



Fiscal Year 2015-2016
City of Rio Dell
OPERATING AND CAPITAL BUDGET



BUDGET MESSAGE FROM THE RIO DELL CITY COUNCIL

MAYOR
Frank Wilson
COUNCILMEMBERS
Gordon Johnson
Jack Thompson
Debra Gaines
Tim Marks

August 1, 2015

Citizens of Rio Dell and Members of the Community:

On Tuesday, June 15, 2015, the City Council approved the budget for the fiscal year July 1, 2015 to June 30, 2016 in the amount of \$3,386,932, including \$2,622,272 for operations and maintenance, \$438,933 for debt service, \$90,807 for contingency funds and \$234,920 for capital and special projects.

The Council's primary goal is to deliver quality services in the most cost effective manner with an emphasis on customer service. Staff is dedicated to providing efficient and timely services, including water and sewer services to meet the City of Rio Dell's needs.

The budget was adopted with an allocation of 17.8 positions. This is an increase of last year's number of 16.8 positions. The Accountant I position was reinstated due to the increased fiscal duties such as the development of a purchase order process, increased billing responsibilities related to the new sewer rate structure, and dedication of 24 hours per week of finance staff to code enforcement and administrative tasks in the police department. This cost is largely offset by Measure Z. Like the prior year, the Community Development Director position is still 4/5 time.

The City will continue to support Community Development activities, including funding for the low-income housing rehabilitation program. The City has been working towards in-house building and inspection services, and this will be implemented within the first quarter of the current fiscal year.

The City Council is dedicated to seeing that you will receive a high quality of public service with courtesy from City staff. It is our goal every day to make Rio Dell an even better place to live, work and play.

Respectfully Submitted for the Rio Dell City Council,

A handwritten signature in black ink, appearing to read "Frank Wilson".

Frank Wilson, Mayor – City of Rio Dell, CA



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Budget by Department by Fund



The City of Rio Dell, “The Warm Hearted City,” is located on a bend of the Eel River below the ancient Scotia Bluffs and is surrounded by redwood trees. The City has a population of approximately 3,250 and benefits from the best of Humboldt County climates with an average summer temperature of 67°F in July, and an overall annual average temperature of 54°F.

Located along U.S. 101, Rio Dell is an excellent starting point for trips to local attractions such as the Humboldt Bay, the Victorian Village of Ferndale, the historic Pacific Lumber mill town of Scotia, and the Avenue of the Giants with miles of majestic redwood groves.

In the 1870's Lorenzo Painter settled in what is now known as Rio Dell. He started a friendly farming community which he named Eagle Prairie. Over the years separate small community areas evolved into Wildwood, which is now downtown Rio Dell and Eagle Prairie now known as Pacific Avenue. The City was incorporated in 1965 and the three areas combined into the single City of Rio Dell.

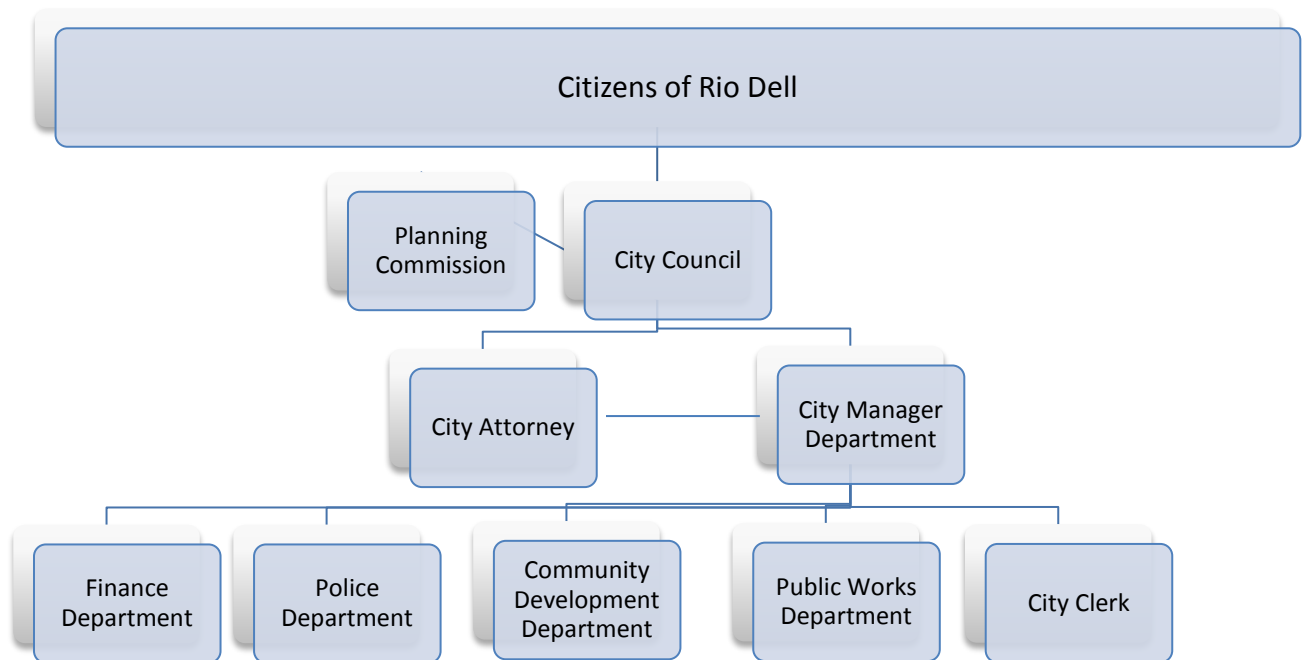
Rio Dell has traditionally supplied housing and services for persons employed by the lumber mill in the neighboring town of Scotia. Scotia is joined to the City of Rio Dell by the Eagle Prairie Bridge which was built in 1940. As the third bridge to join the two Cities it is the first able to withstand annual winter flooding.

With the advent of popular automotive travel Highway 101 was constructed and replaced primitive roads. Originally Highway 101 passed through the center of town on Wildwood Avenue. A brief period of municipal prosperity resulted and merchandising flourished. However, with the construction of Highway 101 in 1976 Rio Dell was by-passed reducing traffic congestion in town and devastating local business.

Rio Dell is famous for its fossil beds across the Eel River in an area known as the Scotia Bluffs. Fossils that are now preserved in sandstone age from one million to fifty million years. The entire region was a prehistoric branch of the Pacific Ocean. Fossils found in the area include razor clams, sand dollars, crabs, starfish and other shallow water sea life.

In 1965 at the time of incorporation of the City of Rio Dell the population was 3,265. Fifty years later in 2015 that population has slightly decreased. The downtown area since the City's year of incorporation changed significantly with the construction of Highway 101. The improved highway steered travelers away from Rio Dell along with the economic viability that the City had built and prospered up until 1976.

ORGANIZATIONAL CHART



The City's organizational structure places its citizens at the top of the tier. Ultimately the City is responsible to Rio Dell's residents and community members in working towards providing a safe and healthy community. The City Council is the cornerstone towards that end. As representatives for all community members, the City Council has the task of leading Rio Dell in positive directions with the intent of creating a safe, healthy, and sustainable place to live.

The City Council provides oversight for all aspects of the City's operations and is primarily responsible for the legislative function of City government including policy, appropriations, municipal

ordinances, and an overall vision for the City.

The City Manager is responsible for directing all of the City's operations which includes the City Clerk, Finance Department, Police Department, Community Development Department, and Public Works Department. Through the management of the City's operations the City Manager is able to provide reliable and up to date information in order to empower the Council in making informed decisions for the betterment of the community.



POSITION ALLOCATION TABLE

JOB TITLE	FULL TIME EMPLOYEES BY FISCAL YEAR					
	2010	2011	2012	2013	2014	2015
	2011	2012	2013	2014	2015	2016
ACCOUNTANT I/II	--	1	1	1	--	1
ADMINISTRATIVE ASSISTANT	1	--	--	--	--	
CHIEF OF POLICE	1	1	1	1	1	1
CITY CLERK	1	1	1	1	1	1
CITY MANAGER /PUBLIC WORKS DIRECTOR	1	1	0.75	0.75	1	1
COMMUNITY DEVELOPMENT DIRECTOR		1	1	1	0.8	0.8
FINANCE DIRECTOR	1	1	1	1	1	1
FISCAL ASSISTANT I/II	2	2	1	1	1	1
POLICE CORPORAL	1	--	--	--	--	--
POLICE OFFICER	5	3	3	3	3	3
POLICE RECORDS TECHNICIAN	1	--	--	--	--	--
POLICE SERGEANT	1	1	1	1	1	1
PUBLIC WORKS LEADMAN	1	1	--	--	--	--
PW ADMINISTRATIVE TECHNICIAN	1	1	--	--	--	--
SENIOR FISCAL ASSISTANT	1	--	1	1	1	1
UTILITY WORKER I/II	3	4	3	3	3	3
WATER/WASTEWATER PLANT OPERATOR	--	--	1	1	1	1
WASTEWATER SUPERINTENDENT	1	1	1	1	1	1
WATER & ROADWAYS SUPERINTENDENT	1	1	1	1	1	1
PUBLIC WORKS DIRECTOR	1	--	--	--	--	--
ALLOCATED POSITIONS	24.00	20.00	17.75	17.75	16.80	17.80



COMPENSATION SCHEDULE

Peace Officers Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	41,823	43,078	44,370	45,701	47,072
Police Corporal	46,005	47,385	48,807	50,271	51,779
Records Technician	32,660	33,640	34,649	35,688	36,759
Sergeant	50,606	52,124	53,688	55,298	56,957

Rio Dell Employee's Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Accountant I	42,682	43,963	45,282	46,640	48,039
Accountant II	46,951	48,359	49,810	51,304	52,843
Administrative Assistant	29,036	29,907	30,804	31,728	32,680
Administrative Technician	35,246	36,304	37,393	38,515	39,670
Fiscal Assistant I	28,618	29,477	30,361	31,272	32,210
Fiscal Assistant II	32,084	33,046	34,037	35,059	36,110
Office Assistant	23,759	24,472	25,206	25,962	26,741
Public Works Leadman	33,170	34,165	35,190	36,246	37,333
Senior Fiscal Assistant	36,786	37,889	39,026	40,197	41,402
Utility Worker I	26,209	26,995	27,805	28,639	29,498
Utility Worker II	28,843	29,709	30,600	31,518	32,464
Water/Wastewater Plant Operator I	32,069	33,031	34,022	35,042	36,094
Water/Wastewater Plant Operator II	35,276	36,334	37,424	38,547	39,703

Contract Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk	52,081	53,644	55,253	56,911	58,618
City Manager	106,875	110,081	113,384		
Chief of Police	79,540	81,926	84,384		
Finance Director	67,473	69,497	71,582		
Housing Director	73,394	75,595	77,863		
Wastewater Superintendent	49,743	51,235	52,772	54,356	55,986
Water/Streets Superintendent	55,960	57,639	59,368	61,149	62,983



INTRODUCTION

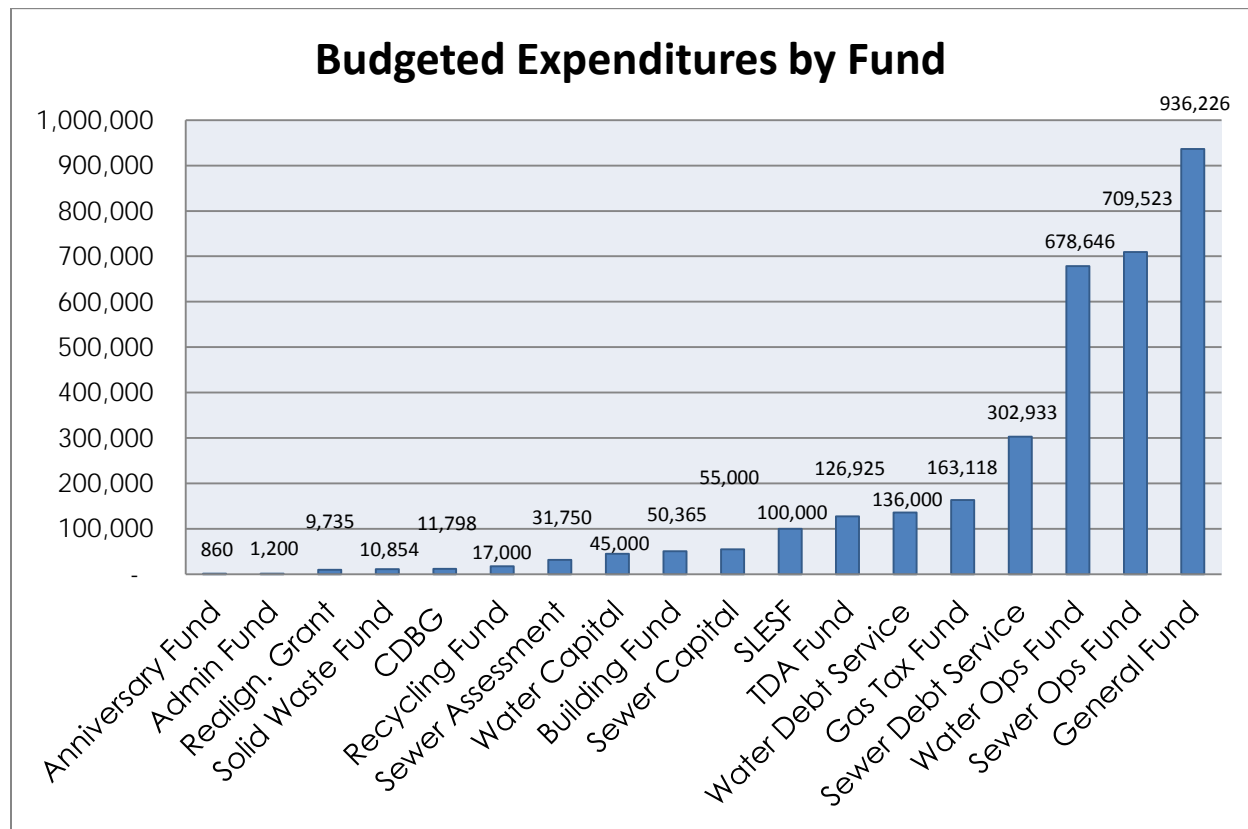
INTRODUCTION

The 2015-2016 adopted budget shows allocated expenditures totaling \$3,386,932. Of this amount, the general fund accounts for \$936,226, or 28%. The water and sewer utility funds total \$1,958,851, or 58% of the budget for operations, debt service, and capital funds. Streets total \$290,043, or 9% of the budget. The remaining 5% is for various activities related to City government.

In 2015-2016 the general fund will utilize \$55,994 (10%) of its reserves to fund ongoing programs. Programs and operations are budgeted to absorb \$33,317 of reserves, and the building fund will absorb an additional \$17,265. Additionally, the general fund budget includes an estimated \$2,735 transfer to the realignment grant fund.

Revenues are estimated at \$3,093,604. General fund revenues are \$902,909 (29%), water revenues are \$696,030 (22%), and sewer revenues are \$1,100,500 (36%). The City's largest revenue sources (general fund, water funds, and sewer funds) are budgeted for a total of \$2,699,439, or 87% of FY 2015-2016 estimated revenues.

The chart below displays budgeted appropriations for the 2015-2016 fiscal year. The general fund has the largest budget (\$936,226), the sewer operations budget is second largest (\$709,523), and water operations is third (\$678,646).



(Fund and departmental summaries follow. For complete budget by fund by department see chart on pages 67-68)



BUDGET SUMMARY BY FUND

The chart below is a budget summary of revenues and expenditures by fund. Beginning and ending estimated fund balances are also shown.

City of Rio Dell BUDGET ANALYSIS BY FUND Fiscal Year 2016							
Fund Name	Est. Beg. Fund Balance 7/1/15	Est. Revenue	Transfers In	Transfers Out	Proposed Expenditures	Est. End. Fund Balance 6/30/16	Change in Fund Balance
Administration Vehicle	3,733	4,000	-	-	1,200	6,533	2,800
Anniversary Fund	860	-	-	-	860	-	(860)
Bldg. Fund	-	33,100	-	17,265	50,365	-	-
CDBG - Receivables	18,598	-	-	-	-	18,598	-
CDBG - Rev Exp	201,249	28,800	-	-	11,798	218,251	17,002
Gas Tax Fund	283,559	76,820	-	-	163,118	197,261	(86,298)
General Fund	978,563	902,909	22,677	-	936,225	922,570	(55,993)
Parks and Rec Capital	9,111	-	-	-	-	9,111	-
Realignment Grant	-	7,000	-	2,735	9,735	-	-
Recycling	20,123	5,000	-	-	17,000	8,123	(12,000)
Sewer Assessment	35,470	30,950	-	-	31,750	34,670	(800)
Sewer Capital	514,560	170,000	-	-	55,000	629,560	115,000
Sewer Debt Service	442,686	310,000	-	-	302,933	449,753	7,067
Sewer Operations	260,674	589,550	-	-	709,523	140,701	(119,973)
Sewer Restricted Reserve	302,098	-	-	-	-	302,098	-
SLESF	-	100,000	-	-	100,000	-	-
Solid Waste	31,243	9,500	-	-	10,854	29,889	(1,354)
Spay Neuter	2,867	-	-	-	-	2,867	-
TDA Fund	-	129,945	-	-	126,925	3,020	3,020
Vehicle Abatement	2,755	-	-	-	-	2,755	-
Water Capital	126,940	63,000	144,940	-	45,000	-	(126,940)
Water Debt Service	33,999	140,000	37,999	-	136,000	-	(33,999)
Water Operations	-	493,030	-	185,616	678,646	-	-
TOTAL	3,269,089	3,093,603	205,616	205,616	3,386,931	2,975,760	(293,329)

Beginning fund balances for all funds is estimated at \$3,269,089 for FY 2015-2016. Revenues less expenditures show that (\$293,329), or 9% of total appropriations, is funded out reserves. The reserve amounts are represented by negative amounts in the "Change in Fund Balance" column. The budget shows that total fund balance at the end of FY 2015-2016 is \$2,975,760.



