $ 15,882 | 5,495 |
| Subtotal, Salaries and Benefits | | 12,575 | 14,237 | 17,054 | 27,576 | 52,267 | 17,905 |
| W.C. Ded & Related Costs (A) | 5205 | 9,842 | 35,450 | 15,422 | 11,460 | 14,000 | 2,540 |
| Unemployment Insurance | 5220 | 36,941 | 35,570 | 9,225 | 35,000 | 35,000 | - |
| Health and Welfare Benefits | | | - | 9,308 | 5,000 | - | (5,000) |
| Office Supplies | 5400 | - | 53 | 144 | 500 | 500 | - |
| Dept Supplies | 5500 | - | - | 6 | 750 | 750 | - |
| Legal Services | 6020 | - | - | 4,645 | 10,000 | 8,000 | (2,000) |
| Professional Services | 6025 | - | - | - | 1,000 | 3,000 | 2,000 |
| Advertising | 6300 | - | - | - | 500 | 500 | - |
| Liability Insurance (A) | 6350 | 171,259 | 155,744 | 134,177 | 130,011 | 155,563 | 25,552 |
| Claims Settlement (A) | 6360 | 4,290 | 899 | 318 | 2,000 | 2,000 | - |
| Travel & Conf/Training | 7000 | 21 | 423 | 364 | 500 | 500 | - |
| Dues & Subscriptions | 7015 | - | (262) | 57 | 100 | 100 | - |
| Subtotal, Services and Supplies | | 222,353 | 227,877 | 173,666 | 196,821 | 219,913 | 23,092 |
| Capital Outlay - Ergonomic Maintenance | 8000 | 530 | 277 | - | | 5,000 | 5,000 |
| **Total:** | | **$ 235,458** | **$ 242,391** | **$ 190,720** | **$ 224,397** | **$ 277,181** | **$ 45,998** |

***Purpose***

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

Events Include:

- Rodeo (estimated value of resources provided - $26,000)
- AutoXpo (estimated value of resources provided - $13,000)
- Art and Wine in the Park (estimated value of resources provided - $700)
- Hops in Humboldt (estimated value of resources provided - $2,300)
- Apple Harvest (estimated value of resources provided - $2,500)
- Fortuna Fireworks Festival (estimated value of resources provided - $2,300)

The City provides the following City facilities:

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

***Responsibilities***

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

***Significant Changes***

Staff anticipates minor support for events planned for the 2015-16 Fiscal Year.

***Personnel Allocation***

No personnel are directly allocated to Community Promotion

| ***History of Expenditures*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 5200*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Department Supplies | 5500 | $ - | $ - | $ 863 | $ 1,000 | $ 500 | $ (500) |
| Chamber of Commerce | 6800 | 29,520 | 20,543 | 20,600 | 13,000 | 13,000 | - |
| Chamber of Comm. TOT Allocation | 6801 | 45,084 | 47,212 | 49,582 | 50,400 | 52,000 | 1,600 |
| FBID Facility Rent | 6804 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | - |
| Public Art Project | 6816 | - | - | - | - | 1,000 | 1,000 |
| Community Events | 6814 | 1,450 | 1,995 | 2,969 | 2,000 | 2,000 | - |
| City Sponsored Riverlodge Usage | 7612 | - | - | - | - | 1,000 | 1,000 |
| Business Improvement District | 7625 | 54,596 | 51,835 | 65,771 | 55,000 | 56,000 | 1,000 |
| **Total:** | | **$ 133,050** | **$ 123,985** | **$ 142,185** | **$ 123,800** | **$ 127,900** | **$ 4,100** |

***Purpose***

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

*~ Humboldt County Library Mission Statement*

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

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

***Responsibilities***

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

***Significant Changes***

None

| ***Personnel Allocation*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Facility Custodian | | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | - |
| **Total Authorized** | | **0.10** | **0.10** | **0.10** | **0.10** | **0.10** | **-** |

***History of Expenditures***

***Fund 100 Dept 5500***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ - | $ 3,239 | $ 3,420 | $ 3,357 | $ 3,435 | $ 78 |
| Vacation Buyback | 5180 | - | 123 | 258 | - | - | - |
| Benefits | 5200 | - | 1,346 | 1,484 | 1,851 | 1,660 | (191) |
| Subtotal, Salaries and Benefits | | - | 4,708 | 5,162 | 5,208 | 5,095 | (113) |
| Office Supplies | | 99 | 146 | 200 | - | - | - |
| Janitorial | 5735 | 49 | 42 | 29 | 50 | 300 | 250 |
| Building Repairs | | 578 | 3 | 222 | - | - | - |
| Utilities | 6505 | 4,489 | 4,579 | 5,000 | 4,500 | 4,500 | - |
| Property Tax | 6720 | 36 | 36 | 36 | - | 36 | 36 |
| Facility Rent | | 14,400 | 0 | 0 | - | - | - |
| Subtotal, Services and Supplies | | 19,651 | 4,806 | 5,487 | 4,550 | 4,836 | 286 |
| Capital Outlay | | - | - | - | - | - | - |
| **Total:** | | **$ 19,651** | **$ 9,514** | **$ 10,649** | **$ 9,758** | **$ 9,931** | **$ 173** |

***Purpose***

The purpose of Administrative Services is to track various city administrative costs including codification, elections, audits, fees and assessments, legal services and membership in the California League of Cities.

***Responsibilities***

- General Legal Services
- Personnel Legal Services
- Labor Relations
- Audits
- Various Fees, Assessments and Memberships
- Elections
- Codification of Ordinances into Municipal Code

***Significant Changes***

There are no significant expenditures or staffing changes anticipated for 2015-16.

***Personnel Allocation***

There are no personnel assigned to administrative services.

| ***History of Expenditures*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 1400*** | | | | | | | |
| Department Supplies | | $ - | $ 67 | $ 32 | $ - | $ - | $ - |
| Code Enforcement | 5708 | 8,620 | 10,625 | - | 1,000 | 2,500 | 1,500 |
| Audit Fees | 6000 | 10,488 | 8,400 | 7,560 | 10,500 | 10,000 | (500) |
| Tax Audit & Consultations | 6015 | - | 9,778 | 9,995 | 10,000 | 15,000 | 5,000 |
| Legal Services | 6020 | 3,830 | 10,728 | 6,823 | 10,000 | 10,000 | - |
| Professional Services | 6025 | 9,058 | 8,785 | 6,650 | 9,000 | 9,000 | - |
| Cable Franchise Admin. Fees | 6036 | 4,230 | 4,230 | 4,230 | 4,230 | 4,230 | - |
| FPIC Admin. Fees | | 11 | - | 11 | - | - | - |
| Codifications | 6225 | 3,382 | 1,074 | 2,274 | 1,000 | 1,000 | - |
| Publication Costs | 6305 | 375 | 122 | 415 | 200 | 200 | - |
| Employee Recognition | 6315 | 2,641 | 1,299 | 1,401 | 3,000 | 5,000 | 2,000 |
| Utilities | 6505 | - | 865 | 144 | 200 | 200 | - |
| State Fees | 6600 | 100 | 100 | 100 | 100 | 100 | - |
| County Admin. Fees | 6700 | 50,028 | 13,402 | 13,324 | 16,000 | 16,000 | - |
| Election Expenses | | 8,088 | 2,435 | 198 | 5,000 | - | (5,000) |
| County Fire Assessments | 6720 | 87 | 195 | 87 | 87 | 87 | - |
| City Contributions | | - | 2,000 | - | - | - | - |
| Travel & Conferences | | (128) | 620 | 17 | - | - | - |
| Training (City-Wide) | 7005 | 2,020 | 2,828 | 2,205 | 2,500 | 2,500 | - |
| LOCC Dues | 7015 | 5,507 | 5,507 | 5,507 | 5,700 | 5,900 | 200 |
| Allowance for calculation | | | | 411 | (5,087) | | 5,087 |
| Subtotal, Services and Supplies | | 108,337 | 83,060 | 61,384 | 73,430 | 81,717 | 8,287 |
| Capital Outlay | 8281 | 500 | 358 | - | - | - | - |
| **Total:** | | **$ 108,837** | **$ 83,418** | **$ 61,384** | **$ 73,430** | **$ 81,717** | **$ 8,287** |

***Purpose***

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

***Responsibilities***

- Software Licensing
- Phone System
- Building Repairs and Maintenance
- Office Equipment
- Network Support
- Utilities
- City Web Site
- Paper Supplies
- Janitorial

***Significant Changes***

There are no significant expenditures or staffing changes for 2015-16.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Facility Custodian | 0.27 | 0.20 | 0.20 | 0.20 | 0.20 | - |
| **Total Authorized** | **0.27** | **0.20** | **0.20** | **0.20** | **0.20** | **-** |

***History of Expenditures***

***Fund 100 Dept 1500***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 23,939 | $ 6,478 | $ 6,839 | $ 6,714 | $ 6,869 | $ 155 |
| Salary/Accr/Buy | 5180 | 909 | 246 | 516 | - | - | - |
| Benefits | 5200 | 9,473 | 2,692 | 2,967 | 3,702 | 3,321 | (381) |
| Subtotal, Salaries and Benefits | | 34,321 | 9,416 | 10,322 | 10,416 | 10,190 | (226) |
| Office Supplies | 5400 | 447 | 2,625 | 943 | 1,000 | 500 | (500) |
| Software Licensing (A) | 5410 | 3,211 | 3,915 | 168 | 1,000 | 1,380 | 380 |
| Off-Site Records Storage | 5420 | 600 | 600 | 771 | 600 | 600 | - |
| Department Supplies | 5500 | 3,247 | 1,872 | 580 | 1,500 | 1,500 | - |
| Office Equipment Maintenance (A) | 5705 | 2,118 | 2,477 | 4,432 | 2,700 | 3,500 | 800 |
| Copier Lease / Maintenance | 5706 | - | - | 5,938 | 6,000 | 6,100 | 100 |
| Equipment Repairs & Maint. | | 61 | 299 | - | - | - | - |
| Janitorial Service | | 98 | 85 | 58 | - | - | - |
| Building Repairs/Maintenance | 5740 | 1,785 | 4,019 | 265 | 500 | 3,500 | 3,000 |
| Network Support (A) | 5775 | 6,141 | 8,181 | 10,312 | 10,000 | 11,500 | 1,500 |
| Telephone Network Support | 5776 | 1,101 | 283 | 374 | 800 | 800 | - |
| Website Hosting & Maintenance | 5780 | 7,938 | 8,431 | 1,138 | 1,150 | 1,073 | (77) |
| Professional/Elections Consultant | 6025 | - | 5,000 | 29,050 | 30,000 | 5,000 | (25,000) |
| Telephone | 6200 | 3,820 | 3,736 | 4,738 | 4,000 | 3,000 | (1,000) |
| Cell Phones (A) | 6205 | | | | | 1,000 | |
| Utilities | 6505 | 4,510 | 4,648 | 4,648 | 4,500 | 4,500 | - |
| Subtotal, Services and Supplies | | 35,077 | 46,171 | 63,415 | 63,750 | 43,953 | (20,797) |
| Capital Outlay | | 4,411 | | 17,514 | | | |
| Telephone System Purchase (25%) | | - | 1,050 | | - | - | - |
| **Total:** | | **$ 73,809** | **$ 56,637** | **$ 91,251** | **$ 74,166** | **$ 54,143** | **$ (21,023)** |

## *Allocated Expenditures*

| | | 2011-12 Actual | 2013-14 Budget | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| ***Insurance Premiums (Liability and Property)*** | | | | | | |
| **Costs To Be Allocated** | | | | | | |
| Liability | | $ 122,032 | $ 122,610 | $ 118,000 | $ 157,192 | $ 39,192 |
| Property | | 31,762 | 24,500 | 25,725 | 24,700 | (1,025) |
| Earthquake/Flood | | 118,688 | 65,000 | 68,250 | 52,831 | (15,419) |
| Automobile Physical Damage | | 5,266 | 8,000 | 8,000 | 8,851 | 851 |
| Boiler and Machinery | | 6,018 | 2,700 | 2,700 | 2,587 | (113) |
| Employee Bonds | | 690 | 920 | 920 | 920 | - |
| Pollution/Environmental | | - | 0 | 10,000 | 9,199 | (801) |
| Department of Transportation | | | | | 1,050 | 1,050 |
| Special Events | | | | | 1,000 | 1,000 |
| | | 284,455 | 223,730 | 233,595 | 258,329 | 24,734 |
| **Deductibles** | **Per Claim Deductible** | | | | | |
| Liability Deductible a) | 5,000 | 10,000 | 10,000 | 2,000 | 2,000 | 0 |
| Property Deductible | 10,000 | | | | | |
| Earthquake/Flood Deductible | 100,000 | | | | | |
| Auto Deductible | 10,000 | | | | | |
| Boiler & Mach. Deductible | 1,000 | | | | | |
| Employee Bonds Deductible | 1,000 | | | | | |
| Total Property & Liability Deductibles | | 10,000 | 10,000 | 2,000 | 2,000 | 0 |
| a) Budget provides for estimated 2 claims/year | | **$ 294,455** | **$ 233,730** | **$ 235,595** | **$ 260,329** | **$ 24,734** |
| **Departmental Allocation Acct. 6350** | | | | | | |
| Human Resource/Risk Managem | 100-6350-1600 | $178,837 | $124,146 | $130,011 | 155,563 | $25,552 |
| Human Resource/Risk Managem | 100-6350-1600 | | | $2,000 | 2,000 | - |
| Building | 120-6350-3000 | 1,500 | 1,500 | 1,500 | 1,500 | - |
| Senior Bus | 590-6350-4400 | 3,400 | 3,400 | 3,400 | 3,400 | - |
| Wastewater Administration | 550-6350-4400 | 61,359 | 63,107 | 63,107 | 51,044 | (12,063) |
| Water Administration | 500-6350-4400 | 38,322 | 32,722 | 34,722 | 37,967 | 3,245 |
| Former RDA Administration | 800-7000 | 2,000 | 0 | - | | - |
| CCC Building | 885-6350-7699 | 9,037 | 8,855 | 8,855 | 8,855 | - |
| Other | | 0 | 0 | (8,000) | - | 8,000 |
| | | **$ 294,455** | **$ 233,730** | **$ 235,595** | **$ 260,329** | **$ 24,734** |
| | | - | - | - | - | |
| ***Insurance Premiums (Workers Compensation)*** | | | | | | |
| **Costs To Be Allocated** | **Deductible Per Claim** | | | | | |
| Workers' Compensation Premium | | $ 100,653 | $ 96,155 | $ 124,973 | $ 146,000 | $ 21,027 |
| Workers' Comp Deductible a) | 5,000 | 30,274 | 21,510 | 50,000 | 34,000 | (16,000) |
| Workers Comp Claims Handling | 750 | 0 | 4,715 | 7,500 | 13,000 | 5,500 |
| W.C. First Aid Claims Handling | | 0 | 825 | 825 | 1,000 | 175 |
| a) Budget provides for estimated 10 claims/year | | **$ 130,927** | **$ 123,205** | **$ 183,298** | **$ 194,000** | **$ 10,702** |
| **Departmental Allocation** | | | | | | |
| Workers Compensation rates* | | $ 97,376 | $ 96,155 | $ 166,927 | $ 180,000 | $ 13,073 |
| Human Resource/Risk Managem | 100-1600 | 33,551 | 18,935 | 11,460 | 14,000 | 2,540 |
| Wastewater Administration | 500-6300 | 0 | 4,058 | 2,456 | - | (2,456) |
| Water Administration | 500-6300 | 0 | 4,058 | 2,456 | - | (2,456) |
| | | **$ 130,927** | **$ 123,205** | **$ 183,298** | **$ 194,000** | **$ 10,702** |

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

## *Allocated Expenditures*

| | | 2011-12 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| ***Audit Fees*** | | | | | | |
| **Costs To Be Allocated** | | | | | | |
| City of Fortuna | | $ 14,000 | $ 22,000 | $ 30,000 | $ 27,500 | $ (2,500) |
| Former Redevelopment Agency | | 6,000 | - | - | - | - |
| Single Audit Act - Federal Funds | | - | 3,000 | 3,000 | | (3,000) |
| | | **$ 20,000** | **$ 25,000** | **$ 33,000** | **$ 27,500** | **$ (5,500)** |
| **Departmental Allocation Acct. 6000** | | | | | | |
| Admin Services Non-Department | 100-1400 | $ 8,400 | $ 10,500 | $ 18,500 | $ 10,000 | $ (8,500) |
| Wastewater Administration | 550-6700 | 2,800 | 6,500 | 6,500 | 5,000 | (1,500) |
| Water Administration | 500-6300 | 2,800 | 6,500 | 6,500 | 5,000 | (1,500) |
| Former RDA Administration | 800-7000 | 4,500 | - | - | - | - |
| Capital Projects | 300 | | | | 5,000 | 5,000 |
| CDBG Unrestricted Housing | 825-7210 | 1,500 | 1,500 | 1,500 | 2,500 | 1,000 |
| | | **$ 20,000** | **$ 25,000** | **$ 33,000** | **$ 27,500** | **$ (5,500)** |
| | | - | - | - | - | - |
| ***Network Support (Nylex)*** | | | | | | |
| **Costs To Be Allocated** | | | | | | |
| Network Support (Account 5775) | | **$ 26,666** | **$ 38,400** | **$ 40,000** | **$ 50,200** | **$ 10,200** |
| Annual Maintenance Agreement $45,500 | | | | *Extra budgeted for outside of MA work based on 2014/15* | | |
| **Departmental Distribution Acct. 5775** | | | | | | |
| City Hall - General Government | 100-1500 | $ 6,667 | $ 9,600 | $ 10,000 | $ 11,500 | $ 1,500 |
| Police Department | 100-2000 | 6,667 | 14,592 | 15,600 | 16,400 | 800 |
| PW Admin | 100-4100 | - | 384 | 1,600 | 3,300 | 1,700 |
| Engineering Department | 100-5100 | - | 384 | 1,600 | 850 | (750) |
| Parks & Recreation | 100-5400 | 533 | 2,688 | 2,400 | 4,100 | 1,700 |
| Museum | 100-5600 | - | - | - | 850 | 850 |
| River Lodge | 160-5600 | 533 | 1,152 | 1,200 | 3,300 | 2,100 |
| Water Administration | 500-6300 | 4,000 | 3,712 | 2,400 | 3,300 | 900 |
| Wastewater Administration | 550-6700 | 4,000 | 5,888 | 5,200 | 6,600 | 1,400 |
| Other | | 4,266 | - | - | Jan-00 | - |
| | | **$ 26,666** | **$ 38,400** | **$ 40,000** | **$ 50,200** | **$ 10,200** |
| ***Website Hosting*** | | | | | | |
| **Costs To Be Allocated** | | | | | | |
| Website Hosting (5780) | | **$0** | **$9,856** | **$10,350** | **$9,657** | **($693)** |
| **Departmental Allocation Acct. 5780** | | | | | | |
| City Hall - General Government | 100-1500 | $ - | $ 1,144 | $ 1,150 | $ 1,073 | $ (77) |
| Police Department | 100-2000 | - | 1,144 | 1,150 | 1,073 | (77) |
| Public Works Admin | 100-4000 | - | 352 | 1,150 | 1,073 | (77) |
| Engineering Department | 100-5100 | - | 352 | 1,150 | 1,073 | (77) |
| Parks & Recreation | 100-5400 | - | 1,056 | 1,150 | 1,073 | (77) |
| Museum | 100-5800 | - | 1,056 | 1,150 | 1,073 | (77) |
| River Lodge | 160-5800 | - | 1,056 | 1,150 | 1,073 | (77) |
| Water Administration | 500-6300 | - | 1,848 | 1,150 | 1,073 | (77) |
| Wastewater Administration | 550-6700 | - | 1,848 | 1,150 | 1,073 | (77) |
| | | **$ -** | **$ 9,856** | **$ 10,350** | **$ 9,657** | **$ (693)** |

## *Allocated Expenditures*

| | | 2011-12 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| ***Cell Phones*** | | | | | | |
| **Costs To Be Allocated** *(Previously combined with telepho* | | **$ -** | **$ -** | **$ -** | **$ 12,850** | **$ 12,850** |
| **Departmental Allocation Acct. 6205** | | | | | | |
| City Manager | 100-1100 | $ - | $ - | $ - | $ 400 | $ 400 |
| City Hall - General Government | 100-1500 | - | - | - | 1,000 | 1,000 |
| Police Department | 100-2000 | - | - | - | 4,200 | 4,200 |
| PW Admin | 100-4000 | - | - | - | 300 | 300 |
| General Services | 100-4100 | - | - | - | 800 | 800 |
| Planning | 100-5000 | - | - | - | 250 | 250 |
| Engineering Department | 100-5100 | - | - | - | 200 | 200 |
| Parks & Recreation | 100-5450 | - | - | - | 600 | 600 |
| Building | 120-3000 | - | - | - | 1,200 | 1,200 |
| River Lodge | 160-5800 | - | - | - | 900 | 900 |
| Water Administration | 500-6300 | - | - | - | 1,500 | 1,500 |
| Wastewater Administration | 550-6700 | - | - | - | 1,500 | 1,500 |
| | | **$ -** | **$ -** | **$ -** | **$ 12,850** | **$ 12,850** |
| ***Office Equipment Maintenance*** | | | | | | |
| **Departmental Allocation Acct. 5705** | | | | | | |
| City Hall | 100-1500 | $ - | $ - | $ - | $ 3,500 | $ 3,500 |
| Water Administration | 500-6300 | - | - | - | 700 | 700 |
| Wastewater Administration | 550-6700 | - | - | - | 700 | 700 |
| Engineering | 100-5100 | - | - | - | 300 | 300 |
| Police | 100-2000 | - | - | - | 10,000 | 10,000 |
| Parks | 100-5450 | - | - | - | 1,400 | 1,400 |
| Museum | 100-5600 | - | - | - | 300 | 300 |
| River Lodge | 160-5800 | - | - | - | 900 | 900 |
| Public Works Admin | 100-4000 | - | - | - | 1,000 | 1,000 |
| | | **$0** | **$0** | **$0** | **$18,800** | **$18,800** |
| ***Software Licenses*** | | | | | | |
| *Allocation Method: # of Network Connections* | | | | | | |
| **Costs To Be Allocated** | | **$0** | **$4,000** | **$4,000** | **$6,000** | **$2,000** |
| Kasperksy Anti Virus | 5,000 | | | | | |
| Dyn | 100 | | | | | |
| Jump Line | 150 | | | | | |
| Other | 750 | | | | | |
| | 6,000 | | | | | |
| **Departmental Allocation Acct. 5410** | | | | | | |
| City Hall - General Government | 100-1500 | $ - | $ 1,000 | $ 1,000 | $ 1,380 | $ 380 |
| Police Department | 100-2000 | - | 1,240 | 1,240 | 1,980 | 740 |
| PW Admin | 100-4000 | - | 80 | 80 | 420 | 340 |
| Engineering Department | 100-5100 | - | 80 | 80 | 60 | (20) |
| Parks & Recreation | 100-5400 | - | 400 | 400 | 480 | 80 |
| Museum | 100-5800 | - | - | - | 60 | 60 |
| River Lodge | 160-5800 | - | 160 | 160 | 420 | 260 |
| Water Administration | 500-6300 | - | 520 | 520 | 420 | (100) |
| Wastewater Administration | 550-6700 | - | 520 | 520 | 780 | 260 |
| | | **$ -** | **$ 4,000** | **$ 4,000** | **$ 6,000** | **$ 2,000** |

***Purpose***

The Finance department is responsible for providing sound financial management and monitoring of all City assets. Duties include:

Recording all financial transactions for the City and Successor Agency; process accounts payroll for all City employees; quarterly and annual payroll and sales tax returns, billing and collection for City utility services, FBID billing and collections, business licenses, grant expenditures. Numerous financial reports to outside agencies. Coordinates with independent auditor for the annual audit of the City's finances and assists in the completion of the City's Comprehensive Annual Financial Report.

***Significant Changes***

Propose eliminating multiple Senior Clerk categories and replace with Senior Clerk and Payroll Benefits Administrator to reflect actual duties and areas of responsibility. The proposed changes have no fiscal impact as existing pay scales will remain the same.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Finance Director | 0.38 | 0.38 | 0.40 | 0.43 | 0.30 | (0.13) |
| Senior Account Clerk | | | | | 0.30 | 0.30 |
| Payroll and Benefits Administrator | | | | | 0.19 | 0.19 |
| Senior Account Clerk III | 0.45 | 0.45 | 0.45 | 0.49 | | (0.49) |
| Account Clerk II/III | 0.30 | 0.30 | 0.30 | 0.30 | 0.25 | (0.05) |
| Part-Time Account Clerk I/II | 0.30 | 0.30 | 0.15 | 0.30 | 0.13 | (0.17) |
| **Total Authorized** | **1.43** | **1.43** | **1.3025** | **1.52** | **1.17** | **(0.35)** |

***History of Expenditures***

***Fund 100 Dept 1200***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 61,398 | $ 55,127 | $ 53,882 | $ 60,619 | $ 52,003 | $ (8,616) |
| Part-time Regular | 5165 | 2,427 | 2,370 | 7,435 | - | 3,491 | 3,491 |
| Overtime | 5170 | 94 | 0 | 372 | 600 | 2,500 | 1,900 |
| Vacation Buyback | 5180 | 1,112 | 2,701 | 2,285 | - | - | - |
| Benefits | 5200 | 23,730 | 20,518 | 20,465 | 27,472 | 26,502 | (970) |
| Subtotal, Salaries and Benefits | | 88,761 | 80,716 | 84,439 | 88,691 | 84,496 | (4,195) |
| Office Supplies | 5400 | 7,037 | 7,765 | 7,995 | 7,000 | 7,000 | - |
| Department Supplies | | 219 | 0 | 527 | 600 | - | (600) |
| Software Maint. | 5710 | 3,387 | 3,387 | 3,452 | 3,600 | 4,000 | 400 |
| Acctg Software Training | 6025 | 0 | 0 | | 1,000 | 1,000 | - |
| Professional Services | 6025 | 500 | 24 | 2,627 | 300 | 3,000 | 2,700 |
| Travel and Conferences | 7000 | 0 | 0 | 5,380 | 1,500 | 3,000 | 1,500 |
| Training | 7005 | 405 | 135 | 1,530 | 3,000 | 1,500 | (1,500) |
| Dues and Subscriptions | 7015 | 479 | 300 | 300 | 600 | 600 | - |
| Distributed Charges | 9200 | (1,500) | (1,473) | (1,250) | (1,500) | (1,500) | - |
| Subtotal, Services and Supplies | | 10,527 | 10,138 | 20,561 | 16,100 | 18,600 | 2,500 |
| Office 2013 Pro | 8103 | | | | | 2,520 | 2,520 |
| Computer/Monitors/Printer | 8103 | 0 | 2,773 | 193 | 1,400 | 1,400 | - |
| **Total:** | | **$ 99,288** | **$ 93,627** | **$ 105,193** | **$ 106,191** | **$ 107,016** | **$ 825** |

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

Addition of Senior Administrative Assistant

***Fund History***

| ***Development Review and Building Fund 120*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Estimate** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| Revenues | | | | | | |
| Fees | $ 207,806 | $ 170,558 | $ 267,962 | $ 282,250 | $ 232,250 | (50,000) |
| Grant | | | 99,000 | | | - |
| General Fund Support | 186,434 | 216,206 | 130,115 | 50,648 | 118,857 | 68,209 |
| | 394,240 | 386,764 | 497,077 | 332,898 | 351,107 | 18,209 |
| Expenditures | | | | | | |
| Building Division | 198,128 | 202,105 | 210,851 | 180,922 | 203,215 | 22,293 |
| Development Review Division | 196,111 | 184,659 | 177,835 | 151,976 | 147,892 | (4,084) |
| Grant(s) | | | 108,391 | | | |
| | 394,239 | 386,764 | 497,077 | 332,898 | 351,107 | 18,209 |
| Net Activity | $ 1 | $ - | $ - | $ - | $ - | $ - |

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| City Manager (Acting CDD) | 0.15 | 0.15 | 0.12 | 0.12 | 0.12 | - |
| Administrative Assistant | 0.50 | - | 0.05 | - | - | - |
| Deputy Director of Community Development | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Assistant Planner | - | - | - | - | - | - |
| Associate Planner | 0.50 | 0.50 | 0.50 | | - | - |
| Building Official | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Account Clerk II | 0.05 | - | 0.05 | - | - | - |
| Finance Director | 0.03 | 0.03 | 0.03 | - | - | - |
| Public Works Director/City Engineer | - | - | - | - | 0.02 | 0.02 |
| Engineering Technician II | 0.60 | 0.30 | 0.10 | - | - | - |
| Engineering Technician III | 0.60 | 0.20 | 0.10 | - | - | - |
| Development Service Manager | - | - | - | 0.10 | - | (0.10) |
| Deputy Public Works Director | - | - | - | - | 0.05 | 0.05 |
| Senior Administrative Assistant | 0.25 | 0.05 | - | - | 0.50 | 0.50 |
| Senior Account Clerk III | - | 0.05 | - | - | - | - |
| Public Works Director/City Engineer | 0.05 | 0.05 | - | - | - | - |
| General Services Superintendent | 0.05 | - | - | - | - | - |
| **Total Authorized** | **3.48** | **2.03** | **1.65** | **0.92** | **1.39** | **0.47** |

***History of Expenditures***
***Development Review***
***Fund 120 Dept 3100***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 123,314 | $ 99,089 | $ 96,810 | $ 88,428 | $ 85,908 | $ (2,520) |
| Part-time Regular | 5165 | 910 | 2,763 | 343 | | | - |
| Overtime | 5170 | 62 | - | 528 | - | - | - |
| Vacation Buyback | 5180 | 4,189 | 3,501 | 2,179 | - | - | - |
| Benefits | 5200 | 49,674 | 46,051 | 47,567 | 45,598 | 49,784 | 4,186 |
| Subtotal, Salaries and Benefits | | 178,149 | 151,404 | 147,427 | 134,026 | 135,692 | 1,666 |
| Office Supplies | 5400 | 31 | - | 63 | 100 | 100 | - |
| Departmental Supplies | 5500 | 452 | 62 | 101 | 100 | 100 | - |
| Permit Tracking Software Maint. | | 1,520 | - | - | - | - | - |
| Engineering Services | 6005 | 2,528 | 28,175 | 21,272 | 17,000 | 12,000 | (5,000) |
| Professional & Legal Services | | - | 433 | - | - | - | - |
| New General Plan | | 43 | 18 | | - | - | - |
| Zoning Code Update | | 5,228 | 1,517 | | - | - | - |
| Advertising | | 1,433 | 509 | 87 | 750 | - | (750) |
| Prior year adjustment | | - | | 8,885 | - | - | - |
| Subtotal, Services and Supplies | | 11,235 | 30,714 | 30,408 | 17,950 | 12,200 | (5,750) |
| Capital Outlay | | 6,727 | 2,620 | | - | - | - |
| **Total:** | | **$ 196,111** | **$ 184,738** | **$ 177,835** | **$ 151,976** | **$ 147,892** | **$ (4,084)** |

## *Community Development*

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

15-16 Change: Addition of a FT Admin Assistant

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| City Manager (Acting CDD) | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | - |
| Administrative Assistant (CM) | 0.50 | - | 0.05 | - | - | - |
| Deputy Director of Community Development | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | - |
| Assistant/Associate Planner | 0.10 | 0.10 | 0.10 | | - | - |
| Building Official | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | - |
| Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Vehicle & Equipment Mechanic | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | - |
| Engineering Technician II | - | 0.05 | 0.05 | - | - | - |
| Senior Administrative Assistant | 0.05 | 0.05 | - | - | 0.10 | 0.10 |
| Account Clerk (PT) | 0.10 | 0.10 | - | - | 0.02 | 0.02 |
| | **2.70** | **2.25** | **2.15** | **1.95** | **2.07** | **0.12** |

***History of Expenditures***

***Fund 120 Dept 3000***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 127,814 | $ 127,591 | $ 125,134 | $ 104,413 | $ 120,249 | $ 15,836 |
| Part-time Regular | 5165 | 181 | 689 | - | - | 537 | $537 |
| Overtime | | 141 | 460 | 2,490 | - | - | $0 |
| Vacation Buyback | | 3,991 | 3,601 | 1,924 | - | - | $0 |
| Benefits | 5200 | 53,261 | 56,828 | 67,416 | 62,159 | 67,629 | $5,470 |
| Subtotal, Salaries and Benefits | | 185,388 | 189,169 | 196,964 | 166,572 | 188,415 | 21,843 |
| Office Supplies | 5400 | 796 | 423 | 370 | 500 | 500 | - |
| Department Supplies | 5500 | 653 | 432 | 606 | 500 | 500 | - |
| Fuel & Oil | 5505 | 1,708 | 2,099 | 2,047 | 1,500 | 1,500 | - |
| Equipment Maintenance | 5705 | 333 | 347 | 238 | 250 | 250 | - |
| Code Enforcement | 5708 | 299 | - | | 500 | 500 | - |
| Software Maintenance | 5710 | - | - | - | 500 | 500 | - |
| Vehicle Repair & Maintenance | 5715 | 1,600 | - | 374 | 500 | 500 | - |
| Janitorial Service | | 24 | 21 | 14 | - | - | - |
| Building Repairs | | 306 | 822 | 39 | - | - | - |
| Engineering Services | 6005 | 780 | 2,970 | 2,160 | 2,000 | 2,000 | - |
| Prof Srvc/Permit/Insp | | - | 394 | 1 | - | - | - |
| Personnel Services | 6035 | - | - | | 500 | 500 | - |
| Telephone | 6200 | 475 | 775 | 573 | 500 | 500 | - |
| Cell Phones (A) | 6205 | - | - | - | - | 1,200 | 1,200 |
| Advertising | 6300 | 368 | - | | 500 | 500 | - |
| Insurance (A) | 6350 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | - |
| Utilities | 6505 | 786 | 820 | 820 | 850 | 850 | - |
| Travel & Conferences | 7000 | - | - | 386 | 1,000 | 1,000 | - |
| Training | 7005 | - | - | - | 500 | 500 | - |
| Certification Exams | 7010 | 80 | - | 700 | - | 250 | 250 |
| Dues & Subscriptions | 7015 | 519 | - | 340 | 750 | 750 | - |
| Distributed Chgs from other dept. | | 2,500 | 2,102 | 1,250 | 1,500 | - | (1,500) |
| Subtotal, Services and Supplies | | 12,727 | 12,705 | 11,418 | 13,850 | 13,800 | (50) |
| Capital Outlay/Code Books | 8103-814 | 13 | 231 | 2,469 | 500 | 1,000 | 500 |
| **Total:** | | **$ 198,128** | **$ 202,105** | **$ 210,851** | **$ 180,922** | **$ 203,215** | **$ 22,293** |

***Purpose***

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

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

***Responsibilities***

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

***Significant Changes***

Associate Planner allocation added.

| ***Personnel Allocations*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Deputy Director of Community Development | 0.20 | 0.20 | 0.30 | 0.30 | 0.30 | - |
| Associate Planner | 0.40 | 0.40 | 0.40 | - | - | - |
| Senior Administrative Assistant | - | - | - | - | 0.40 | 0.40 |
| Part-Time Account Clerk I/II | - | - | - | - | 0.01 | 0.01 |
| Special Projects Planner | - | 0.20 | 0.20 | - | - | - |
| | **0.60** | **0.80** | **0.90** | **0.30** | **0.71** | **0.41** |

***History of Expenditures***

***Fund 100 Dept 5000***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 35,465 | $ 39,564 | $ 39,995 | $ 26,500 | $ 36,439 | $ 9,939 |
| Part-time Regular | 5165 | 8,330 | 6,265 | 3,045 | - | 269 | 269 |
| Vacation Buyback | 5180 | (212) | 1,515 | 386 | - | - | - |
| Benefits | 5200 | 17,328 | 19,857 | 21,222 | 10,884 | 24,123 | 13,239 |
| Subtotal, Salaries and Benefits | | 60,911 | 67,201 | 64,648 | 37,384 | 60,831 | 23,447 |
| Office Supplies | 5400 | 206 | 383 | 308 | 500 | 500 | - |
| Department Supplies | 5500 | 133 | 3,796 | 61 | 100 | 100 | - |
| Prof Srvs/Permit/Insp | | 195 | 464 | | - | - | - |
| Cell Phones (A) | 6205 | - | - | - | - | 250 | 250 |
| Advertising | 6300 | - | - | - | - | 500 | 500 |
| Travel & Conferences | 7000 | 1,319 | (420) | 200 | 500 | 1,000 | 500 |
| Planning Commission | 7600 | 2,762 | 2,345 | 1,230 | 2,000 | 2,000 | - |
| Televised Meeting Costs | 7616 | 1,121 | 1,213 | 868 | 1,200 | 1,200 | - |
| Subtotal, Services and Supplies | | 5,736 | 7,781 | 2,668 | 4,300 | 5,550 | 1,250 |
| Capital Outlay | | - | 1,643 | 2,386 | - | - | - |
| **Total:** | | **$ 66,647** | **$ 76,625** | **$ 69,702** | **$ 41,684** | **$ 66,381** | **$ 24,697** |

***Purpose***

The Police Department is responsible for the protection of life and property through maintenance of public order, the fair and impartial enforcement of laws, safeguarding the Constitutional Rights of all and the regulation of motor vehicles.

The Department is committed to serving the citizens of Fortuna by continually seeking community opinion and involvement, engaging in police-community crime prevention, public safety education and cooperative efforts with other public and private agencies.

The Department strives for excellence in purpose and performance. Fairness, honesty and integrity are mainstays in Departmental relationships. It is a continuing goal of the Police Department to recruit and retain the most qualified police employees for the City of Fortuna.

