

City of Rio Dell Annual Budget

Fiscal Year 2018-19

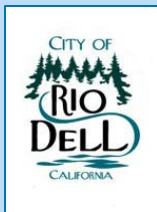


TABLE OF CONTENTS

1.0 INTRODUCTION

<u>Budget Message</u>	5
<u>Vision and Goals</u>	6
<u>Budget Policy / Budget Process</u>	7
<u>Gann Appropriations Limit</u>	10
<u>Level of Budget Control</u>	11
<u>Fund Definitions</u>	13
<u>Basis of Budgeting and Accounting</u>	14

2.0 SUMMARIES

<u>Summary Narrative</u>	18
<u>All Funds Proposed Budget by Fund Type</u>	20
<u>Schedule of Revenues by Fund and Category</u>	21
<u>Schedule of Expenditures by Fund and Department</u>	23
<u>Organization and Staffing</u>	25

3.0 GENERAL FUND

<u>General Fund Overview</u>	27
<u>General Fund Recurring Analysis Projection</u>	28
<u>General Fund Revenues</u>	29
<u>General Fund Revenues – Detail</u>	33
<u>General Fund Expenditures by Department</u>	35

TABLE OF CONTENTS

4.0 DEPARTMENTAL BUDGETS SECTION

4.1 MANAGEMENT SERVICES

<u>City Council</u>	37
<u>City Manager</u>	39

4.2 INTERNAL SERVICES

<u>Finance Department</u>	41
<u>General Government</u>	43

4.3 GROWTH AND COMMUNITY SERVICES

<u>Law Enforcement</u>	45
<u>Planning Department</u>	47
<u>Building Department</u>	49
<u>Solid Waste / Recycling</u>	51

4.4 PUBLIC WORKS DEPARTMENT

<u>Public Works Overview</u>	53
<u>Public Work Total Expenditures</u>	55
<u>Buildings and Grounds Department</u>	57
<u>Streets Department</u>	59
<u>Sewer Operations</u>	62
<u>Water Operations</u>	65

TABLE OF CONTENTS

4.5	CAPITAL PROJECT BUDGET	
	<u>Capital Project Overview</u>	68
	<u>Capital Project Summary</u>	70
5.0	GENERAL INFORMATION	
	<u>City Profile</u>	71
	<u>Budget Adoption Resolution 1389-2018</u>	74
	<u>Gann Appropriations Resolution</u>	77
6.0	ADDITIONAL BUDGET INFORMATION	
	<u>Fund Balance Details</u>	78
	<u>Revenue Overview by Fund</u>	84
	<u>Glossary of Terms</u>	89
7.0	CONTACT INFORMATION	
	<u>City Staff Contact Information</u>	100



Members of the City Council:

I am pleased to present the operating and capital budget for the City of Rio Dell for fiscal year 2018/19, which begins July 1, 2018. This budgetary document serves as a financial plan, operations guide, and as a communications tool that reflects the City's commitment to maintain core service levels and long term financial stability. All of the information presented is meant to assist in providing direction at all levels for the City's activities for the coming fiscal year.

During April and May 2018 the City Council participated in budget workshops that outlined proposed staffing and City activities for FY 2018/19. As volunteers of Civil Service, the City Council members dedicated much time and effort to attend budgetary meetings, workshops, and read through the additional information necessary to understand the breadth of City activities for the upcoming fiscal year. Their concerted efforts allowed for an open and transparent dialogue in which the budget was developed, discussed, and ultimately approved through the budgetary process.

The proposed budget was drawn up consistent with the previous year and any changes are clearly noted. From the outset, changes were discussed and analyzed in depth as part of the budget development process. The results are enhanced services for the community, as well as capital improvements that contribute to the longevity of the City's infrastructure.

Overall the City's fund balances are sound and financial stability has been actively navigated through strategic planning led by Council actions. Staff's commitment, as well, towards sustainability has been fundamental in providing the City Council a trajectory towards longevity in serving the needs of the community.

Sincerely,

A handwritten signature in black ink, reading "Brooke Kerrigan", followed by a horizontal line.

Brooke Kerrigan, Finance Director

Vision and Goals

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. Through conservative budgeting practices, this budget focuses on fiscal sustainability, consistent delivery of services and public safety, as well as investments in street improvements, infrastructure and capital projects.

VISION

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

GOALS

Sustainability has been Council's overall goal for several fiscal years preceding this current year's budget. This goal has been steadily accomplished without interruption to City services. This direction continues with the FY 2018/19 Operating and Capital Budget as the new fiscal year begins.

Budget Policy / Budget Process

The Budget is a policy document that describes the City's goals and objectives and indicates how resources are allocated to achieve these goals. In addition, it serves as a financial plan, an operations guide, and a communications tool.

The Budget shall:

- Emphasize the services and activities required to meet the City Council's Vision and Goals.
- Be proactive, provide for stable operations, and assure the City's long-term fiscal health.
- Be balanced with recurring revenue funding recurring operating expenditures, except when necessary fund balance allocations are approved for the betterment of providing services.
- Be a complete and understandable document that improves public awareness about costs and services.

Budget Process

Development: Staff reviews the current year's budget along with actual amounts and projects revenues and expenditures for the new budget. Current capital project progress is evaluated and future project proposals are developed. The Finance Department begins working with the management team to prepare the next fiscal year budget.

Budget Calendar Proposed and Adopted: A timeline is formally adopted by City Council and is used as a tracking tool to ensure timely adoption of the City's Budget. The budget calendar is also a means to promote transparency through open discussions revolving around how the City allocates resources in line with the City Council's goals and objectives.

Review: The Budget Process is an on-going effort that takes place throughout the year. Proposals for necessary and desirable budget adjustments are put together for presentation to the City Council on an on-going basis. In addition, reports are put out each quarter as opportunities to discuss the fiscal health of the City in conjunction with the goals and objectives of the organization. The City Council authorizes staff to make changes to the current budget, as needed.



Budget Policy / Budget Process

Quarterly Reporting Periods: Q1: Jul – Sep ■ Q2: Oct – Dec ■ Q3: Jan – Mar ■ Q4: Apr – Jun

February – March: New Fiscal Year Budget Process Begins

The prior year's budget, excluding one-time revenue and expenditure items, is used as the base-line budget. Management team members then submit budget requests to the Finance Department. The Finance Department prepares preliminary revenue estimates based on known factors, information provided from external parties, and economic and historical trends. The results of all data input are then reviewed to ensure expenditures are in line with revenue projections (i.e. not increasing beyond our ability to support recurring costs). The goal is to generate a surplus which can be used for unfunded capital and infrastructure improvements, contributions to reserves, and other general taxpayer purposes as necessitated by current events and changes in the economic and regulatory environment.

March – April: The City Manager Reviews Proposed Budget

The budget submission is prepared by the Finance Department for the City Manager's review. The City Manager meets with key staff members to discuss the proposed budget, make recommendations or changes as appropriate. The proposed budget is then submitted to and reviewed by the City Council through a series of public workshops.

April – June: Series of Budget Workshops

The City Council conducts a series of public workshops to discuss the proposed budget for the next fiscal year. Public input helps to shape the City Council's priorities and prepare the budget for final adoption. At a regularly scheduled meeting of the City Council, the proposed budget is presented for adoption and a public hearing is held. Any final changes requested by the City Council at the public hearing will be incorporated into the motion to adopt the budget through formal resolution.

July: The fiscal year begins on July 1 and ends on June 30. As the fiscal year progresses the management team prepares a variety of follow-up reports and resolutions related to the budget for the City Council to consider for adoption. This is a necessary step, as

Budget Policy / Budget Process

required by law. Prior year encumbrances that are not completed on or before June 30th may be incorporated in the new budget as “carryover” items for the City Council to consider for adoption enabling these projects to be finished in the new fiscal year.



Gann Appropriations Limit

Voters approved Proposition 4, also known as the Gann Initiative, in November of 1979 adding Article XIII B to the California Constitution. The Gann Initiative placed limits on the growth of revenues that could be spent for publicly funded programs. Div. 9 of Title 1, Sec. 7900 of the Government Code was then added to laws to establish the process for calculating state and local government appropriations limits and appropriations subject to limitation under Article XIII B of the California Constitution. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government and require that each entity of government formally adopt its appropriations limit for a given fiscal year.

The adopted Gann Appropriations Limit is adjusted each year by a “change factor” that is tied to the growth indicators of per capita income and population growth. Growth indicator amounts are specified by the California Department of Finance.

The City of Rio Dell City Council adopted its Gann Appropriations Limit on June 5, 2018 at a regularly scheduled City Council meeting through Resolution 1390-2018 (pg. 89). The Gann Appropriations Limit for the City of Rio Dell is:

<i>GANN Appropriations Limit Calculation FY 2018-19</i>		
	Factor	Limit
<i>Prior Years Appropriations Limit</i>		\$ 1,226,102
<i>Adjustment Factors for the current year</i>		
2018/19 Inflation (3.67%)	1.0367	
2018/19 Population Change (-0.21)	x 0.9979	
	<u>Change Factor Multiplier</u>	x 1.0345
2018/19 Appropriations Limit		<u><u>\$ 1,268,430</u></u>

A jurisdiction may not exceed the appropriations limit unless the Governor declares an emergency or by majority approval by the voters of a jurisdiction. The override may not exceed four years.

Level of Budget Control

The annual budget as adopted by the City Council establishes the total appropriation for each department's operations. From time to time it is desirable to transfer an available appropriation, or portion thereof, between accounts, departments, or funds. According to the Budget Transfer Policy adopted on June 24, 2014 through Resolution 1227-2014 (Budget Control Policies #1-8), the levels of budgetary control are as follows:

Policies:

- All Transfer of Funds and Supplemental Budget Requests must be signed by the Department Head and submitted on the form created for that purpose. Forms are available in the Finance Department where accounts and balances are to be verified. The Finance Director must approve the request in writing before submitting the form to the City Manager (8)
- Budget transfers to create new line items in the budget require the approval of the Finance Director and City Manager (5)

Transfers within a department:

- Amounts equal to or less than \$3,000 are allowable with the approval of the Finance Director (1)
- Amounts between \$3,001 and \$10,000 are allowable with the approval of the Finance Director and City Manager (2)
- Amounts in excess of \$10,001 require the recommendation of the City Manager and the approval of the City Council (3)

Transfers between departments and funds:

- All requests to increase appropriations and revenues must be approved by the Finance Director and City Manager and be submitted with an amending budget resolution for Council approval (7)
- Budget transfers between Budget Units must pass through the Contingency Budget of the Fund for the purpose of an audit trail; requires the recommendation of the Finance Director and City Manager, and approval of the City Council (4)
- Budget transfers from the Contingency Budget require the recommendation of the Finance Director and the City Manager and the approval of the City Council (6)

Level of Budget Control

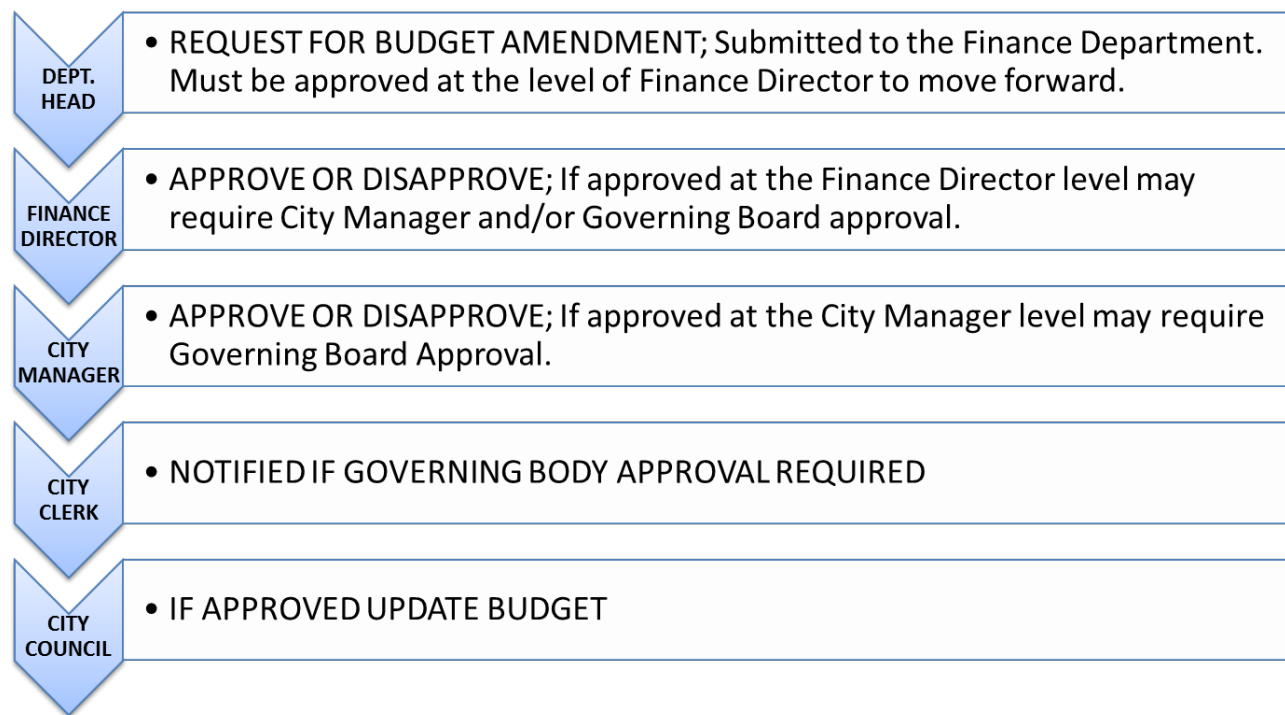
Procedures for Budget Adjustments:

Management Team Members: Submit a Budget Amendment Request to the Finance Department

Finance Director: Determines the availability of funds to be transferred and whether City Manager and/or governing body approval is required. Finance Director will approve or disapprove the Budget Amendment Request. Approved requests equal to or under \$3,000 can be approved by Finance Director; requests for larger amounts will go to City Manager for second approval.

City Manager: If amount is equal to or greater than \$3,000 must have City Manager approval and/or recommendation to the City Council if amount is more than \$10,000; City Clerk is notified to agendize request.

City Clerk: If governing action is required, City Clerk agendizes.



Fund Definitions

To demonstrate fiscal accountability, various funds are established to meet the objectives of special regulations, restrictions, and/or limitations. Each fund is considered a separate accounting entity with a self-balancing set of accounts. The funds that are used in the financial reporting model for the City of Rio Dell are outlined below.

GOVERNMENTAL FUNDS	<p><u>General Fund</u></p> <p>The General Fund is the chief operating fund. It is used to account for resources traditionally associated with general government activities which are not required legally to be accounted for in another fund.</p> <p><u>Special Revenue Funds</u></p> <p>Special Revenue Funds are used to account for revenues that are legally restricted. Expenditure of such revenues is restricted for a particular purpose. The City budgets for several Special Revenue Funds.</p> <p><u>Debt Service Funds</u></p> <p>Debt Service Funds are used to account for the accumulation of resources that are used in the payment of general long-term debt principal and interest, as well as related fiscal agent costs. These funds are currently inactive in the governmental funds as the City does not have any outstanding debt obligations.</p> <p><u>Capital Project Funds</u></p> <p>Capital Project Funds are used to account for the financial resources to be used for the acquisition of property, equipment, or facilities and/or the construction of major projects other than those financed by proprietary funds.</p>
PROPRIETARY FUNDS	<p><u>Enterprise Funds</u></p> <p>Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. Costs are financed or recovered primarily through user charges. The Department of Water and Sewer are the City's only Enterprise Funds. The Water and Sewer Funds are separated by the activities of operations, capital projects, debt service, and assessments.</p>
FIDUCIARY FUNDS	<p><u>Agency & Private Purpose Trust Funds</u></p> <p>Agency Funds are used to account for assets held in a trustee capacity or as an agent for individuals. Agency Funds are custodial in nature and do not involve measurement of operations (assets equal liabilities). These funds are currently inactive.</p>

Basis of Budgeting and Accounting

The budget information is presented on a basis consistent with generally accepted accounting principles (GAAP) and is formally adopted by resolution. Any amendments to the adopted budget are done consistent with budget policies adopted on June 24, 2014 through Resolution 1224-2014. Budgetary accounting is established by the City Council for the General Fund, all Special Revenue Funds, except for certain Special Revenue Funds for which expenditures are controlled by grant funding or by assessments received, and Proprietary Funds. Budgetary control is legally maintained at the fund level for these funds. Expenditures may not legally exceed appropriations at the fund level, which is the legal level of control.

The basis of budgeting mirrors the accounting treatment, except where capital assets are shown at cost for budgetary purposes, and recorded as depreciation for accounting purposes.

The City reports two major governmental funds:

- General Fund
- Community Development Block Grant (CDBG) Fund

The City reports two major proprietary funds:

- The Water Utility Enterprise Fund accounts for the operation and maintenance of the City's water distribution system.
- The Sewer Utility Enterprise Fund accounts for the operation and maintenance of the City's wastewater system

Additionally, the City reports several Special Revenue Funds.



Basis of Budgeting and Accounting

Capital assets used in governmental fund operations are accounted for in the year of acquisition; Capital assets used in the Proprietary Funds are accounted for on a depreciated basis where expenditures are matched to the revenues earned within certain time frames. Capital assets are capitalized at actual cost. If actual is unavailable then historical cost or estimated historical cost is used. Donated capital assets are recorded at their estimated fair value at the date of donation.

Governmental fund equity is classified as fund balance. Fund balance is classified as non-spendable, restricted, committed, assigned, or unassigned. Proprietary fund equity is classified the same as in the government-wide statements. Classifications are used to reflect actual amounts available for use, as well as amounts showing in fund equity that may be available only for limited purposes. Not all fund balance is available for use, as in the case of non-spendable fund equity.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

The *government-wide financial statements* are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.



Summary Narrative

The City of Rio Dell budget for Fiscal Year 2018-19 was balanced using reserves in some of the funds where revenues fell short of expenditures mainly due to capital asset acquisition. The information that follows describes the funds established to meet the objectives of the City's operations. The Summary section reviews the revenues and expenditures fund and category or department.

GOVERNMENTAL FUNDS

General Fund

The General Fund is the City's primary reporting entity for the current general government operations. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund.

Streets Funds

The City's funding sources for the City's 20 miles of streets is from the Gas Tax Fund, Transportation Development Act (TDA), the Regional Surface Transportation Program (RSTP), and Road Maintenance Rehabilitation Account (RMRA) (SB1) funds.

- **Gas Tax**

Gas Tax collected by the state is allocated to local governments using several formulas based on the various sections of the California Streets and Highways Code. Also called Highway Users Tax Account (HUTA), the funds distributed from the Gas Tax Fund must be used for street related expenditures (e.g. maintenance and repair costs, engineering and traffic studies, and streets improvements). The largest portion of HUTA funds for the City goes towards repairs and maintenance.

- **Road Maintenance Rehabilitation Account (RMRA)**

In 2017 the state adopted the Road Repair and Accountability Act (RMRA) (SB1) which established supplemental funds for road repairs and maintenance. RMRA funding requires cities to submit a project list the California Transportation Commission (CTC) for approval and cities to maintain the same level of local government monies used for road repairs and improvements on average during Fiscal Years 2009-10 through 2011-12. During those years the City did not contribute any General Fund monies towards its streets program; therefore, the City's maintenance of effort requirement is zero.

Summary Narrative

- Regional Surface Transportation Program (RSTP)

The Regional Surface Transportation Program (RSTP) was established by the state and originates from the federal excise tax on gasoline. The State of California distributes the funds to regional agencies and counties based on population. RSTP funds support a broad range of transportation projects. In the Humboldt region, most are used to augment city and county road budget.

- Transportation Development Act (TDA)

The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. Some counties have the option of using LTF for local streets and roads projects, if they can show there are no unmet transit needs. The City holds annual public hearings and provides approximately 40% of its TDA funds to meet local transportation needs in Rio Dell.

Miscellaneous Governmental Funds

The miscellaneous governmental funds include Measure Z, Supplemental Law Enforcement Services Fund (SLESF), Recycling, Community Development Block Grant (CDBG), Admin, and Solid Waste.

- Measure Z

Humboldt County's Measure Z is a 0.5% special district tax to help support law enforcement services throughout the county. The City goes through the annual application process to obtain Measure Z funds that it uses to support the City's Police Department in providing better services to the community.

Summary Narrative

- The Supplemental Law Enforcement Services Fund (SLESF)

The Supplemental Law Enforcement Services Fund (SLESF), also called Citizens Option for Public Safety (COPS) program, provides grants to every city and county and five special districts that provide law enforcement. Government Code 30061 specifies that, of the funds deposited from the 0.15% VLF rate deposited to the Local Safety and Public Protection Account in the Transportation Tax Fund, 21.3% is to be allocated to county Supplemental Law Enforcement Services Funds (SLESF). Each agency is to be allocated a minimum of \$100,000. The amount is used for “front-line police services.”

- Recycling Fund

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 (\$5,000) is redirected over to HWMA for administration and management of the recycling program.

- The Community Development Block Grant (CDBG)

Under the State CDBG Program, states award grants to smaller units of general local government that develop and preserve decent affordable housing, to provide services to the most vulnerable in our communities, and to create and retain jobs. Annually, each State develops funding priorities and criteria for selecting projects.

- Admin Fund

The Admin inter-fund is used to account for transfers of expenditures by departmental use of the City’s vehicle.

- Solid Waste Fund

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.

Summary Narrative

Grant Funding

- **Safety Improvement and Community Outreach Project Infrastructure (SRTS)** (also referred to as the Alternative Transportation Program – ATP) grant funding is restricted for use to make the City’s streets safer and more accessible through the State’s Alternative Transportation Program (ATP). The grant total is \$1.5 million.
- **State Water Resources Control Board (SWRCB) Prop 1** funds will be used towards a water capital improvement plan to be developed by GHD, Incorporated. Total funding is \$433,300.

ENTERPRISE FUNDS

Water and Waste Water Funds

The Water Funds and Waste Water Funds are operating as Enterprise Funds. Each fund is considered a separate accounting entity with a self-balancing set of accounts. The fees for water and waste water service are intended to cover all of the operating costs for maintaining the systems, replace the capital assets (as needed) totaling over \$27.7 million, as well as cover any debt service related to the water infrastructure financing agreements.

