DRAFT 2013-14 BUDGET

CITY OF RIO DELL

6-11-13

CITY OF RIO DELL
DRAFT BUDGET 2013-14

RESERVE BALANCE-ALL FUNDS

NARRATIVE

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

The purpose of this form is to project the beginning reserve balance for each fund and then, based on the budget recommendations, prepare an estimate of the ending reserve balance at the end of the fiscal year.

GENERAL FUND (0)

For example, the General Fund has an estimated reserve balance available on July 1, 2013 of $1,181,743. Revenues for the year are recommended at $818,636 and expenditures total $867,089. Thus, the projected General Reserve Fund Balance at the end of the fiscal year is expected to drop slightly to $1,133,290.

SEWER FUNDS (Funds 50-54)

The Sewer Fund has a beginning reserve balance of $723,324, mostly in Debt Service, and is expected to have an increased balance at the end of the fiscal year of $1,029,083. It is recommended that the negative $180,956 balance in Sewer Capital Fund (52) be offset by a transfer from the Sewer Debt Service. The Sewer Debt Service fund has a positive balance of $756,560 on 7-1-13 because the city began collecting the debt service early. Thus, it can pay off the debt early and/or reallocate it for a purpose within the fund. The minimum balance in Debt Service is $325,880 for the first payment due on October 31, 2014 (FY 2014-15).

SPECIAL REVENUE FUNDS (SRF) (Funds 15,27,39,40,43,74,90,91,92,93,94, &95)

15 *Parks and Recreation*- Planned unit developments pay an assessment of $1,500/lot into this fund to be used for park land acquisition and development. There is currently $7,505 in the fund, no anticipated expenditures and $6,000 of revenues to be received in 2013-14.

27 *Solid Waste*-The Humboldt Waste Management Authority annually contributes back to each member agency a portion of the tipping fee paid by customers for solid waste and recycling programs at the local level. It is projected that the fund will have a balance of $28,898 at year's end.

39 *CDBG*-The Community Development Block Grant Program was established to assist low income residents while addressing housing and community development needs. The present balance is $156,077 and because of the economy the program is idle.

40 *SLESF*-The Special Law Enforcement Services Fund is a $100,000 State subvention that the city has received for several years which funds the cost of (1) Officer position for the fiscal year. It is not a

permanent source of revenue for law enforcement. In any given year if there are unspent monies that balance accrues to the fund. At present there is a balance of $68,607 which it proposed in this budget to be allocated to replace (2) patrol vehicles. At the end of the year there will likely be a balance of $1,357.

43 *Vehicle Abatement*-$1 used to be collected for the registration of each vehicle in the city to create a vehicle abatement fund. The Police Department utilized these monies to remove abandoned vehicles from public property. The present balance in the fund is $255, no revenue is expected to be received and there should be a zero balance in the fund by years end.

74 *Recycling*-This fund is the result of a Department of Conservation grant the city applies for annually ($5,000) to fund its recycling program. The fund will likely have a balance of $15,282 at years end.

90 *Downtown Plaza Development*-This fund was created by a donation from the St. Joseph's Health Care System in support of the Gateway Project. During the budget process staff will request the Council to transfer these funds ($435) for utilization on the present Wildwood Enhancement Project and then close the fund.

91 *Disaster Donation Trust*-Apparently after the 1992 earthquake the city received donations from around the country to purchase emergency supplies. The fund has a balance of $146 in it and during the budget process staff will request the Council to close the fund and transfer the balance to the General Fund.

92 *Animal Care Facilities*-Years ago a member of the community donated $500 to establish this fund for the construction of an animal shelter at the corporation yard, but the city contracted for animal care services. During the budget process staff will request the Council to transfer this balance to the General Fund for the purpose of funding animal control services.

93 *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 $2,759 and over time it will be depleted.

94 *Parks & Recreation Fundraising*-The Park and Recreation Commission raised these funds ($256) for park and recreation activities, but the Commission has been inactive for several years. During the budget process staff will request the Council to transfer this balance to the Park and Recreation Fund (15).

95 *Anniversary Fund*-This fund was established to celebrate the city's 40th anniversary in 2005. Unless the Council plans for a 50th anniversary on 2-25-2015, staff will recommend during the budget process to transfer this balance to the General Fund.

STREET FUNDS (Funds 20, 24, 26, 29 & 47)

20 *Gas Tax*-A portion of the Highway Users Tax is apportioned to cities based on population, miles of maintained streets and registered vehicles. This restricted fund can only be used for the construction, maintenance and repair of streets, including the salaries and equipment related to those activities. The estimated beginning balance in the fund is $161,919 and revenues during the year are estimated at $103,464. Expenditures for operations are anticipated at $125,224 and $207,750 of capital expenditures are recommended, including $156,995 of credits transferred in from funds 24, 26, 29 and 47.

24 *TDA*-The Transportation Development Act 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 anticipated balance at years end is $681.

26 *ISTEA*-The Intermodal Surface Transportation Efficiency Act are Federal monies administered through the States. The city received these monies in the past, creating a beginning balance of $61,505. It is recommended that these monies be allocated to fund Streets capital expenditures and thereby ending the year with a zero balance.

29 *TCRF*-The Traffic Congestion Relief Fund in the amount of 68,753 is a fund balance that we are recommending be transferred to Streets capital expenditures.

47 *STIP*-The State Transportation Improvement Program fund has had a $54,415 balance for years and is recommended to be to be zeroed out by a transfer of the balance to Streets capital expenditures.

WATER (Funds 60 & 61)

60 *Water*-The Water operations reserve has a beginning balance of $160,999 and due to capital expenditures would end the year with a balance of $39,687. The reserve, which is considered inadequate, is used to cover all unforeseen emergencies in the system for the fiscal year.

61 *Water Capital*-The water capital reserve begins the year with only $30,659 and is totally inadequate to meet the future infrastructure replacement needs of the system. A number of large capital expenditures were requested and recommended which will reduce the Reserve to zero.

City of Rio Dell
Projected Reserve Balance Summary Schedule
Fiscal Year 2013-2014

Fund		Projected Beginning Reserve Balance July 1, 2013	Projected Operations Revenue FY 2013-2014	Projected Operations Expenditures FY 2013-2014	Projected Capital Revenue FY 2013-2014	Projected Capital Expenditures FY 2013-2014	Transfer In	Transfer Out	Projected Ending Reserve Balance July 1, 2014	Minimum Reserve Balance 30%	Minimum Emergency Reserve Balance 15%
GF	0 General Fund	1,181,743	818,636	800,289	-	66,800			1,133,290	245,590.80	122,795.40
	Total General Fund Reserves	**1,181,743**							**1,133,290**	**245,591**	**122,795**
S	50 Sewer	131,181	684,608	613,994	-	16,974			184,820	205,382	102,691
S	52 Sewer Capital	(180,956)			3,718,874	3,749,474	415,556		204,000	-	-
S	53 Sewer Assessment District	16,539			28,785	31,750			13,574	-	-
S	54 Sewer Debt Service	756,560			323,184	37,500		415,556	626,688	-	-
	Total Sewer Fund Reserves	**723,324**							**1,029,083**	**205,382**	**102,691**
SRF	15 Parks and Recreation	7,505			6,000	-			13,505		
SRF	27 Solid Waste	28,898	8,600	8,600					28,898		
SRF	39 CDBG	156,077			5,120	5,120			156,077		
SRF	40 SLESF	68,607	100,000	100,000		67,250			1,357		
SRF	43 Vehicle abatement	255		255					0		
SRF	74 Recycling	15,283	6,900	6,900					15,282		
SRF	90 Downtown Plaza Development	435							435		
SRF	91 Disaster Donation Trust	146							146		
SRF	92 Animal Care Facility	500							500		
SRF	93 Spayed & Neuter Fund	2,759							2,759		
SRF	94 Parks & Recreation Fundraising	256							256		
SRF	95 Anniversary Fund	1,071							1,071		
	Total Special Revenue Fund Reserve	**281,791**							**220,286**	**-**	**-**
STR	20 Gas Tax	161,919	103,464	125,224	-	207,750	156,995		89,404	31,039	15,520
STR	24 TDA	(9,789)	103,238	70,969	-	21,800			681	30,971	15,486
STR	26 ISTEA	61,505	21,000	16,877				65,627	0	6,300	3,150
STR	29 TCRF	68,753						68,753	(0)	-	-
STR	47 STIP	54,415			643,563	675,363		22,615	(0)	-	-
	Total Street Funds Reserves	**336,803**							**90,084**	**68,311**	**34,155**
W	60 Water	160,999	533,347	530,004	-	7,374		117,281	39,687	160,004	80,002
W	61 Water Capital	30,659			134,000	281,940	117,281		0	-	-
	Total Water Fund Reserves	**191,658**							**39,687**	**160,004**	**80,002**
	Grand Total Reserve Balance	**2,715,319**	**2,379,793**	**2,273,113**	**4,859,526**	**5,169,096**	**689,832**	**689,832**	**2,512,430**	**679,288**	**339,644**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

BUDGET SUMMARY BY DEPARTMENT AND FUND

NARRATIVE

This one page form presents the entire draft city budget by department and by fund. As noted, the projected revenues for the year for all funds totals $7,239,319 and projected expenditures total $7,442,209, requiring a transfer from various reserve funds of $202,889 (column #13) to balance the budget. The Capital Expenditure department contains one-time, not reoccurring projects and represents 69.46% of the budget as recommended.