BUDGET SUMMARY BY DEPARTMENT

The charts below show expenditures by department and the percentage spread amongst the various funds.

CITY MANAGER DEPARTMENT

EXPENDITURES	284,594	SOURCES	284,594	%
Personnel	207,786	General Fund	56,919	20%
Services & Supplies	76,808	Gas Tax Fund	14,230	5%
		TDA Fund	14,230	5%
		Sewer Operations Fund	71,149	25%
		Water Operations Fund	128,067	45%

FINANCE DEPARTMENT

EXPENDITURES	363,719	SOURCES	363,719	%
Personnel	266,506	General Fund	72,745	26%
Services & Supplies	97,213	Gas Tax Fund	7,274	3%
		TDA Fund	7,274	3%
		Sewer Operations Fund	138,213	49%
		Water Operations Fund	138,213	49%

CITY COUNCIL DEPARTMENT

EXPENDITURES	13,298	SOURCES	13,298	%
Personnel	-	General Fund	7,162	54%
Services & Supplies	13,298	Gas Tax Fund	232	2%
		TDA Fund	232	2%
		Sewer Operations Fund	2,836	21%
		Water Operations Fund	2,836	21%

POLICE DEPARTMENT

EXPENDITURES	623,842	SOURCES	623,842	%
Personnel	499,745	General Fund	514,107	82%
Services & Supplies	124,097	SLESF FUND	100,000	16%
		REVENUE Realign. Grant	7,000	1%
		RESERVES Realign. Grant	2,735	0%



BUDGET SUMMARY BY DEPARTMENT

The charts below show expenditures by department and the percentage spread amongst the various funds.

BUILDING DEPARTMENT

EXPENDITURES	46,858	SOURCES	46,858	%
Personnel	32,776	General Fund	13,758	29%
Services & Supplies	14,082	Building Fund	33,100	71%

PLANNING DEPARTMENT

EXPENDITURES	65,100	SOURCES	65,100	%
Personnel	49,343	General Fund	65,100	100%
Services & Supplies	15,757			

SEWER OPERATIONS

EXPENDITURES	461,698	SOURCES	461,698	%
Personnel	147,193	Sewer Operations	461,698	100.0%
Services & Supplies	314,505			

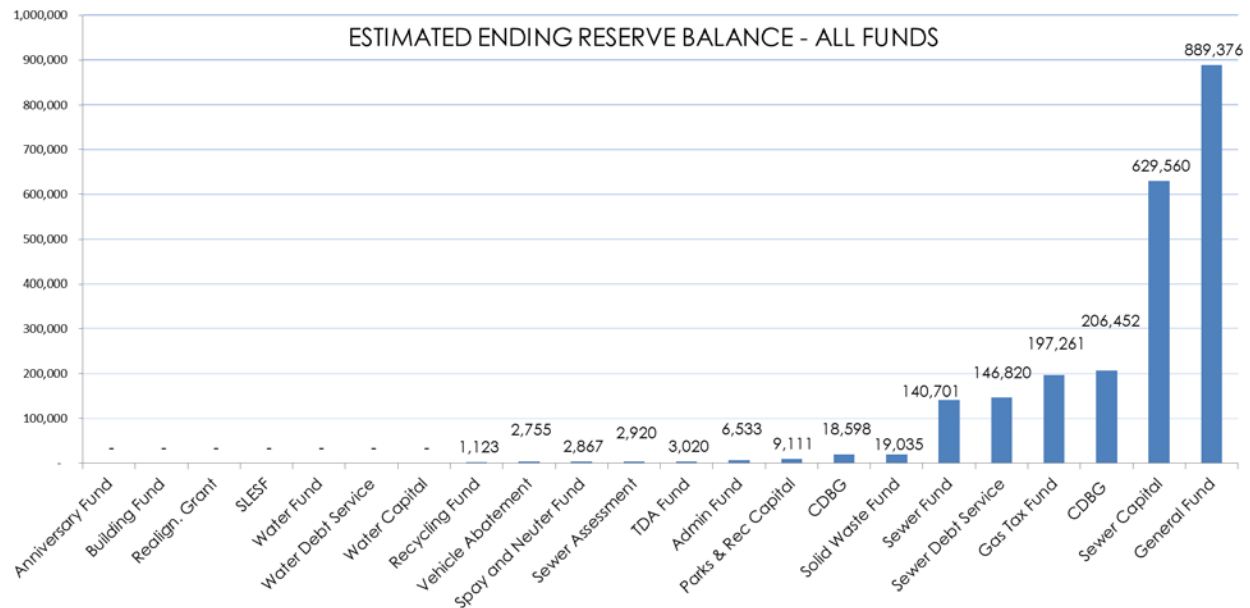
WATER OPERATIONS

EXPENDITURES	366,581	SOURCES	366,581	%
Personnel	110,546	Water Operations	366,581	100.0%
Services & Supplies	256,035			



RESERVE BALANCES ALL FUNDS

FISCAL YEAR 2015-2016



NARRATIVE. The purpose of this form is to project the beginning reserve balance for each fund and then, based on the budget recommendations, prepare an estimate of the ending reserve balance at June 30, 2016, as shown in the chart above.

A fund is created for each special revenue and expenditure category in the City's financial management system. Except for the General Fund which can be used to fund any activity, all other funds are for special purposes and have their own integrity. As such, they cannot be co-mingled or absorbed into the General Fund at the end of a fiscal year. Any balance in a fund between expenditures and revenues will roll forward at the end of the fiscal year and will be available in the next fiscal year for allocation in that fund.

GENERAL FUND. The General Fund has an estimated reserve balance available on July 1, 2015 of \$978,563. Revenues for the year are estimated at \$902,909

(including \$160,000 estimated for Measure U revenue) and expenditures total \$936,226 (\$958,903 including transfers). Transfers from the General Fund to cover appropriations in the Building Fund and Realignment Grant Fund are \$17,265 and \$2,735 respectively. The change in fund balance for the FY 2015-2016 fiscal year is -\$55,594 for a projected General Fund reserve balance at the end of the fiscal year of \$922,569.

BUILDING PROGRAM FUND. This fund was set up for activities related to building plan check and inspection services for which user fees are charged. The Building Fund has been active since April of 2014 and thus far, revenues have been less than expenditures resulting in fund deficits and a reserve balance of \$0.00 at year end. The general fund will absorb any negative amounts.

Allocation rates in the Building Fund for the Community Development Director's and City Clerk's wages have been

RESERVE BALANCES ALL FUNDS

decreased for the current fiscal year, since the prior year was shown to have charged percentage rates that were too high in comparison to the time spent on building activities. The building fund had been newly created, so estimates were based on little available information at that time.

With the current budget revenues are estimated to fall short of expenditures by \$17,265. The deficit becomes a general fund requirement in order to balance revenues to expenditures.

PARKS AND RECREATION FUND.

Residential developments pay an assessment of \$1,500/lot into this fund to be used for park land acquisition and development. At year end there is estimated to be \$9,111 reserve balance in the fund. This is the same as the year's beginning balance since revenues are not anticipated, nor are there any capital projects budgeted for this fund. The fund balance as budgeted remains stagnant.

STREET FUNDS. A portion of the Highway Users Tax (HUTA Gas Tax) is apportioned to cities based on population, miles of maintained streets and registered vehicles. HUTA funds are restricted and can only be used for the construction, maintenance, and repair of streets, including the salaries and equipment related to those activities. The estimated beginning balance in the fund is \$283,559 and revenues during the year are estimated at \$76,820. Expenditures are estimated at \$163,118. The estimated ending reserve balance is \$197,261. There are insufficient revenues from the HUTA gas tax to meet the community's needs for street repair and reconstruction.

The Transportation Development Act (TDA) is allocated through the State for cities to meet their local public

transportation needs for mass transit. Once those needs are met, the City may use the balance for street maintenance purposes. There isn't any fund balance rolling forward from 2014-15 and revenue of \$108,945 has been determined by the Council to be split between public transportation needs (\$47,479) and road maintenance (\$61,466). The anticipated reserve balance at year end is \$3,020.

SOLID WASTE FUND. The Humboldt Waste Management Authority annually contributes back to each member agency a portion of the tipping fee paid by customers for solid waste and recycling programs at the local level. It is projected that the fund will have a balance of \$31,243 on June 30, 2015 and \$29,889 at year end. The solid waste fund appropriates one week's salary and benefits for the City Manager, and pays for other administrative costs that total \$10,854 to carry out the fiscal year's activities associated with this fund. Revenues are estimated to be \$9,500.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS. The Community Development Block (CDBG) Grant Program was established to address housing and community development needs and to assist low income residents with housing rehabilitation projects. The program has seen little activity because of the economy. Staff has learned that the CDBG program has an array of grants available for uses other than housing loans, and in the future may allocate funds already on hand to assist with ADA compliance. The CDBG program also offers a small selection of economic development grants.

The Community Development Block Grant - Residential Revolving Loan Fund shows a beginning fund balance of \$18,598 and the CDBG Program Income

RESERVE BALANCES ALL FUNDS

Fund has an estimated \$201,249 to begin the current year. Program income at the beginning of fiscal year 2015-16 is \$172,709. The funds must be spent down before the City can apply for other grant funds through the CDBG program.

SPECIAL LAW ENFORCEMENT SERVICE FUND (SLESF). This fund has received a \$100,000 State subvention for several years to fund the cost of sworn Police Officers up to that amount. It is not believed to be a permanent source of revenue for law enforcement. In any given year if there are unspent monies that balance accrues to the fund. If there is a deficit in the fund at year end then a transfer of General Fund monies may be required. The SLESF Fund is estimated to start the year with zero funds rolling forward, and zero funds in reserves at year end.

VEHICLE ABATEMENT. In the past \$1 per registered vehicle was collected through DMV to create a vehicle abatement fund. Even though the program ended, there is a balance in the Reserve which the Police Department utilizes to remove abandoned vehicles from public property. The present balance in the fund is \$2,755. Appropriations were not included in this year's budget for the vehicle abatement fund, therefore the estimated ending fund balance remains unchanged at \$2,755.

REALIGNMENT FUND. The State of California impacted local law enforcement agencies when it took an action to release inmates early and house State prisoners in local jails. The state referred to the program as prison realignment. Local agencies objected when this population caused a spike in their workload. As the result, monies have been provided by the Legislature for the exclusive use of law enforcement

to mitigate the impact. This year's budget estimates a zero fund balance at the beginning of the fiscal year with revenues budgeted at \$7,000 and appropriations are \$9,735. The General Fund reserve has been utilized to cover the additional \$2,735. The Realignment Grant reserve is estimated to be zero by year end.

Realignment Grant appropriations of \$9,735 will be used for staffing of the Police Department's front counter with Finance Department staff. This staffing augmentation allows the release of an officer to the field. The expenditures may come out of Measure Z funding, which at the time of budget adoption hadn't been secured.

SEWER FUNDS. The Sewer Funds are four (4) separate sources for operations, debt service, capital and the assessment district. The beginning reserve balance for *Sewer Operations* is estimated at \$260,674 with an estimated ending balance of \$140,701. Despite the decline in the Sewer Operations Fund Reserves, the Sewer Funds overall have a healthy estimated ending combined fund balance of \$1,254,684.

The *Sewer Capital Fund* begins the year with a balance of \$514,560 and is expected to grow to \$629,560 by June 30, 2016. Only \$55,000 in Capital Projects has been budgeted for the current year. This is for smoke testing, analyzers, small projects and inflow and infiltration.

The *Sewer Assessment District Fund* begins the fiscal year with a reserve of \$30,950 to make a debt payment in the amount of \$31,750. This includes annual interest. The year-end reserve should shrink slightly to \$34,670. Any reserve amount, in the final year of the loan payment (2018-19), will be applied to

RESERVE BALANCES ALL FUNDS

the outstanding balance to pay down the debt early.

The *Sewer Debt Service Fund* has a positive balance of \$442,686. An additional \$302,899 has been set aside as restricted, which puts the City in compliance with the financing agreement for the \$12.5 million wastewater plant. The restricted funds will be used for the final debt service payment in 2043. The ending fund balance for year end in the Debt Service Fund is estimated to be \$449,753; this doesn't include the Restricted Fund balance amount of \$302,899. Revenue collections are estimated at \$310,000 and will meet the City's Debt Service obligation of \$302,899 due October 31, 2016.

WATER FUNDS. The Water Operations Reserve has a beginning balance of zero. Revenues are estimated at \$439,030 and budget appropriations are \$678,646 creating a budget deficit of \$185,616. The Water Funds Reserve balances when combined cover the deficit and require a transfer from Water Capital of \$144,940 and a transfer from Water Debt Service of \$37,999. The budget as adopted shows all three Water Funds will be at zero by fiscal year end. A rate adjustment is required to maintain a solvent fund.

The Water Debt Service Fund has a beginning balance of \$33,999 with revenue for the year estimated at \$136,000, the amount of the annual debt service payments. The bi-annual debt payments of \$68,000 occur on July 1 and January 1 each year. The entire estimated reserve balance of this fund (\$37,999) is required to be transferred to help cover the deficit in Water Operations.

The Water Debt Service Fund is out of compliance with the City's debt

covenant with the State Water Resources Control Board (SWRCB). The reserve balance should have restricted funds of \$136,000, the amount equal to the bi-annual payments. Funds should be set aside as soon as possible for the final disbursement to the SWRCB in 2029 as stipulated in the financing agreement.

The Water Capital Reserve begins the year with \$126,940 reserve balance available. This amount is inadequate to meet the future infrastructure replacement needs of the system, and any remaining reserves at year end will have been transferred to the water operations fund making the reserves to hit zero at year end. At this time, \$4.50 of each subscriber's monthly payment is deposited into the capital fund, growing the fund by approximately \$64,000 per year. However, this amount doesn't meet the capitalization requirements to replace failing infrastructure. A rate adjustment is required to maintain a solvent Fund.

RECYCLING FUND. This fund is the result of an annual \$5,000 CalRecycle Grant awarded to the City to fund recycling and litter reduction programs. However, the State terminated the program in 2013-14. With the estimated balance of \$15,033 in the fund, additional litter reduction programs are possible, such as educational instruction in the local schools, until the balance is depleted.

SPAY AND NEUTER FUND. In the past, a portion of the dog license fee was deposited into this fund to support a low cost spay and neuter program. The balance in the fund is presently \$2,868, the same as it was in 2013-2014. Over-time the fund will be depleted by animal shelter charges for spay and neuter services, although this fund hasn't been accessed in quite some time.



GENERAL FUND OVERVIEW

INTRODUCTION

The Budget Summary Worksheet for 2015-16 indicates that \$55,914 will be drawn from the General Fund reserve in order to balance the General Fund Budget. The amount of the budget deficit is due to a revenue stream of \$902,909 less departmental expenditures of \$936,226, and transfers of \$22,677. Budgeted expenditures include several Capital Projects in the General Fund and are identified as follows:

AMOUNT	CAPITAL PROJECT
33,920	School Site and Drainage Surveys
10,000	Contracted Economic Dev. Assist.
10,000	Parking Lot Lighting/Landscaping
10,000	City Hall Generator
12,000	Email Server
25,000	Ogle & Belleview shovel ready
20,000	Ogle & Belleview shovel ready
14,000	Maint. Monument & Blue Slide Road
134,920	TOTAL GENERAL FUND CAP PROJ

Transfers in the General Fund Budget total \$22,677 to help support the building fund (\$17,265) and the Realignment Grant Fund (\$2,735). The General Fund reserve balance is estimated to be \$922,569 at June 30, 2016, the end of the current fiscal year.

The budget does not include a cost of living adjustment for City Employees and the Police Department is reduced three (3)

Police Officer positions and a Records Clerk since the staff reductions of 2010-11.

REVENUES

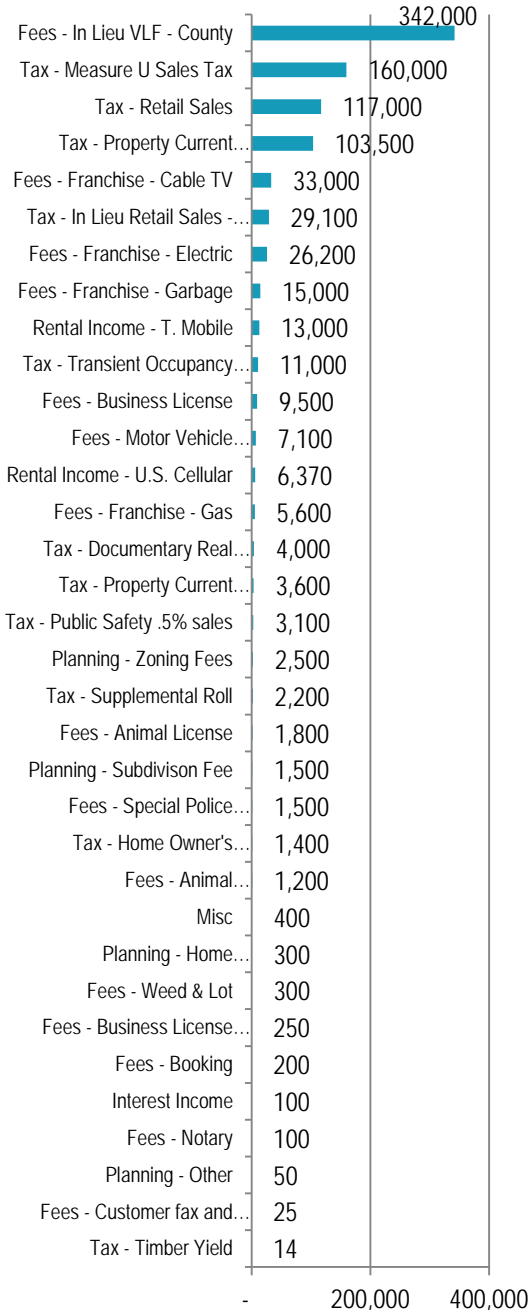
The City collects revenues for the General Fund from several different sources. The largest portion of revenues is through the "In Lieu VLF" (\$342,000). In 2004 the Legislature reduced the VLF percentage from 2% to .65% and backfilled city and county losses of revenue with property tax transfers from school property tax shares. The swap is "In Lieu VLF" revenues.