FY 2018-19 ALL FUNDS PROPOSED BUDGET BY FUND TYPE

Fund Description	Fund #	Projected Beginning Fund Balance 7/1/18	Recurring Revenue & Transfers In	Recurring Expenses & Transfers Out	Net Recurring Surplus (Shortfall)	Non-Recurring Revenue & Transfer Out	Non-Recurring Expenses & Transfers Out	Net Non- Recurring Revenue & Expenses	Change in Reserves	Estimated Ending Fund Balance	% Change in Fund Balance
		A	B	C	D {B - C}			E		F {A + D + E}	
General Fund	000	1,493,562	1,033,719	1,192,628	(158,909)		222,317	(222,317)	(381,226)	1,112,336	-26%
Special Revenue Funds											
Admin Fund	005	10,594	1,760	1,200	560		-	-	560	-	0%
Building Fund	008	-	36,631	54,931	(18,300)	18,300	-	18,300	-	-	0%
CDBG Fund	037	48,704	3,174	4,797	(1,623)		-	-	(1,623)	47,081	-3%
CDBG RRLF Fund	039	536		-	-		-	-	-	536	0%
Measure Z Fund	044	-	34,582	29,110	5,472		5,472	(5,472)	-	-	0%
Recycling Fund	074	19,455	5,000	5,000	-		-	-	-	19,455	0%
Parks Fund	015	17,645		-	-		-	-	-	17,645	0%
Realignment Grant Fund	046	3,410		-	-		-	-	-	3,410	0%
SLESF Fund	040	29,834	100,000	89,918	10,082		-	-	10,082	39,916	34%
Vehicle Abatement Fund	043	2,605		-	-		-	-	-	2,605	0%
Solid Waste Fund	027	38,428	9,800	4,291	5,509		-	-	5,509	43,937	14%
Spay & Neuter Fund	093	2,868		-	-		-	-	-	2,868	0%
Gas Tax Fund (HUTA)	020	123,866	151,409	126,464	24,945		24,850	(24,850)	95	123,961	0%
TDA Fund	024	24,950	124,891	126,432	(1,541)		400	(400)	(1,941)	23,009	-8%
RSTP Fund	026	1,405	22,000	22,396	(396)		-	-	(396)	1,009	-28%
STIP ATP Grant	047	-		-	-	1,000,000	1,000,000	-	-	-	0%
Water CIP Grant	062	-	-	-	-	433,300	433,300	-	-	-	0%
Total Special Revenue Funds		324,300	489,247	464,539	24,707	1,451,600	324,300	324,300	12,286	324,300	0%
Sewer Enterprise Fund											
Sewer Assmt District Fund	053	2,893	28,500	28,000	500		-	-	500	3,393	17%
Sewer Capital Fund	052	577,373	102,076	-	102,076	167,283	433,750	(266,467)	(164,392)	412,982	-28%
Sewer Debt Svc Fund	054	377,283	302,899	302,899	-		167,283	(167,283)	(167,283)	210,000	-44%
Sewer Restricted Reserve	054	302,899		-	-		-	-	-	302,899	0%
Sewer Operations Fund	050	351,297	831,855	944,750	(112,895)		-	-	(112,895)	238,402	-32%
Total Sewer Enterprise Fund		1,611,745	1,265,329	1,275,649	(10,320)	167,283	601,033	(433,750)	(444,070)	1,167,675	-28%
Water Enterprise Fund											
Water Capital Fund	062	462,328	169,561	-	169,561		184,000	(184,000)	(14,439)	447,889	-3%
Water Metro Wells Fund	063	20,989	17,291	24,200	(6,910)		-	-	(6,910)	14,080	-33%
Water Dinsmore Zone	064	20,998	22,509	2,000	20,509		-	-	20,509	41,507	98%
Water Restricted Reserve	061	47,979	34,562	-	34,562		-	-	34,562	82,541	72%
Water Debt Svc Fund	061	185,356	172,821	136,000	36,821		-	-	36,821	222,177	20%
Water Operations Fund	060	426,544	798,119	763,300	34,818		-	-	34,818	461,362	8%
Water Enterprise Fund		1,164,194	1,214,862	925,500	289,361	-	184,000	(184,000)	105,361	1,269,555	9%
Total All Funds		4,593,801	4,003,156	3,858,316	144,840	1,618,883	-	-	(707,649)	-	8%

SCHEDULE OF REVENUES BY FUND AND CATEGORY FY 2018/19

	2014-15 Actual	2014-15 Budget	2015-16 Actual	2015-16 Budget	2016-17 Actual	2016-17 Budget	2018-17 Actual	2017-18 Budget	2018-19 Budget
General Fund									
Property Taxes	112,101	113,621	116,326	114,700	122,122	112,100	117,046	120,395	124,421
Sales and Use Tax	125,802	176,310	140,585	149,200	178,600	119,800	198,258	126,457	142,243
Transient Occupancy Tax	10,793	11,000	13,304	11,000	13,697	10,500	9,111	13,152	13,152
Measure U	44,477	-	216,054	103,946	255,944	170,000	274,255	233,168	245,000
Other Revenue	32,063	3,112	8,316	514	22,565	10	6,202	2,401	1,418
Franchise Fees	82,561	82,575	85,422	79,800	92,334	81,600	85,791	87,811	94,182
Rental Income	18,554	18,051	20,162	19,370	20,826	18,300	21,546	20,869	21,153
Planning Revenue	4,811	10,250	2,610	4,350	5,766	4,200	6,313	2,700	2,775
Fee Revenue	15,477	13,225	14,412	14,875	17,059	14,155	38,734	16,124	16,344
Fees VLF/In Lieu VLF	348,887	347,694	358,109	349,100	365,353	349,100	197,260	360,503	373,105
Total General Fund	795,524	775,838	975,299	846,855	1,094,266	879,765	954,516	983,580	1,033,793
Sewer Fund									
Sewer Operations	716,186	628,797	657,875	589,550	894,008	785,432	847,877	811,351	831,855
Sewer Capital	182,277	255,571	287,191	170,000	140,131	99,388	101,257	71,930	102,076
Sewer Assessment District	3,940	28,785	29,710	30,950	29,946	32,000	28,491	28,500	28,500
Sewer Debt Service	348,360	325,900	302,933	310,000	213,884	310,000	315,564	303,000	302,899
Total Sewer Fund	1,250,762	1,239,053	1,277,709	1,100,500	1,277,968	1,226,820	1,293,189	1,214,781	1,265,330
Water Fund									
Water Operations	811,290	860,460	935,857	803,030	955,079	1,007,745	1,124,311	1,027,120	798,119
Water Debt Service	172,949	140,724	175,013	140,000	187,315	152,371	206,038	164,200	207,383
Water Capital	66,813	77,000	162,801	63,000	152,483	194,050	167,485	176,904	169,561
Metropolitan Wells	-	-	6,980	6,980	15,606	11,697	17,178	14,795	17,291
Dinsmore Zone	-	-	7,200	7,200	19,378	17,466	22,196	22,744	22,509
Total Water Fund	1,051,052	1,078,184	1,287,850	1,020,210	1,329,861	1,383,329	1,537,208	1,405,763	1,214,863
Building Fund									
Building Plan	19,560	49,925	20,242	24,075	22,819	17,960	27,917	18,675	18,600
Building Admin Fees	14,854	150	16,148	8,000	17,438	14,000	16,035	15,500	15,500
Building Education and Tech Fees	655	-	453	465	510	450	521	400	400
Building Other Revenues	674	-	649	560	976	491	1,543	556	556
Total Building Fund	35,742	50,075	37,492	33,100	41,742	32,901	46,016	35,131	35,056
Streets Funds									
Gas Tax Fund (HUTA)	103,579	90,010	80,314	76,820	77,956	74,339	73,765	100,580	94,168
SB1 RMRA Funds	-	-	-	-	-	-	11,929	19,301	57,241
TDA Fund	114,888	108,609	109,081	108,945	112,485	111,600	114,256	114,217	124,891
RSTP Fund	22,572	21,000	23,117	21,000	22,666	22,000	18	22,000	22,000

SCHEDULE OF REVENUES BY FUND AND CATEGORY FY 2018/19

	2014-15 Actual	2014-15 Budget	2015-16 Actual	2015-16 Budget	2016-17 Actual	2016-17 Budget	2018-17 Actual	2017-18 Budget	2018-19 Budget
Total Streets Funds	241,039	219,619	212,513	206,765	213,108	207,939	199,968	256,098	298,300
Miscellaneous Funds									
Admin Fund	4,652	-	3,131	4,000	2,239	2,800	1,977	2,387	1,760
Parks & Rec Fund	3,000	-	3,000	-	4,500	-	1,500	1,500	1,500
Solid Waste Fund	9,199	8,500	10,692	9,500	10,517	9,000	4,712	9,000	9,800
CDBG Funds	(17,621)	-	11,793	28,800	53,956	12,000	144,188	3,174	3,174
SLESF Fund	100,000	100,000	144,297	55,703	97,602	100,000	139,416	100,000	100,000
Measure Z Fund	-	-	34,515	34,516	29,402	35,569	19,128	34,100	34,582
Realignment Grant Fund	14,817	-	9,884	7,000	-	5,500	-	4,800	-
Recycling Fund	-	-	5,000	5,000	10,000	5,000	5,000	5,000	5,000
Anniversary Fund	850	-	-	500	-	-	-	-	-
	114,897	108,500	222,312	145,019	208,215	169,869	315,921	159,961	155,816
Grant Funding									
Metro Well - SWRCB Prop 84	192,206	-	76,121	81,452	27,467	591,794	488,206	-	-
Metro Well - USDA	-	-	-	-	215,050	-	158,150	-	-
Metro Well - SDWSRF	-	-	-	-	260,316	1,039,056	405,560	-	-
ATP Grant	-	-	-	-	1,151	-	96,838	-	1,000,000
SWRCB Prop 1 - Water CIP Grant	-	-	-	-	-	-	-	-	433,300
Total Grant Funding	192,206	-	76,121	81,452	503,984	1,630,850	1,148,755	-	1,433,300
Grand Total	3,681,223	3,471,269	4,089,295	3,433,900	4,669,144	5,531,473	5,495,573	4,055,314	5,436,458

SCHEDULE OF EXPENDITURES BY FUND AND DEPARTMENT FY 2018/19

	2014-15 Actual	2014-15 Budget	2015-16 Actual	2015-16 Budget	2016-17 Actual	2016-17 Budget	2017-18 Actual	2017-18 Budget	2018-2019 Budget
General Fund									
City Manager	86,741	92,542	62,739	56,918	56,685	59,006	81,496	86,526	88,167
Finance Department	74,219	76,746	55,780	72,744	60,364	74,242	67,548	77,829	98,421
General Government	-	-	38,178	33,193	23,015	23,697	22,336	23,927	58,626
Police Department	496,871	479,633	513,996	515,626	542,236	573,617	461,156	576,100	843,962
Planning Department	97,837	114,620	57,873	65,100	64,859	72,305	66,297	74,790	62,245
City Council	9,453	6,720	9,953	10,954	7,358	9,696	11,381	11,124	15,537
Capital Projects	14,870	54,845	4,239	120,920	123,581	199,832	153,041	225,182	204,017
Buildings and Grounds	36,835	41,113	33,081	42,082	8,355	9,805	16,249	11,135	25,672
Total General Fund	816,827	866,219	775,837	917,537	886,452	1,022,200	879,504	1,086,614	1,396,647
Sewer Fund									
City Manager	23,895	45,093	65,439	71,149	88,852	103,260	82,376	98,063	88,167
Finance Department	135,758	136,333	135,910	138,213	133,936	129,862	145,447	150,020	137,788
Sewer Operations	435,584	435,588	445,956	461,697	565,443	573,052	575,485	583,996	685,646
City Council	1,531	2,213	1,597	2,836	4,490	6,178	3,030	6,277	8,261
Capital Projects	7,446	-	31,804	55,000	51,343	100,000	230,875	364,069	433,750
Buildings and Grounds	7,389	6,853	5,533	8,763	14,476	17,161	14,529	11,135	24,898
Debt Service	484,925	-	445,898	334,683	499,982	342,000	78,469	340,000	330,899
Total Sewer Funds	1,096,529	626,080	1,132,135	1,072,342	1,358,523	1,271,513	1,130,211	1,553,560	1,709,409
Water Fund									
City Manager	86,300	173,597	118,611	128,068	100,841	103,260	84,027	98,064	88,167
Finance Department	132,326	135,556	134,497	138,213	134,198	129,862	145,444	150,009	137,788
Water Operations	221,238	388,993	274,371	366,581	295,063	377,020	324,279	418,855	530,396
City Council	1,531	2,213	1,596	2,836	4,490	6,178	3,030	6,277	8,261
Capital Projects	434,053	433,375	444,360	458,861	560,953	566,874	572,455	577,718	184,000
Buildings and Grounds	7,392	6,853	5,820	8,763	14,240	17,161	14,529	11,135	24,898
Debt Service	69,115	45,000	136,866	136,000	879	136,000	1,529	136,000	136,000
Total Water Funds	951,955	1,185,587	1,116,121	1,239,322	1,110,663	1,336,355	1,145,293	1,398,058	1,109,510
Streets Funds									
GAS TAX									
City Manager	5,010	7,212	12,383	14,230	12,854	14,751	3,322	4,326	10,193
Finance Department	4,590	4,802	6,176	7,274	8,412	18,537	2,113	2,765	12,693
Streets Department	130,476	163,423	94,929	116,872	66,893	99,123	83,115	147,695	89,576
City Council	126	183	130	233	591	1,215	0	106	828
Capital Projects	5,200	16,775	14,645	14,000	15,196	15,000	32,127	74,250	24,850
Buildings and Grounds	3,682	3,427	7,997	3,509	3,070	2,455	8,251	6,871	13,181

SCHEDULE OF EXPENDITURES BY FUND AND DEPARTMENT FY 2018/19

	2014-15 Actual	2014-15 Budget	2015-16 Actual	2015-16 Budget	2016-17 Actual	2016-17 Budget	2017-18 Actual	2017-18 Budget	2018-2019 Budget
Total Gas Tax Fund	149,083	195,822	136,261	156,118	107,016	151,081	128,928	236,013	151,321
TDA FUND									
City Manager	5,018	7,282	12,285	14,230	12,860	14,751	2,244	1,442	5,051
Finance Department	4,628	4,802	6,087	7,274	8,376	18,537	1,067	1,183	6,989
Streets Department	98,487	101,118	89,780	91,919	69,678	76,611	64,377	66,894	110,650
City Council	125	183	130	233	591	549	0	45	551
Capital Projects									400
Buildings and Grounds	3,679	3,427	3,344	3,509	2,076	2,452	2,591	1,830	3,199
Total TDA Fund	111,938	116,812	111,626	117,165	93,582	112,900	70,279	71,394	126,840
RSTP FUND									
Streets Department			21,099	21,000	22,359	22,382	12,694	23,874	22,399
Total Streets Funds	261,020	312,635	268,986	294,283	222,957	286,362	211,902	331,281	300,560
Building Fund									
Building Department	74,081	75,182	38,418	46,858	51,335	58,466	54,592	63,214	54,931
Buildings and Grounds	9,548	6,853	1,420	3,509	1	-	-	-	-
Total Building Fund	83,629	82,035	39,838	50,367	51,335	58,466	54,592	63,214	54,931
Restricted Funds									
Admin Fund	566	-	480	1,200	233	1,250	194	2,650	1,200
Parks & Rec Fund	-	7,300	-	-	1,966	1,966	-	-	-
Solid Waste Fund	17,451	9,500	7,755	10,854	10,210	10,973	5,884	3,511	9,764
CDBG Fund	2,474	-	6,849	11,797	16,764	166,809	306,449	164,850	4,798
SLESF Fund	112,365	108,335	113,389	113,390	100,118	103,778	109,559	90,740	89,918
Realignment Grant Fund	29,384	27,322	1,642	9,735	13,000	13,000	-	-	-
Measure Z Fund	-	-	34,515	34,516	29,373	29,402	26,076	34,101	29,110
Recycling Fund	669	15,033	5,000	10,000	5,000	5,000	190	5,000	5,000
Spay Neuter Fund	-	1,000	-	-	-	-	-	-	-
Anniversary Fund	57	850	644	-	-	-	-	-	-
ATP Project	102	-	889	-	3,461	-	94,802	-	1,000,000
Metropolitan Wells	192,419	-	81,452	81,452	564,644	1,021,994	1,063,380	41,924	
SWRCB Water CIP Plan	-	-	-	-	-	-	5,040	-	433,300
	355,486	169,340	252,614	272,944	744,769	1,354,172	1,611,575	342,776	1,573,090
Grand Total	3,565,447	3,241,894	3,585,531	3,846,795	4,374,699	5,329,068	5,033,077	4,775,504	6,144,147

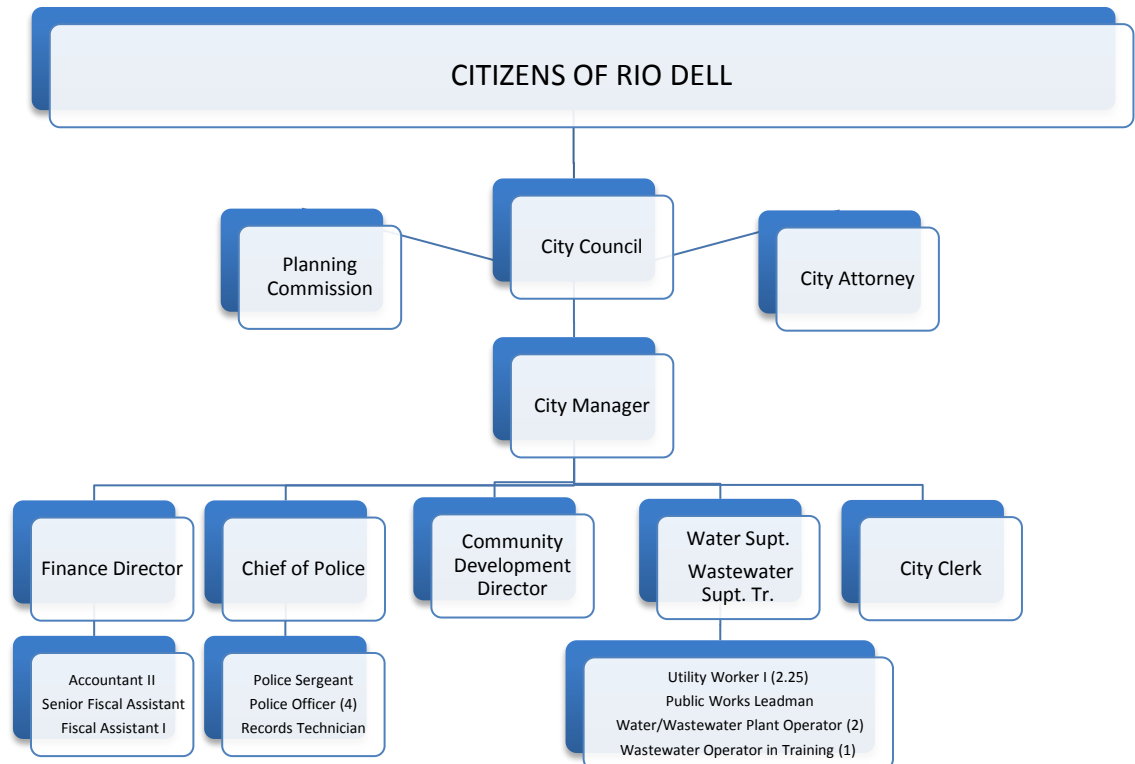
Organization and Staffing

The City Council, as representatives for all community members, has the task of leading Rio Dell in positive directions with the intent of creating a safe community and sustainable place to live. Thus, Board members are primarily responsible for the legislative function of City government that creates an overall vision for the City through policy decisions, appropriations, and municipal ordinances.

The City Council appoints the City Manager as well as the Board of Planning Commissioners. The City Attorney and Planning Commission Members are appointed by a majority vote of the Council and serve at the Board's pleasure. The Planning Commission is under the general administrative guidance of the City Manager.

The City Manager, serving at the pleasure of the Council, is responsible for directing the City's operations including the City Clerk's Office, Finance Department, Police Department, Community Development Department, and Public Works Department. The City Manager has six (6) direct reports: the Finance Director, Chief of Police, Community Development Director, Water and Roads Superintendent, Wastewater Superintendent, and the City Clerk.

Through the management of the City's operations the City Manager is tasked with providing reliable and up to date information that empowers the City Council in making



Organization and Staffing

timely and informed decisions for the betterment of the community.

Departmental employees are managed under the respective Department Heads. A total of 21.75 FTE positions are budgeted for fiscal year 2018/19 and it is anticipated that all positions will be actively filled. As vacancies occur, positions are reevaluated to determine the needs of the operations before hiring a replacement.

PROPOSED STAFFING CHART FY 2018/19 OPERATING BUDGET

Budgeted personnel costs are allocated to the various funds and departments based on planned projects included in the budget. The cost for each position is distributed based on planned percentage of time an individual is expected to work on a particular project or operational duty. This includes personnel costs, assigned equipment costs (e.g. cell phone usage charges), etc. These percentage allocations are the basis for the Full-Time Equivalent (FTE) Distribution of Personnel schedule presented here. Actual expenditures reflect workflow distributions throughout the year. For example, if sewer operations requires additional staffing individuals pulled from other assigned duties to assist with a task will be charged to sewer operations regardless of where the position was budgeted to work or what duties were assigned before being redeployed.

JOB TITLE	FULL-TIME EMPLOYEES (FTEs)				
	2014/15	2015/16	2016/17	2017/18	2018/19
Accountant II	--	1.0	1.0	1.0	1.0
Chief of Police	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0
City Manager/Public Works Director	1.0	1.0	1.0	1.0	1.0
Community Development Director	0.8	0.8	0.8	0.8	0.8
Finance Director	1.0	1.0	1.0	1.0	1.0
Fiscal Assistant I	1.0	1.0	1.0	1.0	1.0
Public Works Leadman	--	1.0	--	1.0	1.0
Police Officer	3.0	3.0	3.0	3.0	4.0
Records Technician	--	--	--	0.7	0.7
Sergeant	1.0	1.0	1.0	1.0	1.0
Senior Fiscal Assistant	1.0	1.0	1.0	1.0	1.0
Utility Worker I	3.0	3.0	2.0	2.0	2.25
Water/Wastewater Plant Operator I	1.0	1.0	1.0	1.0	2.0
Wastewater Superintendent Trainee	--	--	1.0	1.0	1.0
Wastewater Superintendent	1.0	1.0	--	--	--
Wastewater Operator in Training (OIT)	--	--	--	--	1.0
Water/Streets Superintendent	1.0	1.0	1.0	1.0	1.0
	16.80	18.80	16.80	18.50	21.75

GENERAL FUND OVERVIEW

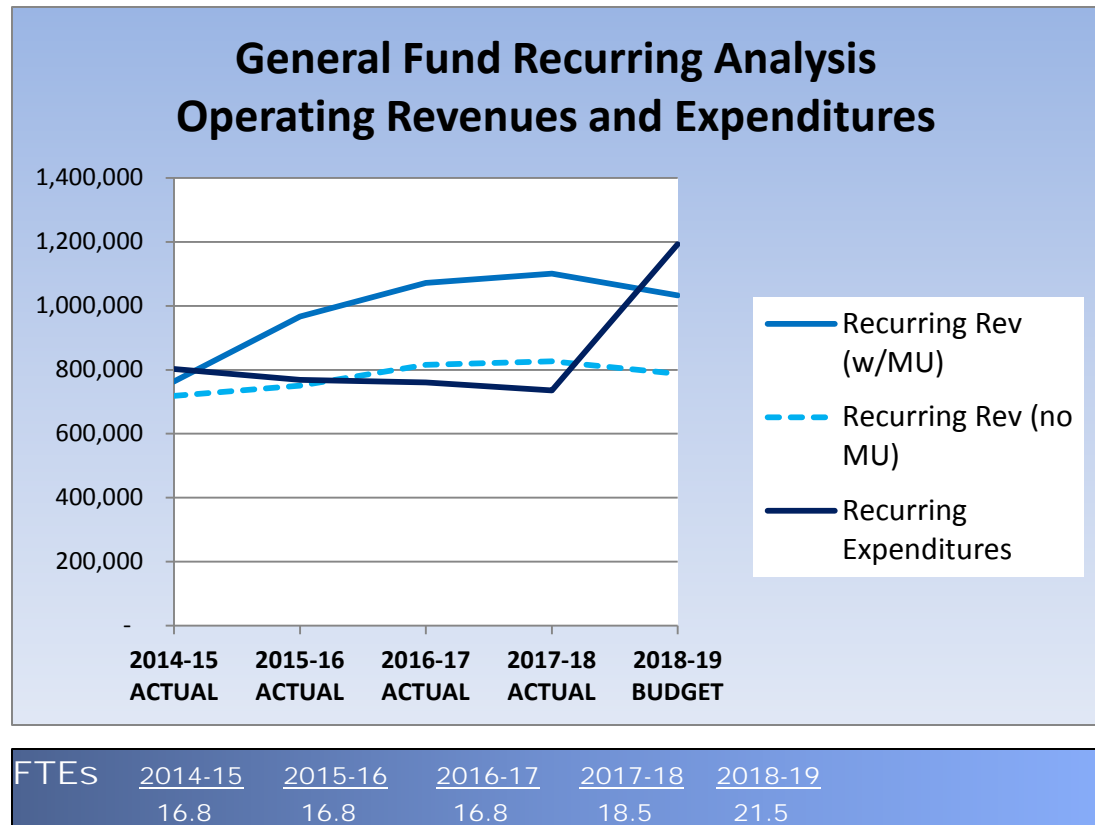
The General Fund is the City's operating fund. Revenues are available for general purposes and are used to fund the City's operations including law enforcement, general operations and management of City services, as well as special and capital projects.

The chart shows recurring (operating) revenues and expenditures and *does not include one-time revenues or special and capital projects* that have been paid through the General Fund. The *General Fund Recurring Analysis* chart shows a total recurring surplus of \$675,510 over the past five (5) fiscal years. The amount is based on normal operating costs.

The chart on the following page details *recurring* revenues and expenditures, and estimated fund balance. The *recurring* estimated fund balance shows an amount of \$1.6 million; however actual fund balance is estimated to be \$1.4 million.

Full-Time Equivalents (FTEs) as shown at the bottom of the chart have increased 28% since FY 2014-15. Actual *recurring* expenditures in 2014-15 in comparison to the current budget show an increase of 49% from \$802,404 to \$1,192,246 in FY 2018-19.

Measure U, which is revenue received from the City's 1.0% sales tax, provides 23% of revenues for the current fiscal year for the General Fund. Measure U expires in FY 2019. The City Council has voted to extend Measure U which will go on the 2018 November ballot for voters to decide.