City of Rio Dell
Budget Summary by Department by Fund
Operations Budget Fiscal Year 2013-2014

(1) Fund	Total Projected Revenue	(3) City Manager Department	Finance Department	(5) Recycling Department	General Government Department	(7) Police Department	Public Works Department	(9) Planning Department	Building Department	(11) City Council Department	Capital Projects Department	(13) Reserves	Total Expenditures
General Fund 00	818,636	49,781	71,216			476,022	-	146,664	54,477	2,129	66,800	(48,453)	867,089
												-	
Parks Fund 14	6,000										-	6,000	-
												-	
Gas Tax 20	103,464	14,934	21,365				88,586			339	207,750	(229,510)	332,974
												-	
TDA 24	103,238	7,467	10,682				52,650			169	21,800	10,469	92,769
												-	
ISTEA 26	21,000						16,877					4,123	16,877
												-	
Solid Waste 27	8,600			8,600								(0)	8,600
												-	
CDBG 39	5,120										5,120	-	5,120
												-	
SLESF 40	100,000					100,000					67,250	(67,250)	167,250
												-	
Vehicle Abatement43						255						(255)	255
												-	
STIP 47	643,563										675,363	(31,800)	675,363
												-	
Sewer Operations 50	684,608	99,562	142,433				369,741			2,258	16,974	53,639	630,969
												-	
Sewer Capital 52	3,718,874										3,749,474	(30,600)	3,749,474
												-	
Sewer Assmt District 53	28,785										31,750	(2,965)	31,750
												-	
Sewer Debt Service 54	323,184										37,500	285,684	37,500
												-	
Water Operations 60	533,347	77,161	110,385				340,708			1,750	7,374	(4,031)	537,378
												-	
Water Capital 61	134,000										281,940	(147,940)	281,940
												-	
Recycling 74	6,900			6,900								(0)	6,900
													-
Total	**7,239,319**	**248,905**	**356,082**	**15,500**	**-**	**576,276**	**868,563**	**146,664**	**54,477**	**6,645**	**5,169,096**	**(202,889)**	**7,442,209**

City of Rio Dell

Draft Budget 2013-14

REVENUE

NARRATIVE

The recommended Revenue Budget totals $7,239,319 including $2,379,793 in Operating revenue and $4,859,526 for Capital. In comparison to the prior year Operating income has decreased by $17,400 and Capital increased by $3,654,000 (the original 2012-13 budget did not include revenue for the WWTP Project).

The most significant change to this year's revenue budget is the elimination of the CHRP (Cops Hiring Recovery Program) Grant which partially funded one police officer position per year for the past three years. The result is a reduction of roughly $55,000. State Gas Tax projections have increased by 22%, providing additional funding for streets activities, and Building Fees have also been slightly increased in anticipation of a planned residential development. Water and Sewer Fees have been increased by 3% per resolution, and a Property Tax Administration Fee Legal Settlement in the amount of $30,554 from the County of Humboldt has also been included as one time revenue0. The settlement was the conclusion of a class action lawsuit between Cities and Counties statewide regarding the method Counties were using to charge Cities for administration of their property taxes.

Other than the changes mentioned there are no unanticipated revenues and no policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Revenue Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
4010 Tax - Property Current Secured	101,245	94,088	99,722	96,393	101,716	49,135	100,235.00	100,235.00	
4011 Tax - Property Current Unsecur	4,000	3,920	4,000	3,626	4,000	3,280	3,600.00	3,600.00	
4012 Tax - Property Prior Secured	0	73	0	0	0	0	0.00	0.00	
4013 Tax - Property Prior Unsecured	0	0	0	109	0	104	100.00	100.00	
4025 Tax - Supplemental Roll	5,500	2,210	1,000	2,453	2,200	-55	2,200.00	2,200.00	
4026 Tax - Home Owner's Property	1,500	1,558	1,500	2,314	1,600	1,110	1,600.00	1,600.00	
4027 Tax - Prior Years - Supplemental	1,200	1,081	900	0	1,000	0	0.00	0.00	
4030 Tax - Transient Occupancy Tax	10,000	11,938	11,500	11,287	11,750	6,237	10,105.00	10,105.00	
4035 Tax - Timber Yield	0	13	5	15	5	10	10.00	10.00	
4040 Tax - Retail Sales	73,000	145,261	132,081	134,215	152,000	53,749	122,000.00	122,000.00	
4041 Tax - In Lieu Retail Sales - County	23,000	29,620	29,000	50,651	32,000	25,596	51,192.00	51,192.00	
4045 Tax - (HCAOG) Transportation - TDA	84,000	96,172	100,000	100,431	100,000	21,137	103,238.00	103,238.00	
4048 Tax - Gasoline	60,000	85,458	66,000	102,470	85,000	51,101	103,464.00	103,464.00	
4050 Tax - Documentary Real Property	3,800	2,052	1,500	2,198	2,000	1,967	2,200.00	22,000.00	
4056 Tax - Public Safety .5% sales	2,800	2,753	2,400	3,161	2,700	1,715	3,200.00	3,200.00	
4105 Fees - Recorders Fees	0	0	0	0	0	884	500.00	500.00	
4110 Fees - Franchise - Electric	25,300	24,265	25,000	23,716	25,000	0	24,000.00	24,000.00	
4115 Fees - Franchise - Gas	7,000	5,928	9,000	6,662	6,000	0	6,000.00	6,000.00	
4120 Fees - Franchise - Garbage	14,700	14,843	15,000	15,070	15,000	7,479	15,000.00	15,000.00	
4125 Fees - Franchise - Cable TV	32,000	34,683	34,700	34,748	34,700	16,636	33,000.00	33,000.00	
4150 Fees - Business License	6,000	8,071	7,737	12,139	8,100	3,367	6,000.00	6,000.00	
4151 Fees - Business License- CASP SB 1186	6,000	8,071	7,737	12,139	8,100	3,367	50.00	0.00	
4152 Fees - Memorial Park	0	180	0	90	0	0	0.00	0.00	
4162 Fees - Motor Vehicle License (VLF)	9,000	27,435	14,000	7,691	27,500	5,030	6,600.00	6,600.00	
4163 Fees - In Lieu VLF - County	325,000	332,404	332,000	327,317	338,640	165,419	330,000.00	330,000.00	
4170 Fees - Animal License	1,800	1,156	1,200	494	1,250	657	800.00	800.00	
4172 Fees - Animal Shelter Animalia	0	0	0	0	0	410	0.00	0.00	
4173 Fees - Animal Control/Relinq	900	678	750	908	750	359	500.00	500.00	
4175 Fees - Bicycle License	0	2	0	0	0	0	0.00	0.00	
4178 Fees - Booking	600	1,062	650	222	750	348	500.00	500.00	
4180 Fees - Notary	100	110	50	80	50	0	0.00	0.00	
4183 Fees - Special Police Services	1,600	1,180	1,000	1,952	1,200	861	1,200.00	1,200.00	
4185 Fees - Street & Sidewalks	0	0	0	0	0	375	300.00	300.00	
4186 Fees - Weed & Lot	0	0	0	0	0	324	300.00	300.00	
4190 Fees - Integrated Waste Management	9,805	8,835	15,185	16,492	9,100	4,107	8,500.00	8,284.00	
4195 Fees - Customer fax and copy	100	49	50	75	50	6	25.00	25.00	
4210 Fines - Vehicle Fines & Forfei	2,000	0	0	0	0	0	0.00	0.00	
4220 Fines.-.Animal Control/spa neu	100	280	200	50	300	109	150.00	150.00	
4230 Fines - Building Code	0	0	0	0	0	552	0.00	0.00	
4310 Interest Income	300	2,340	688	925	671	91	100.00	100.00	
4320 Rental Income - U.S. Cellular	6,000	6,130	6,000	6,264	6,000	4,255	6,000.00	6,000.00	
4321 Rental Income - T. Mobile	10,800	11,143	10,800	11,589	10,800	9,015	10,800.00	10,800.00	
4322 Rental Income - Property	0	1,000	0	4,500	0	0	4,500.00	4,500.00	
4410 Building Plan - Constr Permits	25,000	20,581	23,000	16,335	23,000	11,781	28,800.00	28,800.00	
4420 Planning - Zoning Fees	0	300	0	225	0	7,851	8,000.00	8,000.00	
4430 Planning - Subdivison Fee	3,000	1,907	3,000	2,607	3,000	1,538	1,500.00	1,500.00	
4435 Planning - Home Occupation Permit Fee	0	0	0	0	0	75	750.00	750.00	
4440 Building Plan - Plan Check Fee	12,000	9,613	10,000	5,273	10,000	3,250	5,000.00	5,000.00	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Revenue Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	
4450 Planning - Engineerng Fee	0	400	0	0	0	0	0.00	0.00	
4456 Planning - Parks & Recreation Development Fees	0	3,000	0	1,500	0	0	75.00	75.00	
4460 Building Plan - Seismic Fees	200	167	180	111	180	61	75.00	75.00	
4462 Building Standards- SB1473	100	88	100	74	100	48	125.00	125.00	
4465 Encroachment Permits	500	750	500	250	600	125	0.00	0.00	
4466 Miscellaneous Permits	500	50	0	0	0	0	0.00	0.00	
4480 Insurance Premium Reimbursement	0	0	92,406	94,755	0	0	0.00	0.00	
4482 Misc Vendor Credits- Prior Year	0	450	0	0	0	0	0.00	0.00	
4510 Sewer - Service	631,292	715,138	633,068	651,083	652,060	446,669	670,458.00	670,458.00	
4520 Sewer - Connection	0	3,180	4,600	2,300	4,600	5,750			
4610 Water - Service	529,630	550,651	489,000	498,950	503,687	333,178	518,797.00	518,797.00	
4620 Water - Connection	0	5,225	10,800	5,400	10,800	8,100			
4630 Late Fee	15,500	30,674	25,000	35,342	25,750	26,163	32,000.00	32,000.00	
4635 Shut Off Fees	4,500	7,665	9,000	5,328	9,270	6,240	7,800.00	7,800.00	
4640 Water - Damage Replacement	0	0	0	0	0	339	400.00	400.00	
4710 Grant Restr - ISTEA	19,000	16,502	16,500	22,941	17,000	0	21,000.00	21,000.00	
4740 Grant Restr - Police Grant	80,000	100,326	0	117,435	100,000	17,559	100,000.00	100,000.00	
4743 Grant Restr - CHRP Police Grant	41,482	43,752	51,236	52,265	55,352	27,676	0.00	0.00	
4746 Grant Restricted - Recycling	5,000	0	5,000	10,000	5,000	0	5,000.00	5,000.00	
4801 Fundraising	0	212	200	0	200	0	0.00	0.00	
4802 Donations- Bicycle Helmets	0	525	0	300	0	75	0.00	0.00	
4803 Donations- Misc	0	0	0	220	0	400	0.00	0.00	
4910 Misc - Sale Maps/Publications	100	1	0	0	0	0	0.00	0.00	
4912 Cash Over/Short	0	35	0	0	0	0	0.00	0.00	
4920 Misc - Special Public Works	7,000	166	4,200	3,351	4,200	61	2,000.00	2,000.00	
4935 Gain/Loss on Disposal of Assets	0	1,115	0	0	0	1,500		0.00	
4936 Bad Debt Recovery	0	2,013	0	2,605	0	1,061	1,000.00	1,000.00	
4940 Misc - Contribution	0	736	0	0	0	0	0.00	0.00	
4950 Misc	650	860	589	720	5,589	5,300	1,000.00	1,000.00	
4963 Anniversary Income	0	0	0	0	0	10	0.00	0.00	
4990 Misc - Other	0	3,264	0	85	0	70	30,554.00		Admin Fee Settlement from the County
4995 Donations	300	407	0	100	0	0	0.00	0.00	
5111 Cash Over/Short	0	0	0	0	0	9	(10.00)	(10.00)	
5610 Bad Debt	0	15,271	0	9,360	10,000	8,671	(12,500.00)	(12,500.00)	
Total Revenue	**0**	**-1,972,297**	**0**	**-2,554,360**	**170,765**	**-152,272**	**2,379,793.00**	**2,368,773.00**	
Total Revenue Prior Year							**2,397,220.48**	**2,397,220.48**	
Variance							**(17,427.48)**	**(28,447.48)**	

