

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



DATE: June 6, 2023

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Travis Sanborn, Finance Director

SUBJECT: Adoption of Fiscal Year 2023-24 City Budget

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1583-2023 adopting the Fiscal Year (FY) 2023-24 Operating and Capital Budget and Position Allocation Table or provide additional direction and instruct staff to return on June 20, 2023, with the adoption of the budget.

BACKGROUND AND DISCUSSION:

On May 16, 2023, the Council received a presentation of the recommended budget, organizational chart, summary of capital and special projects, and the budget calendar. During the special study session, the Council and staff recommended the following changes:

- \$22,000 split between the Sewer (050) and Water (060) Operations Funds to procure a summer GIS intern.
- Adjusted part-time Public Works Utility Worker position from 0.5 FTE non-benefitted position to 1.0 FTE benefitted position expensed to the Water Operations Fund (060).
- Pro-rated benefits were added to the Police Department Records Technician position.

Since the Council last saw this budget the following changes have been made:

- \$32,000 has been added to the Sewer Operations Fund (050) to complete the NPDES Permit Renewal.
- Adjusted Insurance projections based on SCORE forecasts.

The proposed budget totals \$8,769,395 (operating expenditures \$4,648,763; debt service and pass-thru amounts \$488,881; and capital projects \$3,631,751). This is a decrease of \$184,211, or 2% under last year's adopted budget. This decrease is primarily due to the completion of the multi-year street improvement capital projects. Revenues utilized to finance FY 2023-24 are

\$7,577,932 with \$1,191,463 coming from the use of unassigned fund balance. All estimated ending fund balances remain above the 30% target reserve minimum, with the exception of the Sewer Operations Fund (050), Solid Waste Fund (027), and Water Dinsmore Zone (064) funds.

ATTACHMENTS:

Resolution 1583-2023 Fiscal Year 2023-24 Operating and Capital Budget
Budget Documents and Worksheets



City of Rio Dell Recommended Budget FY 2023-24



Recommended Budget Outline

- Budget Process Timeline
- Priority Update
- Budget Changes
- Total Recommended Budget
- City Expenses
- City Revenue Sources
- General Fund Expenses
- General Fund Revenue Sources

- General Fund 5 Year Comparison
- General Fund Unassigned Reserve
- Capital Projects
- Grants
- City Organizational Chart
- Personnel History
- Next Steps



Priority Setting FY 2023-24

- Recruitment / Retention
- Public Works Infrastructure
- Community Development
- Economic Development Plan
- Public Safety – Staffing