GENERAL FUND RECURRING ANALYSIS PROJECTION

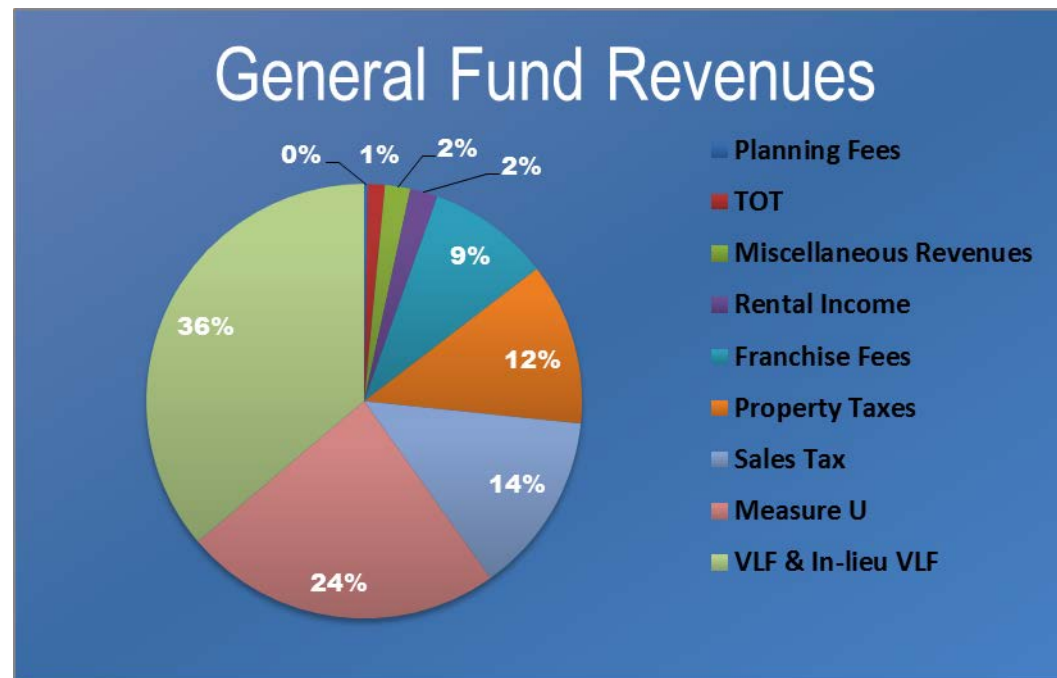
Unassigned Fund Balance	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 ACTUAL	FY 2017-18 Projected	
				Year-End	2018-19 BUDGET
Balance, Start of year				1,367,195	1,600,272
RECURRING REVENUE					
Property Taxes	112,101	116,326	122,122	117,046	124,421
Sales Tax	122,358	137,223	175,143	195,210	139,143
TOT	10,793	13,304	13,697	9,111	13,152
Franchise Fees	82,561	85,422	92,334	77,155	94,182
Planning Fees	4,811	2,543	5,696	6,313	2,700
VLF & In-lieu VLF	348,887	358,109	365,353	381,840	373,105
Rental Income	18,554	20,162	20,826	21,546	21,153
Miscellaneous Revenues	18,935	17,772	20,531	18,384	19,462
Recurring Rev (no MU)	718,999	750,861	815,702	826,605	787,318
Measure U (MU) District Tax	44,477	216,054	255,944	274,255	245,000
Recurring Rev (w/MU)	763,476	966,915	1,071,646	1,100,860	1,032,318
One-time Revenues and Fees	32,049	8,367	22,620	29,600	1,475
PROJECTED RECURRING AND NON RECURRING REVENUES	795,524	975,283	1,094,266	1,130,460	1,033,793
RECURRING EXPENDITURES					
Direct Labor Costs	244,515	197,551	171,435	191,291	244,112
Supplies	61,017	59,100	48,943	82,980	104,172
Law Enforcement Dept	496,871	511,734	539,836	461,184	738,962
Recurring Expenditures	802,404	768,385	760,214	735,456	1,192,246
One-time	83,285	31,264	137,019	161,927	222,701
PROJECTED RECURRING AND NON RECURRING EXPENDITURES	885,689	799,649	897,233	897,383	1,414,947
Projected Unassigned Fund Balance				1,600,272	1,219,118
Projected Recurring Surplus/(Shortfall)	(38,928)	198,530	311,432	365,404	(159,928)

GENERAL FUND OVERVIEW

All revenues not restricted to specific purposes are recorded in the General Fund, and all services that are of a general nature such as police, public works activities, development-related functions, and general administrative support are budgeted here.

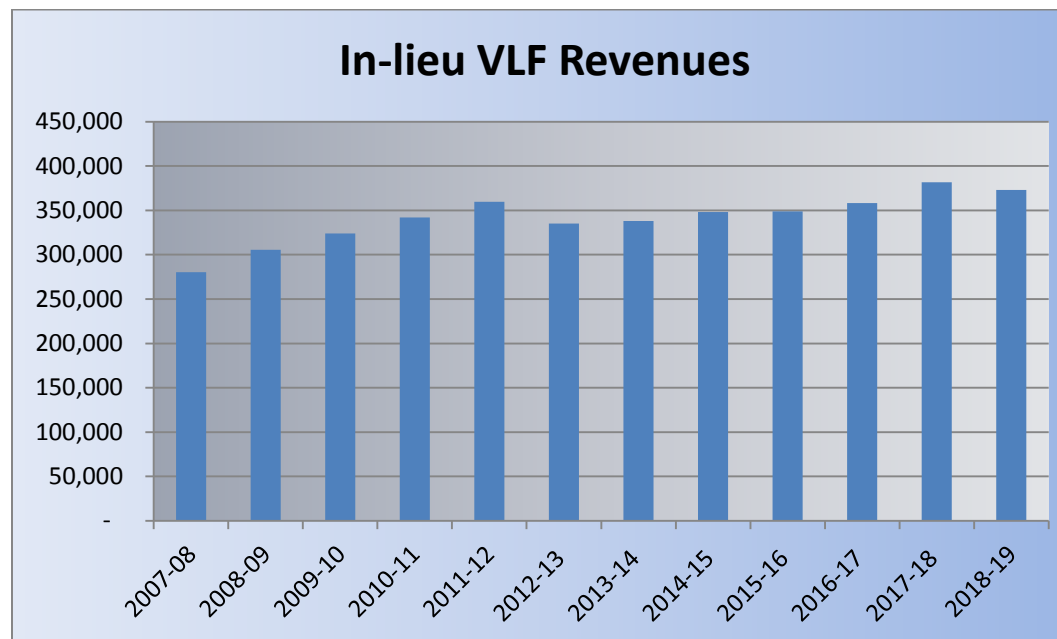
Revenue sources to the General Fund include a variety of taxes, fees, and other miscellaneous income. The major revenue sources include Property Tax, Sales Tax, Measure U, and Vehicle License Fees In-lieu. These account for 86% of total General Fund revenues.

At the end of FY 2017-18 the ending fund balance in the General Fund is estimated to be \$1.4 million. However,



GENERAL FUND OVERVIEW

California legislative action requires that 0.65% of vehicle license fees (VLF) to go to cities and counties. Vehicle In-Lieu (VLF) revenues are the largest of the three major revenue sources providing approximately 36% of the City's general purpose revenues. Vehicle license fees were swapped for property tax shares in 2004 when the California Constitution reduced the VLF percentage from 2% to .65%. The lost revenue for City's and County's was backfilled with property tax transfers from school property tax shares.

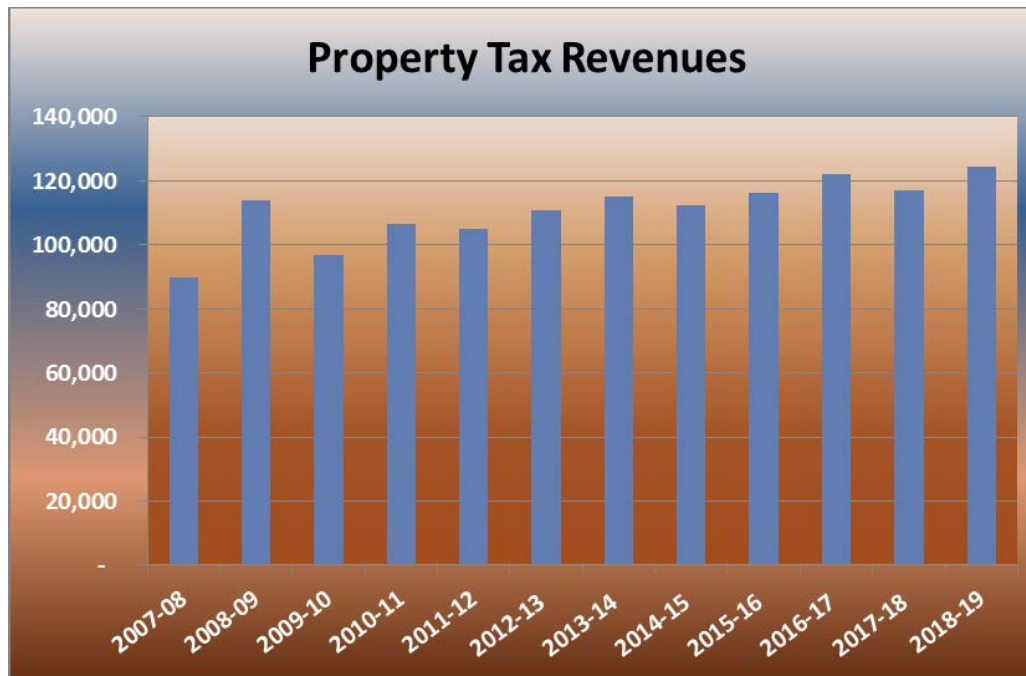


Californians will see an increase in vehicle license fees beginning in 2018. The new registration fee depends on a car's value ranging from \$25-\$175. The City's In-lieu VLF revenues will remain unchanged since the new funding goes directly towards deferred maintenance and roadwork through SB1 – Road Maintenance and Rehabilitation Act (RMRA). Revenues through SB1 are held in the Gas Tax Fund, and restricted for streets and roads maintenance and repairs.

GENERAL FUND OVERVIEW

Property taxes provide 12% of the City's general purpose revenues. Property taxes are levied by the County and are based on the County Assessor's annual assessed valuation of the properties within the City's jurisdiction. Property taxes are a relatively stable source of revenue for the General Fund.

Property taxes are estimated to peak in this fiscal year (FY 2018-19). The economic downturn that followed 2008-09 shows property values had a slight reduction. However property values have remained fairly consistent with recovery seen over the past four fiscal years. The property tax assessments are limited to 2.5% of the assessed value. The City of Rio Dell currently receives approximately 2.5% of the one percent assessment. The remaining is distributed to various agencies with the largest allocation to schools (62.5%).

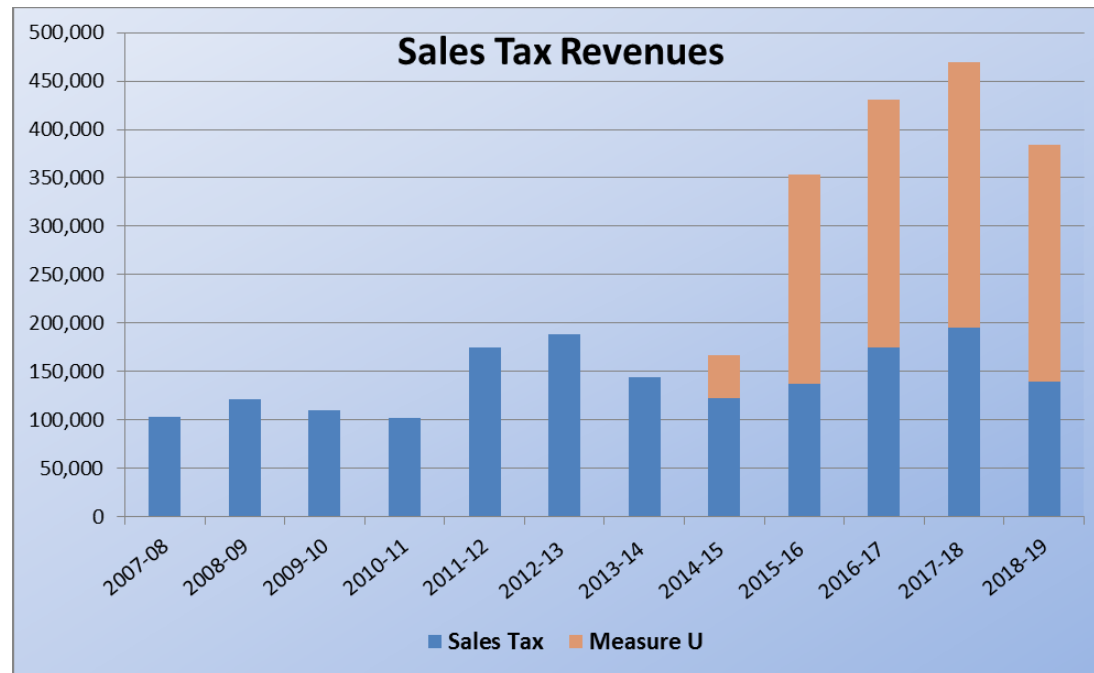


GENERAL FUND OVERVIEW

Sales tax is the third largest revenue source for the General Fund. It makes up approximately 24% of the City's general purpose revenues. Sales tax is the tax imposed on retailers for the privilege of selling tangible personal property. Sales tax revenues collected by the State are allocated to the local jurisdictions.

The City's sales tax rate is 8.75% of which the City receives 1% of the sales tax revenue generated within the City based on the point of sale transactions. In addition, the City receives a share of sales tax revenue from both the County and State pools. The percentage of sales tax revenue generated from the City's point of sale transactions is compared to all jurisdictions included in the pool to determine the amount of sales tax the City receives from the pools.

The chart below shows retail sales tax and Measure U district tax amounts.



General Fund Overview - Revenue Detail

Acct	REVENUE DESCRIPTION	2014-15 ACTUAL	2014-15 BUDGET	2015-16 ACTUAL	2015-16 BUDGET	2016-17 ACTUAL	2016-17 BUDGET	2017-18 ACTUAL	2017-18 BUDGET	2019-18 BUDGET	
Property Tax											
4010	Tax - Property Current Secured	101,807	103,921	104,569	103,500	106,862	102,000	104,935	107,246	113,371	Based on 1% increase per Tax Collector Assessment Projection
4011	Tax - Property Current Unsecur	3,890	3,600	3,792	3,600	4,048	3,600	3,886	7,426	3,700	Based on historical trends/actual amounts received
4012	Tax - Property Prior Secured	-	-	-	-	-	-	-	-	-	
4013	Tax - Property Prior Unsecured	116	-	49	-	35	100	34	46	50	
4025	Tax - Supplemental Roll	622	2,200	969	2,200	1,780	2,200	1,076	1,798	600	
4050	Tax - Documentary Real Property	3,503	2,300	5,398	4,000	7,895	2,800	5,845	2,365	5,200	
4026	Tax - Home Owner's Property	1,454	1,600	1,418	1,400	1,343	1,400	1,156	1,342	1,380	
4027	Tax - Prior Years - Supplemental	709	-	131	-	159	-	113	172	120	
Total Property Tax		112,101	113,621	116,326	114,700	122,122	112,100	117,046	120,395	124,421	
Sales Tax											
4040	Tax - Retail Sales	93,210	129,500	114,715	117,000	175,143	100,500	195,210	123,997	139,143	Volatility is shown in this revenue stream; budgeted amount was estimated based on forecasted collections at the time of budget development.
4041	Tax - In Lieu Retail Sales - County	29,148	43,510	22,509	29,100	-	16,000	-	-	-	
Total Sales Tax		122,358	173,010	137,223	146,100	175,143	116,500	195,210	123,997	139,143	
Measure U											
4042	Tax - Measure U Sales Tax	44,477	-	216,054	103,946	255,944	170,000	274,255	233,168	245,000	Estimate was based on prior year's budgeted amount with a 5% increase
Total Measure U		44,477	-	216,054	103,946	255,944	170,000	274,255	233,168	245,000	
Transient Occupancy Tax											
4030	Tax - Transient Occupancy Tax	10,793	11,000	13,304	11,000	13,697	10,500	9,111	13,152	13,152	Budgeted amount remains unchanged from prior year since TOT varies; however actual collection trend is beginning to show increases.
Total TOT		10,793	11,000	13,304	11,000	13,697	10,500	9,111	13,152	13,152	
Franchise Fees											
4110	Fees - Franchise - Electric	26,682	28,000	28,869	26,200	31,581	27,000	28,223	28,869	32,213	Based on 2016/17 actual collections; current budgeted amount shows slight increase.
4115	Fees - Franchise - Gas	5,720	6,300	6,020	5,600	6,550	6,000	9,138	6,020	6,681	
4120	Fees - Franchise - Garbage	15,568	15,275	15,916	15,000	17,252	15,000	13,088	16,778	17,597	
4125	Fees - Franchise - Cable TV	34,590	33,000	34,617	33,000	36,952	33,600	26,705	36,144	37,691	
Total Franchise Fees		82,561	82,575	85,422	79,800	92,334	81,600	77,155	87,811	94,182	
Planning Fees											
Misc	Planning Fees	4,811	8,500	2,543	2,850	5,696	2,700	6,313	2,700	2,700	Budgeted amount is unchanged from prior year.
		4,811	8,500	2,543	2,850	5,696	2,700	6,313	2,700	2,700	
Vehicle License Fees (VLF)											
4162	Fees - Motor Vehicle Lic. (VLF)	6,795	7,600	9,313	7,100	9,160	7,100	12,680	4,309	11,569	Budgeted amount was based on revenue collections forecasted for FY 2017/18 at time of budget development. Projections based on slight increase (1.5%) as historically seen in VLF revenue streams.
4163	Fees - In Lieu VLF - County	342,092	340,094	348,796	342,000	356,193	342,000	369,160	356,194	361,536	
Total VLF Revenues		348,887	347,694	358,109	349,100	365,353	349,100	381,840	360,503	373,105	
Rental Income											
4320	Rental Income - U.S. Cellular	6,571	6,370	6,605	6,370	6,727	6,500	6,882	6,657	6,657	Budgeted amount is unchanged from prior year.
4321	Rental Income - T. Mobile	11,983	11,681	13,557	13,000	14,100	11,800	14,664	14,212	14,496	Amount is based on historical trend that shows actual collection to increase on an annual basis.
Total Rental Income		18,554	18,051	20,162	19,370	20,826	18,300	21,546	20,869	21,153	

General Fund Overview - Revenue Detail

Acct	REVENUE DESCRIPTION	2014-15 ACTUAL	2014-15 BUDGET	2015-16 ACTUAL	2015-16 BUDGET	2016-17 ACTUAL	2016-17 BUDGET	2017-18 ACTUAL	2017-18 BUDGET	2019-18 BUDGET	
Miscellaneous Revenue											
4035	Tax - Timber Yield	14	12	15	14	15	10	22	26	18	Based on actual historical collection amounts
4056	Tax - Public Safety .5% sales	3,445	3,300	3,362	3,100	3,457	3,300	3,048	2,460	3,100	Based on actual historical collection amounts
4150	Fees - Business License	8,724	8,000	8,596	9,500	9,543	9,000	10,313	10,694	9,500	Based on 2017/18 actual collections at time of budget development
4151	Fees - Business License CASP SB1186	69	200	200	250	238	180	581	285	310	Based on actual historical collection amounts
4152	Fees - Memorial Park	-	-	-	-	90	-	95	-	-	Revenue has not been collected in several years; no amount was forecasted
4170	Fees - Animal License	1,281	1,000	1,706	1,800	2,432	1,350	1,199	1,657	1,657	Budgeted amount is unchanged from prior year.
4172	Fees - Animal Shelter Animalia	-	-	-	-	-	-	-	-	-	
4173	Fees - Animal Control/Relinq.	1,278	1,200	928	1,200	422	1,200	316	928	650	Estimate was based on actual historical collection amounts
4178	Fees - Booking	741	500	429	200	155	500	641	350	350	Budgeted amount is unchanged from prior year.
4180	Fees - Notary	220	-	40	100	170	-	120	75	120	Based on 2017/18 actual collections at time of budget development
4183	Fees - Special Police Services	3,125	1,500	2,449	1,500	3,900	1,900	1,951	2,100	3,700	Estimate was based on actual historical collection amounts
4195	Fees - Customer fax and copy	38	25	47	25	110	25	99	35	57	Estimate was based on actual historical collection amounts
Total Misc. Revenue		18,935	15,737	17,772	17,689	20,531	17,465	18,384	18,610	19,462	
One-time Revenues											
	Miscellaneous	32,049	5,650	8,367	2,300	22,620	1,500	29,600	2,375	1,475	
Total one-time revenues		32,049	5,650	8,367	2,300	22,620	1,500	29,600	2,375	1,475	
General Fund Revenues		795,524	775,838	975,283	846,855	1,094,266	879,765	1,130,460	983,580	1,033,793	

GENERAL FUND OVERVIEW

The table below provides a high level glance at General Fund expenditures by department.

GENERAL FUND EXPENDITURES

	6/30/15 Actual	6/30/15 Budget	6/30/16 Actual	6/30/16 Budget	6/30/17 Actual	6/30/17 Budget	6/30/18 Actual	6/30/18 Budget	6/30/19 Budget
General Fund									
City Manager Dept	86,741	92,542	62,739	56,918	56,685	59,006	81,496	86,526	88,167
Finance Dept	74,219	76,746	55,780	72,744	60,364	74,242	67,548	77,829	98,421
Solid Waste Dept	45	-	-	-	22	-	-	-	-
General Govt Dept	-	-	38,178	33,193	23,015	23,697	22,336	23,927	58,626
Police Dept	497,138	479,633	515,121	515,626	542,989	573,617	461,156	576,100	843,962
Building Dept (Subsidy)	54,821	54,821	17,265	17,265	5,869	5,869	8,621	8,621	18,300
Planning Dept	97,837	114,620	57,873	65,100	64,859	72,305	66,297	74,790	62,245
City Council Dept	9,453	6,720	9,953	10,154	7,358	9,696	11,381	11,124	15,537
Buildings & Grounds Dept	36,835	41,113	33,081	42,082	8,355	9,805	16,249	11,135	25,672
<i>Total GF Operating Costs</i>	<i>857,110</i>	<i>865,345</i>	<i>789,998</i>	<i>813,082</i>	<i>769,615</i>	<i>828,237</i>	<i>735,084</i>	<i>870,053</i>	<i>1,210,930</i>
<i>Capital Projects Dept</i>	<i>14,870</i>	<i>54,845</i>	<i>4,239</i>	<i>120,920</i>	<i>123,581</i>	<i>199,832</i>	<i>153,041</i>	<i>225,182</i>	<i>204,017</i>
TOTAL GENERAL FUND	871,980	920,190	794,237	934,002	893,196	1,028,069	888,125	1,095,235	1,414,947

The biggest increase in spending by department is shown in the Police Department (46% increase). FY 2018/19 budget includes \$105,000 for new software and equipment that will enhance law enforcement services within the City. Also included in the Police Department budget is an additional full-time officer.

CAPITAL PROJECTS – Included in this year's General Fund Budget is \$204,017 in capital projects for Christmas donation (\$1,500), City Hall misc. improvements (\$28,517), riverbar access (\$5,000), police vehicle trust fund (\$5,000), Access TV (\$7,000), streets slurry seal (\$107,000) and Belleview/Ogle carry over amount (\$50,000).

GENERAL FUND OVERVIEW

INTERFUND TRANSFERS

Interfund transfers out of the General Fund to the Building Fund have resulted as expenditures in the Building Fund generally exceed revenues. The following shows General Fund transfer since FY 2014/15.

Acct	DESCRIPTION	2019-18 BUDGET	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL	2014-15 ACTUAL
7000	Operation Transfer	18,300	8,621	9,896	22,677	67,552

SUMMARY

Factoring reserve contributions and interfund transfers, General Fund budgeted expenditures have increased by 29% in comparison to last fiscal year's budgeted amounts (FY 2017/18).

Overall the General Fund's fund balance at the end of FY 2018/19 is estimated to be \$1,219,118, which remains above Council's policy of 30% of budgeted operating expenditures, or \$363,279 for expenditures totaling \$1,210,930.

City Council

The City Council consists of five Council Members who are elected to serve four-year terms. The City Council appoints the Mayor for a two-year term, as well as appoints the City Manager and members of the Planning Commission. The City Council is the legislative authority that creates the policies and laws under which the City operates.

The City Council's traditional meeting calendar convenes regular meetings on the first and third Tuesdays of each month.