City of Rio Dell
Revenue Department Budget Worksheet by Fund
Operations Budget Fiscal Year 2011-2012

Revenue Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	ISTEA Fund 26	Solid Waste Fund 27	SLESF Fund 40	COPS Fund 41	Sewer Fund 50	Water Fund 60	Recycling Fund 74	Total
4010 Tax - Property Current Secured	100,235.00										100,235.00
4011 Tax - Property Current Unsecur	3,600.00										3600
4012 Tax - Property Prior Secured	0.00										0
4013 Tax - Property Prior Unsecured	100.00										100
4025 Tax - Supplemental Roll	2,200.00										2200
4026 Tax - Home Owner's Property	1,600.00										1600
4027 Tax - Prior Years - Supplemental	0.00										0
4030 Tax - Transient Occupancy Tax	10,105.00										10105
4035 Tax - Timber Yield	10.00										10
4040 Tax - Retail Sales	122,000.00										122000
4041 Tax - In Lieu Retail Sales - County	51,192.00										51192
4045 Tax - (HCAOG) Transportation - TDA			103,238.00								103238
4048 Tax - Gasoline		103,464.00									103464
4050 Tax - Documentary Real Property	2,200.00										2200
4056 Tax - Public Safety .5% sales	3,200.00										3200
4105 Fees - Recorders Fees	500.00										500
4110 Fees - Franchise - Electric	24,000.00										24000
4115 Fees - Franchise - Gas	6,000.00										6000
4120 Fees - Franchise - Garbage	15,000.00										15000
4125 Fees - Franchise - Cable TV	33,000.00										33000
4150 Fees - Business License	6,000.00										6000
4151 Fees - Business License- CASP SB 1186	50.00										50
4152 Fees - Memorial Park	0.00										0
4162 Fees - Motor Vehicle License (VLF)	6,600.00										6600
4163 Fees - In Lieu VLF - County	330,000.00										330000
4170 Fees - Animal License	800.00										800
4172 Fees - Animal Shelter Animalia	0.00										0
4173 Fees - Animal Control/Relinq	500.00										500
4175 Fees - Bicycle License	0.00										0
4178 Fees - Booking	500.00										500
4180 Fees - Notary	0.00										0
4183 Fees - Special Police Services	1,200.00										1200
4185 Fees - Street & Sidewalks	300.00										300
4186 Fees - Weed & Lot	300.00										300
4190 Fees - Integrated Waste Management					8,500.00						8500
4195 Fees - Customer fax and copy	25.00										25
4210 Fines - Vehicle Fines & Forfei	0.00										0
4220 Fines -.Animal Control/spa-neu	150.00										150
4230 Fines - Building Code	0.00										0
4310 Interest Income	100.00										100
4320 Rental Income - U.S. Cellular	6,000.00										6000
4321 Rental Income - T. Mobile	10,800.00										10800
4322 Rental Income - Property	4,500.00										4500
4410 Building Plan - Constr Permits	28,800.00										28800
4420 Planning - Zoning Fees	8,000.00										8000
4430 Planning - Subdivison Fee	1,500.00										1500
4435 Planning - Home Occupation Permit Fee	750.00										750
4440 Building Plan - Plan Check Fee	5,000.00										5000

City of Rio Dell
Revenue Department Budget Worksheet by Fund
Operations Budget Fiscal Year 2011-2012

Revenue Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	ISTEA Fund 26	Solid Waste Fund 27	SLESF Fund 40	COPS Fund 41	Sewer Fund 50	Water Fund 60	Recycling Fund 74	Total
4450 Planning - Engineerng Fee	0.00										0.00
4456 Planning - Parks & Recreation Development Fees	75.00										75
4460 Building Plan - Seismic Fees	75.00										75
4462 Building Standards- SB1473	125.00										125
4465 Encroachment Permits	0.00										0
4466 Miscellaneous Permits	0.00										0
4480 Insurance Premium Reimbursement	0.00										0
4482 Misc Vendor Credits- Prior Year	0.00										0
4510 Sewer - Service								670,458.00			670458
4520 Sewer - Connection								0.00			0
4610 Water - Service									518,797.00		518797
4620 Water - Connection									0.00		0
4630 Late Fee								16000	16000		32000
4635 Shut Off Fees								3900	3900		7800
4640 Water - Damage Replacement									400.00		400
4710 Grant Restr - ISTEA				21,000.00							21000
4740 Grant Restr - Police Grant						100,000.00					100000
4743 Grant Restr - CHRP Police Grant											0
4746 Grant Restristed - Recycling										5,000.00	5,000.00
4801 Fundraising	0.00										0
4802 Donations- Bicycle Helmets	0.00										0
4803 Donations- Misc	0.00										0
4910 Misc - Sale Maps/Publications	0.00										0
4912 Cash Over/Short	0.00										0
4920 Misc - Special Public Works					100					1,900.00	2,000.00
4935 Gain/Loss on Disposal of Assets									0.00		0
4936 Bad Debt Recovery								500	500		1000
4940 Misc - Contribution											0
4950 Misc	1,000.00										1000
4963 Anniversary Income											0
4990 Misc - Other	30,554.00										30554
4995 Donations											0
5111 Cash Over/Short	(10.00)										-10
5610 Bad Debt								-6250	-6250		-12500
Total Revenue	**818,636.00**	**103,464.00**	**103,238.00**	**21,000.00**	**8,600.00**	**100,000.00**	**0.00**	**684,608.00**	**533,347.00**	**6,900.00**	**2,379,793.00**
	880,093.44	**85,020.00**	**100,015.00**	**17,015.00**	**9,306.00**	**100,000.00**	**-**	**640,667.00**	**527,291.00**	**9,000.00**	**9,000.00**
	(61,457.44)	**18,444.00**	**3,223.00**	**3,985.00**	**(706.00)**	**-**	**-**	**43,941.00**	**6,056.00**	**(2,100.00)**	**2,370,793.00**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

CITY COUNCIL

NARRATIVE

The recommended budget for the City Council is $6,645, an increase of $2,463 principally due to the spread of a share of property and liability insurance to the budget for the first time ($1,595) and including an amount of $1,000 for Council Member attendance at a meeting, such as the League of California Cities in Sacramento.

The Council will note that the travel line item for all members is $590 as it appears that Committee/Commission assignments requiring travel to Eureka are fairly evenly spread amongst Council Members.

There are no unusual expenditures for 2013-14 and no policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Council Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5102 Special Department Supplies	0	0	0	110	0	13	50	50	
5104 Printing - Forms	0	60	0	115	0	21	50	50	
5112 Legal	1,000	105	500	0	512	692	1,000	1,000	
5129 Meeting	0	0	0	7	0	0	1,000	-	
5141 General Liability Insurance							1,302	1,302	
5143 Property Insurance							293	293	
5144 Employee Practice Liab Insurance									
5174 Web Design Services	0	50	0	0	0	0	-	-	
5540 Council Member Woodall	720	341	720	115	734	59	590	250	
5541 Council Member Leonard	0	122	720	320	734	107		250	
5560 Council Member Marks	720	262	720	58	734	0	590	250	
5561 Council Member Dunker	720	40	0	0	0	0	-	-	
5562 Council Member Barsanti	720	0	720	0	0	0	-	-	
5563 Mayor Thompson	720	445	720	671	734	368	590	1,100	
5564 Council Member Wilson	0	0	0	0	734	0	590	1,100	
5565 Council Member Johnson							590		
Total Expenditures	**4,600**	**1,425**	**4,100**	**1,396**	**4,182**	**1,260**	**6,645**	**5,645**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Council Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	Sewer Fund 50	Water Fund 60	Total
5102 Special Department Supplies	10	3	2	20	16	50
5104 Printing - Forms	10	3	2	20	16	50
5112 Legal	200	60	30	400	310	1,000
5129 Meeting	1,000					1,000
5141 General Liability Insurance	260	78	39	521	404	1,302
5143 Property Insurance	59	18	9	117	91	293
5144 Employee Practice Liab Insurance	-	-	-	-	-	-
5174 Web Design Services	-	-	-	-	-	-
5540 Mayor Woodall	118	35	18	236	183	590
5541 Mayor Leonard	-	-	-	-	-	-
5560 Council Member Marks	118	35	18	236	183	590
5561 Council Member Dunker	-	-	-	-	-	-
5562 Council Member Barsanti	-	-	-	-	-	-
5563 Council Member Thompson	118	35	18	236	183	590
5564 Council Member Wilson	118	35	18	236	183	590
	118	35	18	236	183	590
Total Expenditures	**2,129**	**339**	**169**	**2,258**	**1,750**	**6,645**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

CITY MANAGER

NARRATIVE

The recommended budget for the City Manager is $248,905, an increase of $51,388 from 2012-13. The budget funds the salary and benefits of the ¾ time City Manager (CM) and ¼ of the costs for the City Clerk.