***Responsibilities***

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

***Significant Changes***

Implementation of RIMS Dispatch Software

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Chief of Police | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Sergeants | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | - |
| Police Officers | 7.00 | 9.00 | 9.00 | 9.00 | 9.00 | - |
| Detectives | 2.00 | - | - | - | - | - |
| Youth Services Officer | 1.00 | - | - | - | - | - |
| Crime Prevention Officer | 1.00 | - | - | - | - | - |
| Office Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Community Service Officer | 6.00 | 7.00 | 7.00 | 7.00 | 7.00 | - |
| Lead Community Services Officer | 1.00 | - | - | - | - | - |
| Records Clerk/Relief Dispatcher II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Vehicle & Equipment Mechanic | 0.37 | 0.37 | 0.37 | 0.37 | 0.37 | - |
| Facility Custodian | 0.22 | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Kennel Technician PT | 0.50 | 0.25 | 0.50 | 0.50 | 0.24 | (0.26) |
| Evidence Technician PT | 0.50 | 0.50 | 0.25 | 0.25 | 0.24 | (0.01) |
| **Total Authorized** | **27.59** | **25.32** | **25.32** | **25.32** | **25.05** | (0.27) |

***Police Services (All Funds)***

| | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Revenues | | | | | | |
| General Fund Fees/Grants | $ 361,128 | $ 280,873 | $ 262,589 | $ 335,511 | $ 379,097 | $ 43,586 |
| Restricted Funds | 140,110 | 291,368 | 209,851 | 173,863 | 185,791 | 11,928 |
| | 501,238 | 572,241 | 472,440 | 509,374 | 564,888 | 55,514 |
| Expenditures | | | | | | |
| Salaries and Benefits | 2,272,324 | 2,227,275 | 2,233,228 | 2,339,335 | 2,466,146 | 126,811 |
| Service and Supplies | 337,113 | 431,155 | 334,990 | 376,392 | 408,134 | 31,742 |
| Capital Outlay | 26,392 | 7,758 | 42,534 | 44,384 | 129,659 | 85,275 |
| **Net Annual Activity** | $ 2,635,829 | $ 2,666,187 | $ 2,610,752 | $ 2,760,111 | $ 3,003,939 | $ 243,828 |

| ***Police Services*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 2000*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 1,028,180 | $ 1,263,320 | $ 1,182,718 | $ 1,233,363 | $ 1,376,232 | $ 142,869 |
| Part-time Regular | 5165 | 4,961 | 5,223 | 5,028 | 5,000 | 5,000 | - |
| Overtime | 5170 | 110,405 | 148,666 | 149,648 | 78,000 | 90,000 | 12,000 |
| Holiday Pay | 5175 | | | | 63,254 | 66,563 | 3,309 |
| Vacation/Sick Leave Buyback | 5180 | 33,148 | 21,924 | 46,540 | - | - | - |
| Benefits | 5200 | 565,652 | 709,905 | 763,169 | 874,918 | 901,040 | 26,122 |
| Residency Pay | 5265 | | - | | 6,720 | 6,720 | - |
| Uniform Allowance | 5260 | 15,450 | 19,975 | 18,947 | 20,600 | 20,600 | - |
| *Projected Salary Savings: 1 Frozen Position* | | | | | - | (65,817) | (65,817) |
| Subtotal Salaries and Benefits | | 1,757,796 | 2,169,013 | 2,166,050 | 2,281,855 | 2,400,338 | 118,483 |
| Office Supplies | 5400 | 12,141 | 12,131 | 7,047 | 8,000 | 8,000 | - |
| Software (A) | 5410 | - | 16,311 | 365 | 1,240 | 1,980 | 740 |
| Department Supplies | 5500 | 21,655 | 18,117 | 16,157 | 18,000 | 18,000 | - |
| Vehicle Fuel & Oil | 5505 | 56,538 | 58,593 | 48,987 | 50,000 | 50,000 | - |
| Ammunition/Range Supplies | 5515 | 4,025 | 2,412 | 4,280 | 5,000 | 5,000 | - |
| Radio & Equipment Maint. | 5700 | 1,788 | 6,732 | 2,903 | 2,000 | 2,000 | - |
| Office Equipment Maint. | 5705 | 1,289 | 1,590 | 7,591 | 8,800 | 10,000 | 1,200 |
| RIMS Dispatch Cell Data | 5709 | - | - | - | - | 3,600 | 3,600 |
| Rims Dispatch Maintenance | 5710 | 10,582 | 11,076 | | 25,000 | 25,000 | - |
| Code Enforcement | | - | - | | - | - | - |
| Vehicle Repairs & Maint. | 5715 | 23,870 | 22,727 | 17,339 | 15,000 | 15,000 | - |
| Equipment Repairs & Maint. | 5720 | 5,309 | 2,932 | 7,146 | 5,000 | 5,000 | - |
| Janitorial Service | | 147 | 127 | 86 | - | - | - |
| Building Repairs & Maintenance | 5740 | 525 | 193 | 139 | 3,000 | 3,000 | - |
| Network Support | 5775 | 6,614 | 14,131 | 16,428 | 15,600 | 16,400 | 800 |
| Phone Network Support | 5776 | 133 | 53 | 260 | 1,000 | 1,000 | - |
| Website Hosting & Maintenance (A) | 5780 | - | - | 1,138 | 1,150 | 1,073 | (77) |
| Professional Services | 6025 | 851 | 3,505 | 4,555 | 5,000 | 5,000 | - |
| Permit/Inspection | | 187 | 24 | | - | - | - |
| Personnel Service/Recruitment Costs | 6035 | 4,162 | 4,320 | 7,097 | 7,000 | 17,000 | 10,000 |
| Credit Card Processing Fees | 6061 | 648 | 808 | 1,383 | 700 | 700 | - |
| Telephone | 6200 | 18,192 | 17,506 | 20,032 | 17,000 | 12,800 | (4,200) |
| Cell Phones | 6205 | - | - | - | - | 4,200 | 4,200 |
| CLETS Service | 6220 | 9,856 | 8,954 | 19,213 | 5,000 | 17,000 | 12,000 |
| Codification | 6225 | - | - | | 1,400 | 1,400 | - |
| Utilities | 6505 | 13,102 | 13,671 | 13,670 | 14,000 | 14,000 | - |
| DUI/DOJ Testing Fees | 6600 | 7,135 | 5,629 | 2,961 | 7,000 | 7,000 | - |
| Live scan Fees | 6625 | 15,708 | 10,988 | 13,509 | 14,000 | 14,000 | - |
| Booking Fees | | 6,890 | 6,033 | 1,404 | - | - | - |
| Travel & Conferences | 7000 | 6,303 | 4,546 | 5,941 | 7,500 | 7,500 | - |
| Training | 7005 | 23,119 | 17,009 | 23,721 | 25,000 | 25,000 | - |
| Dues & Subscriptions | 7015 | 2,222 | 2,711 | 3,873 | 3,500 | 3,500 | - |
| Special Expense | 7405 | 7,160 | 11,995 | 18,993 | 15,000 | 15,000 | - |
| SCOP Volunteers | 7415 | 899 | 1,151 | 55 | 1,000 | 1,000 | - |
| Police Explorer- Chaplains | 7425 | - | - | | 500 | 500 | - |
| RARC/DARE | | 427 | 61 | - | - | - | - |
| Veterinary Expense | | - | 547 | 441 | - | - | - |
| Abandoned Vehicle Expense | 7450 | 4,642 | 2,702 | 1,019 | 3,000 | 3,000 | - |
| Every 15 Minutes; HOPS | | 18,210 | 485 | - | - | - | - |
| Subtotal- Services and Supplies | | 284,329 | 279,770 | 267,733 | 285,390 | 313,653 | 28,263 |
| Capital Outlay | | | 2,635 | 18,128 | | | |
| Computer upgrades | 8103 | - | - | - | - | 4,000 | 4,000 |
| RIMS Dispatch Software Lease | 8265 | - | - | - | - | 37,000 | 37,000 |
| Two (2) New Police Units (Lease Pm | 8265 | 26,392 | - | - | - | 18,600 | 18,600 |
| Outfitting Two (2) Police Units | 8267 | - | - | - | - | 17,500 | 17,500 |
| Subtotal - Capital Outlay | | 26,392 | 2,635 | 18,128 | - | 77,100 | 77,100 |
| **Subtotal:** | | **$ 2,068,517** | **$ 2,451,418** | **$ 2,451,911** | **$ 2,567,245** | **$ 2,791,091** | **$ 223,846** |

| ***Animal Control*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 2800*** | | | | | | | |
| Part-time Regular | 5165 | $ 525 | $ 1,800 | $ 5,118 | $ - | $ 5,000 | $ 5,000 |
| Overtime | 5170 | 5,784 | 5,358 | | - | - | - |
| Benefits | 5200 | 712 | 432 | 427 | - | 764 | 764 |
| Subtotal, Salaries and Benefits | | 7,021 | 7,590 | 5,545 | - | 5,764 | 5,764 |
| Department Supplies | 5500 | 7,383 | 4,097 | 4,039 | 3,000 | 3,000 | - |
| Vehicle Fuel & Oil | | 69 | - | - | - | - | - |
| Utilities | | 2,040 | 1,407 | 1,880 | - | - | - |
| Miranda's Rescue | 7400 | 10,444 | 10,076 | 7,089 | 13,000 | 13,000 | - |
| Veterinary Expense | 7455 | 966 | 1,843 | 1,031 | 3,000 | 3,000 | - |
| Subtotal Services and Supplies | | 20,902 | 17,423 | 14,039 | 19,000 | 19,000 | - |
| **Subtotal:** | | **$ 27,923** | **$ 25,013** | **$ 19,584** | **$ 19,000** | **$ 24,764** | **$ 5,764** |
| ***Other General Fund Divisions*** | | | | | | | |
| ***Fund 100 Dept 2200, 2300, 2500, 2700, 2735, 2800, 2850*** | | | | | | | |
| Salaries and Benefits | | 494,516 | 18,406 | 4,964 | - | - | - |
| Services and Supplies | | 22,784 | 490 | 11,028 | - | - | - |
| | | 517,300 | 18,895 | 15,992 | - | - | - |
| **Total General Fund:** | | **$ 2,613,740** | **$ 2,495,326** | **$ 2,487,487** | **$ 2,586,245** | **$ 2,815,855** | **$ 229,610** |

| | | 2011-12 Budget | 2012-13 Budget | 2013-14 Actual | 2014-15 Budget | 2015-16 Request | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Special Unit - K-9*** | | | | | | | |
| ***Fund 105 Dept 2850*** | | | | | | | |
| Part-time Regular | 5100 | $ - | $ - | $ 16,002 | $ 4,500 | $ 4,500 | $ - |
| Overtime | 5170 | 8,961 | 18,780 | | 5,500 | 5,500 | - |
| Benefits | 5200 | 4,030 | 2,863 | 6,959 | 1,982 | 2,250 | 268 |
| Subtotal, Salaries and Benefits | | 12,991 | 21,643 | 22,961 | 11,982 | 12,250 | 268 |
| Department Supplies | 5500 | 2,777 | - | 12,538 | 3,000 | 3,000 | - |
| Vehicle Repairs & Maintenance | 5715 | - | 127,591 | | 3,000 | 3,000 | - |
| Training Expenses | 7005 | 6,000 | 689 | 8,854 | 8,000 | 8,000 | - |
| Veterinary Expense | 7455 | 321 | 460 | 1,846 | 2,500 | 2,500 | - |
| Subtotal Services and Supplies | | 9,098 | 128,740 | 23,238 | 16,500 | 16,500 | - |
| Total Capital Outlay | | | | 12,138 | | | |
| Total Fund | | 22,089 | 150,383 | 58,337 | $28,482 | $28,750 | $268 |
| ***State Office of Traffic Safety-AVOID*** | | | | | | | |
| ***Fund 185 Dept 2000*** | | | | | | | |
| Overtime | 5170 | $ - | $ 7,224 | $ 22,173 | $ 30,704 | $ 32,061 | $ 1,357 |
| Benefits | 5200 | - | 3,399 | 11,535 | 1,900 | 2,208 | 308 |
| Subtotal Salaries and Benefits | | - | 10,623 | 33,708 | 32,604 | 34,269 | 1,665 |
| Department Supplies | 5500 | - | 1,334 | 1,128 | 13,500 | 13,500 | - |
| Personnel Services | 6035 | - | 3,398 | 13,544 | 35,696 | 38,981 | 3,285 |
| Travel & Conferences | 7000 | - | - | 4,280 | 3,200 | 2,000 | (1,200) |
| Subtotal Services and Supplies | | - | 4,732 | 18,952 | 52,396 | 54,481 | 2,085 |
| Total Capital Outlay | | - | 5,123 | 790 | | | |
| Total Fund | | - | $ 20,478 | $ 53,450 | $ 85,000 | $ 88,750 | $ 3,750 |
| ***State AB 109 Realignment Pool*** | | | | | | | |
| ***Fund 186 Dept 2000*** | | | | | | | |
| Salaries and Benefits | | - | - | - | - | - | - |
| Services and Supplies | | - | - | - | - | - | - |
| Equipment & Capital Outlay | 8267 | - | - | $ 11,478 | $ 44,384 | $ 52,559 | $ 8,175 |
| Total Fund | | - | - | $ 11,478 | $ 44,384 | $ 52,559 | $ 8,175 |
| ***State Dept of Alcohol Beverage Control*** | | | | | | | |
| ***Fund 188 Dept 2000*** | | | | | | | |
| Overtime | 5170 | - | - | | $11,874 | $12,350 | $476 |
| Benefits | 5200 | - | - | | 1,020 | 1,175 | 155 |
| Subtotal, Salaries and Benefits | | - | - | - | 12,894 | 13,525 | 631 |
| Department Supplies | 5500 | - | - | | 1,106 | 2,000 | 894 |
| Travel & Conferences | 7000 | - | - | | 2,000 | 2,000 | - |
| Special Expense | 7405 | - | - | - | - | 500 | 500 |
| Subtotal Services and Supplies | | - | - | - | 3,106 | 4,500 | 1,394 |
| Total Fund | | - | - | $0 | $16,000 | $18,025 | $2,025 |
| **Total Restricted Funds** | | **$ 22,089** | **$ 170,861** | **$ 123,265** | **$ 173,866** | **$ 188,084** | **$ 14,218** |
| **Total Police Department, All Funds** | | **$2,635,829** | **$2,666,187** | **$2,610,752** | **$2,760,111** | **$3,003,939** | **$243,828** |

***Purpose***

The Recreation Department is responsible for the administration of city offered youth and adult sports programs and collaborating with instructors and volunteer organizations to provide competitive and noncompetitive recreational opportunities. The Recreation Department also administers the reservation and scheduling of all park buildings and facilities.

***Responsibilities***

- Community Event Scheduling
- Adult Softball/Basketball
- Youth Basketball Programs
- Summer Fun/Kiddie Kamp/Recreation Week Programs
- Public Skate/Private Skate
- Rohner & Newburg Park Buildings, Fields, & Facility Rental/Reservation
- Coordination of field use with Eel River Little League, Eel River Babe Ruth, American Legion 76ers, Fortuna Union High School, Eel River Soccer, Eel River Football
- Staffing to provide recreational activities for EXCEL Afterschool Program
- Parks and Recreation Commission

***Significant Changes***

Addition of Deputy Public Works Dir/Parks Dir oversight and elimination of Excel Program

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Recreation/Transit Administrative Supervisor | | | | - | 0.88 | 0.88 |
| Deputy Public Works Director | | | | - | 0.08 | 0.08 |
| Parks & Rec Administrative Assistant | 0.88 | - | - | - | - | - |
| Parks & Rec Office Supervisor | - | 0.88 | 0.88 | 0.88 | - | (0.88) |
| Recreation Program Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Public Works Director/Engineer | - | 0.10 | 0.10 | 0.05 | 0.02 | (0.03) |
| Parks & Rec Director | 0.50 | - | - | - | - | - |
| **Subtotal Full-Time Employees:** | 2.38 | 1.98 | 1.98 | 1.93 | 1.98 | 0.05 |
| Recreation Leaders | 1.20 | 1.20 | 1.20 | 1.20 | 1.20 | - |
| Recreation Aides | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | - |
| Recreation Program Supervisors | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | - |
| **Total Authorized:** | **4.58** | **4.18** | **4.18** | **4.13** | **4.18** | **0.05** |

| ***History of Expenditures*** ***Fund 100 Dept 5400*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 87,088 | $ 63,909 | $ 61,219 | $ 57,340 | $ 77,983 | $ 20,643 |
| Part-Time | 5165 | 191,919 | 118,656 | 119,239 | 141,700 | 75,171 | (66,529) |
| Overtime | 5170 | 126 | - | | 700 | - | (700) |
| Vacation/Sick Leave Buyback | 5180 | - | - | 386 | - | - | - |
| Benefits | 5200 | 50,018 | 35,624 | 35,804 | 50,191 | 45,115 | (5,076) |
| Subtotal, Salaries and Benefits | | 329,151 | 218,189 | 216,648 | 249,931 | 198,269 | (51,662) |
| Office Supplies | 5400 | 1,785 | 1,086 | 667 | 1,000 | 1,000 | - |
| Software (A) | 5410 | - | - | 14 | 400 | 480 | 80 |
| Department Supplies | 5500 | 1,541 | 562 | 942 | 700 | 700 | - |
| Network Support (A) | 5775 | 236 | 186 | 2,787 | 2,400 | 4,100 | 1,700 |
| Telephone Network Support | | 133 | - | - | 440 | - | (440) |
| Website Hosting & Maintenance (A) | 5780 | - | - | 1,051 | 1,150 | 1,073 | (77) |
| Personnel Services | 6035 | - | 925 | 409 | 1,000 | 1,000 | - |
| Credit Card Processing Fees | 6061 | 658 | 935 | 1,582 | 1,500 | 1,500 | - |
| Telephone | 6200 | 3,374 | 3,438 | 3,568 | 3,500 | 3,500 | - |

| ***History of Expenditures (Continued)*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 5400*** | | **Budget** | **Budget** | **Actual** | **Budget** | **Proposed** | **Change** |
| Advertising | 6300 | 385 | 164 | 186 | 500 | 500 | - |
| Utilities | 6505 | 4,124 | 3,992 | 4,773 | 4,500 | 4,500 | - |
| Travel & Conferences | 7000 | 355 | 252 | 345 | 1,000 | 1,000 | - |
| Dues & Subscriptions | 7015 | - | 50 | 30 | 100 | 100 | - |
| Sports League Officials | 7200 | 11,881 | 14,546 | 16,718 | 12,000 | 12,000 | - |
| Adult Sports League/Sports Field Maint | 7215 | 2,089 | 1,298 | 1,368 | 2,100 | 2,100 | - |
| Summer Fun Program | 7220 | 4,688 | 4,398 | 5,011 | 5,000 | 5,000 | - |
| School Rec. Program | 7221 | 772 | 134 | 299 | 1,000 | 1,000 | - |
| Kiddie Kamp | 7222 | 1,701 | 1,579 | 1,500 | 2,500 | 2,500 | - |
| Youth Basketball League | 7225 | 3,021 | 3,126 | 3,017 | 3,500 | 3,500 | - |
| Skating Program | 7230 | 2,290 | 2,439 | 980 | 2,000 | 2,000 | - |
| CPR Recreation Program | 7232 | 1,358 | 695 | 1,230 | 1,000 | 1,250 | 250 |
| Excel after school supplies | | 22,869 | 15,561 | 16,487 | 15,000 | - | (15,000) |
| Teen Dance Rec Program | 7247 | 362 | - | 306 | 1,000 | 200 | (800) |
| Reimburse Grant Exp | | 17 | - | - | - | - | - |
| Volleyball Program | 7252 | 413 | (72) | 1,656 | 1,000 | 500 | (500) |
| Subtotal, Services and Supplies | | 64,052 | 55,294 | 64,926 | 64,290 | 49,503 | (14,787) |
| Capital Outlay | | 24 | 1,303 | 7,771 | - | - | - |
| Pickle Ball | 8254 | - | - | - | - | 750 | 750 |
| Disk Golf | 8254 | - | - | - | - | 1,000 | 1,000 |
| Lawn Mower | 8254 | | | | | 1,250 | 1,250 |
| Weed eater | 8254 | | | | | 450 | 450 |
| Computer | 8103 | | | | | 800 | 800 |
| Office 2013 Pro | 8103 | | | | | 504 | 504 |
| Skate Repair & Computer | | - | - | - | 5,750 | - | (5,750) |
| Subtotal, Capital Outlay | | 24 | 1,303 | 7,771 | 5,750 | 4,754 | (996) |
| **Total:** | | **$ 393,227** | **$ 274,786** | **$ 289,345** | **$ 319,971** | **$ 252,526** | **$ (67,445)** |

***Purpose***

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

***Responsibilities***

- Rohner Park
- Newburg Park
- River Lodge
- Monday Club
- Downtown Flower Bulbs
- Fortuna Boulevard
- Chamber Park
- LID Parking Lots/City Hall

***Significant Changes***

Addition of Deputy Public Works Director/Parks Director oversight.

| ***Personnel Allocation*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| Facility Custodian | 0.11 | 0.10 | 0.10 | 0.10 | 0.10 | - |
| Parks & Rec Director | 0.50 | - | - | - | - | - |
| Park Maintenance Worker II | 1.90 | 1.90 | 1.90 | 1.80 | 1.70 | (0.10) |
| Park Maintenance Worker III | 1.90 | 1.00 | 1.00 | 0.95 | 0.95 | - |
| Lead Park Maintenance Worker | - | 0.90 | 0.90 | 0.85 | 0.85 | - |
| Vehicle & Equipment Mechanic | 0.18 | 0.18 | 0.18 | 0.18 | 0.18 | - |
| Deputy Public Works Director | | | | - | 0.05 | 0.05 |
| Public Works Director/Engineer | - | 0.10 | 0.10 | 0.05 | 0.02 | (0.03) |
| Total Full Time Employees: | 4.59 | 4.18 | 4.18 | 3.93 | 3.85 | (0.08) |
| Seasonal/Part-time Workers (4 Pt) | 2.70 | 2.70 | 2.70 | 2.70 | - | (2.70) |
| **Total Authorized:** | **7.29** | **6.88** | **6.88** | **6.63** | **3.85** | **(2.78)** |

## *Parks and Recreation*

***History of Expenditures***

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 5450*** | | | | | | | |
| Salaries | 5100 | $ 171,470 | $ 146,199 | $ 147,609 | $ 150,975 | $ 160,846 | $ 9,871 |
| Part-time Seasonal | 5165 | 17,323 | 11,778 | 7,808 | 32,310 | - | (32,310) |
| Overtime | 5170 | 301 | 160 | 255 | 1,000 | | (1,000) |
| Vacation/Sick Leave Buyback | 5180/5 | (1,956) | 6,205 | 5,804 | - | - | - |
| Benefits | 5200 | 82,974 | 80,773 | 91,265 | 104,224 | 96,614 | (7,610) |
| Subtotal, Salaries and Benefits | | 270,112 | 245,115 | 252,741 | 288,509 | 257,460 | (31,049) |
| Office Supplies | 5400 | 365 | 336 | 635 | 500 | 500 | - |
| Software (A) | | - | 3,051 | - | - | - | - |
| Department Supplies | 5500 | 21,675 | 24,165 | 20,359 | 22,000 | 23,000 | 1,000 |
| Vehicle Fuel & Oil | 5505 | 6,960 | 5,449 | 4,880 | 5,500 | 6,000 | 500 |
| Equipment Fuel & Oil | 5510 | 3,840 | 3,937 | 3,641 | 4,000 | 4,500 | 500 |
| Janitorial & Paper Supplies | 5565 | 6,262 | 3,997 | 5,727 | 4,000 | 6,000 | 2,000 |
| Special Event Supplies | 5570 | 707 | 2,018 | 4,433 | 2,500 | 2,500 | - |
| Office Equipment Maintenance | 5705 | 890 | 846 | 1,076 | 1,850 | 1,400 | (450) |
| Vehicle Repairs & Maintenance | 5715 | 2,288 | 1,930 | 1,502 | 2,500 | 2,500 | - |
| Equipment Maintenance | 5720 | 4,670 | 2,129 | 6,163 | 3,000 | 5,000 | 2,000 |
| Alarm System Maintenance | 5730 | 340 | 340 | 825 | 600 | 700 | 100 |
| Janitorial Service | | 49 | 42 | 29 | - | - | - |
| Building Repairs & Maintenance | 5740 | 2,347 | 4,070 | 1,717 | 3,000 | 3,000 | - |
| Newburg Park Maintenance | 5741 | 4,292 | 2,722 | 582 | 3,000 | 3,000 | - |
| Median Maintenance Supplies | 5742 | 1,809 | 881 | 384 | 1,000 | 1,500 | 500 |
| Pavilion Maintenance | 5743 | 658 | 838 | 401 | 1,000 | 1,000 | - |
| Vandalism Repair | 5745 | 737 | 1,302 | 814 | 2,000 | 2,000 | - |
| Weed Abatement | 5750 | 423 | 445 | 245 | 500 | 500 | - |
| Contract Tree Trimming | 5755 | - | 1,400 | | 1,000 | 1,000 | - |
| Network Support (A) | | 472 | 196 | 31 | - | - | - |
| Tools & Small Equipment | 5900 | 1,788 | 923 | 555 | 2,000 | 2,000 | - |
| Permit/Inspection | | 716 | 2 | - | - | - | - |
| Personnel Services | 6035 | 568 | 1,103 | 900 | - | 1,100 | 1,100 |
| Telephone Parks Maintenance | 6200 | 68 | 339 | 523 | 750 | 150 | (600) |
| Cell Phones (A) | 6205 | - | - | | - | 600 | 600 |
| Utilities | 6505 | 62,024 | 62,494 | 66,087 | 65,000 | 68,000 | 3,000 |
| Fire Assessment | 6720 | 72 | 72 | 72 | 72 | 72 | - |
| Travel & Conferences | 7000 | 182 | 196 | 401 | 1,000 | 1,000 | - |
| Training Parks Maintenance | 7005 | 23 | 478 | 814 | 1,000 | 1,000 | - |
| Adult Sports | 7215 | 270 | 1,594 | 896 | 2,000 | 2,000 | - |
| Other Programs | | - | 160 | 12 | - | - | - |
| Transfer | | - | (210) | - | - | - | - |
| Subtotal, Services and Supplies | | 124,495 | 127,245 | 123,704 | 129,772 | 140,022 | 10,250 |
| Capital Outlay | | 2,895 | 234 | - | - | - | - |
| Picnic Table Replacement Program | 8254 | - | - | - | - | 2,000 | 2,000 |
| Newburg Park Security System | 8254 | | | | | 5,000 | 5,000 |
| Automated Defibrillator | 8254 | | | | | 1,500 | 1,500 |
| Office 2013 Standard Pro | 8103 | | | | | 1,140 | 1,140 |
| Subtotal, Capital Outlay | | 2,895 | 234 | - | - | 9,640 | 9,640 |
| **Total:** | | **$ 397,502** | **$ 372,594** | **$ 376,445** | **$ 418,281** | **$ 407,122** | **$ (11,159)** |

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

Addition of Deputy Public Works Dir/Parks Dir oversight

| ***Personnel Allocation*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Deputy Public Works Director | | | | | | 0.03 | 0.03 |
| Museum Curator (PT) | | 0.50 | 0.50 | 0.50 | 0.50 | 0.58 | 0.08 |
| | | **0.50** | **0.50** | **0.50** | **0.50** | **0.61** | **0.11** |

***History of Expenditures***

***Fund 100 Dept 5600***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries/Wages | 5165 | $ 11,689 | $ 12,500 | $ 13,179 | $ 15,120 | $ 17,729 | $ 2,609 |
| Benefits | 5200 | 684 | 759 | 795 | 3,680 | 1,904 | (1,776) |
| Subtotal, Salaries and Benefits | | 12,373 | 13,259 | 13,974 | 18,800 | 19,633 | 833 |
| Office Supplies | 5400 | 469 | 421 | 277 | 500 | 500 | - |
| Software (A) | 5410 | - | - | - | - | 60 | 60 |
| Department Supplies | 5500 | 673 | 64 | 805 | 1,000 | 1,000 | - |
| Gift Shop Purch Railroad Museum | | 127 | - | - | - | - | - |
| Office Equipment Maintenance | 5705 | 0 | - | - | - | 300 | 300 |
| Alarm System | 5730 | 276 | 276 | 276 | 300 | 400 | 100 |
| Building Repair & Maintenance | 5740 | 89 | 577 | 339 | 750 | 750 | - |
| Network Support (A) | 5775 | - | - | - | - | 850 | 850 |
| Website Hosting & Maintenance (A) | 5780 | - | - | - | - | 1,073 | 1,073 |
| Telephone | | - | - | - | - | - | - |
| Advertising | 6300 | 60 | 60 | 195 | 500 | 300 | (200) |
| Utilities | 6505 | 3,441 | 3,050 | 3,203 | 3,500 | 3,500 | - |
| Training Expenses | 7005 | - | - | | 100 | 100 | - |
| Dues & Subscriptions | 7015 | 65 | 65 | 80 | 150 | 100 | (50) |
| Subtotal, Services and Supplies | | 5,200 | 4,513 | 5,175 | 6,800 | 8,933 | 2,133 |
| Capital Outlay | | 0 | 0 | 0 | 3,000 | 0 | (3,000) |
| **Total Museum** | | **$ 17,573** | **$ 17,772** | **$ 19,149** | **$ 28,600** | **$ 28,566** | **$ (34)** |

***Museum Exhibit Acquisition Fund***

***Fund 165 Dept 5610***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Department Supplies | 5500 | 3,608 | 97 | 7 | 1,000 | 1,000 | - |
| Gift Shop Purchases/CGS | 5550 | 111 | 743 | 1,090 | 1,000 | 3,000 | 2,000 |
| Subtotal, Services and Supplies | | 3,719 | 840 | 1,097 | 2,000 | 4,000 | 2,000 |
| Capital Outlay: | | | | | | | |
| UV Filtering | 8000 | | | | | 2,000 | 2,000 |
| Office 2013 Pro | 8103 | | | | | 380 | 380 |
| Collection Acquisitions | 8279 | 39 | 1,293 | 3,014 | 1,000 | 1,000 | 0 |
| Subtotal, Capital Outlay | | 39 | 1,293 | 3,014 | 1,000 | 3,380 | 2,380 |
| **Total Exhibit Acquistion** | | **3,758** | **2,133** | **4,111** | **3,000** | **7,380** | **4,380** |
| **Combined Total:** | | **$ 21,331** | **$ 19,905** | **$ 23,260** | **$ 31,600** | **$ 35,946** | **$ 5,179** |

***Purpose***

The River Lodge Conference Center was built in 1998 in response to a need for a regional facility that could be used for conferences, seminars, community activities, weddings and other events. The facility is located next to several hotels and restaurants that benefit from the events at the facility. The events result in increased sales taxes and transit occupancy taxes for the City of Fortuna. River Lodge also has a visitor center as well as a gallery which specializes in products made by local artisans.

The Monday Club was built circa 1930 by a local women's group called "The Monday Club". It was later purchased by the Fortuna Concert Series which donated it to the City in 1999. The facility is used by the Fortuna Concert Series and other small groups.

***RESPONSIBILITIES***

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

***Significant Changes***

Added Deputy Public Works Director.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Deputy Public Works Director | | | | | 0.03 | 0.03 |
| Facility Custodian | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Park Maintenance Worker II/III | 0.20 | 0.20 | 0.10 | 0.10 | 0.20 | 0.10 |
| Lead Park Maintenance Worker | - | - | 0.10 | 0.10 | 0.10 | - |
| Conference Center Coordinator | 1.00 | 1.00 | - | - | 1.00 | 1.00 |
| Conference Center Supervisor | - | - | 1.00 | 1.00 | - | (1.00) |
| Conference Center Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Conference Center Worker (3 PT) | 2.50 | 2.50 | 2.50 | 0.91 | 0.34 | (0.57) |
| **Total Authorized** | **4.90** | **4.90** | **4.90** | **3.31** | **2.87** | **(0.44)** |

| ***River Lodge & Monday Club Fund History*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Revenues: | | | | | | | |
| Fees | | $ 235,701 | $ 239,789 | $ 301,468 | $ 226,569 | $ 235,000 | $ 8,431 |
| General Fund Support | | 210,100 | 83,145 | 50,123 | 85,000 | 39,610 | ($45,390) |
| Joint Agencies Reimbursement | 0 | - | - | - | - | 14,000 | $14,000 |
| | | 445,801 | 322,934 | 351,591 | 311,569 | 288,610 | (22,959) |
| Expenditures: | | | | | | | |
| River Lodge | | 275,449 | 272,942 | 285,053 | 294,883 | 276,167 | (18,716) |
| Monday Club | | 13,874 | 16,025 | 15,456 | 16,686 | 12,443 | (4,243) |
| | | 289,323 | 288,967 | 300,509 | 311,569 | 288,610 | (22,959) |
| Net Activity | | $ 156,478 | $ 33,967 | $ 51,082 | $ - | $ - | $ - |

| ***History of Expenditures*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***River Lodge*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| ***Fund 160 Dept 5800*** | | | | | | | |
| Salaries | 5100 | $ 80,343 | $ 81,433 | $ 84,471 | $ 86,988 | $ 76,466 | $ (10,522) |
| Salary Regular/PT | 5165 | 16,389 | 14,952 | 16,632 | 17,000 | 17,000 | - |
| Joint Agencies PT Position | 5165 | | | | | 12,780 | 12,780 |
| Overtime | 5170 | 81 | 134 | 419 | 500 | 250 | (250) |
| Benefits | 5200 | 46,594 | 49,021 | 53,381 | 57,983 | 55,014 | (2,969) |
| Subtotal, Salaries and Benefits | | 143,407 | 145,540 | 154,903 | 162,471 | 161,510 | (961) |
| Office Supplies | 5400 | 1,774 | 1,230 | 1,164 | 1,000 | 1,000 | - |
| Computer Software (A) | 5410 | - | - | | 160 | 420 | 260 |
| Department Supplies | 5500 | 3,789 | 5,047 | 4,785 | 5,000 | 4,000 | (1,000) |
| Kitchen Supplies | 5539 | 4,592 | 1,180 | 2,797 | 2,000 | 2,000 | - |
| Facility Catering | 5540 | 14,634 | 12,883 | 13,990 | 12,000 | 13,000 | 1,000 |
| Facility Catering Linen | | 1,357 | 1,037 | 1,360 | 1,500 | - | (1,500) |
| Catering - Other Misc Costs | 5546 | 1,114 | 1,214 | 1,488 | 1,500 | 1,500 | - |
| User Group Linen | 5547 | 5,569 | 6,262 | 6,958 | 7,000 | 7,000 | - |
| Gift Shop Purchases/CGS | 5550 | 13,088 | 14,067 | 9,601 | 12,000 | 9,000 | (3,000) |
| Visitor Center Supplies | 5560 | 339 | 514 | 110 | 500 | 400 | (100) |
| Janitorial Supplies | 5565 | 6,281 | 4,280 | 4,455 | 5,000 | 5,000 | - |
| Special Events - Bridal Faire | 5571 | 5,181 | 5,594 | 1,867 | 3,000 | 2,500 | (500) |
| Special Events - Craft Faire | 5572 | 2,002 | 615 | 1,568 | 2,000 | 2,000 | - |
| Kitchen Chemicals | 5575 | 2,012 | 1,974 | 1,467 | 2,000 | 2,000 | - |
| River Lodge Discounts | | 16,733 | 18,099 | 19,412 | 15,000 | - | (15,000) |
| Landscaping | | | | | 500 | - | (500) |
| Office Equipment Maintenance (A) | 5705 | 735 | 818 | 1,084 | 500 | 900 | 400 |
| Equipment Lease | 5706 | 1,107 | 1,158 | 1,170 | 1,500 | 1,200 | (300) |
| Software Maintenance | | - | 99 | | 500 | - | (500) |
| Equipment Maintenance/Repair | 5720 | 2,500 | - | 1,875 | 4,050 | 1,500 | (2,550) |
| Alarm System | 5730 | 207 | 242 | 207 | 300 | 300 | - |
| Building Maintenance/Repair | 5740 | 6,743 | - | 5,406 | 5,000 | 6,000 | 1,000 |
| Network Support (A) | 5775 | 236 | 372 | 1,150 | 1,200 | 3,300 | 2,100 |
| Telephone Network Support | | - | - | 260 | 400 | - | (400) |
| Website Host & Maintenance (A) | 5780 | - | - | 1,051 | 1,150 | 1,073 | (77) |
| Personnel Services | 6035 | - | 30 | 816 | 1,000 | 1,000 | - |
| Credit Card Processing Fees | 6060 | 1,399 | 1,198 | 1,458 | 1,300 | 1,300 | - |
| Telephone | 6200 | 5,428 | 5,565 | 5,967 | 6,000 | 5,100 | (900) |
| Cell Phones (A) | 6205 | - | - | - | - | 900 | 900 |
| Advertising | 6300 | 7,803 | 7,206 | 7,626 | 8,000 | 5,000 | (3,000) |
| Utilities | 6505 | 27,088 | 26,756 | 27,901 | 25,000 | 25,000 | - |
| Rent/Fire Assessment | | 36 | 36 | 36 | 36 | - | (36) |
| Travel & Conference/Training | 7000 | 295 | 14 | 362 | 1,000 | 1,000 | - |
| Contingency | 7612 | - | (208) | - | 4,566 | 2,500 | (2,066) |
| Subtotal, Services and Supplies | | 132,042 | 126,068 | 127,391 | 131,662 | 105,893 | (25,769) |
| Capital Outlay | | - | - | 2,759 | - | - | - |
| Computer Purchase(s) -(2) | 8103 | - | 1,334 | | 750 | 800 | 50 |
| Office 2013 Pro | 8103 | | | | - | 504 | 504 |
| Office 2013 Standard | 8103 | | | | - | 760 | 760 |
| Automated Defibrillator | 8258 | | | | - | 1,500 | 1,500 |
| Security System | 8258 | | | | - | 5,200 | 5,200 |
| Subtotal: Capital Outlay | | - | 1,334 | 2,759 | 750 | 8,764 | 8,014 |
| River Lodge Total: | | **$ 275,449** | **$ 272,942** | **$ 285,053** | **$ 294,883** | **$ 276,167** | **$ (18,716)** |
| ***Monday Club*** | | | | | | | |
| ***Fund 160 Dept 5700*** | | | | | | | |
| Part-time Regular | 5165 | 1,542 | 1,692 | 1,455 | 2,000 | 1,500 | (500) |
| Benefits | 5200 | 114 | 144 | 121 | 100 | 143 | 43 |
| Department Supplies | 5500 | 218 | 478 | 125 | 350 | 350 | - |
| Catering - Linens | 5546 | - | - | 33 | - | 50 | 50 |
| Mon Club Disc | | 6,190 | 6,450 | 6,250 | 5,000 | - | (5,000) |
| Equipment Maintenance/Repair | 5720 | 598 | 2,146 | 808 | 1,500 | 2,500 | 1,000 |
| Janitorial/Building Repairs | 5740 | 950 | 668 | 1,701 | 2,000 | 1,500 | (500) |
| Telephone | 6200 | 188 | 191 | 196 | 200 | 200 | - |
| Advertising | 6300 | - | - | 200 | 500 | 300 | (200) |
| Utilities | 6505 | 4,038 | 4,220 | 4,531 | 5,000 | 4,400 | (600) |
| Fire Assessment | | 36 | 36 | 36 | 36 | - | (36) |
| Automated Defibrillator | 8257 | | | | | 1,500 | 1,500 |
| Monday Club Total: | | **13,874** | **16,025** | **15,456** | **16,686** | **12,443** | **(4,243)** |
| **Combined Total:** | | **$ 289,323** | **$ 288,967** | **$ 300,509** | **$ 311,569** | **$ 288,610** | **$ (22,959)** |

***Purpose***

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

The Department is divided into seven areas of responsibilities:

- Administration
- Engineering
- General Services
- Wastewater
- Water
- Solid Waste
- Maintenance Districts and Fee Assessment Areas

***Responsibilities***

- Handicap Accessibility Program
    - ADA Action Plan
- Compliance Coordination
    - National Flood Insurance Program (NFIP) administration
    - Storm Water Management Plan (SWMP)
    - Illicit Discharge Detection and Elimination (IDDE) Program (storm drain)
    - Solid Waste Recycling Programs
        - Solid Waste Reduction
        - Used Oil Recycling
        - Used Tires Recycling
        - Beverage Container Recycling
- Hazardous Materials Plans and Disposal
- Energy Conservation
- Employee Safety
- Department Policies and Procedures

***Significant Changes***

None

| ***Personnel Allocation*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| Public Works Director/City Engineer | 0.10 | - | - | 0.10 | 0.10 | - |
| Public Works Director | - | 0.10 | 0.10 | - | - | - |
| Senior Administrative Assistant | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Vehicle & Equipment Mechanic | 0.01 | 0.01 | 0.01 | 0.005 | 0.01 | 0.01 |
| Part-time Worker (4 PT) | 0.40 | 0.40 | 0.40 | 0.005 | 0.01 | - |
| **Total Authorized** | **0.71** | **0.71** | **0.71** | **0.31** | **0.32** | **0.01** |

| ***History of Expenditures*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 4000*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 36,075 | $ 13,195 | $ 6,790 | $ 18,964 | $ 19,548 | $ 584 |
| Salary Seasonal | 5125 | - | - | - | - | | - |
| Vacation/Sick Leave Buyback | 5180 | - | - | 1,441 | - | - | - |
| Benefits | 5200 | 12,238 | 3,964 | 3,347 | 4,466 | 6,257 | 1,791 |
| Subtotal Salaries and Benefits | | 48,313 | 17,159 | 11,578 | 23,430 | 25,805 | 2,375 |
| Office Supplies | 5400 | 1,016 | 477 | 702 | 500 | 500 | - |
| Software (A) | 5410 | - | 1,053 | 33 | 80 | 420 | 340 |
| Department Supplies | 5500 | 295 | 306 | 291 | 500 | 500 | - |
| Vehicle Fuel | 5505 | 628 | | | 500 | 500 | - |
| Office Equip. Maint. (A) | 5705 | - | - | 187 | 550 | 1,000 | 450 |
| Vehicle Repairs | 5715 | 187 | 12 | 64 | 200 | 200 | - |
| Network Support | 5775 | - | 372 | 456 | 1,600 | 3,300 | 1,700 |
| Telephone Network Support | | 315 | - | | 280 | - | (280) |
| Website Hosting & Maintenance (A) | 5780 | - | - | 350 | 1,150 | 1,073 | (77) |
| Legal Services | | - | 2,104 | 104 | - | - | - |
| Professional Services | 6025 | 450 | - | 5,613 | 450 | 500 | 50 |
| Personnel Services | 6035 | 989 | 2,105 | 2,373 | 2,500 | 2,500 | - |
| Telephone | | 532 | 357 | 346 | 600 | - | (600) |
| Cell Phones | 6205 | - | - | - | - | 300 | 300 |
| Advertising | 6300 | - | 194 | | 300 | 200 | (100) |
| Travel & Conferences | 7000 | - | - | 123 | 500 | 500 | - |
| Training | 7005 | - | - | 199 | 500 | 500 | - |
| Dues & Subscriptions | | - | - | | 200 | - | (200) |
| Subtotal Services and Supplies | | 4,412 | 6,980 | 10,841 | 10,410 | 11,993 | 1,583 |
| Capital Outlay | | | | | - | - | - |
| Office 2013 Pro | 8103 | | | | | 1,512 | 1,512 |
| Wastewater Equipment | | 1,079 | - | 1,380 | - | - | - |
| Subtotal Capital Outlay | | - | - | | - | 1,512 | 1,512 |
| **Total:** | | **$ 53,804** | **$ 24,139** | **$ 23,799** | **$ 33,840** | **$ 40,822** | **$ 5,470** |