MEMBERS OF THE RIO DELL CITY COUNCIL



Frank Wilson, Mayor
Current Term 1/2017 – 12/2020



Gordon Johnson, Mayor Pro-Tem
Current Term 1/2015 – 12/2018



Debra Garnes, Council Member
Current Term 1/2015 – 12/2018



Tim Marks, Council Member
Current Term 1/2017 – 12/2020



Sue Strahan, Council Member
Current Term 1/2017 – 12/2020

CITY COUNCIL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Supplies										
5101 Office Supplies	12	21	72	195	95	-	95	96	0%	
5102 Operating Supplies	20	-	25	31	20	-	20	20	0%	
Total Supplies	31	21	97	226	115	-	115	116	0%	
Other Services and Charges										
5103 Postage	120	3	33	6	45	-	45	46	0	
5104 Printing - Forms	584	218	26	195	27	-	27	27	0%	
5106 Promotional	119	844	22	1,661	200	3,000	3,200	1,700	-47%	Xmas lighting donation Ch. Commerce
5112 Legal	1,769	3,257	5,838	5,265	4,000	-	4,000	4,000	0%	
5115 Contract/Professional Services	-	-	2,460	-	750	-	750	751	0%	
5122 Training - Conference	1,786	1,215	874	4,263	1,750	3,000	4,750	6,251	32%	Increased for conference (CC duties)
5123 Automobile - Transportation	1,661	1,637	971	750	1,100	-	1,100	1,100	0%	
5125 Publications-Books	98	-	-	-	-	-	-	-	0%	
5126 Dues & Memberships	2,344	-	2,439	-	2,752	-	2,752	2,753	0%	
5138 Office Equipment	-	-	-	324	-	-	-	-	0%	
5139 Equipment	-	1,136	-	-	-	-	-	-	0%	
5141 General Liability Insurance	-	-	-	-	642	-	642	643	0%	
5143 Property Insurance	-	-	-	-	99	-	99	100	1%	
5173 Computer Maintenance - Support	-	-	-	-	200	-	200	9,800	0%	
5174 Web Design Services	60	-	-	-	250	-	250	251	0%	
5900 RDFD and Library Water/Sewer	4,252	5,719	4,761	4,780	5,900	-	5,900	5,900	0%	
Total Other Services and Charges	12,792	14,029	17,422	17,243	17,714	6,000	23,714	33,322	41%	
Total City Council	12,823	14,049	17,519	17,469	17,829	6,000	23,829	33,438	40%	

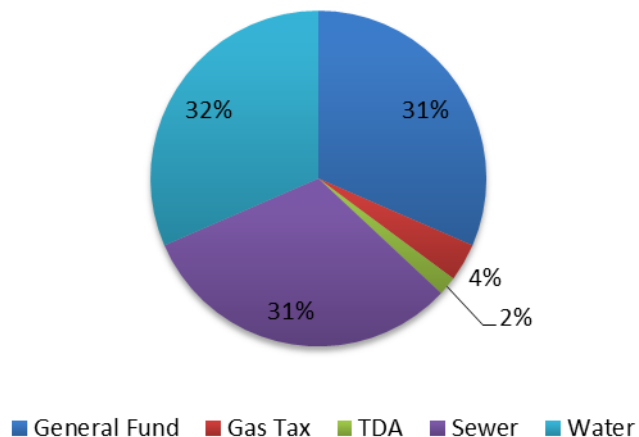
City Manager

The City Manager is the Chief Administrative Officer for the City. This position is responsible for the day to day performance of all City operations and oversees the activities of all Departments to ensure they are in concert with the policies and goals of the Council. The City Manager provides the City Council with relevant information to support decision-making and policy direction. This position deals with conflict and dispute resolution, analyzes and recommends organizational enhancements and restructuring as necessary. The City Manager 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.

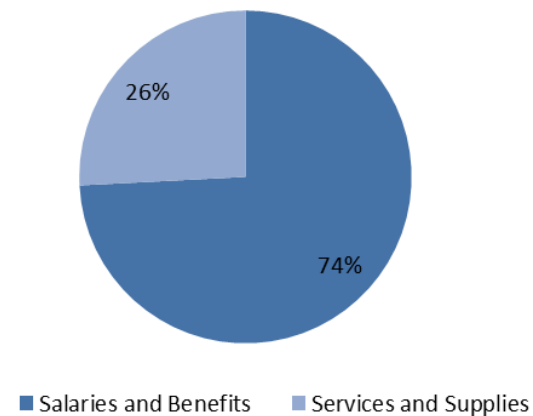
As part of the City Manager's Department, the City Clerk provides staff and administrative support to the City Council and City Manager including preparation of City Council meeting agendas in concerted alliance with the City Manager. The City Clerk's duties are to maintain official City records, conduct City elections, prepare and post the noticing requirements for public meetings, filing of campaign and economic interest statements, and provide information about conduct of City business to the public.

2018/19 BUDGET The recommended budget for the City Manager's Department is \$279,736, a decrease of \$10,650 from the July 1, 2017 adopted budget. Positions allocated in the City Manager's Department are the City Manager (98%) and the City Clerk (60%).

CITY MANAGER BUDGET BY FUND



CITY MANAGER BUDGET BY CATEGORY

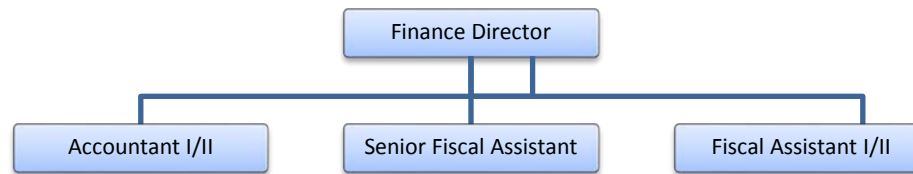


CITY MANAGER	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	139,444	146,954	153,056	142,054	149,690	2,278	151,968	156,003	3%	
50XX Benefits and Taxes	42,640	60,216	50,055	47,901	49,388	-	49,388	51,518	4%	
Total Direct Labor Costs	182,084	207,170	203,111	189,955	199,078	2,278	201,356	207,521	3%	
Supplies										
5101 Office Supplies	1,257	747	790	916	1,500	-	1,500	1,502	0%	
5102 Operating Supplies	380	336	129	183	348	-	348	349	0%	
Total Supplies & Charges	1,637	1,084	919	1,099	1,848	-	1,848	1,851	0%	
Services & Charges										
5103 Postage	294	525	586	583	547	-	547	546	0%	
5104 Printing - Forms	4,011	4,305	4,826	4,009	4,350	-	4,350	4,350	0%	
5105 Advertising	-	-	152	-	210	-	210	209	0%	
5106 Promotional	85	-	241	-	200	-	200	200	0%	
51XX Contractual Services	11,075	26,819	33,229	24,741	47,950	(3,601)	44,349	34,349	-23%	Reduction - legal fees & contract prof.
5120 Cell Phones	1,492	1,409	1,404	1,425	1,500	-	1,500	1,502	0%	
5121 Telephone - Pager	247	237	137	185	360	-	360	359	0%	
5122 Training - Conference	1,686	1,260	1,791	456	3,000	-	3,000	3,000	0%	
5123 Automobile - Transportation	4,645	4,916	4,896	4,728	4,645	-	4,645	4,644	0%	
5125 Publications - Books	52	24	440	247	87	-	87	86	-1%	
5126 Dues & Memberships	467	3,871	1,594	5,214	3,850	-	3,850	2,000	-48%	Reduced
5128 Employee Relations	-	-	-	-	100	-	100	102	2%	
5130 Rents - Leases	1,810	1,603	1,169	1,158	1,925	-	1,925	1,924	0%	
5131 Records Maintenance	76	82	141	83	128	-	128	127	-1%	
5135 Maintenance - Repair	1,083	955	699	1,108	700	-	700	702	0%	
5138 Office Equipment	419	1,945	4,068	1,783	1,905	-	1,905	1,406	-26%	Prior year's adopted budget amount
5139 Equipment	-	1,911	37	-	500	-	500	1,702	240%	Increased - chairs for Chamber
514X Liability Insurance	9,752	9,046	6,347	5,510	4,309	-	4,309	4,311	0%	
515X Utilities	1,643	1,704	1,273	1,336	1,263	-	1,263	1,262	0%	
5160 Elections	1,003	-	1,060	5,601	2,000	3,601	5,601	1,400	-75%	Reduced to reflect est. actual
5161 Sales Tax Admin Fees	7,290	-	-	-	-	-	-	-	0%	
5166 LAFCO Fees	1,429	1,695	1,083	1,029	1,850	-	1,850	1,851	0%	
517X Computer / IT	2,683	2,808	2,906	3,218	4,118	-	4,118	4,121	0%	
5212 Gas & Oil	-	-	21	-	-	-	-	-	0%	
5520 Improvements	-	-	-	-	220	-	220	220	0%	
Total Services & Charges	51,240	65,113	68,101	62,415	85,718	-	85,718	70,373	-18%	
Total City Manager	234,962	273,367	272,130	253,469	286,644	2,278	288,922	279,745	-3%	

Finance Department

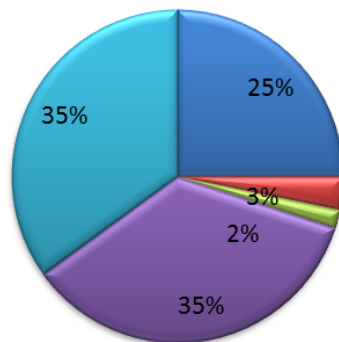
The Finance Department is overseen by the Finance Director and provides all fiscal services for the City including general ledger accounting, financial reporting, auditing, fixed asset management, accounts payable, payroll, accounts receivable, cash disbursements; management of the City's cash position and investments; fiscal and regulatory compliance, and the preparations of the City's annual budget.

The Finance Director position is supported by an Accountant, a Senior Fiscal Assistant, and a Fiscal Assistant. The Finance Director reports to the City Manager.



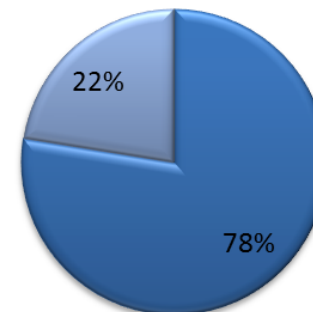
2018/19 BUDGET The recommended budget for the City Manager's Department is \$393,626, an increase of \$11,867 from the July 1, 2017 adopted budget.

FINANCE DEPARTMENT BUDGET BY FUND



■ General Fund ■ Gas Tax ■ TDA ■ Sewer ■ Water

FINANCE DEPARTMENT BUDGET BY CATEGORY



■ Salaries and Benefits ■ Services and Supplies

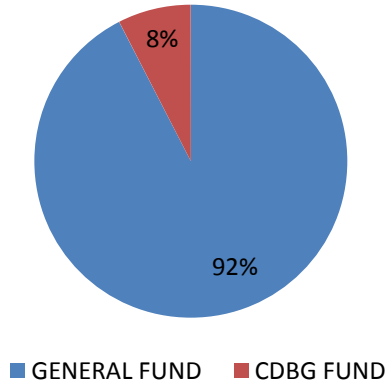
FINANCE	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	180,049	174,951	200,523	202,515	203,336	6,994	210,330	203,146	-3%	
50XX Benefits and Taxes	86,162	78,783	84,222	85,722	87,003	-	87,003	102,002	17%	Staffing / benefits changes
Total Direct Labor Costs	266,211	253,733	284,745	288,236	290,339	6,994	297,333	305,148	3%	
Supplies										
5101 Office Supplies	3,494	3,681	2,326	2,797	3,612	-	3,612	3,611	0%	
5102 Operating Supplies	331	334	194	124	500	-	500	500	0%	
Total Supplies	3,825	4,015	2,519	2,920	4,112	-	4,112	4,111	0%	
Other Services & Charges										
5103 Postage	2,868	3,973	1,980	1,829	3,500	-	3,500	3,500	0%	
5104 Printing - Forms	3,232	3,230	2,127	1,217	3,301	-	3,301	3,300	0%	
5106 Promotional	80	34	-	-	50	-	50	52	5%	
511X Contractual Services	35,720	32,289	17,296	35,513	33,150	-	33,150	35,400	7%	Increased for Measure X assistance
5116 Bank Fees	1,893	1,294	671	968	1,200	-	1,200	1,200	0%	
5120 Cell Phones	1,399	1,409	1,405	1,377	1,450	-	1,450	1,452	0%	
5121 Telephone - Pager	215	235	140	187	283	-	283	283	0%	
5122 Training - Conference	2,786	2,741	4,097	1,535	2,902	-	2,902	2,903	0%	
5123 Automobile - Transportation	915	822	471	1,358	3,209	-	3,209	3,208	0%	
5125 Publications - Books	24	24	17	75	95	-	95	95	0%	
5126 Dues & Memberships	122	220	220	267	125	-	125	125	0%	
5130 Rents - Leases	1,702	1,482	1,065	1,054	1,750	-	1,750	1,752	0%	
5131 Records Maintenance	659	882	995	804	1,000	-	1,000	1,000	0%	
5135 Maintenance - Repair	1,088	1,137	517	780	1,600	-	1,600	1,600	0%	
5138 Office Equipment	41	4,679	2,507	2,210	3,200	-	3,200	3,200	0%	
514X Liability Insurance	9,685	9,001	6,495	5,638	2,611	-	2,611	2,610	0%	
515X Utilities	1,831	1,952	1,561	1,578	2,405	-	2,405	2,405	0%	
5163 Property Tax Admin Fees	2,744	2,610	2,760	1,416	2,800	-	2,800	2,800	0%	
5171 Computer Software	1	151	280	536	200	-	200	2,000	900%	DocStar Licenses
5173 Computer Maint. - Support	14,497	12,491	13,338	12,042	15,183	-	15,183	15,183	0%	
5174 Web Design Services	110	46	87	130	350	-	350	352	1%	
Total Services & Charges	81,612	80,702	58,026	70,513	80,362	-	80,362	84,420	5%	
Total Finance Department	351,648	338,451	345,290	361,670	374,813	6,994	381,807	393,679	3%	

General Government Department

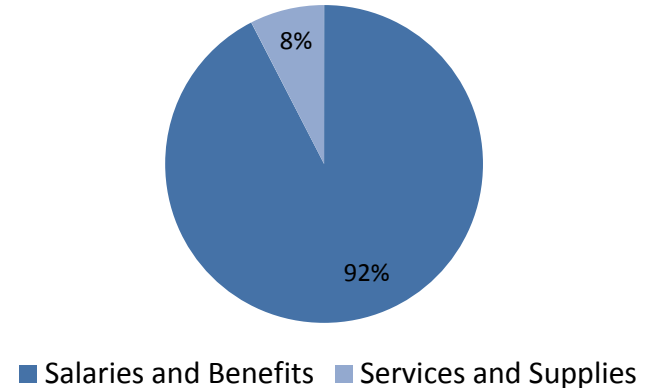
The General Government department was reopened for the sole purpose of budgeting for the salary and benefits allocation for the City's Community Development Director. It is estimated that the Community Development Director spends 45% of his time working on general government tasks. The General Government Department is funded out of the General Fund (92%) and Community Development Block Grant (CDBG) Fund (8%).

2018/19 BUDGET The recommended budget for the General Government Department is \$63,424, an increase of \$34,647 from the July 1, 2017 adopted budget. The increase includes funds for a City-wide income survey (\$20,000). The Community Development Director is funded 40% out of the General Government Department. The position reports to the City Manager.

GENERAL GOVERNMENT BUDGET BY FUND



GENERAL GOVERNMENT BUDGET BY CATEGORY



GENERAL GOVERNMENT	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Full Time Salaries	-	30,653	19,842	19,948	21,043	-	21,043	31,565	50%	Payroll allocation increased
50XX Benefits and Taxes	-	10,197	7,934	6,016	6,133	-	6,133	9,357	53%	based on anticipated work load
Total Direct Labor Costs	-	40,850	27,776	25,964	27,176	-	27,176	40,922	51%	for Comm. Dev. Director
Supplies										
5101 Office Supplies	-	90	11	12	-	-	-	-	0%	
5102 Operating Supplies	-	79	9	4	41	-	41	41	0%	
Total Supplies Cost	-	169	20	16	41	-	41	41	0%	
Other Services and Charges										
5103 Postage	-	10	76	61	32	-	32	32	0%	
5104 Printing - Forms	-	53	64	37	39	-	39	39	-1%	
511X Contractual Services	-	51	483	426	98	-	98	20,098	20408%	Increased for income survey
5116 Bank Fees	-	-	-	66	-	-	-	-	0%	
5120 Cell Phones	-	408	421	413	218	-	218	218	0%	
5121 Telephone - Pager	-	56	6	9	64	-	64	64	0%	
5122 Training - Conference	-	-	0	-	-	-	-	-	0%	
5123 Automobile - Transportation	-	-	-	0	-	-	-	-	0%	
5125 Publications - Books	-	6	1	1	10	-	10	10	2%	
5126 Dues & Memberships	-	-	-	0	-	-	-	-	0%	
5130 Rents - Leases	-	198	48	76	78	-	78	78	-1%	
5131 Records Maintenance	-	-	2	0	-	-	-	-	0%	
5135 Maintenance - Repair	-	181	17	23	49	-	49	49	0%	
5138 Office Equipment	-	8	-	-	98	-	98	998	918%	Increased for computer equipment
5139 Equipment	-	-	2	-	-	-	-	-	0%	
515X Utilities	-	1,889	295	256	725	-	725	726	0%	
5150 Electricity	-	336	35	30	54	-	54	54	0%	
5151 Natural Gas	-	18	3	4	17	-	17	17	2%	
517X Computer / IT	-	234	37	43	78	-	78	78	0%	
Total Other Services and Charges	-	3,448	1,490	1,445	1,559	-	1,559	22,461	1340%	
Total General Government	-	44,467	29,286	27,425	28,777	-	28,777	63,424	120%	

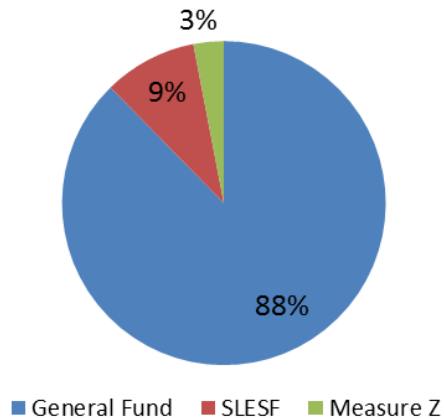
Police Department

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 six (6) sworn law enforcement officers, which is an increase of one (1) officer from the previous fiscal year.

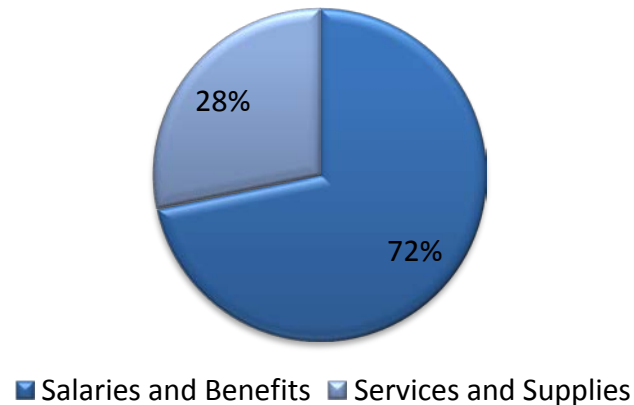
The Chief of Police is responsible for all department functions, provides guidance to supervisory staff, manages the department's budget, coordinates internal affair matters, and handles other administrative needs of the department, as well as provides street level enforcement when required. The Sergeant assists the Chief with administrative tasks, provides patrol supervision and field training of new officers. The Chief of Police reports to the City Manager.

2018/19 BUDGET The recommended budget for the Police Department is \$962,990, an increase of \$262,050 from the July 1, 2017 adopted budget. The increase is for additional code enforcement funds (\$30,000), RIMS software and equipment (\$104,500), and an additional officer.

POLICE DEPARTMENT BUDGET BY FUND



POLICE DEPARTMENT BUDGET BY CATEGORY



POLICE DEPT	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	315,952	336,627	339,863	320,583	344,488	16,957	361,445	418,891	16%	Increased for additional officer
50XX Benefits and Employer Taxes	201,647	208,325	206,523	174,898	210,695	-	210,695	274,798	30%	Increased for additional officer
	517,599	544,951	546,386	495,481	555,183	16,957	572,140	693,689	21%	
Supplies										
5101 Office Supplies	457	1,433	940	1,326	1,200	-	1,200	1,200	0%	
5102 Operating Supplies	1,306	1,586	2,894	2,540	2,200	-	2,200	2,200	0%	
5119 Safety Supplies & Equipment	1,266	272	640	124	1,239	-	1,239	1,239	0%	
Total Supplies	3,030	3,291	4,475	3,989	4,639	-	4,639	4,639	0%	
Other Services and Charges										
5103 Postage	584	550	537	509	600	-	600	600	0%	
5104 Printing - Forms	860	408	239	359	480	-	480	480	0%	
5105 Advertising	-	401	-	1,152	300	-	300	300	0%	
5106 Promotional	115	658	-	-	50	-	50	50	0%	
511X Contractual Services	2,932	11,922	5,545	5,023	4,650	-	4,650	4,650	0%	
5117 Animal Control	6,533	10,800	12,131	12,184	12,000	-	12,000	12,000	0%	
5120 Cell Phones	3,025	3,295	3,461	2,915	3,110	-	3,110	3,110	0%	
5121 Telephone - Pager	4,749	4,596	3,975	2,984	4,500	-	4,500	4,500	0%	
5122 Training - Conference	1,184	3,942	1,147	2,148	4,400	-	4,400	9,900	125%	Increased for officer training
5123 Automobile - Transportation	749	430	694	702	500	-	500	4,000	700%	Increased for officer training
5125 Publications - Books	36	172	139	360	500	-	500	500	0%	
5126 Dues & Memberships	1,659	390	331	437	1,800	-	1,800	1,800	0%	
5127 License	-	-	-	56	-	-	-	-	0%	
5128 Employee Relations	-	-	-	-	250	-	250	250	0%	
5130 Rents - Leases	2,009	2,924	3,086	1,903	2,900	-	2,900	2,900	0%	
5131 Records Maintenance	370	456	239	354	400	-	400	400	0%	
5135 Maintenance - Repair	4,231	1,257	1,375	1,810	5,523	-	5,523	2,523	-54%	Reduced to reflect actual
5138 Office Equipment	2,575	193	2,493	382	2,100	-	2,100	2,100	0%	
5139 Equipment	16,003	1,642	15,250	(1,064)	7,025	(1,306)	5,719	7,025	23%	
514X Liability Insurance	14,695	13,621	9,447	8,201	15,104	-	15,104	15,105	0%	
515X Utilities	3,087	3,293	2,657	2,848	2,893	-	2,893	2,893	0%	
5162 Medical	3,096	2,394	525	905	2,800	-	2,800	2,800	0%	
517X Computer / IT	7,911	7,494	6,839	8,231	7,901	1,306	9,207	112,401	1121%	\$105,000 Computer and software
5192 Code Enforcement	445	-	-	-	500	-	500	30,500	6000%	Increased for code enforcement
5193 Nuisance Abatement-Vehicle	150	1,000	4,614	1,882	1,750	-	1,750	1,750	0%	
5212 Gas & Oil	13,452	13,333	14,519	13,190	13,225	-	13,225	13,225	0%	
5213 Vehicle Repair	9,189	5,229	6,723	4,977	4,000	-	4,000	4,000	0%	
5308 Dispatch Service Due	18,504	24,900	24,900	24,900	24,900	-	24,900	24,900	0%	
Total Other Services and Charges	118,141	115,300	120,866	97,349	124,162	-	124,162	264,662	113%	
Total Police Dept	638,770	663,542	671,726	596,819	683,984	16,957	700,941	962,990	37%	

Planning Department

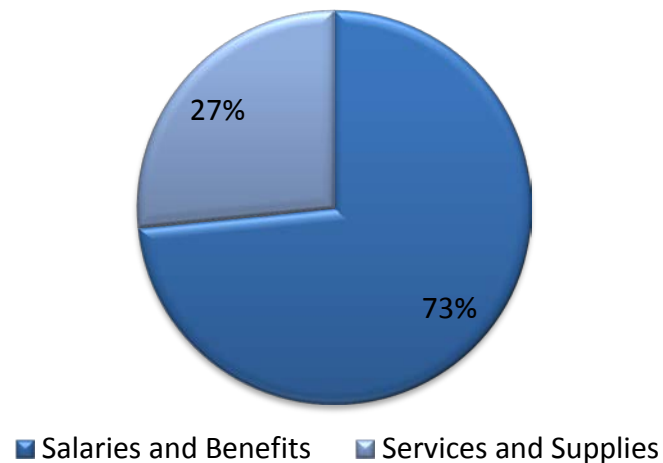
The Planning Department oversees the City's long-range and current planning activities, develops, implements, and maintains the update of the City's General Plan and zoning regulations; and reviews all development projects to ensure conformance with all general plan goals, policies and standards, and oversees the City's housing programs.

The Department 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.

2018/19 BUDGET The recommended budget for the Planning Department is \$62,245, a decrease of \$12,545 from the July 1, 2017 adopted budget. The Department is staffed by the Community Development Director (30%) and the City Clerk (20%). Both positions report to the City Manager.

The Planning Department is funded 100% out of the General Fund.