Budget Changes

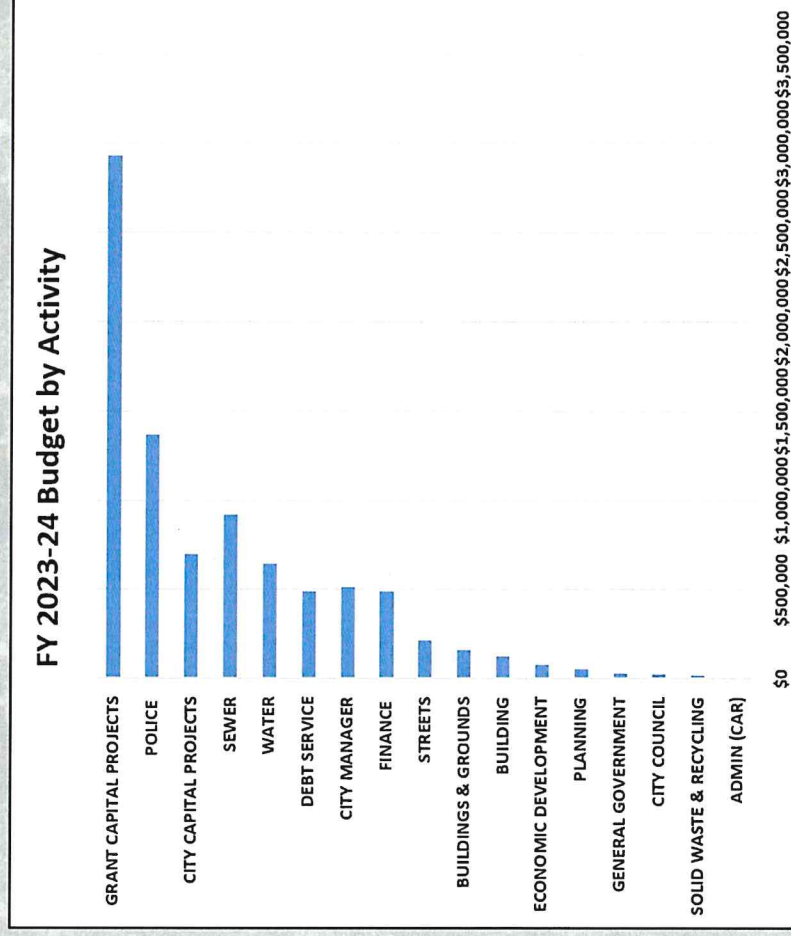
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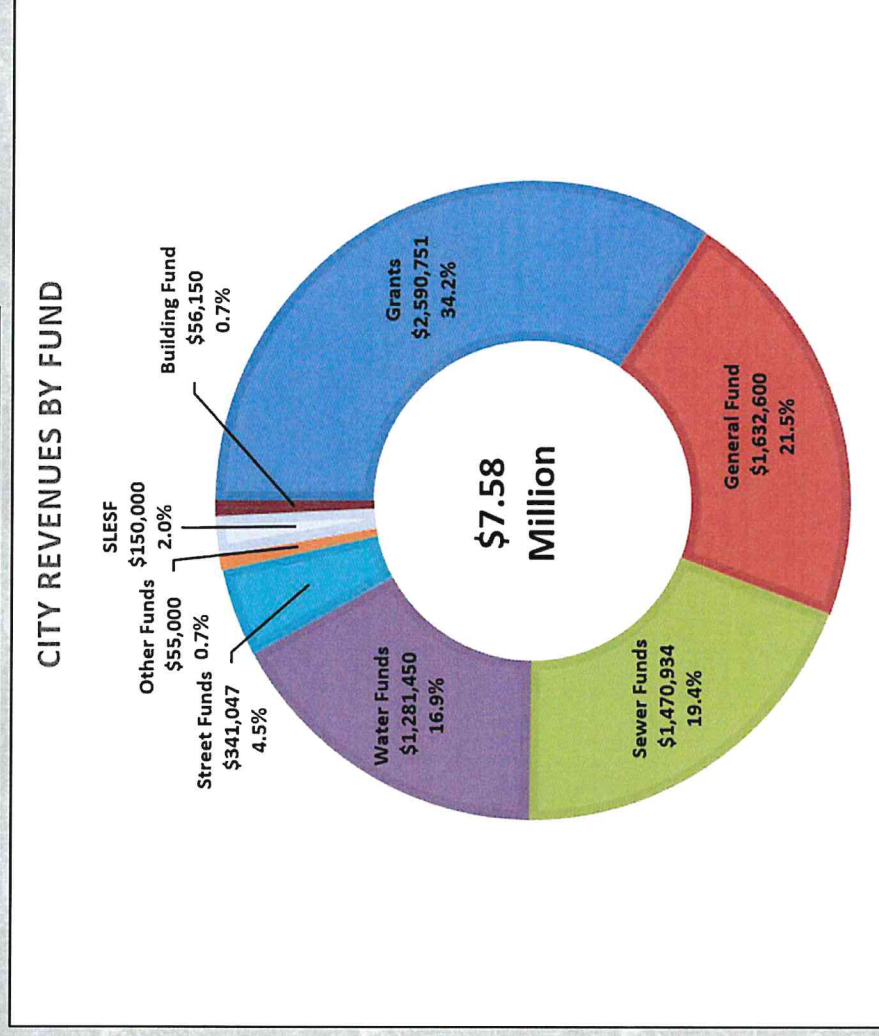
Recommended City Budget \$8.77 Million

- Total City Budget for FY 2023-24 is **\$8.77MM** compared to **\$8.95MM** the prior year. A decrease of **\$180k**, or **2%**.