***Purpose***

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

***Responsibilities***

- Development Review
  - Building Permit Referrals
  - Development Project Referrals (Conditions of Approval)
    - Construction observation
    - Conditions of Approval fulfillment
    - Standard Details Development
- Capital Improvement Program (CIP) Development/Management
  - Develop the Five Year Capital Improvement Plan annually
  - Internal project engineering design
  - Out-sourced engineering design coordination and project management
- Traffic Safety Committee
- Traffic engineering support
- Code Compliance Committee participation and support
- Benefit Assessment Areas formation and administration
- Regional Transportation Liaison
- Maintain Improvement Codes and Standards
- Graphic Information Systems Developers/Managers
- Maintain infrastructure mapping and Record Drawings
- National Flood Insurance Program implementation
- FEMA Flood Plain Management

***Significant Changes***

None

| ***Personnel Allocation*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| Public Works Director/City Engineer | 0.05 | - | - | 0.05 | 0.05 | - |
| Deputy Public Works Dir/Parks Dir | | | | - | 0.05 | 0.05 |
| Public Works Director | - | 0.05 | 0.05 | - | - | - |
| City Engineer | - | 0.10 | 0.10 | - | - | - |
| Engineering Technician II | 0.15 | 0.20 | 0.25 | - | - | - |
| Engineering Technician III | 0.20 | 0.10 | 0.20 | - | - | - |
| Development Services Manager | - | - | - | 0.20 | - | (0.20) |
| Vehicle & Equipment Mechanic | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | - |
| **Total Authorized** | **0.42** | **0.47** | **0.62** | **0.27** | **0.12** | **(0.15)** |

## *Public Works Department*

| ***History of Expenditures*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 5100*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 14,553 | $ 16,062 | $ 22,025 | $ 15,740 | $ 9,865 | $ (5,875) |
| Part-time Regular | 5165 | - | - | - | - | - | - |
| Overtime | 5170 | 13 | - | - | - | - | - |
| Vacation Buyback | 5180 | 337 | 1,759 | 325 | - | - | - |
| Benefits | 5200 | 4,924 | 6,196 | 6,793 | 5,330 | 3,336 | (1,994) |
| Subtotal Salaries and Benefits | | 19,827 | 24,017 | 29,143 | 21,070 | 13,201 | (7,869) |
| Office Supplies | 5400 | 905 | 935 | 600 | 500 | 300 | (200) |
| Software (A) | 5410 | - | 4,006 | 102 | 80 | 60 | (20) |
| Department Supplies | 5500 | 1,510 | 1,464 | 822 | 1,200 | 800 | (400) |
| Fuel & Oil | 5505 | 2,963 | 3,337 | 3,620 | 2,000 | 2,200 | 200 |
| Office Equipment Maintenance (A) | 5705 | 765 | 765 | 1,023 | 1,450 | 300 | (1,150) |
| Vehicle Repair | 5715 | 705 | 649 | 422 | 500 | 500 | - |
| Equipment Repairs | 5720 | 27 | - | 196 | 200 | 200 | - |
| Network Support (A) | 5775 | - | - | 278 | 1,600 | 850 | (750) |
| Telephone Network Support | 5776 | - | - | - | 280 | - | (280) |
| Website Hosting & Maintenance (A) | 5780 | - | - | 350 | 1,150 | 1,073 | (77) |
| Tools & Small Equipment | | 181 | - | 200 | - | - | - |
| Contract Engineer | 6005 | - | 1,856 | 53,578 | 5,000 | 5,000 | - |
| Legal Services | 6020 | - | - | - | - | - | - |
| Professional Services | 6025 | 9,869 | 661 | 29 | 1,000 | - | (1,000) |
| Personnel Services | 6035 | 1,336 | 1,085 | 829 | 800 | 800 | - |
| Telephone | 6200 | 224 | 208 | 228 | 300 | 300 | - |
| Cell Phones (A) | 6205 | - | - | | - | 200 | 200 |
| Advertising | 6300 | - | 267 | - | - | - | - |
| Utilities | 6505 | 341 | 440 | 462 | 400 | 400 | - |
| Hazard Mitigation | | - | - | 105 | - | - | - |
| Travel & Conference | 7000 | 2,671 | 2,202 | 732 | 3,000 | 3,000 | - |
| Training | 7005 | - | - | 829 | 1,000 | 800 | (200) |
| Dues & Subscriptions | 7015 | 258 | 3,200 | 3,228 | 4,200 | 4,200 | - |
| Subtotal, Services and Supplies | | 21,755 | 21,075 | 67,633 | 24,660 | 20,983 | (3,677) |
| Capital Outlay | 8235 | 12,615 | 3 | 1,078 | - | 200 | 200 |
| Local server at Tech Bldg | | - | - | | - | - | - |
| New Phone System (1%) | 8235 | - | - | 3,054 | 500 | 500 | - |
| **Total:** | | **$ 54,197** | **$ 45,095** | **$ 100,908** | **$ 46,230** | **$ 34,884** | **$ (11,346)** |

***Purpose***

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

***Responsibilities***

- Streets
  - Signs
  - Traffic Control Signals
  - Roadway Striping and Markings
  - Street Sweeping
  - Street Lights
- Solid Waste
  - AB939 compliance
  - Recycling
  - Household Hazardous Waste
- Storm Drains
  - Storm Drain Collection System
  - Other Storm Drainage Facilities (streams, creeks, detention basins)
  - NPDES MS4 Permit
  - Storm Water Management Plan
- Weed Abatement (fire hazards)
- City Vehicle Fleet and Equipment Maintenance
  - Air Quality Control Programs (CARB and Stationary/Portable Generators)

***Significant Changes***

None

| ***Personnel Allocation*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| Senior Account Clerk | - | 0.05 | 0.05 | 0.05 | - | (0.05) |
| Finance Director | - | 0.01 | 0.01 | | | - |
| Public Works Director/City Engineer | 0.10 | - | - | 0.15 | 0.05 | (0.10) |
| Public Works Director | - | 0.10 | 0.10 | | | - |
| Administrative Personnel | 0.01 | - | - | - | - | - |
| Assistant City Manager | 0.03 | - | - | - | - | - |
| General Services Superintendent | 0.55 | 0.55 | 0.40 | 0.51 | 0.50 | (0.01) |
| Lead Street Maintenance Worker | 0.65 | 0.65 | 0.65 | 0.55 | 0.55 | - |
| Public Works Technician | - | - | - | - | - | - |
| Street Maintenance Worker II/III | 2.60 | 1.95 | 1.95 | 1.95 | 1.95 | - |
| City Engineer | - | 0.10 | 0.10 | | | - |
| Engineering Technician II | 0.10 | 0.10 | 0.10 | - | - | - |
| Engineering Technician III | 0.15 | 0.25 | 0.25 | - | - | - |
| Development Services Manager | - | - | - | 0.20 | - | (0.20) |
| Vehicle & Equipment Mechanic | 0.82 | 0.70 | 0.70 | 0.70 | 0.70 | - |
| Compliance Coordinator | - | - | - | - | - | - |
| City Carpenter I/II | 1.30 | 1.10 | 1.10 | 0.90 | 0.30 | (0.60) |
| Subtotal Full-Time Employees | 6.31 | 5.56 | 5.41 | 5.01 | 4.05 | -0.96 |
| Part-time (4) | 2.00 | 2.00 | 2.00 | 2.00 | - | (2.00) |
| **Total Authorized** | **8.31** | **7.56** | **7.41** | **7.01** | **4.05** | **-2.96** |

| ***History of Expenditures*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Fund 100 Dept 4100*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 147,707 | $ 149,840 | $ 143,293 | $ 82,570 | $ 80,249 | $ (2,321) |
| Salary PT | 5165 | 3,451 | 2,332 | 1,292 | 3,500 | 3,500 | - |
| Overtime | 5170 | 734 | 386 | 382 | 480 | 1,000 | 520 |
| Vacation Buy back | 5180 | 4,362 | 3,897 | (317) | - | - | - |
| Benefits | 5200 | 69,136 | 85,424 | 74,023 | 47,941 | 43,607 | (4,334) |
| Subtotal Salaries and Benefits | | 225,390 | 241,879 | 218,673 | 134,491 | 128,356 | (6,135) |
| Office Supplies | 5400 | 84 | - | 4 | 500 | 200 | (300) |
| Department Supplies | 5500 | 26,534 | 22,510 | 20,878 | 24,000 | 24,000 | - |
| Vehicle Fuel & Oil | 5505 | 23,408 | 20,201 | 16,626 | 22,000 | 22,000 | - |
| Equipment Fuel & Oil | 5510 | 869 | 183 | 193 | 500 | 500 | - |
| Vehicle Repairs | 5715 | 4,925 | 4,814 | 3,601 | 4,000 | 5,000 | 1,000 |
| Equipment Maintenance | 5720 | 6,454 | 5,597 | 3,127 | 4,000 | 5,000 | 1,000 |
| Building Repair & Maintenance | 5740 | 618 | 1,199 | 511 | 800 | 800 | - |
| Tree Trimming & Removal | 5755 | - | - | 530 | 4,000 | 4,000 | - |
| Tools & Small Equipment | 5900 | 2,480 | 2,387 | 1,220 | 1,200 | 1,200 | - |
| Engineering Services | 6005 | 6,991 | (5,000) | | 3,000 | 3,000 | - |
| Professional Services | 6025 | 6,585 | 542 | - | 500 | 500 | - |
| Personnel Services | 6035 | 1,476 | - | 969 | 1,100 | 1,100 | - |
| Telephone | 6200 | 103 | 190 | 192 | 250 | 250 | - |
| Cell Phones | 6205 | - | - | - | - | 800 | 800 |
| Travel & Conference | 7000 | 163 | 454 | 185 | 500 | 1,000 | 500 |
| Training | 7005 | 2,330 | 923 | 960 | 1,200 | 1,200 | - |
| Dues & Subscriptions | 7015 | 430 | 205 | 259 | 430 | 430 | - |
| Subtotal Services and Supplies | | 83,450 | 54,205 | 49,255 | 67,980 | 70,980 | 3,000 |
| Capital Outlay | | 15,041 | 6,261 | 1,284 | - | - | - |
| Office 2013 Software | 8103 | - | - | - | - | 1,520 | 1,520 |
| Computer (Laptop for field use) | 8103 | - | - | - | - | 800 | 800 |
| Mitchell Software | 8235 | - | - | | 1,150 | 1,150 | - |
| GIS Startup (1/3) | 8235 | - | - | | 1,460 | 1,500 | 40 |
| Corp Yard Roof 1/3 | 8235 | - | - | | - | - | - |
| Corp Yard Improvements | 8235 | - | - | - | - | 9,333 | 9,333 |
| Parking Bumpers | 8235 | - | - | | - | - | - |
| Hydraulic Press (1/3) | 8235 | - | - | - | 550 | 750 | 200 |
| Subtotal Capital Outlay | | 15,041 | 6,261 | 1,284 | 3,160 | 15,053 | 11,893 |
| **Total:** | | **$ 323,881** | **$ 302,345** | **$ 269,212** | **$ 205,631** | **$ 214,389** | **$ 8,758** |

***Purpose***
Develop, implement, and monitor effective recycling programs or events designed to reduce solid waste.

***Responsibilities***
- Fortuna Source Reduction and Recycling Element (FSRRE)
- Solid Waste Franchise Agreements
- Monitor Eel River Transfer Station Use Permit Compliance
- Apply for, manage and report on Solid Waste Recycling Programs
  - Solid Waste Reduction
  - Used Oil Recycling
  - Used Tires Recycling
  - Beverage Container Recycling

***Significant Changes***
None.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Public Works Director | - | 0.05 | 0.05 | - | - | |
| Public Works Director/City Engineer | 0.15 | - | - | 0.05 | 0.05 | - |
| Finance Director | | | | | 0.02 | (0.02) |
| City Engineer | - | 0.05 | | - | - | - |
| Engineering Technician III | 0.05 | 0.15 | - | - | - | - |
| General Services Superintendent | - | - | 0.10 | 0.10 | 0.10 | - |
| Compliance Coordinator/PT & Temporary | 0.50 | - | - | - | | - |
| **Total Authorized** | **0.70** | **0.25** | **0.15** | **0.15** | 0.17 | (0.02) |

| ***Fund History*** ***Consolidated Funds 210 and 215*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | $ - | $ 16,334 | $17,665 | $24,727 | $5,327 | 19,400 |
| | | | | | | - |
| Revenues | | | | | | - |
| Fees | 16,927 | 15,336 | 17,124 | 17,100 | 17,100 | - |
| Grant Revenue | 15,000 | 0 | 10,000 | 40,000 | 40,000 | - |
| Transfer In | 0 | 119,211 | 0 | 0 | 0 | - |
| Other | 78 | 54 | 340 | 60 | 60 | - |
| | 32,005 | 134,601 | 27,464 | 57,160 | 57,160 | - |
| Operating Expenditures | | | | | | - |
| Salaries and Benefits | 7,962 | 3,705 | 11,448 | 26,760 | 30,257 | 3,497 |
| Service and Supplies | 7,709 | 11,055 | 8,954 | 49,800 | 47,447 | (2,353) |
| Capital Outlay | 0 | 118,510 | 0 | 0 | 0 | - |
| | 15,670 | 133,270 | 20,403 | 76,560 | 77,704 | **1,144** |
| | | | | | | - |
| **Net annual activity** | 16,334 | 1,331 | 7,062 | (19,400) | (20,544) | (1,144) |
| | | | | | | - |
| **Ending Available Fund Balance** | $ 16,334 | $ 17,665 | $ 24,727 | $ 5,327 | $ (15,218) | $ (20,544) |

***History of Expenditures***
***Recycling Division***
***Fund 210 Dept 5300***

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 5,866 | $ 2,912 | $ 7,517 | $ 11,795 | $ 13,252 | $ 1,457 |
| Vacation Buy back | 5180 | 160 | 158 | 832 | 0 | | - |
| Benefits | 5200 | 1,936 | 635 | 3,099 | 3,965 | 5,252 | 1,287 |
| Subtotal, Salaries and Benefits | | 7,962 | 3,705 | 11,448 | 15,760 | 18,504 | 2,744 |
| Office Supplies | 5400 | 0 | 0 | 7 | 0 | | - |
| Department Supplies | 5500 | 0 | 404 | 790 | 400 | 300 | (100) |
| Vehicle Fuel & Oil | | 0 | 23 | 0 | 0 | 0 | - |
| Illegal Dumping Recycling | 5752 | 194 | 601 | 1,018 | 1,200 | 1,200 | - |
| Advertising | 6300 | 215 | 142 | 261 | 300 | 300 | - |
| Training | 7005 | 0 | 0 | 16 | 200 | 200 | - |
| Dues & Subscriptions | 7015 | 16 | 0 | 100 | 200 | 200 | - |
| Household Hazardous Waste | 8117 | 1,011 | 449 | 1,110 | 6,000 | 6,000 | - |
| Recycle Grant Recycling | | 0 | 3,678 | 3,390 | 0 | 0 | - |
| Software Upgrade/ERP | | 0 | 0 | 0 | 1,500 | | (1,500) |
| Special Projects | 8237 | 8,508 | 11,913 | 622 | 1,000 | 1,000 | - |
| Picnic Tables | | 0 | 0 | 8 | 0 | | - |
| Grant Recycling | 8122 | 0 | 119 | 1,633 | 10,000 | 10,000 | - |
| Subtotal, Services and Supplies | | 9,944 | 17,329 | 8,954 | 20,800 | 19,200 | (1,600) |
| Capital Outlay | 8253 | 0 | 118,510 | 0 | 0 | 1,500 | 1,500 |
| **Total:** | | **$ 17,906** | **$ 21,034** | **$ 20,403** | **$ 36,560** | **$ 39,204** | **$ 2,644** |

***State of California***
***CA Environmental Protection Agency***
***Household Hazardous Waste Grant***
***Fund 215 Dept 5300***

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| | | | | | | | - |
| Extra Help - Temporary Staff | 5100 | $ - | $ - | $ - | $ 10,735 | $ 10,735 | - |
| Benefits (Taxes) | 5200 | 0 | 0 | 0 | 265 | 1,018 | 753 |
| Subtotal, Salaries and Benefits | | 0 | 0 | 0 | 11,000 | 11,753 | 753 |
| Supplies | 5500 | | | | | 1,247 | 1,247 |
| Household Hazardous Waste Collection | 8117 | 0 | 0 | 0 | 21,000 | 21,000 | - |
| Special Projects/Education | 8237 | 0 | 0 | 0 | 6,000 | 6,000 | - |
| Administrative Overhead | | 0 | 0 | 0 | 2,000 | 0 | (2,000) |
| Subtotal, Services and Supplies | | 0 | 0 | 0 | 29,000 | 28,247 | (753) |
| **Total:** | | **$ -** | **$ -** | **$ -** | **$ 40,000** | **$ 40,000** | |

***Purpose***

The General Services Division of Public Works is responsible for the management and maintenance of the City's public infrastructure systems related to stormwater, storm drains, and streets, including related capital improvement projects.

***Responsibilities***

- Streets
  - Signs
  - Traffic Control Signals
  - Roadway Striping and Markings
  - Street Sweeping
  - Street Lights
  - Roadway and Roadside Maintenance
- Storm Drains
  - Storm Drain Collection System
  - Other Storm Drainage Facilities (streams, creeks, detention basins)
  - NPDES MS4 Permit
  - Storm Water Management Plan

***Significant Changes***

None

| ***Personnel Allocation*** | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|
| ***Depts 4200, 4300,4310,4800*** | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Senior Account Clerk | - | 0.05 | 0.05 | 0.05 | - | (0.05) |
| Finance Director | - | 0.01 | 0.01 | | 0.06 | 0.06 |
| Public Works Director/City Engineer | 0.10 | - | - | 0.15 | 0.05 | (0.10) |
| Public Works Director | - | 0.10 | 0.10 | | | - |
| Assistant City Engineer | - | - | - | - | 0.05 | |
| Administrative Personnel | 0.01 | - | - | - | - | - |
| Assistant City Manager | 0.03 | - | - | - | - | - |
| General Services Superintendent | 0.55 | 0.55 | 0.40 | 0.51 | 0.30 | (0.21) |
| Lead Street Maintenance Worker | 0.65 | 0.65 | 0.65 | 0.55 | 0.35 | (0.20) |
| Public Works Technician | - | - | - | - | - | - |
| Street Maintenance Worker II/III | 2.60 | 1.95 | 1.95 | 1.95 | 1.35 | (0.60) |
| City Engineer | - | 0.10 | 0.10 | | | - |
| Engineering Technician II | 0.10 | 0.10 | 0.10 | - | - | - |
| Engineering Technician III | 0.15 | 0.25 | 0.25 | - | - | - |
| Development Services Manager | - | - | - | 0.20 | - | (0.20) |
| Vehicle & Equipment Mechanic | 0.82 | 0.70 | 0.70 | 0.70 | 0.10 | (0.60) |
| City Carpenter II/III | 1.30 | 1.10 | 1.10 | 0.90 | 0.60 | (0.30) |
| Subtotal Full-Time Employees | 6.31 | 5.56 | 5.41 | 5.01 | 2.86 | -2.20 |
| Part-time | 2.00 | 2.00 | 2.00 | 2.00 | 0.99 | (1.01) |
| **Total Authorized** | **8.31** | **7.56** | **7.41** | **7.01** | **3.85** | **-3.21** |

***Traffic Control***

***Fund 280 Dept 4200***

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 73,913 | $ 71,996 | $ 71,583 | $ 91,032 | $ 93,893 | 2,861 |
| Salary Seasonal/PT | 5125 | 1,404 | - | 6,791 | - | - | 0 |
| Salary Regular/PT | 5165 | - | 5,321 | - | 6,600 | 7,600 | 1,000 |
| Overtime | 5170 | 186 | 412 | 417 | 2,960 | 2,960 | 0 |
| Vacation/Sick Leave Buyback | 5180 | 3,962 | 778 | 2,224 | - | | 0 |
| Benefits | 5200 | 36,635 | 43,814 | 40,939 | 55,969 | 55,603 | -366 |
| Subtotal, Salaries and Benefits | | 116,100 | 122,321 | 121,954 | 156,561 | 160,056 | 3,495 |
| Office Supplies | 5400 | - | - | - | | 300 | 300 |
| Department Supplies | 5500 | 8,376 | 10,179 | 7,433 | 9,000 | 11,000 | 2,000 |
| Vehicle Fuel & Oil | 5505 | 6,469 | 7,365 | 7,248 | 9,000 | 9,000 | - |
| Base Materials | 5520 | 901 | 1,218 | 76 | 900 | 1,000 | 100 |
| Asphalt | 5525 | 6,540 | 3,712 | 385 | 5,500 | 6,000 | 500 |
| Crack Seal Material | 5526 | 886 | - | - | 1,000 | 1,000 | - |
| ADA Sidewalk Upgrades | 5527 | | | | | 12,500 | 12,500 |
| Vehicle Repairs | 5715 | 455 | 1,741 | 2,364 | 2,500 | 2,500 | - |
| Equipment Repairs | 5720 | | | | | 2,000 | 2,000 |

***History of Expenditures***

| ***Traffic Control (Continued)*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 280 Dept 4200*** | | Actual | Actual | Actual | Budget | Proposed | Change |
| Sweeper Repairs & Maintenance | 5720 | 7,043 | 4,621 | 4,239 | 5,500 | 5,000 | (500) |
| Retroreflective Sign Compliance | 5722 | | | | | 8,000 | 8,000 |
| Crosswalk Safety Improvements | 5723 | | | | | 5,000 | 5,000 |
| ADA Parking Improvements | 5724 | | | | | 10,000 | 10,000 |
| Traffic Signal Maintenance | 5725 | 785 | 2,016 | 210 | 1,500 | 8,000 | 6,500 |
| Street Light Maintenance | 5726 | 1,705 | 1,462 | 2,821 | 4,000 | 2,000 | (2,000) |
| Street Striping | 5765 | 16,751 | 16,671 | 16,777 | 17,000 | 25,500 | 8,500 |
| Tools & Small Equipment | 5900 | - | - | 1,116 | 1,000 | 1,200 | 200 |
| General Contract | | - | - | 2,219 | | - | - |
| Personnel Services | | | | | | - | - |
| Late Fees | | | | | | - | - |
| Cell Phones | | | | | | - | - |
| Street Light Utilities | 6510 | 30,955 | 26,591 | 29,978 | 28,500 | 30,000 | 1,500 |
| Traffic Signal Utilities | 6515 | 3,893 | 3,982 | 4,143 | 4,600 | 4,600 | - |
| Travel & Conference | 7000 | 258 | - | 310 | 800 | 1,000 | 200 |
| Training | 7005 | 792 | 50 | 370 | 500 | 1,000 | 500 |
| Software | | | | | 2,500 | - | (2,500) |
| Transfer to Balance | | - | (233) | - | - | - | - |
| Subtotal, Services and Supplies | | 85,809 | 79,375 | 79,689 | 93,800 | 146,600 | 52,800 |
| Capital Outlay | | 9,032 | 3,450 | 16,829 | - | - | - |
| Radar Feedback Sign | | - | - | - | 16,000 | - | (16,000) |
| Vehicle based measuring system | | - | - | - | 1,200 | - | (1,200) |
| Paint Sprayer | 8235 | | | | | 4,700 | 4,700 |
| Pole Saw | 8235 | | | | | 550 | 550 |
| Blinking Stop Signs | 8235 | | | | | 6,000 | 6,000 |
| Sweeper Exhaust Filter | 8235 | | | | | 10,000 | 10,000 |
| Service Truck | 8235 | | | | | 37,000 | 37,000 |
| Computer | 8103 | | | | | 600 | 600 |
| Subtotal Capital Outlay | | 9,032 | 3,450 | 16,829 | 17,200 | 58,850 | 41,650 |
| **Total:** | | **$ 210,941** | **$ 205,146** | **$ 218,473** | **$ 267,561** | **$ 365,506** | **$ 97,945** |

***History of Expenditures***

| ***TDA Street Repairs*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 260 Dept 4150*** | | | | | | | |
| General Contract | | $ 18,105 | $ - | $ - | $ - | $ - | $ - |
| Grinding/Inlay | *8239* | 21,631 | 39,171 | - | 50,000 | 65,000 | 15,000 |
| Alley Maintenance | *8235* | - | - | - | 5,000 | 15,000 | 10,000 |
| **Total:** | | **$ 39,736** | **$ 39,171** | **$ -** | **$ 55,000** | **$ 80,000** | **$ 25,000** |
| ***Storm Drain Maintenance*** | | | | | | | |
| ***Fund 200 4300*** | | | | | | | |
| Salaries | 5100 | $14,365 | $14,974 | $17,162 | $31,341 | $29,600 | (1,741) |
| Salary Seasonal/PT | 5125 | 763 | - | 6,000 | - | - | - |
| Salary Regular/PT | 5165 | - | 997 | 2,016 | 6,000 | 6,000 | - |
| Overtime | 5170 | 181 | 115 | - | 2,120 | 2,120 | - |
| Vacation/Sick Leave Buyback | 5180 | - | 158 | 600 | 498 | | (498) |
| Labor Distribution | 5195 | - | (160) | (160) | - | - | - |
| Benefits | 5200 | 5,814 | 6,398 | 4,835 | 13,520 | 15,076 | 1,556 |
| Subtotal, Salaries and Benefits | | 21,123 | 22,482 | 30,453 | 53,479 | 52,796 | (683) |
| Office Supplies | 5400 | - | - | - | 500 | 500 | - |
| Department Supplies | 5500 | 4,072 | 1,517 | 2,857 | 2,500 | 2,500 | - |
| Personnel Services | | - | - | 105 | - | - | - |
| NPDS Permit | | 7,279 | - | - | - | - | - |
| Training | 7005 | - | - | 255 | 500 | 500 | - |
| Subtotal, Services and Supplies | | 11,351 | 1,517 | 3,217 | 3,500 | 3,500 | - |
| Capital Outlay | | | | | | | |
| Citywide Storm Drain Repair | | - | - | 15,000 | 15,000 | | (15,000) |
| Detention Basin Cleaning | | - | - | 10,000 | 10,000 | | (10,000) |
| Software Upgrade | | | | | 2,000 | | (2,000) |
| Computer/Printers/Monitors | | 2,329 | 3 | - | 600 | | (600) |
| Subtotal Capital Outlay | | 2,329 | 3 | 25,000 | 27,600 | - | (27,600) |
| **Total:** | | **$ 34,803** | **$ 24,002** | **$ 58,670** | **$ 84,579** | **$ 56,296** | **$ (28,283)** |
| ***Stormwater Management*** | | | | | | | |
| ***Fund 200 Dept 4310*** | | | | | | | |
| Salary Seasonal/PT | 5165 | $ - | $ - | $ 1,850 | $ 12,000 | $ 20,600 | 8,600 |
| Benefits | 5200 | - | - | 157 | 1,030 | 1,391 | 361 |
| Subtotal, Salaries and Benefits | | - | - | 2,007 | 13,030 | 21,991 | 8,961 |
| Software (A) | | - | 2,208 | 49 | - | - | - |
| Department Supplies | 5500 | - | 109 | 125 | 200 | 200 | - |
| Professional Services | 6025 | - | - | 105 | 750 | 5,000 | 4,250 |
| Telephone | | - | 7 | - | - | - | - |
| Advertising | 6300 | 493 | 658 | - | 500 | 600 | 100 |
| NPDS Permit | 6612 | - | 7,279 | 7,279 | 8,000 | 9,700 | 1,700 |
| IDDE Testing | 6613 | 35 | - | - | 400 | 400 | - |
| Stormwater Hotline | 6614 | 382 | 382 | - | 450 | 500 | 50 |
| IDDE Implementation | 6617 | - | - | - | 750 | 750 | - |
| SWMP Implementation | 6618 | - | 271 | 1,662 | 6,000 | 7,000 | 1,000 |
| Travel & Conferences | 7000 | - | - | - | - | 1,000 | 1,000 |
| Training | 7005 | 66 | - | 435 | 500 | 1,000 | 500 |
| Application/Certification Fees | 7012 | - | - | 100 | 200 | 200 | - |
| Dues & Subscriptions | 7015 | - | 140 | 349 | 400 | 400 | - |
| Phase II MS4 Permit | 8237 | - | - | - | | 10,000 | 10,000 |
| Subtotal, Services and Supplies | | 976 | 11,054 | 10,104 | 18,150 | 36,750 | 18,600 |
| Software Upgrade | | - | - | - | 1,000 | | |
| **Total:** | | **$ 976** | **$ 11,054** | **$ 12,111** | **$ 32,180** | **$ 58,741** | **$ 27,561** |

***History of Expenditures***

| ***Gas Tax, Engineering & Admin*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 295 Dept 4800*** | | | | | | | |
| Salaries | 5100 | $ 685 | $ 740 | $ 629 | $ 700 | $ 4,317 | $ 3,617 |
| Salary Regular/PT | 5165 | - | - | 114 | - | - | - |
| Vacation/Sick Leave Buyback | 5180 | - | 28 | 42 | 26 | - | (26) |
| Benefits | 5200 | 257 | 276 | 208 | 225 | 2,347 | 2,122 |
| Total Salaries and Benefits | | **$ 942** | **$ 1,044** | **$ 993** | **$ 951** | **$ 6,664** | **$ 5,713** |

# City of Fortuna

# 2015/16 Annual Budget

# Enterprise Funds

BLANK PAGE

## *Public Works Department*

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

None

| ***Personnel Allocation*** <br> ***Depts 6000, 6100, 6200, 6300*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| **City Administration** | | | | | | |
| City Manager | 0.20 | 0.22 | 0.22 | 0.22 | 0.28 | 0.06 |
| City Clerk/Human Resources | - | 0.25 | 0.20 | 0.20 | 0.20 | - |
| City Manager- Executive Assistant | - | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Finance Director | - | 0.22 | 0.22 | 0.22 | 0.22 | - |
| Senior Account Clerk | - | 0.38 | 0.38 | 0.38 | 0.45 | 0.07 |
| Payroll & Benefits Administrator | - | 0.35 | 0.35 | 0.35 | 0.35 | - |
| Account Clerk III | - | 0.35 | 0.35 | 0.35 | 0.35 | - |
| Assistant City Manager | 0.17 | - | - | - | - | - |
| Administration Personnel | 1.75 | - | - | - | - | - |
| Part Time: | | | | | - | - |
| City Clerk Administrative Assistant | | | | | 0.15 | 0.15 |
| Finance-Acct Clerk I | | | | | 0.28 | 0.28 |
| **Administration Subtotal:** | **2.12** | **1.96** | **1.91** | **1.92** | **2.47** | **0.56** |

***Public Works Department***

| ***Personnel Allocation*** <br> ***Depts 6000, 6100, 6200, 6300*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| **Administration and Engineering** | | | | | | |
| Public Works Director/City Engineer | - | 0.25 | 0.30 | 0.30 | 0.30 | - |
| Assistant City Engineer | | | | - | 0.30 | 0.30 |
| Deputy Public Works Dir | | | | - | 0.24 | 0.24 |
| Senior Administrative Assistant | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | - |
| Development Services Manager | | | | 0.15 | - | (0.15) |
| City Engineer | - | 0.25 | 0.35 | - | - | - |
| Public Works Director | 0.225 | - | - | - | - | - |
| Engineering Tech II | 0.15 | 0.225 | 0.15 | - | - | - |
| Part-Time Public Works Interim Consultant | | | | - | 0.23 | 0.23 |
| Engineering Tech III | 0.15 | 0.15 | 0.15 | - | - | - |
| **Subtotal:** | **0.93** | **1.28** | **1.35** | **0.85** | **1.47** | **0.62** |
| **General Services** | | | | | | - |
| General Services Superintendent | 0.15 | 0.15 | 0.15 | 0.15 | 0.15 | - |
| Facility Custodian | - | 0.05 | 0.05 | 0.05 | 0.05 | - |
| Park Maintenance Worker II/III | - | - | - | 0.08 | 0.125 | 0.05 |
| Lead Park Maintenance Worker | - | - | - | 0.03 | 0.025 | (0.01) |
| Lead Street Maintenance Worker | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | - |
| Street Maintenance Worker II/III | 0.40 | 0.30 | 0.30 | 0.38 | 0.400 | 0.02 |
| Vehicle & Equipment Mechanic | 0.40 | 0.40 | 0.40 | 0.54 | 0.500 | (0.04) |
| City Carpenter II/III | 0.10 | 0.10 | 0.10 | 0.20 | 0.20 | - |
| Utilities -Distribution and Collection | | | | | | - |
| Utility Worker II/III | 3.00 | 2.80 | 2.80 | 2.50 | 2.50 | |
| Lead Utility Worker | 0.65 | 0.55 | 0.55 | 0.65 | 0.65 | - |
| Utility Worker II/Service Calls | | | | - | 0.65 | 0.65 |
| | | | | | | - |
| Utilities - Treatment | | | | | | - |
| Chief Treatment Plant Operator | 0.20 | 0.20 | 0.20 | 0.20 | 0.50 | 0.30 |
| Laboratory Director | - | 0.25 | 0.25 | 0.25 | 0.25 | - |
| Treatment Plant Mechanic | 0.38 | 0.25 | 0.25 | 0.25 | 0.25 | - |
| Treatment Plant Op III/Shift Supervisor | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | - |
| Treatment Plant Operator II (3) | 0.80 | 0.80 | 0.80 | 0.80 | 0.60 | (0.20) |
| Treatment Plant Operator I/OIT (2) | - | - | - | 0.20 | 0.40 | 0.20 |
| Utilities Superintendent | 0.30 | 0.30 | 0.30 | - | - | - |
| Lead Treatment Operator | - | - | - | - | - | - |
| Environmental Services Superintendent | - | - | - | - | - | - |
| Lab Technician | 0.25 | - | - | - | - | - |
| Seasonal/Part-time Utility Worker I (PT) | 1.20 | 1.20 | 2.90 | - | - | - |
| **Subtotal:** | **8.21** | **8.08** | **8.15** | **7.63** | **9.22** | **0.95** |
| **Total Authorized Personnel** | **16.54** | **15.93** | **17.70** | **14.41** | **13.16** | **2.13** |

***History of Expenditures***
***Administration***
***Fund 500 Dept 6300***

| | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | - 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Salaries | 5100 | $ 148,500 | $ 136,413 | $ 120,541 | $ 140,563 | $ 140,375 | (188) |
| Part-time Regular | 5165 | 3,540 | 7,200 | 5,208 | - | 32,203 | 32,203 |
| Overtime | 5170 | 199 | - | 761 | 751 | - | (751) |
| Vacation Buyback | 5180/5185 | 6,990 | 10,628 | 7,520 | 3,321 | - | (3,321) |
| Benefits | 5200 | 55,044 | 58,196 | 56,309 | 67,015 | 78,808 | 11,793 |
| Subtotal, Salaries and Benefits | | 214,273 | 212,437 | 190,339 | 211,650 | 251,386 | 39,736 |
| Office Supplies | 5400 | 14,281 | 15,294 | 15,592 | 15,000 | 10,000 | (5,000) |
| Software (A) | 5410 | 0 | 2,986 | 72 | 520 | 420 | (100) |
| Department Supplies | 5500 | 1,224 | 1,364 | 412 | 1,000 | 1,000 | - |
| Printer Services | 5705 | 1,907 | 2,879 | 1,361 | 550 | 700 | 150 |
| Software Maintenance | 5710 | 2,724 | 2,724 | 2,789 | 3,000 | 3,000 | - |
| Janitorial Service | | 49 | 42 | 29 | 0 | | - |
| Building Repairs & Maintenance | 5740 | 613 | 1,643 | 78 | 2,000 | 2,000 | - |
| Network Support (A) | 5775 | 236 | 4,463 | 4,405 | 2,400 | 3,300 | 900 |
| Telephone System Support | 5776 | 0 | 10 | 0 | 400 | 400 | - |
| Website Hosting & Maintenance (A) | 5780 | 0 | 200 | 1,839 | 1,150 | 1,073 | (77) |
| Audit Fees (A) | 6000 | 3,496 | 9,200 | 4,680 | 6,500 | 5,000 | (1,500) |
| Engineering Contract Svc. | 6005 | 0 | 0 | 0 | 2,000 | 2,000 | - |
| Legal Services | 6020 | 1,375 | 303 | 83 | 3,000 | 3,000 | - |
| Professional Services | 6025 | 7,476 | 6,171 | 13,879 | 10,000 | 10,000 | - |
| Personnel Services | 6035 | 848 | 447 | 847 | 1,000 | 1,000 | - |
| Bank Fees | 6060 | - | - | - | - | 9,500 | 9,500 |
| CC Trans Fees | 6061 | 2,868 | 4,174 | 4,996 | 10,000 | 5,500 | (4,500) |
| Telephone | 6200 | 1,910 | 1,878 | 2,304 | 2,000 | 2,000 | - |
| Cell Phones | 6205 | - | - | - | - | 1,500 | 1,500 |
| Property and Liability Insurance (A) | 6350 | 36,698 | 33,374 | 28,752 | 34,722 | 37,967 | 3,245 |
| Utilities | 6505 | 3,931 | 4,101 | 4,101 | 4,500 | 4,500 | - |
| Ftna Fire District Assessment | 6720 | 252 | 252 | 252 | 252 | 300 | 48 |
| Travel & Conference | 7000 | 0 | 0 | 500 | 1,500 | 2,000 | 500 |
| Training | 7005 | 1,200 | 0 | 0 | 1,500 | 2,000 | 500 |
| Application/Certification Fees | 7012 | 148 | 65 | 500 | 500 | 500 | - |
| Dues & Subscriptions | | 0 | 0 | 148 | 0 | 0 | - |
| Bad Debts | 7800 | 11,546 | 11,183 | 9,167 | 14,500 | 10,000 | (4,500) |
| Subtotal, Services and Supplies | | 92,782 | 102,753 | 96,789 | 117,994 | 118,660 | 666 |