Measure U (\$160,000) is the second largest amount of revenues budgeted for 2015-2016 in the General Fund. The passage of Measure U in November 2014 reduced the budget deficit and assists in providing law enforcement services for the City of Rio Dell. Measure U is a 1% special district tax and has a five year sunset date (last collection will be in 2020).

Retail sales tax is the third largest amount of General Fund revenues for the City. Over the past few years this revenue source has seen declines.

GENERAL FUND OVERVIEW

GENERAL FUND REVENUES \$902,909



Analysts have determined that declining sales tax revenues are partly due to a shift in consumer demand from sales of tangible

goods (taxable) to service oriented purchases (nontaxable). Another factor is the shifting population demographics as Baby Boomers age contributing to the shift in demand for services versus goods. Baby Boomers are now the second largest demographic group in the population, with the Millennials having passed them in total number in 2015.

Still, as the second largest group by only a small margin, Baby Boomers are less apt to purchase goods as they grow older, since they *generally* have things they need, and are on tighter budgets when they retire. Additionally, Baby Boomers are past the age of raising a family, which significantly cuts spending, and this group *generally* has a more simplistic view on consumerism.

Millennials, it turns out, are the largest group of the population contributing to the rise in multi-generational households. It is suggested that this techno-savvy demographic group prefers social networking over stuff. Moreover, digitally transferred goods (books, movies, etc.) are not considered tangible goods; and therefore, are not taxable items.

EXPENDITURES

Total expenditures support several departments including Police, Finance, City Manager, Council,



GENERAL FUND OVERVIEW

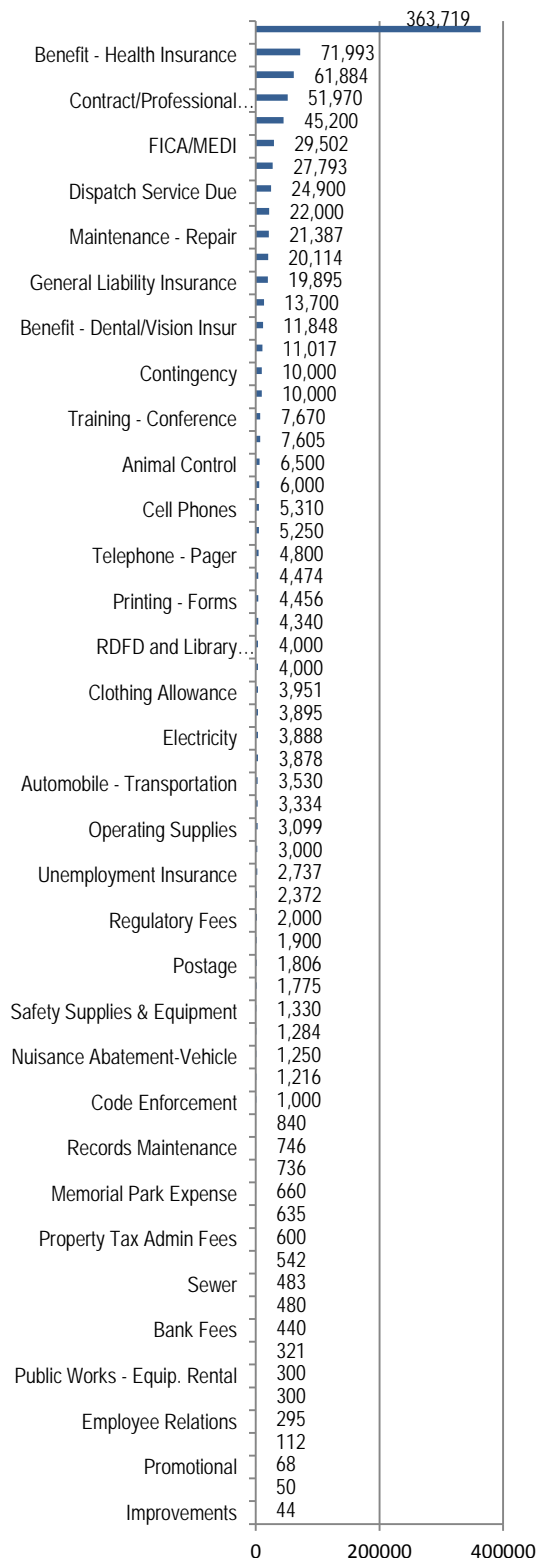
Buildings and Grounds, Planning, and several Capital Projects.

The Public Works Buildings and Grounds Department has sufficient, but minimal funding to meet the requirements of maintaining the City's buildings and grounds including parks. The minimal funding for the Buildings and Grounds Department is meant to keep General Fund expenditures down in light of the fact that the ending fund balance with this year's budget shows the General Fund reserve is estimated to have declined 25% since fiscal year 2013-2014.

The 2015-16 Adopted Budget has been kept down as in the previous year, yet is meant to maintain public services at decent levels.

The Accountant I position has been reinstated due to increased fiscal duties due to the workload that developed over the previous fiscal year. This position is necessary in order to keep the City's financial records sound and to continue to offer a decent level of customer service.

GENERAL FUND EXPENDITURES \$936,226





REVENUE BUDGET

STATEMENT OF FUNCTION

The Revenue Department exists solely for tracking and reporting revenues. All revenue is recorded within the Revenue Department for review and analysis by the Finance Department and City Manager.

2015-16 BUDGET

The Adopted Revenue Budget totals \$3,093,603. This includes \$2,379,653 in Operating Revenue, \$233,000 for Capital and \$480,950 for Debt Service. In comparison to the prior year, City-wide budgeted operating revenues have increased by \$83,264. The increase is a direct result of Measure U revenues. This new revenue source is being used to offset the General Fund current budget deficit of \$33,317 *after* Measure U. This is a stark improvement from the prior year negative budget deficit of roughly \$145,000 in the General Fund.

The Water Funds and Streets Funds are still revenue-deficient, reiterating prior year's projections. The Water Operating, Capital, and Debt Service Funds budgeted revenue totals \$696,030. This amount is \$56,254 less than the previous year and is based on the significant decrease in customers' water consumption. At the time the budget was adopted staff was already in the development stages of addressing the declining revenues in the water funds with a water rate study that began in May of 2015.

The City's Streets Funds are the Highway Users Tax Account (HUTA), Transportation Development Act (TDA) and the Regional Surface Transportation Program (RSTP). Total revenue budgeted for streets is \$206,765. This year's budget deficit in the Streets Funds is \$83,278.

HUTA revenues have seen declines and the state is developing a new transportation funding plan in order to mitigate the lack of sources available for streets and roads maintenance, repairs, and replacement. A \$65 fee per licensed vehicle has been proposed to help fill in the gap of decreasing revenues.

The Sewer Funds budgeted revenue is \$1,100,500. This amount is below the waste water study estimate of \$1,167,000. The budgeted revenue amount was based on a decline in water consumption that is trending both locally and on a state-wide level as California is experiencing the worst drought on record.

Fiscal year 2015-2016 is the second year of the City's newly implemented sewer rate structure. Revenue collections will be reevaluated and reported back to Council as the fiscal year progresses. The new sewer rate structure places a fixed rate on all sewer connections of \$47.76. 70% of sewer revenue is derived from the base rate charge and 30% is consumption driven.

City of Rio Dell
REVENUE BUDGET
2015-2016 Adopted Operating and Capital Budget

	<u>6/30/2016 Budget</u>	<u>6/30/15 Budget</u>	<u>6/30/15 Est. Actual</u>	<u>6/30/14 Budget</u>	<u>6/30/14 Actual</u>
REVENUE SUMMARY					
00C General Fund	742,909	773,088	725,378	808,331	784,484
00C Measure U Revenue	160,000	-	6,000	-	-
005 Administration Vehicle	4,000	-	3,960	5,000	987
008 Bldg. Fund	33,100	50,575	28,105	-	2,846
02C Gas Tax Fund	76,820	90,010	90,010	103,464	109,540
026 RSTP Fund	21,000	21,000	21,000	-	46,763
024 TDA Fund	108,945	108,609	108,609	117,251	117,477
026 ISTE A	-	-	-	21,000	-
027 Solid Waste	9,500	8,500	6,700	8,500	8,173
04C SLESF	100,000	100,000	100,000	100,000	98,562
044 POST Reimbursement	-	3,000	-	-	-
046 Realignment Grant	7,000	14,817	14,817	-	20,000
074 Recycling	5,000	-	-	-	5,000
05C Sewer Operations	589,549.50	628,547.00	625,359.50	700,458.00	734,560.00
052 Sewer Capital	170,000	255,571	169,550	185,812	716,804
053 Sewer Assessment	30,950	28,785	31,000	31,750	30,186
054 Sewer Debt Service	310,000	325,000	341,930	323,184	359,385
06C Water Operations	493,030	534,310	445,690	579,997	508,540
061 Water Debt Service	140,000	140,724	167,389	134,000	144,921
062 Water Capital	63,000	77,000	62,855	-	66,280
095 Anniversary Fund	-	850	850	-	-
037 Grant Restr - CDBG Prog.	28,800	-	42	-	-
TOTAL REVENUE BY FUND	3,093,603	3,160,386	2,949,244	3,118,747	3,754,508

City of Rio Dell
REVENUE BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
ADMIN FUND REVENUE					
Interfund Revenue	4,000	-	3,960	5,000	987
TOTAL ADMIN FUND	4,000	-	3,960	5,000	987
ANNIVERSARY FUND REVENUE					
Anniversary Income	-	850	850	-	-
TOTAL ANNIV. FUND	-	850	850	-	-
BUILDING FUND REVENUE					
Bldg. Plan - Constr Permits	18,000	30,000	11,200		
Bldg. - Administrative Fees	8,000	150	11,400	-	2,846
Bldg. Plan - Plan Check Fee	6,000	19,800	4,200		
Bldg. Plan - Seismic Fees	75	125	85		
Bldg. Standards- SB1473	60	-	60		
Bldg. - Continuing Education	125	-	120	-	-
Bldg. - Technology Fee	340	-	340	-	-
Encroachment Permits	500	500	700	-	-
TOTAL BUILDING FUND	33,100	50,575	28,105	-	2,846
CDBG FUND					
Grant Restr - CDBG Prog.	28,800	-	42	-	-
TOTAL CDBG FUND	28,800	-	42	-	-
GENERAL FUND REVENUES					
Tax - Property Prior Unsecured	-	-	-	-	-
Tax - Property Current Sec.	103,500	103,921	102,106	100,235	101,279
Tax - Property Current Uns.	3,600	3,600	6,628	3,600	3,716
Fees - Recorders Fees	-	-	-	24,000	-
Tax - Property Prior Secured	-	-	-	100	62
Tax Property Prior Unsecured	-	-	-	-	-
Tax - Supplemental Roll	2,200	2,200	646	-	3,396
Tax - Home Owner's Prop.	1,400	1,600	1,454	1,600	1,567
Tax - Prior Years - Supp.	-	-	844	-	778
Tax - Transient Occupancy Tax	11,000	11,000	11,000	-	11,424
Tax - Timber Yield	14	12	14	-	16
Tax - Retail Sales	117,000	129,500	99,200	122,000	100,140
Tax - In Lieu Retail Sales - County	29,100	43,510	29,148	51,192	43,570
Fees - Animal Shelter Animalia	-	-	-	500	-
Tax - Measure U	160,000	-	6,000	-	-
Tax - Documentary Real Prop.	4,000	2,300	3,762	2,200	4,350
Tax - Pub. Safety .5% sales	3,100	3,300	1,618	3,200	2,987
Fees - Franchise - Electric	26,200	28,000	28,000	50	27,722
Fees - Franchise - Gas	5,600	6,300	6,000	6,000	6,277
Fees - Franchise - Garbage	15,000	15,275	15,000	15,000	15,145
Fees - Franchise - Cable TV	33,000	33,000	33,000	33,000	33,531
Fees - Bus. License	9,500	8,000	6,500	6,000	11,500
Fees - Bus. License CASP	250	200	330	-	285
Fees - Motor Vehicle (VLF)	7,100	7,600	7,088	6,600	7,943
Fees - In Lieu VLF - County	342,000	340,094	342,088	330,000	340,093
Fees - Animal License	1,800	1,000	2,226	800	1,252
Fees - Animal Control/Rel.	1,200	1,200	1,700	500	1,588
Fees - Booking	200	500	61	500	547
Fees - Notary	100	-	170	-	47
Fees - Special Police Svc.	1,500	1,500	2,800	1,200	1,712
Fees - Street & Sidewalks	-	500	-	300	960
Fees - Weed & Lot	300	300	-	300	-
Fees - Customer Copies	25	25	35	25	85
Fees - Admin Vehicle User Fees	-	-	-	-	-
Fines.-Animal Control	-	-	-	150	-
Fines - Bldg. Code	-	-	-	-	-
Planning - Miscellaneous Fees	-	-	-	-	-
Fines - Other	-	-	-	-	-
Interest Income	100	100	200	100	190
Rental Income - U.S. Cell.	6,370	6,370	6,300	6,000	6,513
Rental Income - T. Mobile	13,000	11,681	11,700	10,800	13,587

City of Rio Dell
REVENUE BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
GENERAL FUND REVENUES (Cont.)					
Rental Income - Property	-	-	-	4,500	-
Bldg. Plan - Constr Permits	-	-	-	28,800	23,951
Planning - Zoning Fees	2,500	8,000	1,800	-	5,553
Planning - Subdivision Fee	1,500	1,500	1,500	1,500	-
Planning - Home Occup.	300	500	630	750	80
Bldg. Plan - Plan Check Fee	-	-	-	5,000	9,898
Bldg. - Administrative Fees	-	-	-	-	-
Planning - Other	50	-	160	-	-
Planning-Parks & Rec.	-	-	-	75	-
Bldg. Plan - Seismic Fees	-	-	-	75	142
Bldg. Standards- SB1473	-	-	-	125	119
Bldg. - Continuing Education	-	-	-	-	-
Bldg. - Technology Fee	-	-	-	-	-
Encroachment Permits	-	-	-	-	500
Insurance Premium Reimb.	-	-	50	-	280
Donations- Bicycle Hlmt.	-	-	500	-	300
Donations- Misc	-	-	20	-	384
Misc	400	500	500	1,000	400
Misc - Other	-	-	600	30,554	515
Misc Income - Suspense	-	-	-	10,000	-
Donations	-	-	-	-	100
TOTAL GENERAL FUND	902,909	773,088	731,378	808,331	784,484
POST REIMBURSEMENT					
Misc - Post Training & Special Project Re	-	3,000	-	-	-
TOTAL POST REIMBURSEMENT	-	3,000	-	-	-
RECYCLING GRANT					
Grant Restristed-Recycling	5,000	-	-	-	5,000
TOTAL RECYCLING GRANT	5,000	-	-	-	5,000
REALIGNMENT GRANT					
Grant Rest- Police Realign.	7,000	14,817	14,817	-	20,000
TOTAL REALIGNMENT GRANT	7,000	14,817	14,817	-	20,000
SEWER FUNDS					
Late Fee	20,000	19,000	20,400	18,800	21,396
Misc - Special PW	1,900	-	2,400	1,000	2,945
Sewer - Service	555,000	602,614	586,900	670,458	696,322
Shut Off Fees	6,000	5,933	8,874	5,100	7,550
Sewer - Connection	5,220	-	5,220	4,600	5,220
Sewer-Replacement Reserve	170,000	255,571	169,550	185,812	716,804
Bad Debt Recovery	1,430	1,000	1,566	500	1,127
Sewer - Debt Service	310,000	325,000	341,930	323,184	359,385
Sewer Assessment	30,950	28,785	31,000	31,750	30,186
TOTAL SEWER FUNDS					
SLESF FUND					
Grant Restr-Police SLESF	100,000	100,000	100,000	100,000	98,562
TOTAL SLESF FUND	100,000	100,000	100,000	100,000	98,562
SOLID WASTE FUND					
Fees - Integ. Waste Mgmt.	9,500	8,500	6,700	8,500	8,173
TOTAL SOLID WASTE FUND	9,500	8,500	6,700	8,500	8,173
STREETS FUNDS					
Tax - (HCAOG) -TDA (024)	108,945	108,609	108,609	117,251	117,477
Tax - Gasoline (HUTA) (020)	76,820	90,010	90,010	103,464	109,540
RSTP HCAOG Grant (020)	21,000	21,000	21,000	-	46,763
Grant Restr - ISTE A	-	-	-	21,000	-
TOTAL STREETS FUNDS	206,765	219,619	219,619	241,715	273,780

City of Rio Dell
REVENUE BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
WATER FUNDS					
Water - Service	450,000	501,967	408,900	543,397	466,408
Water - Debt Service	140,000	140,724	167,389	134,000	144,921
Water - Connection	2,700	5,410	3,550	10,800	8,100
Water - Damage Rplcmt.	-	-	-	400	-
Water - Damage Rplcmt.	11,000	1,000	-	-	1,014
Water Capital	63,000	77,000	62,855	-	66,280
Late Fee	20,000	19,000	20,400	18,800	21,396
Misc - Special PW	1,900	-	2,400	1,000	2,945
Shut Off Fees	6,000	5,933	8,874	5,100	7,550
Bad Debt Recovery	1,430	1,000	1,566	500	1,127
TOTAL WATER FUNDS (060-063)	696,030	752,034	675,934	713,997	719,741
TOTAL REVENUE ALL FUNDS	3,093,603	3,160,386	2,949,244	3,118,747	3,754,508



CITY MANAGER BUDGET

DEPARTMENT HEAD
Kyle Knopp, City Manager

STATEMENT OF FUNCTION

The City Manager is the Chief Administrative Officer for the City and is responsible for the day to day performance of all City operations. The City Manager oversees the activities of all Departments and special projects to ensure they are in concert with the policies and goals of the Council. The City Manager provides the City Council with accurate and timely information to support decision-making and policy direction, deals with conflict and dispute resolution, analyzes and recommends organizational enhancements and restructuring as necessary, also serves as the City Budget Officer, negotiates contracts and agreements, and serves as the Human Resources Director as well as the Public Works Director.