City Revenue Sources

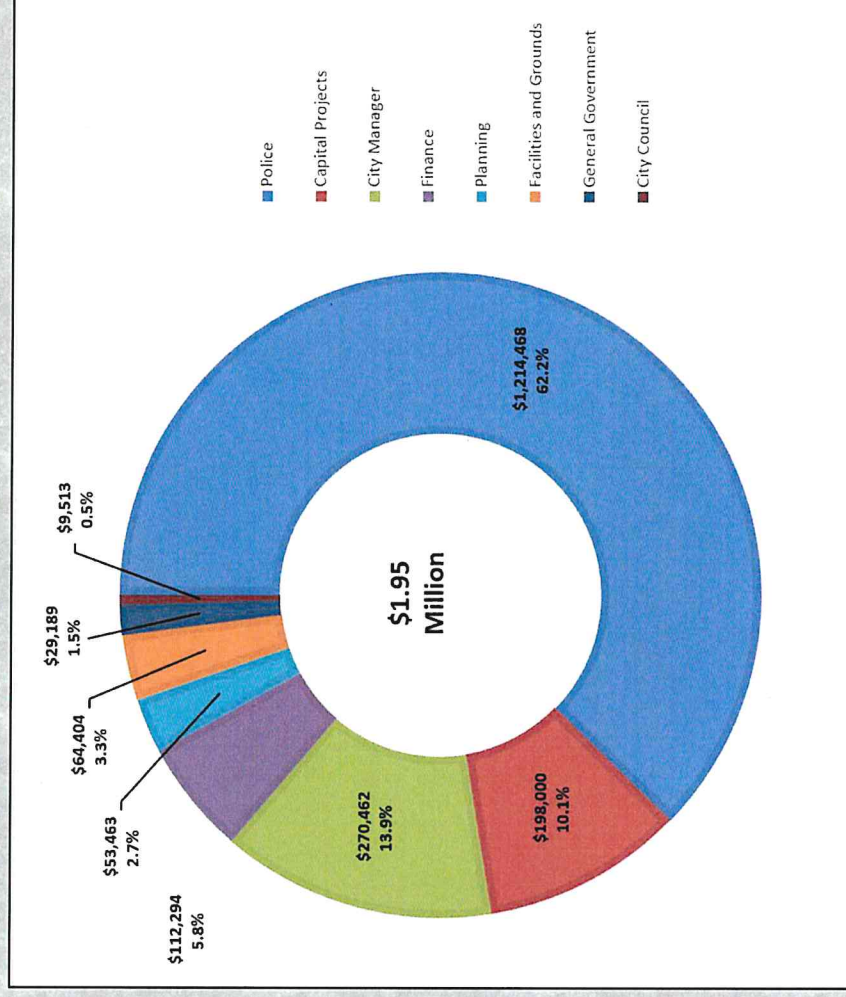


- City revenues are estimated to be **\$7.58 MM** for FY 2023-24 compared to **\$8.04 MM** last year, a decrease of **\$460,000**, or 6%