Three-quarters (75%) of the budget increase is the result of increasing the City Manager's hours from ½ time in the 2012-13 budget to ¾ time in 2013-14. The recommended full time salaries account (5000) is split at $89,445 for the CM and $20,573 for the City Clerk.

The Health Insurance account (5040) shows a reduction from $29,731 to $14, 077 for 2013-14 due to the CM not needing the full range of insurance coverage.

The Service and Supplies accounts are basically unchanged from 2012-13, except for the following:

1. Hiring costs (5080) are recommended at $21,250 (one-time) for the recruitment of the new CM. The account includes $3,750 for recruitment ads, $15,000 to reimburse candidates for their transportation and lodging expense to interview in Rio Dell and $2,500 for background costs for the final candidate(s).

2. Contract/Professional Services (5115) are recommended at $21,000; $10,000 for professional contract services as may be required and $11,000 for a total compensation study as a follow-up to the 2010 report, implemented generally at 85% of the median total compensation of the 8 comparable agencies. This report will be essential in informing the Council of the progress in total compensation that has been made over the last 2 years with comparable cities it competes with when recruiting. Also, it will be valuable information to have in the negotiation and renewal of contracts with management staff and the employee associations.

3. Rents – Leases (5130) includes $1,500 for the CM's share of the central document processing system and $3,000 for 2 months' rent (one-time cost) for the new CM to find housing and settle-in.

Except for the salary and benefit adjustments related to increasing the CM's hours from ½ to ¾ time, the compensation study and the one-time cost related to the recruitment of a new CM at the end of fiscal year 2013-14, the CM budget is reduced almost $22,000 from last fiscal year.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Manager Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5000 Full Time Salaries	140,044	119,439	128,070	136,238	80,187	76,160	110,018	110,018	
5030 Overtime Salaries	6,878	1,121	0	0	0	0	-	-	
5032 Retirement - City Manager	0	0	0	281	0	5,014	11,300	11,300	
5035 Benefit - ICMA City 457	11,730	12,629	16,827	18,159	10,658	4,636	3,517	3,517	
5040 Benefit - Health Insurance	17,905	42,708	51,771	11,484	29,731	7,076	14,077	14,077	
5042 Benefit - Life Insurance	190	251	391	292	386	149	324	324	
5044 Benefit - Dental/Vision Insur	2,475	1,857	2,952	1,666	2,717	1,208	2,507	2,507	
5045 Worker Compensation Insurance	2,071	2,265	2,331	724	1,459	647	2,002	2,002	
5050 FICA	11,050	10,081	9,798	11,374	6,134	6,700	8,416	8,416	
5055 Unemployment Insurance	1,008	658	1,280	1,085	1,306	651	1,100	1,100	
5080 Hiring Costs	0	1,613	0	540	0	0	21,250	18,250	
5081 Compensated Absences Payable	0	-1,840	0	-37	0	0	-	-	
5101 Office Supplies	1,500	2,548	1,501	1,703	1,530	1,111	1,500	1,500	
5102 Special Department Supplies	1,500	576	1,501	613	1,530	431	700	700	
5103 Postage	400	236	400	430	408	48	250	250	
5104 Printing - Forms	1,000	2,524	1,000	4,851	1,020	1,280	2,000	2,000	
5106 Promotional	150	88	151	0	153	0	50	50	
5112 Legal	10,000	11,244	10,000	28,816	20,000	11,226	20,000	20,000	
5113 Court Costs	0	0	0	11	0	0	-	-	
5115 Contract/Professional Services	3,500	5,458	3,501	5,656	9,433	6,651	21,000	20,000	
5120 Telephone - Pagers	820	1,358	820	1,025	836	674	900	900	
5122 Training - Conference	5,000	3,723	5,000	1,881	5,100	0	4,000	4,000	
5123 Automobile - Transportation	6,800	6,311	6,800	5,594	6,936	1,868	5,400	5,400	
5125 Publications - Books	100	30	101	54	102	13	100	100	
5126 Dues & Memberships	2,850	463	2,851	404	5,486	2,645	2,500	2,500	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Manager Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5128 Employee Relations	150	47	151	17	153	30	150	150	
5129 Meeting	0	2	0	0	0	0	-	-	
5130 Rents - Leases	1,300	1,244	1,301	696	1,326	733	4,500	4,500	
5135 Maintenance - Repair	150	1,231	151	472	153	423	250	250	
5138 Office Equipment	100	58	101	221	102	614	250	250	
5139 Equipment	0	0	0	0	0	8	500	500	
5140 Bond Insurance	0	0	0	0	0	6	10	10	
5141 General Liability Insurance	0	150	4,108	670	4,108	2,184	4,167	4,167	
5143 Property Insurance	0	0	711	702	711	399	937	937	
5144 Emp Practice Liab Insurance	0	0	395	379	395	219	330	330	
5148 Office Equipment	0	0	0	0	0	172	250	250	
5150 Electricity	1,300	1,477	1,301	663	1,005	398	650	650	
5151 Natural Gas	250	186	251	81	576	42	300	300	
5154 Garbage	0	36	0	0	0	0	-	-	
5160 Elections	1,000	0	1,000	1,614	1,020	1,174	-	-	
5164 Regulatory Fees	0	0	0	31	0	0	-	-	
5166 LAFCO Fees	0	1,290	0	1,584	0	1,246	-	-	
5171 Computer Software	300	667	301	42	306	1,345	500	500	
5173 Computer Maintenance - Support	1,000	606	575	149	1,020	598	1,100	1,100	
5174 Web Design Services	0	113	425	148	0	8	500	500	
5175 Community Promotions	0	19	0	12	0	5	-	-	
5215 Public Works - Small Tools	0	0	0	1	0	0	100	100	
5512 Planning	0	433	0	0	0	0	-	-	
5520 Improvements	0	116	0	300	0	17	-	-	
5530 Legal Settlements	0	0	0	0	0	15,000		10,000	
6100 Fixed Asset - Computer Hardware	1,500	0	1,501	0	1,530	0	1,500	1,500	
6600 Fixed Asset - Land Improvements	0	0	0	52	0	0	-	-	
Total Expenditures	**234,021**	**233,016**	**259,318**	**240,678**	**197,517**	**152,809**	**248,905**	**254,905**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Manager Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	Sewer Fund 50	Water Fund 60	Total
5000 Full Time Salaries	22,004	6,601	3,301	44,007	34,106	110,018
5030 Overtime Salaries	-	-	-	-	-	-
5032 Retirement - City Manager	2,260	678	339	4,520	3,503	11,300
5035 Benefit - ICMA City 457	703	211	106	1,407	1,090	3,517
5040 Benefit - Health Insurance	2,815	845	422	5,631	4,364	14,077
5042 Benefit - Life Insurance	65	19	10	130	100	324
5044 Benefit - Dental/Vision Insur	501	150	75	1,003	777	2,507
5045 Worker Compensation Insurance	400	120	60	801	621	2,002
5050 FICA	1,683	505	252	3,367	2,609	8,416
5055 Unemployment Insurance	220	66	33	440	341	1,100
5080 Hiring Costs	4,250	1,275	638	8,500	6,588	21,250
5081 Compensated Absences Payable	-	-	-	-	-	-
5101 Office Supplies	300	90	45	600	465	1,500
5102 Special Department Supplies	140	42	21	280	217	700
5103 Postage	50	15	8	100	78	250
5104 Printing - Forms	400	120	60	800	620	2,000
5106 Promotional	10	3	2	20	16	50
5112 Legal	4,000	1,200	600	8,000	6,200	20,000
5113 Court Costs	-	-	-	-	-	-
5115 Contract/Professional Services	4,200	1,260	630	8,400	6,510	21,000
5120 Telephone - Pagers	180	54	27	360	279	900
5122 Training - Conference	800	240	120	1,600	1,240	4,000
5123 Automobile - Transportation	1,080	324	162	2,160	1,674	5,400
5125 Publications - Books	20	6	3	40	31	100
5126 Dues & Memberships	500	150	75	1,000	775	2,500

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

City Manager Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	Sewer Fund 50	Water Fund 60	Total
5128 Employee Relations	30	9	5	60	47	150
5129 Meeting	-	-	-	-	-	-
5130 Rents - Leases	900	270	135	1,800	1,395	4,500
5135 Maintenance - Repair	50	15	8	100	78	250
5138 Office Equipment	50	15	8	100	78	250
5139 Equipment	100	30	15	200	155	500
5140 Bond Insurance	2	1	0	4	3	10
5141 General Liability Insurance	833	250	125	1,667	1,292	4,167
5143 Property Insurance	187	56	28	375	290	937
5144 Emp Practice Liab Insurance	66	20	10	132	102	330
5148 Office Equipment	50	15	8	100	78	250
5150 Electricity	130	39	20	260	202	650
5151 Natural Gas	60	18	9	120	93	300
5154 Garbage	-	-	-	-	-	-
5160 Elections	-	-	-	-	-	-
5164 Regulatory Fees	-	-	-	-	-	-
5166 LAFCO Fees	-	-	-	-	-	-
5171 Computer Software	100	30	15	200	155	500
5173 Computer Maintenance - Support	220	66	33	440	341	1,100
5174 Web Design Services	100	30	15	200	155	500
5175 Community Promotions	-	-	-	-	-	-
5215 Public Works - Small Tools	20	6	3	40	31	100
5512 Planning	-	-	-	-	-	-
5520 Improvements	-	-	-	-	-	-
5530 Legal Settlements	-	-	-	-	-	-
6100 Fixed Asset - Computer Hardware	300	90	45	600	465	1,500
6600 Fixed Asset - Land Improvements	-	-	-	-	-	-
Total Expenditures	**49,781**	**14,934**	**7,467**	**99,562**	**77,161**	**248,905**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

PLANNING

NARRATIVE

The recommended budget for the Planning/Community Development function totals $146,664 and is offset by approximately $9,500 of revenue for a net cost to the General fund of $137,414. As recommended, the budget is $5,236 less than FY 2012-13.

The budget includes the salary and benefit costs for the Community Development Director and ¼ of the City Clerk.