The City Clerk provides staff and administrative support to City Council and the City Manager, including preparation of City Council meeting agendas with the City Manager. Sixty percent (60%) of the City Clerk's position is budgeted in the City Manager's Department. The City Clerk's duties are to maintain official City records, conduct City elections and prepare and post the noticing requirements for public meetings. The City Clerk also is responsible for the filing of

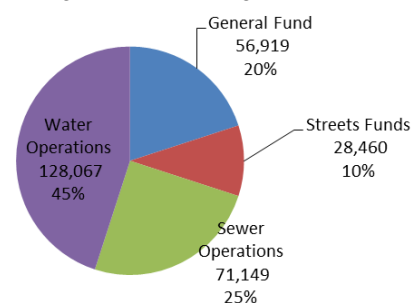
campaign and economic interest statements and provides information about conduct of City business to the public.

2015-16 BUDGET

The recommended budget for the City Manager's Department is \$284,594, a decrease of \$41,131 from the July 1, 2014 final budget. The City Manager Budget is spread amongst the various funds and allocations are as follows:

\$56,919 (20.0%) to the General Fund, \$28,460 (10.0%) to Streets, \$71,149 (25.0%) to Sewer Operations, \$128,067 (45.0%) to the Water Fund, and 40 hours of City Manager's time is budgeted to the Recycling Fund. The larger proportionate share of the City Manager's Budget to the Water Funds is due to a water rate study that is in the beginning stages, as well as the City's Metropolitan Well Project that has been on-going since 2014.

**City Manager Department
Expenditures by Fund**





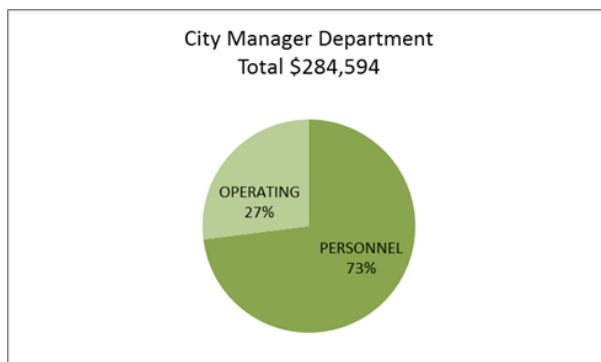
CITY MANAGER BUDGET

DEPARTMENT HEAD
Kyle Knopp, City Manager

SALARIES AND BENEFITS

Salaries and employee benefits for City Manager Department for the positions of City Manager and City Clerk total \$207,786, which is \$44,963 less than 2014-15. Prior year's amount included the new City Manager, a month's overlap of the retiring City Manager with payoff of any balances due, and 1/3 of the City Clerk's salary and benefits.

Included in the City Manager's Budget was the assumption that the City Manager and City Clerk will cash out 80 hours of Executive leave each. The total cost of the City Manager salary and benefits is \$146,888 and the City Clerk's portion is \$60,898.



SERVICES AND SUPPLIES

The Service and Supplies accounts total \$76,808 from \$72,986 in 2014-15. This is an increase of \$3,822 in service and supplies expenditures. The more significant increased costs are shown in the following line items - general

liability insurance, property insurance, training, electricity, and printing costs.

Other cost centers of note:

1. Legal (5112) includes \$15,000 as may be required.
2. Contract/Professional Services (5115) is budgeted at \$23,000; budgeted under this line item are Access Humboldt contract costs, codification costs, CASp (Certified Access Specialist program) services for ADA compliance, and miscellaneous legal expenditures (other than the City's own attorney)
3. Training (5122) includes \$3,000 for both the City Manager and City Clerk

All other accounts have been adjusted to reflect actual costs.

OTHER CHARGES

Other charges in the amount of \$1,000 were approved for contract engineering expense as may be needed.

City of Rio Dell
CITY MANAGER DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	151,273	171,281	133,901	110,019	137,720
Payroll Taxes and Benefits	56,513	81,459	51,872	88,494	85,266
TOTAL PERSONNEL	207,786	252,740	185,773	198,513	222,986
OPERATING SERVICES AND SUPPLIES					
Office Supplies	1,500	1,500	1,231	1,496	1,675
Operating Supplies	350	350	397	700	306
Postage	250	250	282	250	235
Printing - Forms	4,000	3,000	4,062	2,000	3,931
Promotional	-	-	99	51	-
Legal	15,000	15,000	4,090	20,000	5,849
Contract/Prof. Svcs.	23,000	29,240	12,229	61,420	17,827
Telephone - Pager	1,760	2,000	1,712	900	1,707
Training - Conference	3,000	2,000	1,973	4,500	1,501
Automobile - Transportation	4,200	4,200	4,313	6,000	2,169
Publications - Books	50	50	28	100	28
Dues & Memberships	1,100	1,100	547	2,500	236
Employee Relations	100	100	100	151	-
Rents - Leases	2,100	3,000	1,866	4,500	920
Records Maintenance	110	100	74	251	103
Maintenance - Repair	700	450	1,083	251	537
Office Equipment	500	500	490	500	783
Equipment	500	500	300	10	-
General Liability Ins.	8,538	4,312	8,025	4,167	1,812
Property Insurance	1,672	957	1,571	936	420
Emp Practice Liab Ins.	762	318	716	330	102
Office Equipment	-	-	-	201	-
Electricity	1,430	586	1,349	651	676
Natural Gas	137	63	129	300	59
Water	50	38	54	-	-
Sewer	100	73	99	-	-
Electrions	-	-	1,003	-	-
Medical	-	-	-	-	2
LAFCO Fees	1,500	-	1,429	-	1,245
Computer Software	500	500	200	500	-
Computer Maint.-Supp.	2,379	1,769	2,294	1,100	1,248
Web Design Services	300	30	125	500	24
Small Tools - PW	-	-	-	100	-
Engineering	1,000	1,000	-	-	272
Improvements	220	-	-	-	191
Computer Hrdware (FA)	-	-	-	1,497	-
TOTAL SERVICES AND SUPPLIES	76,808	72,986	51,870	115,862	43,858
TOTAL CITY MANAGER BUDGET	284,594	325,726	237,643	314,375	266,844
REVENUE SOURCES					
General Fund	56,919	92,546	47,529	98,241	62,760
Gas Tax Fund	14,230	7,212	5,941	15,015	4,010
TDA Fund	14,230	7,282	5,941	7,980	6,447
Sewer Operations Fund	71,149	45,094	35,646	108,202	105,689
Water Operations Fund	128,067	173,592	142,586	84,937	87,938
	284,594	325,726	237,643	314,375	266,844

STATEMENT OF FUNCTION

The Finance Department's objective is to carry out the fiscal policies and procedures set forth by the City Council and implement recommendations of the City's Independent Auditor. Finance Staff follows accounting standards set by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

Through the adopted measures of the City Council and internally developed fiscal procedures the Finance Department is responsible to appropriately manage and carry out the City's governmental financial affairs. Responsibilities of internal control over financial activities include the recording, reporting, verifying, and safeguarding the City's assets. The City's financial activities and internal controls are audited annually and guide the Finance Department in financial responsibility and are safeguards for financial data integrity.

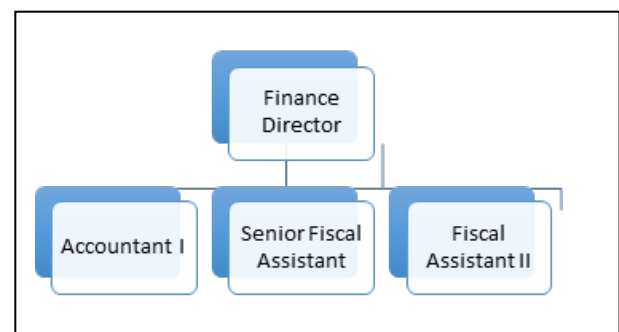
The Finance Department directs and coordinates all Government fiscal functions of the City of Rio Dell. These include utility billing, collections, payroll (P/R), accounts payable (A/P), accounts receivable (A/R), general ledger maintenance (G/L), financial analysis and reporting,

budget preparation and budget management, and many other financial activities.

Stakeholders of the City include City Council, constituents, the public at large, staff, and others affected by the actions of local government. The Finance Department is responsible for providing an open and transparent forum where stakeholders are welcome to inquire about the City's financial activities and be kept informed about financial activities on an on-going basis.

STAFFING

The Finance Department is staffed by 4 full-time employees (FTEs). Positions budgeted for the 2015-2016 fiscal year are the Finance Director, Accountant I, the Senior Fiscal Assistant, and the Fiscal Assistant II.



2015-2016 BUDGET

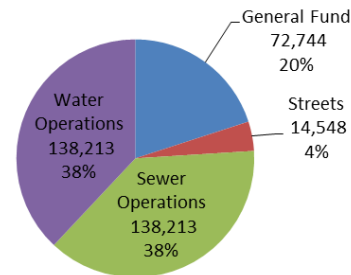
The approved budget for the Finance Department is \$363,719, an increase of \$5,479 from the prior budgeted amount in 2014-2015 of \$358,240*. The overall increase is largely attributable to the purchase of a scanner that will allow the City to digitally store all documents. The amount budgeted for this particular item is \$5,000.

The Accountant I position has been reinstated due to the finance department's increased duties over the past fiscal year that includes, but is not limited to, newly implemented sewer rates that require consistent attention, as well as processing sewer liens on a quarterly basis, DocStar scanning, additional reporting and fiscal procedures that move the City towards transparency and fiscal soundness, a purchase order system, a water rate expected to take several months into the current year, and various duties related to the management of the City's finances.

The Finance Department Budget is spread amongst various funds and the allocations are as follows:

\$72,744 (20.0%) to the General Fund, \$14,548 (4.0%) to Streets, \$138,213 (38.0%) to Sewer Operations, and \$138,213 (38.0%) to the Water Fund.

Finance Department Expenditures by Fund



SALARIES AND BENEFITS

Salaries and benefits for the Finance Department positions (4) total \$266,506, which is \$6,792 more than the prior fiscal year. The additional amount is due to contractual step increases. Step increases take effect once an employee receives a positive annual review on his, or her, anniversary hire date.

SERVICES AND SUPPLIES

The Service and Supplies accounts total \$97,213 from \$98,526 in 2014-15. This is a decrease of \$1,313 in service and supplies expenditures.

Cost centers of note:

1. Accounting (5110) includes \$30,000 for auditing and financial services.

FINANCE DEPARTMENT BUDGET

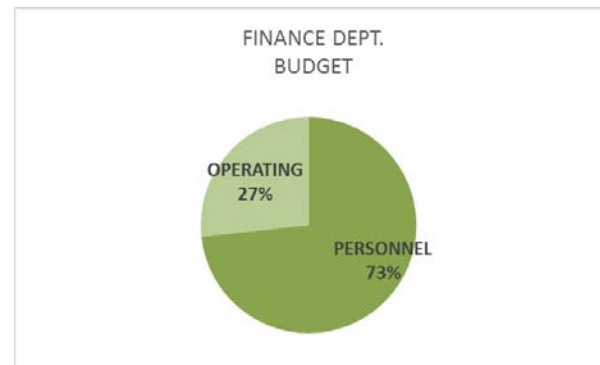
DEPARTMENT HEAD
Brooke Woodcox, Finance Director

2. Training-Conference (5122) is approved at \$4,501.
3. Property Tax Admin. Fees (5163) is budgeted for \$3,000. These are fees that the County charges for administration costs for disbursements
4. Computer Maintenance Support (5173) is budgeted for \$14,500 for information technology (IT) services.

All other accounts have been adjusted to reflect actual costs.

OTHER CHARGES

An additional charge in the amount of \$5,000 was approved for an upgraded DocStar scanner that will be used to put City documents in easily accessible digital format.



** The prior year's amount in comparison to the current budgeted amount includes several budget amendments that kept the Accountant I position active throughout fiscal year 2014-2015.*

City of Rio Dell
FINANCE DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	185,654	179,006	167,401	172,212	148,874
Overtime Salaries	-	-	5	2,000	1,015
Payroll Taxes and Benefits	80,852	80,708	82,867	73,071	61,505
TOTAL PERSONNEL	266,506	259,714	250,273	247,283	211,394
OPERATING SERVICES AND SUPPLIES					
Office Supplies	3,610	3,610	3,328	3,500	3,046
Operating Supplies	800	800	341	1,500	787
Postage	4,050	6,974	2,842	5,526	4,054
Printing - Forms	3,301	3,301	2,227	2,000	3,825
Advertising	-	-	-	-	2,937
Promotional	-	-	80	-	-
Accounting	30,000	28,800	38,430	36,790	36,970
Legal	400	400	807	1,000	252
Contract/Professional Services	750	400	339	500	833
Bank Fees	2,200	2,092	1,933	2,000	2,117
Telephone - Pager	2,200	2,238	1,567	1,530	1,330
Training - Conference	4,501	4,501	2,936	4,500	2,402
Automobile - Transportation	1,301	1,301	1,038	1,300	3,950
Publications - Books	94	94	28	200	34
Dues & Memberships	125	125	143	151	126
Rents - Leases	2,500	3,101	1,762	100	2,549
Records Maintenance	600	525	612	3,000	630
Maintenance - Repair	1,951	1,951	1,091	1,800	1,395
Office Equipment	8,200	3,200	3,200	3,000	2,582
Equipment	-	-	-	100	-
General Liability Insurance	8,480	11,408	7,971	10,938	4,794
Property Insurance	1,660	2,531	1,566	2,460	1,112
Emp Practice Liab Insurance	756	841	721	907	270
Electricity	1,421	1,572	1,340	1,500	1,788
Natural Gas	137	170	129	151	155
Water	110	87	124	-	-
Sewer	216	165	223	-	-
Medical	-	-	-	-	100
Property Tax Admin Fees	3,000	3,000	2,850	3,000	2,777
Computer Software	200	170	50	500	68
Computer Training	-	-	-	3,000	75
Computer Maintenance - Support	14,500	15,023	15,212	8,999	14,998
Web Design Services	150	146	54	196	73
Improvements	-	-	-	-	505
TOTAL SERVICES AND SUPPLIES	97,213	98,526	92,944	100,148	96,534
TOTAL FINANCE DEPARTMENT BUDGET	363,719	358,240	343,217	347,431	307,928
REVENUE SOURCES					
General Fund	72,744	76,747	51,483	69,430	64,620
Gas Tax Fund	7,274	4,802	8,580	21,098	4,511
TDA Fund	7,274	4,802	8,580	10,451	7,450
Sewer Operations Fund	138,213	136,333	137,287	138,972	123,262
Water Operations Fund	138,213	135,556	137,287	107,480	108,085
	363,719	358,240	343,217	347,431	307,928



CITY COUNCIL BUDGET

STATEMENT OF FUNCTION

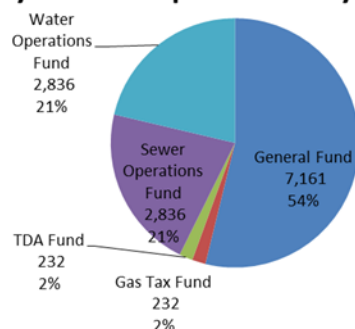
The City Council is the legislative branch of Rio Dell City Government and is the policy making body. The Rio Dell City Council consists of five (5) members elected at large, one of which is nominated by the Council to serve as Mayor for a two-year term.

The role of the City Council is to establish City policies through ordinances and resolutions deemed in the best interest of the residents. The City Council oversees the City Manager who is tasked with implementing the Council's policy.

City Council Members serve staggered four (4) years terms without compensation.

2015-2016 BUDGET

City Council Expenditures by Fund



The adopted budget for the City Council is \$13,298, an increase of \$1,786 from the 2014-2015 budget amount of \$11,512. The net General Fund cost for the department is \$7,161. For the second year in a row the Council voted to include in its budget water and sewer costs for the Rio Dell Volunteer Fire Department and Humboldt County Library Rio Dell Branch. The budgeted appropriation amount for the General Fund for RDVFD and the library is estimated to be \$4,000.