General Fund Expenses

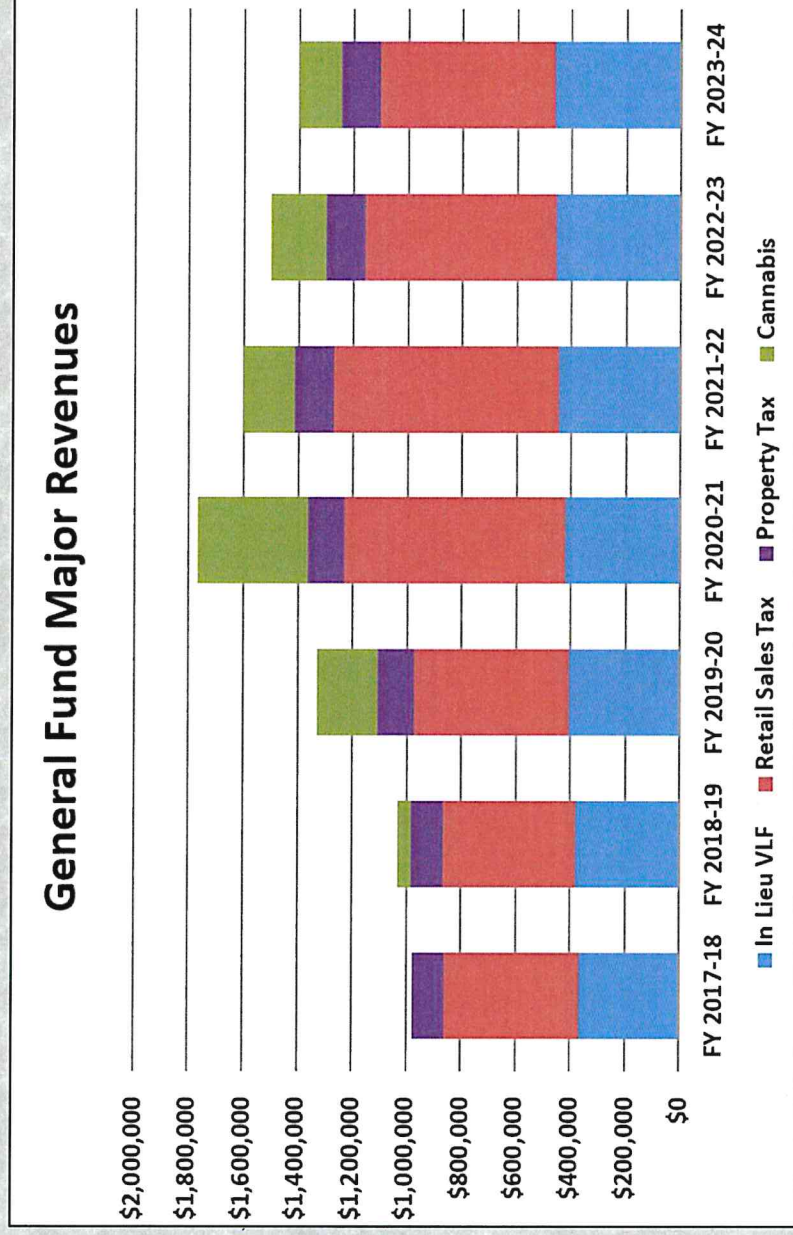
Police Department	\$1,214,468
Capital Projects	\$198,000
City Administration	\$270,462
Finance Department	\$112,294
Planning	\$53,463
Facilities and Grounds	\$64,404
General Government	\$29,189
City Council	\$9,513
Total Expenses	\$1,951,792





General Fund Revenue Sources

- Budgeted General Fund revenues for FY 2023-24 are **\$1.63 MM** compared to **\$1.76 MM** last year, a decrease of **\$130,000** or **7%**.