There are no unusual expenditures for 2013-14 and no policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Planning Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5000 Full Time Salaries	10,026	31,593	84,882	86,274	91,182	53,177	91,780	91,780	
5030 Overtime Salaries	501	419	0	0	0	0	-	-	
5035 Benefit - ICMA City 457	802	3,462	8,590	10,350	10,942	6,543	12,919	12,919	
5040 Benefit - Health Insurance	4,541	5,928	8,276	7,558	8,730	4,511	7,649	7,649	
5042 Benefit - Life Insurance	24	129	135	269	276	154	297	297	
5044 Benefit - Dental/Vision Insur	368	318	368	275	339	201	379	379	
5045 Worker Compensation Insurance	182	1,375	546	596	1,660	386	1,670	1,670	
5050 FICA	805	2,726	6,493	7,620	6,975	4,693	7,021	7,021	
5055 Unemployment Insurance	336	542	849	543	912	543	918	918	
5081 Compensated Absences Payable	0	-126	0	0	0	0	-	-	
5101 Office Supplies	200	457	500	575	510	244	400	400	
5102 Special Department Supplies	250	170	250	291	300	104	300	300	
5103 Postage	150	467	150	239	1,000	309	600	1,000	
5104 Printing - Forms	200	575	1,000	997	1,020	677	250	500	
5106 Promotional	0	20	0	0	0	0		-	
5112 Legal	1,000	6,911	5,000	6,005	5,100	2,922	3,000	5,000	
5115 Contract/Professional Services	0	0	0	50	0	338	1,000	2,000	
5120 Telephone - Pagers	150	336	810	994	826	628	826	826	
5122 Training - Conference	0	170	1,500	919	1,950	488	1,500	2,000	
5123 Automobile - Transportation	100	518	500	524	510	794	1,750	2,000	
5125 Publications - Books	0	380	500	44	510	98	250	250	
5126 Dues & Memberships	100	153	100	154	102	140	300	500	
5128 Employee Relations	100	8	100	14	102	25	50	50	
5129 Meeting	0	0	0	0	0	0	-	-	
5130 Rents - Leases	350	384	350	677	700	623	700	700	
5135 Maintenance - Repair	300	60	300	767	700	350	500	500	
5138 Office Equipment	0	0	0	0	0	8	100	300	
5139 Equipment	0	0	0	0	0	3	-	-	
5141 General Liability Insurance	0	124	3,380	551	3,380	1,797	3,646	3,646	
5143 Property Insurance	0	0	585	577	585	328	820	820	
5144 Employee Practice Liab Insurance	0	0	325	312	325	180	289	289	
5150 Electricity	300	323	300	546	560	327	560	560	
5151 Natural Gas	45	41	45	66	90	34	90	90	
5154 Garbage	0	8	0	0	0	0	-	-	
5164 Regulatory Fees	0	2,121	0	0	0	2,202	4,000	4,000	
5166 Regulatory Fees	0	0	300	0	1,700	0	1,700	1,700	
5171 Computer Software	50	23	100	42	102	56	900	900	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Planning Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5173 Computer Maintenance - Support	100	68	100	12	102	155	250	250	
5174 Web Design Services	0	213	500	105	510	7	250	250	
5175 Community Promotions	0	4	0	10	0	4	-	-	
5215 Public Works - Small Tools	0	0	0	1	0	0	-	-	
5512 Planning	20,000	44,377	10,000	0	10,200	0	-	-	
5514 Engineering	0	4,682	0	0	0	0	-	-	
5520 Improvements	0	28	0	116	0	14	-	-	
6600 Fixed Asset - Land Improvements	0	0	0	43	0	0	-	-	
Total Expenditures	**40,980**	**108,987**	**136,834**	**128,116**	**151,900**	**83,063**	**146,664**	**151,464**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Planning Department	General Fund
5000 Full Time Salaries	91,780
5030 Overtime Salaries	-
5035 Benefit - ICMA City 457	12,919
5040 Benefit - Health Insurance	7,649
5042 Benefit - Life Insurance	297
5044 Benefit - Dental/Vision Insur	379
5045 Worker Compensation Insurance	1,670
5050 FICA	7,021
5055 Unemployment Insurance	918
5081 Compensated Absences Payable	-
5101 Office Supplies	400
5102 Special Department Supplies	300
5103 Postage	600
5104 Printing - Forms	250
5106 Promotional	-
5112 Legal	3,000
5115 Contract/Professional Services	1,000
5120 Telephone - Pagers	826
5122 Training - Conference	1,500
5123 Automobile - Transportation	1,750
5125 Publications - Books	250
5126 Dues & Memberships	300
5128 Employee Relations	50
5129 Meeting	-
5130 Rents - Leases	700
5135 Maintenance - Repair	500
5138 Office Equipment	100
5139 Equipment	-
5141 General Liability Insurance	3,646
5143 Property Insurance	820
5144 Employee Practice Liab Insurance	289
5150 Electricity	560
5151 Natural Gas	90
5154 Garbage	-
5164 Regulatory Fees	4,000
5166 Regulatory Fees	1,700
5171 Computer Software	900

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Planning Department	General Fund
5173 Computer Maintenance - Support	250
5174 Web Design Services	250
5175 Community Promotions	-
5215 Public Works - Small Tools	-
5512 Planning	-
5514 Engineering	-
5520 Improvements	-
6600 Fixed Asset - Land Improvements	-
Total Expenditures	**146,664**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

BUILDING

NARRATIVE

The Building Inspection function for the city is provided by contract with building permit fees shared with the contractor on an 80/20% basis. 25% of the City Clerk's salary and benefits are included in the budget as support to the function.

The recommended budget for the Building Department totals $54,477, $2,891 less than last year based on the projection of fewer building permits to be issued in 2013-14. It is the contract/professional services line item (5115) from which the 80% is paid to the contractor, showing a reduction from $30,355 to $24,000. Otherwise, most of the accounts are similar in amounts to last years.

The revenue projection from one year to the next is based on building activity and is difficult to predict. However, based on the draft budget numbers the building permit program will generate only $33,500 of revenue, requiring the General Fund to pick up the balance of almost $21,000. As a general proposition, building permit and plan check fees should totally cover the cost of providing the service. Otherwise, the residents of the city should not be subsidizing building permit activity.

Just for information, the City Manager will be working with the building inspection contractor to update the contract for services. Procedures and processes are likely to change, but the 80/20% split is fairly standard in the industry and may not change. A neighboring city who provides building inspection services to another city usually asks for the 80/20% split.

Policy Item For Discussion

Should an administrative building/plan check fee be established based on value of construction/improvement to put the building department on a total fee for service basis-no general fund subsidy?

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Building Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5000 Full Time Salaries	10,026	13,165	13,811	14,121	14,223	9,818	14,654	14,654	
5030 Overtime Salaries	501	419	0	0	0	0	-	-	
5035 Benefit - ICMA City 457	802	1,106	1,105	1,663	1,381	1,113	3,664	3,664	
5040 Benefit - Health Insurance	4,541	4,928	4,976	4,048	5,190	2,496	4,399	4,399	
5042 Benefit - Life Insurance	24	31	39	40	24	22	45	45	
5044 Benefit - Dental/Vision Insur	368	318	369	275	340	245	379	379	
5045 Worker Compensation Insurance	182	450	251	119	510	161	267	267	
5050 FICA	805	1,044	1,057	1,112	1,088	765	1,121	1,121	
5055 Unemployment Insurance	336	109	138	109	142	109	147	147	
5101 Office Supplies	75	246	75	40	77	64	80	80	
5102 Special Department Supplies	225	84	225	31	230	20	50	50	
5103 Postage	100	16	100	6	102	11	50	50	
5104 Printing - Forms	125	132	125	83	128	36	200	200	
5106 Promotional	0	20	0	0	0	0	-	-	
5112 Legal	1,000	0	0	0	0	160	1,000	1,000	
5115 Contract/Professional Services	29,600	24,886	29,600	16,683	30,355	9,262	24,000	24,000	
5120 Telephone - Pagers	125	105	125	29	128	17	128	128	
5122 Training - Conference	0	0	0	2	0	0	-	-	
5125 Publications - Books	1,500	7	1,500	0	1,530	2	1,000	1,000	
5126 Dues & Memberships	100	96	100	1	102	1	500	500	
5128 Employee Relations	0	8	0	2	0	5	-	-	
5129 Meeting	0	0	0	0	0	0	-	-	
5130 Rents - Leases	300	453	300	291	306	203	300	500	
5135 Maintenance - Repair	50	60	50	24	51	69	50	50	
5138 Office Equipment	0	0	0	0	0	2	-	-	
5139 Equipment	0	0	0	0	0	2	-	-	
5141 General Liability Insurance	0	25	676	110	676	359	1,302	1,302	
5143 Property Insurance	0	0	117	115	117	66	293	293	
5144 Employee Practice Liab Insurance	0	0	65	62	65	36	124	124	
5150 Electricity	245	323	245	109	250	65	300	300	
5151 Natural Gas	45	41	45	13	46	7	50	50	
5154 Garbage	0	8	0	0	0	0	-	-	
5164 Regulatory Fees	0	7	0	45	0	36	50	50	
5167 Seismic Fees	175	147	175	117	179	51	200	200	
5171 Computer Software	25	23	25	0	26	10	25	25	
5173 Computer Maintenance - Support	100	20	100	2	102	41	100	100	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Building Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5174 Web Design Services	0	0	0	21	0	1	-	-	
5175 Community Promotions	0	4	0	2	0	1	-	-	
5520 Improvements	0	26	0	23	0	3	-	-	
6600 Fixed Asset - Land Improvements	0	0	0	9	0	0	-	-	
Total Expenditures	**51,375**	**48,307**	**55,394**	**39,307**	**57,368**	**25,259**	**54,477**	**54,677**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Building Department	General Fund
5000 Full Time Salaries	14,654
5030 Overtime Salaries	-
5035 Benefit - ICMA City 457	3,664
5040 Benefit - Health Insurance	4,399
5042 Benefit - Life Insurance	45
5044 Benefit - Dental/Vision Insur	379
5045 Worker Compensation Insurance	267
5050 FICA	1,121
5055 Unemployment Insurance	147
5101 Office Supplies	80
5102 Special Department Supplies	50
5103 Postage	50
5104 Printing - Forms	200
5106 Promotional	-
5112 Legal	1,000
5115 Contract/Professional Services	24,000
5120 Telephone - Pagers	128
5122 Training - Conference	-
5125 Publications - Books	1,000
5126 Dues & Memberships	500
5128 Employee Relations	-
5129 Meeting	-
5130 Rents - Leases	300
5135 Maintenance - Repair	50
5138 Office Equipment	-
5139 Equipment	-
5141 General Liability Insurance	1,302
5143 Property Insurance	293
5144 Employee Practice Liab Insurance	124
5150 Electricity	300
5151 Natural Gas	50
5154 Garbage	-
5164 Regulatory Fees	50
5167 Seismic Fees	200
5171 Computer Software	25
5173 Computer Maintenance - Support	100

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Building Department	General Fund
5174 Web Design Services	0.00
5175 Community Promotions	0.00
5520 Improvements	0.00
6600 Fixed Asset - Land Improvements	0.00
Total Expenditures	**54,477**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

FINANCE

NARRATIVE

The recommended budget for the Finance Department totals $$356,082, down $31,980 from $388,062 last year, mostly due to the property tax administrative reduction from the County of Humboldt as the result of a court order.