PLANNING DEPARTMENT BUDGET BY CATEGORY



PLANNING	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	62,258	35,627	39,394	42,858	43,840	-	43,840	33,669	-23%	Payroll allocation decreased
50XX Benefits and Employer Taxes	27,185	14,472	14,511	15,029	15,154	-	15,154	12,030	-21%	Payroll allocation decreased
Total Direct Labor Costs	89,443	50,099	53,905	57,887	58,994	-	58,994	45,699	-23%	
Supplies										
5101 Office Supplies	615	206	339	220	485	-	485	485	0%	
5102 Operating Supplies	76	56	21	14	150	-	150	150	0%	
Total Supplies	691	262	360	234	635	-	635	635	0%	
Other Services and Charges										
5103 Postage	258	420	396	387	395	-	395	395	0%	
5104 Printing - Forms	1,362	2,175	1,800	1,102	2,200	-	2,200	2,200	0%	
5106 Promotional	27	43	-	-	50	-	50	50	0%	
511X Contractual Services	418	37	3,106	2,384	1,500	-	1,500	1,500	0%	
5120 Cell Phones	610	352	562	585	875	-	875	875	0%	
5121 Telephone - Pager	52	39	22	30	120	-	120	120	0%	
5122 Training - Conference	60	208	0	622	750	-	750	750	0%	
5123 Automobile - Transportation	9	37	-	112	1,250	-	1,250	1,250	0%	
5125 Publications - Books	31	4	1,222	3	100	-	100	250	0%	
5126 Dues & Memberships	228	465	150	403	350	-	350	350	0%	
5128 Employee Relations	-	-	-	-	25	-	25	25	0%	
5130 Rents - Leases	593	526	444	444	595	-	595	595	0%	
5131 Records Maintenance	66	82	99	78	105	-	105	105	0%	
5135 Maintenance - Repair	267	221	133	163	300	-	300	300	0%	
5138 Office Equipment	-	6	289	-	500	-	500	1,100	120%	Increased for computer equipment
5139 Equipment	-	-	6	-	-	-	-	-	0%	
514X Liability Insurance	2,338	1,543	1,033	897	1,785	-	1,785	1,785	0%	
515X Utilities	422	334	267	284	518	-	518	518	0%	
5164 Regulatory Fees	-	-	-	-	2,000	-	2,000	2,000	0%	
5171 Computer Software	0	0	0	41	200	-	200	200	0%	
5173 Computer Maintenance - Support	955	1,012	1,051	967	1,193	-	1,193	1,193	0%	
5174 Web Design Services	27	8	14	21	350	-	350	350	0%	
517X Computer / IT	982	1,020	1,064	1,029	1,743	-	1,743	1,743	0%	
5512 Planning	13	-	-	-	-	-	-	-	0%	
Other Services and Charges	7,735	7,511	10,595	8,524	15,161	-	15,161	15,911	5%	
Total Planning	97,869	57,873	64,859	66,646	74,790	-	74,790	62,245	-17%	

Building Department

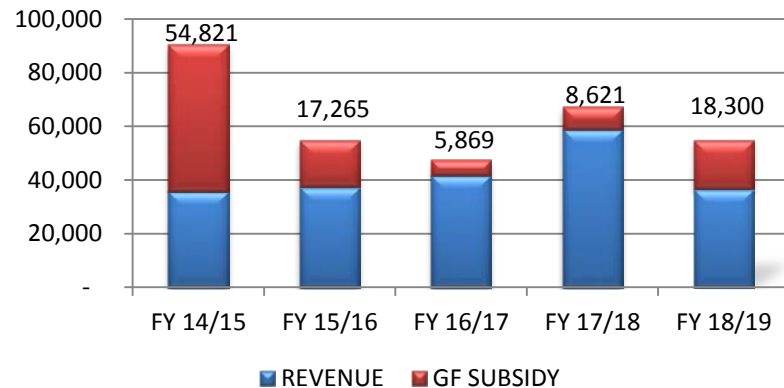
The Building Department is responsible to insure that residents comply with State Building Codes and local laws; basically a charge to protect the public health, safety and welfare.

In previous years the building inspection and plan check components of the program were provided by an independent contractor, however beginning in 2015/16 Rio Dell's Community Development Director received certification and these services are provided in-house.

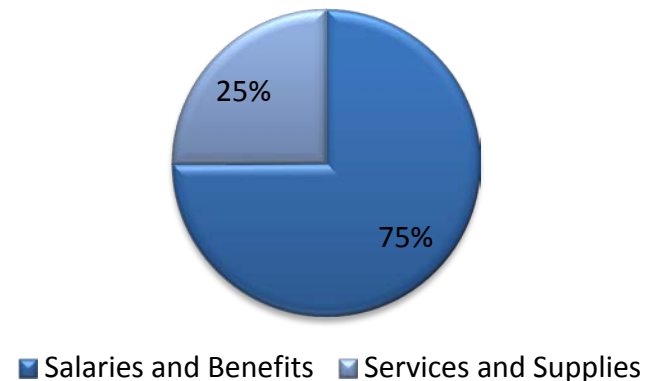
2018/19 BUDGET The recommended budget for the Building Department is 54,745, an increase of \$8,331 from the July 1, 2017 adopted budget. The Department is staffed by the Community Development Director (25%) and the City Clerk (20%). Both positions report to the City Manager.

The Building Department is funded through the Building Fund and a General Fund subsidy has been approved for an amount of \$18,300.

Building Fund Revenue and General Fund Subsidies
FY 2014/15 thru FY 2018/19



BUILDING DEPARTMENT BUDGET BY CATEGORY



BUILDING DEPT	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	38,403	23,601	32,780	36,209	36,825	-	36,825	30,162	-18%	
50XX Benefits and Employer Taxes	19,455	10,481	12,279	12,956	13,110	-	13,110	10,990	-16%	
Total Direct Labor Costs	57,858	34,082	45,059	49,164	49,935	-	49,935	41,152	-18%	
Supplies										
5101 Office Supplies	542	169	340	301	347	-	347	347	0%	
5102 Operating Supplies	74	24	19	13	95	-	95	95	0%	
Total Supplies	616	192	359	314	442	-	442	442	0%	
Other Services and Charges										
5103 Postage	45	20	47	61	75	-	75	75	0%	
5104 Printing - Forms	124	124	449	652	136	-	136	136	0%	
5106 Promotional	26	-	-	-	30	-	30	30	0%	
511X Contractual Services	5,739	466	553	422	2,500	-	2,500	2,500	0%	
5120 Cell Phones	210	155	421	448	475	-	475	475	0%	
5121 Telephone - Pager	51	17	21	28	55	-	55	55	0%	
5122 Training - Conference	2,990	612	1,259	323	3,000	-	3,000	3,000	0%	
5123 Automobile - Transportation	1,223	310	300	532	1,000	-	1,000	1,000	0%	
5125 Publications - Books	704	2	2	3	500	-	500	500	0%	
5126 Dues & Memberships	283	280	280	303	295	-	295	295	0%	
5128 Employee Relations	-	-	-	-	25	-	25	25	0%	
5130 Rents - Leases	666	458	433	438	585	-	585	585	0%	
5131 Records Maintenance	128	164	190	155	187	-	187	187	0%	
5135 Maintenance - Repair	308	148	129	158	400	-	400	400	0%	
5138 Office Equipment	-	2	250	-	500	-	500	1,000	100%	Increased for computer equipment
5139 Equipment	-	-	6	-	-	-	-	-	0%	
514X Liability Insurance	2,271	782	960	833	1,785	-	1,785	1,785	0%	
515X Utilities	477	277	391	267	520	-	520	520	0%	
5164 Regulatory Fees	168	112	79	379	220	-	220	220	0%	
5167 Seismic Fees	176	132	73	24	165	-	165	165	0%	
517X Computer / IT	144	82	86	132	384	-	384	384	0%	
Total Services and Charges	15,426	3,996	5,798	5,000	12,437	-	12,437	12,937	4%	
Total Building Dept	15,699	4,172	6,015	5,238	12,699	-	12,699	13,151	4%	

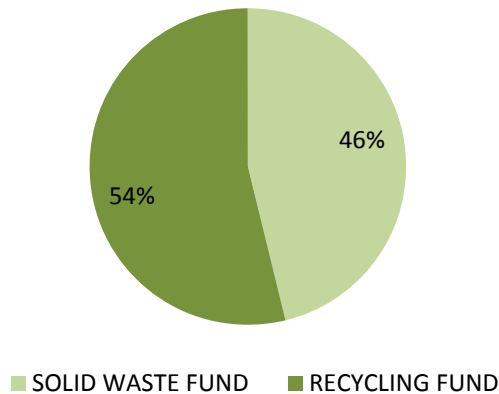
Solid Waste/Recycling

Solid Waste: 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.

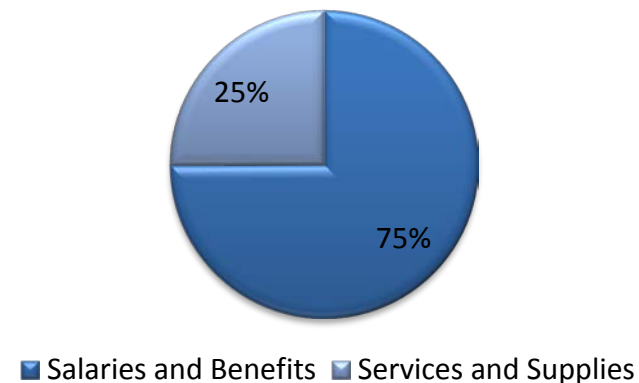
Recycling: CalRecycle programs assist in lessening the amount of waste that would otherwise go into the states landfills. AB939 was implemented due to shrinking landfill capacity that at the time of passage had reached a statewide crisis. The bill has allowed for expanded waste diversion practices and more effective solid waste planning.

2018/19 BUDGET The recommended budget for the Solid Waste/Recycling Department is \$9,292, an increase of \$781 from the July 1, 2017 adopted budget. The City Manager position is allocated 2% out of the Solid Waste Fund.

SOLID WASTE/RECYCLING BUDGET BY FUND



SOLID WASTE/RECYCLING BUDGET BY CATEGORY



SOLID WASTE / RECYCLING	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	2,055	2,181	2,213	1,821	1,799	-	1,799	1,799	0%	
50XX Benefits and Taxes	501	588	651	555	540	-	540	521	0%	
Total Direct Labor Costs	2,556	2,769	2,863	2,376	2,339	-	2,339	2,320	0%	
Supplies										
5101 Office Supplies	17	11	22	24	17	-	17	17	0%	
5102 Operating Supplies	9	9	11	8	50	-	50	50	0%	
Total Supplies Costs	26	20	33	32	67	-	67	67	0%	
Other Services and Charges										
5103 Postage	34	1	31	22	23	-	23	23	0%	
5104 Printing - Forms	55	10	35	30	-	-	-	-	0%	
5105 Advertising	-	318	330	-	-	-	-	-	0%	
5106 Promotional	2	-	-	-	-	-	-	-	0%	
511X Contractual	13,763	7,007	8,093	3,537	5,000	-	5,000	5,000	0%	
5120 Cell Phones	-	-	0	21	-	-	-	-	0%	
5121 Telephone - Pager	6	6	13	17	8	-	8	8	0%	
5122 Training - Conference	0	-	-	-	-	-	-	-	0%	
5123 Automobile - Transportation	1	-	1	71	-	-	-	-	0%	
5125 Publications - Books	1	1	2	2	-	-	-	-	0%	
5126 Dues & Memberships	0	-	-	0	-	-	-	-	0%	
5130 Rents - Leases	60	34	43	3	-	-	-	-	0%	
5131 Records Maintenance	0	-	5	1	-	-	-	-	0%	
5135 Maintenance - Repair	236	21	33	46	-	-	-	-	0%	
5138 Office Equipment	-	1	-	-	-	-	-	-	0%	
5139 Equipment	-	-	3	-	-	-	-	800	800%	Increased for City garbage cans
5141 General Liability Insurance	221	198	482	404	234	-	234	234	0%	
5143 Property Insurance	43	51	72	76	46	-	46	46	0%	
5144 Emp Practice Liab Insurance	3	37	36	33	55	-	55	55	0%	
5150 Electricity	38	39	71	59	44	-	44	44	0%	
5151 Natural Gas	3	2	6	8	-	-	-	-	0%	
5154 Garbage	1,095	2,205	3,028	4,257	650	-	650	650	0%	
517X Computer / IT	22	36	52	80	45	-	45	45	0%	
Total Services and Charges	15,583	9,967	12,335	8,666	6,105	-	6,105	6,905	13%	
Total Solid Waste / Recycling	18,165	12,755	15,232	11,074	8,511	-	8,511	9,292	9%	

Public Works Overview

The City Public Works department is responsible for the operation, maintenance, and management of the City's infrastructure which includes City streets and roads, parks, facilities, and water and sewer systems. Departments under Public Works are the Streets and Roads Department, the Buildings and Grounds Department, Water Operations, and Sewer Operations. Capital replacement, repairs, and maintenance for the City's property, plant, and equipment are managed under Public Works.

Public Work's Organization

• • •
The Public Works Department reports to the Director of Public Works

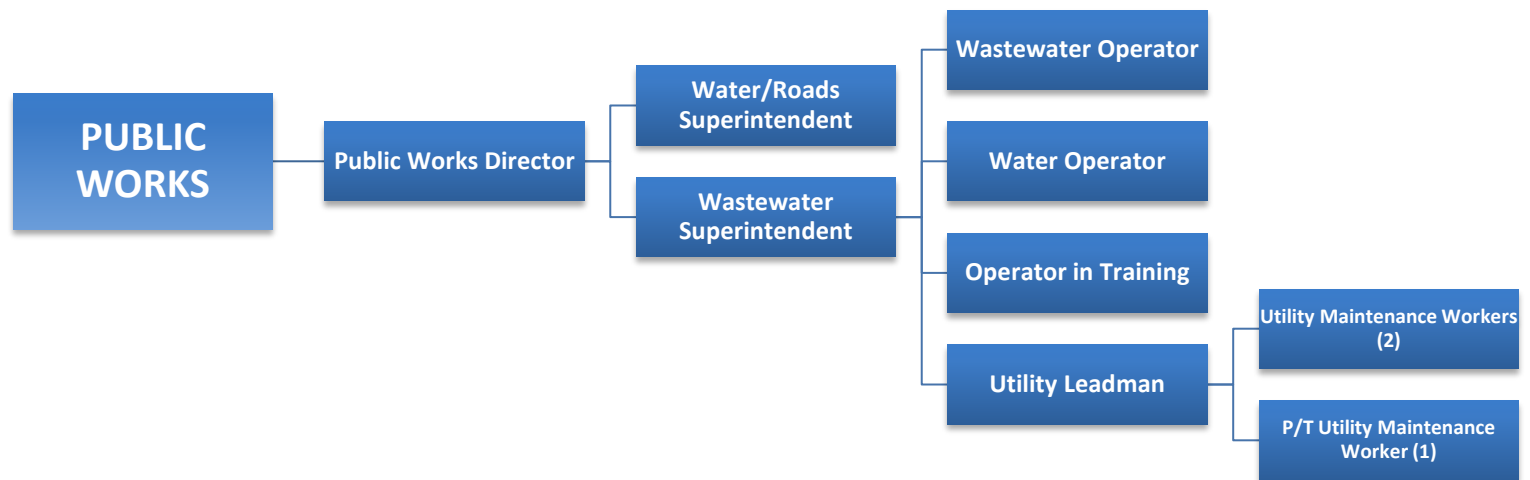
Public Works staff members include:

- (2) Superintendents
 - (3) Operators
 - (1) Utility Leadman
 - (2) Utility Maintenance Workers
 - (1) P/T Utility Maintenance Worker
- • •

The City's Buildings and Grounds Department is part of Public Works. This department is tasked with the maintenance of 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 2018/19 fiscal year is the fifth year that a departmental budget has been fully developed and made a necessary part of the City's Operating and Capital Budget.

2018/19 BUDGET The recommended budget for the Buildings and Grounds Department is \$91,848, an increase of \$49,742 from the July 1, 2017 adopted budget. Positions allocated in the Buildings and Grounds Department are the Public Works Leadman and Utility Maintenance Workers.

Public Works Overview



PUBLIC WORKS TOTAL EXPENDITURES FY 2018/19

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG
Direct Labor Costs									
50XX Benefits and Taxes	107,181	116,244	123,638	131,318	141,508	629	142,137	225,516	59%
50XX Benefits and Employer Taxes	154,881	148,961	143,575	152,468	180,576	629	181,205	257,443	42%
Total Direct Labor Costs	402,859	393,968	352,749	401,810	480,836	6,617	487,453	662,329	36%
Supplies									
5101 Office Supplies	1,605	2,444	1,811	3,339	1,425	-	1,425	1,625	14%
5102 Operating Supplies	1,790	3,322	1,303	1,549	4,300	-	4,300	7,300	70%
5102 Operating Supplies	2,794	2,430	2,525	1,037	3,300	-	3,300	3,300	0%
Total Supplies	6,189	8,196	5,640	5,924	9,025	-	9,025	12,225	35%
Other Services and Charges									
5103 Postage	5,391	5,108	9,122	6,913	7,437	-	7,437	7,436	0%
5104 Printing - Forms	3,456	790	1,960	2,302	4,000	-	4,000	4,000	0%
5105 Advertising	-	546	1,116	188	1,138	-	1,138	1,138	0%
5106 Promotional	219	9	15	-	122	-	122	123	1%
5107 Memorial Park Expense	233	-	-	92	1,100	-	1,100	1,100	0%
5108 Streets	6,724	18,261	12,162	11,821	21,000	-	21,000	21,000	0%
5109 Chemicals	38,795	46,830	53,162	45,748	59,055	-	59,055	62,055	5%
5119 Safety Supplies & Equipment	228	895	3,764	2,002	4,460	-	4,460	4,461	0%
511X Contractual Services	78,566	71,798	85,869	85,803	96,519	26,000	122,519	161,065	31%
5122 Training - Conference	201	85	0	35	260	-	260	260	0%
512X Training/Auto/Transportation	5,282	3,082	2,348	7,859	4,465	4,371	8,836	5,965	-32%
5125 Publications - Books	68	194	637	301	697	-	697	847	22%
5126 Dues & Memberships	1,219	1,181	581	189	1,000	-	1,000	2,000	100%
5127 License	1,410	310	3,028	1,561	1,160	-	1,160	1,160	0%
5128 Employee Relations	-	-	-	-	110	-	110	110	0%
5130 Rents - Leases	4,725	3,805	4,783	5,062	4,742	-	4,742	4,743	0%
5131 Records Maintenance	111	96	482	136	494	-	494	494	0%
5135 Maintenance - Repair	36,391	49,075	46,469	81,902	95,777	3,142	98,919	92,971	-6%
5136 Parks Maintenance - Repair	996	-	27	-	2,023	-	2,023	2,023	0%
5138 Office Equipment	-	-	-	-	-	-	-	-	0%
5138 Office Equipment - P.W.	1,859	2,658	722	1,914	1,950	-	1,950	3,451	77%
5139 Equipment	9,294	11,641	18,100	14,529	10,500	4,417	14,917	13,500	-9%
514X Liability Insurance	24,113	24,764	43,910	38,725	37,131	-	37,131	37,134	0%
515X Utilities	238,026	249,374	267,159	293,827	277,858	-	277,858	289,658	4%
5162 Medical	188	95	1,030	224	850	-	850	850	0%
5164 Regulatory Fees	13,272	15,253	19,731	17,370	16,690	-	16,690	16,690	0%
5165 Property Tax Assessment	6,115	2,242	2,372	2,385	2,443	-	2,443	2,443	0%
517X Computer / IT	1,894	6,149	5,509	7,479	7,492	-	7,492	10,044	34%

PUBLIC WORKS TOTAL EXPENDITURES FY 2018/19

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG
521X Vehicle Gas/Oil/Repair	19,067	21,155	11,813	17,831	21,367	-	21,367	22,867	7%
5217 License	-	-	-	-	40	-	40	40	0%
5225 Public Works - Lab Testing	15,714	17,576	38,321	24,292	22,300	-	22,300	38,500	73%
522X Small Tools/Equip	12,598	16,680	55,248	26,236	26,161	-	26,161	29,163	11%
5520 Improvements	-	-	-	-	1,000	-	1,000	1,000	0%
6000 Fixed Asset - Equipment	7,078	-	-	-	-	-	-	-	0%
Total Other Services and Charges	545,262	581,166	703,260	708,516	749,011	37,930	786,941	855,961	9%
Grand Total	954,310	983,330	1,061,648	1,116,250	1,238,872	44,547	1,283,419	1,530,515	

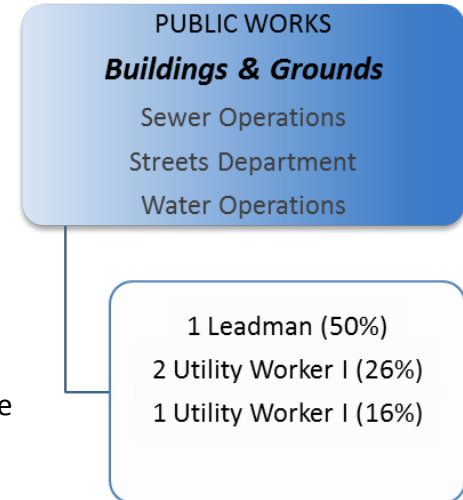
Summary by Department

Total Buildings & Grounds	68,525	57,194	42,218	56,149	36,597	5,509	42,106	91,848	118%
Total Sewer Operations	435,584	445,956	565,443	575,485	541,996	42,000	583,996	685,646	17%
Total Water Operations	221,238	274,371	295,063	324,429	423,565	(4,710)	418,855	530,396	27%
Total Streets Dept	228,963	205,808	158,924	160,186	236,714	1,749	238,463	222,625	-7%

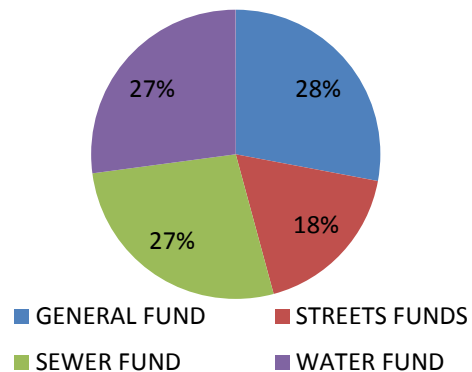
Buildings and Grounds

The City's Buildings and Grounds Department is part of Public Works. This department is tasked with the maintenance of 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 2018/19 fiscal year is the fifth year that a departmental budget has been fully developed and made a necessary part of the City's Operating and Capital Budget.

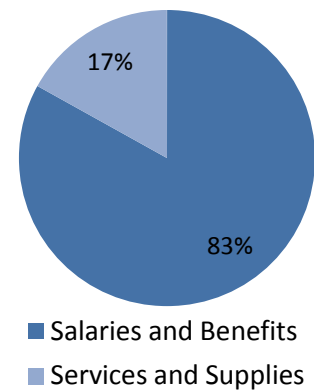
2018/19 BUDGET The recommended budget for the Buildings and Grounds Department is \$91,848, an increase of \$49,742 from the July 1, 2017 adopted budget. Positions allocated in the Buildings and Grounds Department are the Public Works Leadman and Utility Maintenance Workers.



BUILDINGS AND GROUNDS BUDGET BY FUND



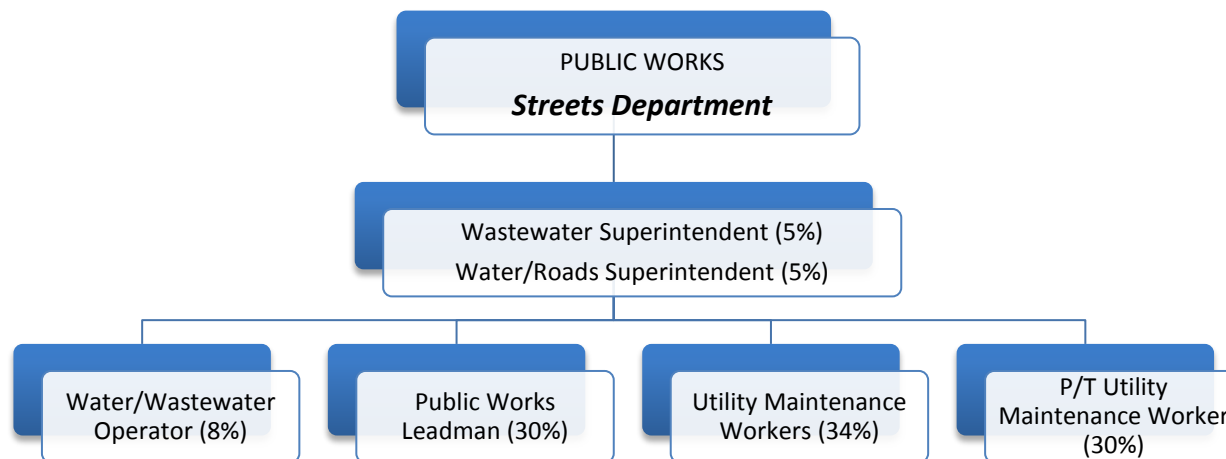
BUILDINGS AND GROUNDS BUDGET BY CATEGORY



BUILDINGS AND GROUNDS	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	31,869	26,045	22,500	25,338	14,214	514	14,728	47,242	221%	Public Works allocations increased
50XX Benefits and Taxes	22,158	23,380	13,148	11,930	9,222	-	9,222	29,346	218%	for time spent in B&G
Total Direct Labor Costs	54,027	49,425	35,648	37,268	23,436	514	23,950	76,588	220%	
Supplies										
5101 Office Supplies	119	117	36	46	-	-	-	-	0%	
5102 Operating Supplies	280	364	50	41	-	-	-	-	0%	
5109 Chemicals	175	16	197	-	80	-	80	80	0%	
5119 Safety Supplies & Equipment	48	79	-	-	155	-	155	156	0%	
Total Supplies	622	576	283	87	235	-	235	236	0%	
Other Services and Charges										
5103 Postage	20	13	6	3	17	-	17	17	0%	
5104 Printing - Forms	60	68	19	27	40	-	40	40	0%	
5106 Promotional	21	-	15	-	32	-	32	33	0%	
5107 Memorial Park Expense	503	-	-	92	1,100	-	1,100	1,100	0%	
511X Contractual Services	29	66	4	627	100	-	100	100	0%	
512X Telephone	956	425	178	786	244	-	244	243	0%	
5122 Training - Conference	5	-	0	-	10	-	10	10	0%	
5123 Automobile - Transportation	12	-	-	0	15	-	15	15	0%	
5125 Publications - Books	7	7	3	3	12	-	12	12	0%	
5126 Dues & Memberships	4	-	-	1	-	-	-	-	0%	
5130 Rents - Leases	386	316	117	261	157	-	157	157	0%	
5131 Records Maintenance	4	-	9	1	18	-	18	17	-6%	
5135 Maintenance - Repair	2,366	1,324	1,487	8,105	1,557	4,995	6,552	3,651	-44%	Reflects actual estimated costs
5136 Parks Maintenance - Repair	1,416	-	27	-	2,023	-	2,023	2,023	0%	
5138 Office Equipment	-	11	-	-	-	-	-	-	0%	
5139 Equipment	250	-	7	-	800	-	800	800	0%	
514X Liability Insurance	3,006	2,713	1,107	961	2,265	-	2,265	2,268	0%	
5150 Electricity	979	1,150	499	425	1,110	-	1,110	1,110	0%	
5151 Natural Gas	34	24	10	15	40	-	40	40	0%	
5152 Water	1,634	-	1,072	7,280	1,072	-	1,072	1,072	0%	
517X Computer / IT	173	315	88	151	364	-	364	365	0%	
5212 Gas & Oil	468	10	-	-	500	-	500	500	0%	
522X Small Tools/Equip	1,542	751	1,638	57	1,450	-	1,450	1,451	0%	
Total Other Services and Charges	13,876	7,193	6,286	18,795	12,926	4,995	17,921	15,024	-16%	
Total Buildings & Grounds	68,525	57,194	42,218	56,149	36,597	5,509	42,106	91,848	118%	

Streets Department

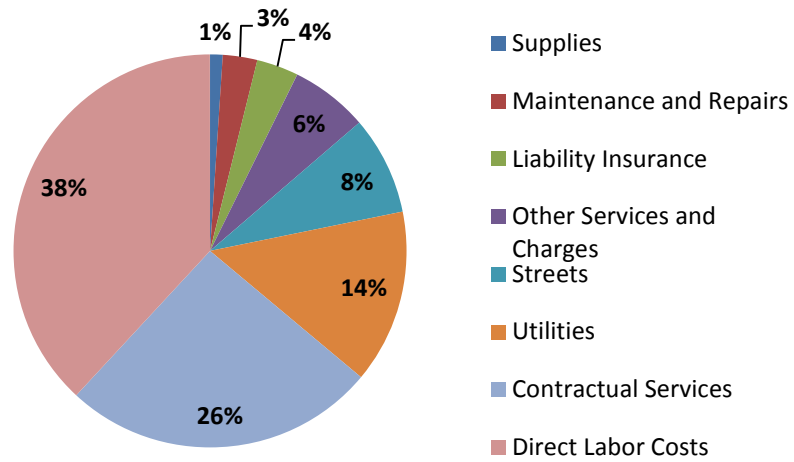
The Streets Department is the part of Public Works tasked with the responsibility of maintenance of all City streets, drainage ditches, culverts and related signage. The Public Works Department is staffed by the Water/Streets Superintendent and a portion of five (5) Utility Workers who also maintain the Building and Grounds and the Water and Wastewater plants and systems.