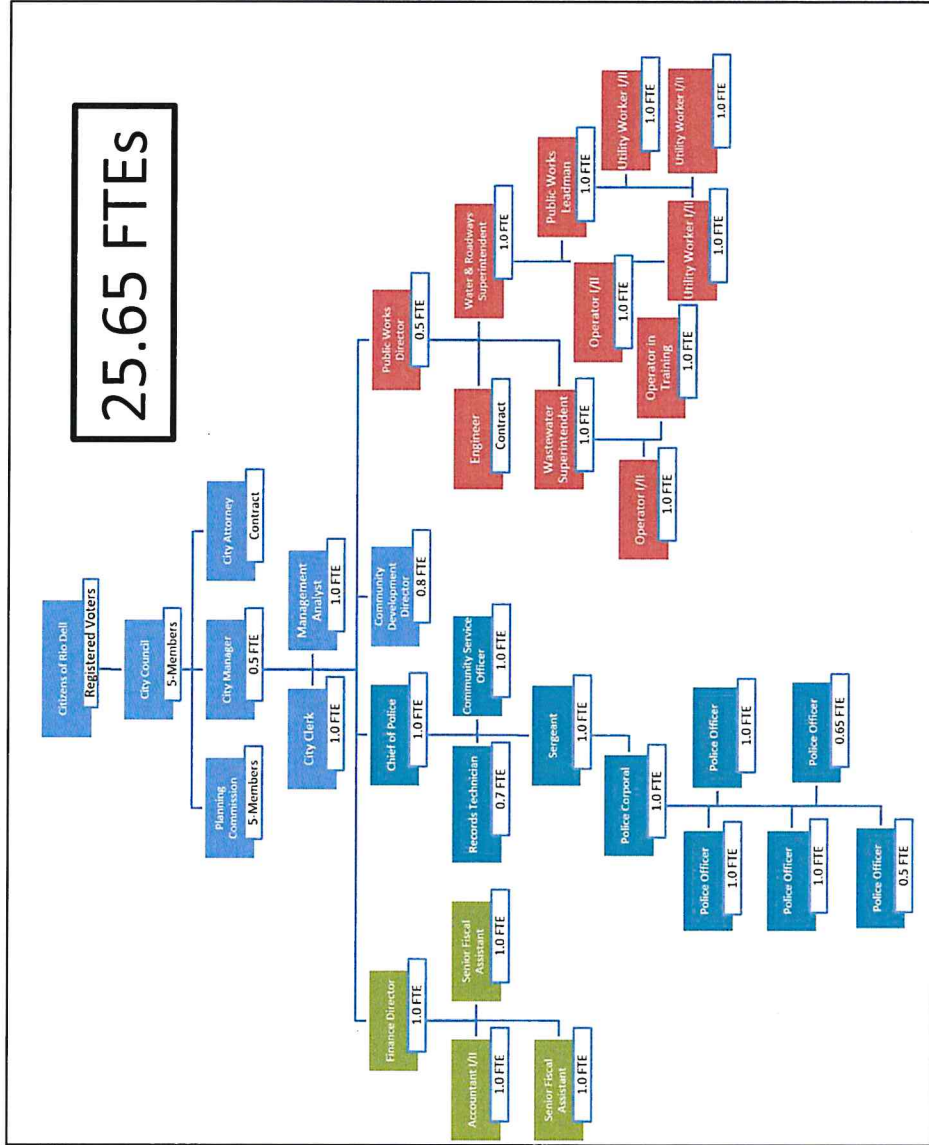
Capital Projects

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

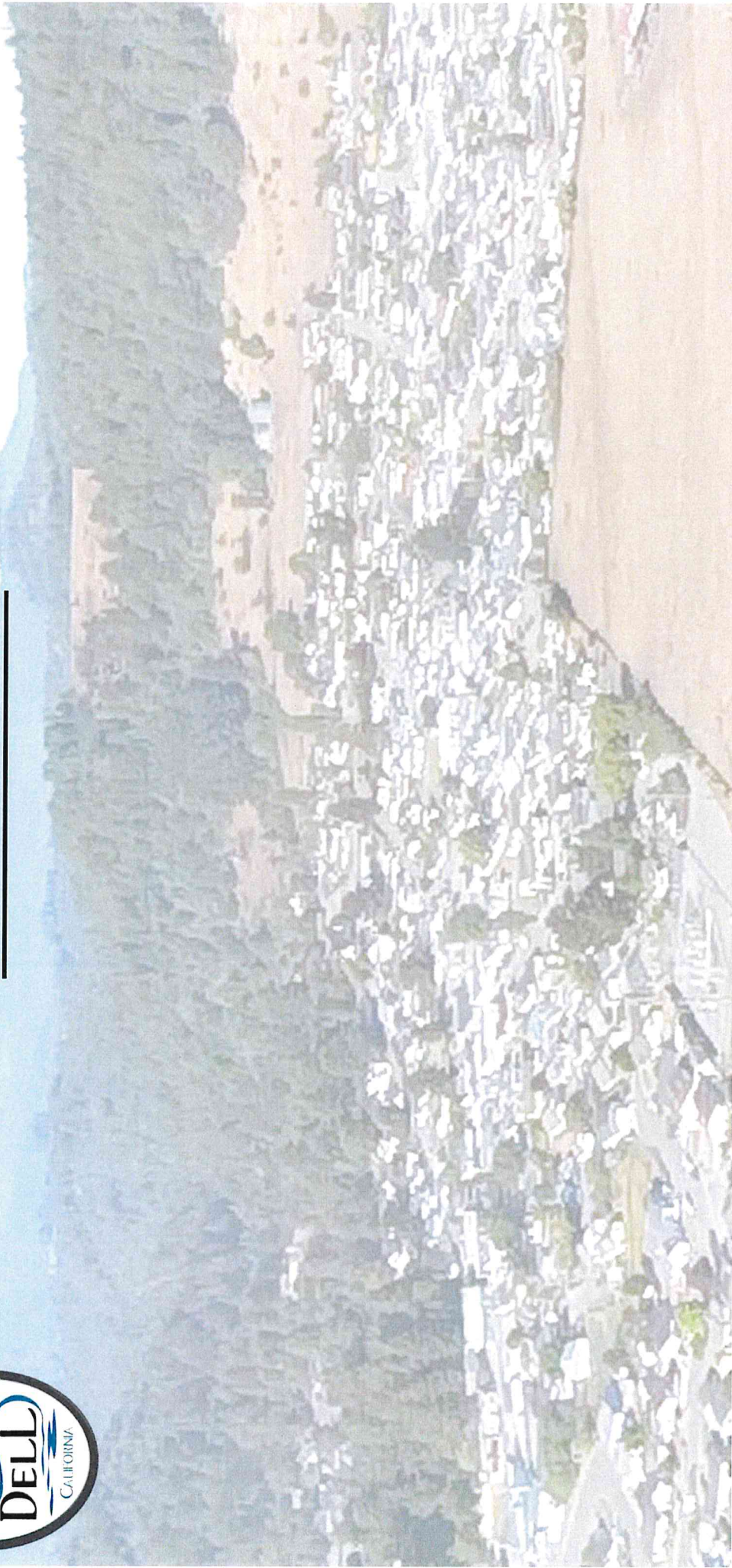


City Organizational Chart





Questions?





RESOLUTION NO. 1583-2023
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL ADOPTING THE
OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2023-24

WHEREAS, the City is required to adopt an annual operating budget pursuant to City of Rio Dell Resolution 1227-2014; and

WHEREAS, the City Manager's proposed budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, has been reviewed and revised at various public meetings by the City Council; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby approve and adopt the City of Rio Dell Fiscal Year (FY) 2023-24 Operating & Capital Budget comprised of revenues totaling \$7,577,932 and expenditure appropriations in the amount of \$8,769,395, with a net draw from the fund balance of \$1,191,463 as follows

FUND	NAME	RESERVES	REVENUES	EXPENDITURES		RESERVES		
		EST Beginning Fund Bal.	Projected Totals	Projected Totals	Transfers	Change in Fund Balance	Est. End. Fund Balance	Target 30% Reserve
005	Admin Fund	52,176	40,000	1,600		38,400	90,576	480
008	Building Fund	-	56,150	125,936	(69,786)			NA
037	CDBG Fund	-	-	-		-	-	-
039	CDBG RRLF Fund	571,131	5,000	-	4,664	336	571,467	-
000	General Fund	1,654,938	1,632,600	1,951,792	62,068	(381,260)	1,273,678	585,538
003	Economic Development	278,221	-	77,000	-	(77,000)	201,221	23,100