***Public Works Department***

| ***History of Expenditures*** | | | | | | | - |
|---|---|---|---|---|---|---|---|
| ***Administration*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
| ***Fund 500 Dept 6300*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Capital Outlay | | | | | | | |
| Software Upgrade/ERP | | - | - | - | 15,000 | | (15,000) |
| IT Equipment Computers/Monitors, etc. | | - | - | - | 2,000 | | (2,000) |
| Fire Hydrant Replacement Prog | | - | - | 12,000 | 12,000 | - | (12,000) |
| Hydropnemataic liner | | - | - | 14,000 | 14,000 | - | (14,000) |
| Cla Val Replacement | | - | - | 2,000 | 2,000 | - | (2,000) |
| Distribution Valve Rehab | | - | - | 15,000 | 15,000 | - | (15,000) |
| GIS Water | 8269 | - | - | - | 17,000 | 17,000 | - |
| Copier | | - | - | - | 3,600 | - | (3,600) |
| Trench Grinder (50/50 split w water) | | - | - | - | 9,000 | - | (9,000) |
| Urban Water Mgmnt Plan | | - | | 5,000 | 5,000 | - | (5,000) |
| GIS | | - | - | 15,000 | - | - | - |
| New Phone System (15%) | | - | - | - | - | - | - |
| Computer | | - | - | 1,000 | - | - | - |
| Corp Yard Winterization | | - | - | 2,000 | - | - | - |
| Mitchell Mech. Software (1/3) | 8269 | - | - | 1,020 | - | 1,150 | 1,150 |
| 3 yd dump truck (1/2 water/sewer) | | - | - | 20,000 | - | - | - |
| Air Compressor (1/2water/sewer) | | - | - | 7,000 | - | - | - |
| Portable generator (1/2 water/sewer) | | - | - | 17,000 | - | - | - |
| Replace Roof on Corp Building (1/3 water/sewer/streets) | | - | - | 23,333 | - | - | - |
| Replacement engine/crane for Truck 91 (1/2 water/sewer) | | - | - | 7,500 | - | - | - |
| Hybrid Vehicle for Travel (1/2water/sewer) | | - | - | 17,500 | - | - | - |
| Loader (1/2 water/sewer) | | - | - | - | - | - | - |
| 3/4 Ton Pickup | | - | - | - | - | - | - |
| Telemetry Radios | 8269 | | | | | 2,700 | 2,700 |
| Small Chainsaw | 8269 | | | | | 150 | 150 |
| Small flatbed trailer (for transporting mower | 8269 | | | | | 5,334 | 5,334 |
| iPad Tablet for backflow testing | 8269 | | | | | 600 | 600 |
| Honda 2000 W generator | 8269 | | | | | 1,500 | 1,500 |
| Hydraulic Press | 8269 | | | | | 575 | 575 |
| ICS Chainsaw pipe cutter | 8269 | | | | | 400 | 400 |
| Corp Yard Improvements | 8269 | | | | | 13,333 | 13,333 |
| Blue plastic replacements | 8269 | | | | | 25,000 | 25,000 |
| Waterless urinals | 8269 | | | | | 1,600 | 1,600 |
| Subtotal, Capital Outlay | | **-** | **-** | **159,353** | **94,600** | **69,342** | **(25,258)** |
| **Total:** | | **$ 307,055** | **$ 315,190** | **$ 446,481** | **$ 424,244** | **$ 439,388** | **$ 15,144** |

***History of Expenditures***

| ***Pumping, Treatment & Storage*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 500 Dept 6000*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 92,518 | $ 102,984 | $ 92,537 | $ 114,554 | $ 129,708 | 15,154 |
| Salary Seasonal/PT | 5125 | 10,023 | 17,730 | 2,449 | - | - | - |
| Overtime | 5170 | 638 | 2,400 | 139 | 2,031 | - | (2,031) |
| Vacation Buyback | 5180 | 70 | 510 | 1,217 | - | - | - |
| Benefits | 5200 | 46,530 | 57,430 | 46,143 | 68,307 | 71,604 | 3,297 |
| Subtotal, Salaries and Benefits | | 149,779 | 181,054 | 142,486 | 184,892 | 201,312 | 16,420 |
| Office Supplies Wtr Pump/Tre | 5400 | 0 | 100 | 42 | 100 | 500 | 400 |
| Computer Software | 5410 | | | | | 1,512 | 1,512 |
| Department Supplies | 5500 | 1,257 | 3,000 | 965 | 2,000 | 2,500 | 500 |
| Vehicle Fuel & Oil | 5505 | 22 | 5,000 | 23 | 5,000 | 5,000 | - |
| Chemical Supplies | 5555 | 905 | 3,000 | 0 | 2,000 | 7,500 | 5,500 |
| Lab Supplies | 5557 | 3,001 | 5,500 | 2,666 | 3,500 | 3,500 | - |
| Software Maintenance | 5710 | 0 | 0 | 0 | 400 | 780 | 380 |
| Vehicle Repairs | 5715 | 30 | 3,000 | 7 | 2,000 | 2,000 | - |
| Info Tech (Telemetry) | | 1,722 | 5,000 | 1,583 | 5,000 | 0 | (5,000) |
| Equipment Repairs | 5720 | 7,827 | 7,900 | 3,950 | 15,000 | 10,000 | (5,000) |
| Cathodic Protection Contract | 5720 | 1,125 | 1,300 | 750 | 1,000 | 1,000 | - |
| Alarm System Maintenance | 5730 | 108 | 0 | 113 | 500 | 1,500 | 1,000 |
| Bldg Main/Repr Wtr Pum/Tre | 5740 | 678 | 3,000 | 711 | 1,000 | 1,000 | - |
| Tools & Small Equipment | 5900 | 39 | 0 | 1,479 | 1,200 | 1,200 | - |
| Engineering Services | 6005 | | | | | 10,000 | 10,000 |
| Professional Services | 6025 | 1,528 | 200 | 0 | 1,000 | 10,000 | 9,000 |
| Personnel Services | 6035 | 0 | 0 | 106 | 1,500 | 1,500 | - |
| Laboratory Services | 6045 | 1,521 | 4,000 | 3,005 | 2,500 | 4,000 | 1,500 |
| Utilities | 6505 | 135,247 | 170,000 | 196,082 | 200,000 | 200,000 | - |
| Lab Permit Fees | 6605 | 0 | 1,000 | 0 | 1,000 | 1,000 | - |
| Regulatory Compliance | 6000 | | 0 | 0 | 2,000 | 2,000 | - |
| CA CDPH | 6715 | 14,042 | 14,000 | 10,184 | 14,000 | 14,000 | - |
| Travel & Conference | 7000 | 0 | 1,500 | 20 | 1,000 | 2,000 | 1,000 |
| Training | 7005 | 216 | 2,000 | 788 | 1,500 | 2,000 | 500 |
| Application/Certification Fees | 7012 | 688 | 1,500 | 737 | 1,000 | 1,000 | - |
| Dues & Subscriptions | 7015 | 143 | 1,500 | 1,141 | 1,000 | 1,000 | - |
| Annual Water Report | 7820 | 8,469 | 4,500 | 8,881 | 6,000 | 3,000 | (3,000) |
| Subtotal, Services and Supplies | | 178,568 | 237,000 | 233,235 | 271,200 | 289,492 | 18,292 |
| Capital Outlay - Software Upgrade/ERP | | 0 | 466 | 0 | 5,000 | 0 | (5,000) |
| **Total:** | | **$ 328,347** | **$ 418,520** | **$ 375,721** | **$ 461,092** | **$ 490,804** | **$ 29,712** |

***History of Expenditures***

| ***Transmission & Distribution*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 500 Dept 6100*** | | Actual | Actual | Actual | Budget | Proposed | Change |
| Salaries | 5100 | $ 133,479 | $ 126,981 | $ 124,678 | $ 151,658 | $ 206,433 | $ 54,775 |
| Salary Seasonal/PT | 5165 | 1,031 | 1,970 | - | - | - | - |
| Overtime | 5170 | 3,473 | 4,800 | 1,318 | 2,862 | - | (2,862) |
| Vacation Buyback | 5180 | 1,347 | 510 | 3,023 | - | - | - |
| Benefits | 5200 | 61,082 | 74,938 | 72,037 | 104,662 | 110,936 | 6,274 |
| Subtotal, Salaries and Benefits | | 200,412 | 209,199 | 201,057 | 259,182 | 317,369 | 58,187 |
| Office Supplies | 5400 | 38 | 0 | 70 | 100 | 500 | 400 |
| Department Supplies | 5500 | 60,002 | 80,000 | 57,614 | 75,000 | 75,000 | - |
| Vehicle Fuel & Oil | 5505 | 24,209 | 19,000 | 23,843 | 25,000 | 25,000 | - |
| Vehicle Repairs | 5715 | 12,510 | 12,000 | 4,386 | 14,000 | 12,000 | (2,000) |
| Info Tech (Telemetry) | | 1,354 | 5,000 | 1,583 | 2,500 | 0 | (2,500) |
| Equipment Repairs | 5720 | 9,265 | 11,000 | 7,007 | 11,000 | 15,000 | 4,000 |
| Bldg Maintenance and Repair | 5740 | 322 | 2,500 | 56 | 2,000 | 2,000 | - |
| Water Meters | 5760 | 9,812 | 10,000 | 18,610 | 15,000 | 15,000 | - |
| Tools & Small Equipment | 5900 | 2,666 | 3,500 | 1,932 | 4,000 | 3,000 | (1,000) |
| Engineering Services | 6005 | 0 | 0 | 0 | 0 | 5,000 | 5,000 |
| General Contracts | | 0 | 0 | 121 | 0 | 0 | - |
| Professional Services | 6025 | 1,420 | 0 | 0 | 0 | 10,000 | 10,000 |
| Personnel Service | 6035 | 285 | 5,000 | 667 | 1,000 | 800 | (200) |
| Telephone | 6200 | 1,457 | 1,600 | 15,390 | 1,600 | 1,500 | (100) |
| Cell Phones | 6205 | | | | | 1,800 | 1,800 |
| Travel & Conference | 7000 | 544 | 2,500 | 792 | 2,500 | 2,500 | - |
| Training | 7005 | 662 | 1,000 | 3,103 | 2,000 | 2,000 | - |
| Certifications | 7012 | - | - | - | - | 800 | 800 |
| Dues & Subscriptions | 7015 | 587 | 1,000 | 1,265 | 750 | 750 | - |
| Subtotal, Services and Supplies | | 125,133 | 154,100 | 136,438 | 156,450 | 172,650 | 16,200 |
| Capital Outlay - Software Upgrade/ERP | | - | 452 | - | 5,000 | - | (5,000) |
| **Total:** | | **$ 325,545** | **$ 363,751** | **$ 337,495** | **$ 420,632** | **$ 490,019** | **$ 69,387** |

| ***Customer Account Expense*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Fund 500 Dept 6200*** | | | | | | | |
| Salaries | 5100 | $ 45,541 | $ 41,689 | $ 48,047 | $ 18,577 | $ 33,014 | $ 14,437 |
| Salary Seasonal/PT | 5165 | - | - | 110 | - | - | - |
| Overtime | 5170 | - | 2,400 | - | 508 | - | (508) |
| Vacation Buyback | 5180 | 2 | - | 245 | 310 | - | (310) |
| Benefits | 5200 | 28,854 | 29,764 | 15,474 | 14,342 | 18,286 | 3,944 |
| Subtotal, Salaries and Benefits | | 74,397 | 73,853 | 63,877 | 33,737 | 51,300 | 17,563 |
| Department Supplies | 5500 | 1,863 | 300 | 206 | 350 | 300 | (50) |
| Personnel Services | 6035 | - | - | 1,196 | - | 1,500 | 1,500 |
| Capital Outlay - Software Upgrade/ERP | | - | - | - | 20,000 | - | (20,000) |
| **Total:** | | **$ 76,260** | **$ 74,153** | **$ 65,280** | **$ 34,087** | **$ 1,800** | **$ (32,287)** |

## *Public Works Department*

***Purpose***

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

***Responsibilities***

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

***Significant Changes***

None

| ***Personnel Allocation*** <br> ***Depts 6500,6600,6700*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| **City Administration** | | | | | | |
| City Manager | 0.20 | 0.22 | 0.22 | 0.22 | 0.28 | 0.06 |
| City Clerk/Human Resources | - | 0.25 | 0.20 | 0.20 | 0.20 | - |
| City Manager- Executive Assistant | - | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Finance Director | - | 0.22 | 0.22 | 0.22 | 0.22 | - |
| Senior Account Clerk | - | 0.38 | 0.38 | 0.38 | 0.25 | (0.13) |
| Payroll & Benefits Administrator | - | 0.35 | 0.35 | 0.35 | 0.35 | - |
| Account Clerk III | - | 0.35 | 0.35 | 0.35 | 0.35 | - |
| Deputy Director of Community Development | | | | 0.05 | 0.05 | - |
| Assist City Manager/ Administration Personnel | 1.92 | - | - | - | - | - |
| Part Time: | | | | | - | - |
| City Clerk Administrative Assistant | | | | | 0.15 | 0.15 |
| Finance-Acct Clerk I | | | | | 0.28 | 0.28 |
| **Administration Subtotal:** | **2.12** | **1.96** | **1.91** | **1.97** | **2.32** | **0.36** |

| ***Personnel Allocation*** <br> ***Depts 6500,6600,6700*** | **2011-12 Actual** | **2012-13 Actual** | **2013-14 Actual** | **2014-15 Budget** | **2015-16 Proposed** | **2015-16 Change** |
|---|---|---|---|---|---|---|
| **Administration and Engineering** | | | | | | |
| Public Works Director/City Engineer | - | 0.25 | 0.30 | 0.30 | 0.30 | - |
| Assistant City Engineer | | | | | 0.30 | 0.30 |
| Deputy Public Works Dir | | | | | 0.24 | 0.24 |
| Senior Administrative Assistant | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | - |
| Development Services Manager | | | | 0.15 | - | (0.15) |
| City Engineer | - | 0.25 | 0.35 | - | - | - |
| Public Works Director | 0.225 | - | - | - | - | - |
| Engineering Tech II | 0.15 | 0.225 | 0.15 | - | - | - |
| Part-Time Public Works Interim Consultant | | | | - | 0.23 | 0 |
| Engineering Tech III | 0.15 | 0.15 | 0.15 | - | - | - |
| **Subtotal:** | **0.93** | **1.28** | **1.35** | **0.85** | **1.47** | **0.62** |
| **General Services** | | | | | | - |
| General Services Superintendent | 0.15 | 0.15 | 0.15 | 0.15 | 0.15 | - |
| Facility Custodian | - | 0.05 | 0.05 | 0.05 | 0.05 | - |
| Park Maintenance Worker II/III | - | - | - | 0.08 | 0.10 | 0.02 |
| Lead Park Maintenance Worker | - | - | - | 0.03 | 0.025 | (0.01) |
| Lead Street Maintenance Worker | 0.10 | 0.10 | 0.10 | 0.10 | 0.125 | 0.03 |
| Street Maintenance Worker II/III | 0.40 | 0.30 | 0.30 | 0.38 | 0.250 | (0.13) |
| Vehicle & Equipment Mechanic | 0.40 | 0.40 | 0.40 | 0.10 | 0.10 | - |
| City Carpenter II/III | 0.10 | 0.10 | 0.10 | 0.70 | 0.70 | - |
| | | | | | | - |
| Utilities -Distribution and Collection | | | | | | - |
| Utility Worker II/III | 3.00 | 2.80 | 2.80 | 1.30 | 1.30 | - |
| Lead Utility Worker | 0.65 | 0.55 | 0.55 | 0.25 | 0.25 | - |
| Utility Worker II/Service Calls | | | | - | 0.35 | 0.35 |
| Utilities - Treatment | | | | | | - |
| Chief Treatment Plant Operator | 0.20 | 0.20 | 0.20 | 0.80 | 0.50 | (0.30) |
| Laboratory Director | - | 0.25 | 0.25 | 0.75 | 0.75 | - |
| Treatment Plant Mechanic | 0.38 | 0.25 | 0.25 | 0.75 | 0.75 | - |
| Treatment Plant Op III/Shift Supervisor | 0.40 | 0.40 | 0.40 | 1.60 | 1.60 | - |
| Treatment Plant Operator II (3) | 0.80 | 0.80 | 0.80 | 2.40 | 2.40 | - |
| Treatment Plant Operator I/OIT (2) | - | - | - | 1.60 | 1.60 | - |
| Utilities Superintendent | 0.30 | 0.30 | 0.30 | - | - | - |
| Lab Technician | 0.25 | - | - | - | - | - |
| Seasonal/Part-time Utility Worker I (PT) | 1.20 | 1.20 | 2.90 | - | - | - |
| **Subtotal:** | **8.21** | **8.08** | **8.15** | **11.89** | **11.00** | **0.05** |
| **Total Authorized Personnel** | **11.25** | **11.31** | **11.41** | **14.71** | **14.79** | **1.03** |

## *Public Works Department*

***History of Expenditures***

| ***Collection Fund*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 550 Dept 6500*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 101,146 | $ 90,402 | $ 79,616 | $ 114,168 | $ 163,851 | $ 49,683 |
| Salary Regular/PT | 5165 | - | 4,445 | 612 | - | - | - |
| Overtime | 5170 | 419 | 1,684 | 461 | 2,202 | - | (2,202) |
| Vacation Buyback | 5180 | 1,342 | (231) | 2,413 | - | - | - |
| Benefits | 5200 | 37,234 | 35,660 | 45,653 | 75,567 | 83,778 | 8,211 |
| Subtotal, Salaries and Benefits | | 140,141 | 131,960 | 128,756 | 191,937 | 247,629 | 55,692 |
| Office Supplies | 5400 | 0 | 0 | 9 | 0 | 50 | 50 |
| Department Supplies | 5500 | 6,889 | 6,570 | 6,545 | 6,500 | 14,000 | 7,500 |
| Vehicle Fuel & Oil | 5505 | 786 | 534 | 479 | 1,000 | 1,000 | - |
| Vehicle Repairs | 5715 | 10,087 | 3,951 | 6,923 | 10,000 | 10,000 | - |
| Info Tech (Telemetry) | 5719 | 2,313 | 641 | 104 | 2,000 | 2,000 | - |
| Equipment Repairs | 5720 | 2,488 | 1,677 | 13,699 | 2,500 | 10,000 | 7,500 |
| Building Maint/Repairs | 5740 | 0 | 0 | 62 | 6,000 | 6,000 | - |
| Tools & Small Equipment | 5900 | 0 | 0 | 898 | 1,000 | 1,000 | - |
| Personnel Services | 6035 | 0 | 10 | 1,196 | 1,500 | 1,500 | - |
| Telephone | 6200 | 2,212 | 2,280 | 2,414 | 2,500 | 2,500 | - |
| Utilities | | 0 | 0 | 0 | 0 | 0 | - |
| SWRCB Annual Permit | 6612 | 1,521 | 0 | 1,940 | 2,000 | 2,500 | 500 |
| Regional Fines | 6630 | 0 | 1,521 | 0 | 1,000 | 1,000 | - |
| Compliance Fees | 6631 | 34,594 | 1,953 | 0 | 8,000 | 5,000 | (3,000) |
| SSMP Compliance | 6632 | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| Training | 7005 | 527 | 140 | 56 | 1,000 | 1,000 | - |
| Certifications | 7012 | 0 | 0 | 0 | 0 | 500 | 500 |
| Due and Subscriptions | 7015 | 0 | 0 | 0 | 0 | 50 | 50 |
| Transfer to Balance | | 0 | (1,577) | 0 | 0 | 0 | - |
| Subtotal, Services and Supplies | | 61,417 | 18,479 | 34,326 | 45,000 | 59,100 | 14,100 |
| Capital Outlay & Equipment | | | | 6,810 | | | - |
| I&I Reduction/Locations TBD | | 0 | 0 | 0 | 20,000 | | (20,000) |
| CCTV SS Collection Lines per SSMP | | 0 | 0 | 0 | 10,000 | | (10,000) |
| Implement FOG Program | | 0 | 0 | 0 | 7,500 | | (7,500) |
| GIS Wastewater | | 0 | 0 | 0 | 17,000 | 17,000 | - |
| Copier | | 0 | 0 | 0 | 3,600 | | (3,600) |
| Trench Grinder (50/50 split w water) | | 0 | 0 | 0 | 9,000 | | (9,000) |
| Smoke Testing | | 0 | 0 | 0 | 5,000 | | (5,000) |
| Software | | 0 | 0 | 0 | 10,000 | | (10,000) |
| Genicom printer | | 0 | 1,591 | 0 | 0 | | - |
| Total Capital Outlay | | 0 | 1,591 | 6,810 | 82,100 | 0 | (82,100) |
| **Total:** | | **$ 201,558** | **$ 152,030** | **$ 169,892** | **$ 319,037** | **$ 323,729** | **$ 4,692** |

## *Public Works Department*

***History of Expenditures***

| ***Pumping & Treatment*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Fund 550 Dept 6600*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| Salaries | 5100 | $ 319,727 | $ 301,821 | $ 318,535 | $ 360,827 | $ 366,514 | $ 5,687 |
| Part-time Regular | 5165 | 5,843 | 6,413 | 23,723 | - | - | |
| Overtime | 5170 | 6,367 | 2,466 | 1,891 | 6,412 | - | (6,412) |
| Vacation Buyback | 5180 | 101 | 2,160 | 2,431 | - | - | |
| Benefits | 5200 | 158,619 | 144,759 | 161,214 | 190,971 | 198,274 | 7,303 |
| Subtotal, Salaries and Benefits | | 490,657 | 457,619 | 507,794 | 558,210 | 564,788 | 6,578 |
| Office Supplies | 5400 | 329 | 1,839 | 429 | 1,000 | 1,000 | - |
| Computer Software | 5410 | | | | | 2,100 | 2,100 |
| Department Supplies | 5500 | 37,338 | 24,398 | 27,845 | 20,000 | 20,000 | - |
| Vehicle Fuel & Oil | 5505 | 29,670 | 22,749 | 23,960 | 30,000 | 20,000 | (10,000) |
| Chemical Supplies | 5555 | 159,458 | 139,635 | 97,032 | 125,000 | 125,000 | - |
| Lab Supplies | 5557 | 12,350 | 11,117 | 13,201 | 15,000 | 15,000 | - |
| Office Equipment Maint. | | 151 | 0 | 0 | 0 | 0 | - |
| Vehicle Repairs | 5715 | 9,827 | 2,984 | 1,940 | 2,500 | 2,500 | - |
| Info Tech (Telemetry) | 5719 | 5,539 | 6,423 | 4,488 | 5,000 | 5,000 | - |
| Equipment Repairs | 5720 | 48,285 | 48,150 | 68,199 | 60,000 | 85,000 | 25,000 |
| Alarm System Maintenance | 5730 | 69 | 278 | 1,323 | 1,500 | 1,000 | (500) |
| Building Maintenance/Repair | 5740 | 2,943 | 1,537 | 1,043 | 2,500 | 2,500 | - |
| Illegal Dumping | | 310 | 0 | 0 | 0 | 0 | - |
| Bio Solids Management | 5766 | 4,856 | 8,879 | 4,666 | 7,000 | 10,000 | 3,000 |
| Percolation Pond Const. | 5770 | 25,145 | 16,540 | 28,197 | 25,000 | 45,000 | 20,000 |
| Tools & Equipment | 5900 | 4,077 | 3,645 | 1,579 | 3,000 | 3,000 | - |
| Engineering Contract Service | 6005 | 6,700 | 0 | 3,333 | 5,000 | 10,000 | 5,000 |
| Electrical Contract Service | 6015 | 3,097 | 0 | 0 | 4,000 | 4,000 | - |
| Professional Services | 6025 | 25,128 | 9,914 | 2,720 | 20,000 | 10,000 | (10,000) |
| Personnel Services | 6035 | 0 | 883 | 0 | 0 | 250 | 250 |
| Outside Lab Services | 6045 | 41,295 | 38,188 | 11,148 | 35,000 | 35,000 | - |
| Telephone | | 192 | 237 | 240 | 400 | 0 | (400) |
| Cell Phones | 6205 | | | | | 400 | 400 |
| Utilities | 6505 | 216,882 | 284,870 | 306,841 | 297,000 | 310,000 | 13,000 |
| Lab Permit Fees | 6605 | 2,359 | 2,359 | 0 | 2,500 | 2,500 | - |
| NPDES Permit | 6612 | 8,619 | 0 | 10,731 | 11,000 | 10,000 | (1,000) |
| Permits | 6612 | | | | | 3,000 | 3,000 |
| Regional Board Fines | 6630 | 13,720 | 8,619 | 0 | 30,000 | 10,000 | (20,000) |
| Regulatory Compliance | 6633 | 21,478 | 28,146 | 11,652 | 28,500 | 25,000 | (3,500) |
| Fortuna Fire District Assessment | 6720 | | | | | 60 | 60 |
| Travel & Conference | 7000 | 1,712 | 760 | 999 | 3,000 | 4,500 | 1,500 |
| Training | 7005 | 2,030 | 1,010 | 2,408 | 2,500 | 2,500 | - |
| Application/Certification Fees | 7012 | 1,484 | 3,357 | 2,761 | 2,500 | 2,500 | - |
| Dues & Subscriptions | 7015 | 1,729 | 859 | 1,017 | 2,000 | 2,000 | - |
| Supplemental Env Project | | 7,542 | - | - | - | - | - |
| Subtotal, Services and Supplies | | 694,501 | 667,376 | 628,101 | 740,900 | 768,810 | 27,910 |
| Capital Outlay | | - | 2,461 | 1,097 | - | - | - |
| Green waste Grinding | | 4,609 | 14,465 | 5,000 | - | - | - |
| Software Upgrade/ERP | | - | - | - | 20,000 | - | (20,000) |
| Total Capital Outlay | | 4,609 | 16,926 | 6,097 | 20,000 | 0 | (20,000) |
| **Total:** | | **$ 1,189,767** | **$ 1,141,921** | **$ 1,141,993** | **$ 1,319,110** | **$ 1,333,598** | **$ 14,488** |

## *Public Works Department*

| ***History of Expenditures*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Administration*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| ***Fund 550 Dept 6700*** | | | | | | | |
| Salaries | 5100 | $ 171,521 | $ 156,008 | $ 143,114 | $ 164,147 | $ 165,463 | $ 1,316 |
| Salary Regular/PT | 5165 | 3,540 | 7,200 | 5,208 | 0 | 0 | - |
| Overtime | 5170 | 620 | 0 | 761 | 914 | 32,203 | 31,289 |
| Vacation Buyback | 5180/85 | 5,428 | 6,298 | 9,107 | 0 | 0 | - |
| Benefits | 5200 | 67,134 | 68,525 | 69,185 | 82,253 | 94,211 | 11,958 |
| Total Salaries and Benefits | | 248,243 | 238,031 | 227,374 | 247,314 | 291,877 | 44,563 |
| Office Supplies | 5400 | 14,594 | 15,992 | 17,688 | 18,000 | 14,000 | (4,000) |
| Software (A) | 5410 | | | 150 | | 780 | 780 |
| Dept. Supplies | 5500 | | | 1,257 | | 2,500 | 2,500 |
| Printer Services- Allocated | 5705 | | | 1,363 | | 700 | 700 |
| Software Maintenance | 5710 | 2,519 | 2,450 | 2,515 | 2,500 | 2,500 | - |
| Janitorial Services | | 49 | 42 | 29 | 0 | 0 | - |
| Building Repairs | 5740 | 722 | 1,849 | 447 | 2,000 | 2,000 | - |
| Network Support (A) | 5775 | 9,684 | 9,297 | 6,064 | 5,888 | 6,600 | 712 |
| Telephone System Support (A) | 5776 | 0 | 34 | 0 | 380 | 400 | 20 |
| Website Hosting & Maintenance (A) | 5780 | 0 | 200 | 1,839 | 1,100 | 1,073 | (27) |
| Audit Fees (A) | 6000 | 3,496 | 9,200 | 4,680 | 6,500 | 5,000 | (1,500) |
| Engineering Services | 6005 | 0 | 0 | 0 | 3,000 | 3,000 | - |
| Professional Services | 6025 | 7,478 | 5,479 | 13,203 | 12,000 | 12,000 | - |
| Personnel Services | 6035 | 1,101 | 461 | 825 | 1,000 | 2,500 | 1,500 |
| Bank Fees | 6060 | 2,868 | 3,927 | 5,461 | 5,000 | 5,000 | - |
| Credit Card Fees | 6061 | | | 3,353 | | | - |
| Telephone | 6200 | 1,910 | 1,869 | 2,304 | 2,000 | 2,000 | - |
| Cell Phones | 6205 | | | | | 1,500 | 1,500 |
| Advertising | | 0 | 300 | | 0 | 0 | - |
| Property and Liability Insurance (A) | 6350 | 58,954 | 55,006 | 49,139 | 63,107 | 51,044 | (12,063) |
| Utilities | 6505 | 3,931 | 4,101 | 4,101 | 5,000 | 5,000 | - |
| Fortuna Fire District Assessment | 6720 | 52 | 52 | 52 | 52 | 52 | - |
| Travel & Conference | 7000 | 542 | 0 | 492 | 1,500 | 2,000 | 500 |
| Training | 7005 | 1,200 | 0 | 600 | 1,500 | 1,500 | - |
| Dues & Subscriptions | 7015 | 132 | 80 | 82 | 1,500 | 200 | (1,300) |
| Bad Debts | 7800 | 11,546 | 11,183 | 9,167 | 14,000 | 14,000 | - |
| Transfer to Balance | | 0 | (59,618) | 0 | 0 | 0 | - |
| Subtotal, Services and Supplies | | 120,778 | 61,904 | 124,811 | 146,027 | 135,349 | (10,678) |
| Capital Purchases/Equipment | | 182,578 | 60,836 | 122,740 | 0 | 0 | - |
| VAR WATER C/O | 8269 | 0 | 0 | 13,106 | 0 | 0 | - |
| IT Equipment Computers/Monitors, etc. | 8103 | 0 | 0 | 0 | 2,600 | 0 | (2,600) |
| Software Upgrade/ERP | 8268 | 0 | 0 | 0 | 10,000 | 0 | (10,000) |
| Lab Microscope (split 50% 6300/6700) | 8268 | 0 | 0 | 0 | 1,950 | 0 | (1,950) |
| Corpyard Winterization | 8268 | 0 | 0 | 0 | 2,000 | 0 | (2,000) |
| Scaffolding | 8268 | 0 | 0 | 0 | 5,000 | 0 | (5,000) |
| 2 Primary Pumps | 8268 | 0 | 0 | 0 | 15,000 | 0 | (15,000) |
| Strong's Creek Pump | 8268 | 0 | 0 | 0 | 8,000 | 0 | (8,000) |
| Replace Truck 83 | 8268 | 0 | 0 | 0 | 20,000 | 0 | (20,000) |
| Replace Mechanic Truck w/crane | 8268 | 0 | 0 | 0 | 40,000 | 0 | (40,000) |
| Air Comp-Gas Portable | 8268 | 0 | 0 | 0 | 800 | 0 | (800) |
| Chlorine Ton Cylinder Scale | 8268 | 0 | 0 | 0 | 1,800 | 0 | (1,800) |
| Shop Hydraulic Press | 8268 | 0 | 0 | 0 | 550 | 0 | (550) |
| Office 2013 Standard | 8103 | 0 | 0 | 0 | 0 | 1,900 | 1,900 |
| Office 2013 Pro | 8103 | 0 | 0 | 0 | 0 | 504 | 504 |
| Laptop Computers | 8103 | 0 | 0 | 0 | 0 | 1,600 | 1,600 |

| ***History of Expenditures*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Administration*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| ***Fund 550 Dept 6700*** | | | | | | | |
| Telemetry Radios | 8268 | 0 | 0 | 0 | 0 | 2,700 | 2,700 |
| Primary sludge meter | 8268 | 0 | 0 | 0 | 0 | 10,000 | 10,000 |
| Anamox Pump Heads | 8268 | 0 | 0 | 0 | 0 | 800 | 800 |
| Influent Pump VFD | 8268 | 0 | 0 | 0 | 0 | 20,000 | 20,000 |
| Small Chainsaw | 8268 | 0 | 0 | 0 | 0 | 150 | 150 |
| Small flatbed trailer (for transporting mower of | 8268 | 0 | 0 | 0 | 0 | 2,667 | 2,667 |
| Honda 2000 W generator | 8268 | 0 | 0 | 0 | 0 | 1,500 | 1,500 |
| ICS Chainsaw pipe cutter | 8268 | 0 | 0 | 0 | 0 | 400 | 400 |
| Used full size Van for Camera Video | 8268 | 0 | 0 | 0 | 0 | 15,000 | 15,000 |
| Hydraulic Press | 8268 | 0 | 0 | 0 | 0 | 575 | 575 |
| Mitchell Software | 8268 | 0 | 0 | 0 | 0 | 1,150 | 1,150 |
| Corp Yard Improvements | 8268 | 0 | 0 | 0 | 0 | 13,333 | 13,333 |
| Vermaculture Process | 8268 | 0 | 0 | 0 | 0 | 10,000 | 10,000 |
| Portable Load Bank | 8268 | 0 | 0 | 0 | 0 | 8,000 | 8,000 |
| Deragging units for Strongs Creek | 8268 | 0 | 0 | 0 | 0 | 10,000 | 10,000 |
| Mech Shop scanner | | 0 | 0 | 0 | 850 | 0 | (850) |
| Total Capital Outlay | | 182,578 | 60,836 | 135,846 | 108,550 | 100,279 | (8,271) |
| **Total:** | | **$ 551,599** | **$ 360,771** | **$ 488,032** | **$ 501,891** | **$ 527,506** | **$ 25,614** |

## *Transportation*

***Purpose***

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

***Responsibilities***

- Provide safe and efficient Public Transportation to eligible City residents.
- Ensure transporation program guidelines meet funding requirements.

***Significant Changes***

Addition of Deputy Public Works Dir/Parks Dir oversight and allocation of Finance Director & Payroll & Benefits Admin.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Deputy Public Works Director | | | | | 0.08 | 0.08 |
| Finance Director | | | | | 0.03 | 0.03 |
| Paryroll & Benefits Administrator | | | | | 0.01 | 0.01 |
| Bus Driver - Part Time | 0.50 | 0.50 | 0.50 | 1.00 | 0.96 | (0.04) |
| Bus Driver- Full Time | 1.00 | | 1.00 | - | 1.00 | 1.00 |
| Dispatcher - Part Time | - | 0.25 | 0.25 | - | 0.70 | 0.70 |
| Facility Custodian | 0.04 | 0.10 | 0.10 | 0.10 | 0.10 | - |
| Parks & Rec Administrative Assistant | 0.12 | - | - | - | - | - |
| Parks & Rec Office Supervisor | - | 0.120 | 0.12 | 0.12 | - | (0.12) |
| Recreation/Transit Administrative Supervisor | | | | | 0.12 | 0.12 |
| Vehicle & Equipment Mechanic II | 0.06 | 0.06 | 0.06 | 0.06 | 0.06 | - |
| | 1.72 | 1.03 | 2.03 | 1.28 | 3.06 | 1.78 |

| ***Fund History*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | $ 76,944 | $ 89,130 | $ 93,901 | $ 97,881 | $ 96,160 | $ (1,721) |
| Revenues | | | | | | |
| Sr Bus Fees | 10,572 | 12,787 | 12,167 | 12,000 | 12,000 | - |
| TDA Rev Allocation | 181,621 | 200,338 | 230,912 | 245,000 | 245,000 | - |
| Other | 24 | (376) | 1,547 | 1,500 | 1,500 | - |
| | 192,217 | 212,749 | 244,626 | 258,500 | 258,500 | - |
| Operating Expenditures | | | | | | |
| Salaries and Benefits | 71,976 | 71,087 | 82,819 | 97,717 | 106,102 | 8,385 |
| Service and Supplies | 20,607 | 20,486 | 15,085 | 19,350 | 22,650 | 3,300 |
| Contract Services -HTA | 87,448 | 117,925 | 141,222 | 144,058 | 148,418 | 4,360 |
| Transfers/other | | (1,520) | | 2,625 | | (2,625) |
| | 180,031 | 207,978 | 239,126 | 263,750 | 277,170 | 13,420 |
| **Net Annual Activity** | 12,186 | 4,771 | 5,500 | (5,250) | (18,670) | (13,420) |
| **Ending Available Fund Balance** | $ 89,130 | $ 93,901 | $ 99,401 | $ 92,631 | $ 77,490 | $ (15,141) |

| ***History of Expenditures*** | | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 |
|---|---|---|---|---|---|---|---|
| ***Senior Bus*** | | Actual | Actual | Actual | Budget | Proposed | Change |
| ***Fund 590 Dept 4400*** | | | | | | | |
| Wages | 5100 | $ 26,972 | $ 31,833 | $ 32,033 | $ 37,141 | $ 38,094 | $ 953 |
| Part-time Regular | 5165 | 24,754 | 23,792 | 23,256 | 31,490 | 39,114 | 7,624 |
| Overtime | 5170 | 14 | 49 | 38 | 668 | - | (668) |
| Vacation Buyback | 5180 | 463 | 848 | 272 | - | - | - |
| Benefits | 5200 | 18,095 | 14,318 | 27,234 | 28,418 | 28,894 | 476 |
| Subtotal, Salaries and Benefits | | 70,298 | 70,840 | 82,833 | 97,717 | 106,102 | 8,385 |
| Office Supplies | 5400 | 158 | 206 | 74 | 200 | 500 | 300 |
| Department Supplies | 5500 | 766 | 1,096 | 628 | 500 | 500 | - |
| Vehicle Fuel & Oil | 5505 | 11,869 | 11,536 | 10,786 | 13,000 | 12,000 | (1,000) |
| Vehicle Repairs | 5715 | 5,247 | 1,365 | 2,024 | 1,000 | 5,000 | 4,000 |
| Personnel Services | | 594 | 189 | 541 | - | - | - |
| Telephone | 6200 | 180 | 183 | 187 | 250 | 250 | - |
| Advertising | 6300 | 219 | 97 | 510 | 500 | 500 | - |
| Insurance | 6350 | 3,400 | 3,400 | 3,400 | 3,400 | 3,400 | - |
| Dues & Subscriptions | 7015 | 355 | 375 | 395 | 500 | 500 | - |
| Subtotal, Services and Supplies | | 22,788 | 18,447 | 18,545 | 19,350 | 22,650 | 3,300 |
| Total Capital Outlay | | - | - | | - | - | - |
| **Senior Bus Total:** | | **$ 93,086** | **$ 89,287** | **$ 101,378** | **$ 117,067** | **$ 128,752** | **$ 11,685** |
| ***Public Transit*** | | | | | | | |
| ***Fund 590 Dept 4450*** | | | | | | | |
| HTA- Contract Services | 6620 | 87,448 | 117,925 | 141,323 | 144,058 | 148,418 | 4,360 |
| **Transit Total:** | | **87,448** | **117,925** | **141,323** | **144,058** | **148,418** | **4,360** |
| **Combined Total:** | | **$ 180,534** | **$ 207,212** | **$ 242,701** | **$ 261,125** | **$ 277,170** | **$ 16,045** |

# City of Fortuna

# 2015/16 Annual Budget

# Maintenance Districts

BLANK PAGE

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

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

***Significant Changes***
The City intends to hire a consulting agency to assess current needs this fiscal year.

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

| ***Fund History*** ***Summary of All Districts*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | $ 209,676 | $ 228,988 | $ 245,507 | $ 289,565 | $ 297,353 | 7,788 |
| Assessment Revenue | 50,455 | 49,443 | 75,299 | 60,457 | 60,457 | - |
| | | | | | | - |
| Expenditures | | | | | | - |
| Salaries and Benefits | 26,750 | 26,575 | 26,750 | 26,750 | 26,750 | - |
| Service and Supplies | 4,393 | 6,349 | 4,491 | 25,919 | 25,919 | - |
| | 31,143 | 32,924 | 31,241 | 52,669 | 52,669 | - |
| | | | | | | - |
| Annual Activity | 19,312 | 16,519 | 44,058 | 7,788 | 7,788 | - |
| Ending Available Fund Balance | $ 228,988 | $ 245,507 | $ 289,565 | $ 297,353 | $ 305,140 | $ 7,788 |
| | | | | | - | |

***Individual Districts***

| ***Rancho Buena Vista Lift Station Maint Dist*** ***Fund 670-6505*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | | $ 28,629 | $ 30,055 | $ 31,067 | $ 32,681 | $ 14,289 | $ (18,392) |
| Revenue | | 5,874 | 6,258 | 6,095 | 6,093 | 6,093 | - |
| | | | | | | | - |
| Expenditures | | | | | | | - |
| Labor Distribution | 5195 | 2,900 | 2,900 | 2,900 | 2,900 | 2,900 | - |
| Benefit Distribution | 5295 | 975 | 975 | 975 | 975 | 975 | - |
| Subtotal, Salaries and Benefits | | 3,875 | 3,875 | 3,875 | 3,875 | 3,875 | - |
| Legal Services | 6020 | 0 | 755 | | 20,000 | 20,000 | - |
| Administrative Charge | 6055 | 250 | 250 | 250 | 250 | 250 | - |
| Utilities | 6505 | 323 | 360 | 350 | 350 | 350 | - |
| County Admin Fee | 6700 | - | 6 | 6 | 10 | 10 | - |
| Subtotal, Services and Supplies | | 573 | 1,371 | 606 | 20,610 | 20,610 | - |
| | | 4,448 | 5,246 | 4,481 | 24,485 | 24,485 | - |
| | | | | | | | - |
| Annual Activity | | 1,426 | 1,012 | 1,614 | (18,392) | (18,392) | - |
| Ending Available Fund Balance | | $ 30,055 | $ 31,067 | $ 32,681 | $ 14,289 | $ (4,104) | $ (18,392) |