Computer training (5172) last year at $510 has been increased to $2,000 for the Accufund software system.

The budget includes the salary and benefits for the Finance Director and (3) staff.

There are no unusual expenditures for 2013-14 and no policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Finance Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5000 Full Time Salaries	155,166	151,984	176,158	183,086	192,505	119,644	192,602	192,602	
5030 Overtime Salaries	2,940	950	5,437	143	1,925	160	6,051	6,051	
5035 Benefit - ICMA City 457	10,843	13,228	18,967	18,879	20,800	12,727	20,692	20,692	
5040 Benefit - Health Insurance	52,637	42,746	40,247	24,645	26,314	9,642	26,568	26,568	
5042 Benefit - Life Insurance	432	413	546	522	588	289	630	630	
5044 Benefit - Dental/Vision Insur	3,898	2,753	2,928	2,505	3,175	2,208	3,845	3,845	
5045 Worker Compensation Insurance	724	4,155	863	1,916	943	898	1,674	1,674	
5050 FICA	11,531	12,572	13,893	15,634	14,874	10,185	14,734	14,734	
5055 Unemployment Insurance	1,680	2,157	1,815	1,906	1,944	1,762	1,926	1,926	
5070 Education Reform Augmentation	10,000	0	14,000	0	14,280	0	-	3,000	
5080 Hiring Costs	750	4,144	751	2,370	765	0	3,000	4,000	
5081 Compensated Absences Payable	0	-2,465	0	-18	0	0	-	-	
5101 Office Supplies	1,900	6,071	4,200	5,933	4,284	2,069	3,500	4,200	
5102 Special Department Supplies	2,000	765	1,000	570	1,020	1,028	1,500	1,500	
5103 Postage	4,000	4,876	5,000	6,136	5,100	4,420	5,525	5,525	
5104 Printing - Forms	1,000	1,335	1,000	1,203	1,020	987	2,000	1,250	
5105 Advertising	0	0	0	0	0	357	-	-	
5106 Promotional	0	94	0	0	0	0	-	-	
5110 Accounting	34,000	39,985	35,000	32,805	22,000	21,069	22,000	22,000	
5111 Cash Over/Short	0	0	0	84	0	0	-	-	
5112 Legal	500	215	501	470	510	584	1,000	1,000	
5115 Contract/Professional Services	1,500	0	501	0	673	8	500	-	
5116 Bank Fees	1,000	15	1,000	2,751	2,500	1,302	2,000	2,000	
5120 Telephone - Pagers	1,500	1,888	1,501	1,878	1,530	1,258	1,530	1,530	
5122 Training - Conference	5,000	2,033	5,000	3,072	5,100	1,545	4,500	5,000	
5123 Automobile - Transportation	1,000	1,263	1,301	295	1,326	670	1,300	1,300	
5125 Publications - Books	750	45	501	38	510	216	200	300	
5126 Dues & Memberships	300	85	301	122	306	127	150	300	
5128 Employee Relations	150	47	101	46	102	79	100	100	
5129 Meeting	100	2	0	0	0	0	-	-	
5130 Rents - Leases	1,500	2,037	1,701	2,639	2,500	2,370	3,000	3,000	
5135 Maintenance - Repair	1,200	1,065	1,200	1,467	1,224	1,409	1,800	1,800	
5138 Office Equipment	200	1,150	501	359	510	3,451	3,000	3,000	
5139 Equipment	0	0	0	0	0	28	100	100	
5141 General Liability Insurance	0	397	10,868	1,772	10,868	5,780	10,938	10,938	
5143 Property Insurance	0	0	1,881	1,856	1,881	1,056	2,459.10	2,459.10	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Finance Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5144 Emp Practice Liab Insurance	0	0	1,045	1,003	1,045	580	908	908	
5148 Office Equipment	0	0	0	0	0	108			
5150 Electricity	1,400	1,384	1,600	1,754	1,800	1,052	1,500	1,500	
5151 Natural Gas	170	174	171	212	230	110	150	150	
5152 Water	0	84	0	0	0	0	-	-	
5154 Garbage	0	38	0	0	0	0	-	-	
5163 Property Tax Admin Fees	13,000	12,194	13,000	12,428	13,260	1,385	3,000	2,700	
5164 Regulatory Fees	0	4	0	0	0	0	-	-	
5171 Computer Software	500	1,519	1,000	171	1,020	168	500	500	
5172 Computer Training	500	495	501	420	510	0	2,000	2,000	
5173 Computer Maintenance - Support	10,000	10,497	12,000	6,307	12,240	6,008	9,000	9,000	
5174 Web Design Services	0	133	0	339	350	21	200	200	
5175 Community Promotions	0	18	0	31	0	14	-	-	
5215 Public Works - Small Tools	0	0	0	3	0	0	-	-	
5430 Fines/Penalties	0	3,693	0	0	0	0	-	-	
5520 Improvements	0	119	0	374	0	44	-	-	
6100 Fixed Asset - Computer Hardware	0	0	1,501	0	16,530	0	-	-	
6600 Fixed Asset - Land Improvements	0	0	0	138	0	0	-	-	
Total Expenditures	**333,771**	**326,357**	**379,481**	**338,264**	**388,062**	**216,818**	**356,082**	**359,982**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Finance Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	Sewer Fund 50	Water Fund 60	Total
5000 Full Time Salaries	38,520	11,556	5,778	77,041	59,707	192,602
5030 Overtime Salaries	1,210	363	182	2,420	1,876	6,051
5035 Benefit - ICMA City 457	4,138	1,242	621	8,277	6,415	20,692
5040 Benefit - Health Insurance	5,314	1,594	797	10,627	8,236	26,568
5042 Benefit - Life Insurance	126	38	19	252	195	630
5044 Benefit - Dental/Vision Insur	769	231	115	1,538	1,192	3,845
5045 Worker Compensation Insurance	335	100	50	670	519	1,674
5050 FICA	2,947	884	442	5,894	4,568	14,734
5055 Unemployment Insurance	385	116	58	770	597	1,926
5070 Education Reform Augmentation	-	-	-	-	-	-
5080 Hiring Costs	600	180	90	1,200	930	3,000
5081 Compensated Absences Payable	-	-	-	-	-	-
5101 Office Supplies	700	210	105	1,400	1,085	3,500
5102 Special Department Supplies	300	90	45	600	465	1,500
5103 Postage	1,105	332	166	2,210	1,713	5,525
5104 Printing - Forms	400	120	60	800	620	2,000
5105 Advertising	-	-	-	-	-	-
5106 Promotional	-	-	-	-	-	-
5110 Accounting	4,400	1,320	660	8,800	6,820	22,000
5111 Cash Over/Short	-	-	-	-	-	-
5112 Legal	200	60	30	400	310	1,000
5115 Contract/Professional Services	100	30	15	200	155	500
5116 Bank Fees	400	120	60	800	620	2,000
5120 Telephone - Pagers	306	92	46	612	474	1,530
5122 Training - Conference	900	270	135	1,800	1,395	4,500
5123 Automobile - Transportation	260	78	39	520	403	1,300
5125 Publications - Books	40	12	6	80	62	200
5126 Dues & Memberships	30	9	5	60	47	150
5128 Employee Relations	20	6	3	40	31	100
5129 Meeting	-	-	-	-	-	-
5130 Rents - Leases	600	180	90	1,200	930	3,000
5135 Maintenance - Repair	360	108	54	720	558	1,800
5138 Office Equipment	600	180	90	1,200	930	3,000
5139 Equipment	20	6	3	40	31	100
5141 General Liability Insurance	2,188	656	328	4,375	3,391	10,938
5143 Property Insurance	492	148	74	984	762	2,459

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Finance Department	General Fund 00	Gas Tax Fund 20	TDA Fund 24	Sewer Fund 50	Water Fund 60	Total
5144 Emp Practice Liab Insurance	182	54	27	363	281	908
5148 Office Equipment	-	-	-	-	-	-
5150 Electricity	300	90	45	600	465	1,500
5151 Natural Gas	30	9	5	60	47	150
5152 Water	-	-	-	-	-	-
5154 Garbage	-	-	-	-	-	-
5163 Property Tax Admin Fees	600	180	90	1,200	930	3,000
5164 Regulatory Fees	-	-	-	-	-	-
5171 Computer Software	100	30	15	200	155	500
5172 Computer Training	400	120	60	800	620	2,000
5173 Computer Maintenance - Support	1,800	540	270	3,600	2,790	9,000
5174 Web Design Services	40	12	6	80	62	200
5175 Community Promotions	-	-	-	-	-	-
5215 Public Works - Small Tools	-	-	-	-	-	-
5430 Fines/Penalties	-	-	-	-	-	-
5520 Improvements	-	-	-	-	-	-
6100 Fixed Asset - Computer Hardware	-	-	-	-	-	-
6600 Fixed Asset - Land Improvements	-	-	-	-	-	-
						-
Total Expenditures	**71,216.43**	21,364.93	10,682.46	142,432.87	110,385.47	356,082

CITY OF RIO DELL
DRAFT BUDGET 2013-14

RECYCLING

NARRATIVE

The Recycling budget for 2013-14 totals $15,500, which balances to the estimated amount of funds available to the program. There are no General Fund monies required. The only real change in the budget is the amount allocated to the Contract Professional Services account (5115) to staff solid waste and recycling events. Staffing changes now require much of the part-time program administration to be handled by contract.

