
**675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)**



DATE: May 16, 2023

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Travis Sanborn, Finance Director

SUBJECT: Presentation of the Fiscal Year 2023-24 Recommended Budget

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the first draft of the Fiscal Year 2023-24 Recommended Budget with the option to set up a future study session to provide direction to staff, and direct staff to return on June 6, 2023, for further discussion and presentation of any changes to the Recommended Budget and possible adoption.

BACKGROUND AND DISCUSSION:

The City's annual Operating and Capital Budget should be adopted by June 30th of each fiscal year to allow for expenditures starting July 1st of the new fiscal year. At the March 21, 2023 City Council meeting, the Council passed the proposed fiscal year 2023-24 Budget Calendar which called for the City Manager to present the Recommended Operating and Capital Budget at the May 16, 2023 meeting. This is the first presentation of the Recommended Budget for fiscal year (FY) 2023-24 and provides an opportunity for input from the City Council and the public. Staff will return to the Council on June 6, 2023, with any changes and on June 20, 2023, if needed, for final adoption of the Budget.

ATTACHMENTS:

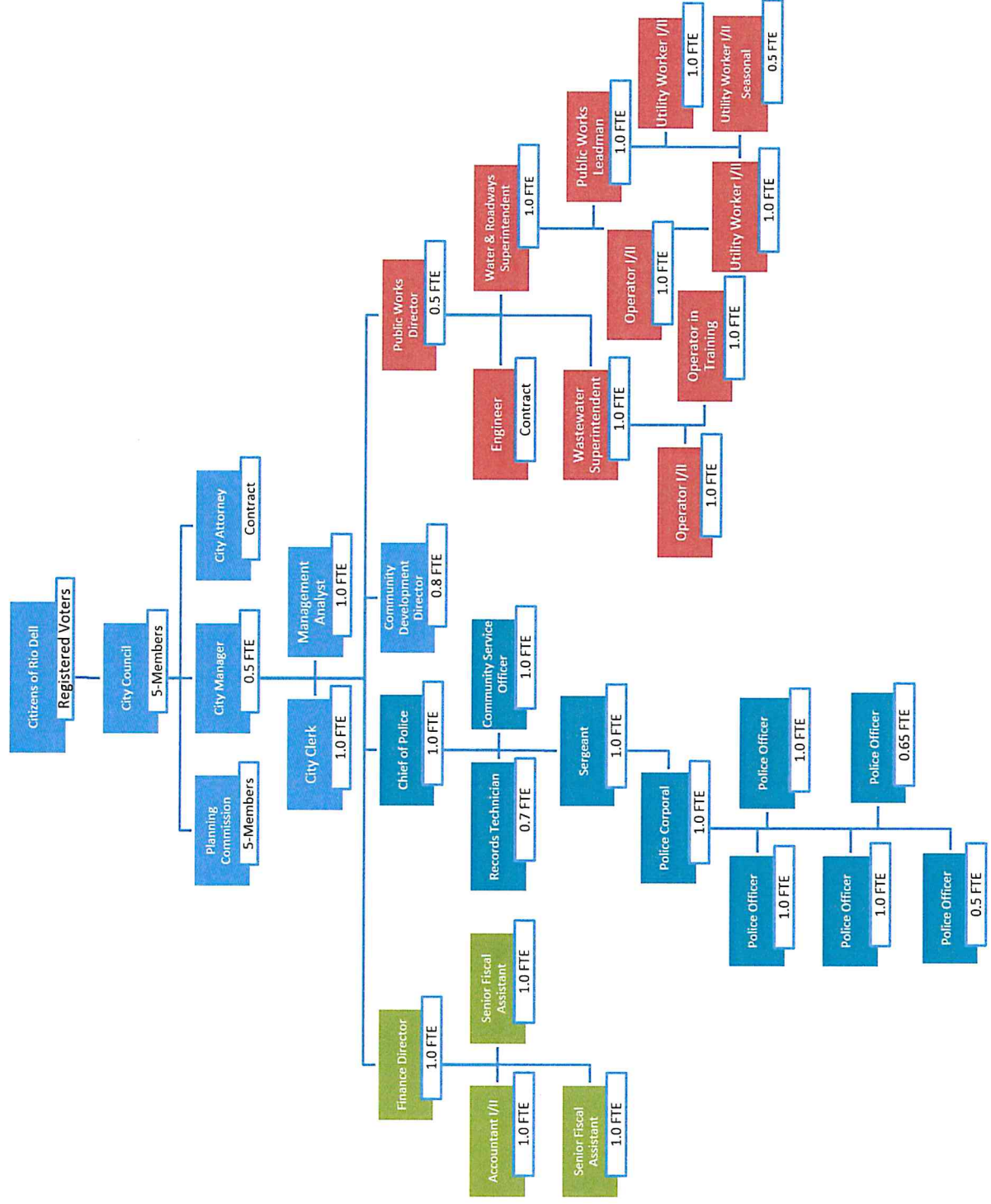
FY 2023-24 Draft Recommended Budget
FY 2023-23 Draft Organizational Chart
FY 2023-24 Draft Summary of Capital and Special Projects
FY 2023-24 Budget Calendar