SALARIES AND BENEFITS

City Council Members serve without salaries and benefits.

SERVICES AND SUPPLIES

Services and supplies (not including RFD and library water and sewer) total \$9,298, an increase of \$1,174 from the 2014-2015 budget. Expenditures include \$3,000 for City Council training, \$2,000 for mileage reimbursement for members using their personal vehicles or the City vehicle for City business, and \$2,751 for League of California Cities annual dues. The balance of expenditure line items are related to equipment repair and liability insurance costs.

City Council Members at time of budget adoption FY 2015-2016
Jack Thompson (Mayor) • Julie Woodall • Gordon Johnson • Melissa Marks • Frank Wilson

City of Rio Dell
CITY COUNCIL DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
OPERATING					
Office Supplies	-	-	14	-	-
Operating Supplies	-	-	23	51	-
Postage	110	-	135	-	-
Printing - Forms	837	-	675	51	-
Promotional	-	-	-	5,000	4,128
Legal	500	502	2,070	1,000	-
Contract/Professional Svcs.	-	-	-	7,059	788
Training - Conference	3,000	2,000	2,036	-	663
Automobile - Transportation	2,000	1,502	1,564	-	1,409
Publications-Books	-	-	115	-	-
Dues & Memberships	2,751	2,751	2,743	2,751	2,578
Meeting	-	-	-	2,100	-
Maintenance - Repair	-	502	-	-	947
Office Equipment	-	-	-	2,892	2,890
General Liability Insurance	-	710	-	1,302	-
Property Insurance	-	157	-	294	-
Web Design Services	100	-	75	-	-
Miscellaneous Expense	-	-	-	6,250	6,250
Mayor Woodall	-	-	-	251	-
Gordon Johnson	-	-	-	251	525
Council Member Marks	-	-	-	251	-
Council Member Thompson	-	-	-	1,096	-
Council Member Wilson	-	-	-	1,096	-
Special Item (RDFD/RDLib)	4,000	3,388	4,075	-	-
TOTAL CITY COUNCIL BUDGET	13,298	11,512	13,585	31,695	20,178
REVENUE SOURCES					
General Fund	7,161	6,720	7,348	17,019	19,763
Gas Tax Fund	232	183	236	1,101	8
TDA Fund	232	183	236	550	13
Sewer Operations Fund	2,836	2,213	2,882	7,338	210
Water Operations Fund	2,836	2,213	2,882	5,687	184
	<u>13,298</u>	<u>11,512</u>	<u>13,585</u>	<u>31,695</u>	<u>20,178</u>



POLICE DEPARTMENT BUDGET

DEPARTMENT HEAD
Graham Hill, Chief of Police

STATEMENT OF FUNCTION

The Mission of the City of Rio Dell Police Department is to create and maintain a climate of safety in the community. The Department provides police services to the community and is staffed with five (5) sworn law enforcement officers, including the Chief of Police. The Chief of Police is responsible for all department functions, provides guidance to supervisory staff, manages the Department's budget, coordinates internal affair matters, and handles other administrative needs of the Department, as well as provides street level enforcement when required. The Sergeant assists the Chief with administrative tasks, provides patrol supervision and field training of new officers.

2015-2016 BUDGET

The recommended Police Department budget totals \$623,842, an increase of \$5,552 in comparison to the prior year. Most of the increase can be attributed to dispatch services (5308). Dispatch services are provided by the City of Fortuna and the cost has remained unchanged for several years, however in 2015-2016 the City of Fortuna has increased the fee by 35% and further increases are expected next fiscal year (2016-2017).

The Police Department represents net expenditures of \$514,107 (55.0%) out of the general fund, which is 55% of total general fund appropriations for fiscal year 2015-2016.

SALARIES AND EMPLOYEE BENEFITS

The Rio Dell Police Department continues its reduced staffing level of 5.0 personnel from 9.0 FTE five (5) years ago. Salaries and benefits for the Chief, Sergeant and three (3) Officers total \$499,745. Due to the small staff in the Police Department and the goal to have police coverage 24 hours a day overtime has been realistically budgeted for \$22,541, an increase of \$14,429 from 2014-2015.

Part-time office support from the Finance Department is included in the Police Department budget in the amount of \$9,880, funded by a State Realignment Grant. This amount allows for one day a week of administrative assistance that releases a uniformed officer into the field since the primary responsibility of the shared Fiscal Assistant will be to receive walk-in traffic, answer phone calls and update files.

SERVICES AND SUPPLIES

The services and supplies line items were approved at \$124,097, an increase of 4,249 from 2014-2015. The accounts generally are not discretionary and support police and patrol services. The more significant costs centers are as follows:

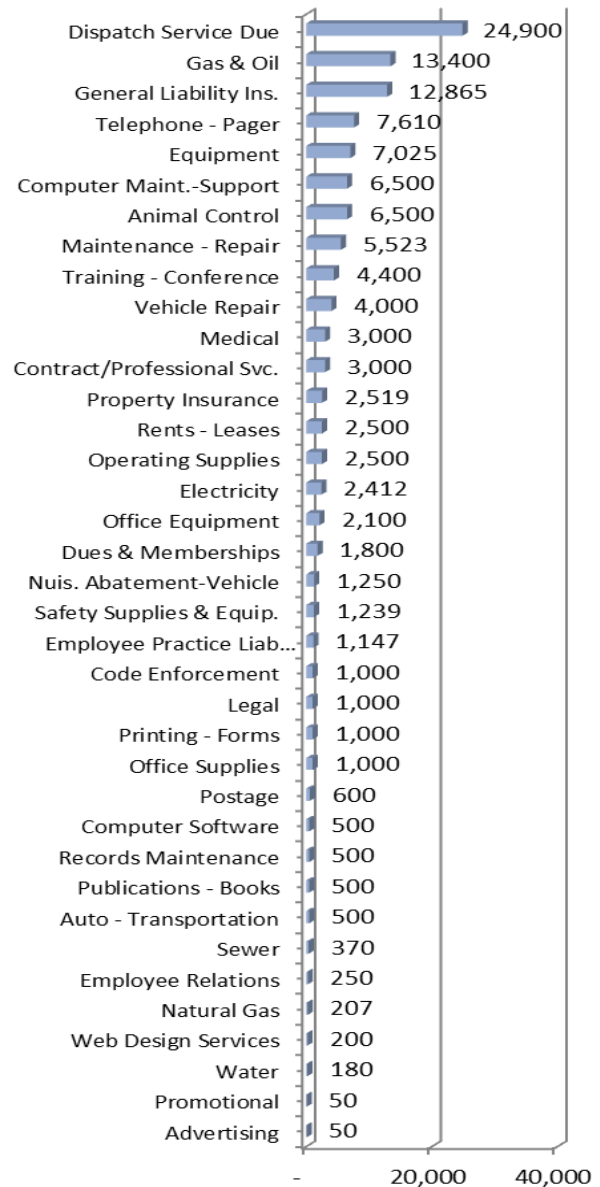
1. Professional services provides \$3,000 for the Police Department manual
2. Animal Control \$6,500 contract with City of Fortuna for animal shelter services.

POLICE DEPARTMENT BUDGET

DEPARTMENT HEAD
Graham Hill, Chief of Police

3. Telephone-Pagers are essential for Officer communication (\$7,610).
4. Rents-leases CrimeStar & DocStar information management systems \$2,500.
5. General liability insurance is budgeted for \$12,865 for Police Department coverage.
6. Property insurance is budgeted for \$2,519 for Police Department property insurance.
7. Medical expenditures of \$3,000 for assault cases in the jurisdiction.
8. Computer maintenance \$6,500 for the Department's share of the computer maintenance contract.
9. Code enforcement \$1,000 for costs related to code enforcement activities
10. Nuisance abatement-vehicles \$1,250 for the abatement of inoperable vehicles deemed to be a public nuisance.
11. Gas & oil \$13,400 for patrol vehicle operating expense, increased \$400 from 2014-2015
12. Dispatch service \$24,900 (increased 35% from \$18,500) paid to City of Fortuna for police dispatch service.

POLICE DEPARTMENT OPERATING SUPPLIES \$124,097



City of Rio Dell
POLICE DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	279,238	289,554	290,788	278,897	302,774
Overtime/Standby Salaries	22,541	8,112	12,216	8,000	11,087
Payroll Taxes and Benefits	197,966	200,776	203,745	171,525	187,209
TOTAL PERSONNEL	499,745	498,442	516,749	458,422	501,070
OPERATING SERVICES AND SUPPLIES					
Office Supplies	1,000	1,000	460	1,200	880
Operating Supplies	2,500	2,500	1,629	3,200	2,740
Postage	600	665	603	1,000	790
Printing - Forms	1,000	463	853	800	303
Advertising	50	50	-	50	40
Promotional	50	50	103	50	-
Legal	1,000	1,000	1,453	1,500	1,506
Contract/Professional Svc.	3,000	3,000	1,639	3,000	3,680
Animal Control	6,500	6,500	4,368	5,000	8,882
Safety Supplies & Equip.	1,239	1,239	1,471	-	-
Telephone - Pager	7,610	7,000	7,546	7,000	7,798
Training - Conference	4,400	-	1,386	2,000	(2,931)
Auto - Transportation	500	500	563	1,000	193
Publications - Books	500	500	42	500	2,226
Dues & Memberships	1,800	1,800	1,941	2,000	1,638
Employee Relations	250	250	1,955	2,550	-
Rents - Leases	2,500	2,500	1,955	2,000	2,521
Records Maintenance	500	350	416	-	242
Maintenance - Repair	5,523	5,523	4,663	2,000	1,963
Office Equipment	2,100	2,100	3,013	2,200	28
Equipment	7,025	13,658	16,944	5,450	4,052
General Liability Ins.	12,865	14,301	12,093	13,543	6,009
Property Insurance	2,519	3,172	2,368	3,045	1,394
Employee Practice Liab Ins.	1,147	1,106	1,113	1,114	339
Electricity	2,412	2,000	2,276	-	2,482
Natural Gas	207	200	195	-	194
Water	180	147	204	-	-
Sewer	370	274	369	-	-
Garbage	-	200	-	-	166
Medical	3,000	3,000	3,301	6,000	1,425
Computer Software	500	500	455	1,500	378
Computer Maint.-Support	6,500	7,950	7,581	3,200	5,069
Web Design Services	200	100	82	100	89
Code Enforcement	1,000	1,000	521	3,000	20
Nuis. Abatement-Vehicle	1,250	1,250	450	2,500	80
Gas & Oil	13,400	13,000	13,142	15,000	15,712
Vehicle Repair	4,000	2,500	8,165	4,000	3,443
Public Works - Small Tools	-	-	-	-	30
Booking Fees Due	-	-	-	1,500	(3,439)
Dispatch Service Due	24,900	18,500	18,042	18,503	18,504
Improvements	-	-	-	-	634
Comp. Hardware (FA)	-	-	-	1,300	2,711
TOTAL SERVICES AND SUPPLIES	124,097	119,848	123,360	116,805	91,791
TOTAL POLICE DEPT. BUDGET	623,842	618,290	640,109	575,227	592,861
REVENUE SOURCES					
General Fund (PD Revenues)	4,700	4,200	6,787	3,150	5,099
General Fund	509,407	494,090	498,505	471,822	583,254
SLESF Fund	100,000	100,000	100,000	100,000	4,508
Nuisance Abatement	-	-	-	255	-
Realign. Grant	7,000	20,000	14,817	-	-
RESERVES Realign. Grant	2,735	-	20,000	-	-
	623,842	618,290	640,109	575,227	592,861



GENERAL GOVERNMENT DEPARTMENT BUDGET

DEPARTMENT HEAD
Kevin Caldwell, Community
Development Director

STATEMENT OF FUNCTION

The General Government department was reopened for the sole purpose of budgeting for the salary and benefits allocation for the City's Community Development Director. It is estimated that the Community Development Director spends 40% of his time working on general government tasks, for a total of \$33,193 out of the general fund.

2015-2016 BUDGET

The approved budget for the General Government Department totals \$33,193 and includes salary and benefits items for the Community Development Director.

SERVICES AND SUPPLIES

Appropriations for the General Government Department weren't budgeted for in 2015-2016. This department has been re-established and costs associated with operations weren't known at the time the budgeted was adopted.

City of Rio Dell
GENERAL GOVERNMENT DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	26,114	-	-	-	-
Payroll Taxes and Benefits	7,079	-	-	-	-
TOTAL PERSONNEL	33,193	-	-	-	-
OPERATING					
Office Supplies	-	-	-	-	-
Operating Supplies	-	-	-	-	-
Postage	-	-	-	-	-
Printing - Forms	-	-	-	-	-
Promotional	-	-	-	-	-
Legal	-	-	-	-	-
Contract/Professional Svcs.	-	-	-	-	-
Telephone - Pager	-	-	-	-	-
Training - Conference	-	-	-	-	-
Automobile - Transportation	-	-	-	-	-
Publications - Books	-	-	-	-	-
Dues & Memberships	-	-	-	-	-
Employee Relations	-	-	-	-	-
Rents - Leases	-	-	-	-	-
Records Maintenance	-	-	-	-	-
Maintenance - Repair	-	-	-	-	-
Office Equipment	-	-	-	-	-
General Liability Insurance	-	-	-	-	-
Property Insurance	-	-	-	-	-
Employee Practice Liab Ins.	-	-	-	-	-
Electricity	-	-	-	-	-
Natural Gas	-	-	-	-	-
Water	-	-	-	-	-
Sewer	-	-	-	-	-
Regulatory Fees	-	-	-	-	-
Regulatory Fees	-	-	-	-	-
Seismic Fees	-	-	-	-	-
Computer Software	-	-	-	-	-
Computer Maint.-Support	-	-	-	-	-
Web Design Services	-	-	-	-	-
Planning	-	-	-	-	-
Improvements	-	-	-	-	-
TOTAL SERVICES AND SUPPLIES	-	-	-	-	-
TOTAL GEN. GOV'T BUDGET	33,193	-	-	-	-
REVENUE SOURCES					
General Fund	33,193	-	-	-	-
	33,193	-	-	-	-



ADMIN FUND BUDGET

STATEMENT OF FUNCTION

The Admin Fund is used for interfund transactions related to the City's automobile. The vehicle was purchased in 2013 and is available for staff and City Council use for City business. Mileage is billed out at \$0.54 per mile and charged to the fund and department that utilized the vehicle.

2015-2016 BUDGET

The approved budget for the Admin Fund shows \$1,200 in appropriations. This amount is available for gas, oil, and other necessary repairs and maintenance to keep the vehicle in working condition.

Revenues are budgeted for \$4,000. Revenues offset costs and leave a remaining fund balance that will carry forward next fiscal year. The intent of this fund is to fully pay for the vehicle through interfund transfers in the form of revenues in and expenditures out. When revenue and expenditures are netted together any revenue amount greater than expenditures goes to the reserve balance. Over time the accumulation of revenues should produce enough reserve balance to fully cover the cost of the vehicle.

City of Rio Dell
ADMINISTRATION VEHICLE BUDGET
 2015-2016 Adopted Operating and Capital Budget

	<u>6/30/2016</u> <u>Budget</u>	<u>6/30/15</u> <u>Budget</u>	<u>6/30/15</u> <u>Est. Actual</u>	<u>6/30/14</u> <u>Budget</u>	<u>6/30/14</u> <u>Actual</u>
OPERATING SERVICES AND SUPPLIES					
Maintenance - Repair	500	0.00	181	-	37
Gas & Oil	700	0.00	377	5,000	259
TOTAL SERVICES AND SUPPLIES	1,200	-	558	5,000	296
REVENUE SOURCE					
Admin Fund (Vehicle Use)	4,000	-	3,600	-	-

STATEMENT OF FUNCTION

The Planning Department oversees the City's long-range and current planning activities, develops, implements, and maintains the update of the City's General Plan and zoning regulations; and reviews all development projects to ensure conformance with all general plan goals, policies and standards, and oversees the City's housing programs. The Department is staffed by the Community Development Director (35.0%) and the City Clerk (20.0%).

The Department also provides staff support to the Rio Dell Planning Commission who is appointed by the City Council. The Commission holds hearings and makes recommendations to the City Council relating to the sound and orderly growth and development of the City. The Planning Commission is the approving authority for subdivisions, lot mergers, lot line adjustments, use permits, and variances.

2015-2016 BUDGET

The approved budget for the Planning Department totals \$65,100, a decrease of \$49,519 due to the reduced staff allocations for this department. The budgeted expenditures are offset by \$4,350

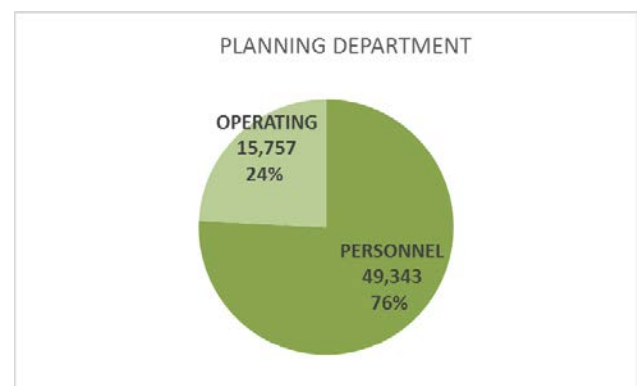
planning fee revenue. The *net cost* to the general fund is \$60,750.

SALARIES AND BENEFITS

Salaries and benefits for the portion of the Community Development Director and City Clerk related to planning activities total \$49,343 down \$15,249 from 2014-2015 due to decreased staffing levels.