There are no unusual recommended expenditures or policy items to be addressed.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Recycling	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5000 Full Time Salaries	7,665	7,337	4,675	6,720	4,812	0	5,000.00	0.00	
5030 Overtime Salaries	383	271	234	67	241	108	-	-	
5035 Benefit - ICMA City 457	613	669	701	734	481	10	-	-	
5040 Benefit - Health Insurance	1,524	0	911	2	873	-15	-	-	
5042 Benefit - Life Insurance	24	0	12	0	11	0	-	-	
5044 Benefit- Dental/Vision Ins	184	0	110	0	100	0	-	-	
5045 Workers Compensation Insurance	38	348	23	119	24	2	-	-	
5050 Fica	677	667	357	605	387	9	-	-	
5055 Unemployment Insurance	363	91	47	88	48	0	-	-	
5101 Office Supplies	200	160	200	312	204	19	200	200	
5102 Special Department Supplies	0	177	1,450	2,510	1,479	20	1,000	1,000	
5103 Postage	200	236	200	236	700	0	500	500	
5104 Printing - Forms	200	198	200	1,102	204	8	200	200	
5105 Advertising	350	347	350	197	357	127	300	300	
5106 Promotional	250	250	250	237	255	0	250	250	
5112 Legal	0	0	0	551	500	686	-	-	
5115 Contract Professional Services	1,700	-1,888	2,000	934	2,201	204	5,671	10,512	
5120 Telephone - Pagers	0	3	0	29	40	17	-	-	
5122 Training - Conference	1,000	670	1,000	2	0	0	-	-	
5123 Automobile - Transportation	300	155	300	83	306	31	100	100	
5125 Publications - Books	0	0	0	1	0	2	-	-	
5126 Dues & Memberships	200	100	200	1	204	1	-	-	
5128 Employee Relations	0	25	0	32	0	5	-	-	
5130 Rents & Leases	0	0	0	110	0	110	-	-	
5135 Maintenance - Repair	0	0	0	48	0	69	-	-	
5138 Office Equipment	0	0	0	0	0	2	-	-	
5139 Equipment	0	0	0	0	0	2	-	-	
5141 General Liability Insurance	0	25	676	110	676	359	521	521	
5143 Property Insurance	0	0	117	115	117	66	117	117	
5144 Emp Practice Liab Insurance	0	0	65	62	65	36	41	41	
5150 Electricity	0	0	0	109	0	65	-	-	
5151 Electricity	0	0	0	13	150	7	150	150	
5154 Garbage	500	2,218	500	1,366	800	252	1,400	600	
5171 Computer Software	0	0	0	0	0	10	-	-	
5173 Computer Maintenance - Support	0	0	0	2	0	4	-	-	
5174 Web Design Services	0	40	0	21	300	1	50	50	
5175 Community Promotions	0	0	0	2	0	1	-	-	
5212 Gas & Oil	0	0	0	19	0	0	-	-	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Recycling	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Revised	FY 13-14 Proposed	Notes
5215 Public Works - Small Tools	0	0	0	0	0	0	-	-	
5520 Improvements	0	0	0	23	0	3	-	-	
6600 Fixed Asset - Land Improvements	0	0	0	9	0	0	-	-	
Total Expenditures	16,371	12,099	14,578	16,571	15,535	2,221	15,500	14,541	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Recycling	Solid Waste Fund 27	Recycling Fund 74	Total
5000 Full Time Salaries	2,750	2,250	5,000
5030 Overtime Salaries	-	-	-
5035 Benefit - ICMA City 457	-	-	-
5040 Benefit - Health Insurance	-	-	-
5042 Benefit - Life Insurance	-	-	-
5044 Benefit- Dental/Vision Ins	-	-	-
5045 Workers Compensation Insurance	-	-	-
5050 Fica	-	-	-
5055 Unemployment Insurance	-	-	-
5101 Office Supplies	110	90	200
5102 Special Department Supplies	550	450	1,000
5103 Postage	275	225	500
5104 Printing - Forms	110	90	200
5105 Advertising	165	135	300
5106 Promotional	138	113	250
5112 Legal	-	-	-
5115 Contract Professional Services	3,194	2,477	5,671
5120 Telephone - Pagers	-	-	-
5122 Training - Conference	-	-	-
5123 Automobile - Transportation	55	45	100
5125 Publications - Books	-	-	-
5126 Dues & Memberships	-	-	-
5128 Employee Relations	-	-	-
5130 Rents & Leases	-	-	-
5135 Maintenance - Repair	-	-	-
5138 Office Equipment	-	-	-
5139 Equipment	-	-	-
5141 General Liability Insurance	286	234	521
5143 Property Insurance	64	53	117
5144 Emp Practice Liab Insurance	23	19	41
5150 Electricity	-	-	-
5151 Electricity	83	68	150
5154 Garbage	770	630	1,400
5171 Computer Software	-	-	-
5173 Computer Maintenance - Support	-	-	-
5174 Web Design Services	28	23	50
5175 Community Promotions	-	-	-
5212 Gas & Oil	-	-	-

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Recycling			
5215 Public Works - Small Tools	-		
5520 Improvements	-	-	-
6600 Fixed Asset - Land Improvements	-	-	-
Total Expenditures	**8,600**	**6,900**	**15,500**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

GENERAL GOVERNMENT

NARRATIVE

This budget unit contains no recommended expenditures for 2013-14 and is being phased out.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

General Government Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Proposed	FY 13-14 Revised	Notes
5104 Printing - Forms	0	8	0	0	0	0			
5116 Bank Fees	0	1,657	0	0	0	0			
5141 General Liability Insurance	52,000	0	0	0	0	0			
5143 Property Insurance	9,000	0	0	0	0	0			
5144 Emp Practice Liab Insurance	5,000	0	0	0	0	0			
Total Expenditures	**66,000**	**1,665**	**0**	**0**	**0**	**0**	**0.00**	**0.00**	

City of Rio Dell

Draft Budget 2013-14

Police Department

NARRATIVE

The Recommended Police Department Budget totals $576,276, an increase of $4,400 in comparison to the prior year. Changes have been made to the coding, and allocations have been swapped between the special department supplies and equipment line items. Vehicle repair costs are projected to decrease with the addition of two new patrol cars which were included in the Capital Budget, and funding for two new scanners for the DOC Star System have also been included at $2,200.

There are no unusual expenditures for 2013-14 and no policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Police Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5000 Full Time Salaries	368,370	351,059	264,784	286,182	277,021	196,329	281,897	281,897	
5030 Overtime Salaries	8,000	7,145	9,263	11,286	6,926	5,667	8,000	8,000	Increased to reduce salary employee covering OT as often
5035 Benefit - ICMA City 457	29,673	38,456	59,674	57,691	59,501	38,415	60,599	60,599	
5040 Benefit - Health Insurance	67,594	62,885	46,292	43,873	54,665	29,336	59,352	59,352	
5042 Benefit - Life Insurance	816	764	858	903	924	484	990	990	
5044 Benefit - Dental/Vision Insur	10,589	6,420	4,980	3,757	5,153	4,288	8,060	8,060	
5045 Worker Compensation Insurance	13,284	20,048	10,697	2,402	11,192	6,563	11,389	11,389	
5050 FICA	27,820	30,111	20,965	26,630	21,722	17,912	21,565	21,565	
5055 Unemployment Insurance	4,000	3,601	2,740	2,170	2,839	2,170	2,819	2,819	
5060 Clothing Allowance	6,000	4,842	3,750	3,060	3,000	2,688	3,750	3,750	
5080 Hiring Costs	3,000	647	3,000	825	2,500	2,625	3,000	4,800	ıay be losing two employees this year and will need to hire
5101 Office Supplies	1,500	1,820	1,200	1,576	1,225	1,267	1,200	1,200	
5102 Special Department Supplies	5,000	2,747	4,000	3,805	4,080	3,612	3,200	3,200	Moved historical expenditures to 5139
5103 Postage	1,200	534	1,200	292	800	64	1,000	1,500	Performance Survey
5104 Printing - Forms	1,200	296	1,200	479	800	227	800	1,200	
5105 Advertising	200	0	200	0	204	0	50	200	
5106 Promotional	500	430	500	0	100	0	50	100	
5112 Legal	1,500	525	1,500	290	1,530	904	1,500	1,500	
5115 Contract/Professional Services	6,500	11,346	6,500	0	3,163	3,002	3,000	3,200	
5117 Animal Control	14,500	15,665	14,500	13,259	14,790	5,258	5,000	6,000	Reduced based on agreement with FOPD
5118 K-9 Expenses	500	7	0	0	0	0			
5119 Safety Supplies & Equipment	0	3,600	0	179	0	1,072			
5120 Telephone - Pagers	5,000	7,962	3,800	6,229	3,876	4,151	7,000	7,000	Increase based on 2012-2013 expenditure
5122 Training - Conference	5,000	3,737	3,500	3,865	1,000	680	2,000	2,000	CPCA Conference
5123 Automobile - Transportation	1,000	-652	500	2,196	600	589	1,000	1,000	CPCA Conference and unreimbursible training
5125 Publications - Books	350	440	400	247	408	138	500	500	
5126 Dues & Memberships	2,100	1,951	2,100	1,362	2,500	1,702	2,000	2,000	Based on 2012-2013
5128 Employee Relations	5,000	581	2,500	58	2,550	193	2,550	2,550	
5130 Rents - Leases	250	209	250	166	1,950	1,227	2,000	2,000	
5135 Maintenance - Repair	1,500	3,401	1,500	2,348	1,530	1,708	2,000	2,000	
5138 Office Equipment	1,000	0	1,000	2,324	1,000	1,125	2,200	2,200	Docstar scanners x2
5139 Equipment	6,000	139	3,500	784	1,500	5,526	6,500	6,500	Equipment
5141 General Liability Insurance	0	498	13,624	2,222	13,624	7,244	13,543	13,543	
5143 Property Insurance	0	0	2,358	2,327	2,358	1,323	3,045	3,045	
5144 Employee Practice Liab Insurance	0	0	1,310	1,257	1,310	727	1,114	1,114	
5148 Office Equipment	0	0	0	0	0	1,644			
5150 Electricity	3,300	3,045	3,300	2,442	3,366	1,459			
5151 Natural Gas	600	383	600	267	612	138			
5162 Medical	1,500	2,468	1,500	825	1,530	4,933	6,000	5,000	Forensic services (sexual assault)