044	Measure Z Fund	-	-	-		0	-	-
074	Recycling Fund	29,350	5,000	9,000		(4,000)	25,350	2,700
015	Parks Fund	18,184	-	-		-	18,184	-
014	Park Per Capita Grant	-	177,952	177,952		-	-	NA
040	SLESF Fund	119,563	150,000	155,666		(5,666)	113,898	46,700
018	Trails & Parks (Clean CA)	2,412,799	2,412,799	2,412,799		-	2,412,799	NA
052	Sewer Capital Fund	1,194,272	105,000	265,000		(160,000)	1,034,272	79,500
054	Sewer Debt Svc Fund	113,651	302,934	302,934		-	113,651	-
054	Sewer Restricted Reserve	302,822	-	-		-	302,822	302,822
050	Sewer Operations Fund	357,736	1,063,000	1,249,637		(186,637)	171,099	374,891
027	Solid Waste Fund	6,708	5,000	9,820	3,054	(7,874)	(1,166)	2,946
093	Spay & Neuter Fund	3,228	-	-		-	3,228	-
020	Gas Tax Fund (HUTA)	168,852	104,517	102,407		2,110	170,962	30,722
024	TDA Fund	50,207	125,803	119,675		6,128	56,335	35,902
026	RSTP Fund	31,521	27,000	24,103		2,897	34,418	7,231
021	SB1 (RMRA) Fund	122,488	83,727	70,257		13,470	135,958	21,077
076	ARPA-SLFRF	736,150	-	340,000		(340,000)	396,150	NA
062	Water Capital Fund	1,235,056	263,375	138,000		125,375	1,360,431	41,400
063	Water Metro Wells Fund	46,841	18,375	29,099		(10,724)	36,117	8,730
064	Water Dinsmore Zone	28,977	23,200	110,100		(86,900)	(57,923)	33,030
061	Water Restricted Reserve	136,000	-	-		-	136,000	136,000
061	Water Debt Svc Fund	258,930	136,000	136,000		-	258,930	40,800
060	Water Operations Fund	1,289,075	840,500	960,618		(120,118)	1,168,957	288,185
TOTAL		11,218,876	7,577,932	8,769,395	-	(1,191,463)	10,027,413	2,061,754