SERVICES AND SUPPLIES

Services and supplies for 2015-2016 are recommended at \$15,757, \$3,360 less than last year. The various accounts are budgeted conservatively with reductions in liability and property insurance and reduced regulatory fees of \$1,700.



City of Rio Dell
PLANNING DEPARTMENT BUDGET
 2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	35,210	64,592	57,307	91,780	89,092
Payroll Taxes and Benefits	14,133	30,911	26,699	30,853	30,942
TOTAL PERSONNEL	49,343	95,503	84,006	122,633	120,034
OPERATING					
Office Supplies	350	350	670	400	336
Operating Supplies	150	150	77	300	147
Postage	300	300	213	600	428
Printing - Forms	1,670	1,250	1,461	250	2,896
Promotional	-	-	23	-	-
Legal	1,000	1,000	463	3,000	363
Contract/Professional Svcs.	300	300	82	1,000	52
Telephone - Pager	975	975	646	826	962
Training - Conference	750	750	70	1,500	851
Automobile - Transportation	1,250	1,250	11	1,750	606
Publications - Books	100	100	36	250	110
Dues & Memberships	350	350	228	300	178
Employee Relations	25	25	-	50	-
Rents - Leases	800	800	596	700	771
Records Maintenance	100	100	62	-	93
Maintenance - Repair	400	400	268	500	881
Office Equipment	500	500	-	100	7
General Liability Insurance	2,047	3,548	1,924	3,646	1,491
Property Insurance	401	787	377	820	346
Employee Practice Liab Ins.	183	261	172	289	84
Electricity	343	600	285	560	556
Natural Gas	33	100	27	90	48
Water	30	16	22	-	-
Sewer	50	30	40	-	-
Regulatory Fees	2,000	2,000	100	4,000	50
Regulatory Fees	-	1,700	-	1,700	-
Seismic Fees	-	-	-	-	-
Computer Software	200	200	200	900	474
Computer Maint.-Support	1,050	875	1,022	250	762
Web Design Services	400	400	13	250	20
Planning			13		
Improvements	-	-	-	-	157
TOTAL SERVICES AND SUPPLIES	15,757	19,117	9,101	24,031	12,669
TOTAL PLANNING DEPT. BUDGET	65,100	114,620	93,107	146,664	132,703
REVENUE SOURCES					
Planning	4,350	10,000	6,000	4,090	15,531
General Fund	60,750	104,620	87,107	142,574	117,172
	<u>65,100</u>	<u>114,620</u>	<u>93,107</u>	<u>146,664</u>	<u>132,703</u>

STATEMENT OF FUNCTION

The Building Department is responsible to insure that residents comply with State Building Codes and local laws; basically a charge to protect the public health, safety and welfare.

In previous years the building inspection and plan check components of the program were provided by an independent contractor, however beginning in 2014-2015, the service is presently provided by the City of Fortuna while Rio Dell's Community Development Director undergoes the necessary training to provide the service in-house. Training and certification is expected within the 2015-2016 fiscal year.

BUILDING PROGRAM

On March 4, 2014 the City Council adopted Resolution 1218-2104 to place the Building Program on a self-funded basis as following:

1. Established a "Building Department Administrative Fee" in the amount of 66% for all plan check and building permit fees effective July 1, 2014.
2. Directed that the revenue collected from the administrative fee be

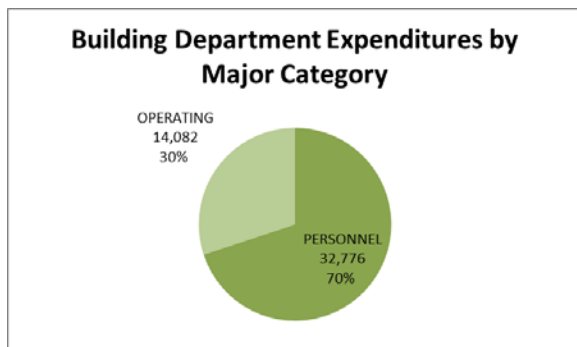
deposited in a revenue account entitled "Building Department Administrative Fee" for the purpose of fully funding the activities of the Building Department, including the additional costs of such services charged to the City by an independent contractor or another public agency.

3. Directed that in any fiscal year that the total revenue from building plan check and building permit fees is greater than the gross cost of the department, the additional revenue shall be deposited into a "Building Department Revenue Trust Fund" to be used in future years when revenues fall short of covering the total cost of the program.
4. a). Directed that if the revenue in the "Building Department Trust Fund" accrues, at the end of any fiscal year, to \$20,000 or more, the Fund shall be reduced to \$10,000 by applying the amount in excess of \$10,000 towards the reduction of the "Building Inspection Administrative Fee" for the ensuing fiscal year.

b). Directed that if the revenue in the "Building Department Trust Fund" after initially reaching \$10,000 or more then falls below \$10,000 at the end of any fiscal year, the "Building Department Administrative Fee" shall be adjusted (increased) administratively by an amount estimated to achieve a balance of at least \$10,000 by the end of the fiscal year.

2015-2016 BUDGET

The approved Building Department Operating Budget for 2015-2016 totals \$46,858, a reduction of \$28,325. This amount is offset by \$33,100 of revenue from plan check and building permit fees. Thus, there is a General Fund contribution for the Building Department in the amount of \$13,758 (29.0%) to balance the budget.



The department is staffed by a 4/5 time Community Development

Director (20.0%) and the City Clerk (20.0%)

SALARIES AND BENEFITS

Salaries and benefits for personnel providing planning services total \$32,776. This is a reduction of \$27,669 from a total of \$60,445 for the prior year in which the Community Development Director was allocated at 70%, and the City Clerk at 33.33%.

SERVICES AND SUPPLIES

Services and supplies total \$14,082. There is \$2,000 in the contract line item for the City of Fortuna's contract services until the Community Development Director is licensed to provide the services.

POLICY ITEMS

The City Council's policy decision of March 4, 2014 was to implement a Building Department Program that is self-supporting requiring no General Fund subsidy to balance revenues to expenditures. However, for 2015-2016 the trend of providing a general fund subsidy continues and currently the *Building Fund* deficit is in the amount of \$17,265. In order to make the program self-funded, administrative fees will need further increases.

City of Rio Dell
BUILDING DEPARTMENT BUDGET
 2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	22,153	39,319	35,149	14,654	16,712
Payroll Taxes and Benefits	10,623	21,126	19,465	10,022	10,660
TOTAL PERSONNEL	32,776	60,445	54,614	24,676	27,372
OPERATING					
Office Supplies	400	150	558	80	56
Operating Supplies	200	633	75	50	243
Postage	40	40	52	50	32
Printing - Forms	140	100	122	200	273
Promotional	-	-	19	-	-
Legal	500	700	16	1,000	1,363
Contract/Professional Svcs.	2,000	5,000	6,752	24,000	24,139
Telephone - Pager	280	300	243	128	37
Training - Conference	3,000	3,000	3,498	-	1,708
Automobile - Transportation	1,000	1,000	1,431	-	810
Publications - Books	500	500	824	1,000	2
Dues & Memberships	250	250	255	500	525
Employee Relations	25	25	-	-	-
Rents - Leases	700	150	674	300	171
Records Maintenance	115	60	119	-	102
Maintenance - Repair	500	400	1,652	50	1,595
Office Equipment	500	500	-	-	1
Equipment	-	-	-	-	-
General Liability Insurance	1,989	710	1,869	1,302	298
Property Insurance	389	-	366	293	69
Employee Practice Liab Ins.	178	-	167	124	17
Electricity	341	125	321	300	111
Natural Gas	25	50	27	50	10
Water	40	33	45	-	-
Sewer	80	61	81	-	-
Regulatory Fees	250	250	136	50	185
Regulatory Fees	-	-	-	-	-
Seismic Fees	200	200	140	200	152
Computer Software	100	100	2	25	-
Computer Maint.-Support	140	200	119	99	28
Web Design Services	200	200	13	-	4
Public Works - Small Tools	-	-	-	-	7
Improvements	-	-	-	-	31
TOTAL SUPPLIES AND SERVICES	14,082	14,737	19,576	29,801	31,969
	46,858	75,182	74,190	54,477	59,341
SOURCES					
REVENUE Building Fund	33,100	50,075	27,500	-	2,846
SUBSIDY General Fund	13,758	28,467	28,467	54,477	56,495
	<u>46,858</u>	<u>78,542</u>	<u>55,967</u>	<u>54,477</u>	<u>56,495</u>

SOLID WASTE BUDGET

STATEMENT OF FUNCTION

AB939 mandated a 50% diversion rate for a municipality's solid waste by the year 2000. We have recently seen new targets set by the State of California with the implementation of State Assembly Bill 939 (2009), changing the way a jurisdiction's diversion performance is calculated from a communitywide standard to a per capita amount which is more difficult to meet.

2015-2016 BUDGET

The recommended budget for this department is \$10,854, and is partly funded by AB939 pass through funds from Humboldt Waste Management Authority tipping fees collected at their facility in Eureka.

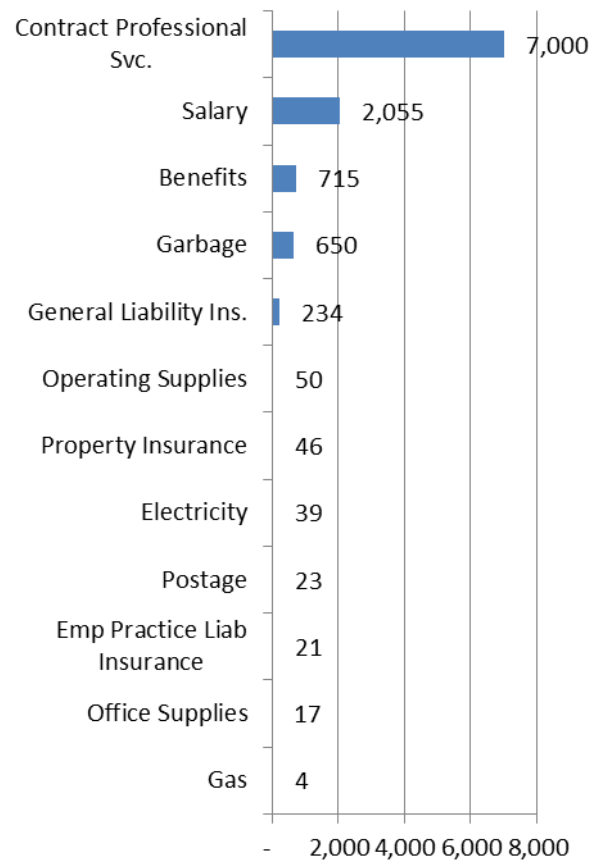
SALARIES AND BENEFITS

City personnel are not allocated percentage-wise to this function. Instead, it is estimated that 40 hours of City Manager time will be charged to the program (\$2,770) and the fund is charged accordingly

SERVICES AND SUPPLIES

Services and supplies funds the HWMA Administrative Agreement for the program at \$7,000 and \$650 for Eel River Disposal charges related to the City's annual spring clean-up.

SOLID WASTE BUDGET FY 2015-2016



City of Rio Dell
SOLID WASTE BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	2,055	2,055	2,055	1,630	1,368
Overtime Salaries	-	-	-	-	-
Payroll Taxes and Benefits	715	1,060	500	-	392
TOTAL PERSONNEL	2,770	3,115	2,555	1,630	1,760
OPERATING					
Office Supplies	17	17	20	164	6
Operating Supplies	50	50	9	820	14
Postage	23	-	40	410	6
Printing - Forms	-	-	63	164	5
Advertising	-	50	-	246	168
Promotional	-	-	3	205	-
Legal	-	-	1,383	-	10
Contract Professional Svc.	7,000	5,000	7,009	3,010	135
Safety Supplies & Equipment	-	-	-	-	-
Telephone - Pager	-	-	-	-	-
Automobile - Transportation	-	-	-	-	-
Telephone - Pager	-	-	6	-	-
Auto - Transportation	-	-	2	82	-
Publications - Books	-	-	2	-	1
Dues & Memberships	-	-	-	-	-
Employee Relations	-	-	-	-	-
Rents & Leases	-	110	65	-	63
Records Maintenance	-	-	-	-	4
Maintenance - Repair	-	56	270	-	40
Office Equipment	-	-	-	-	1
Equipment	-	-	-	-	-
General Liability Ins.	234	-	220	427	138
Property Insurance	46	-	43	96	32
Emp Practice Liab Insurance	21	-	20	34	8
Electricity	39	-	38	123	55
Electricity	-	-	-	-	-
Gas	4	-	-	-	-
Garbage	650	1,102	640	1,148	542
Computer Software	-	-	-	-	-
Computer Maint. - Support	-	-	19	-	14
Web Design Services	-	-	2	41	2
Community Promotions	-	-	-	-	-
TOTAL SERVICE AND SUPPLIES	8,084	6,385	9,854	6,970	1,259
TOTAL SOLID WASTE BUDGET	10,854	9,500	12,409	8,600	3,019
REVENUE SOURCES					
Solid Waste Fund	9,500	8,500	6,700	8,500	8,173
RESERVES Solid Waste Fund	1,354	1,000	5,709	100	(5,141)
	<u>10,854</u>	<u>9,500</u>	<u>12,409</u>	<u>8,600</u>	<u>3,032</u>

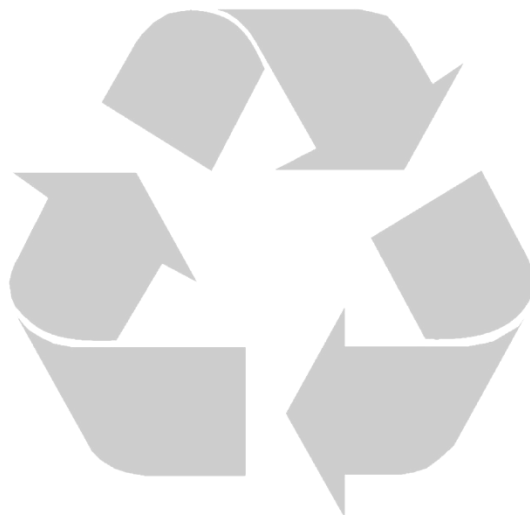
STATEMENT OF FUNCTION

The California Beverage Container Recycling and Litter Reduction Act (December 2014) provides the City with pass-through funds that assist in the establishment of a location to provide consumers with convenient recycling opportunities. The grant amount that the City collects is redirected over to Humboldt Waste Management Authority (HWMA) for administration and management of the recycling program. Prior to HWMA's involvement which began in 2014, the City's Recycling Department was tasked with providing responsible program development, coordination, and administration designed to bring the City into compliance with State Assembly Bill 939 (Recycling). AB939 established the current organization, structure and mission of CalRecycle.

AB939 mandated a 50% diversion rate for a municipality's solid waste by the year 2000. CalRecycle programs assist in lessening the amount of waste that would otherwise go into the states landfills. AB939 was implemented due to shrinking landfill capacity that at the time of passage had reached a statewide crisis. The bill has allowed for expanded waste diversion practices and more effective solid waste planning.

2015-2016 BUDGET

Funds are available in the amount of \$20,123 for activities allowed under the CalRecycle Beverage Container Grant. A program for 2015-2016 hasn't been completely developed and \$10,000 has been budgeted as a contingency item should the fund need to be utilized during the fiscal year for recycling activities.





STREETS DEPARTMENT BUDGET

DEPARTMENT HEAD
Randy Jensen, Roads Superintendent

STATEMENT OF FUNCTION

The Public Works Department is responsible for the maintenance of all City streets, drainage ditches, culverts and related signage. The streets are a part of the Public Works Department and is staffed by the Water/Streets Superintendent and a portion of four (4) Utility Workers who also maintain the Building and Grounds and the Water and Wastewater plants and systems.

2015-2016 BUDGET

The City's funding sources for the City's 20 miles of streets is from the Highway User's Tax Account (HUTA) (\$76,820) Transportation Development Act (TDA) (\$108,945), and the Regional Surface Transportation Program (RSTP) (\$21,000). A total of \$47,479 of TDA funds is diverted from the streets budget to fund the transportation needs of the community. Thus, funds available for street repair total \$159,286 for 2015-2016.

The appropriated portion for Public Works for Streets is \$229,791. The Streets Budget also picks up general administrative costs totaling \$60,252 for overall budgeted expenditures of \$290,043.

The projected Gas Tax Fund beginning balance is \$283,559. The 2015-2016 budget is balanced with a

reserve allocation in the amount of \$83,278 leaving an estimated year-end balance of \$200,281. This is the second year that streets activities have drawn on a significant amount of reserves to balance the budget. The state is aware of the declining revenue that makes up the gas tax (HUTA) fund's income. Additional transportation funding is being developed and the state is proposing a \$65 fee per vehicle registration; this is estimated to bring in \$54,000 in streets revenue for the City of Rio Dell.

Revenues for the Street Program are inadequate to maintain the system. In 2012 the City attempted the passage of a special bond measure to rehabilitate and resurface 11.5 miles of City streets. The measure failed the 66.666% voter approval by 25 votes. However, with the passage of new transportation funding the streets reserve can be better preserved.

SALARIES AND BENEFITS

In last year's budget the cost of labor for the maintenance of City streets was assumed to be approximately 40% of public works staff costs, and for 2015-2016 that allocation is 32.5% for a total cost in public works salaries and benefits of



STREETS DEPARTMENT BUDGET

DEPARTMENT HEAD
Randy Jensen, Roads Superintendent

\$102,824. 791 will fund the salary and benefits for the Superintendent of Streets and a portion of four (4) Utility Workers who also staff Building and Grounds Maintenance and the Wastewater and Water system.