***Continued***

| ***Kenwood Meadows Lift Station Maintenance D*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| ***Fund 671-6510*** | | | | | | | |
| Beginning Available Fund Balance | | $ 50,320 | $ 53,873 | $ 57,485 | $ 61,219 | $ 65,588 | $ 4,369 |
| Revenue | | 8,158 | 8,319 | 8,320 | 9,000 | 9,000 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | 2,900 | 2,900 | 2,900 | 2,900 | 2,900 | - |
| Benefit Distribution | 5295 | 975 | 975 | 975 | 975 | 975 | - |
| Subtotal, Salaries and Benefits | | 3,875 | 3,875 | 3,875 | 3,875 | 3,875 | - |
| Administrative Charge | 6055 | 250 | 250 | 250 | 250 | 250 | - |
| Utilities | 6505 | 480 | 576 | 455 | 500 | 500 | - |
| County Admin Fee | 6700 | - | 6 | 6 | 6 | 6 | - |
| Subtotal, Services and Supplies | | 730 | 832 | 711 | 756 | 756 | - |
| | | 4,605 | 4,707 | 4,586 | 4,631 | 4,631 | - |
| | | | | | | | - |
| Annual Activity | | 3,553 | 3,612 | 3,734 | 4,369 | 4,369 | - |
| Ending Available Fund Balance | | $ 53,873 | $ 57,485 | $ 61,219 | $ 65,588 | $ 69,957 | $ 4,369 |
| ***Forest Hills Booster Station Maint. District*** | | | | | | | |
| ***Fund 672-6515*** | | | | | | | |
| Beginning Available Fund Balance | | $ 97,054 | $ 108,755 | $ 117,336 | $ 127,232 | $ 138,035 | $ 10,803 |
| Revenue | | 24,799 | 22,067 | 23,164 | 24,861 | 24,861 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | $9,000 | $9,000 | $9,000 | $9,000 | $9,000 | - |
| Benefit Distribution | 5295 | 1,850 | 1,850 | 1,850 | 1,850 | 1,850 | - |
| Subtotal, Salaries and Benefits | | 10,850 | 10,850 | 10,850 | 10,850 | 10,850 | - |
| Department Supplies | 5500 | - | - | - | 100 | 100 | - |
| Equipment Repairs | 5720 | - | 125 | - | 400 | 400 | - |
| Administrative Charge | 6055 | 250 | 250 | 250 | 250 | 250 | - |
| Utilities | 6505 | 1,998 | 2,253 | 2,160 | 2,450 | 2,450 | - |
| County Admin Fee | 6700 | - | 8 | 8 | 8 | 8 | - |
| Subtotal, Services and Supplies | | 2,248 | 2,636 | 2,418 | 3,208 | 3,208 | - |
| | | 13,098 | 13,486 | 13,268 | 14,058 | 14,058 | - |
| Annual Activity | | 11,701 | 8,581 | 9,896 | 10,803 | 10,803 | - |
| Ending Available Fund Balance | | $ 108,755 | $ 117,336 | $ 127,232 | $ 138,035 | $ 148,838 | $ 10,803 |
| ***Forest Hills Estates Storm Water Detention Basin Maint Dist*** | | | | | | | |
| ***Fund 673-6520*** | | | | | | | |
| Beginning Available Fund Balance | | $ 21,059 | $ 23,419 | $ 24,608 | $ 26,609 | $ 28,892 | 2,283.00 |
| Revenue | | 6,485 | 5,864 | 6,110 | 6,493 | 6,493 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | $2,900 | $2,766 | $2,900 | $2,900 | $2,900 | - |
| Benefit Distribution | 5295 | 975 | 934 | 975 | 975 | 975 | - |
| Subtotal, Salaries and Benefits | | 3,875 | 3,700 | 3,875 | 3,875 | 3,875 | - |
| Equipment Repairs | 5720 | 0 | 750 | | 100 | 100 | - |
| Administrative Charge | 6055 | 250 | 225 | 225 | 225 | 225 | - |
| County Admin Fee | 6700 | 0 | 0 | 9 | 10 | 10 | - |
| Subtotal, Services and Supplies | | 250 | 975 | 234 | 335 | 335 | - |
| | | 4,125 | 4,675 | 4,109 | 4,210 | 4,210 | - |
| | | | | | | | - |
| Annual Activity | | 2,360 | 1,189 | 2,001 | 2,283 | 2,283 | - |
| Ending Available Fund Balance | | $ 23,419 | $ 24,608 | $ 26,609 | $ 28,892 | $ 31,175 | $ 2,283 |

***Continued***

| ***Dove Subdivision Storm Water Detention Basin Maint District Fund 674-6522*** | | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | | $ 5,964 | $ 6,930 | $ 7,877 | $ 8,870 | $ 9,838 | $ 968 |
| Revenue | | 1,091 | 1,077 | 1,098 | 1,098 | 1,098 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | $80 | $80 | $80 | $80 | $80 | - |
| Benefit Distribution | 5295 | 20 | 20 | 20 | 20 | 20 | - |
| Subtotal, Salaries and Benefits | | 100 | 100 | 100 | 100 | 100 | - |
| Administrative Charge | 6055 | 25 | 25 | | 25 | 25 | - |
| County Admin Fee | 6700 | - | 5 | 5 | 5 | 5 | - |
| Subtotal, Services and Supplies | | 25 | 30 | 5 | 30 | 30 | - |
| | | 125 | 130 | 105 | 130 | 130 | - |
| | | | | | | | - |
| Annual Activity | | 966 | 947 | 993 | 968 | 968 | - |
| Ending Available Fund Balance | | $ 6,930 | $ 7,877 | $ 8,870 | $ 9,838 | $ 10,806 | $ 968 |

| ***Gulliksen Subdivision Storm Water Detention Basin Maintenance District Fund 675-6524*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | | $ 8,468 | $ 10,573 | $ 12,654 | $ 14,771 | $ 16,886 | $ 2,115 |
| Revenue | | 2,230 | 2,210 | 2,246 | 2,245 | 2,245 | - |
| **Total Revenue:** | | | | | | | |
| Labor Distribution | 5195 | 80 | 80 | 80 | 80 | 80 | - |
| Benefit Distribution | 5295 | 20 | 20 | 20 | 20 | 20 | - |
| Subtotal, Salaries and Benefits | | 100 | 100 | 100 | 100 | 100 | - |
| Administrative Charge | 6055 | 25 | 25 | 25 | 25 | 25 | - |
| County Admin Fee | 6700 | - | 4 | 4 | 5 | 5 | - |
| Subtotal, Services and Supplies | | 25 | 29 | 29 | 30 | 30 | - |
| **Total Expenditures:** | | 125 | 129 | 129 | 130 | 130 | - |
| | | | | | | | - |
| **Total Annual Activity** | | 2,105 | 2,081 | 2,117 | 2,115 | 2,115 | - |
| Ending Available Fund Balance | | $ 10,573 | $ 12,654 | $ 14,771 | $ 16,886 | $ 19,001 | $ 2,115 |

| ***Drainage Assessment Area 2009-01 Astor Subdivision Funds 676-6525*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Beginning Available Fund Balance | | $ - | $ (125) | $ (250) | $ 8,173 | $ 10,932 | $ 2,759 |
| Revenue | | - | - | 8,548 | 2,884 | 2,884 | - |
| Expenditures | | | | | | | |
| Salaries | 5195 | $80 | $80 | $80 | $80 | $80 | - |
| Benefits | 5295 | 20 | 20 | 20 | 20 | 20 | - |
| Subtotal, Salaries and Benefits | | 100 | 100 | 100 | 100 | 100 | - |
| Services and Supplies -Admin F | 6055 | 25 | 25 | 25 | 25 | 25 | - |
| **Total Expenditures** | | 125 | 125 | 125 | 125 | 125 | - |
| **Total Annual Activity** | | (125) | (125) | 8,423 | 2,759 | 2,759 | - |
| **Ending Available Fund Balance** | | $ (125) | $ (250) | $ 8,173 | $ 10,932 | $ 13,691 | $ 2,759 |

| ***Sewer Maintenance Fee Area 2009-02*** | | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** | **2015-16** |
|---|---|---|---|---|---|---|---|
| ***Astor Subdivision Lift Station*** | | **Actual** | **Actual** | **Actual** | **Budget** | **Proposed** | **Change** |
| ***Fund 677-6526*** | | | | | | | |
| **Beginning Available Fund Balance** | | $ - | $ (4,367) | $ (8,668) | $ 4,913 | $ 6,063 | $ 1,150 |
| Revenue | | - | - | 17,894 | 5,925 | 5,925 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | 2,900 | 2,900 | 2,900 | 2,900 | 2,900 | - |
| Benefit Distribution | 5295 | 975 | 975 | 975 | 975 | 975 | - |
| Subtotal, Salaries and Benefits | | 3,875 | 3,875 | 3,875 | 3,875 | 3,875 | - |
| Department Supplies | 5500 | - | - | - | 100 | 100 | - |
| Equipment Repairs | 5720 | - | - | - | 250 | 250 | - |
| Administrative Charge | 6055 | 250 | 250 | 250 | 250 | 250 | - |
| Utilities | 6505 | 242 | 176 | 188 | 300 | 300 | - |
| Subtotal, Services and Supplies | | 492 | 426 | 438 | 900 | 900 | - |
| **Total Expenditures** | | 4,367 | 4,301 | 4,313 | 4,775 | 4,775 | - |
| **Total Annual Activity** | | (4,367) | (4,301) | 13,581 | 1,150 | 1,150 | - |
| **Ending Available Fund Balance** | | $ (4,367) | $ (8,668) | $ 4,913 | $ 6,063 | $ 7,213 | $ 1,150 |
| ***Drainage Assessment Area 2010-03 Wright Subdivision*** | | | | | | | - |
| ***Fund 678-6527*** | | | | | | | - |
| Beginning Available Fund Balance | | $ (1,818) | $ (125) | $ 3,398 | $ 5,097 | $ 6,830 | $ 1,733 |
| Revenue | | 1,818 | 3,648 | 1,824 | 1,858 | 1,858 | - |
| Expenditures | | | | | | | |
| Labor Distribution | 5195 | $80 | $80 | $80 | $80 | $80 | - |
| Benefit Distribution | 5295 | 20 | 20 | 20 | 20 | 20 | - |
| Subtotal, Salaries and Benefits | | 100 | 100 | 100 | 100 | 100 | - |
| Administrative Charge | 6055 | 25 | 25 | 25 | 25 | 25 | - |
| **Total Expenditures** | | 125 | 125 | 125 | 125 | 125 | - |
| | | | | | | | - |
| **Total Annual Activity** | | 1,693 | 3,523 | 1,699 | 1,733 | 1,733 | - |
| **Ending Available Fund Balance** | | $ (125) | $ 3,398 | $ 5,097 | $ 6,830 | $ 8,563 | $ 1,733 |

# City of Fortuna

# 2015/16 Annual Budget

# Debt Service

BLANK PAGE

## *Debt Administration*

***Purpose***

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

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

**Revenue Bonds**

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

**Assessment District Bonds**

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

**Capital Leases**

Capital Leasing can be used to acquire tangible assets where there is a pledge to pay the debt from current annual receipts and where the acquired assets can be placed under a lien until the debt obligation is paid off. The City of Fortuna has used capital leasing to acquire equipment that is necessary for efficient operations of City Business. In 2013 a new printer for City Hall was purchased through a capital lease program. In 2014, the Police Department utilized a capital lease to purchase the RIMs Dispatch system.

| Debt Summary | Budget Fund | Outstanding Principal June 2015 | 2014-15 Debt Service Payment | 2015-16 Debt Service Payment | 2015-16 Change |
|---|---|---|---|---|---|
| 2007 General Fund Revenue Bonds | | | | | |
| General Fund | 100/430 | $ 1,720,500 | $ 224,472 | $ 225,751 | 1,279 |
| California Conservation Corp Lease Fund | 400/430 | 1,054,500 | 139,649 | 129,582 | (10,067) |
| | | 2,775,000 | 364,121 | 355,333 | (8,788) |
| | | | | | - |
| 2006 Water Revenue Bonds | 500 | 7,160,000 | 527,548 | 528,798 | 1,250 |
| 2006 Wastewater Revenue Bonds | 550 | 11,675,000 | 860,323 | 861,072 | 749 |
| US Bank - Copier Lease Payments | 100/5100 | | 3,400 | 3,400 | - |
| RIMS Dispatch Software Lease | 100/2000 | | - | 37,000 | 37,000 |
| Subtotal, City Debt | | 24,385,000 | 2,119,513 | 2,140,936 | 21,423 |
| | | | | | - |
| Fortuna Assessment District No. 1 | 650 | 480,000 | 38,000 | 40,625 | 2,625 |
| 2007 Revenue Bonds - Redevelopment | 891 | 12,590,000 | 748,052 | 761,909 | 13,857 |
| | | | | | - |
| **Total City and Related Debt** | | $ 37,455,000 | $ 2,905,565 | $ 2,943,470 | 37,905 |

## *2007 General Fund Revenue Bonds*

- Purpose: Refinance CCC Project & City Hall - Proceeds for General Fund Projects
- Issue Date: October 30, 2007
- Maturity Date: October 2037
- Original Principal Amount: $4,220,000
- Interest Rate: 3.75% - 5%
- Funding Source: General Fund Revenues and CCC Lease payments

Fortuna Redevelopment Agency. Certificates of Participation were issued by the Californa Cities Financing Corporation and assigned to the City of Fortuna at the completion of the project. Annual lease revenue of $245,000 will be received from the California Conservation Corps through 2016 and is used to retire the debt obligation for the facility. In 2007, the debt obligaiton was refinanced through the City's 2007 Revenue Bonds. Annual debt service savings have been retained in the City's CCC Lease Revenue Fund and will be used to continue to make the CCC share of the 2007 Revenue Bond payments after the 2016 termination of the 2016 CCC lease.

## *2006 Water Revenue Bonds*

- Purpose: Complete water improvement projects and infrastructure throughout the City.
- Issue Date: October 11, 2006
- Maturity Date: October 2036
- Original Principal Amount: $8,085,000
- Interest Rate: 3.75% - 5%
- Funding Source: Fees for water service

## *2006 Wastewater Revenue Bonds*

- Purpose: Wastewater Treatment Plant Expansion
- Issue Date: October 11, 2006
- Maturity Date: October 2036
- Original Principal Amount: $13,280,000
- Interest Rate: 3.75% - 5%
- Funding Source: Fees for sewer service

## *Fortuna Assessment District No. 1*

- Purpose: To finance installation of sewers in the Rohnerville and Campton Heights area and upgrades necessary to treat the additional effluent
- Issue Date: 1979
- Maturity Date: July 2018
- Original Principal Amount: $1,005,350
- Interest Rate: 5%
- Funding Source: Assessment fees

## *US Bank - Copier Lease Payments*

- Purpose: To purchase a new copier for City Hall
- Issue Date: 2013
- Maturity Date: July 2018
- Original Principal Amount: $6,000
- Funding Source: General Fund

## *Police Department - RIMS Dispatch Software Lease*

- Issue Date: 2015
- Maturity Date: 2020
- Original Principal Amount: $184,835
- Interest Rate 4%
- Funding Source: General Fund

## *Debt Administration*

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

| | CCC Lease Debt Fund | 2007 Bonds Debt Fund | Assessment District #1 | CCC Building Fund |
|---|---|---|---|---|
| ***Fund History*** | *400* | *430* | *650* | *885* |
| **Available Fund Balance June 2014** | **$ 791,939** | **$ 237,751** | **$ 126,755** | **$ 8,945** |
| 2014-15 Activity | | | | |
| Revenues | 245,000 | 355,333 | 38,000 | 8,855 |
| Expenditures | (139,649) | (355,333) | (38,000) | (8,855) |
| **Net annual activity** | 105,351 | - | - | - |
| **Projected Available Fund Balance June 2015** | **897,290** | **237,751** | **126,755** | **8,945** |
| 2015-16 Activity | | | | |
| Revenues | | | | |
| CCC Lease Revenue | 245,000 | - | - | - |
| Transfer in from CCC Lease Fund | - | 129,582 | - | - |
| Transfer In from General fund | - | 225,751 | - | - |
| Property Assessments | | - | 40,625 | - |
| State of California | - | - | - | (8,855) |
| | 245,000 | 355,333 | 40,625 | (8,855) |
| Operating Expenses | | | | |
| Transfer out to 2007 Debt Service Fund | 129,582 | - | - | - |
| Principal and Interest | - | 355,333 | 40,625 | - |
| Insurance | - | - | - | 8,855 |
| | 129,582 | 355,333 | 40,625 | 8,855 |
| **Net annual activity** | 115,418 | - | - | (17,710) |
| **Projected Available Fund Balance June 2016** | **$ 1,012,708** | **$ 237,751** | **$ 126,755** | **$ (8,765)** |

BLANK PAGE

# City of Fortuna

# 2015/16 Annual Budget

# CDBG & Housing Programs

BLANK PAGE

## *Summary*

***Purpose***

Housing and Development Funds provide accountability for several Federal, State, and local development programs.

- The Successor Housing Fund monitors loan repayments from the former Redevelopment low/moderate income housing p
- The Home and CDBG funds monitor the status of Federal HUD grants and program income from loans extended in prior y
- The Business Loan Fund supports local economic development efforts.

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Finance Director | 0.1275 | 0.1275 | 0.1275 | 0.1275 | 0.08 | (0.05) |
| Part-Time | 1.00 | - | - | 0.2500 | - | (0.25) |
| | **1.1275** | **0.1275** | **0.1275** | **0.3775** | **0.08** | (0.30) |

| ***Fund History*** | Successor Housing *205* | Home Fund *230* | CDBG Programs *820/830* | CDBG Admin *825* | Business Loans *836* |
|---|---|---|---|---|---|
| **June 2014 Fund Balance:** | **$ 48,168** | **$ 77,185** | **$ 599,385** | **$ 86,712** | **$ 391,499** |
| 2014-15 Activity | | | | | |
| Revenues | - | - | 143,317 | - | 14,400 |
| Expenditures | - | - | | (25,751) | - |
| | - | - | 143,317 | 117,566 | 14,400 |
| **June 2015 Projected Fund Balance:** | **$ 48,168** | **$ 77,185** | **$ 742,702** | **$ 204,278** | **$ 405,899** |
| 2015-16 Activity | | | | | |
| Revenue | | | | | |
| Loan Repayments | - | - | 100,000 | - | 18,000 |
| Other | - | - | - | - | - |
| **Total Revenue:** | - | - | 100,000 | - | 18,000 |
| Expenditures | | | | | |
| Salaries/Benefits | - | - | - | 5,060 | - |
| Service/Supplies | - | - | | | |
| Audit | | | - | 2,500 | - |
| CIP | - | - | 140,000 | 140,000 | 14,000 |
| **Total Expenditures:** | - | - | 140,000 | 147,560 | 14,000 |
| **Annual Net Activity:** | - | - | (40,000) | (147,560) | 4,000 |
| **June 2016 Projected Fund Balance:** | **$ 48,168** | **$ 77,185** | **$ 702,702** | **$ 56,718** | **$ 409,899** |

BLANK PAGE

# City of Fortuna

# 2015/16 Annual Budget

# Capital Improvement Program

BLANK PAGE

***Purpose***

The Capital Improvement Program (CIP) is a five-year planning tool used by the City of Fortuna. The CIP is used to identify necessary infrastructure improvements and to coordinate the financing and timing of improvements in a way that maximizes the return to the public. The program works as a guide for identifying and estimating current and future fiscal year requirements to maintain the City's infrastructure, such as roads, sidewalks, streetlights, sewer and water mains, pipes and manholes, parks, community centers, city buildings and other infrastructure within the City.

***Significant Changes***

None

| ***Personnel Allocation*** | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|---|---|
| Public Works Director/City Engineer | 0.20 | 0.20 | - | 0.15 | 0.04 | (0.11) |
| Deputy Public Works Director | - | - | - | - | 0.20 | 0.20 |
| Finance Director | 0.10 | 0.10 | 0.10 | 0.03 | 0.10 | 0.07 |
| Payroll and Benefits Administrator | - | - | - | - | 0.10 | 0.10 |
| Assistant City Engineer | - | - | - | - | - | - |
| Engineering Tech II | 0.10 | 0.10 | 0.20 | - | - | - |
| Engineering Tech III | - | 0.10 | 0.20 | 0.20 | - | (0.20) |
| City Carpenter II | 0.25 | 0.25 | 0.25 | 0.10 | 0.10 | - |
| City Carpenter III | 0.25 | 0.20 | 0.25 | 0.10 | 0.10 | - |
| General Services Superintendent | 0.15 | 0.15 | 0.25 | 0.20 | 0.20 | - |
| Lead Street Maintenance Worker | 0.15 | 0.15 | 0.25 | 0.25 | 0.25 | - |
| Street Maintenance Worker II | 0.30 | | 0.25 | 0.10 | 0.10 | - |
| Street Maintenance Worker II | - | 0.15 | 0.25 | 0.10 | 0.10 | - |
| Street Maintenance Worker III | 0.30 | 0.15 | 0.25 | 0.10 | 0.10 | - |
| Vehicle & Equipment Mechanic II | 0.02 | 0.07 | 0.07 | - | - | - |
| Vehicle & Equipment Mechanic II | - | 0.07 | 0.07 | - | - | - |
| Utilities Superintendent | 0.10 | 0.10 | 0.10 | - | - | - |
| Utility Worker II | - | 0.30 | 0.30 | 0.05 | 0.05 | - |
| Utility Worker III | 0.20 | 0.10 | 0.10 | 0.05 | 0.05 | - |
| Lead Utility Worker | - | 0.10 | 0.10 | 0.10 | 0.10 | - |
| Chief Treatment Plant Operator | 0.05 | - | - | - | - | - |
| **Total Authorized** | **2.17** | **2.29** | **2.99** | **1.53** | **1.59** | **0.06** |

| ***History of Administrative Expenditures*** | | 2014-15 Budget | 2015-16 Proposed | 2015-16 Change |
|---|---|---|---|---|
| Salaries | 5100 | $ 70,033 | $ 95,050 | $ 25,017 |
| Overtime | 5170 | 443 | - | $ (443) |
| Benefits | 5200 | 38,010 | 46,078 | $ 8,068 |
| Total Salaries & Benefits | | 108,486 | 141,128 | 32,642 |
| Audit Fees | | - | 5,000 | 5,000 |
| Total Service and Supplies | | - | 5,000 | 5,000 |
| **Total Expenditures:** | | $ - | $ 146,128 | $ 37,642 |

| | | Fund | 5-yr Cost | 2015-16 |
|---|---|---|---|---|
| ***General Fund*** | | | | |
| 9946 | Softball fields (taller poles and screens) | 100 | $12,000 | $12,000 |
| 0138 | Newburg Park Replace Parking Lot Lights & Poles | 100 | 10,000 | 10,000 |
| | | | | **22,000** |
| ***2007 Bond Proceeds Capital Project Fund*** | | | | |
| 0981 | New Police Facility | 350 | 50,000 | 50,000 |
| | | | | **50,000** |
| ***CDBG and Business Development Loan Funds*** | | | | |
| 9986 | 320 Main Street Roof - Business Development Loan Fund | 836 | 14,000 | 14,000 |
| 9493 | City Hall Entrance ADA Parking Remodel - CDBG | 830 | 140,000 | 140,000 |
| | | | | **154,000** |
| ***Drainage Projects - Drainage Facilities Fund*** | | | | |
| 0903 | 8th St - Southern outlet | 130 | 80,000 | 80,000 |
| 9935 | Newburg Rd. between 12th and Fortuna Blvd., Install 2 Manholes on 42 and 48 inch | 130 | 26,500 | 26,500 |
| 9938 | Culvert at Strong Creek Footbridge | 130 | 10,000 | 10,000 |
| 9987 | Kenmar between Remie and Kendal Ct, Install (2)DI's and 40' of 18" Pipe (w/R100 | 130 | 20,000 | 20,000 |
| 9601 | Rohner Ck Widening / Habitat Improvement (DWR 50% City match) | 352 | 450,000 | 450,000 |
| 9936 | Jameson Creek culvert at Rohnerville Road (11.47% City match) | 130 | 11,470 | 11,470 |
| 9656 | P, 12th to 14th (with road work) | 130 | 12,500 | 12,500 |
| 0902 | 12th St, I to L - 24" SD | 130 | 54,000 | 54,000 |
| 9988 | Rohner Creek Fish Passage Grant match at 12th Street (20% City match) | 130 | 23,000 | 23,000 |
| | | | | **687,470** |
| ***Drainage Projects - Capital Grant Funds*** | | | | |
| 9601 | Rohner Ck Widening / Habitat Improvement (DWR 50% cost share) | 354 | 450,000 | 450,000 |
| 9988 | Rohner Creek Fish Passage Grant match at 12th Street (80% est DFW share) | 35X | 92,000 | 92,000 |
| 9989 | Jameson Creek culvert at Rohnerville Road (88.53% FHWA share) | 35X | 88,530 | 88,530 |
| | | | | **630,530** |
| ***Street Reconstruction, Expansion, Overlays & Microsurfacing - TDA Fund*** | | | | |
| 9656 | P, 12th to 14th (with drainage work) | 260 | 37,500 | 37,500 |
| 9990 | Smith Lane, Fortuna Blvd. East to Rohnerville Road | 260 | 175,000 | 175,000 |
| 9650 | 9th, 10th, 11th, 12th Main to P Street plus N Street 9th to 12th | 260 | 175,000 | 175,000 |
| 9653 | Citywide Microsurfacing | 260 | 50,000 | 50,000 |
| | Annual Paving Contract | 260-280 | 450,000 | 450,000 |
| | | | | **887,500** |
| ***Street Reconstruction/Expansion Grant Fund Projects- Street Grants Funds*** | | | | |
| 9640 | Rohnerville Road, Redwood Way to Jordan - STIP Allocation | 270 | 1,691,000 | 1,691,000 |
| 9640 | Rohnerville Rd. Jordan to School St., Main at Newell safety project- HSIP | 273 | 404,282 | 404,282 |
| 9984 | College, Thelma, Ross Hill Road, Rohner St. Ca Dept of Transportation ATP | 353 | 917,000 | 917,000 |
| | | | | **3,012,282** |
| ***Water Capital Projects Fund*** | | | | |
| 0925 | Tank Recoating | 510 | 105,000 | 105,000 |
| 9991 | Alley from I St. to L St. between 9th & 12th and between N to P between 13th and 14th Replace 2" with | 510 | 55,000 | 55,000 |
| 9992 | Meadow Lane - Replace 2" with 6" C900 | 510 | 20,000 | 20,000 |
| | | | | **180,000** |
| ***Sewer Capital Projects Fund*** | | | | |
| 0167 | WWTP Facility Flood Prot Proj (28% City cost) | 560 | 345,541 | 345,541 |
| 9517 | P St., Garden Ln. to 9th (MH 723 to MH 724) replace with 6" SDR 35 & Laterals | 560 | 85,000 | 85,000 |
| 9993 | 2nd Ave (Between Meadow and Lawndale) - Install 2 Manholes | 560 | 15,000 | 15,000 |
| 0165 | Replace 10" Main from 12th St. to Forbusco Parking Lot(MH403-414)w/12" | 560 | 38,000 | 38,000 |
| 9964 | WWTP Equalization Ponds Rehab & Flow Equalization | 560 | 100,000 | 100,000 |
| 0171 | NPDES Compliance | 560 | 200,000 | 200,000 |
| | | | | **783,541** |
| ***Sewer Capital Projects - Capital Grant Fund*** | | | | |
| 0167 | WWTP Facility Flood Prot Proj (72% FEMA) | 351 | 888,534 | 888,534 |
| | | | | **888,534** |
| | | | | **$7,295,857** |

***Fund Balance Projections***

| | Drainage Facilities 130 | Traffic Impact 140 | Traffic Impact 152 | Storm Drainage Maint 200 | TDA Capita Fund 260 | TDA 2% Set Aside 265 | STIP/TEA Fund 270 |
|---|---|---|---|---|---|---|---|
| **Projected Fund Balance June 2015** | 748,675 | 623,000 | 16,000 | 75,000 | 950,000 | 130,000 | 190,000 |
| **2015-16 Activity** | | | | | | | |
| Revenues | | | | | | | |
| Development and Service Fees | 8,000 | 6,600 | 70 | 43,221 | | | |
| State allocations | | | | | 134,661 | 7,748 | |
| Grants | | | | | | | 3,012,282 |
| | 8,000 | 6,600 | 70 | 43,221 | 134,661 | 7,748 | 3,012,282 |
| Expenditures | | | | | | | |
| Operations | - | | | (722) | 25,000 | - | - |
| Capital Projects | 237,470 | | | | 887,500 | | 3,012,282 |
| | 237,470 | - | - | (722) | 912,500 | - | 3,012,282 |
| Net annual activity | (229,470) | 6,600 | 70 | 43,943 | (777,839) | 7,748 | - |
| **Projected Fund Balance, June 2016** | **$519,205** | **$629,600** | **$ 16,070** | **$118,943** | **$172,161** | **$137,748** | **$ 190,000** |

***Fund Balance Projections*** ***CONTINUED***

| | HSIP Fund 273 | RSTP Fund 275 | Gas Tax Fund 280 | Gas Tax Admin 295 | CIP Admin 300 | General Bonds 350 |
|---|---|---|---|---|---|---|
| **Projected Fund Balance June 2015** | 44,000 | 188,000 | 558,000 | 16,000 | - | 765,000 |
| **2015-16 Activity** | | | | | | |
| Revenues | | | | | | |
| Development and Service Fees | | | | | | |
| State allocations | | | 257,659 | 3,030 | | |
| Grants | | | | | 146,128 | |
| | | | 257,659 | 3,030 | 146,128 | - |
| Expenditures | | | | | | |
| Operations | | | 97,945 | 5,713 | 146,128 | - |
| Capital Projects | | | - | - | - | 50,000 |
| | | | 97,945 | 5,713 | 146,128 | 50,000 |
| Net annual activity | | | 159,714 | (2,684) | - | (50,000) |
| **Projected Fund Balance, June 2016** | | | **$ 717,714** | **$ 13,316** | **$ -** | **$ 715,000** |

***Fund Balance Projections*** ***CONTINUED***

| | FEMA | Ca State Dept of Water Resourc | Ca Dept of Transportation Safe Routes | Rohner Creek Bond | Street/ Drainage Grants |
|---|---|---|---|---|---|
| | *351* | *352* | *353* | *354* | *35x* |
| **Projected Fund Balance June 2015** | 140,000 | (307,000) | (1,500) | 2,430,000 | - |
| **2015-16 Activity** | | | | | |
| Revenues | | | | | |
| Development and Service Fees | | | | | |
| State allocations | | | | | |
| Grants | 888,534 | 450,000 | | | 180,530 |
| | 888,534 | 450,000 | | - | 180,530 |
| Expenditures | | | | | |
| Operations | | | | | |
| Capital Projects | 888,534 | 900,000 | | - | 180,530 |
| | 888,534 | 900,000 | | - | 180,530 |
| Net annual activity | - | (450,000) | | - | - |
| **Projected Fund Balance, June 2016** | **$ 140,000** | **$ (757,000)** | | **$ 2,430,000** | **$ -** |

BLANK PAGE

# City of Fortuna

# 2015/16 Annual Budget

# Appendix

**RESOLUTION NO. 2015-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE FORTUNA AMENDING THE CLASSIFICATION AND SALARY SCHEDULES AND PART TIME WAGE PLAN FOR FISCAL YEAR 2015/2016**

WHEREAS, the City Council desires to establish a Classification and Salary Schedule and Part Time Wage Plan for Fiscal Year 2015/2016; and

WHEREAS, This Resolution shall supersede all previous salary schedules and wage plans.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fortuna that all appointed officers and employees shall be compensated as shown in "Attachment A" of this Resolution.

**PASSED AND ADOPTED** on this 15th day of June 2015 by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: None
ABSTAIN: None

Sue Long

Sue Long, Mayor

ATTEST:

L. McGill

Linda McGill CMC, City Clerk

**ATTACHMENT "A" RESOLUTION 2015-17**
**Adopted June 15, 2015**
**FULL TIME SALARY SCHEDULE 2015/2016**

| # | Classification | Dept (Note A) | Assoc (Note B) | Current Pay Scale Annually | Bi-Weekly | Hourly |
|---|---|---|---|---|---|---|
| 20 | Parks & Rec Admin. Asst (Vacant) | PR | FEA | 20,904.14 | 804.01 | 10.05 |
| | CDD Administrative Asst (Vacant) | CDD | FEA | 25,398.53 | 976.87 | 12.21 |
| | (1,10,15,16,17) | | | | | |
| 24 | Records Clerk | PD | FPEA | 21,949.35 | 844.21 | 10.55 |
| | (1,5,7,8,17) | | | 26,668.47 | 1,025.71 | 12.82 |
| 27 | Bus Driver II | PR | FEA | 22,588.80 | 868.80 | 10.86 |
| | Recreation Program Supervisor | PR | FEA | 27,445.39 | 1,055.59 | 13.19 |
| | Conference Center Coordinator | RL | FEA | | | |
| | (1,10,15,16,17) | | | | | |
| 28 | Account Clerk II (Vacant) | FIN | FEA | 24,073.19 | 925.89 | 11.57 |
| | (1,10,15,16,17) | | | 29,248.93 | 1,124.96 | 14.06 |
| 45 | Facility Custodian | CM | FEA | 26,314.30 | 1,012.09 | 12.65 |
| | (1,10,15,16,17) | | | 31,971.88 | 1,229.69 | 15.37 |
| 46 | Park Maintenance Worker II | PR | FEA | 26,827.75 | 1,031.84 | 12.90 |
| | Street Maintenance Worker II | PW | FEA | 32,595.72 | 1,253.68 | 15.67 |
| | Utility Worker II (12) | PW | FEA | | | |
| | Utility Worker II/Service Calls (12) | PW | FEA | | | |
| | (1,10,11,15,16,17) | | | | | |
| 31 | Administrative Assistant (1,10,15,16,17) (Vacant) | Various | FEA | 28,951.40 | 1,113.52 | 13.92 |
| | Administrative Assistant (1) (Vacant) | CM | CONF | 35,175.95 | 1,352.92 | 16.91 |
| | Recreation/Transit Administrative Supervisor (1) | PR | MM | | | |
| | Conference Center Supervisor (Vacant) | RL | FEA | | | |
| | (1,10,15,16,17) | | | | | |
| 67 | City Carpenter II | PW | FEA | 29,532.05 | 1,135.85 | 14.20 |
| | (1,10,15,16,17) | | | 35,881.45 | 1,380.06 | 17.25 |
| 30 | Account Clerk III | FIN | FEA | 30,092.24 | 1,157.39 | 14.47 |
| | (1,10,15,16,17) | | | 36,562.08 | 1,406.23 | 17.58 |
| 35 | Community Services Officer | PD | FPEA | 30,653.21 | 1,178.97 | 14.74 |
| | Dispatch & Field (1,5,7,8,17,19) | | | 37,243.65 | 1,432.45 | 17.91 |
| 58 | Park Maintenance Worker III | PR | FEA | 30,791.87 | 1,184.30 | 14.80 |
| | Street Maintenance Worker III | PW | FEA | 37,412.12 | 1,438.93 | 17.99 |
| | Utility Worker III (12) | PW | FEA | | | |
| | (1,10,11,15,16,17) | | | | | |
| 66 | Treatment Plant Operator I/OIT | PW | FEA | 31,722.14 | 1,220.08 | 15.25 |
| | (1,10,11,15,16,17) | | | 38,542.40 | 1,482.40 | 18.53 |
| 59 | Senior Utility Worker (Vacant) | PW | FEA | 32,341.11 | 1,243.89 | 15.55 |
| | | | | 39,294.45 | 1,511.32 | 18.89 |
| 62 | Treatment Plant Operator II | PW | FEA | 33,600.05 | 1,292.31 | 16.15 |
| | (1,10,11,14,15,16,17) | | | 40,824.06 | 1,570.16 | 19.63 |
| 68 | City Carpenter III | PW | FEA | 33,868.48 | 1,302.63 | 16.28 |
| | (1,10,15,16,17) | | | 41,150.20 | 1,582.70 | 19.78 |
| 70 | Conference Center Manager | RL | MM | 34,434.92 | 1,324.42 | 16.56 |
| | (1) | | | 41,838.43 | 1,609.17 | 20.11 |
| 72 | Lead Street Maintenance Worker | PW | FEA | 34,970.64 | 1,345.02 | 16.81 |
| | Lead Utility Worker | PW | FEA | 42,489.32 | 1,634.20 | 20.43 |
| | Vehicle & Equip Mechanic | PW | FEA | | | |
| | Treatment Plant Mechanic (18) | PW | FEA | | | |
| | Laboratory Director (13) | PW | FEA | | | |
| | Lead Park Maintenance Worker | PR | FEA | | | |
| | (1,10,11,15,17,17) | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 75 | Senior Account Clerk II (Vacant) | FIN | CONF | 37,003.96 | 1,423.23 | 17.79 |
| | (1) | | | 44,959.81 | 1,729.22 | 21.62 |
| 80 | Senior Administrative Assistant (1,10,15,16,17) | Various | FEA | 37,003.96 | 1,423.23 | 17.79 |
| | Executive Assistant (1) | CM | CONF | 44,959.81 | 1,729.22 | 21.62 |
| | Senior Administrative Assistant (1) (Vacant) | CM | CONF | | | |
| 82 | Building Inspector | CDD | FEA | 38,364.55 | 1,475.56 | 18.44 |
| | (1,9,10,15,16,17) | | | 46,612.93 | 1,792.81 | 22.41 |
| 79 | Police Officer | PD | FPEA | 40,502.85 | 1,557.80 | 19.47 |
| | (1,3,6,7,8,17,19) | | | 49,210.97 | 1,892.73 | 23.66 |
| 95 | Engineering Technician II (Vacant) | PW | FEA | 40,573.60 | 1,560.52 | 19.51 |
| | Associate Planner (1) (Vacant) | CDD | MM | 49,296.92 | 1,896.04 | 23.70 |
| | Treatment Plant Operator III -Shift Supervisor (1,10,11,14,15,16,17) | PW | FEA | | | |
| 76 | Senior Account Clerk | FIN | CONF | 44,163.84 | 1,698.61 | 21.23 |
| | Payroll/Benefits Administrator | | | 53,659.06 | 2,063.81 | 25.80 |
| | (1) | | | | | |
| 86 | Office Supervisor - Police | PD | MM | 44,163.84 | 1,698.61 | 21.23 |
| | (1,8) | | | 53,659.06 | 2,063.81 | 25.80 |
| 125 | Police Sergeant | PD | FPEA | 47,802.90 | 1,838.57 | 22.98 |
| | (1,4,6,7,8,17,19) | | | 58,080.52 | 2,233.87 | 27.92 |
| 98 | Engineering Technician III (Vacant) | PW | MM | 51,216.86 | 1,969.88 | 24.62 |
| | (1) | | | 62,228.48 | 2,393.40 | 29.92 |
| 81 | Building Official | CDD | MM | 53,328.34 | 2,051.09 | 25.64 |
| | (1) | | | 64,793.94 | 2,492.07 | 31.15 |
| 87 | General Services Superintendent | PW | MM | 55,000.54 | 2,115.41 | 26.44 |
| | Deputy Director of Public Works | ENG | MM | 66,825.66 | 2,570.22 | 32.13 |
| | (1) | | | | | |
| 83 | Risk Manager/Personnel Director (Vacant) | CM | SM | 55,079.24 | 2,118.43 | 26.48 |
| | City Clerk/Human Resource Manager | CM | SM | 66,921.28 | 2,573.90 | 32.17 |
| | (1) | | | | | |
| 90 | Deputy Community Development Director | CM | SM | 55,087.57 | 2,118.75 | 26.48 |
| | (1) | | | 66,931.40 | 2,574.28 | 32.18 |
| 88 | Utility Superintendent (Vacant) | PW | MM | 55,556.56 | 2,136.79 | 26.71 |
| | Chief Treatment Plant Operator | PW | MM | 67,501.22 | 2,596.20 | 32.45 |
| | Assistant Engineer | PW | MM | | | |
| | (1) | | | | | |
| 126 | Lieutenant | PD | SM | 64,231.68 | 2,470.45 | 30.88 |
| | (1) (8) | | | 78,041.49 | 3,001.60 | 37.52 |
| 129 | Finance Director | FIN | SM | 65,843.62 | 2,532.45 | 31.66 |
| | (1) | | | 80,000.00 | 3,076.92 | 38.46 |
| 164 | Public Works Director/City Engineer | PW | SM | 106,090.00 | 4,080.38 | 51.00 |
| | (1) | | | | | |
| 171 | Police Chief | PD | SM | 77,553.71 | 2,982.84 | 37.29 |
| | (1) (8) | | | 94,227.76 | 3,624.14 | 45.30 |
| 178 | City Manager | CM | SM | 115,720.55 | 4,450.79 | 55.63 |
| | /SuccessorAgency Executive Director | | | | | |
| | (1, 2) | | | | | |

**Pay Plan Notes 1 - 20 See Attachment 1 - Incentives**

Note A - Departments:

City Manager (CM)
Finance (FIN)
Community Development (CDD)
Police Department (PD)
Parks and Recreation (PR)
Public Works (PW)
River Lodge (RL)

Note B - Associations:

FEA - Fortuna Emp Assoc., Member of Classified Svc
FPEA - Fortuna Police Emp Assoc., "
CONF - Confidential Employee, Unrepresented
MM - Mid-Management, Unrepresented
SM - Senior Management, Unrepresented

Updated 6/15/2015

**CITY OF FORTUNA**
**Effective July 1, 2014 – June 30, 2015**
***These incentives will stay in effect until a subsequent MOU is ratified.***

**2014/2015 SALARY SCHEDULE (Extended by Resolution 2015-17)**
**ATTACHMENT 1- INCENTIVES**

From MOUs with FEA and the FPEA for period July 1, 2014 through June 30, 2015, unless otherwise noted.