BE IT FURTHER RESOLVED, that staffing is adopted and funded in the FY 2023-24 Operating Budget as follows:

FISCAL YEAR 2023-24						
POSITION ALLOCATION TABLE						
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)					
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
ADMINISTRATION						
Management Analyst I/II/Sr	--	--	--	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	0.80	0.80
Total FTEs	2.80	2.80	2.80	3.80	3.80	3.80
FINANCE DEPARTMENT						
Accountant I/II	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	0.60	0.60	1.00
Fiscal Assistant I/II	1.00	1.00	1.00	1.00	-	-
Senior Fiscal Assistant	1.00	1.00	1.00	1.00	2.00	2.00
Total FTEs	4.00	4.00	4.00	3.60	3.60	4.00
POLICE DEPARTMENT						
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	--	--	1.00	1.00	1.00	1.00
Police Corporal	--	--	--	1.00	1.00	1.00
Police Officer	4.00	4.25	4.25	3.25	3.25	4.15
Police Officer Recruit	--	--	--	--	1.00	-
Records Technician	0.70	0.70	0.70	0.70	0.70	0.70
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTEs	6.70	6.95	7.95	7.95	8.95	8.85
PUBLIC WORKS DEPARTMENT						
Operator in Training (OIT)	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Leadman	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker I/II/III	2.50	2.50	2.50	2.50	2.50	3.00
Wastewater Superintendent Trainee	1.00	--	--	--	--	--
Wastewater Superintendent	--	1.00	1.00	1.00	1.00	1.00
Water/Streets Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator I/II/III	2.00	2.00	2.00	2.00	2.00	2.00
Total FTEs	8.50	8.50	8.50	8.50	8.50	9.00
TOTAL CITY FTEs	22.00	22.25	23.25	23.85	24.85	25.65

BE IT FURTHER RESOLVED, as follows:

Section 1.

It is the City Council's intention to approve and adopt an annual budget to provide financial guidance for routine operations of City business, and capital projects and to provide 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 1227-2014.

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 FY 2023-24 Budget includes one fund which is not projected to have the 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 for the Sewer Operations Fund (050), Solid Waste Fund (027), and Water Dinsmore Zone Fund (064).

Section 5.

Adoption of the FY 2023-24 budget includes the following inter-fund transfers:

From:

027	Solid Waste	\$	3,054	For City Manager time on solid waste activities
039	CDBG	\$	592	For Community Development Director time on CDBG activities
039	CDBG	\$	4,072	For City Manager time on CDBG activities
008	Building	\$	4,072	For City Manager time on Building activities
000	General Fund	\$	69,786	Subsidy for Building fund activities that exceed actual revenues
	Total	\$	81,576	

To:

000	General Fund	\$	3,054	From Solid Waste for City Manager staff costs
000	General Fund	\$	592	From CDBG for Community Development Director staff costs
000	General Fund	\$	4,072	From CDBG for City Manager staff costs
000	General Fund	\$	4,072	From Building for City Manager staff costs
008	Building	\$	69,786	From General Fund to cover expenses that exceed charges for services
	Total	\$	81,576	

Section 6.

Adoption of the FY 2023-24 Budget authorizes the use of fund balance (expenditures exceeding revenues and transfers) in the following funds in the following amounts: General Fund (000) \$381,260, Economic Development Fund (003) \$77,000, Solid Waste Fund (027) \$7,874, Recycling Fund (074) \$4,000, SLESF Fund (040) \$5,666, Sewer Operations Fund (050) \$186,637, Sewer Capital Fund (052) \$160,000, ARPA-SLFR Fund (076) \$340,000, Water Operations Fund (060) \$120,118, Water Metro Wells (063) \$10,724, and Water Dinsmore Zone (064) \$86,900.

PASSED AND ADOPTED by the City of Rio Dell on this 6th day of June 2023, by the following roll call vote:

Ayes:

Noes:

Abstain:

Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

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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
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6500 14 000 0000	9068	Asphalt Street Resurfacing	100,000						100,000
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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									
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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									3,631,751

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**City of Rio Dell
Organizational Chart**

Fiscal Year 2023-24

Proposed Budget: 25.65 FTE