SERVICES AND SUPPLIES

The service and supply object line items for 2015-2016 was approved at \$126,967. This is a decrease of \$2,969 from 2014-2015.

The Streets line item, which is used for City streets projects (5108) was budgeted at \$14,025 last year and then adopted at \$18,000 for 2015-2016. The increased amount is to allow for more streets maintenance and repairs for problem areas in the City.

Streets Maintenance and Repairs (5135) was budgeted for \$6,300, an increase of \$4,355 from the prior year.

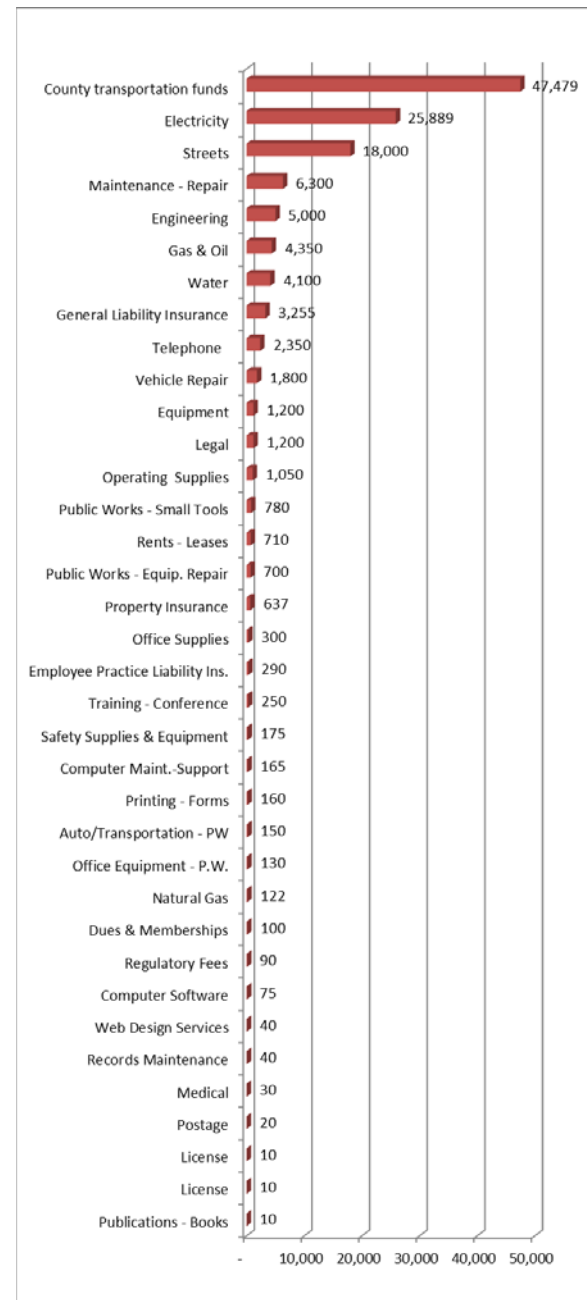
Engineering (5514) for 2014-2015 was recommended at \$23,000 for the City Engineer's (GHD) monthly attendance at the HCAOG Transportation Advisory Committee (TAC) and general engineering requirements. Actual costs for the prior year show a savings of \$19,820, therefore engineering was budgeted much lower at \$5,000 for the current fiscal year.

The lowered budgeted amount in engineering allowed for flexibility

within the streets budget with the majority of savings going towards the improvement of the condition of City's streets.

There are no Capital Projects budgeted for Streets in 2015-2016.

STREETS BUDGET EXPENDITURES



City of Rio Dell
STREETS DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	60,393	82,525	81,372	61,724	85,922
Overtime Salaries	3,127	3,004	845	975	547
<u>Pavroll Taxes and Benefits</u>	<u>39,303</u>	<u>49,076</u>	<u>46,912</u>	<u>23,615</u>	<u>30,012</u>
	102,824	134,605	129,129	86,314	116,481
OPERATING					
Office Supplies	300	90	261	300	100
Operating Supplies	1,050	930	942	1,000	877
Postage	20	26	28	51	46
Printing - Forms	160	28	135	51	32
Advertising	-	188	-	51	150
Promotional	-	-	26	-	-
Memorial Park Expense	-	-	-	2,500	1,410
Streets	18,000	14,025	5,836	15,000	9,561
Chemicals	-	-	-	-	337
Legal	1,200	1,373	42	251	1,243
Contract/Professional Svcs.	47,479	47,276	46,833	3,000	53,514
Safety Supplies & Equipment	175	173	39	2,500	147
Telephone	2,350	1,068	2,322	1,200	1,013
Training - Conference	250	-	229	1,500	-
Auto/Transportation - PW	150	151	18	100	121
Publications - Books	10	10	11	100	8
Dues & Memberships	100	155	68	200	124
License	10	10	10	-	8
Employee Relations	-	-	-	19	-
Rents - Leases	710	493	713	1,500	477
Records Maintenance	40	46	29	-	39
Maintenance - Repair	6,300	1,934	658	3,500	1,666
Parks Maintenance-Repair	-	-	-	2,500	-
Office Equipment - P.W.	130	39	107	100	31
Equipment	1,200	1,476	111	3,500	1,329
General Liability Insurance	3,255	2,347	3,059	2,167	1,078
Property Insurance	637	739	599	486	250
Employee Practice Liability Ins.	290	173	272	171	61
Office Equipment	-	33	-	-	26
Electricity	25,889	25,000	24,211	25,000	26,407
Natural Gas	122	38	46	500	35
Water	4,100	3,881	3,521	-	-
Garbage	-	64	-	60	51
Medical	30	30	28	151	27
Regulatory Fees	90	90	33	1,000	72
Property Tax Assessment	-	-	-	36	-
Computer Software	75	75	-	151	60
Computer Maint.-Support	165	79	162	251	105
Web Design Services	40	18	21	10	14
Community Promotions	-	-	-	10	-
Gas & Oil	4,350	1,508	4,121	2,500	1,986
Vehicle Repair	1,800	1,861	1,395	2,000	1,670
Public Works - Small Tools	780	781	412	2,000	820
License	10	10	10	-	8
Public Works - Equip. Repair	700	718	727	1,000	757
Public Works - Equip. Rental	-	-	136	251	-
Engineering	5,000	23,000	3,180	35,000	1,236
Improvements	-	-	-	996	114
TOTAL SERVICE AND SUPPLIES	126,967	129,936	100,351	112,663	107,010
TOTAL STREETS DEPT. BUDGET	229,791	264,541	229,480	198,977	223,491
ADMIN. FUNDED BY STREETS	60,252	41,663	30,500	56,195	35,720
	<u>290,043</u>	<u>306,204</u>	<u>259,980</u>	<u>255,172</u>	<u>259,211</u>
REVENUE SOURCES					
Gas Tax Fund	76,820	90,010	90,010	103,464	109,540
TDA Fund	108,945	108,609	108,609	56,195	117,477
RSTP Funds	21,000	20,000	21,000	-	46,763
RESERVES Gas Tax Fund	83,278	87,585	40,361	95,513	(14,569)
	<u>290,043</u>	<u>306,204</u>	<u>259,980</u>	<u>255,172</u>	<u>259,211</u>



BUILDINGS AND GROUNDS BUDGET

DEPARTMENT HEAD
Randy Jensen, Superintendent

STATEMENT OF FUNCTION

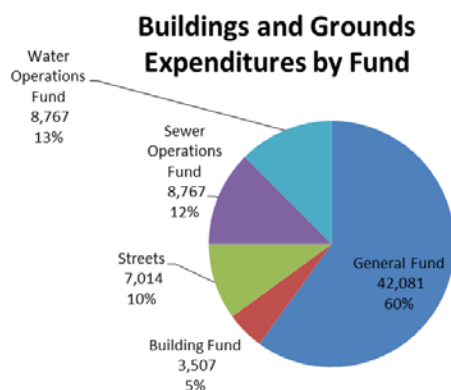
The City is responsible for the maintenance of the City owned buildings and grounds. These areas include three City parks and City Hall and its adjacent areas. The three parks include Triangle Park, Davis Street Park, and Memorial Park. The City's Buildings and Grounds Department is part of Public Works. The 2015-2016 fiscal year is the second year that a departmental budget has been fully developed and made a necessary part of the City's Operating and Capital Budget.

The budget spread amongst the various funds as adopted is \$42,081 (60%) to the General Fund, \$3,507 (5%) to the Building Fund, \$7,014 (10%) to Streets, \$8,767 (12.5%) to Sewer Operations, and \$8,767 (12.5%) to the Water Fund.

79% of the Building and Grounds Department Budget is for salaries and benefits. The additional budgeted amount of \$14,803 is mainly for maintenance and repairs.

2015-2016 BUDGET

The recommended budget for the Building and Grounds Department is \$70,136. This is an increase of \$11,546 from the first year's budget of \$58,590. After the conclusion of 2014-2015 staff determined that the Buildings and Grounds Budget had been underfunded, and accordingly the budgeted appropriations are higher for the current fiscal year.



Buildings & Grounds Expenditures



City of Rio Dell
BUILDING AND GROUNDS DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	32,519	26,866	30,171	-	-
Overtime Salaries	1,684	1,612	587	-	-
Payroll Taxes and Benefits	21,130	17,632	22,960	-	-
TOTAL PERSONNEL	55,333	46,110	53,718	-	-
OPERATING					
Office Supplies	-	-	124	-	-
Operating Supplies	365	151	314	-	-
Postage	15	-	24	-	-
Printing - Forms	68	-	62	-	-
Promotional	30	-	25	-	-
Memorial Park Expense	1,100	1,300	589	-	-
Contract Services	-	-	106	-	-
Safety Supplies & Equipment	151	151	56	-	-
Telephone - Pager	1,222	-	1,040	-	-
Training - Conference	-	-	6	-	-
Automobile - Transportation	-	-	14	-	-
Publications - Books	10	-	8	-	-
Dues & Memberships	6	-	5	-	-
Rents - Leases	423	-	408	-	-
Records Maintenance	6	-	5	-	-
Maintenance - Repair	1,557	-	1,361	-	-
Parks Maintenance - Repair	2,026	4,251	1,635	-	-
Equipment	800	800	293	-	-
General Liability Insurance	2,632	-	2,474	-	-
Property Insurance	515	-	484	-	-
Employee Practice Liability Ins.	235	-	221	-	-
Electricity	939	-	668	-	-
Natural Gas	43	-	35	-	-
Water	500	1,728	1,912	-	-
Computer Maint.-Support	152	-	139	-	-
Web Design Services	20	-	16	-	-
Gas & Oil	500	1,500	548	-	-
Public Works - Small Tools	186	1,000	821	-	-
Public Works - Equip. Repair	800	851	646	-	-
Public Works - Equip. Rental	500	751	274	-	-
TOTAL OPERATING SERVICES AND :	14,803	12,483	14,313	-	-
TOTAL BUILDING AND GROUND BUDG	70,136	58,593	68,031	-	-
REVENUE SOURCES					
General Fund	42,081	35,156	40,819	-	-
Building Fund	3,507	5,859	6,803	-	-
Gas Tax Fund	3,507	2,930	3,402	-	-
TDA Fund	3,507	2,930	3,402	-	-
Sewer Operations Fund	8,767	5,859	6,803	-	-
Water Operations Fund	8,767	5,859	6,803	-	-
	70,136	58,592	68,031	-	-



WATER ENTERPRISE BUDGET

DEPARTMENT HEAD
Randy Jensen, Superintendent

STATEMENT OF FUNCTION

The City Public Works Department is responsible for the daily operation and maintenance of the water system, including the Infiltration Gallery (in the Eel River), water processing plant, three (3) storage tanks and almost 20 miles of piping under City streets. The fund is operating as an Enterprise wherein the fees for water service are intended to cover all of the operating costs for safe drinking water, maintain the system, as well as replace the capital assets (as needed) totaling over \$12 million.

A rate study is underway to increase the user and capitalization rate for the aging system. At present, the capital rate is \$4.50/month which raises approximately \$64,000 annually. However, this is an insufficient amount as identified in the draft copy of the five (5) year Capital Improvement Plan. Amounts collected for capital generally go towards debt service, which are payments for capital improvements paid for over longer periods of time. Essentially, the *debt payments pay for capital improvements* that have been financed over several years.

2015-2016 BUDGET

The Water Fund is comprised of three funds: Water Operations Fund (60), Water Debt Service Fund (61) and Water Capital Fund (62). Transfers

between the Water Funds have been approved in the 2015-2016 Operating and Capital Budget and are necessary in order to balance the Water Funds.

REVIEW OF FUND BALANCES

The Water Operations Fund begins the new fiscal year with an estimated beginning reserve balance of zero (\$0.00) and \$493,030 of revenues is expected to be received during the year, including \$28,500 in revenues from the Sewer Fund for water. However, with expenditures budgeted at \$678,646 the reserve balance is estimated to be brought down to -\$185,616 by year end. To balance this year's Water Operations Budget, the transfers as adopted are \$144,940 from the Water Capital Fund, \$37,999 from the Water Debt Service Fund, and \$2,677 from the General Fund. The required 15% minimum reserve balance falls to zero (\$0.00) across all water funds since the reserves are estimated to be completely depleted by June 30, 2016.

The Water Debt Service Fund will have a sufficient balance to make the loan payment of \$136,000.

The Water Capital Fund is projected to begin the fiscal year with a balance of \$126,940 and receive revenues of \$63,000. The recommended expenditures for capital projects are \$35,000 for a



WATER ENTERPRISE BUDGET

DEPARTMENT HEAD
Randy Jensen, Superintendent

back-up generator for the Infiltration Gallery and \$10,000 for Old Ranch Road repairs.

and is being carried over for FY 2015-2016.

SALARIES AND BENEFITS

The budget includes \$110,546 of salary and benefits for the Water Superintendent and a portion of four (4) Utility Workers. Salaries and benefits has been increased for 2015-2016 for an additional amount of \$26,687 despite limited funds for water operations. The Water Operations Budget is 35% of the labor allocation for streets, water, and buildings and grounds.

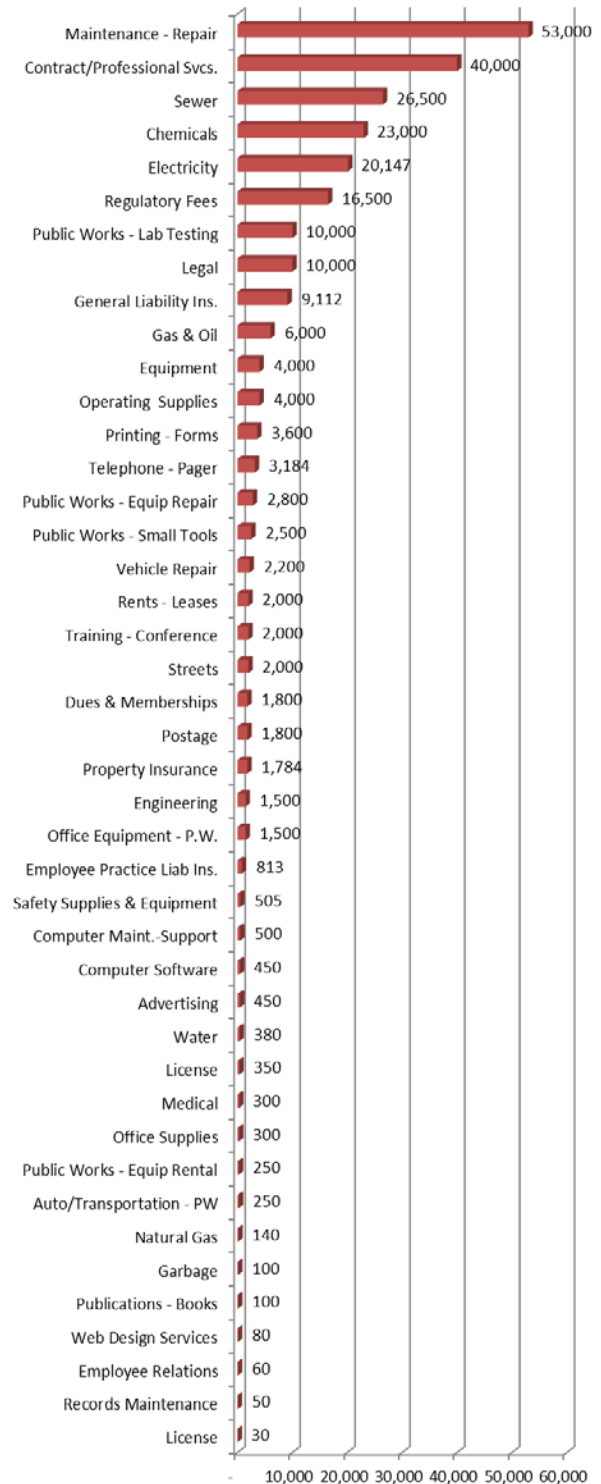
SERVICES AND SUPPLIES

The services and supplies line items total \$256,035. Major expense include chemicals \$23,000, repairs \$53,000, and electricity \$20,147. Sewer costs are estimated at \$26,500. Also included in the Contract/ Professional services account is \$25,000 for a water rate study.