1. **Residency Incentive** - All employees, including unrepresented, are eligible for a Residency Incentive. As an incentive for employees to live within the city limits of the City, employees residing within the city limits of the City of Fortuna shall receive $35.00 per month as additional compensation.

2. **City Manager** - $350/mo auto allowance, per employment contract.

3. **Police Officers**
   - $3,300/year for an Intermediate POST certificate or $6,600/year for an Advanced POST certificate.
   - **Effective July 28, 2013 – 5% after 10 years of continuous service with the city of Fortuna.** (Sworn officers who currently receive the previously offered 2 year retention incentive will receive 3% after 10 years. This incentive is not retroactive.)
   - 5% for working in a higher pay grade for five or more consecutive days.
   - Additional 5% for FTO when specifically assigned by the Chief or his designee.

4. **Police Sergeants**
   - $3,950/year for an Intermediate POST certificate or $7,900/year for an Advanced POST certificate.
   - **Effective July 28, 2013 – 5% after 10 years of continuous service with the city of Fortuna.** (Sworn officers who currently receive the previously offered 2 year retention incentive will receive 3% after 10 years. This incentive is not retroactive.)
   - $2,800/year for POST Supervisory Certificate
   - 5% for working in a higher pay grade for five or more consecutive days.
   - **Effective July 28, 2013 – $2,000/year - Sergeant Assigned to Supervise Dispatch**

5. **Community Services Officers**
   - $900/year for an Intermediate POST certificate or $1,800/year for an Advanced POST certificate.
   - **Effective July 28, 2013 – 5% after 10 years of continuous service with the city of Fortuna.**

6. **K-9 Officers**
   An officer performing the assignment of K-9 Officer shall be paid at an hourly rate of $14.74 for K-9 duties, which is considered compensation for hours worked under the FLSA for the time spent as an officer-dog handler at their residence in caring for the dog/equipment. It has been concluded that 30 minutes per day is the approximate time an officer spends caring, grooming, feeding and training the canine while off-duty and in the custody of the canine. Therefore, the City will pay the K-9 Officer 30 minutes per day while in the custody of the canine paid at the rate of time and one half (T-½) the hourly rate for K-9 duties ($22.11). This payment will be calculated and paid out separately from any regular overtime paid to the K-9 Officer for normal law enforcement duties. **Required** K-9 Training outside of a regularly scheduled workday shall be paid at T-1/2 of the officer's regular rate of pay. Food, paid grooming, and veterinary expenses to be reimbursed. Assignment of this position is at the discretion of the Police Chief.

7. **Animal Euthanasia**
   The Chief may designate two employees to perform animal euthanasia. At least one employee designated to this position will be a represented member of the FPEA. The second position will be at the discretion of the Police Chief. Each designated employee will be paid a monthly stipend of $150.00.

8. **Police - Uniform Allowance**

| | |
|---|---|
| Police Chief, Lieutenant, Office Supervisor, Police Officers and Sergeants<br>Up to 2 Field CSOs | $1000 per year |
| Community Service Officer(Dispatch) 1 Field CSO | $ 600 per year |
| Records Clerk | $ 600 per year |

9. **Building Inspector**
   2% for each specialty category, up to max of four (combination, plumbing, electrical, mechanical)

10. **Shift Differential FEA:** All FEA represented employees
    Shift differential of $1.00 per hour when entire shift is scheduled between 4:30 p.m. and 8:00 a.m.

11. **Class B License Incentives** - Operators, Street Maintenance Workers, Utility Workers, Park Maintenance Workers, Vehicle/Equipment Mechanic, Plant Mechanic

| | | |
|---|---|---|
| Prior to July 1, 2011* | 2.5%, or<br><br>3.5% | Class B license when not required by job description<br>For Class A and B license when neither is required by job description |
| On, or after July 1, 2011* | $700/yr | Class B license when not required by job description (The City does not have any Class A vehicles) |

12. **Utility Worker II, III Certificate Incentives**

| | | |
|---|---|---|
| Prior to July 1, 2011* | 2.5% for each, no max | Grade II Water; Backflow Testing; Water Distribution II; Water Distribution III |
| On, or after July 1, 2011* | $630/yr | |

13. **Lab Technician Certificate Incentives**

| Prior to July 1, 2011* | On, or after July 1, 2011* | For obtaining: |
|---|---|---|
| 3% | $900/yr | OIT |
| 5% | $1500/yr | Operator I |
| 5% | $1500/yr | Operator II |

14. **Operator II, III Certificate Incentives**

| | | |
|---|---|---|
| Prior to July 1, 2011* | 5% | AWWA or CWEA Grade I Laboratory Certificate |
| On, or after July 1, 2011* | $1500/yr | |

** Refers to the date hired/promoted into the applicable position, not original hire date.*

15. **Residency Incentive Addition** - All Employees represented by the **FEA** who reside within 20 miles of the City of Fortuna shall receive an additional $15 of Residency Incentive as described in number 1 above.

16. **Protective Footwear/Business Apparel allowance** - All employees represented by the **FEA** are eligible for the Protective Footwear/Business Apparel allowance. Upon proof of purchase from a Fortuna merchant, or with an authorized purchase order form, the City will reimburse up to $175.00 per fiscal year (July 1 to June 30) for the purchase of work boots and/or business attire based on job classification. Eligible employees may combine two (2) years for a total of $350

17. **Longevity Incentive** - All **FEA** (effective July 1, 2013) and **FPEA** (effective July 28, 2013, see section 4 above) represented employees are eligible for a 5% longevity incentive increase to their base salary after ten years of continuous service with the City of Fortuna. (not retroactive)

18. **Treatment Plant Mechanic Certificate Incentives**

| | | |
|---|---|---|
| ****Effective July 15, 2013** | $1500/yr | CWEA Grade I Collection System Maintenance Technologist |
| | $630/yr each | Water Distribution I & II, Water Treatment I & II, Waste Water I |

19. **Shift Differential FPEA** - All **FPEA** (effective July 28, 2013) represented employees:
    Shift differential of $0.25 per hour, above regular hourly rate, for full shifts which include at least four (4) consecutive hours between 7:00 p.m. and 8:00 a.m

# CITY OF FORTUNA
## PART TIME WAGE PLAN

**Adopted June 15, 2015 by Resolution 2015-17**

| Position | Range Code | P/R Code | ** | 2015/16 Pay Range | | | |
|---|---|---|---|---|---|---|---|
| | | | | Effective July 1, 2015 | | After January 1, 2016 | |
| Kennel Attendant (Note 3) | 1 | 10 | R | $9.00 | $10.94 | $10.00 | $12.15 |
| Recreation Aide (Note 3) | 1 | 14 | S | $9.00 | $10.94 | $10.00 | $12.15 |
| Recreation Leader (Note 3) | 1 | 15 | S | $9.00 | $10.94 | $10.00 | $12.15 |
| Conference Center Worker(Note 3) | 3 | 22 | OC | $9.00 | $10.94 | $10.00 | $12.15 |
| Senior Bus Dispatch/Office Assist. | 4 | 13 | R | $10.05 | $12.21 | | |
| Bus Driver I (*2 positions*) | 5 | 19 | R | $10.86 | $13.19 | | |
| Reserve Police Officer (Note 1, 3) | 6 | 12 | OC | $15.00 | $18.23 | | |
| Evidence Technician (Note 3) | 6 | 10 | R | $12.00 | $14.58 | | |
| Plant Mechanic(Vacant) | 7 | 21 | R | $10.07 | $12.24 | | |
| Laborers, including:<br>Street Maintenance Worker I<br>Utility Worker I<br>Park Maintenance Worker I<br>Public Works Laborer<br>(Note 3) | 8 | 21 | S | $9.00 | $11.83 | $10.00 | $12.15 |
| Compliance Assistant I | 9 | 21 | T | $10.00 | $12.15 | | |
| Museum Curator | 11 | 18 | R | $12.00 | $14.58 | | |
| Account Clerk I | 12 | | R | $11.57 | $14.06 | | |
| Administrative Assistant | 13 | | R | $13.92 | $16.91 | | |
| Special Projects Planner(Note 2) | 20 | 21 | OC | $35.00 | | | |

Notes:

1. Police officers or sergeants who leave full-time service with the City, but stay on as reserves, will be paid at their last hourly rate of straight-time pay.
2. Special Projects Planner does not have a range, and does not participate in COLA.
3. Do not adjust bottom of pay scale for COLA. Salary range to accommodate range of skills that may be needed.

**Definitions:

**R**: Regular Part Time: Maximum of 29 hours per week, or 126 hours per month, or 1,508 hours per calendar year. (Year-round positions)

**S** or **OC**: Seasonal or On Call Part Time: Maximum of 6 months per calendar year, or maximum of 1000 hours per calendar year.

(Seasonal or On Call part-time employees cannot work year round, but can be called back year after year.)

**T**: Temporary Part Time: Job assignment not to exceed one year (12 consecutive months). (One-time projects, not subject to call back year after year.)

The columns above show the $1 increase to the minimum wage positions. All other pay ranges are unchanged unless directed by Council.

**RESOLUTION NO. 2015-11**

**RESOLUTION OF THE CITY OF FORTUNA ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR PARKS & RECREATION FOR FISCAL YEAR 2015-2016**

WHEREAS, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

WHEREAS, in April 2008, the City of Fortuna contracted with MGT of America, Inc. to conduct an extensive and exhaustive analysis of City services, the costs reasonably borne of providing these services, the beneficiaries of these services, and the estimated revenues produced by those paying fees and charges for special services; and,

WHEREAS, MGT of America, Inc. prepared the Cost of Services Study & Findings, which summarized the findings of this analysis and provided the basis for the adoption of various fees for various special services provided by the City and first presented to the City Council in January 2009; and

WHEREAS, in April 2009, the City Council adopted fees for special service proposed by staff using the Cost of Services Study & Findings Model prepared by MGT of America; and

WHEREAS, the Cost of Services Study & Findings Model has been used by staff to again evaluate the cost of providing various special services by the City for fiscal year 2015/2016; and

WHEREAS, the City Council wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Attachment 1 has been available for public review as required; and,

WHEREAS, a public hearing was held on June 1, 2015 by the Fortuna City Council to present the Schedule of Fees and Charges in Attachment 1 and receive public comment.

**NOW, THEREFORE, THE FORTUNA CITY COUNCIL DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not "special taxes"; and

2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Attachment 1, following a public hearing on the matter; and,

3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1st day of July 2015.

4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and

5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit

**PASSED AND ADOPTED** on this 1st day of June 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

## Attachment 1 for Resolution 2015-11

## *PARKS AND RECREATION FEE SCHEDULE*

### 1. PARKS

#### A. PARK USE FEES

##### a. Picnic Area Rental

**Group Picnic Area Rental**

| Number of Persons | Use Fee | Deposit Fee |
|---|---|---|
| 0-50 | $ 175.00 | $ 200.00 |
| 51-100 | $ 225.00 | $ 200.00 |
| 101-300 | $ 325.00 | $ 200.00 |
| 301-500 | $ 450.00 | $ 200.00 |
| 500 + | $ 550.00<br>plus any additional costs to the City associated with the event | $ 200.00 |

##### b. Rodeo Grounds, Grand Stand Area & Deep Pit Barbecues

All functions using the Rodeo Grounds, Grand Stand area and Deep Pit Barbecues except those sponsored by the Fortuna Rodeo Association, shall be charged a rental fee and be required to provide a refundable security and cleanup deposit and will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; park maintenance staff, Police Department staff, garbage and additional cleanup fees, janitorial supplies, damages to facilities and/or grounds.

| | |
|---|---|
| Rodeo Ground Rental | $400.00 first day (includes 900 c/f water) |
| | $250.00 per each additional day |
| Deep Pit Barbecues | $ 75.00 small pit & 100.00 each large pits |
| Deep Pit Cleaning/Security Deposit | $250.00 |

##### c. Exemptions

The following community events are exempt from paying Park Use, Pavilion Use, and Rohner Recreation Hall Use Fees: Art and Wine in the Park, Fortuna Fireworks Festival, Fortuna Rodeo, Fortuna Redwood AutoXPo, Apple Harvest Festival, Hops in Humboldt, Fortuna Volunteer Fire Department Picnic, Girl Scouts, Boy Scouts, Fortuna Art Council, Fortuna Lions Club, Eel River Valley Little League, Humboldt Fast Pitch Girls Softball Recreation Program, Eel River Valley Youth Soccer, Eel River Valley Youth Football, 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. Exempt use is limited to regular weekly meetings no more than four times a month, and the above aforementioned annual events.

## B. PAVILION USE FEES

User groups will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; Park Maintenance staff, Police Department staff, garbage and additional cleanup fees, janitorial supplies, damages to facilities and/or grounds.

| | |
|---|---|
| Resident Use* | $ 35.00 per hr Monday - Thursday only. |
| Nonresident Use* | $ 45.00 per hr Monday - Thursday only. |
| Entire Day Rental* 8:00AM-Midnight | $350.00 per day Sunday - Thursday |
| | $550.00 Friday & Saturday |
| **All of the above require a $250.00 cleaning deposit.* | |
| Skating | $ 5.50 Ages 6 & over |
| | $ 3.50 Ages 5 & under |
| | $ 2.00 Non-skater minor |
| Private Skating Parties* | $ 90.00 Up to 30 people |
| | $ 2.00 per person (over 30 people) |
| Private Party during Public Skate | $ 40.00 table only (includes 2 admissions) |
| **(Fee no longer charged for Bar Area Use)* | |
| Open Recreation/Open Basketball | $ 3.00 per person |

## C. RECREATION HALL FEES

User groups will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; Park Maintenance staff, Police Department staff, garbage and additional cleanup fees, janitorial supplies, damages to facilities and/or grounds.

| | |
|---|---|
| Resident: | $ 30.00 per hour + $250.00 cleaning deposit. |
| Nonresident: | $ 40.00 per hour + $250.00 cleaning deposit. |

## 2. RECREATION

### A. RECREATION CLASS CONTRACTOR FEES

#### a. All activity class contractors

25% of gross revenues (excluding materials fee)

### B. RECREATION PROGRAM FEES

#### a. Basketball

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:

| | |
|---|---|
| Adult Men and Women | $ 5.00 per individual |
| Youth | $ 35.00 per individual |
| | $ 30.00 per sibling |
| Basketball Camp | $ 60.00 per individual |
| | $ 55.00 per sibling |
| Summer Basketball League | $ 35.00 per individual |
| | $ 30.00 per sibling |

#### b. Softball/Hardball/Soccer

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:

| | |
|---|---|
| Adult Men and Women | $ 5.00 per individual |
| Adult Field Reservation Fee | $ 10.00 per hour |
| Adult Hardball Game Use Fee | $ 20.00 per game, based on 1 ½ hours |
| Softball/Hardball Tournaments (own prep) | $100.00 per field/day |
| Softball/Hardball Tournaments (city prep) | $125.00 per field/day |
| Adult Soccer | $ 20.00 per game, based on 1 ½ hours |
| Adult Soccer with lights | $ 25.00 per game, based on 1 ½ hours |

#### c. Private Sport Camps, Tournaments, Programs, Events

| | |
|---|---|
| With City partnership | No fee |
| No City partnership | Field/Facility rates apply |

#### d. Other Programs

| | |
|---|---|
| **Summer Fun** | |
| Daily drop-in rate | $ 25.00 per day |
| | $ 23.00 per sibling (10% discount) |
| ½ Day rate | $ 18.00 per child |
| Weekly rate | $100.00 per child |

| | | |
|---|---|---|
| | $ 90.00 per sibling | |
| | $ 80.00 ½ day weekly | |
| | $ 72.00 ½ day sibling weekly | |
| **Paid in advance** | **First child** | **Sibling** |
| 2 weeks Full Day | $200.00 | $180.00 |
| ½ Day | $160.00 | $144.00 |
| 3 weeks Full Day | $300.00 | $270.00 |
| ½ Day | $240.00 | $216.00 |
| 4 weeks Full Day | $400.00 | $360.00 |
| ½ Day | $320.00 | $288.00 |
| 5 weeks Full Day | $480.00 | $432.00 |
| ½ Day | $385.00 | $347.00 |
| 6 weeks Full Day | $550.00 | $495.00 |
| ½ Day | $445.00 | $401.00 |
| 7 weeks Full Day | $610.00 | $549.00 |
| ½ Day | $495.00 | $446.00 |
| 8 weeks Full Day | $660.00 | $594.00 |
| ½ Day | $545.00 | $491.00 |
| 9 weeks Full day | $710.00 | $639.00 |
| ½ Day | $585.00 | $527.00 |
| 10 weeks Full Day | $750.00 | $675.00 |
| ½ Day | $625.00 | $563.00 |
| 11 weeks Full Day | $800.00 | $725.00 |
| ½ Day | $675.00 | $613.00 |
| Kiddie Kamp | | |
| Daily drop-in rate | $ 30.00 per day | |
| | $ 27.00 per sibling (10% discount) | |
| ½ Day rate | $ 20.00 per child | |
| Weekly rate | $120.00 per child | |
| | $108.00 per sibling | |
| | $ 85.00 ½ day weekly | |
| | $ 77.00 ½ day sibling weekly | |
| **Paid in advance** | **First child** | **Sibling** |
| 2 weeks Full Day | $240.00 | $216.00 |
| ½ Day | $ 170.00 | $153.00 |
| 3 weeks Full Day | $360.00 | $324.00 |
| ½ Day | $255.00 | $230.00 |
| 4 weeks Full Day | $480.00 | $432.00 |
| ½ Day | $340.00 | $306.00 |
| 5 weeks Full Day | $540.00 | $486.00 |
| ½ Day | $405.00 | $365.00 |
| 6 weeks Full Day | $595.00 | $495.00 |
| ½ Day | $536.00 | $419.00 |
| 7 weeks Full Day | $645.00 | $581.00 |
| ½ Day | $515.00 | $464.00 |
| 8 weeks Full Day | $695.00 | $626.00 |
| ½ Day | $565.00 | $509.00 |

| | | |
|---|---|---|
| 9 weeks Full day | $735.00 | $662.00 |
| ½ Day | $605.00 | $545.00 |
| 10 weeks Full Day | $775.00 | $698.00 |
| ½ Day | $645.00 | $581.00 |
| 11 weeks Full Day | $825.00 | $748.00 |
| ½ Day | $695.00 | $631.00 |
| Family rate eligibility based on concurrent enrollment | | |
| **Recreation Program / Inservice Days** | $ 30.00 per day for first child | |
| | $ 23.00 per day for each additional child | |
| | $ 18.00 per child half day | |
| **Swim Program** | * BASED ON COSTS | |
| **Fees based on Grant Funding & actual costs realized by the City.* | | |

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

## C. ADMINISTRATIVE ADJUSTMENTS

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**RESOLUTION NO. 2015-08**

**RESOLUTION OF THE CITY OF FORTUNA
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR
CITY MANAGER / CITY CLERK FOR FISCAL YEAR 2015-2016**

WHEREAS, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

WHEREAS, in April 2008, the City of Fortuna contracted with MGT of America, Inc. to conduct an extensive and exhaustive analysis of City services, the costs reasonably borne of providing these services, the beneficiaries of these services, and the estimated revenues produced by those paying fees and charges for special services; and,

WHEREAS, MGT of America, Inc. prepared the Cost of Services Study & Findings, which summarized the findings of this analysis and provided the basis for the adoption of various fees for various special services provided by the City and first presented to the City Council in January 2009; and

WHEREAS, in April 2009, the City Council adopted fees for special service proposed by staff using the Cost of Services Study & Findings Model prepared by MGT of America; and

WHEREAS, the Cost of Services Study & Findings Model has been used by staff to again evaluate the cost of providing various special services by the City for fiscal year 2015/2016; and

WHEREAS, the City Council wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Attachment 1 has been available for public review as required; and,

WHEREAS, a public hearing was held on June 1, 2015 by the Fortuna City Council to present the Schedule of Fees and Charges in Attachment 1 and receive public comment.

**NOW, THEREFORE, THE FORTUNA CITY COUNCIL DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not "special taxes"; and

2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Attachment 1, following a public hearing on the matter; and,

3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1st day of July 2015.

4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and

5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit

**PASSED AND ADOPTED** on this 1st day of June 2015 by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: None
ABSTAIN: None

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

## Attachment 1 for Resolution 2015-08

## *CITY MANAGER / CITY CLERK FEE SCHEDULE*

### 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.

### 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 | $20.00 |
| B | 10,001 | to | 20,000 | 30.00 |
| C | 20,001 | to | 40,000 | 45.00 |
| D | 40,001 | to | 80,000 | 65.00 |
| E | 80,001 | to | 140,000 | 85.00 |
| F | 140,001 | to | 260,000 | 110.00 |
| G | 250,001 | to | 500,000 | 160.00 |
| H | 500,001 | to | 900,000 | 210.00 |
| I | 900,001 | to | 1,400,000 | 280.00 |
| J | 1,400,001 | to | 2,000,000 | 350.00 |
| K | In Excess | of | 2,000,000 | 465.00 |

**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.

| | |
|---|---|
| First Four Units | $ 16.00 |
| Each additional Unit over Four | $ 4.00 |

**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 the business of contracting within the City | $ 5.00 per day |
| 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 within the City | $ 5.00 per day |
| 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. | |

**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 at the following rates:

| | |
|---|---|
| Carnival | $ 16.00 per day |
| Each separate show, attraction or exhibition | $ 4.00 |
| All 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 | $ 50.00 per day |
| two or more ring circus | $ 100.00 |
| All fees shall be collected in advance | |

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

## MISCELLANEOUS ADMINISTRATIVE FEES

| | |
|---|---|
| Copies (including but not limited to; public records requests, agenda packets & misc. copies of documents. | $ 0.15 per page |
| | $ 0.20 per page 2-sided |
| Budget | $ Actual Cost of reproduction |
| Zoning Ordinance | $ Actual Cost of reproduction |
| Standard Improvement Plan | $ Actual Cost of reproduction |
| General Plan | $ Actual Cost of reproduction |
| Business License Listing | $ 25.00 each |
| Fireworks Permit | $ 10.00 each |
| Zoning Map (color) | $ 10.00 each |
| Zoning Map (black and white) | $ 5.00 each |
| Aerial Photo 72 x 42 | $ 65.00 each |
| Aerial Photo 42 x 28 | $ 35.00 each |
| Plan Copies (black and white) | $ 4.00 (per sheet) |
| DVD Copy of Council Meeting or Planning Comm. Meeting | $ 10.00 each |

## NOTARIAL SERVICES

| | |
|---|---|
| Notary | $ 10.00 per Notarial act |
| This fee will not apply to Notarial Acts performed for the benefit of the City. This fee is not applicable to notaries employed by the City while outside of their scope of employment for the City of Fortuna. This fee is set by California Government Code Section 8211 | |

## ADMINISTRATIVE ADJUSTMENTS

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**RESOLUTION NO. 2015-09**

**RESOLUTION OF THE CITY OF FORTUNA ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR COMMUNITY DEVELOPMENT – DEVELOPMENT REVIEW FOR FISCAL YEAR 2015-2016**

WHEREAS, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

WHEREAS, in April 2008, the City of Fortuna contracted with MGT of America, Inc. to conduct an extensive and exhaustive analysis of City services, the costs reasonably borne of providing these services, the beneficiaries of these services, and the estimated revenues produced by those paying fees and charges for special services; and,

WHEREAS, MGT of America, Inc. prepared the Cost of Services Study & Findings, which summarized the findings of this analysis and provided the basis for the adoption of various fees for various special services provided by the City and first presented to the City Council in January 2009; and

WHEREAS, in April 2009, the City Council adopted fees for special service proposed by staff using the Cost of Services Study & Findings Model prepared by MGT of America; and

WHEREAS, the Cost of Services Study & Findings Model has been used by staff to again evaluate the cost of providing various special services by the City for fiscal year 2015/2016; and

WHEREAS, the City Council wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Attachment 1 has been available for public review as required; and,

WHEREAS, a public hearing was held on June 1, 2015 by the Fortuna City Council to present the Schedule of Fees and Charges in Attachment 1 and receive public comment.

**NOW, THEREFORE, THE FORTUNA CITY COUNCIL DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not "special taxes"; and

2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Attachment 1, following a public hearing on the matter; and,

3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1st day of July 2015.

4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and

5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit

**PASSED AND ADOPTED** on this 1st day of June 2015 by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent
NOES: None
ABSENT: None
ABSTAIN: Mayor Long

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

## Attachment 1 for Resolution 2015-09

***COMMUNITY DEVELOPMENT FEE SCHEDULE***

### 1. DEVELOPMENT REVIEW - LAND USE AND DEVELOPMENT FEES

| Activity/Permit | Fee |
|---|---|
| **MINISTERIAL** | |
| Zoning Clearance | $100.00 |
| Certificate of Compliance | $500.00* |
| Business License | $0 |
| Pre-Application Meeting | $0 |
| **ADMINISTRATIVE HEARING** | |
| Use Permit | $200.00 |
| **Assemblage Use Permit (per 17.54.070)** | |
| Under 500 | $125.00 |
| 500+ | $275.00 |
| Modifications & Extensions | $150.00 |
| Appeal of a Decision | $425.00 |
| **PLANNING COMMISSION HEARING** | |
| Design Review | $225.00* |
| Use Permit—Exempt from CEQA | $300.00* |
| Use Permit—Not exempt from CEQA | $650.00* |
| Lot Line Adjustment | $325.00* |
| Variance | $375.00* |
| Minor Subdivision | $525.00* |
| Permit Extension | $150.00 |
| Permit Modification or Amendment | $200.00* |
| Appeal of a Decision | $425.00 |
| **PLANNING COMMISSION & COUNCIL HEARINGS** | |
| Major Subdivision | $625.00* |
| Zone Reclassifications | $775.00* |
| Plan Amendments | $775.00* |
| Annexations | $775.00* |
| **SPECIAL SERVICES** | |
| CEQA EIR | Actual cost |
| CEQA Initial Study | Actual cost |
| Surveyor Map Checking (Review, Delivery, Return) | Actual cost |

| | |
|---|---|
| **City Map Checking** | |
| Parcel Map | $325.00* |
| Final Map | $425.00* |
| **Engineering Plan Checking** | |
| $0 to $100,000 | 1.00% of improvement cost* |
| $100,001 to $200,000 | 0.75% of improvement cost* |
| Greater 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* |
| Greater than $200,000 | 0.50% of improvement cost* |
| Record of Drawing (As-built) | $3,000.00 |
| Conditions of Approval Compliance | Deposit equal to permit fee* |
| Subdivision Construction Agreement | $500.00 plus bonding |
| Abandonment of a Right-of-Way | $275.00 |
| Rebate and Payback Agreements | $325.00 |
| Special Engineering Studies & Review | Actual cost |
| Encroachment Permit | $75.00 |
| Nonprofit | $50.00 |
| Street Closure Permit | $75.00 |
| Nonprofit | $50.00 |
| Chamber of Commerce Holiday Signage | $25.00 |
| Overhead Banners in Public Right-of-way | $50.00 |
| Downtown Parking In-Lieu Fee | $2,180.00 |

***To be charged at an hourly rate. Amount shown is to be used as a deposit. Staff efforts will be charged at staff's hourly plus overhead rate. Additional deposit will be collected once the fee shown is reached. Maximum fee will be no more than one additional deposit or twice the percentage shown.**

## 2. DEVELOPMENT REVIEW - SEISMIC FEE

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.

**a.** 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.

**b.** 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.

## 3. DEVELOPMENT REVIEW - 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:

#### a. 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.

#### b. 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

#### a. 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.

#### b. 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.

## 4. DEVELOPMENT REVIEW - TRAFFIC IMPACT FEES

### A. 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).

### B. 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).

## 5. DEVELOPMENT REVIEW - 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).

**RESOLUTION NO. 2015-10**

**RESOLUTION OF THE CITY OF FORTUNA
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR
COMMUNITY DEVELOPMENT – BUILDING PERMIT FOR FISCAL YEAR 2015-2016**

WHEREAS, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

WHEREAS, in April 2008, the City of Fortuna contracted with MGT of America, Inc. to conduct an extensive and exhaustive analysis of City services, the costs reasonably borne of providing these services, the beneficiaries of these services, and the estimated revenues produced by those paying fees and charges for special services; and,

WHEREAS, MGT of America, Inc. prepared the Cost of Services Study & Findings, which summarized the findings of this analysis and provided the basis for the adoption of various fees for various special services provided by the City and first presented to the City Council in January 2009; and

WHEREAS, in April 2009, the City Council adopted fees for special service proposed by staff using the Cost of Services Study & Findings Model prepared by MGT of America; and

WHEREAS, the Cost of Services Study & Findings Model has been used by staff to again evaluate the cost of providing various special services by the City for fiscal year 2015/2016; and

WHEREAS, the City Council wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Attachment 1 has been available for public review as required; and,

WHEREAS, a public hearing was held on June 1, 2015 by the Fortuna City Council to present the Schedule of Fees and Charges in Attachment 1 and receive public comment.

**NOW, THEREFORE, THE FORTUNA CITY COUNCIL DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not "special taxes"; and

2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Attachment 1, following a public hearing on the matter; and,

3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1st day of July 2015.

4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and

5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit

**PASSED AND ADOPTED** on this 1st day of June 2015 by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent
NOES: None
ABSENT: None
ABSTAIN: Mayor Long

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

## Attachment 1 for Resolution 2015-10

# DEVELOPMENT REVIEW - UNIT-BASED BUILDING PERMIT FEES

## A. BUILDING PERMIT FEES

| Occupancy | Building Use | Average Plan Check/ Process Hours | Average Inspection Hours | Total Time | Mult. By Hrly Rate $ 80.30 | Average Square Ft | Average Cost per Square Ft | Type of Construction Modifier ROW A I-A I-B | ROW B II-A III-A V-A | ROW C II-B, III-B IV V-B |
|---|---|---|---|---|---|---|---|---|---|---|
| "A" | **Restaurant / Theater / Church /** | 17.0 | 23.0 | 40 | $3,212 | 1,000 | $3.21 | $3.85 | $3.21 | $2.57 |
| | **Auditorium** | 38.0 | 62.0 | 100 | $8,030 | 5,000 | $1.61 | $1.93 | $1.61 | $1.28 |
| | | 59.0 | 99.0 | 158 | $12,687 | 10,000 | $1.27 | $1.52 | $1.27 | $1.01 |
| | | 97.0 | 161.0 | 258 | $20,717 | 20,000 | $1.04 | $1.24 | $1.04 | $0.83 |
| "A" | Tenant Improvement | 9.0 | 11.5 | 21 | $1,646 | 1,000 | $1.65 | $1.98 | $1.65 | $1.32 |
| | | 19.0 | 31.0 | 50 | $4,015 | 5,000 | $0.80 | $0.96 | $0.80 | $0.64 |
| | | 28.5 | 49.8 | 78 | $6,283 | 10,000 | $0.63 | $0.75 | $0.63 | $0.50 |
| | | 48.5 | 80.8 | 129 | $10,379 | 20,000 | $0.52 | $0.62 | $0.52 | $0.42 |
| "B" | **Office** | 16.5 | 21.5 | 38 | $3,051 | 1,000 | $3.05 | $3.66 | $3.05 | $2.44 |
| | | 32.0 | 55.0 | 87 | $6,986 | 5,000 | $1.40 | $1.68 | $1.40 | $1.12 |
| | | 56.0 | 86.0 | 142 | $11,403 | 10,000 | $1.14 | $1.37 | $1.14 | $0.91 |
| | | 88.0 | 141.0 | 229 | $18,389 | 20,000 | $0.92 | $1.10 | $0.92 | $0.74 |
| "B" | Tenant Improvement | 9.0 | 11.0 | 20 | $1,606 | 1,000 | $1.61 | $1.93 | $1.61 | $1.28 |
| | | 16.0 | 27.5 | 44 | $3,493 | 5,000 | $0.70 | $0.84 | $0.70 | $0.56 |
| | | 28.0 | 43.0 | 71 | $5,701 | 10,000 | $0.57 | $0.68 | $0.57 | $0.46 |
| | | 44.0 | 70.0 | 114 | $9,154 | 20,000 | $0.46 | $0.55 | $0.46 | $0.37 |
| "E" | **Non Public** | 17.0 | 23.0 | 40 | $3,212 | 1,000 | $3.21 | $4.82 | $4.02 | $3.21 |
| | (Pre-School - Daycare) | 38.0 | 62.0 | 100 | $8,030 | 5,000 | $1.61 | $2.41 | $2.01 | $1.61 |
| | (Schools - Religion) | 59.0 | 99.0 | 158 | $12,687 | 10,000 | $1.27 | $1.90 | $1.59 | $1.27 |
| | | 97.0 | 161.0 | 258 | $20,717 | 20,000 | $1.04 | $1.55 | $1.29 | $1.04 |
| "E" | Tenant Improvement | 9.0 | 11.5 | 21 | $1,646 | 1,000 | $1.65 | $2.47 | $2.06 | $1.65 |
| | | 19.0 | 31.0 | 50 | $4,015 | 5,000 | $0.80 | $1.20 | $1.00 | $0.80 |
| | | 28.5 | 49.8 | 78 | $6,283 | 10,000 | $0.63 | $0.94 | $0.79 | $0.63 |
| | | 48.5 | 80.8 | 129 | $10,379 | 20,000 | $0.52 | $0.78 | $0.65 | $0.52 |
| "F-1" | **Factory and industrial,** | 14.0 | 18.0 | 32 | $2,570 | 1,000 | $2.57 | $3.08 | $2.57 | $2.06 |
| | (MODERATE HAZARD) | 23.0 | 37.0 | 60 | $4,818 | 5,000 | $0.96 | $1.16 | $0.96 | $0.77 |
| | | 34.0 | 53.0 | 87 | $6,986 | 10,000 | $0.70 | $0.84 | $0.70 | $0.56 |
| | | 42.0 | 88.0 | 130 | $10,439 | 20,000 | $0.52 | $0.63 | $0.52 | $0.42 |
| "F-1" | Tenant Improvement | 9.0 | 10.0 | 19 | $1,526 | 1,000 | $1.53 | $1.83 | $1.53 | $1.22 |
| | Factory and industrial, | 12.0 | 19.0 | 31 | $2,489 | 5,000 | $0.50 | $0.60 | $0.50 | $0.40 |
| | (MODERATE HAZARD) | 18.0 | 27.0 | 45 | $3,614 | 10,000 | $0.36 | $0.43 | $0.36 | $0.29 |
| | | 22.0 | 45.0 | 67 | $5,380 | 20,000 | $0.27 | $0.32 | $0.27 | $0.22 |
| "F-2" | **Factory and industrial,** | 14.0 | 18.0 | 32 | $2,570 | 1,000 | $2.57 | $3.08 | $2.57 | $2.06 |
| | (LOW HAZARD) | 23.0 | 37.0 | 60 | $4,818 | 5,000 | $0.96 | $1.16 | $0.96 | $0.77 |
| | (LOW HAZARD) | 34.0 | 53.0 | 87 | $6,986 | 10,000 | $0.70 | $0.84 | $0.70 | $0.56 |
| | | 42.0 | 88.0 | 130 | $10,439 | 20,000 | $0.52 | $0.63 | $0.52 | $0.42 |
| "F-2" | Tenant Improvement | 9.0 | 10.0 | 19 | $1,526 | 1,000 | $1.53 | $1.83 | $1.53 | $1.22 |
| | Factory and industrial, | 12.0 | 19.0 | 31 | $2,489 | 5,000 | $0.50 | $0.60 | $0.50 | $0.40 |
| | (LOW HAZARD) | 18.0 | 27.0 | 45 | $3,614 | 10,000 | $0.36 | $0.43 | $0.36 | $0.29 |
| | | 22.0 | 45.0 | 67 | $5,380 | 20,000 | $0.27 | $0.32 | $0.27 | $0.22 |
| "H-1" | **High Hazards;** | 14.0 | 18.0 | 32 | $2,570 | 500 | $5.14 | $6.17 | $5.14 | $4.11 |
| "H-2" | Detonation hazard; Health hazards | 18.0 | 22.0 | 40 | $3,212 | 1,000 | $3.21 | $3.85 | $3.21 | $2.57 |
| "H-3" | Hazard from accelerated burning; | 22.8 | 42.3 | 65 | $5,220 | 2,500 | $2.09 | $2.51 | $2.09 | $1.67 |
| "H-4" | Material that readily support combust.; | 35.0 | 65.0 | 100 | $8,030 | 5,000 | $1.61 | $1.93 | $1.61 | $1.28 |
| "H-1" | Tenant Improvement - High Hazards; | 9.0 | 9.0 | 18 | $1,445 | 500 | $2.89 | $3.47 | $2.89 | $2.31 |
| "H-2" | Detonation hazard; Health hazards | 9.5 | 10.5 | 20 | $1,606 | 1,000 | $1.61 | $1.93 | $1.61 | $1.28 |
| "H-3" | Hazard from accelerated burning; | 14.0 | 18.0 | 32 | $2,570 | 2,500 | $1.03 | $1.23 | $1.03 | $0.82 |
| "H-4" | Material that readily support combust.; | 17.0 | 32.0 | 49 | $3,935 | 5,000 | $0.79 | $0.94 | $0.79 | $0.63 |
| "H-5" | **High Explosive** | 15.5 | 22.5 | 38 | $3,051 | 500 | $6.10 | $6.10 | $5.09 | $4.07 |
| | | 20.0 | 27.5 | 48 | $3,814 | 1,000 | $3.81 | $3.81 | $3.18 | $2.54 |
| | | 26.0 | 49.0 | 75 | $6,023 | 2,500 | $2.41 | $2.41 | $2.01 | $1.61 |
| | | 35.0 | 68.0 | 103 | $8,271 | 5,000 | $1.65 | $1.65 | $1.38 | $1.10 |