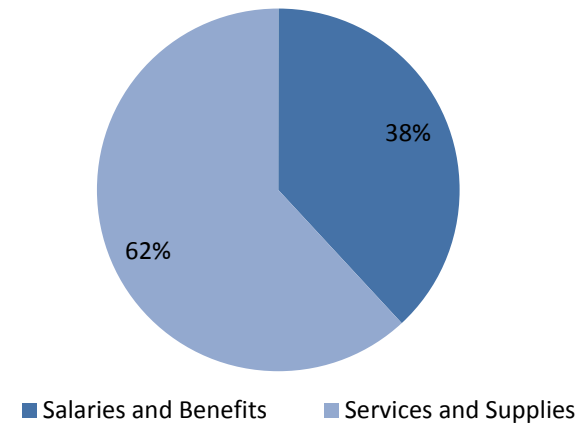
2018/19 BUDGET The recommended budget for the Streets Department is \$222,625, a decrease of \$14,089 from the July 1, 2017 adopted budget. An amount of \$50,910 (Contractual Services) is passed thru to Humboldt Transit Authority (\$44,410) and Humboldt Senior Resource Center (\$6,500) for transportation services provided.

Streets Department

Streets Department Budget by Category



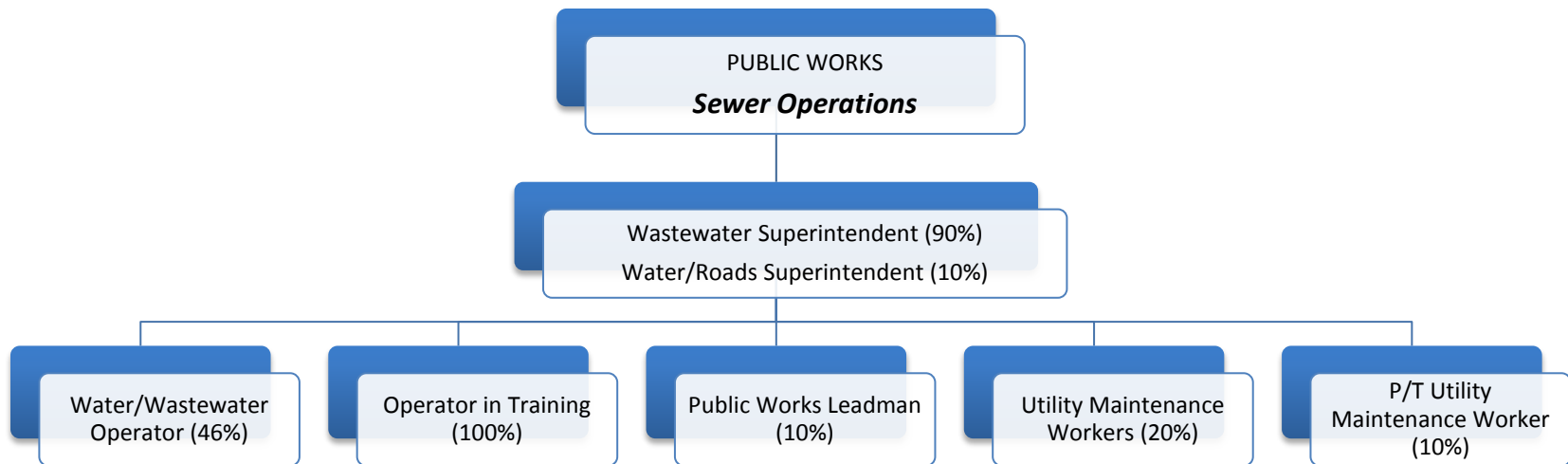
STREETS DEPT. BUDGET BY MAJOR CATEGORY



STREETS DEPT	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	79,646	53,950	28,977	35,050	62,398	1,749	64,147	52,898	-18%	Decreased due to Public Works
50XX Benefits and Employer Taxes	47,699	32,717	19,937	21,149	39,067	-	39,067	31,927	-18%	adopted payroll allocations
Total Direct Labor Costs	127,345	86,667	48,914	56,199	101,465	1,749	103,214	84,825	-18%	
Supplies										
5101 Office Supplies	239	381	139	51	300	-	300	300	0%	
5102 Operating Supplies	724	1,350	217	423	1,200	-	1,200	1,200	0%	
5109 Chemicals	65	87	209	-	-	-	-	-	0%	
5119 Safety Supplies & Equipment	59	245	347	197	805	-	805	805	0%	
Total Supplies	1,086	2,063	913	670	2,305	-	2,305	2,305	0%	
Other Services and Charges										
5103 Postage	24	15	18	43	20	-	20	19	0%	
5104 Printing - Forms	124	74	59	12	160	-	160	160	0%	
5105 Advertising	-	35	57	23	188	-	188	188	0%	
5106 Promotional	29	-	-	-	-	-	-	-	0%	
5108 Streets	5,161	18,261	12,162	11,821	18,000	-	18,000	18,000	0%	
511X Contractual Services	50,707	52,361	50,774	50,474	54,919	-	54,919	57,465	5%	Contract/prof increased
512X Telephone	2,287	1,963	780	1,537	1,700	-	1,700	1,700	0%	
5122 Training - Conference	196	85	-	35	250	-	250	250	0%	
5123 Auto/Transportation - Pub. Wks.	15	2	42	47	150	-	150	150	0%	
5125 Publications - Books	9	9	15	-	10	-	10	10	0%	
5126 Dues & Memberships	58	49	19	19	100	-	100	100	0%	
5127 License	-	-	-	-	10	-	10	10	0%	
5130 Rents - Leases	682	732	528	11	780	-	780	781	0%	
5131 Records Maintenance	30	29	49	11	80	-	80	81	1%	
5135 Maintenance - Repair	1,944	2,406	4,333	1,580	6,300	-	6,300	6,300	0%	
5136 Parks Maintenance - Repair	10	-	-	-	-	-	-	-	0%	
5138 Office Equipment - P.W.	91	281	64	25	130	-	130	131	1%	
5139 Equipment	137	284	195	47	1,200	-	1,200	1,200	0%	
512X Liability Insurance	3,674	3,704	5,871	3,498	7,661	-	7,661	7,662	0%	
515X Utilities	27,937	27,042	29,663	30,226	31,826	-	31,826	31,826	0%	
5162 Medical	66	29	26	16	60	-	60	60	0%	
5164 Regulatory Fees	7	69	661	408	90	-	90	90	0%	
517X Computer / IT	193	413	288	-	615	-	615	616	0%	
5212 Gas & Oil	4,542	3,422	1,161	1,356	4,350	-	4,350	4,350	0%	
5213 Vehicle Repair	1,211	2,425	213	773	1,800	-	1,800	1,800	0%	
5217 License	-	-	-	-	10	-	10	10	0%	
522X Small Tools/Equip.	1,400	3,390	2,120	1,354	2,535	-	2,535	2,536	0%	
Other Services and Charges	100,533	117,079	109,097	103,317	132,944	-	132,944	135,495	2%	
Total Streets Dept	228,963	205,808	158,924	160,186	236,714	1,749	238,463	222,625	-7%	

Sewer Operations

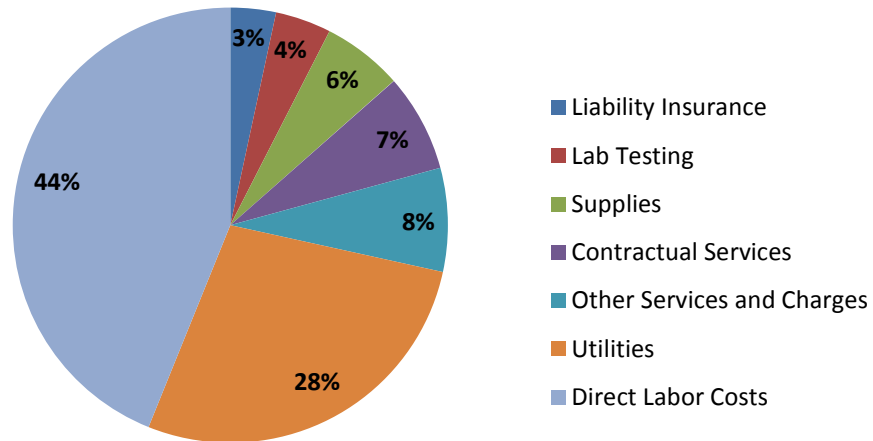
The City's Public Works Department is responsible for the daily operation and maintenance of the Wastewater system including the main processing plant located at the City Corporation Yard and the wastewater irrigation site north of the City on Metropolitan Avenue. Also maintained by Public Works are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



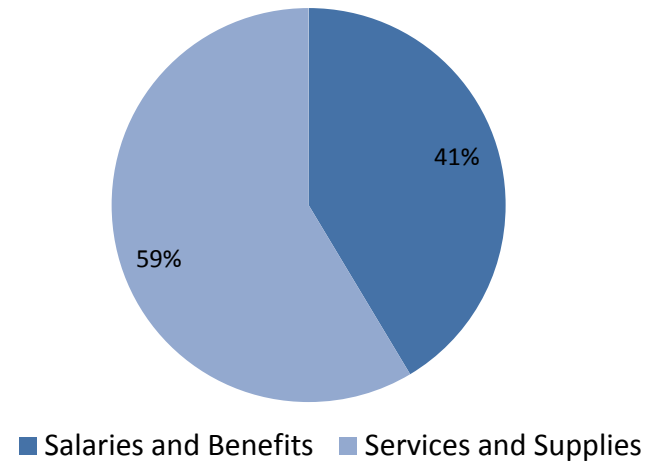
2018/19 BUDGET The recommended budget for Sewer Operations is \$685,646, an increase of \$143,650 from the July 1, 2017 adopted budget. Increased funds have been approved for a sewer rate analysis, a Water/Wastewater Operator, and an Operator In Training (OIT).

Sewer Operations

Sewer Operations Budget by Category



SEWER OPERATIONS BUDGET BY MAJOR CATEGORY

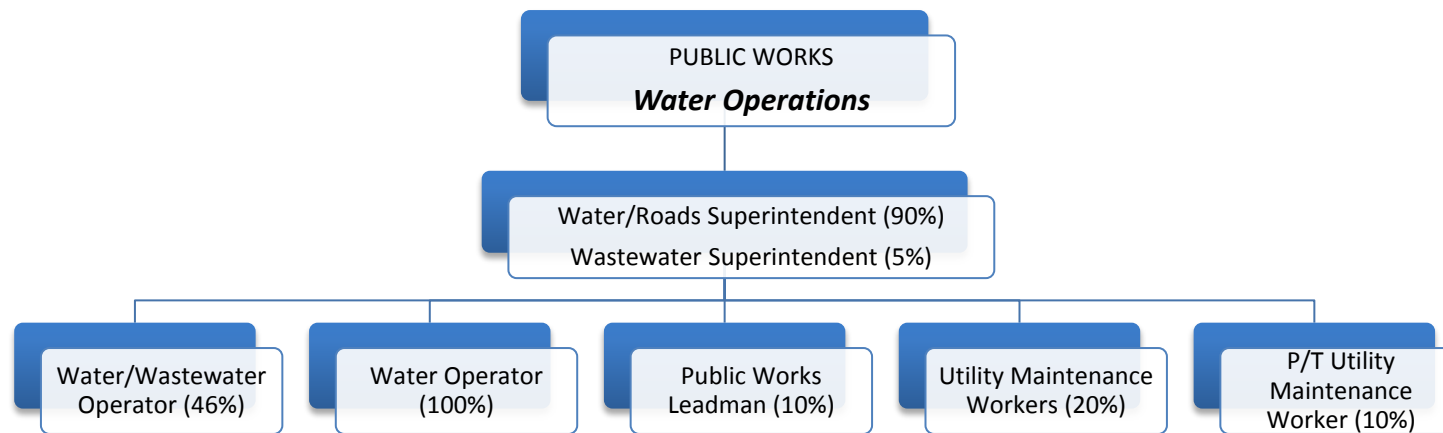


SEWER OPERATIONS	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	95,990	103,289	88,419	105,963	115,306	2,137	117,443	166,825	42%	Additional Operator hired (F/T)
50XX Benefits and Taxes	59,040	58,468	63,899	67,131	71,911	629	72,540	117,042	61%	plus OIT (allocated 1/2 time)
Total Direct Labor Costs	155,030	161,757	152,318	173,094	187,217	2,766	189,983	283,867	49%	
Supplies										
5101 Office Supplies	611	767	926	1,795	525	-	525	525	0%	
5102 Operating Supplies	2,514	2,066	2,475	995	3,300	-	3,300	3,300	0%	
5109 Chemicals	23,439	22,001	37,423	32,304	32,675	-	32,675	32,675	0%	
5119 Safety Supplies & Equipment	58	322	2,329	1,268	2,150	-	2,150	2,150	0%	
Total Supplies	26,622	25,157	43,153	36,363	38,650	-	38,650	38,650	0%	
Other Services and Charges										
5103 Postage	2,521	2,704	5,766	4,295	3,700	-	3,700	3,700	0%	
5104 Printing - Forms	584	276	762	1,208	1,900	-	1,900	1,900	0%	
5105 Advertising	-	465	584	83	500	-	500	500	0%	
5106 Promotional	91	9	-	-	90	-	90	90	0%	
5107 Memorial Park Expense	(135)	-	-	-	-	-	-	-	0%	
5108 Streets	24	-	-	-	1,000	-	1,000	1,000	0%	
511X Contractual Services	4,708	7,811	30,354	12,315	15,000	12,000	27,000	47,000	74%	Sewer rate analysis (\$30,000)
512X Phone	2,480	2,995	3,638	2,833	3,415	-	3,415	3,415	0%	
512X Training/Auto/Transportation	2,729	45	2,298	6,284	1,850	4,371	6,221	1,850	-70%	Prior year's adopted budget amount
5125 Publications - Books	26	152	344	222	575	-	575	575	0%	
5126 Dues & Memberships	301	279	79	84	-	-	-	-	0%	
5127 License	710	-	2,968	1,130	800	-	800	800	0%	
5128 Employee Relations	-	-	-	-	50	-	50	50	0%	
5130 Rents - Leases	1,867	1,382	2,227	2,392	2,105	-	2,105	2,105	0%	
5131 Records Maintenance	31	29	232	62	196	-	196	196	0%	
5135 Maintenance - Repair	15,012	9,159	11,895	42,682	20,000	18,446	38,446	25,000	-35%	Slight increase from prior year amount
5138 Office Equipment - P.W.	319	1,345	261	1,526	800	-	800	800	0%	
5139 Equipment	6,407	4,266	9,618	10,805	4,500	4,417	8,917	4,500	-50%	Prior year's adopted budget amount
514X Liability Insurance	10,687	11,350	23,935	20,183	21,873	-	21,873	21,873	0%	
515X Utilities	165,017	171,865	170,305	196,874	178,994	-	178,994	178,994	0%	
5162 Medical	40	29	613	148	490	-	490	490	0%	
5164 Regulatory Fees	7,863	8,395	9,115	8,262	8,600	-	8,600	8,600	0%	
5165 Property Tax Assessment	6,115	2,242	2,372	2,385	2,443	-	2,443	2,443	0%	
517X Computer / IT	960	3,538	2,916	3,730	3,680	-	3,680	3,680	0%	
521X Vehicle Gas/Oil/Repair	5,312	7,355	5,849	8,086	6,517	-	6,517	6,517	0%	
522X Small Tools/Equip	7,939	10,318	49,403	19,738	18,251	-	18,251	18,251	0%	
5225 Public Works - Lab Testing	12,325	13,034	34,440	20,702	16,800	-	16,800	26,800	60%	Increased for TIE or CTR testing
5430 Fines/Penalties	-	-	-	-	1,000	-	1,000	1,000	0%	
5520 Improvements	-	-	-	-	1,000	-	1,000	1,000	0%	
Total Other Services and Charges	253,933	259,042	369,972	366,029	316,129	39,234	355,363	363,129	2%	
TOTAL SEWER OPERATIONS	435,584	445,956	565,443	575,485	541,996	42,000	583,996	685,646	17%	

Water Operations

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. In addition, the Metropolitan Wells are fully operational after their reconstruction in FY 2017/18. FY 2018/19 is the first year of full use of the rehabilitated wells.

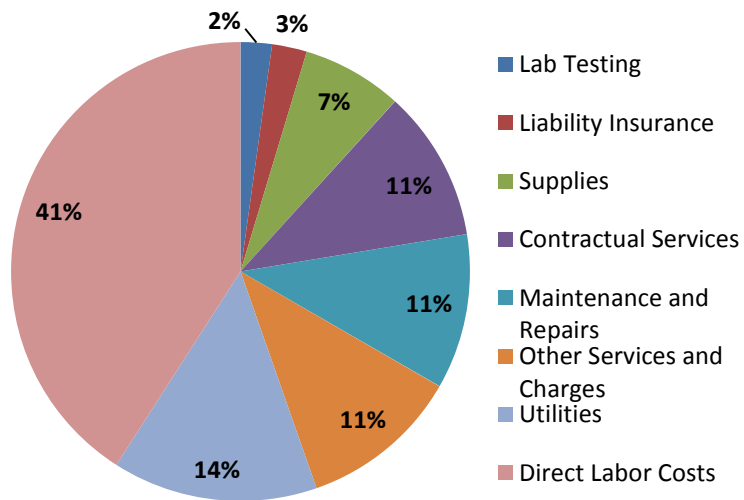
A rate study was passed in December 2015 that increased rates in order to maintain the current system and provide revenues to secure funding for improvements to the aging infrastructure.



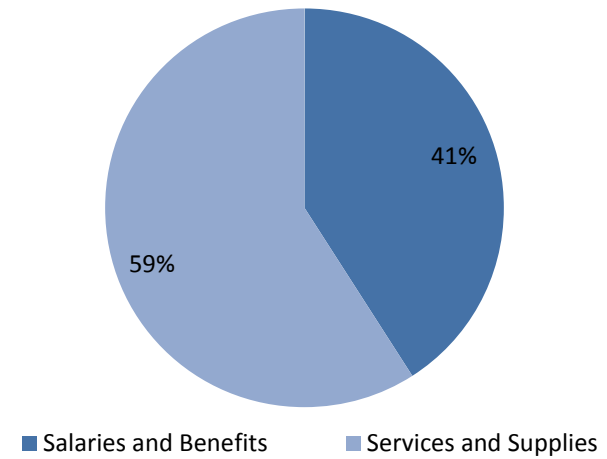
2018/19 BUDGET The recommended budget for Water Operations is \$530,396, an increase of \$106,831 from the July 1, 2017 adopted budget. Increased funds have been approved for a sewer rate analysis, a Water/Wastewater Operator, and a Water Operator.