CAPITAL EXPENDITURE

The Capital Expenditure Budget unit includes the amount of \$35,000 to install a back-up generator for the Infiltration Gallery in order to supply water to the community for potable and fire suppression purposes in the event of an extended power outage of two (2) days or more. This item was budgeted in the prior fiscal year

Water Operations Expenditures



City of Rio Dell
WATER DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	65,039	49,586	54,607	89,202	75,901
Overtime Salaries	3,368	1,612	3,063	2,850	2,879
Payroll Taxes and Benefits	42,139	32,661	33,680	42,266	45,018
TOTAL PERSONNEL	110,546	83,859	91,350	134,318	123,798
OPERATING					
Office Supplies	300	-	658	500	388
Operating Supplies	4,000	4,000	1,076	1,500	3,450
Postage	1,800	1,800	2,920	500	1,801
Printing - Forms	3,600	200	2,913	500	469
Advertising	450	450	-	110	438
Promotional	-	-	73	-	-
Streets	2,000	1,300	1,801	1,200	1,189
Chemicals	23,000	23,000	17,686	25,000	11,488
Legal	10,000	20,000	12,271	4,000	3,730
Contract/Professional Svcs.	40,000	65,000	12,453	8,000	-
Safety Supplies & Equipment	505	505	47	1,000	429
Telephone - Pager	3,184	3,184	2,678	2,600	3,144
Training - Conference	2,000	2,000	1,554	2,000	125
Auto/Transportation - PW	250	250	1,009	250	352
Publications - Books	100	100	31	100	23
Dues & Memberships	1,800	1,800	1,002	1,800	467
License	350	-	700	-	205
Employee Relations	60	60	-	60	-
Meeting	-	-	-	-	-
Rents - Leases	2,000	1,000	1,892	1,000	1,076
Records Maintenance	50	-	46	-	117
Maintenance - Repair	53,000	40,000	19,170	43,000	44,708
Office Equipment - P.W.	1,500	1,500	1,696	1,200	273
Equipment	4,000	4,000	3,220	3,000	4,086
General Liability Ins.	9,112	7,642	8,565	6,334	3,211
Property Insurance	1,784	1,695	1,677	1,424	745
Employee Practice Liab Ins.	813	563	782	502	181
Office Equipment	-	-	-	-	75
Electricity	20,147	54,000	18,533	60,000	23,446
Natural Gas	140	150	131	2,000	104
Water	380	-	298	-	-
Sewer	26,500	43,500	2,274	-	-
Garbage	100	100	-	100	69
Medical	300	300	41	400	235
Regulatory Fees	16,500	8,000	10,758	13,000	16,234
Property Tax Assessment	-	-	-	30	-
Computer Software	450	450	2	750	176
Computer Maint.-Support	500	1,000	483	1,000	958
Web Design Services	80	55	59	20	42
Community Promotions	-	-	-	10	-
Gas & Oil	6,000	5,000	5,608	6,000	5,722
Vehicle Repair	2,200	2,200	1,953	5,500	2,337
Public Works - Small Tools	2,500	2,500	582	3,000	3,186
License	30	30	-	-	24
Public Works - Lab Testing	10,000	3,500	4,096	5,000	2,127
Public Works - Equip Repair	2,800	2,800	659	2,500	2,750
Public Works - Equip Rental	250	-	439	1,500	-
Fines/Penalties	-	-	-	-	25
Engineering	1,500	1,500	-	2,000	1,168
Improvements	-	-	-	1,000	339
TOTAL SERVICES AND SUPPLIES	256,035	305,134	141,836	209,390	141,112
TOTAL WATER DEPT. BUDGET	366,581	388,993	233,186	343,708	264,910
ADMIN. FUNDED BY WATER	322,884	317,220	289,558	213,688	211,500
	689,465	706,213	522,744	557,396	476,410
SOURCES					
REVENUE Water Operations	493,030	534,560	430,413	592,997	504,517
RESERVES Water Operations	196,435	171,653	92,331	12,450	-
	689,465	706,213	522,744	605,447	504,517



SEWER ENTERPRISE BUDGET

DEPARTMENT HEAD
Rick Chicora, Wastewater
Superintendent

STATEMENT OF FUNCTION

The City's Public Works Department is responsible for the daily operation and maintenance of the Wastewater system including the main processing plant located at the City Corporation Yard and the wastewater irrigation site north of the City on Metropolitan Avenue. Also maintained by Public Works are almost 20 miles of piping under City streets.

The Sewer Funds are operating as Enterprise Funds. The fees for wastewater service are intended to cover all of the operating and disposal costs, maintenance of aging sewer lines and pumps and the replacement of the capital assets (as needed) totaling over \$17.5 million, and debt service.

The City Council voted to change the wastewater rate structure from a fixed charge to a rate structure based 70% on a fixed rate and 30% on volume, factored on strength of wastewater customer classes. The new sewer rates took effect with the August 2014 billing cycle.

REVIEW OF FUNDS

The Wastewater Fund is separated into the Sewer Operations Fund (50), Sewer Capital Fund (52), Sewer Assessment District Fund (53), and Sewer Debt Service Fund (54).

The Sewer Operations Fund begins the fiscal year with a projected beginning balance of \$260,674. The adopted budget City-wide for the sewer operations is \$709,523.

The Sewer Capital Fund has an estimated beginning fund balance of \$514,560 and revenue for the year estimated at \$170,000. Capital projects planned for the fiscal year are as follows:

SEWER FUND		
\$	20,000	3 Analyzers
	10,000	Smoke Tests
	10,000	Small Projects
	15,000	I & I (Inflow and Infiltration)
\$	55,000	TOTAL SEWER FUND

The ending fund balance is expected to total \$629,650.

The Sewer Assessment District Fund has a beginning fund balance of \$35,470. The estimated ending fund balance is \$34,670. There is an outstanding balance on the loan of \$110,000 which will be paid off in 2018-19. The final two (2) payments are \$30,000 each.

The Sewer Debt Service Fund begins the year with an estimated balance of \$442,686 and will receive \$310,000 in revenue to meet the loan payment of \$302,822. The estimated ending fund balance for the Sewer



SEWER ENTERPRISE BUDGET

DEPARTMENT HEAD
Rick Chicora, Wastewater
Superintendent

Debt Service Fund (54) is \$449,753 as of June 30, 2016.

\$30,000, water \$28,500, and natural gas \$22,566.

The \$6,500,000 WWTF financing agreement with the State Resources Control Board requires the City to hold in reserve one (1) year of debt service of \$302,822. The Restricted Reserve Fund balance must be maintained for the full term of the financing agreement and is subject to lien and pledge, as security, for the financing agreement.

2015-2016 BUDGET

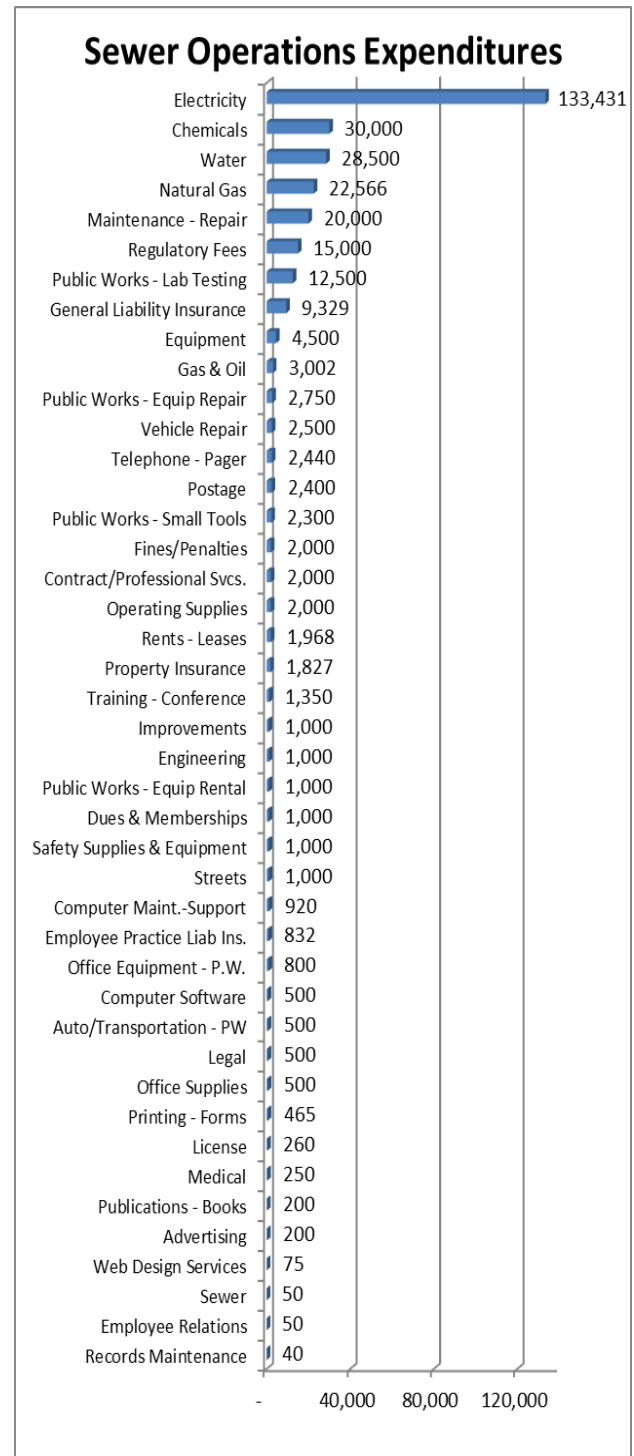
The approved operations budget totals \$461,697, an increase of \$57,827 from 2014-2015. Salaries and benefits provide for the Wastewater Superintendent and a portion of four (4) Utility Workers who also maintain the City parks, building and grounds, the water system and street maintenance.

SALARIES AND BENEFITS

Salaries and benefits total \$147,193, \$1,781 more than last year. Generally the Public Works crew spends about 25% of their time on Wastewater Fund activities.

SERVICES AND SUPPLIES

Services and supplies total \$314,505, which is \$85,169 more than 2014-2015 primarily due to an increase of electricity costs by \$56,822. Other major cost centers are chemicals



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City of Rio Dell
WASTEWATER DEPARTMENT BUDGET
2015-2016 Adopted Operating and Capital Budget

	6/30/2016 Budget	6/30/15 Budget	6/30/15 Est. Actual	6/30/14 Budget	6/30/14 Actual
PERSONNEL					
Full Time Salaries	86,013	82,405	93,442	115,024	92,825
Overtime Salaries	1,443	1,099	2,866	3,675	2,103
Payroll Taxes and Benefits	59,737	61,907	63,511	54,256	61,518
TOTAL PERSONNEL	147,193	145,411	159,819	172,955	156,446
OPERATING					
Office Supplies	500	500	650	800	696
Operating Supplies	2,000	2,000	2,805	1,750	2,409
Postage	2,400	1,700	2,711	100	3,130
Printing - Forms	465	125	401	200	504
Advertising	200	700	-	200	663
Promotional	-	-	109	-	-
Memorial Park Expense	-	-	-	-	-
Streets	1,000	1,000	28	1,170	4
Chemicals	30,000	29,000	21,960	22,719	30,504
Legal	500	500	604	500	2,495
Contract/Professional Svcs.	2,000	5,000	4,183	10,000	2,983
Safety Supplies & Equipment	1,000	1,000	48	1,000	691
Telephone - Pager	2,440	3,500	2,412	4,500	4,152
Training - Conference	1,350	1,350	1,091	250	90
Auto/Transportation - PW	500	500	676	50	582
Publications - Books	200	200	30	-	162
Dues & Memberships	1,000	1,000	34	800	965
License	260	100	831	-	207
Employee Relations	50	50	-	50	-
Meeting	-	-	-	-	-
Rents - Leases	1,968	1,300	1,987	1,300	1,558
Records Maintenance	40	150	32	-	149
Maintenance - Repair	20,000	15,000	17,018	15,000	15,528
Parks Maintenance-Repair	-	-	-	-	-
Office Equipment - P.W.	800	1,200	374	1,200	1,355
Equipment	4,500	4,500	5,231	3,000	5,189
General Liability Insurance	9,329	9,389	8,769	8,167	3,945
Property Insurance	1,827	2,083	1,717	1,836	915
Employee Practice Liab Ins.	832	692	782	647	223
Office Equipment	-	-	-	-	114
Electricity	133,431	76,609	123,370	55,000	118,656
Natural Gas	22,566	20,000	18,562	7,500	19,918
Water	28,500	33,600	21,422	-	-
Sewer	50	-	198	-	-
Garbage	-	1,000	-	2,500	105
Medical	250	250	12	250	276
Regulatory Fees	15,000	15,000	9,200	12,000	12,004
Property Tax Assessment	-	-	-	35	-
Computer Software	500	500	116	1,000	266
Computer Maint.-Support	920	500	821	50	869
Web Design Services	75	65	60	-	52
Gas & Oil	3,002	2,500	2,935	8,200	9,491
Vehicle Repair	2,500	3,000	2,455	3,000	2,700
Public Works - Small Tools	2,300	2,646	1,011	2,646	5,112
License	-	-	-	-	36
Public Works - Lab Testing	12,500	12,500	10,147	12,985	12,908
Public Works - Equip Repair	2,750	2,750	7,694	2,750	2,747
Public Works - Equip Rental	1,000	1,000	(33)	1,000	-
Fines/Penalties	2,000	2,000	-	3,000	25
Engineering	1,000	1,000	-	1,000	1,005
Improvements	1,000	1,000	-	1,000	416
TOTAL SERVICES AND SUPPLIES	314,505	258,459	272,452	190,505	265,799
	461,697	403,870	432,271	363,460	422,245
ADMIN. FUNDED BY WASTEWATER					
	247,826	193,932	254,512	182,619	229,167
	709,523	597,802	686,783	546,079	651,412
REVENUE SOURCES					
REVENUE Sewer Operations	589,550	628,797	689,208	625,359	731,387
RESERVES Sewer Operations	119,973	(30,995)	(2,425)	(79,281)	(79,975)
	709,523	597,802	686,783	546,079	651,412



CAPITAL PROJECTS BUDGET

STATEMENT OF FUNCTION

The Capital Projects Budget contains the special projects and capital expenditures for all funds.

2015-2016 BUDGET

The projects for 2015-2016 total \$234,920 as compared to \$123,920 last fiscal year.

GENERAL FUND

GENERAL FUND		
\$	33,920	School Site and Drainage Surveys
	10,000	contracted Economic Dev. Assist.
	10,000	Parking Lot Lighting/Landscaping
	10,000	City Hall Generator
	12,000	Email Server
	45,000	Ogle & Belleview shovel ready
	14,000	Maint. Monument & Blue Slide Road
\$	134,920	TOTAL GENERAL FUND

School site and drainage survey for Ogle/Belleview (\$33,920) was included in last year's budget when staff had anticipated the possibility of the donation of school property to the City. When the 2015-2016 budget was written the funds still hadn't been spent, and the project has been carried forward.

An **Economic Development Assistant** was budgeted for \$10,000 to assist with the economic development of the City of Rio Dell.

Parking lot lighting and landscaping for the City's downtown lot was budgeted at \$10,000. The amount will be used for ADA compliance

and to beautify the downtown lot and provide nighttime lighting for the City's new electric vehicle (EV) charging station.

A **City Hall generator** has been budgeted for \$10,000. Once set up this item will be on stand-by for use during power outages.

A new **email server** has become necessary as the current system has become unreliable. With the budgeted funds, staff will work closely with the City's information technology contractor to set up a more functional system.

Ogle and Belleview (shovel ready) was budgeted for in the prior year's budget and has been carried over since the project wasn't completed.

The City applied for a \$100,000 CDBG Planning Grant for topographic work and drainage analysis of the Ogle and Belleview area. A concept plan with 70% complete plans and specifications will be the end product. However, the City Engineer has estimated that there will be additional engineering required in order to get the project "shovel ready" for the 2015-2016 grant application cycle; estimated cost \$45,000. The approved funds will be used to move the project a year closer to fruition.



CAPITAL PROJECTS BUDGET

Monument and Blue Slide Roads

have areas that are in need of maintenance and have been identified as priorities for the 2015-2016 Capital Project Budget. These projects will help prevent worsening problems and better preserve the longevity of the roads.

SEWER FUND

SEWER FUND		
\$	20,000	3 Analyzers
	10,000	Smoke Tests
	10,000	Small Projects
	15,000	I & I (Inflow and Infiltration)
\$	55,000	TOTAL SEWER FUND

Three (3) analyzers are budgeted to replace the older analyzers that are prone to failure. \$20,000 has been budgeted out of sewer reserves for these items.

Smoke test equipment is budgeted for \$10,000. The new equipment will assist Public Works in identifying leaks in the sewage drainage system.

Small projects in the amount of \$10,000 have been prioritized for the sewer budget for the 2015-2016 fiscal year. At the time of the budget adoption the specific project(s) hadn't been identified, but budgeted funds will allow the Wastewater Superintendent the funds to take care of smaller projects that will be identified and make the wastewater system more efficient.

Inflow and infiltration (I&I) is budgeted for \$15,000 to maintain

and repair issues that are identified through the smoke tests.

WATER FUND

WATER FUND		
\$	10,000	Old Ranch Road Repairs
	35,000	Generator
\$	45,000	TOTAL WATER FUND

Old Ranch Road repairs and maintenance is once again on the Capital Projects Budget. The project was listed in last year's Budget; however work was never started. The funds will be used to assist property owners through the transition phase of transferring water line responsibility from the City to the owners. The \$10,000 amount is expected to be fully reimbursed by property owners and is budgeted as revenue in the revenue budget.

A back-up **generator** for the water Infiltration Gallery was included in last year's budget, but was not purchased due to several factors such as the decline in last year's water revenues, and a substantial budget deficit in the water funds for 2014-2015. This item appears again in the 2015-2016 Capital Budget, as a generator will be a vital piece of equipment in the event of a power outage that lasts longer than the City's available water supply (2 days).