| Occupancy | Building Use | Average Plan Check/ Process Hours | Average Inspection Hours | Total Time | Mult. By Hrly Rate $ 80.30 | Average Square Ft | Average Cost per Square Ft | Type of Construction Modifier ROW A I-A I-B | ROW B II-A III-A V-A | ROW C II-B, III-B IV V-B |
|---|---|---|---|---|---|---|---|---|---|---|
| "H-5" | Tenant Improvement | 10.0 | 14.0 | 24 | $1,927 | 500 | $3.85 | $3.85 | $3.21 | $2.57 |
| | High Explosive | 11.0 | 15.0 | 26 | $2,088 | 1,000 | $2.09 | $2.09 | $1.74 | $1.39 |
| | | 13.0 | 23.0 | 36 | $2,891 | 2,500 | $1.16 | $1.16 | $0.96 | $0.77 |
| | | 17.0 | 34.0 | 51 | $4,095 | 5,000 | $0.82 | $0.82 | $0.68 | $0.55 |
| "I - 1.2" | **Heath Care Centers / Assist Living** | 21.0 | 31.0 | 52 | $4,176 | 1,000 | $4.18 | $4.18 | $3.48 | $2.78 |
| | | 39.0 | 78.0 | 117 | $9,395 | 5,000 | $1.88 | $1.88 | $1.57 | $1.25 |
| | | 68.0 | 111.0 | 179 | $14,374 | 10,000 | $1.44 | $1.44 | $1.20 | $0.96 |
| | | 92.0 | 169.0 | 261 | $20,958 | 20,000 | $1.05 | $1.05 | $0.87 | $0.70 |
| "I - 1.2" | Tenant Improvement | 11.0 | 16.0 | 27 | $2,168 | 1,000 | $2.17 | $2.17 | $1.81 | $1.45 |
| | (Heath Care Centers / Assist Living) | 20.0 | 39.0 | 59 | $4,738 | 5,000 | $0.95 | $0.95 | $0.79 | $0.63 |
| | | 34.0 | 55.5 | 90 | $7,187 | 10,000 | $0.72 | $0.72 | $0.60 | $0.48 |
| | | 46.0 | 84.0 | 130 | $10,439 | 20,000 | $0.52 | $0.52 | $0.43 | $0.35 |
| "I-3" | **Jail** | 15.5 | 23.0 | 39 | $3,092 | 500 | $6.18 | $7.42 | $6.18 | $4.95 |
| | | 26.0 | 40.0 | 66 | $5,300 | 2,500 | $2.12 | $2.54 | $2.12 | $1.70 |
| | | 34.0 | 69.0 | 103 | $8,271 | 5,000 | $1.65 | $1.99 | $1.65 | $1.32 |
| "M" | **Store / Mercantile** | 16.5 | 21.5 | 38 | $3,051 | 1,000 | $3.05 | $4.58 | $3.81 | $3.05 |
| | | 31.0 | 51.0 | 82 | $6,585 | 5,000 | $1.32 | $1.98 | $1.65 | $1.32 |
| | | 45.0 | 86.0 | 131 | $10,519 | 10,000 | $1.05 | $1.58 | $1.31 | $1.05 |
| | | 57.0 | 141.0 | 198 | $15,899 | 20,000 | $0.79 | $1.19 | $0.99 | $0.79 |
| | | 77.0 | 198.0 | 275 | $22,083 | 50,000 | $0.44 | $0.66 | $0.55 | $0.44 |
| | | 99.0 | 281.0 | 380 | $30,514 | 100,000 | $0.31 | $0.46 | $0.38 | $0.31 |
| "M" | Tenant Improvement | 9.0 | 12.0 | 21 | $1,686 | 1,000 | $1.69 | $2.53 | $2.11 | $1.69 |
| | (Store) | 14.5 | 24.5 | 39 | $3,132 | 5,000 | $0.63 | $0.94 | $0.78 | $0.63 |
| | (Full store remodel) | 20.0 | 41.0 | 61 | $4,898 | 10,000 | $0.49 | $0.73 | $0.61 | $0.49 |
| | | 28.0 | 68.0 | 96 | $7,709 | 20,000 | $0.39 | $0.58 | $0.48 | $0.39 |
| | | 36.0 | 96.0 | 132 | $10,600 | 50,000 | $0.21 | $0.32 | $0.26 | $0.21 |
| | | 48.0 | 128.0 | 176 | $14,133 | 100,000 | $0.14 | $0.21 | $0.18 | $0.14 |
| M | **Convenient Store / Vehicle Fuel Disp.** | 12.0 | 12.0 | 24 | $1,927 | 300 | $6.42 | $7.71 | $6.42 | $5.14 |
| | *NOTE: see Fuel Canopy in "S-2"* | 16.0 | 18.0 | 34 | $2,730 | 750 | $3.64 | $4.37 | $3.64 | $2.91 |
| | | 21.0 | 28.0 | 49 | $3,935 | 1,500 | $2.62 | $3.15 | $2.62 | $2.10 |
| | | 25.0 | 39.0 | 64 | $5,139 | 3,000 | $1.71 | $2.06 | $1.71 | $1.37 |
| M | Tenant Improvement | 8.0 | 10.0 | 18 | $1,445 | 300 | $4.82 | $5.78 | $4.82 | $3.85 |
| | Convenient Store / Vehicle Fuel Disp | 9.5 | 11.0 | 21 | $1,646 | 750 | $2.19 | $2.63 | $2.19 | $1.76 |
| | ` | 12.0 | 14.0 | 26 | $2,088 | 1,500 | $1.39 | $1.67 | $1.39 | $1.11 |
| | | 14.5 | 19.0 | 34 | $2,690 | 3,000 | $0.90 | $1.08 | $0.90 | $0.72 |
| "R-1" "R-2.1" | **Hotel / Motel / Apartment** | 16.0 | 37.0 | 53 | $4,256 | 1,500 | $2.84 | $3.40 | $2.84 | $2.27 |
| | | 49.0 | 111.0 | 160 | $12,848 | 7,500 | $1.71 | $2.06 | $1.71 | $1.37 |
| | | 84.0 | 210.0 | 294 | $23,608 | 15,000 | $1.57 | $1.89 | $1.57 | $1.26 |
| | | 107.0 | 311.0 | 418 | $33,565 | 30,000 | $1.12 | $1.34 | $1.12 | $0.90 |
| "R-1" "R-2.1" | Tenant Improvement | 13.0 | 16.0 | 29 | $2,329 | 1,500 | $1.55 | $1.86 | $1.55 | $1.24 |
| | or Remodels | 30.0 | 54.0 | 84 | $6,745 | 7,500 | $0.90 | $1.08 | $0.90 | $0.72 |
| | | 42.0 | 104.0 | 146 | $11,724 | 15,000 | $0.78 | $0.94 | $0.78 | $0.63 |
| | | 50.0 | 130.0 | 180 | $14,454 | 30,000 | $0.48 | $0.58 | $0.48 | $0.39 |
| "R-3" | **Dwellings - Single Family / Duplex** | 7.6 | 14.0 | 22 | $1,734 | 1,000 | $1.73 | N/A | N/A | $1.73 |
| | | 10.0 | 17.3 | 27 | $2,188 | 1,500 | $1.46 | N/A | N/A | $1.46 |
| | | 12.3 | 18.5 | 31 | $2,473 | 2,000 | $1.24 | N/A | N/A | $1.24 |
| | | 16.8 | 23.0 | 40 | $3,192 | 3,000 | $1.06 | N/A | N/A | $1.06 |
| | | 20.5 | 26.3 | 47 | $3,754 | 4,000 | $0.94 | N/A | N/A | $0.94 |
| | | 23.3 | 28.5 | 52 | $4,156 | 5,000 | $0.83 | N/A | N/A | $0.83 |
| | | 24.8 | 30.3 | 55 | $4,417 | 6,000 | $0.74 | N/A | N/A | $0.74 |

| Occupancy | Building Use | Average Plan Check/ Process Hours | Average Inspection Hours | Total Time | Mult. By Hrly Rate $ 80.30 | Average Square Ft | Average Cost per Square Ft | Type of Construction Modifier ROW A I-A I-B | ROW B II-A III-A V-A | ROW C II-B, III-B IV V-B |
|---|---|---|---|---|---|---|---|---|---|---|
| "R-3" | **Dwellings - Repeats of Project** | 4.0 | 14.0 | 18 | $1,445 | 1,000 | $1.45 | N/A | N/A | $1.45 |
| | (Build the same home within the | 4.3 | 17.3 | 22 | $1,730 | 1,500 | $1.15 | N/A | N/A | $1.15 |
| | same subdivision ONLY during | 4.8 | 18.5 | 23 | $1,871 | 2,000 | $0.94 | N/A | N/A | $0.94 |
| | the same adopted code cycle). | 5.0 | 23.0 | 28 | $2,248 | 3,000 | $0.75 | N/A | N/A | $0.75 |
| | | 5.0 | 26.3 | 31 | $2,509 | 4,000 | $0.63 | N/A | N/A | $0.63 |
| | | 6.0 | 28.5 | 35 | $2,770 | 5,000 | $0.55 | N/A | N/A | $0.55 |
| | | 6.3 | 30.3 | 37 | $2,931 | 6,000 | $0.49 | N/A | N/A | $0.49 |
| "R-3" | **Dwellings** | 5.5 | 7.5 | 13 | $1,044 | 1,000 | $1.04 | N/A | N/A | $1.04 |
| | Remodel/Improvements | 6.0 | 8.8 | 15 | $1,184 | 1,500 | $0.79 | N/A | N/A | $0.79 |
| | | 7.0 | 9.5 | 17 | $1,325 | 2,000 | $0.66 | N/A | N/A | $0.66 |
| | | 8.0 | 12.0 | 20 | $1,606 | 3,000 | $0.54 | N/A | N/A | $0.54 |
| | | 9.0 | 13.3 | 22 | $1,787 | 4,000 | $0.45 | N/A | N/A | $0.45 |
| | | 9.8 | 14.8 | 25 | $1,967 | 5,000 | $0.39 | N/A | N/A | $0.39 |
| | | 10.3 | 16.0 | 26 | $2,108 | 6,000 | $0.35 | N/A | N/A | $0.35 |
| S-1 | (Mod Hazard Storage) | 13.0 | 17.0 | 30 | $2,409 | 1,000 | $2.41 | $2.89 | $2.41 | $1.93 |
| S-2 | (Low Hazard Storage) | 22.0 | 36.0 | 58 | $4,657 | 5,000 | $0.93 | $1.12 | $0.93 | $0.75 |
| | (Open Parking Garage) | 33.0 | 53.0 | 86 | $6,906 | 10,000 | $0.69 | $0.83 | $0.69 | $0.55 |
| | (Aircraft Hanger) | 41.0 | 88.0 | 129 | $10,359 | 20,000 | $0.52 | $0.62 | $0.52 | $0.41 |
| S-1 | Tenant Improvement | 9.0 | 10.0 | 19 | $1,526 | 1,000 | $1.53 | $1.83 | $1.53 | $1.22 |
| S-2 | | 12.0 | 19.0 | 31 | $2,489 | 5,000 | $0.50 | $0.60 | $0.50 | $0.40 |
| | | 18.0 | 27.0 | 45 | $3,614 | 10,000 | $0.36 | $0.43 | $0.36 | $0.29 |
| | | 22.0 | 45.0 | 67 | $5,380 | 20,000 | $0.27 | $0.32 | $0.27 | $0.22 |
| "S-2" | **Canopy / Porte-cochere /** | 6.0 | 4.5 | 11 | $843 | 100 | $8.43 | $10.12 | $8.43 | $6.75 |
| | Fuel Dispensing cover | 6.0 | 6.0 | 12 | $964 | 500 | $1.93 | $2.31 | $1.93 | $1.54 |
| | (Commercial) | 6.0 | 8.0 | 14 | $1,124 | 1,000 | $1.12 | $1.35 | $1.12 | $0.90 |
| | | 6.5 | 8.5 | 15 | $1,205 | 2,000 | $0.60 | $0.72 | $0.60 | $0.48 |
| "U" | **Residential Garage - ATTACHED** | 2.5 | 3.5 | 6 | $482 | 100 | $4.82 | $7.23 | $6.02 | $4.82 |
| | (Built during new home Construction) | 3.0 | 5.0 | 8 | $642 | 500 | $1.28 | $1.93 | $1.61 | $1.28 |
| | (up to 3,000sf max.) | 3.8 | 5.5 | 9 | $743 | 1,000 | $0.74 | $1.11 | $0.93 | $0.74 |
| | | 4.5 | 6.5 | 11 | $883 | 2,000 | $0.44 | $0.66 | $0.55 | $0.44 |
| | | 5.0 | 7.3 | 12 | $984 | 3,000 | $0.33 | $0.49 | $0.41 | $0.33 |
| "U" | **Residential Garage - DETACHED** | 4.0 | 6.5 | 11 | $843 | 100 | $8.43 | $12.65 | $10.54 | $8.43 |
| | Stand Alone Construction | 5.0 | 7.0 | 12 | $964 | 500 | $1.93 | $2.89 | $2.41 | $1.93 |
| | (up to 3,000sf max.) | 6.5 | 8.8 | 15 | $1,225 | 1,000 | $1.22 | $1.84 | $1.53 | $1.22 |
| | | 8.0 | 11.0 | 19 | $1,526 | 2,000 | $0.76 | $1.14 | $0.95 | $0.76 |
| | | 9.3 | 13.0 | 22 | $1,787 | 3,000 | $0.60 | $0.89 | $0.74 | $0.60 |
| "U" | **Residential Carport / Porch - ATTACHED** | 1.0 | 1.5 | 3 | $201 | 100 | $2.01 | $3.01 | $2.51 | $2.01 |
| | (Built during new home Construction) | 1.5 | 2.0 | 4 | $281 | 200 | $1.41 | $2.11 | $1.76 | $1.41 |
| | | 1.8 | 2.3 | 4 | $321 | 300 | $1.07 | $1.61 | $1.34 | $1.07 |
| | | 2.0 | 2.5 | 5 | $361 | 400 | $0.90 | $1.36 | $1.13 | $0.90 |
| | | 2.3 | 2.8 | 5 | $402 | 500 | $0.80 | $1.20 | $1.00 | $0.80 |
| "U" | **Carport / Porch / Agg. Cover** | 3.0 | 3.0 | 6 | $482 | 50 | $9.64 | $14.45 | $12.05 | $9.64 |
| | Stand Alone Construction | 3.0 | 4.0 | 7 | $562 | 100 | $5.62 | $0.00 | $0.00 | $5.62 |
| | | 4.0 | 4.0 | 8 | $642 | 500 | $1.28 | $0.00 | $0.00 | $1.28 |
| | | 5.0 | 5.5 | 11 | $843 | 1,000 | $0.84 | $0.00 | $0.00 | $0.84 |
| | | 6.3 | 6.5 | 13 | $1,024 | 2,000 | $0.51 | $0.00 | $0.00 | $0.51 |
| | | 6.8 | 7.0 | 14 | $1,104 | 3,000 | $0.37 | $0.00 | $0.00 | $0.37 |

| Occupancy | Building Use | Average Plan Check/ Process Hours | Average Inspection Hours | Total Time | Mult. By Hrly Rate $ 80.30 | Average Square Ft | Average Cost per Square Ft | Type of Construction Modifier ROW A I-A I-B | ROW B II-A III-A V-A | ROW C II-B, III-B IV V-B |
|---|---|---|---|---|---|---|---|---|---|---|
| | **SHELL BUILDINGS** | | | | | | | | | |
| **"B"** | Shell | 10.5 | 14.0 | 25 | $1,967 | 1,000 | $1.97 | *$2.36* | *$1.97* | *$1.57* |
| | (Office) | 27.5 | 42.3 | 70 | $5,601 | 5,000 | $1.12 | *$1.34* | *$1.12* | *$0.90* |
| | | 47.8 | 73.8 | 122 | $9,756 | 10,000 | $0.98 | *$1.17* | *$0.98* | *$0.78* |
| | | 80.8 | 124.0 | 205 | $16,441 | 20,000 | $0.82 | *$0.99* | *$0.82* | *$0.66* |
| **"A"** | Shell | 11.0 | 16.3 | 27 | $2,188 | 1,000 | $2.19 | *$2.63* | *$2.19* | *$1.75* |
| | (Restaurant / Theater / Church / | 32.3 | 49.0 | 81 | $6,524 | 5,000 | $1.30 | *$1.57* | *$1.30* | *$1.04* |
| | Auditorium / | 55.5 | 85.8 | 141 | $11,342 | 10,000 | $1.13 | *$1.36* | *$1.13* | *$0.91* |
| | | 92.7 | 142.8 | 235 | $18,903 | 20,000 | $0.95 | *$1.13* | *$0.95* | *$0.76* |
| **"M"** | Shell | 11.0 | 11.5 | 23 | $1,807 | 1,000 | $1.81 | *$2.17* | *$1.81* | *$1.45* |
| | store | 19.8 | 30.3 | 50 | $4,015 | 5,000 | $0.80 | *$0.96* | *$0.80* | *$0.64* |
| | | 34.5 | 53.3 | 88 | $7,046 | 10,000 | $0.70 | *$0.85* | *$0.70* | *$0.56* |
| | | 60.0 | 92.3 | 152 | $12,226 | 20,000 | $0.61 | *$0.73* | *$0.61* | *$0.49* |
| | | 114.0 | 175.5 | 290 | $23,247 | 50,000 | $0.46 | *$0.56* | *$0.46* | *$0.37* |
| | | 146.0 | 238.8 | 385 | $30,895 | 100,000 | $0.31 | *$0.37* | *$0.31* | *$0.25* |

## B. MECHANICAL PERMIT FEES

| PERMIT ISSUANCE FEE | Each |
|---|---|
| For the issuance of each Mechanical permit | 40.15 |
| For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled | 12.50 |
| **UNIT FEE SCHEDULE - to be added to each building permit. *(NOTE: The following fees do not include the permit-issuing fee.)*** | **Per Unit Price** |
| **Furnaces** | |
| For the installation or relocation of each forced-air or gravity-type furnace or burner. including ducts and vents attached to such appliance, up to and including 100,000 Btulh | 48.11 |
| For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance. over 100,000 Btulh | 53.53 |
| For the installation or relocation of each floor furnace, including vent | 48.11 |
| For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater. | 48.11 |
| **Appliance Venting** | |
| For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit | 12.50 |
| **Repair or Additions** | |
| For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code | 23.70 |
| **Boilers, Compressors and Absorption Systems** | |
| Installation or relocation of each boiler or compressor to and including 3HP (10.6 kW), or each absorption system to and including 100,000 Btulh | 25.42 |
| Installation or relocation of each boiler or compressor over 3HP (10.6 kW) to and including 15HP (52.7 kW), or each absorption system over 100,000 Btulh (29.3 kW) to and including 500,000 Btulh (146.6 kW) | 46.90 |
| Installation or relocation of each boiler or compressor over 15HP (52.7 kW) to and including 30HP (105.5 kW), or each absorption system over 500,000 Btulh (146.6 kW) to and incl 1,000,000 Btulh (293. I kW) | 64.34 |
| Installation or relocation of each boiler or compressor over 30HP (105.5 kW) to and including 50HP (176 kW), or each absorption system over 1,000,000 Btulh (273.1 kW) to and incl 1,750,000 Btulh (512.9 kW) | 95.78 |
| Installation or relocation of each boiler or compressor' over 50HP (176 kW), or each absorption system over 1.750,000 Btulh (512.9 kW) | 160.13 |
| **Air Handlers** | |
| For each air-handling unit to and including 10,000 cubic feet per minute (cfrn)(4719 *Us),* including ducts attached thereto | 18.44 |
| For each air-handling unit over 1O,OOOcfrn (4719 Us)* | 31.86 |
| *Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code. | |
| **Evaporative Coolers / Hood Make-up Air** | |
| Evaporative Coolers For each evaporative cooler other than portable type | 18.44 |

| | |
|---|---|
| **Ventilation and Exhaust** | |
| For each ventilation fan connected to a single duct | 11.62 |
| For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit | 18.44 |
| For the installation of each hood which served by mechanical exhaust, including the ducts for such hood | 18.44 |
| **Incinerators** | |
| | |
| | |
| **Miscellaneous** | |
| For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which the fee is listed in the table | 18.62 |
| **OTHER INSPECTION FEES:** | **Per Hour** |
| Inspections outside of normal business hours, per hour * (Minimum Charge - 2 Hours) | 80.30 |
| Re-Inspection fee assed under provision of FMC * (Minimum Charge - 1 Hour) | 80.30 |
| Inspection for which no fee is specifically indicate, per hour* (Minimum Charge - 1 Hour) | 80.30 |
| Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed * (Minimum Charge - 1/2 half hour) | 80.30 |
| *Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved | |

## C. ELECTRICAL PERMIT FEES

| PERMIT ISSUANCE | $ Each |
|---|---|
| For the issuance of each Electrical permit | 40.15 |
| For issuing each supplemental permit for which the original permit has not expired, been canceled or finaled | 11.62 |
| **SYSTEM FEE SCHEDULE - to be added to each building permit.** ***(NOTE: The following fees do not include the permit-issuing fee.)*** | |
| **New Residential Buildings:** The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time. | Per Sq Ft |
| **Single- and Two Family**: For new single-and two-family residential buildings constructed at the same time and not including the area of garages, carports, and accessory buildings, per S.F. @ 0.090. | 0.090 |
| **Multifamily:** For new multifamily buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of garages, carports and accessory building, per S.F. @ 0.081: | 0.081 |
| **Private Swimming Pools** | $ Each |
| For new private, swimming pools for single-family and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each pool | 121.73 |
| **Carnivals and Circuses:** Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions. | $ Each |
| For electrical generators and electrically driven rides, each | 37.76 |
| For mechanically driven rides and walk-through attractions or displays having electric lighting, each | 11.62 |
| For a system of area and booth lighting, each | 11.62 |
| For permanently installed rides, booths, displays and attractions, use the Unit Fee Schedule. | - |
| **Temporary Power Services** | $ Each |
| For a temp. service pole, inc all pole or pedestal-mounted receptacle outlets and appurtenances, each | 79.51 |
| For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc., each | 19.72 |
| **UNIT FEE SCHEDULE - to be added to each building permit.** ***(NOTE: The following fees do not include the permit-issuing fee.)*** | |
| **Receptacle, Switch and Light Outlets:** For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters | $ Each |
| First 20 fixtures, each | 1.76 |
| Additional fixtures, each | 1.18 |
| **Light Fixtures:** For lighting fixtures, sockets or other lamp-holding devices: | $ Each |
| First 20 fixtures, each | 1.76 |
| Additional fixtures, each | 1.18 |
| For pole or platform-mounted light fixtures, each | 1.76 |
| For theatrical-type lighting fixtures or assemblies, each | 1.76 |
| **Residential Appliances** | $ Each |
| For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console or through-wall conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding 1 ***horsepower*** (HP) in rating, each | 7.65 |
| NOTE: For other types of air conditioners and other appliances having larger electrical ratings, see Power Apparatus | |

| Non-Residential Appliances | $ Each |
|---|---|
| For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding 1 horsepower (HP), kilowatt (kW) or (kVA), in rating, including medical and dental devices; food, beverage and ice cream cabinets; illuminated show cases; drinking vending machines; laundry machines; or other similar types of equipment, each $ 5.00 | 7.65 |
| NOTE: For other types of air conditioners and other appliances having larger electrical ratings, see Power Apparatus, | |
| **Power Apparatus:** For motors, generators, transformers, rectifiers, synchronous conveners, capacitors, industrial heating, AC and heat pumps, cooking or baking equipment and other apparatus, as follows: Rating m horsepower (HP), kilowatts (kW), kilovolt-amperes (kVA) or kilovolt-amperes-reactive (kY AR): | $ Each |
| Up to and including 1, each | 7.65 |
| Over 1 and not over 10, each | 19.73 |
| Over 10 and not over 50, each | 39.53 |
| Over 50 and not over 100, each | 79.51 |
| Over 100, each | 119.57 |
| NOTE: For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. | |
| NOTE: These fees include all switches, circuit breakers, contacts, thermostats, relays and other directly related controlled equipment. | |
| **Busways:** | |
| For trolley and plug-in-type busways, each 100 feet or fraction thereof.. | 11.62 |
| NOTE: An additional fee required for lighting fixtures, motors and other appliances that are connected to troney and plug-in-type busways. A fee is not required for portable | |
| **Signs, Outline, Lighting and Marquees:** | $ Each |
| For signs, outline lighting systems or marquees supplied from one branch circuit, each | 39.53 |
| For additional branch circuits within the same sign, outline lighting system or marquee, each | 7.65 |
| **Services:** | $ Each |
| For services of *600* volts or less and not over 200 amperes in rating, each | 48.93 |
| For services of 600 volts or less and over 200 amperes to l,000 amperes, each | 99.77 |
| For *services* over 600 volts or over 1,000 amperes in rating, each | 199.54 |
| **Miscellaneous Apparatus, Conduits and Conductors:** | $ Each |
| For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth | 29.20 |
| NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment. | |
| **Other Inspection and Fees:** | Per Hour |
| Inspections outside of normal business hours, per hour* (Minimum Charge - 2 Hours) | 80.30 |
| Re-Inspection fee assed under provision of FMC* (Minimum Charge - 1 Hour) | 80.30 |
| Inspection for which no fee is specifically indicate, per hour* (Minimum Charge - 1 Hour) | 80.30 |
| Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed* (Minimum Charge - 1/2 half hour) | 80.30 |
| *Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved | |

## D. PLUMBING PERMIT FEES

| PERMIT ISSUANCE FEE | $ Each |
|---|---|
| For the issuance of each plumbing permit | 40.15 |
| For issuing each supplemental permit for which the original permit has not expired, been canceled or final | 11.62 |
| **UNIT FEE SCHEDULE - to be added to each building permit.** ***(NOTE: The following fees do not include the permit-issuing fee.)*** | **$ Each** |
| **Fixtures and Vents** | |
| For each plumbing fixture or trap or set of fixtures on one trap (incl: water, drain piping, backflow protec) | 15.75 |
| For repair or alteration of drainage or vent piping, each fixture | 7.65 |
| **Sewer, Disposal Systems and Interceptors** | |
| For each building, trailer sewer | 39.60 |
| For each private sewage disposal system | 78.20 |
| For each Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors Functioning as fixture traps | 238.53 |
| Rainwater systems - per drain (inside building) | 15.75 |
| **Water Piping System** | |
| For installation, alteration, or repair of water piping or water-treating equipment, or both, each | 7.65 |
| For each water heater including vent | 19.73 |
| For vents only, See Mechanical Permit Fees | |
| **Gas Piping and Water Heaters** | |
| For each gas piping system of one to five outlets | 9.86 |
| for each additional outlet over five, each | 1.76 |
| **Lawn Sprinkler, vacuum Breakers and Backflow Protection Devices** | |
| For each lawn sprinkler system on any one meter, including backflow protection devices thereof | 23.78 |
| **For atmospheric-type vacuum breakers or backflow protection devices not including in item 1:** | |
| 1 to 5 devices | 19.73 |
| More them 5 devices, each | 3.59 |
| **For each backflow-protection devices other then atmospheric-type vacuum breaker:** | |
| 2 inch and smaller | 19.73 |
| Over 2 inches | 39.60 |
| **Swimming Pools** | |
| For each swimming pool and spa: | |
| Private Pool (Residential) (up to 400 s.f.) | 914.00 |
| Private Pool (Residential) (over 401 s.f.) | 1,034.00 |
| Private Spa (Residential) | 358.00 |
| Public Pool (Commercial) (up to 400 s.f.) ADA | 1,073.00 |
| Public Pool (Commercial) (over 400 s.f.) ADA | 1,232.00 |
| Public Spa (Commercial) ADA | 477.00 |
| **Fire Sprinkler System** | |
| New Fire Sprinkler System ($0.13 x S.F.) Min fee cost $350.00 | 0.130 |
| Rework Existing Fire Sprinkler System (per layout, time required & CBO) | - |
| **Miscellaneous** | |
| For each appliance or pieces of equipment regulated by the (CPC) California Plumbing Code but not classed in other appliance categories, or for which the fee is listed in the table | 17.13 |
| **Other Inspection and Fees:** | **$ Each** |
| Inspections outside of normal business hours, per hour* (Minimum Charge - 2 Hours) | 80.30 |
| Re-Inspection fee assed under provision of FMC * (Minimum Charge - 1 Hour) | 80.30 |
| Inspection for which no fee is specifically indicate, per hour* (Minimum Charge - 1 Hour) | 80.30 |
| Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed* (Minimum Charge - 1/2 half hour) | 80.30 |
| *Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved | |

## E. GRADING PERMIT FEES

| Permit Issuance | $ Each |
|---|---|
| For the issuance of each Grading permit | 40.15 |
| For issuing each supplemental permit for which the original permit has not expired, been canceled or final | 11.62 |
| **UNIT FEE SCHEDULE - to be added to each building permit.** ***(NOTE: The following fees do not include the permit-issuing fee.)*** | **$ Each** |
| **Grading Plan Review** | |
| 1 cubic yard to 100 cubic yards | 37.77 |
| 101 to 1,000 cubic yards | 59.40 |
| 1,001 to 10,000 cubic | 79.05 |
| 10,00l to 100.000 cubic yards: $79.05 for the first 10,000 cubic yards, plus $39.34 for each additional 10,000 cubic yards or fraction thereof. | - |
| 100,001 to 200,000 cubic yards: $433.11 for the first 100,000 cubic yards, plus $32.52 for each additional 10,000 cubic yards or fraction thereof. | - |
| 200,001 cubic yards or more: $725.79 for the first 200,000 cubic yards, plus $11.64 for each additional 10,000 cubic yards or fraction thereof. | - |
| NOTE: ADA path of travel, onsite structures i.e. trash enclosures, retaining walls etc. will be charged at building fee structure and/or hours per task. | - |
| **Grading Permit Fees** | |
| 1 cubic yard to 50 cubic yards | 37.77 |
| 51 to 100 cubic yards | 59.40 |
| 101 to 1,000 cubic yards: $59.40 for the first 100 cubic yards, plus $28.10 for each additional 100 cubic yards or fraction thereof. | - |
| 1,001 to 10,000 cubic yards: $312.3 for the first 1000 cubic yards, plus $23.29 for each additional 1000 cubic yards or fraction thereof | - |
| 10,001 to.100,000 cubic yards: $521.91 for the first 10,000 cubic yards, plus $105.96 for each additional 10,000 cubic yards or fraction thereof. | - |
| 100,001 or more cubic yards: $1475.01 for the first 100,000 cubic yards, plus $58.61 for each additional 10,000 cubic yards or fraction thereof. | - |
| NOTE: ADA path of travel, onsite structures i.e. trash enclosures, retaining walls, etc. will be charged at building fee structure and/or hours per task. | - |
| **Other Inspection and Fees:** | **$ Each** |
| Inspections outside of normal business hours, per hour* (Minimum Charge - 2 Hours) | 80.30 |
| Re-Inspection fee assed under provision of FMC* (Minimum Charge - 1 Hour) | 80.30 |
| Inspection for which no fee is specifically indicate, per hour* (Minimum Charge - 1 Hour) | 80.30 |
| Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed* (Minimum Charge - 1/2 half hour) | 80.30 |
| *Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved | |

## F. OVER THE COUNTER ONLY PERMIT FEES

| Fee Types | Estimated Time (in minutes) | Fee based on a per-minute rate of $1.34 |
|---|---|---|
| **ADMINISTRATIVE AND MISC FEES** | | |
| Travel and Documentation | 60 | $80 |
| **MECHANICAL PERMIT FEES** | | |
| ISSUANCE MECHANICAL FEE **(Added to each permit)** | 30 | $40 |
| Stand Alone Mechanical Plan Check & Inspection see CBO | See CBO | $0 |
| Furnaces, New (F.A.U.) | 90 | $120 |
| Furnaces (Wall) | 60 | $80 |
| Furnaces, Replace (F.A.U.) | 60 | $80 |
| Heater (Wall) | 60 | $80 |
| Appliance Vent / Chimney (Only) | 60 | $80 |
| Refrigeration Compressor | 60 | $80 |
| Boiler - up to 500k BTU | 60 | $80 |
| Boiler - greater than 500k BTU and less than 2,000k BTU | 90 | $120 |
| Boiler - greater than 2,000k BTU | 120 | $161 |
| Chiller | 75 | $100 |
| Fan Coil Unit | 60 | $80 |
| Heat Pump (Package Unit) | 60 | $80 |
| Heater (Unit, Radiant, etc.) | 60 | $80 |
| Air Handler w/ducts to 10k CFM | 60 | $80 |
| Air Handler w/ducts more than 10k CFM | 75 | $100 |
| Duct Work only | 60 | $80 |
| Evaporative Cooler | 60 | $80 |
| Make-up Air System | 60 | $80 |
| Moisture Exhaust Duct (Clothes Dryer) | 60 | $80 |
| Variable Air Volume Box (Including Duct Work) | 60 | $80 |
| Vent Fan (Single Duct) | 60 | $80 |
| Vent System | 75 | $100 |
| Exhaust Hood and Duct (RESIDENTIAL) | 60 | $80 |
| Non-Residential Incinerator | 120 | $161 |
| Refrigerator Condenser Remote | 60 | $80 |
| Walk-in Box / Refrigerator Coil | 105 | $141 |
| Gas System (First Outlet) | 60 | $80 |
| Gas Outlets (Each Additional) | 15 | $20 |
| Other Mechanical Inspections (per hour) | 60 | $80 |
| Other Mechanical Fees [list these individually] | | Actual |
| **PLUMBING / GAS PERMIT FEES** | | |
| **ISSUANCE PLUMBING FEE (Added to each permit)** | 30 | $40 |
| Stand Alone Plumbing Plan Check & Inspection see CBO | See CBO | $0 |
| Bathtub | 60 | $80 |
| Floor Drain | 60 | $80 |
| Gas System (First Outlet) | 60 | $80 |
| Gas Outlets (Each Additional) | 15 | $20 |
| Building Sewer | 60 | $80 |
| Grease Trap (inside building) | 90 | $120 |
| Grease Interceptors / Pump - less then 1500 ga. (Out side building) | 180 | $241 |

| Fee Types | Estimated Time (in minutes) | Fee based on a per-minute rate of $1.34 |
|---|---|---|
| Grease Interceptors / Pump - 1500 ga. & up (Out side building) | 240 | $321 |
| Lavatory (First Fixture) | 60 | $80 |
| Lavatory (Each Additional Fixture) | 30 | $40 |
| Laundry Tubs | 60 | $80 |
| Backflow Preventer (First 5) | 60 | $80 |
| Backflow Preventer (More than 5) - each | 5 | $7 |
| Receptor (Floor Sink, Cup Sink) | 60 | $80 |
| Roof Drain | 60 | $80 |
| Shower Drain | 60 | $80 |
| Sink - Kitchen | 60 | $80 |
| Sink - Other | 60 | $80 |
| Urinal | 60 | $80 |
| Washing Machine Standpipe | 60 | $80 |
| Water Closet (First Fixture) | 60 | $80 |
| Water Closet (Each Additional Fixture) | 20 | $27 |
| Water Heater (First Heater) | 60 | $80 |
| Water Heater (Each Additional Heater) | 35 | $47 |
| Water Pipe Repair / Replacement | 60 | $80 |
| Water Service | 60 | $80 |
| Water Softener | 60 | $80 |
| Drain-Vent Repair / Alterations | 60 | $80 |
| Hose Bib | 60 | $80 |
| Drinking Fountain | 60 | $80 |
| Solar Water System: (solar panels, tanks, water treatment equ.) **(PER LAYOUT)** | - | Actual |
| Gray water Systems (per hour) | 60 | $80 |
| Initial installation and testing for a reclaimed water system (per hour) | 60 | $80 |
| Other Plumbing and Gas Inspections (per hour) | 60 | $80 |
| Other Plumbing and Gas Fees [ list these individually] | | Actual |
| **ELECTRICAL PERMIT FEES** | | |
| **ISSUANCE ELECTRICAL FEE (Added to each permit)** | 30 | $40 |
| Stand Alone Electrical Plan Check & Inspection see CBO | See CBO | $0 |
| **Services - residential (swap-out old to new)** | | |
| Service (100 to 150 amps) | 60 | $80 |
| Service (150 to 200 amps) | 90.0 | $120 |
| Service (200 up amps) | 120.0 | $161 |
| Temporary power Service/Pole (each) | 60 | $80 |
| Other Electrical Inspections (per hour) | 60 | $80 |

## ADMINISTRATIVE ADJUSTMENTS

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**RESOLUTION NO. 2015-12**

**RESOLUTION OF THE CITY OF FORTUNA ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR POLICE & ANIMAL CONTROL FOR FISCAL YEAR 2015-2016**

WHEREAS, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

WHEREAS, in April 2008, the City of Fortuna contracted with MGT of America, Inc. to conduct an extensive and exhaustive analysis of City services, the costs reasonably borne of providing these services, the beneficiaries of these services, and the estimated revenues produced by those paying fees and charges for special services; and,

WHEREAS, MGT of America, Inc. prepared the Cost of Services Study & Findings, which summarized the findings of this analysis and provided the basis for the adoption of various fees for various special services provided by the City and first presented to the City Council in January 2009; and

WHEREAS, in April 2009, the City Council adopted fees for special service proposed by staff using the Cost of Services Study & Findings Model prepared by MGT of America; and

WHEREAS, the Cost of Services Study & Findings Model has been used by staff to again evaluate the cost of providing various special services by the City for fiscal year 2015/2016; and

WHEREAS, the City Council wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Attachment 1 has been available for public review as required; and,

WHEREAS, a public hearing was held on June 1, 2015 by the Fortuna City Council to present the Schedule of Fees and Charges in Attachment 1 and receive public comment.

**NOW, THEREFORE, THE FORTUNA CITY COUNCIL DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not "special taxes"; and

2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Attachment 1, following a public hearing on the matter; and,

3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1st day of July 2015.