Water Operations

Water Operations Budget by Category



WATER OPERATIONS BUDGET BY MAJOR CATEGORY



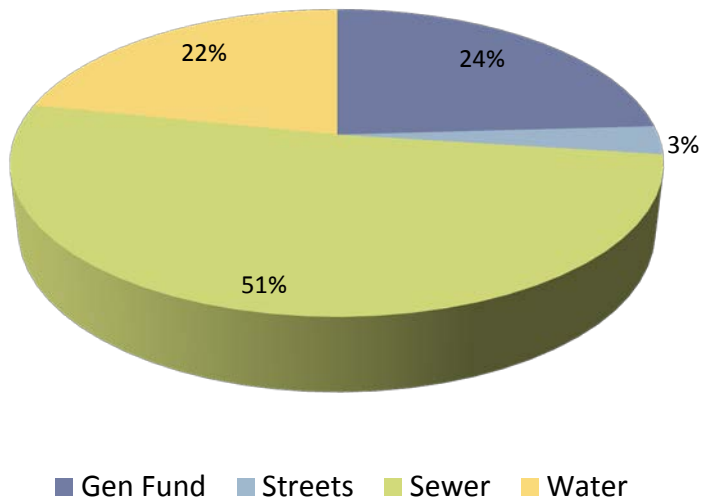
WATER OPERATIONS	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 EST. YEAREND	FY 2017/18 BUDGET	FY 2017/18 BUDGET AMEND.	FY 2017/18 BUDGET REVISED	FY 2018/19 BUDGET	% CHNG	Comments
Direct Labor Costs										
5000 Salaries and Wages	40,474	61,723	69,278	82,992	108,343	1,588	109,931	137,921	25%	Additional Water Operator (F/T)
50XX Benefits and Taxes	25,984	34,396	46,591	52,257	60,375	-	60,375	79,128	31%	and 1/2 time OIT
Total Direct Labor Costs	66,458	96,119	115,869	135,249	168,718	1,588	170,306	217,049	27%	
Supplies										
5101 Office Supplies	636	1,178	710	1,447	600	-	600	800	33%	Increased
5102 Operating Supplies	1,066	1,973	1,086	1,126	3,100	-	3,100	6,100	97%	Metropolitan Wells budget increase
5109 Chemicals	15,116	24,726	15,333	13,444	26,300	-	26,300	29,300	11%	Metropolitan Wells budget increase
5119 Safety Supplies & Equipment	63	249	1,088	537	1,350	-	1,350	1,350	0%	
Total Supplies	16,882	28,126	18,216	16,554	31,350	-	31,350	37,550	20%	
Other Services and Charges										
5103 Postage	2,827	2,376	3,332	2,571	3,700	-	3,700	3,700	0%	
5104 Printing - Forms	2,687	372	1,121	1,055	1,900	-	1,900	1,900	0%	
5105 Advertising	-	46	475	83	450	-	450	450	0%	
5106 Promotional	78	-	-	-	-	-	-	-	0%	
5107 Memorial Park Expense	(135)	-	-	-	-	-	-	-	0%	
5108 Streets	1,539	-	-	-	2,000	-	2,000	2,000	0%	
511X Contractual Services	23,122	11,561	4,737	22,387	26,500	14,000	40,500	56,500	40%	Water rate analysis (\$30,000)
512X Telephone	2,633	2,425	3,352	3,134	3,650	-	3,650	3,650	0%	
512X Training/Auto/Transportation	2,526	3,034	8	1,529	2,450	-	2,450	3,950	61%	Increased for employee training needs
5125 Publications - Books	26	26	275	75	100	-	100	250	150%	Increased
5126 Dues & Memberships	856	853	483	85	900	-	900	1,900	111%	Increased
5127 License	700	310	60	431	350	-	350	350	0%	
5128 Employee Relations	-	-	-	-	60	-	60	60	0%	
5130 Rents - Leases	1,790	1,376	1,911	2,399	1,700	-	1,700	1,700	0%	
5131 Records Maintenance	45	38	193	63	200	-	200	200	0%	
5135 Maintenance - Repair	17,069	36,186	28,754	29,535	67,920	(20,298)	47,622	58,020	22%	Decreased from prior year's budget
5136 Parks Maintenance - Repair	(431)	-	-	-	-	-	-	-	0%	
5138 Office Equipment - P.W.	1,449	1,020	396	362	1,020	-	1,020	2,520	147%	Increased for office equip needs
5139 Equipment	2,500	7,091	8,281	3,678	4,000	-	4,000	7,000	75%	Metropolitan Wells budget increase
514X Liability Insurance	10,420	10,701	18,868	17,581	12,993	-	12,993	12,993	0%	
515X Utilities	42,425	49,293	65,610	59,007	64,816	-	64,816	76,616	18%	Metropolitan Wells budget increase
5162 Medical	82	38	391	59	300	-	300	300	0%	
5164 Regulatory Fees	5,402	6,789	9,955	8,700	8,000	-	8,000	8,000	0%	
517X Computer / IT	569	1,883	2,217	3,598	2,833	-	2,833	5,383	90%	Metropolitan Wells budget increase
521X Vehicle Gas/Oil/Repair	7,535	7,944	4,591	7,616	8,200	-	8,200	9,700	18%	Vehicle inflationary cost increase
5217 License	-	-	-	-	30	-	30	30	0%	
522X Small Tools/Equip	1,717	2,221	2,087	5,087	3,925	-	3,925	6,925	76%	Metropolitan Wells budget increase
5225 Public Works - Lab Testing	3,389	4,542	3,881	3,590	5,500	-	5,500	11,700	113%	Metropolitan Wells budget increase
6000 Fixed Asset - Equipment	7,078	-	-	-	-	-	-	-	0%	
Total Other Services and Charges	137,897	150,126	160,978	172,625	223,497	(6,298)	217,199	275,797	27%	
Total Water Operations	221,238	274,371	295,063	324,429	423,565	(4,710)	418,855	530,396	27%	

Capital Projects Overview

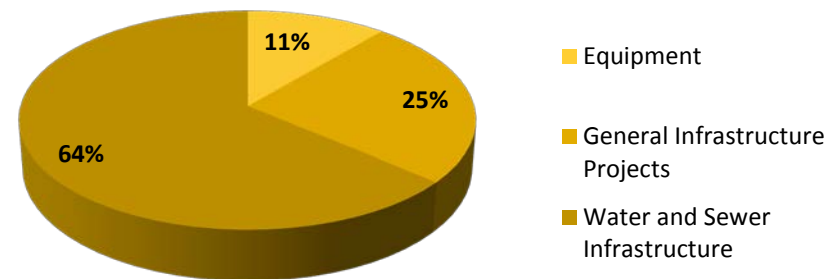
Budgeted Projects

This Fiscal Year 2018-2019 budget includes \$2,280,317 in capital projects, special projects, and equipment replacements. Approximately \$1.4 million of the Capital Projects budget is provided through grant funding for the Alternative Transportation Program (ATP) streets improvement project and State Water Resources Control Board (SWRCB) water capital improvement plan. Total carryover projects from FY 2017/18 total \$243,517.

CAPITAL PROJECTS BY FUND \$847,017
(Not inc. grant funds)



FY 2018/19 PROJECTS
(Not inc. grant funds)



Approximately \$212,000 is included in this year's budget for general infrastructure projects. These include City Hall improvements, river bar access, and Access TV for broadcasting live City meetings.

In addition to street improvements and general infrastructure the budget includes \$540,000 for the water and sewer system replacement, repairs, and maintenance. Equipment includes vehicle and utility equipment for Public Works.

Capital Projects Overview

Funding Sources

FY 2018/19 Capital Projects receive funding from various sources. The City has been successful in identifying and receiving grant awards. The City remains vigilant in identifying and pursuing grant opportunities. Conservative budgeting is fundamental principle in the development of the budget and potential grant opportunities are not budgeted. The City remains focused on budgeting for known factors and will budget grants upon receiving an award.

FY 2018/19 PROJECTS	GF	Gas Tax	TDA	Sewer	Water	Grants	TOTAL
Equipment	199,017	600	400	6,000	6,000	-	212,017
General Infrastructure Projects	5,000	24,250	-	40,750	24,500	-	94,500
Water and Sewer Infrastructure	-	-	-	387,000	153,500	-	540,500
ATP Project						1,000,000	1,000,000
SWRCB CIP Grant						433,300	433,300
TOTAL	204,017	24,850	400	433,750	184,000	1,433,300	2,280,317

FY 2018/19 Summary of Capital Projects

	FY 2017/18	FY 2018/19							
PROJECT	Carryovers	Proposed Budget	Gen Fund	Gas Tax	TDA	Sewer	Water	Grants	TOTAL
Access TV (\$20,000 Council spread)		20,000	7,000	600	400	6,000	6,000		20,000
Bellevue/Ogle Carry Over	50,000	-	50,000						50,000
Christmas Donation Carry Over	1,500	-	1,500						1,500
City Hall ADA, Security, misc. impr. (C/O)	18,517	-	18,517						18,517
City Hall Repairs and maint. (C/O)	10,000	-	10,000						10,000
Police Vehicle Trust Fund		5,000	5,000						5,000
Riverbar access		5,000	5,000						5,000
Slurry Seal (General Fund Subsidy)		107,000	107,000						107,000
Aeromod Plant		15,000				15,000			15,000
All Pump Motors		40,000				40,000			40,000
Belt Press		4,000				4,000			4,000
Blower Room		4,500				4,500			4,500
Chloring Generator	9,000	-				9,000			9,000
Contact Basin Covers/solar frames	10,000	-				10,000			10,000
Electrician		4,500				4,500			4,500
Fern St. Pump Housing Repairs		3,500				3,500			3,500
Forklift	21,500	-		750		18,500	2,250		21,500
Four Ft. Roller & Trailer	33,000	-		16,500		8,250	8,250		33,000
Headworks		10,000				10,000			10,000
I&I Reductions		35,000				35,000			35,000
Lift Stations		8,000				8,000			8,000
Misc. Equipment		20,000				20,000			20,000
Painter Street Pipe Upsize		200,000				200,000			200,000
Sludge Dryer Boiler		15,000				15,000			15,000
Utility Truck	35,000	-		7,000		14,000	14,000		35,000
Valves		8,500				8,500			8,500
Calibrate SCADA Servers	5,000	-					5,000		5,000
Filter Coating		25,000					25,000		25,000
Steel Tank Coating		25,000					25,000		25,000
Tank Paint (Douglas)		30,000					30,000		30,000
Water Meter Replacement		12,000					12,000		12,000
Water Plant Effluent Redirection	50,000	-					50,000		50,000
Water Storage Tank Cleaning & Insp.		6,500					6,500		6,500
ATP Project (043)		1,000,000						1,000,000	1,000,000
CIP Water Grant (062)		433,300						433,300	433,300
TOTAL ALL PROJECTS	243,517	2,036,800	204,017	24,850	400	433,750	184,000	1,433,300	2,280,317

City Profile



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 residents 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. Although snow is rare within the City limits, it is often visible on the hills above Rio Dell in winter.

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 replaced primitive roads and passed through the center of town on Wildwood Avenue. A brief period of municipal prosperity resulted and



City Profile

merchandising flourished. However, the 1976 construction of a freeway by-pass reduced traffic congestion in town and devastated the local business district.

Rio Dell is famous for its fossil beds across the Eel River in an area known as the Scotia Bluffs. Fossils preserved in sandstone aged from one million to fifty million years as 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.





FY 2018/19 OPERATING AND CAPITAL BUDGET
RESOLUTION 1389-2018

ADOPTED ON MAY 15, 2018

FY 2018/19 GANN APPROPRIATIONS LIMIT
RESOLUTION 1390-2018

ADOPTED ON JUNE 5, 2018



RESOLUTION NO. 1389-2018
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
ADOPTING THE OPERATING & CAPITAL BUDGET
FOR THE FISCAL-YEAR 2018/19

WHEREAS, the City is required to adopt an annual operations budget pursuant to City of Rio Dell Resolution 966-2007; and

WHEREAS, the proposed budget for the Fiscal-year beginning July 1, 2018 and ending June 30, 2019, as presented by the Finance Department has been reviewed and revised by the City Manager, and the City Council; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the City of Rio Dell 2018/19 Operating & Capital Budget, including revenues totaling \$5,436,456 and expenditures in the amount of \$6,144,105, for a draw on reserves in the amount of \$707,649 as follows:

FUND NAME	RESERVES	REVENUES		EXPENDITURES		RESERVES		
	Beginning Fund Bal.	Projected Totals	Projected Totals	Transfers	Change in Reserves	Fund Balance	Min. 15% Reserve	
005 Admin Fund	10,594	1,760	1,200		560	11,154	180	
008 Building Fund	-	36,631	54,931	(18,300)	(0)	(0)	8,240	
037 CDBG Fund	48,704	3,174	4,797		(1,623)	47,081	720	
039 CDBG RRLF Fund	536		-		-	536	-	
000 General Fund	1,493,562	1,033,719	1,396,645	18,300	(381,226)	1,112,336	209,497	
044 Measure Z Fund	-	34,582	34,582		(0)	(0)		
074 Recycling Fund	19,455	5,000	5,000		-	19,455	750	
015 Parks Fund	17,645		-		-	17,645	-	
046 Reclamation Grant Fund	3,410		-		-	3,410	-	
040 SLESF Fund	29,834	100,000	89,918		10,082	39,916	13,488	
043 Vehicle Abatement Fund	2,605		-		-	2,605	-	
053 Sewer Asmnt District Fund	2,893	28,500	28,000		500	3,393	-	
052 Sewer Capital Fund	577,373	102,076	433,750	(167,283)	(164,392)	412,982	65,063	
054 Sewer Debt Svc Fund	377,283	302,899	302,899	167,283	(167,283)	210,000	45,435	
054 Sewer Restricted Reserve	302,899		-		-	302,899	-	
050 Sewer Operations Fund	351,297	831,855	944,750		(112,895)	238,402	141,712	
027 Solid Waste Fund	38,428	9,800	4,291		5,509	43,937	644	
093 Spay & Neuter Fund	2,868		-		-	2,868	-	
020 Gas Tax Fund (HUTA)	123,866	151,409	151,314		95	123,961	22,697	
024 TDA Fund	24,950	124,891	126,832		(1,941)	23,009	19,025	
026 RSTP Fund	1,405	22,000	22,396		(396)	1,009	3,359	
047 STIP AIP Grant	-	1,000,000	1,000,000		-	-	-	
062 Water Capital Fund	462,328	169,561	184,000		(14,439)	447,889	27,600	
063 Water Metro Wells Fund	20,989	17,291	24,200		(6,910)	14,080	3,630	
064 Water Dinmore Zone	20,998	22,509	2,000		20,509	41,507	300	
061 Water Restricted Reserve	47,979	34,562	-		34,562	82,541	-	
061 Water Debt Svc Fund	185,356	172,821	136,000		36,821	222,177	20,400	
062 Water CIP Grant	-	433,300	433,300		-	-	-	
060 Water Operations Fund	426,544	798,119	763,300		34,818	461,362	114,495	
TOTAL FY 2018/19	4,593,801	5,436,456	6,144,105	-	(707,649)	3,886,152	697,233	

BE IT FURTHER RESOLVED, that the staffing is adopted and funded in the 2018/19 Operations Budget as follows:

PROPOSED STAFFING CHART FY 2018/19 OPERATING BUDGET

JOB TITLE	FULL-TIME EMPLOYEES (FTEs)				
	2014/15	2015/16	2016/17	2017/18	2018/19
Accountant II	--	1.0	1.0	1.0	1.0
Chief of Police	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0
City Manager/Public Works Director	1.0	1.0	1.0	1.0	1.0
Community Development Director	0.8	0.8	0.8	0.8	0.8
Finance Director	1.0	1.0	1.0	1.0	1.0
Fiscal Assistant I	1.0	1.0	1.0	1.0	1.0
Public Works Leadman	--	1.0	--	1.0	1.0
Police Officer	3.0	3.0	3.0	3.0	4.0
Records Technician	--	--	--	0.7	0.7
Sergeant	1.0	1.0	1.0	1.0	1.0
Senior Fiscal Assistant	1.0	1.0	1.0	1.0	1.0
Utility Worker I	3.0	3.0	2.0	2.0	2.25
Water/Wastewater Plant Operator I	1.0	1.0	1.0	1.0	2.0
Wastewater Superintendent Trainee	--	--	1.0	1.0	1.0
Wastewater Superintendent	1.0	1.0	--	--	--
Wastewater Operator in Training (OIT)	--	--	--	--	1.0
Water/Streets Superintendent	1.0	1.0	1.0	1.0	1.0
	16.80	18.80	16.80	18.50	21.75

BE IT FURTHER RESOLVED, as follows:

Section 1.

It is the intention of the City Council in approving and adopting an annual budget to provide financial guidance for routine operations of City business and for the purpose of providing information to the general public.

Section 2.

The adopted annual City budget will be implemented and maintained in accordance with City Budget Policy as outlined in Resolution 966-2007.

Section 3.

Adoption of the annual budget does not expressly approve expenditures of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State, or Federal law.

Section 4.

Adoption of the 2018/19 Budget includes the two funds which are not projected to have the required minimum Reserve balance (15%) as set forth in City policy. Therefore, an exception to the City's Minimum Fund Balance Policy established by Resolution No. 1154-2012 is hereby granted to RSTP Fund (026) and Building Fund (008).

Section 5.

Adoption of the 2018/19 Sewer Program includes an inter-fund transfer of \$167,283 from the Sewer Debt Service Fund (054) to the Sewer Capital Fund (052).

Section 6.


Adoption of the 2018/19 Building Program includes an inter-fund transfer of \$18,300 from the General Fund Fund (000) to the Building Fund (008).

Section 7.

Adoption of the 2017/18 Budget shows deficits (expenditures exceeding revenues and transfers) in the following funds and the following amounts: General Fund (000) \$381,226, Sewer Capital Fund (052) \$164,392, Sewer Debt Service Fund (054) \$167,283, Sewer Operations Fund (050) \$112,895, TDA Fund (024) \$1,941, RSTP Fund (026) \$396, Water Capital Fund (062) \$14,439, and Water Metro Wells Fund (063) \$6,910.

PASSED AND ADOPTED by the City of Rio Dell on this 15th day of May 2018, by the following roll call vote:

Ayes:	Wilson, Johnson, Garnes, Marks and Strahan
Noes:	None
Abstain:	None
Absent:	None


Frank Wilson, Mayor

ATTEST:


Karen Dunham, City Clerk



**RESOLUTION NO. 1390-2018
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIO DELL
ADOPTING GANN APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR 2018/19**

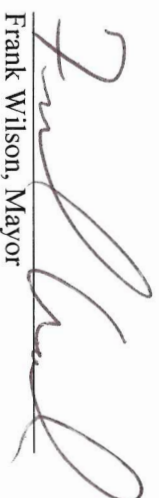
WHEREAS, the voters of the State of California in November 1979 approved Proposition 4, commonly known as the Gann Initiative; and

WHEREAS, the Proposition created Article XIII B of the California State Constitution placing limits on the amount of revenue which can be spent by all entities of the government within the State; and

WHEREAS, these limits require a municipality to determine an appropriations limit each year in accordance with a formula set forth by state law; and

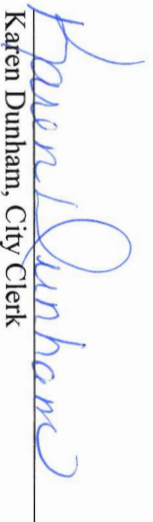
NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Rio Dell hereby adopts the Gann Appropriations limit of \$1,268,430 for fiscal year 2018/19.

Ayes:	Wilson, Johnson, Games, Marks and Strahan
Noes:	None
Abstain:	None
Absent:	None


Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1390-2018 adopted by the City Council of the City of Rio Dell on June 5, 2018.


Karen Dunham, City Clerk

Fund Balance Details

The budget is prepared using *estimated amounts available* for use in each fund to meet on-going operating costs, capital outlays, debt service and pass through payments. At the beginning of fiscal year 2018/19 the total fund balance is estimated to be \$4,593,801. The FY 2018/19 Operating and Capital Budget show expenditures exceeding revenues for an estimated change in fund balance of (\$707,649). This reduces available resources to \$3,886,152 (15%).

The City's major funds are the General Fund, Sewer and Water Funds, and Streets Funds. These funds meet the minimum fund balance reserve policy set at 15% (Resolution 1154-2012), with the exception of the RSTP Fund. At the target fund balance of 30% of operating costs the City's major funds reserve balances meet or exceed the set amount, with the exception of the Sewer Operating Fund, which falls below at 19%.

GENERAL FUND. The General Fund has an estimated fund balance on July 1, 2018 of \$1,493,562. Revenues for the year are estimated at \$1,033,719 and expenditures total \$1,414,945 including \$18,300 in a reserve balance transfer. The change in fund balance for the FY 2018/19 is a decrease of \$381,226 for a projected General Fund reserve balance at the end of the fiscal year of \$1,112,336 (25% decrease).

BUILDING PROGRAM FUND. With the current budgeted appropriations of \$54,931 and revenues of \$36,631 expenditures exceed revenues by \$18,300. A General Fund subsidy will be utilized to cover the estimated deficit. Revenues for the Building Fund may come in higher than budget based on activity at the Rio Dell Business Park. The additional revenues from cannabis activity at the business park were not included in balancing the FY 2018/19 budget as a conservative measure.

PARKS AND RECREATION FUND. Residential developments pay an assessment of \$1,500 per lot into this fund to be used for park land acquisition and development. At year end there is estimated to be a total of \$17,645 fund balance. The fund balance as budgeted remains stagnant.

STREET FUNDS.

GAS TAX (HUTA) – 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

Fund Balance Details

balance in the fund is \$123,866 and revenues during the year are estimated at \$151,409 from HUTA (\$94,168) and SB1 (\$57,241). Expenditures are estimated at \$151,314 for an ending fund balance of \$123,961. There have been insufficient revenues from the HUTA gas tax to meet the community's needs for street repair and reconstruction.

SB1 – Last year voters passed SB1 (November 2017), which allows for additional funding for streets and roads for State and Local government. SB1 amounts have assisted the City in nearly balancing its Streets funds budget for FY 2018/19, but streets activities remain at minimum levels providing only for basic maintenance. SB1 funding is paid through increases in excise tax amounts on gasoline and diesel fuels, as well as increased vehicle registration fees that will include transportation improvement fees. Zero emissions vehicles will also pay an additional registration fee of \$100.

TRANSPORTATION DEVELOPMENT ACT – 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. The estimated beginning balance in the fund is \$24,950 and revenues during the year are estimated at \$124,891. Appropriations total \$126,832 for an ending fund balance at year end of \$23,009.

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. Revenues are estimated to be \$9,800 and expenditures total \$4,291. The fund is projected to have a balance of \$38,428 on June 30, 2018 and \$43,937 at year end.

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. The CDBG program has an array of grants available for uses other than housing loans, and for the FY 2017/18 funds were approved to assist the City with ADA compliance. The CDBG program also offers a small selection of economic development grants.

The Community Development Block (CDBG) Grant - Residential Revolving Loan Fund shows a beginning fund balance of \$48,704 and the CBDG Fund has an estimated \$536 to begin the current year. The estimated ending unrestricted fund balance is \$47,617.

Fund Balance Details

SPECIAL LAW ENFORCEMENT SERVICE FUND (SLESF). This fund annually receives a \$100,000 State subvention to fund the cost of sworn Police Officer's 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. The SLESF Fund is estimated to start the year with \$29,834 funds rolling forward. Expenditures are estimated at \$89,918. The estimated ending reserve balance at year end is \$39,916.

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 may utilize to remove abandoned vehicles from public property. The present balance in the fund is \$2,605. Appropriations were not included in this year's budget for the vehicle abatement fund, therefore the estimated ending fund balance remains unchanged at \$2,605.

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 were provided by the Legislature for the exclusive use of law enforcement to mitigate the impact. The beginning and ending of the fiscal year shows a fund balance of \$3,410 since revenues are not anticipated; therefore appropriations were not included in this year's budget.

MEASURE Z FUND. The beginning fund balance is zero with revenues estimated of \$34,582. Expenditures are estimated at \$34,582, which will be used for staffing of the Police Department's front counter with a part-time Records Technician and a contingency amount for unspent grant funds to be used towards training and overhead. The staffing augmentation allows the release of an officer to the field. The estimated ending reserve balance at year end is zero.

ADMIN FUND. This fund was set up for the use of the City's vehicle that was purchased in 2013. Mileage amounts are charged as expenditures to departments that utilize the vehicle, while revenues of the same amount go into the Admin Fund. At year end the estimated fund balance is \$11,154. The intent of the fund is to accumulate funding to replace the City's vehicle when needed.

ENTERPRISE FUNDS

The Water and Sewer Funds are the City's Enterprise Funds and account for 46% of total revenues (\$2,480,191) and 46% of total appropriations (\$2,818,899). The combined ending working capital balances at June 30, 2019 is estimated to be 63%, or \$2,437,230

Fund Balance Details

of the total ending balances. That amount is split 52% (\$1,269,555) for Water Funds and 48% (\$1,167,675) for Sewer Funds. The following chart highlights ending working capital balance amounts by individual enterprise fund:

SEWER FUNDS. The Sewer Funds are four (4) separate sources for operations, debt service, capital and the assessment district. The beginning unrestricted fund balance for Sewer Operations is estimated at \$351,297. Operating fund expenditures of \$944,750 exceed revenues totaling \$831,855 by \$112,895, for an estimated ending fund balance of \$238,402.

The Sewer Assessment District Fund begins the fiscal year with an unrestricted fund balance of \$2,893. A debt payment of \$28,000 will be made during the fiscal year. This is the final 1973 sewer assessment payment. The year-end reserve will increase slightly \$3,393. Any reserve amount in the final year of the loan payment (2018-19) will be applied to any outstanding balance to fully pay down the debt.

The Sewer Debt Service Fund has an estimated beginning fund balance of \$680,182 which includes \$302,899 in restricted funds as required by the State Water Resources Control Board (SWRCB) financing agreement for the \$12.5 million wastewater plant. The restricted funds will be used for the final debt service payment in 2043. Revenue collections are estimated at \$302,899, the amount required for one annual payment. A transfer of \$167,283 to the Sewer Capital Fund adjusting the debt service fund balance will reduce the ending fund balance at June 30, 2019 to \$512,899. This amount accounts for revenues and expenditures as required to carry out the obligations of the City's financing agreement.

The Sewer Capital Fund begins the year with a balance of \$577,373. The ending fund balance is expected to decrease to \$412,982 by June 30, 2019. The decrease is due to revenues of \$102,076 in comparison to a robust capital projects budget totalling \$433,750 for FY 2018/19. Capital Projects budgeted for the current year are discussed in further detail in the capital projects budget section.

WATER FUNDS. The Water Funds are comprised of five separate funds to include operations, capital, debt service, Metropolitan Wells, and Dinsmore Zone. The Water Operations Fund unrestricted fund balance has a beginning balance of \$426,544. Revenues are estimated at \$798,119 and budget appropriations are \$763,300. The estimated fund balance at year end is \$461,362, an 8% increase.

Fund Balance Details

The Water Debt Service Fund including restricted amounts has a beginning balance of \$233,335 with revenue for the year estimated at \$207,383, the amount of the annual debt service payments plus a set aside amount in order to accumulate the final payment as required in the City's financing agreement with the State Water Resources Control Board. The bi-annual debt payments of \$68,000 occur on July 1 and January 1 each year. The estimated reserve balance includes partial collection of the final payment per funding agreement for an ending reserve balance of \$304,718.

The Water Capital Reserve Fund begins the year with \$462,328 unrestricted fund balance available. Revenues are budgeted for \$169,561 and expenditures for capital projects total \$184,000 for an ending reserve balance estimate of \$447,889. Capital projects are discussed in more detail in the capital projects budget section.

The Metropolitan Well Fund was instituted in 2015 through the water rate study and was created to pay for costs associated with the City's Metropolitan Wells that were renovated in FY 2017/18. The \$1.8 million well restoration project was mainly funded through grants from the SWRCB, Prop 84, and US Dept. Of Agriculture. The beginning fund balance is estimated at \$20,989 with revenues of \$17,291 and expenditures of \$24,200 for the first year for unanticipated costs associated with first year start up of the new system. The ending unrestricted fund balance is \$14,080.

The Dinsmore Zone Water Fund began in 2015 and was set up to accumulate funds collected from Monument Road customers that are served by a water system and line that runs outside of City limits. The funds will be used in the future as matching grant funds to replace the aged infrastructure that delivers water to a small group of customers. The estimated ending unrestricted fund balance is \$41,507.