City of Rio Dell

Organizational Chart

Fiscal Year 2023-24
Proposed Budget 25.15 FTE

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FY 2023-24 Summary of Capital & Special Projects

ACCOUNT	PROJ #	PROJECT NAME	Gen Fund (000)	Park Per Capita (014)	Parks Capital (018)	ARPA- SLFRF (076)	Sewer (052)	Water (062)	TOTAL
GENERAL FUND PROJECTS									
6500 14 000 0000	9068	Asphalt Street Resurfacing	100,000						100,000
6500 14 000 0000	9070	City Beautification	38,000						38,000
6525 14 000 0000	9031	Police Dept Improvements	50,000						50,000
6000 14 000 0000	9050	Police Storage Container	10,000						10,000
GRANTS									
6525 14 014 0000	9071	Per Capita Park Development (Dog Park)		177,952					177,952
6500 14 018 0000	9073	Eel River Trail			2,214,929				2,214,929
6525 14 018 0000	9088	Gateway Beautification			197,870				197,870
6500 14 076 0000		Monument Road Repair				200,000			200,000
6525 14 076 0000	9086	Open Space Facility				140,000			140,000
WASTEWATER PROJECTS AND EQUIPMENT									
5115 14 052 0000	9036	SCADA Upgrades					10,000		10,000
6500 14 052 0000	9010	I&I Reductions					35,000		35,000
6500 14 052 0000		Compliance Project Chloramine					120,000		120,000
6525 14 052 0000		Biosolids Tent Roof Repair/Replacement					100,000		100,000
WATER PROJECTS AND EQUIPMENT									
5115 14 062 0000	9036	SCADA Upgrades						10,000	10,000
6500 14 062 0000	9048	Water Meter Replacement						12,000	12,000
6200 14 062 0000	9021	Meter Reading Equipment Replacement						26,000	26,000
6500 14 062 0000	9049	Paint Water Tank (Douglas)						80,000	80,000
6000 14 062 0000	9054	Backwash Flow Meter						10,000	10,000
6500 14 064 0000	9011	Monument Water Line Replacement						100,000	100,000
TOTAL ALL PROJECTS			198,000	177,952	2,412,799	340,000	265,000	238,000	3,631,751

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FY 2023-24 Budget Calendar

MARCH

- **March 1-20**
 - Development of proposed staffing plan
 - Salary costs are calculated based on the proposed staffing plan
 - Revenue forecasting is completed
 - Budget worksheets are compiled
- **Tuesday, March 21st City Council Proposed Budget Calendar on Consent Calendar**
 - Agendize budget calendar
- **Wednesday, March 22nd**
 - Budget Packets Distributed to Department Heads/Supervisors

APRIL

- **April - Priority Setting Meetings with City Council**
- **Monday, April 10th**
 - Department Heads/Supervisors turn in Budget Requests to Finance Director
- **April 10 – April 19**
 - Information compiled by Finance
- **April 19 – April 26**
 - City Manager reviews Budget and provides recommended changes to Finance
 - City Manager meets with Department Heads/Supervisors as needed
- **Wednesday, April 26th**
 - Finance finishes preparing the recommended budget for City Manager approval

FY 2023-24 Budget Calendar

MAY

- **Week of May 8th**
 - Prepare Staff Report and Final Preparations for Recommended Budget
- **Tuesday, May 16th City Council Meeting**
 - City Manager presents the Recommended Operating and Capital Budget
- **May 22– May 31**
 - *Special budget meetings if necessary*

JUNE

- **Tuesday, June 6th City Council Meeting**
 - City Public Hearing- City Manager presents the revised Recommended Operating and Capital Budget
- **June 7-June 19**
 - *Special budget meetings if necessary*
- **Tuesday, June 20 City Council Meeting**
 - Special Presentation - Finance Director Presents the Final Operating and Capital Budget for Adoption Resolution No. _____