4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and

5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit

**PASSED AND ADOPTED** on this 1st day of June 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

## ATTACHMENT 1 FOR RESOLUTION 2015-12

***POLICE FEE SCHEDULE***

### 1. ANIMAL CONTROL

#### A. License

The owner of every dog within the incorporated area of the city shall pay a license fee as follows:

| | |
|---|---|
| Spayed or Neutered | $ 20.00-one year |
| | $ 36.00 -two years |
| | $ 54.00 -three years |
| | $ 5.00 per year reduced rate for Senior Citizens 65 or over |
| Unneutered | $ 35.00-one year |
| | $ 56.00-two years |
| | $ 86.00-three years |
| Penalties | $ 10.00 after 30 days delinquent |

#### a. Impound Violations

| | |
|---|---|
| First violation in a 12-month period | $ 50.00 fee |
| | $ 35.00 additional fee if non-spayed or unneutered |
| | $ 20.00 per day maintenance fee beginning day 2 |
| Second violation in a 12-month period | $100.00 fee |
| | $ 35.00 additional fee if non-spayed or unneutered |
| | $ 20.00 per day maintenance fee beginning day 2 |
| Third and subsequent violations | $150.00 fee |
| | $ 35.00 additional fee if non-spayed or unneutered |
| | $ 20.00 per day maintenance fee beginning day 2. |
| Impound, license and maintenance fees shall be collected prior to the release of the impounded animal. | |

#### b. Shelter Drop-off fees

| | |
|---|---|
| Drop-off fee | $ 25.00 per dog or cat plus rabies vaccination, spaying or neutering fees |
| | $ 50.00 per litter of dogs and cats |

## POLICE FEES

### B. Miscellaneous

| | |
|---|---|
| Ticket sign off (other than Fortuna citation) | $ 10.00 |
| Photo Copy of reports | $ 10.00 per request |
| VIN Verification | $ 13.00 |
| Fingerprinting Fee | $ 35.00 per card |
| Bicycle License Fee | $ 2.00 |
| Police Response Fees | $ 25.00 3rd false alarm during calendar year |
| | $ 50.00 4th & subsequent false alarm |
| | 3. Actual expense for second or subsequent response to disorderly party. |
| D.U.I. Administration charge | Actual Costs not to exceed $1000.00 |
| Keeper of Nuisance Dog | $154.00 or Actual Cost |

Parking Penalty Assessments

| Violation | Penalty | City | County | Late Penalty |
|---|---|---|---|---|
| Time Zones | $ 35.00 | $ 22.50 | $ 12.50 | $ 59.00 |
| Colored Curbs | $ 38.00 | $ 25.50 | $ 12.50 | $ 66.00 |
| Posted No Parking | $ 40.00 | $ 27.50 | $ 12.50 | $ 66.00 |
| Abandoned Vehicle | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22500 (a/b/e/f) CVC | $ 40.00 | $ 27.50 | $ 12.50 | $ 66.00 |
| 22502 (a) CVC | $ 40.00 | $ 27.50 | $ 12.50 | $ 66.00 |
| 22500 (d/g/h/k) CVC | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22500.1 CVC | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22514 CVC | $ 48.00 | $ 35.50 | $ 12.50 | $ 86.00 |
| 22515 CVC | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22517 CVC | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22521 CVC | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |
| 22507.8a CVC | $340.00 | $238.00 | $102.00 | $666.00 |
| 22522 CVC | $333.00 | $232.00 | $101.00 | $666.00 |
| M/C Violations | $ 43.00 | $ 30.50 | $ 12.50 | $ 86.00 |

*** $3 to DMV**

| | |
|---|---|
| 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). |
| Delinquent penalty: | Original penalty plus a late fee equal to the original penalty plus $3.00 administrative charge for the DMV hold. |
| 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 Fund3856, Linkages Assessment Fund 3856. |
| Photographs | $ 18.00 per roll |
| Records Research | $ 79.00 per hour |
| Solicitors Permits | $169.00 per year $169.00 yearly renewal |
| Naturalization Letter (No Criminal Conduct) | $ 24.00 per letter |
| Repossession Fee | $ 15.00 |
| Civil Court Appearance | Actual Costs with $168.00 deposit |
| Concealed Weapons Permit | Actual Costs determined by DOJ fingerprinting fee |
| Audio & Video Tape | $ 20.00 |
| Vehicle Removal Impound and Release Fee | $200.00 per vehicle To be paid by Money Order or Cash Only |

## C. ADMINISTRATIVE ADJUSTMENTS

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**RESOLUTION NO. 2015-07**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA CONTINUING WATER AND SEWER RATES & FEES FOR THE CITY OF FORTUNA ESTABLISHED FOR FISCAL YEAR 2010/2011 INTO FISCAL YEAR 2015-2016**

WHEREAS, the City of Fortuna by way of RESOLUTION NO. 2006-25 provided the background, information, and procedure through which proposed WATER AND SEWER RATES AND FEES were developed and proposed;

WHEREAS, the results of the 2006 Water and Sewer Rate Studies and the proposed rates and fees are identified in Resolution 2006-25; and

WHEREAS, through the adoption of Resolution 2006-25 on May 31, 2006, the City Council declared its intention to adopt Resolution 2006-30 and directed the City Manager to have all property owners within the City of Fortuna to be noticed of the City Council's intention to increase water and sewer rates and fees; and

WHEREAS, the City Council held a public hearing on July 27, 2006 to receive written protests from property owners, and

WHEREAS, the City Council determined that less than 50% of the property owners submitted written protests, and

WHEREAS, the City Council has determined the necessity to increase water and sewer rates and fees to continue the efficient and responsible operation of the City's water and sewer system now and into the future for the benefit and welfare of the residents and businesses within the City; and

WHEREAS, the City Council has determined that the rates and fees are reasonable and necessary and reflect the fair and equitable distribution of the utility system costs to the users of the City's water and sewer facilities; and

WHEREAS, the City Council adopted Resolution 2006-30 effective September 1, 2006 which established various water and sewer rates and fees; and

WHEREAS, it has been determined that minor corrections and clarifications to both wording and format of Water and Sewer Rates & Fees Resolution 2006-30 were warranted and appropriate; and

WHEREAS, in Fiscal Year 2009 / 2010 it was warranted and appropriate to change minimum usage allowances due to updates of the City's water meter reading technology, by rounding up the base water and sewer usage rate to an even 100 cubic feet of usage.

WHEREAS, the City has not yet completed or adopted a new five-year WATER AND SEWER RATES AND FEES for Fiscal Years 2011/2012; 2012/2013; 2013/2014; 2014/2015 & 2015/2016; and

WHEREAS; the City Council wishes to continue using the Fiscal Year 2010/2011 WATER AND SEWER RATES AND FEES into Fiscal Year 2015/2016.

NOW, THEREFORE, BE IT IS RESOLVED by the City Council of the City of Fortuna, that Resolution 2015-07 is hereby adopted as follows:

A. The water and sewer fees and rates adopted by Resolution 2006-30 in July 2006 for Fiscal Year 2010 / 2011 hereby will be continued into Fiscal Year 2015/2016 and will remain in effect after July 1, 2015.

**PASSED AND ADOPTED** on this 1st day of June, 2015 by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: None
ABSTAIN: None

_____
Sue Long, Mayor

ATTEST:

_____
Linda McGill CMC, City Clerk

**NO PROPOSED CHANGES TO FEE AMOUNTS**
**Attachment 1 to**
**RESOLUTION NO. 2015-07**

**Table of Contents**


**SEWER SERVICE CHARGES** ..... **4**

A. INSIDE CITY LIMITS ..... 4
B. OUTSIDE THE CITY LIMITS ..... 6
C. MULTIPLE UNIT SEWER RATE CALCULATION ..... 6
D. SUMMER USAGE CHARGE ..... 6
E. ADMINISTRATIVE ADJUSTMENTS ..... 6
F. PENALTIES ..... 6

**SPECIAL AGREEMENTS – BOD – TSS - FLOW** ..... **7**

**DISCHARGE FEE SCHEDULE** ..... **8**

**WATER SERVICE CHARGES** ..... **8**

A. INSIDE CITY LIMITS ..... 8
B. OUTSIDE CITY LIMITS ..... 10
C. SUMMER USAGE CHARGE ..... 10
D. MULTIPLE UNIT WATER RATE CALCULATION ..... 10
E. PENALTIES ..... 10
F. ADMINISTRATIVE ADJUSTMENTS ..... 10

**WATER SERVICE DEPOSIT, DELINQUENT SHUT OFF FEE AND NSF CHECK CHARGE** ..... **11**

**BACKFLOW PREVENTION DEVICES** ..... **12**

**FIRE HYDRANT METER DEPOSIT** ..... **13**

**SALE OF BULK WATER** ..... **13**

**STANDBY FIRE SERVICE CAPACITY CHARGE** ..... **13**

**INSTALLATION FEES FOR WATER SYSTEM** ..... **14**

A. SERVICE LINE INSTALLATION ..... 14
B. SET METER ONLY ..... 15
C. INSTALLATIONS GREATER THAN 2 INCHES ..... 16
D. MAIN LINE EXTENSIONS ..... 16
E. BACKFLOW PREVENTION DEVICES (BPD) (IF REQUIRED) ..... 16

**WATER SYSTEM CAPITAL CONNECTION FEES** ..... **17**

A. INSIDE CITY LIMITS ..... 17
B. OUTSIDE CITY LIMITS ..... 18
C. DRAKE HILL CAPITAL CONNECTION ..... 18

**WASTEWATER CAPITAL CONNECTION FEES** ..... **18**

A. INSIDE CITY LIMITS ..... 19
B. OUTSIDE CITY LIMITS ..... 20

## *Sewer Service Charges*

### *a. Inside City Limits*

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

**2006-2007**

| | |
|---|---|
| **Residential:** Includes all residential dwelling units including single family, apartments. | $ 21.54 plus $4.79/100 Cubic Feet over 450. |
| **Light Commercial:** Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. | $ 21.10 plus $4.69/100 Cubic Feet over 450. |
| **Medium Commercial**: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. | $ 27.62 plus $6.14/100 Cubic Feet over 450. |
| **Heavy Commercial:** Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. | $ 55.83 plus $12.41/100 Cubic Feet over 450. |
| **Industrial**: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. | $ 446.27 plus $17.23/100 Cubic Feet over 2590. |
| **Palmer Creek CSD** | $ 100.83 plus $3.89/100 Cubic Feet over 2590. |

**2007-2008**

| | |
|---|---|
| **Residential:** Includes all residential dwelling units including single family, apartments. | $ 33.14 plus $7.36/100 Cubic Feet over 450. |
| **Light Commercial:** Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. | $ 32.47 plus $7.22/100 Cubic Feet over 450. |
| **Medium Commercial**: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. | $ 42.47 plus $9.44/100 Cubic Feet over 450. |
| **Heavy Commercial:** Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. | $ 85.78 plus $19.06/100 Cubic Feet over 450. |
| **Industrial**: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. | $ 685.51 plus $26.47/100 Cubic Feet over 2590. |
| **Palmer Creek CSD** | $ 151.20 plus $5.84/100 Cubic Feet over 2590. |

**2008-2009**

| | |
|---|---|
| **Residential:** Includes all residential dwelling units including single family, apartments. | $ 36.02 plus $8.00/100 Cubic Feet over 450. |
| **Light Commercial:** Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. | $ 35.33 plus $7.85/100 Cubic Feet over 450. |
| **Medium Commercial**: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. | $ 45.64 plus $10.14/100 Cubic Feet over 450. |
| **Heavy Commercial:** Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. | $ 90.30 plus $20.07/100 Cubic Feet over 450. |
| **Industrial**: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. | $ 717.48 plus $27.70/100 Cubic Feet over 2590. |
| **Palmer Creek CSD** | $ 156.02 plus $6.02/100 Cubic Feet over 2590. |

**2009-2010**

| | |
|---|---|
| **Residential:** Includes all residential dwelling units including single family, apartments. | $ 37.41 plus $8.31/100 Cubic Feet over **500**. |
| **Light Commercial:** Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. | $ 36.69 plus $8.15/100 Cubic Feet over **500**. |
| **Medium Commercial**: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. | $ 47.36 plus $10.52/100 Cubic Feet over **500**. |
| **Heavy Commercial:** Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. | $ 93.55 plus $20.79/100 Cubic Feet over **500**. |
| **Industrial**: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. | $ 742.98 plus $28.69/100 Cubic Feet over 2590. |
| **Palmer Creek CSD** | $ 162.00 plus $6.25/100 Cubic Feet over 2590. |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| | |
|---|---|
| **Residential:** Includes all residential dwelling units including single family, apartments. | $ 38.75 plus $8.61/100 Cubic Feet over **500**. |
| **Light Commercial:** Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l. | $ 38.02 plus $8.45/100 Cubic Feet over **500**. |
| **Medium Commercial**: Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l. | $ 49.02 plus $10.89/100 Cubic Feet over **500**. |
| **Heavy Commercial:** Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l. | $ 96.69 plus $21.49/100 Cubic Feet over **500**. |
| **Industrial**: Includes any industry where the waste is difficult to treat because of strength, flow, or solids. | $ 767.56 plus $29.64/100 Cubic Feet over 2590. |
| **Palmer Creek CSD** | $ 168.02 plus $6.49/100 Cubic Feet over 2590. |

***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 residential multiple units will be calculated by multiplying the residential rate by the number of units.
If a commercial establishment has multiple units, the highest user class rate will be used and multiplied by the number of units.

***d. Summer Usage Charge***

Residential Sewer rates for the months of May through October will be based upon an average water usage from the previous winter months of November through April.

***e. 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.

***f. Penalties***

Overdue payment amounts will be assessed a penalty of 10% per month.

## *Special Agreements – BOD – TSS - Flow*

Under the provision of FMC 13.32.130, special arrangements between the City and any industrial concern can be made whereby the strength and character of the wastewater can be used to determine the appropriate billing charges for the discharge and treatment of the wastewater. The following tables list the charges to apply Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and Volume (Flow).

**2006-2007**

| User Group | $/lb BOD | $/lb TSS | $/100 cu.ft. |
|---|---|---|---|
| Residential | $ 0.80 | $ 0.74 | $ 2.76 |
| Light Commercial | $ 0.80 | $ 0.74 | $ 2.76 |
| Medium Commercial | $ 0.80 | $ 0.74 | $ 2.76 |
| Heavy Commercial | $ 0.80 | $ 0.74 | $ 2.76 |
| Industrial | $ 0.80 | $ 0.74 | $ 2.76 |
| Palmer Creek | $ 0.72 | $ 0.66 | $ 2.38 |

**2007-2008**

| User Group | $/lb BOD | $/lb TSS | $/100 cu.ft. |
|---|---|---|---|
| Residential | $ 1.24 | $ 1.14 | $ 4.25 |
| Light Commercial | $ 1.24 | $ 1.14 | $ 4.25 |
| Medium Commercial | $ 1.24 | $ 1.14 | $ 4.25 |
| Heavy Commercial | $ 1.24 | $ 1.14 | $ 4.25 |
| Industrial | $ 1.24 | $ 1.14 | $ 4.25 |
| Palmer Creek | $ 1.14 | $ 1.04 | $ 3.45 |

**2008-2009**

| User Group | $/lb BOD | $/lb TSS | $/100 cu.ft. |
|---|---|---|---|
| Residential | $ 1.28 | $ 1.17 | $ 4.80 |
| Light Commercial | $ 1.28 | $ 1.17 | $ 4.80 |
| Medium Commercial | $ 1.28 | $ 1.17 | $ 4.80 |
| Heavy Commercial | $ 1.28 | $ 1.17 | $ 4.80 |
| Industrial | $ 1.28 | $ 1.17 | $ 4.80 |
| Palmer Creek | $ 1.17 | $ 1.07 | $ 3.58 |

**2009-2010**

| User Group | $/lb BOD | $/lb TSS | $/100 cu.ft. |
|---|---|---|---|
| Residential | $ 1.32 | $ 1.21 | $ 5.00 |
| Light Commercial | $ 1.32 | $ 1.21 | $ 5.00 |
| Medium Commercial | $ 1.32 | $ 1.21 | $ 5.00 |
| Heavy Commercial | $ 1.32 | $ 1.21 | $ 5.00 |
| Industrial | $ 1.32 | $ 1.21 | $ 5.00 |
| Palmer Creek | $ 1.20 | $ 1.10 | $ 3.74 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014 , 2014-2015 and 2015-2016**

| User Group | $/lb BOD | $/lb TSS | $/100 cu.ft. |
|---|---|---|---|
| Residential | $ 1.36 | $ 1.25 | $ 5.19 |
| Light Commercial | $ 1.36 | $ 1.25 | $ 5.19 |
| Medium Commercial | $ 1.36 | $ 1.25 | $ 5.19 |
| Heavy Commercial | $ 1.36 | $ 1.25 | $ 5.19 |
| Industrial | $ 1.36 | $ 1.25 | $ 5.19 |
| Palmer Creek | $ 1.23 | $ 1.13 | $ 3.91 |

## *Discharge Fee Schedule*

| | |
|---|---|
| Single discharges of less than 1,000 gallons of petroleum contaminated water as approved by the Public Works Director, | Billing based upon the strength and volume of the wastewater according to the tables listed under "Special Agreements" plus the cost for actual staff time expended for inspection**.** |
| For long term discharge of fully treated ground water, | Billing based upon the strength and volume of the wastewater according to the tables listed under "Special Agreements". |
| Septic discharges, | $100.00 per truckload plus billing based upon the strength and volume of the wastewater according to the tables listed under "Special Agreements". |
| For portable toilet discharges, | |
| For contaminated water, | |
| Waste Discharge Permit fee, | $200.00 per each two-year permit period. |

## *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:

**2006-2007**

| **Base Charge** | |
|---|---|
| Meter Size in Inches | Monthly Base Fee |
| 5/8 by ¾ | $ 13.42 |
| 1 | $ 18.23 |
| 1 ½ | $ 31.35 |
| 2 | $ 49.70 |
| 3 | $ 102.16 |
| 4 | $ 175.59 |
| 6 | $ 385.41 |

| **Usage Charge** | |
|---|---|
| Amount of Water in Cubic Feet | Charges/100 Cubic Feet |
| 0 to 250 | Monthly Base Fee |
| Over 250 | $ 1.42 |

**2007-2008**

| Base Charge | |
|---|---|
| Meter Size in Inches | Monthly Base Fee |
| 5/8 by ¾ | $ 15.49 |
| 1 | $ 27.65 |
| 1 ½ | $ 52.61 |
| 2 | $ 87.56 |
| 3 | $ 187.39 |
| 4 | $ 327.16 |
| 6 | $ 726.51 |

| Usage Charge | |
|---|---|
| Amount of Water in Cubic Feet | Charges/100 Cubic Feet |
| 0 to 250 | Monthly Base Fee |
| Over 250 | $ 1.53 |

**2008-2009**

| Base Charge | |
|---|---|
| Meter Size in Inches | Monthly Base Fee |
| 5/8 by ¾ | $ 22.20 |
| 1 | $ 44.00 |
| 1 ½ | $ 88.72 |
| 2 | $ 151.32 |
| 3 | $ 330.20 |
| 4 | $ 580.63 |
| 6 | $ 1,296.15 |

| Usage Charge | |
|---|---|
| Amount of Water in Cubic Feet | Charges/100 Cubic Feet |
| 0 to 250 | Monthly Base Fee |
| Over 250 | $ 1.64 |

**2009-2010**

| Base Charge | |
|---|---|
| Meter Size in Inches | Monthly Base Fee |
| 5/8 by ¾ | $ 22.60 |
| 1 | $ 44.06 |
| 1 ½ | $ 88.09 |
| 2 | $ 149.72 |
| 3 | $ 325.82 |
| 4 | $ 572.36 |
| 6 | $ 1,276.76 |

| Usage Charge | |
|---|---|
| Amount of Water in Cubic Feet | Charges/100 Cubic Feet |
| 0 to **300** | Monthly Base Fee |
| Over **300** | $ 1.77 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Base Charge | |
|---|---|
| Meter Size in Inches | Monthly Base Fee |
| 5/8 by ¾ | $ 23.04 |
| 1 | $ 44.07 |
| 1 ½ | $ 87.21 |
| 2 | $ 147.61 |
| 3 | $ 320.16 |
| 4 | $ 561.73 |
| 6 | $ 1,251.95 |

| Usage Charge | |
|---|---|
| Amount of Water in Cubic Feet | Charges/100 Cubic Feet |
| 0 to **300** | Monthly Base Fee |
| Over **300** | $ 1.90 |

***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.

***c. 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 **200** cubic feet of water each month.

***d. Multiple Unit Water Rate Calculation***

The water rates for multiple units will be calculated by multiplying the lowest base charge fee and the usage charge by the number of units.

***e. Penalties***

Overdue payment amounts will be assessed a penalty of 10% per month.

***f. 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.

## *Water Service Deposit, Delinquent Shut Off Fee and NSF Check Charge*

A deposit 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.

**2006-2007**

| | |
|---|---|
| Deposit | $ 75.00 New Customers<br>$ 100.00 for customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full $100.00 deposit. |
| Delinquent Shut Off Fee: | $ 50.00 for first time<br>$ 75.00 for each subsequent time |
| Meter Re-Set | $ 20.00 |
| Broken Padlock | $ 20.00 |
| NSF Check Charge: | $ 30.00 |

**2007-2008**

| | |
|---|---|
| Deposit | $ 100.00 New Customers<br>$ 125.00 for customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full $125.00 deposit. |
| Delinquent Shut Off Fee:<br>(assessed at time shutoff is requested) | $ 50.00 for first time<br>$ 75.00 for each subsequent time |
| Meter Re-Set | $ 30.00 |
| Broken Padlock | $ 20.00 |
| NSF Check Charge: | $ 30.00 |

**2008-2009**

| | |
|---|---|
| Deposit | $ 100.00 New Customers<br>$ 125.00 for customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full $125.00 deposit. |
| Delinquent Shut Off Fee: | $ 75.00 for first time<br>$ 100.00 for each subsequent time |
| Meter Re-Set | $ 30.00 |
| Broken Padlock | $ 20.00 |
| NSF Check Charge: | $ 30.00 |

**2009-2010**

| | |
|---|---|
| Deposit | $ 125.00 New Customers<br>$ 150.00 for customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full $150.00 deposit. |
| Delinquent Shut Off Fee:<br>(assessed at time shutoff is requested) | $ 75.00 for first time<br>$ 100.00 for each subsequent time |
| Meter Re-Set | $ 40.00 |
| Broken Padlock | $ 20.00 |
| NSF Check Charge: | $ 30.00 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| | |
|---|---|
| Deposit | $ 125.00 New Customers<br>$ 150.00 for customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full $150.00 deposit. |
| Delinquent Shut Off Fee: | $ 75.00 for first time<br>$ 100.00 for each subsequent time |
| Meter Re-Set | $ 50.00 |
| Broken Padlock | $ 30.00 |
| NSF Check Charge: | $ 30.00 |
| Chargeback Fee | $30.00 |

## *Backflow Prevention Devices*

An additional monthly fee will be charged to those services that are required to maintain testable backflow prevention devices are as follows:

**2006-2007**

| | |
|---|---|
| 3/4 and 1 inch | $ 3.36 |
| Greater than 1 inch | $ 4.95 |

**2007-2008**

| | |
|---|---|
| 3/4 and 1 inch | $ 3.69 |
| Greater than 1 inch | $ 5.45 |

**2008-2009**

| | |
|---|---|
| 3/4 and 1 inch | $ 4.06 |
| Greater than 1 inch | $ 5.99 |

**2009-2010**

| | |
|---|---|
| 3/4 and 1 inch | $ 4.47 |
| Greater than 1 inch | $ 6.59 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| | |
|---|---|
| 3/4 and 1 inch | $ 4.91 |
| Greater than 1 inch | $ 7.25 |

## *Fire Hydrant Meter Deposit*

A deposit will be charged for the use of a City fire hydrant meter for construction and development purposes. The monthly rates to be charged for the use of a City fire hydrant meter shall be as follows:

**2007 - 2008**

| | |
|---|---|
| Deposit | $650.00 |
| Charges | $ 25.00 monthly fee plus $2.30 per 100 cubic feet |

**2008 - 2009**

| | |
|---|---|
| Deposit | $700.00 |
| Charges | $ 25.00 monthly fee plus $2.46 per 100 cubic feet |

**2009 - 2010**

| | |
|---|---|
| Deposit | $700.00 |
| Charges | $ 25.00 monthly fee plus $2.66 per 100 cubic feet |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| | |
|---|---|
| Deposit | $700.00 |
| Charges | $ 25.00 monthly fee plus $2.85 per 100 cubic feet |

## *Sale of Bulk Water*

Customers purchasing water in bulk from the City of Fortuna shall pay a usage charge equal to the current residential rate for services outside the City limits. Bulk water shall only be taken from a location specified by the City.

## *Standby Fire Service Capacity Charge*

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

**2006-2007**

| Size Fire Service | Monthly Charge |
|---|---|
| 2 inch | $ 13.31 |
| 3 inch | $ 20.27 |
| 4 inch | $ 30.02 |
| 6 inch | $ 57.87 |
| 8 inch | $ 96.86 |
| 10 inch | $ 146.99 |

**2007-2008**

| Size Fire Service | Monthly Charge |
|---|---|
| 2 inch | $ 18.29 |
| 3 inch | $ 31.54 |
| 4 inch | $ 50.09 |
| 6 inch | $ 103.10 |
| 8 inch | $ 177.31 |
| 10 inch | $ 272.72 |

**2008-2009**

| Size Fire Service | Monthly Charge |
|---|---|
| 2 inch | $ 27.22 |
| 3 inch | $ 50.96 |
| 4 inch | $ 84.20 |
| 6 inch | $ 179.17 |
| 8 inch | $ 312.13 |
| 10 inch | $ 483.08 |

**2009-2010**

| Size Fire Service | Monthly Charge |
|---|---|
| 2 inch | $ 27.54 |
| 3 inch | $ 50.91 |
| 4 inch | $ 83.64 |
| 6 inch | $ 177.13 |
| 8 inch | $ 308.03 |
| 10 inch | $ 476.32 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Size Fire Service | Monthly Charge |
|---|---|
| 2 inch | $ 27.89 |
| 3 inch | $ 50.79 |
| 4 inch | $ 82.85 |
| 6 inch | $ 174.47 |
| 8 inch | $ 302.73 |
| 10 inch | $ 467.63 |

## *Installation Fees for Water System*

There is hereby established fees 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 fees 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 fee shall be as follows:

**2006-2007**

| **Size of Meter in Inches** | **Charge** |
|---|---|
| ¾ | $ 612.00 |
| 1 | $ 743.00 |
| 1 ½ | $1127.00 |
| 2 | $1318.00 |

**2007-2008**

| **Size of Meter in Inches** | **Charge** |
|---|---|
| ¾ | $ 674.00 |
| 1 | $ 818.00 |
| 1 ½ | $1240.00 |
| 2 | $1450.00 |

**2008-2009**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 742.00 |
| 1 | $ 900.00 |
| 1 ½ | $1364.00 |
| 2 | $1595.00 |

**2009-2010**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 817.00 |
| 1 | $ 990.00 |
| 1 ½ | $1501.00 |
| 2 | $1755.00 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 899.00 |
| 1 | $1089.00 |
| 1 ½ | $1652.00 |
| 2 | $1931.00 |

***b. Set Meter Only***

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

**2006-2007**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 200.00 |
| 1 | $ 270.00 |
| 1 ½ | $ 490.00 |
| 2 | $ 635.00 |

**2007-2008**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 220.00 |
| 1 | $ 297.00 |
| 1 ½ | $ 539.00 |
| 2 | $ 699.00 |

**2008-2009**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 242.00 |
| 1 | $ 377.00 |
| 1 ½ | $ 593.00 |
| 2 | $ 769.00 |

**2009-2010**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 267.00 |
| 1 | $ 415.00 |
| 1 ½ | $ 653.00 |
| 2 | $ 846.00 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Size of Meter in Inches | Charge |
|---|---|
| ¾ | $ 294.00 |
| 1 | $ 457.00 |
| 1 ½ | $ 719.00 |
| 2 | $ 931.00 |

### *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. Main Line Extensions*

If a main line extension is required to reach the property, the fee 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)*

A backflow device shall be required on all connections with a secondary source of water and all irrigation services directly connected to the system. The fee for installation by the City shall be as follows:

**2006-2007**

| Size of BPD in Inches | Charge |
|---|---|
| ¾ | $ 193.00 |
| 1 | $ 228.00 |
| 1 ½ | $ 270.00 |
| 2 | $ 359.00 |

**2007-2008**

| Size of BPD in Inches | Charge |
|---|---|
| ¾ | $ 213.00 |
| 1 | $ 251.00 |
| 1 ½ | $ 297.00 |
| 2 | $ 395.00 |

**2008-2009**

| Size of BPD in Inches | Charge |
|---|---|
| ¾ | $ 235.00 |
| 1 | $ 277.00 |
| 1 ½ | $ 327.00 |
| 2 | $ 435.00 |

**2009-2010**

| Size of BPD in Inches | Charge |
|---|---|
| ¾ | $ 259.00 |
| 1 | $ 305.00 |
| 1 ½ | $ 360.00 |
| 2 | $ 479.00 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Size of BPD in Inches | Charge |
|---|---|
| ¾ | $ 285.00 |
| 1 | $ 336.00 |
| 1 ½ | $ 396.00 |
| 2 | $ 527.00 |

## *Water System Capital Connection Fees*

### *a. Inside City Limits*

There shall be collected and deposited into the Water System Capital Improvement Fund a capital connection fee for any new connection to the Fortuna Water System charged per unit of service.

**Basis for Connection Fees - Capital Cost Buy-in**

Water System Connection Fees charged based on meter size, with the base fee for a Living Unit Equivalent (LUE) being for a 5/8 x 3/4 inch meter. Larger meters charged based on capacity (area), same basis as used for monthly rates.

*** Rates effective on date of Building Permit submittal**

**2006-2007**

| Water Service Living Unit Equivalents | | |
|---|---|---|
| **Meter Size** | **LUE** | **2006-2007** |
| 5/8" x 3/4" Inside | 1.00 | $ 1,855.00 |
| 5/8" x 3/4" Outside | 1.50 | $ 2,782.50 |
| 1" Inside | 2.56 | $ 4,748.80 |
| 1" Outside | 3.84 | $ 7,123.20 |
| 1 1/2" Inside | 5.76 | $ 10,684.80 |
| 1 1/2" Outside | 8.64 | $ 16,027.20 |
| 2" Inside | 10.24 | $ 18,995.20 |
| 3" Inside | 23.04 | $ 42,739.20 |
| 4" Inside | 40.96 | $ 75,980.80 |
| 6" Inside | 92.16 | $ 170,956.80 |

**2007-2008**

| Water Service Living Unit Equivalents | | |
|---|---|---|
| **Meter Size** | **LUE** | **2007-2008** |
| 5/8" x 3/4" Inside | 1.00 | $ 2,003.00 |
| 5/8" x 3/4" Outside | 1.50 | $ 3,004.50 |
| 1" Inside | 2.56 | $ 5,127.68 |
| 1" Outside | 3.84 | $ 7,691.52 |
| 1 1/2" Inside | 5.76 | $ 11,537.28 |
| 1 1/2" Outside | 8.64 | $ 17,305.92 |
| 2" Inside | 10.24 | $ 20,510.72 |
| 3" Inside | 23.04 | $ 46,149.12 |
| 4" Inside | 40.96 | $ 82,042.88 |
| 6" Inside | 92.16 | $ 184,596.48 |

**2008-2009**

| Water Service Living Unit Equivalents | | |
|---|---|---|
| **Meter Size** | **LUE** | **2008-2009** |
| 5/8" x 3/4" Inside | 1.00 | $ 2,059.00 |
| 5/8" x 3/4" Outside | 1.50 | $ 3,088.50 |
| 1" Inside | 2.56 | $ 5,271.04 |
| 1" Outside | 3.84 | $ 7,906.56 |
| 1 1/2" Inside | 5.76 | $ 11,859.84 |
| 1 1/2" Outside | 8.64 | $ 17,789.76 |
| 2" Inside | 10.24 | $ 21,084.16 |
| 3" Inside | 23.04 | $ 47,439.36 |
| 4" Inside | 40.96 | $ 84,336.64 |
| 6" Inside | 92.16 | $ 189,757.44 |

**2009-2010**

| Water Service Living Unit Equivalents | | |
|---|---|---|
| **Meter Size** | **LUE** | **2009-2010** |
| 5/8" x 3/4" Inside | 1.00 | $ 2,112.00 |
| 5/8" x 3/4" Outside | 1.50 | $ 3,168.00 |
| 1" Inside | 2.56 | $ 5,406.72 |
| 1" Outside | 3.84 | $ 8,110.08 |
| 1 1/2" Inside | 5.76 | $ 12,165.12 |
| 1 1/2" Outside | 8.64 | $ 18,247.68 |
| 2" Inside | 10.24 | $ 21,626.88 |
| 3" Inside | 23.04 | $ 48,660.48 |
| 4" Inside | 40.96 | $ 86,507.52 |
| 6" Inside | 92.16 | $ 194,641.92 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Water Service Living Unit Equivalents | | |
|---|---|---|
| **Meter Size** | **LUE** | **2010-2011** |
| 5/8" x 3/4" Inside | 1.00 | $ 2,165.00 |
| 5/8" x 3/4" Outside | 1.50 | $ 3,247.50 |
| 1" Inside | 2.56 | $ 5,542.40 |
| 1" Outside | 3.84 | $ 8,313.60 |
| 1 1/2" Inside | 5.76 | $ 12,470.40 |
| 1 1/2" Outside | 8.64 | $ 18,705.60 |
| 2" Inside | 10.24 | $ 22,169.60 |
| 3" Inside | 23.04 | $ 49,881.60 |
| 4" Inside | 40.96 | $ 88,678.40 |
| 6" Inside | 92.16 | $ 199,526.40 |

### *b. Outside City Limits*

For any new connection outside the City of Fortuna connecting to the Fortuna Water System an additional "Buy in" fee will be collected and deposited into the Water System Capital Improvement Fund and shall be charged at one and one-half (1.5) times the Capital Connection for within the City limits.

### *c. Drake Hill Capital Connection*

| | |
|---|---|
| For any new connection 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 for each unit of service. | $ 2484.00 |

### *d. New Residential Connections*

For any new connection (residential only, beginning July 1, 2013) requiring a one inch water meter for a fire sprinkler system (as per the new building codes), that would previously only required a 5/8 x 3/4 water meter, will only be charged a Capital Connection Fee of $2,165. Any other requirement for a one-inch water meter that is NOT due to a fire sprinkler system will be charged the regular Capital Connection Fee of $5,542.40. All other fees (service installation, monthly service charges, etc.) associated with a one inch meter will be charged at the rate specified in the budget fee schedule for a one inch meter.

## *Wastewater Capital Connection Fees*

### *a. Inside City Limits*

The capital connection fees for any service inside or outside the City of Fortuna, connecting to a public sewer, shall be collected and deposited into the Wastewater Capital Reserve.

**Basis for Connection Fees - Capital Cost Buy-in**

Sewer System Connection Fees charged based on fixture units, with the base fee for a Living Unit Equivalent (LUE) being for a single family home with one bathroom, kitchen, dishwasher and washing machine having 14 fixture units. Larger homes, commercial and industrial fees would be determined by dividing the total number of fixture units by 14 and multiplying by the base fee for a single LUE.

The unit equivalent of plumbing fixtures and devices shall be based on the size of the trap required or the rated discharge capacity in gpm (gallons per minute) in accordance with the Uniform Plumbing Code.

Fixture Unit rates will apply to all applicable Building Permits.

***Rates effective on date of Building Permit submittal**

**Basis for Connection Fees – Addition of a Second LUE within an Existing LUE**

The connection fee for the addition of a second LUE that is created entirely within the foundation footprint of an existing LUE and where a portion of the existing plumbing fixtures are incorporated into the second LUE from the existing LUE, the connection fee shall be calculated based solely upon the new and addition fixture units that are added to the second LUE.

**2006-2007**

| Sewer Service Living Unit Equivalents | | |
|---|---|---|
| **Connection Type** | **LUE** | **2006-2007** |
| Up to 14 fixture units | 1.00 | $ 3,341.00 |
| Per additional fixture unit | 0.07 | $ 238.64 |
| **EXAMPLES** | | |
| Typical 3 bedroom, 2 bath house - 22 fixture units | 1.57 | $ 5,250.14 |
| Retail - 2 bathrooms - 14 fixture units | 1.00 | $ 3,341.00 |
| Small restaurant - 2 bathrooms, sink, dishwasher, estimated 25 fixture units | 1.79 | $ 5,966.07 |

**2007-2008**

| Sewer Service Living Unit Equivalents | | |
|---|---|---|
| **Connection Type** | **LUE** | **2007-2008** |
| Up to 14 fixture units | 1.00 | $ 3,552.00 |
| Per additional fixture unit | 0.07 | $ 253.71 |
| **EXAMPLES** | | |
| Typical 3 bedroom, 2 bath house - 22 fixture units | 1.57 | $ 5,581.71 |
| Retail - 2 bathrooms - 14 fixture units | 1.00 | $ 3,552.00 |
| Small restaurant - 2 bathrooms, sink, dishwasher, estimated 25 fixture units | 1.79 | $ 6,342.86 |

**2008-2009**

| Sewer Service Living Unit Equivalents | | |
|---|---|---|
| **Connection Type** | **LUE** | **2008-2009** |
| Up to 14 fixture units | 1.00 | $ 3,837.00 |
| Per additional fixture unit | 0.07 | $ 274.07 |
| **EXAMPLES** | | |
| Typical 3 bedroom, 2 bath house - 22 fixture units | 1.57 | $ 6,029.57 |
| Retail - 2 bathrooms - 14 fixture units | 1.00 | $ 3,837.00 |
| Small restaurant - 2 bathrooms, sink, dishwasher, estimated 25 fixture units | 1.79 | $ 6,851.79 |

**2009-2010**

| Sewer Service Living Unit Equivalents | | |
|---|---|---|
| **Connection Type** | **LUE** | **2009-2010** |
| Up to 14 fixture units | 1.00 | $ 4,135.00 |
| Per additional fixture unit | 0.07 | $ 295.36 |
| **EXAMPLES** | | |
| Typical 3 bedroom, 2 bath house - 22 fixture units | 1.57 | $ 6,497.86 |
| Retail - 2 bathrooms - 14 fixture units | 1.00 | $ 4,135.00 |
| Small restaurant - 2 bathrooms, sink, dishwasher, estimated 25 fixture units | 1.79 | $ 7,383.93 |

**2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016**

| Sewer Service Living Unit Equivalents | | |
|---|---|---|
| **Connection Type** | **LUE** | **2010-2011** |
| Up to 14 fixture units | 1.00 | $ 4,445.00 |
| Per additional fixture unit | 0.07 | $ 317.50 |
| **EXAMPLES** | | |
| Typical 3 bedroom, 2 bath house - 22 fixture units | 1.57 | $ 6,985.00 |
| Retail - 2 bathrooms - 14 fixture units | 1.00 | $ 4,445.00 |
| Small restaurant - 2 bathrooms, sink, dishwasher, estimated 25 fixture units | 1.79 | $ 7,937.50 |

***b. Outside City Limits***

For any new connection outside the City of Fortuna connecting to the Fortuna Wastewater System, an additional "Buy in" fee will be collected and deposited into the Wastewater System Capital Improvement Fund and shall be charged at one and one-half (1.5) times the Capital Connection for within the City limits.

# RESOLUTION 2015-18

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2015-16

**WHEREAS,** the proposed Annual Operating Budget for Fiscal Year 2015-16 for the City of Fortuna beginning July 1, 2015 was presented by the City Manager to the City Council on May 8, 2015, May 18, 2015, June 1, 2015, June 4, 2015, and June 15, 2015 during public budget workshop sessions; and

**WHEREAS,** the City Council received public comment during the budget workshop sessions and reviewed, studied, and directed the City Manager to revise the proposed Annual Operating Budget; and

**WHEREAS**, the proposed Annual Operating Budget for Fiscal Year 2015-16 for the City of Fortuna was presented at a duly noticed Public Hearing by the City Manager on June 15, 2015; and

**WHEREAS**, the City Council has considered comments from the staff and public on the proposed Annual Operating budget for Fiscal Year 2015-16; and

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

**WHEREAS**, the City is required to adhere to the revenue appropriations limitations imposed by Article XIII(B) to the State Constitution; and

**WHEREAS**, the City of Fortuna must use the percentage change in the population factor as of January 1 2015, in conjunction with a change in the cost of living, or price factor to calculate the appropriation limit for fiscal year 2015-16.

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

**Section 1. Budget Adoption:**
The budget document entitled "City of Fortuna 2015-16 Fiscal Year Annual Operating Budget as presented by the City Manager at a public hearing on June 15, 2015, is adopted as the City of Fortuna's Annual Operating Budget for the 2015-16 fiscal year, and the amounts stated therein as proposed expenditures shall be appropriated to the objects and purposes therein.

**Section 2. Budget Transfers:**
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.

**Section 3. Modifications to the Budget:**
The City Council shall approve, in advance, all the following types of proposed modifications:

A. Any significant change in program level or content.

B. Any increase in total appropriations.

C. Any budget transfer from one department to another.

D. Any substitution in capital projects or capital items.

**Section 4. Self Supporting Programs:**
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. Nonetheless, the City Manager shall present to the City Council in a public meeting any proposed modification in self-supporting programs for review and approval.

**Section 5. Spending Limits:**
Subject to California Constitution Article XIII (B), the City of Fortuna's fiscal year 2015-16 appropriations limit total is $12,036,044 with the proceeds of taxes limit totaling $4,026,837 leaving an available surplus of $8,009,207.

**Section 6. Per Capita Change and Growth Rate:**
The City Council selected the California Per Capita Change in Personal Income of 3.82 and the City of Fortuna growth rate of .32 between January 1, 2014 and January 1, 2015, as established by the California Department of Finance, to compute the FY 2015-16 Appropriation Limit.

**PASSED, APPROVED, AND ADOPTED** this 15th day of June 2015, by the following vote:

AYES: Council Member Brown, Gardner, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: None
ABSTAIN: None

Sue Long

Sue Long, Mayor

ATTEST:

Linda McGill

Linda McGill, City Clerk