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. The amount is passed-through to Humboldt Waste Management Authority (HWMA) for litter reduction programs administered by HWMA. With the estimated balance of \$19,455 in the fund, additional litter reduction programs are possible, such as educational instruction in the local schools.

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. This amount has been unchanged for several fiscal years. Over-time the

Fund Balance Details

fund will be depleted by animal shelter charges for spay and neuter services, although this fund hasn't been accessed in quite some time.

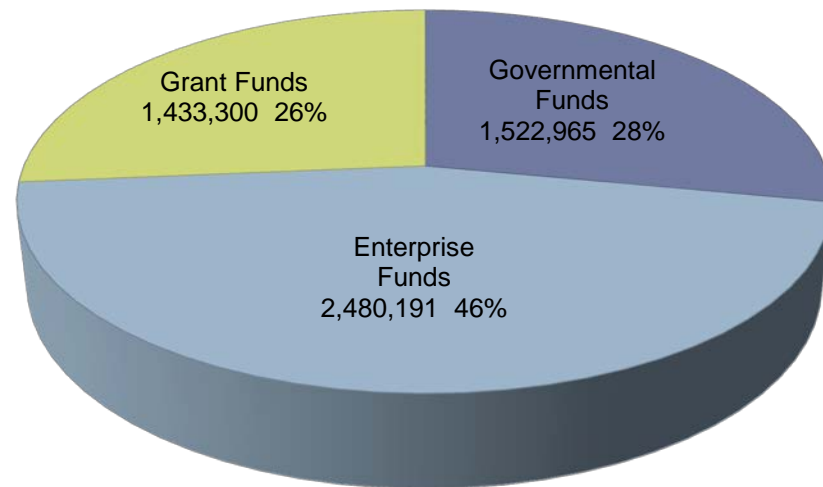
The budget is summarized on the following page. The worksheet shows estimated beginning and ending City-wide fund balances available for use for the FY 2018/19 Operating and Capital Budget ending June 30, 2019.

Revenue By Fund

The adopted revenue budget totals \$5,436,456. In comparison to the prior year, City-wide budgeted revenues have increased by \$1.74 million. The amount can be attributed to an additional grant funding amount of \$1,433,300 for ATP and water CIP projects, SB1 funding for streets, slight increases in the water and sewer funds for annual rate adjustments, as well as slight increases in several General Fund revenue streams based on trends and analysis reflected in the current economic climate.

The chart shows revenues broken up by fund types. Enterprise funds consist of the Water and Sewer Funds activities of operating, capital, and debt service. These two major funds make up 46% of budgeted revenues and are the largest portion of revenues the City receives. Governmental Funds are made up of the General Fund, and many smaller funding sources such as SLESF, CDBG, Gas Tax, TDA Fund, RSTP Fund, Admin Fund, Building Fund, Solid Waste, and Recycling. Grant funding (26%) is made up of \$1.44 million for capital projects.

REVENUES BY FUND TYPES



REVENUE BUDGET \$5,436,456

Revenue By Fund

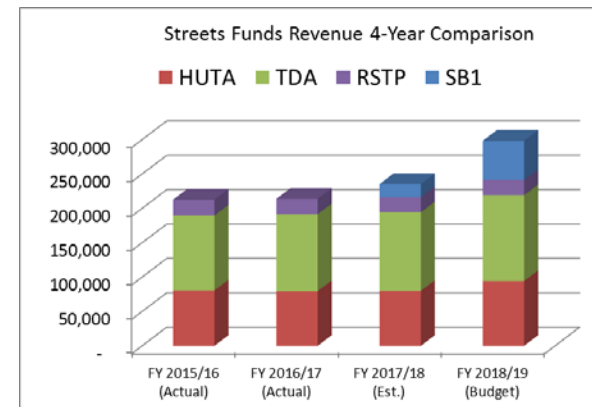
The General Fund revenue increases are a combination of several line items, such as property and In-lieu VLF amounts, that historically see incremental growth from year to year based on State and County methodologies. Trends based on actual amounts collected and in-depth research were used as the basis used in forecasting General Fund revenues for FY 2018/19.

General Fund revenues remain healthy and are higher than operating costs and smaller special projects costs; this is largely attributable to Measure U, the City's 1% tax measure that was approved by voters in 2014 and will expire in 2019. At that point General Fund revenues will drop significantly (24%) if Measure U is not renewed.

Street Funds revenues for the City's Streets and Roads Program total \$298,300 for FY 2018/19. The City's Streets Funds are the Gas Tax (HUTA), the Transportation Development Act (TDA) and the Regional Surface Transportation Program (RSTP). This is a 26% increase in comparison to prior year's budgeted amount. SB1 funds and HUTA increased tax base is attributable to the estimated increase. Still, the amount is insufficient to meet on-going streets maintenance and repairs. Reserve balances are being used to offset expenditures for this year's streets budget for \$2,242.

The chart below shows the gradual increase in streets funds revenues, with SB1 making a positive impact on revenue sources needed to improve the City's Streets and Roads Program.

SB1, also called the Road Maintenance Rehabilitation Act (RMRA), is on the November 2018 ballot to be repealed. The repeal is countered with Prop 69 on the June 2018 ballot, five months before the November



Revenue By Fund

elections. Prop 69 extends constitutional protections to the new revenues being generated by SB1 and prohibits Legislature from diverting new transportation funds.

The Gas Tax Fund revenue is higher than in previous years based on fuel sales figures estimated by the Board of Equalization in comparison to last year. The increase is also due to tax legislation enacted in November 2017 that increased the Highway User's Tax (HUTA) by \$0.12 per gallon for gasoline and \$0.20 per gallon for diesel. In addition, SB1 funding, also called the Road Maintenance Rehabilitation Act (RMRA), started being collected and reimbursed to Cities in January 2018. Despite the new revenues, the City's streets program remains underfunded to adequately meet City on-going streets general maintenance and repairs.

Pass-thru funds totaling \$50,910 is a predetermined TDA fund amount that goes towards local transportation needs provided through the Humboldt Transit Authority (HTA) and the Humboldt Senior Resource Center (HSRC).

The **Water Fund** consists of the Operating, Capital, Metro Wells, Dinsmore Zone, and Debt Service Funds. Budgeted revenue for these funds totals \$1,214,862. Since FY 2014/15 water rate increases through the Prop 218 process revenues have seen significant growth. The rate increase was essential in stabilizing the water funds' ability to meet expenditures in an on-going effort at maintaining a safe and reliable water delivery system.

The **Sewer Fund** revenues for FY 2018/19 are budgeted for \$1,265,329. Several activities within the Sewer Fund make up this amount: Operations \$831,855 (66%), Capital \$102,076 (8%), Debt Service \$302,899 (24%), and the Sewer Assessment District Fund \$28,500 (2%). Total revenues estimated to be collected in FY 2018/19 show an increase of less than 2% in comparison to the prior fiscal year estimate of actual revenues for 2017/18. The sewer rates are adjusted annually on July 1 based on the Consumer Price Index (CPI).

Building Fund revenues were adopted with \$36,631 in revenues, which may be higher due to increased activities at the Rio Dell Business Park. Anticipated revenues were not included in the budgetary process since cannabis activities have been stagnant thus far. Revenues can be amended through the budget amendment process for significant business park building activities.

Revenue By Fund

This fiscal year the Building Fund will be monitored for revenue growth. Ultimately, with the cannabis activity across the river, the Building Fund can potentially transfer back any subsidies that have been made out of the General Fund. To date, including the subsidy of \$18,300 from the General Fund for FY 2018/19, a total of \$104,876 in General Fund subsidies have been incurred since FY 2014/15, the year the Building Fund was created.

The budget was adopted with \$34,582 in **Measure Z funds** to help support the Police Department in providing better services to the community. The amount pays for a part-time Records Technician that provides administrative support allowing officers to spend more time in the field. The Records Technician works in the Police Department answering phones, processing data, and other administrative tasks as assigned.

The **SLESF Fund** grant is an annual \$100,000 to be used towards “front-line police services.” The funds provide the City’s Police Department with an additional full-time officer for law enforcement duties. The amount is received on a year-to-year basis.

Other special revenue funds with budgeted revenues are the Recycling Fund, Community Development Block Grant (CDBG), the Admin Fund, Realignment Grant Fund, and SLESF Fund. Revenue details for these funds follow:

Recycling Fund (\$5,000) receives revenues from CalRecycle as a pass-thru amount to Humboldt Waste Management Authority (HWMA). HWMA uses these funds in its recycling activities throughout the County, including events specific to the Rio Dell Community such as e-waste collection day.

The **Community Development Block Grant** (CDBG) (\$3,174) receives a small amount of revenue each year though housing loan payments made by loan holders. Most of these loans, however, do not require monthly payments. Instead loans become due when the home is sold, or the loan holder becomes deceased. The City occasionally receives full loan pay-off, but timing is unpredictable. Pay off revenue amounts are not included in the City’s annual budget process.

Admin Fund (\$1,760) receives revenue each time the City’s Admin vehicle is used. The mileage charge is billed to the department that utilizes the vehicle and the amount counts towards revenue in the Admin Fund.

Revenue By Fund

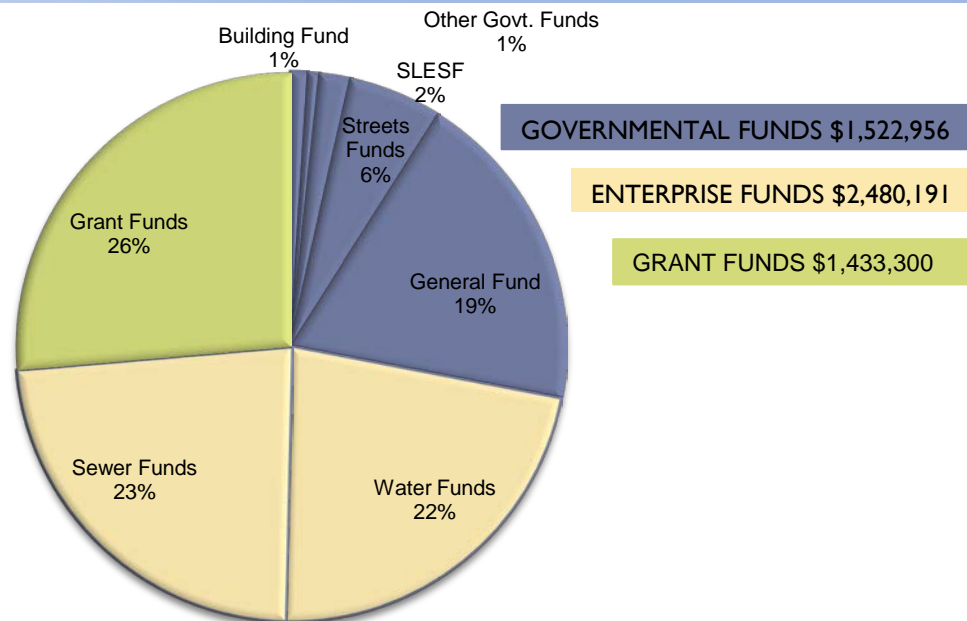
Solid Waste Fund (\$9,800) receives pass-thru revenue from CalRecycle (\$2,000) and through various waste collection sites. HWMAs revenues are largely passed through to HWMA. The funds are used for HWMAs programs to eliminate solid wastes per AB 939. This bill is dedicated to reducing, recycling, and environmentally safe transformation of products slated for landfills.

Grant funding of \$1,433,300 is included in this year's budget.

The City has been awarded a planning grant totaling \$433,300 for a water capital improvement plan to be developed by GHD, Inc. the City's engineering firm. The grant is through the State Water Resources Control Board (SWRCB) Prop 1.

The City was also originally awarded \$1,533,000 in Safety Improvement and Community Outreach Project Infrastructure (SRTS) funding. A total of only \$1,000,000 from is included in this year's budget since actual amounts receivable for both FY 2017/18 and 2018/19 weren't determinable at the time of budget adoption.

ILLUSTRATION OF REVENUES BY FUND TYPE



GLOSSARY

Account: The classification of records by number and name dealing with financial transactions and events related to an organization's assets, liabilities, reserves, fund balances, expenditures, or revenues.

Activity: A specific and distinguishable category of work, occupational specialty, or service.

Adopted Budget: City Council approved resources and uses of funds for the upcoming fiscal year.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Assembly Bill: An Assembly Bill (AB) is a state law which originated as a proposal from the Assembly.

Assessment: A levy imposed upon real property for a special benefit conferred upon the real property (e.g. road, sewer, lighting & landscaping improvements as well as maintenance of these items maintenance).

Assessment District: An Assessment District (AD) is the area that will benefit from the real property assessment.

Assets: Owned property which has monetary value.

Audit: A review of the financial transactions prepared by an independent certified public accountant (CPA) to determine if the financial statements fairly present the financial position and results of operations in conformity with generally accepted accounting principles.

Balanced Budget: When the total recurring revenues is equal to or greater than the total recurring expenditures, the budget is balanced.

Beginning Fund Balance: Fund balance available in a fund at the close of the prior year which is available for use in the following year.

GLOSSARY

Budget: The City's financial plan, operations guide, and communications tool that describes the City's goals and objectives and how resources are allocated to achieve the goals and objectives.

California Society of Municipal Finance Officers (CSMFO): A statewide organization of finance professionals working for governmental agencies which promotes professional development and provides support with key issues facing municipalities.

Capital Budget: The portion of a budget that lists anticipated expenditures for capital items for which there are appropriations in a fiscal year.

Capital Item: A physical enhancement to a facility, vehicle, or piece of equipment with a useful life of one year or more, and costing more than \$5,000.

Capital Outlay: Expenditures which result in the acquisition of or additions to fixed assets. Examples include land, buildings, machinery, equipment, and construction projects.

Capital Projects Fund: In governmental accounting, a fund that accounts for financial resources to be used for the acquisition of capital assets or construction of capital facilities. The total cost of a capital project is accumulated in a single expenditures account, which accumulates until the project is completed, at which time the fund ceases to exist and the asset is capitalized.

Certificate of Participation: A Certification of Participation (COP) is a financing instrument used by municipalities which provides the shareholder with a share of lease revenue. The City currently has not active COPs. The 1998 Refunding Certificates of Participation were used to construct the Civic Center / City Hall location and were paid off February 1, 2016.

Community Development Block Grant (CDBG): Federal grant funds distributed from the U.S. Department of Housing and Urban Development that are passed through to the City. The City primarily uses these funds for public improvements, elimination of blight, and local social programs.

GLOSSARY

Cost of Living Adjustment: A Cost of Living Adjustment (COLA) is an inflationary adjustment made to salaries in an effort to keep earnings in line with the cost of living. COLA adjustments are typically prescribed by the Memorandum of Understanding between the City and the employees and require the approval of the City Council.

Chart of Accounts: A listing of individual accounts by number and name used to track financial activities.

City: The City of Rio Dell.

City Clerks Association of California: The City Clerks Association of California (CCAC) is a professional organization which promotes and supports the City Clerk profession across the State of California.

Comprehensive Annual Financial Report: A Comprehensive Financial Report (CAFR) is the annual financial statement report for a governmental entity that is prepared in accordance with the accounting requirements established by the Government Accounting Standards Board (GASB).

Contingency: A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls, and/or unknown expenditures.

Contract Services: Services provided to the City from the private sector or other public agencies.

Debt Service: Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

Department: A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Department of Finance: The State of California's Department of Finance (DOF) is responsible for the state budget and fiscal policy.

GLOSSARY

Department of Motor Vehicles (DMV): The Department of Motor Vehicles (DMV) is responsible for the issuance of all vehicle registrations and driver's licenses.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) The portion of the cost of a capital asset that is charged as an expense during a particular period.

Document Transfer Tax: The tax imposed to record each document pertaining to the transfer or sale of real property. The City receives \$0.55 per \$500.00 in real property value, exclusive of any lien or encumbrance.

Encumbrance: An obligation in the form of a purchase order or contract which is chargeable to a budget appropriation. The budget for such obligation is encumbered or set aside to preserve the appropriation for that purpose until an actual expenditure is made (upon receipt of goods/services or successful completion of the contract).

Enterprise Fund: A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These funds are entirely or predominately self-supporting. The City of Rio Dell has two (2) Enterprise Funds: The Water Fund and the Sewer Fund.

Equivalent Dwelling Unit (EDU): The measurement unit assigned to a household or business which is multiplied by adopted fees for purposes of determining the amount of fees to be collected from each customer.

Expenditure: The spending of revenue set aside by an appropriation.

Fair Labor Standards Act (FLSA): Federal statute which defines wage and hour laws. In particular, this act is the basis for determining rate of pay for overtime purposes.

Federal Emergency Management Agency (FEMA): Federal agency which responds to national emergencies in an effort to help recover from catastrophic losses due to federally declared emergencies.

GLOSSARY

Fee or Charge: A levy other than an ad valorem tax, assessment, or special tax imposed upon a person or a parcel for a service.

Fiscal Year: A twelve month period of time used for budgeting and financial reporting purposes. The City's fiscal year runs from July 1 through June 30.

Franchise Fees: Imposed on utility companies for the privilege of doing business in the City. Fees are usually based upon a percentage of gross revenue derived from business conducted in the City.

Full-Time Equivalents (FTE): The portion of time a position has been budgeted for based on a full-time position. A full time position works 2,080 hours per year (40 hours per week x 52 weeks). For example: A position that is budgeted to work 30 hours per week equals 0.75 FTE (30 hours per week / 40 hours per week).

Function: Related activities grouped under a division.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific service activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance: Fund Balance is also known as financial position and is the excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

Fund Descriptions: The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Gas Tax Fund: The Gas Tax Fund is used to account for revenues and expenditures apportioned under the Streets and Highways Code of the State of California. Expenditures may be made for any street related purpose in the City's system of streets.

GLOSSARY

General Fund: A type of fund established to account for revenue derived from property taxes or other sources that are available for any government activity without restriction.

Generally Accepted Accounting Principles (GAAP): Standards and procedures which prescribe how financial statements are to be compiled and journal entries are to be recorded.

Goal: A general standard established to promote the accomplishment of an organization's stated mission.

Government Accounting Standards Board (GASB): The organization responsible for setting accounting and financial reporting standards applicable to federal, state and local governments.

Governmental Funds: Include activities usually associated with the governmental entities' operation (police, fire and general governmental functions).

Grant: External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility.

Improvements: Buildings, structures or attachments to land such as sidewalks, parking lots, drainage and other infrastructure including sewer lift stations and transportation lines.

Interfund Transfers: The movement of money between various funds. Accounting entries to for interfund transfers are processed through transfer-in and transfer-out accounts which offset each other (net to zero).

Liability: Obligation payable at the close of an accounting period.

Licenses and Permits: Revenues earned by the issuance of licenses or permits levied in accordance with the benefits conferred by the license or permit.

GLOSSARY

Line Item Budget: A type of budget that lists separate accounts (education & training, insurance, utilities, etc.) along with anticipated expenditure levels for each account listed. The City's budget contains a line item budget.

Local Agency Formation Commission (LAFCO): Implements legislative direction and policies aimed at standardizing the municipal government structure to ensure efficient and effective delivery of public services.

Local Transportation Fund (LTF): The City's Local Transportation Fund is used to receive funds restricted for use on transportation projects. Funds are held in this fund and transferred out to the appropriate fund to cover street and road expenditures.

Measure U: Local tax measure approved by the voters in November 2014 wherein the voters approved a 1% increase in the local retail sales tax.

Memorandum of Understanding (MOU): An agreement between the City and the represented employees which describes the wages, benefits and rights of those employees and the employer organization.

Motor Vehicle in Lieu: Portion of the State vehicle registration fee credited to the Local Revenue Fund which is allocated annually to cities and counties pursuant to California Revenue and Taxation Code Section 11001.5 (b).

Notice of Funding Availability (NOFA): A method of notifying grant applicants of funding opportunities and providing information on the process for applying, matching requirements, etc.

Objective: A time-specific and quantifiable standard established to promote the accomplishment of a goal.

Occupational Safety and Health Administration (OSHA): Created by the Occupational Safety and Health Act of 1970, to ensure safe working conditions. OSHA sets and enforces standards as part of the United States Department of Labor.

Office of Emergency Services (OES): The state equivalent to the Federal Emergency Management Agency (FEMA).

GLOSSARY

Operating Budget: The portion of a financial plan of operation that groups revenues and appropriations for a fiscal year by division, function, and/or program.

Program: Related activities grouped under a function.

Property Tax: Imposed on real property (land and permanently attached improvements) based upon the assessed value of such property. See also, Supplemental Property Tax Assessment.**Proposition 4:** A constitutional amendment approved by the voters in November 1979, enacted as Article XIII B of the California Constitution. This constitutional provision imposes limits on allowable appropriation of State and local governments.

Proposition 8: A constitutional amendment approved by the voters in 1978 which amended Article XIII A of the California Constitution. This constitutional amendment allows for the temporary reduction in assessed values when real property suffers a decline in value (i.e. market value < assessed value). Recovery of assessed value is not limited by the 2% cap under Proposition 13 until the value returns to the Proposition 13 adjusted base year value or changes ownership or under goes new construction.

Proposition 13: A constitutional amendment approved by the voters in June 1978, enacted as Article XIII A of the California Constitution. This constitutional provision established a two percent (2%) limit on annual inflationary adjustments to assessed values provided the property is not sold.

Proposition 62: A statutory initiative approved by California voters in November 1986. This initiative added Sections 53720 to 53730 to the Government Code to require new local government taxes be approved by voters.

Proposition 218: A constitutional amendment approved by the voters in November 1996, adding Article XIII C and D to the California Constitution. These added constitutional provisions impose new landowner approval procedures for benefit assessments on real property and for fees imposed as an incident of property ownership.

Public Works (PW): The City's department responsible for maintaining the City's streets, parks, public facilities, and water and sewer systems.

GLOSSARY

Reserve: The portion of the Fund Balance set aside for a specific purpose (e.g. debt covenants, constitutional provisions, enabling legislation, accounting standards, City Council commitments). Funds set aside by the City Council for contingencies and replacement of infrastructure, vehicles and equipment are committed, or designated, for this purpose and cannot be used without authorization from the City Council.

Resources: Revenue, income and/or transfers in from other funding sources.

Revenue: Sources of income, which the City receives during a fiscal year. Examples of revenue include taxes, grants, charges for services, operating transfers from other funds, and proceeds derived from the sale of assets.

Special Revenue Fund: Fund used to account for the proceeds of special revenue sources that are legally restricted for a specified purpose. Examples of special revenues include sewer user and refuse fees, and street improvement funds such as SB1, Gas Tax and Transportation Development Act monies.

Senate Bill: A Senate Bill (SB) is a state law which originated as a proposal from the Senate.

Service Charge: Charges for specific services rendered.

Subventions: Revenues which are allocated to the City, typically on a formula basis.

Supplemental Law Enforcement Services Fund (SLESF): State fund which provides funding for law enforcement grants. On the City's financials this fund is used to receive COPS subvention funds and distribute such funds as expenditures are made.

Supplemental Property Tax Assessment: State law requires the Assessor's Office to reappraise property immediately upon change in ownership or completion of new construction. The Assessor's Office must issue a supplemental assessment, which reflects the difference between the prior assessed value and the new assessed value. The supplemental property tax assessment is prorated based on the number of months remaining in the year. This assessment is in addition to the regular tax bill.

Supplies: An expenditure classification for articles and commodities purchased for consumption or resale.

GLOSSARY

Taxes: Compulsory charges levied by the City, County and State for the purpose of financing services performed for the common benefit.

Teeter: The Alternate Methods of Property Tax Apportionment as authorized in Revenue & Taxation Code Sections 4701-4717. These taxes and assessments are paid on the basis of the full tax levy (receivable) regardless of delinquencies. If a property is ultimately sold for non-payment of taxes, any shortfall is deducted from the tax Losses Reserve Fund; therefore, participating agencies are guaranteed to receive 100% of levied taxes.

Total Maximum Daily Load (TMDL): As defined by the Clean Water Act, this is the maximum amount of pollutant that is allowed to enter a body of water in a given day to avoid exceeding water quality standards.

Traffic Fines: Portion of the fines collected upon conviction or bail forfeiture of vehicle code violations committed within boundaries.

Transient Occupancy Tax (TOT): Imposed on lodging facilities including private home rentals for short term rentals (i.e. guest stays less than 30 days).

Transfers-In/Out: Interfund Transfers of money between funds. Differs from revenue and expenditure – see definition of these terms.

Unitary Tax: A taxation system whereby taxes are calculated on a percentage basis of a company's world-wide operations, rather than on the profits made in the area where the taxing authorities are located.

Unsecured Taxes: Unsecured taxes are assessed for ownership of assets including, but not limited to boats, planes, business property, mobile homes, structural improvements on leased land and other leasehold interests.

Uses: Expenditures and/or transfers out to other funding sources.

GLOSSARY

Year-to-Date (YTD): A term used to describe what is included in a particular set of data. Typically, this term is used to indicate the set of data from the beginning of the fiscal year to a specified date or the current day.



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End of Budget Document