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Police Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5164 Regulatory Fees	300	-64	300	0	306	0			
5171 Computer Software	1,000	40	6,000	3,812	1,000	119	1,500	1,500	Software upgrade
5173 Computer Maintenance - Support	3,000	4,715	3,000	3,926	3,060	2,198	3,200	3,200	Tablet set up
5174 Web Design Services	0	140	0	424	500	26	100	500	
5175 Community Promotions	0	39	0	39	0	17			
5193 Vehicle Abatement	7,000	2,594	7,000	3,501	2,500	663	2,500	2,500	
5212 Gas & Oil	15,000	17,292	11,000	20,243	16,900	10,739	15,000	15,000	
5213 Vehicle Repair	9,000	10,093	7,000	6,799	7,200	3,449	4,000	5,000	Decreased (if new vehicles)
5215 Public Works - Small Tools	0	0	0	30	0	25			
5305 Booking Fees Due	0	1,571	0	2,047	2,000	809	1,500	1,500	Based on 2012-2013
5308 Dispatch Service Due	18,504	18,504	18,504	18,504	18,874	12,336	18,504	18,504	
5520 Improvements	0	180	0	469	2,500	56		3,000	Continue improvements in front office
6100 Fixed Asset - Computer Hardware	8,500	3,608	0	0	5,100	0	1,300	1,300	
6400 Fixed Asset - Vehicles	0	1,445	0	2,155	0	0		65,000	
6600 Fixed Asset - Land Improvements	0	0	0	173	0	0			
Total Expenditures	**666,650**	**647,267**	**552,349**	**549,700**	**571,789**	**386,827**	**576,276**	**648,776**	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Police Department	General Fund	SLESF	Vehicle Abatement Fund	Total
5000 Full Time Salaries	220,733	61,164		281,897
5030 Overtime Salaries	6,240	1,760		8,000
5035 Benefit - ICMA City 457	47,267	13,332		60,599
5040 Benefit - Health Insurance	46,295	13,057		59,352
5042 Benefit - Life Insurance	772	218		990
5044 Benefit - Dental/Vision Insur	6,287	1,773		8,060
5045 Worker Compensation Insurance	8,883	2,506		11,389
5050 FICA	16,821	4,744		21,565
5055 Unemployment Insurance	2,199	620		2,819
5060 Clothing Allowance	2,925	825		3,750
5080 Hiring Costs	3,000			3,000
5101 Office Supplies	1,200			1,200
5102 Special Department Supplies	3,200			3,200
5103 Postage	1,000			1,000
5104 Printing - Forms	800			800
5105 Advertising	50			50
5106 Promotional	50			50
5112 Legal	1,500			1,500
5115 Contract/Professional Services	3,000			3,000
5117 Animal Control	5,000			5,000
5118 K-9 Expenses	-			-
5119 Safety Supplies & Equipment	-			-
5120 Telephone - Pagers	7,000			7,000
5122 Training - Conference	2,000			2,000
5123 Automobile - Transportation	1,000			1,000
5125 Publications - Books	500			500
5126 Dues & Memberships	2,000			2,000
5128 Employee Relations	2,550			2,550
5130 Rents - Leases	2,000			2,000
5135 Maintenance - Repair	2,000			2,000
5138 Office Equipment	2,200			2,200
5139 Equipment	6,500			6,500
5141 General Liability Insurance	13,543			13,543
5143 Property Insurance	3,045			3,045
5144 Employee Practice Liab Insurance	1,114			1,114
5148 Office Equipment	-			-
5150 Electricity	-			-
5151 Natural Gas	-			-
5162 Medical	6,000			6,000

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Police Department

5164 Regulatory Fees	-			-
5171 Computer Software	1,500			1,500
5173 Computer Maintenance - Support	3,200			3,200
5174 Web Design Services	100			100
5175 Community Promotions	-			-
5193 Vehicle Abatement	2,245		255	2,500
5212 Gas & Oil	15,000			15,000
5213 Vehicle Repair	4,000			4,000
5215 Public Works - Small Tools	-			-
5305 Booking Fees Due	1,500			1,500
5308 Dispatch Service Due	18,504			18,504
5520 Improvements	-			-
6100 Fixed Asset - Computer Hardware	1,300			1,300
6400 Fixed Asset - Vehicles		-		-
6600 Fixed Asset - Land Improvements	-			-
Total Expenditures	476,022	**100,000**	255	576,276

CITY OF RIO DELL
DRAFT BUDGET 2013-14

PUBLIC WORKS SUMMARY

NARRATIVE

The Public Works Summary budget combines all of the costs for the fiscal year for all public works functions; Streets, Water and Sewer Programs. Though a budget narrative has been prepared for each of the separate activities, the big picture here is that the collective requested budgets totaled $1,062,482 and are recommended to total $868,563 with most of the reduction the result of moving projects to the Capital Expenditure budget.

The details of the recommended budget for Streets, Water and Sewer may be found in their respective budget write-ups.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5000 Full Time Salaries	322,752	265,069	266,745	265,858	236,994	147,391	234,743	234,743	
5030 Overtime Salaries	15,525	8,707	7,505	6,992	7,110	3,018	7,500	91,153	
5035 Benefit - ICMA City 457	27,040	22,741	28,073	27,726	25,693	14,389	25,784	25,784	
5040 Benefit - Health Insurance	60,196	51,667	53,501	48,359	49,748	19,826	44,428	44,428	
5042 Benefit - Life Insurance	768	698	702	701	672	314	714	714	
5044 Benefit - Dental/Vision Insur	8,272	5,915	5,602	4,836	4,967	3,604	6,043	6,043	
5045 Worker Compensation Insurance	12,190	18,258	11,286	3,291	11,490	7,136	11,502	11,502	
5050 FICA	25,553	22,956	20,980	22,839	18,674	12,661	17,958	17,958	
5055 Unemployment Insurance	3,340	2,982	2,743	2,950	2,441	2,731	2,347	2,347	
5060 Clothing Allowance	3,000	2,252	3,000	2,100	3,060	736	1,950	3,060	
5080 Hiring Costs	1,500	1,093	1,500	0	1,530	966	255		
5081 Compensated Absences Payable	0	-6,492	0	-24	0	0			
5101 Office Supplies	3,866	1,906	2,500	1,941	2,550	1,185	1,600	2,550	
5102 Special Department Supplies	5,502	6,639	5,400	3,639	5,508	2,608	4,250	7,254	
5103 Postage	1,304	1,131	2,600	4,016	3,961	15	650	3,950	
5104 Printing - Forms	1,920	2,151	2,000	1,683	3,010	199	750	3,060	
5105 Advertising	221	437	500	237	510	203	360	510	
5106 Promotional	0	90	0	0	0	0	-	-	
5107 Memorial Park Expense	0	244	0	110	0	0	2,500	2,500	
5108 Streets	39,031	24,970	17,000	7,109	27,340	5,014	17,370	17,370	
5109 Chemicals	43,300	58,086	43,300	44,419	54,000	39,820	54,000	55,500	
5112 Legal	3,750	225	500	465	510	1,192	4,750	1,545	
5115 Contract/Professional Services	63,276	62,910	73,583	72,162	62,061	29,969	18,000	74,310	
5119 Safety Supplies & Equipment	8,500	2,673	5,000	6,250	5,100	704	4,500	6,500	
5120 Telephone - Pagers	7,850	10,005	8,000	8,287	8,160	5,473	8,300	8,200	
5122 Training - Conference	2,700	2,877	2,700	1,855	2,754	557	4,850	5,150	
5123 Automobile - Transportation	650	579	650	3,937	663	15	600	600	
5125 Publications - Books	320	101	300	91	306	61	250	450	
5126 Dues & Memberships	1,350	1,677	1,500	1,680	2,500	1,121	2,800	2,900	
5128 Employee Relations	356	52	100	68	102	102	130	110	
5129 Meeting	0	2	0	0	0	0	-	-	
5130 Rents - Leases	3,881	1,883	3,000	2,251	3,060	1,366	3,800	3,800	
5135 Maintenance - Repair	44,054	53,966	32,500	38,841	61,000	31,482	63,500	63,500	
5136 Parks Maintenance - Repair	0	0	0	1,590	1,600	668	2,500	2,500	
5138 Office Equipment - P.W.	764	3,065	2,500	150	2,550	435	2,500	2,500	
5139 Equipment	11,018	391	5,000	9,161	5,100	6,135	9,000	10,000	
5141 General Liability Insurance	0	682	18,668	4,835	18,668	9,926	16,668	16,668	
5142 Automobile Insurance	0	35	0	0	0	0	-	-	
5143 Property Insurance	0	0	3,231	3,189	3,231	1,813	3,747	3,747	

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works Department	FY 10-11 Budget	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Y-T-D Actual	FY 13-14 Recommended	FY 13-14 Proposed	Notes
5144 Employee Practice Liability Insurance	0	0	1,795	1,722	1,795	996	1,320	1,320	
5150 Electricity	82,000	124,079	95,000	142,788	134,213	84,072	140,000	150,764	
5151 Natural Gas	7,240	6,600	5,000	4,448	10,100	1,744	10,000	10,700	
5154 Garbage	2,159	216	500	7,293	6,160	1,591	2,660	6,160	
5162 Medical	3,666	162	1,000	266	1,020	0	800	1,050	
5164 Regulatory Fees	22,000	19,510	22,000	31,454	27,440	10,506	26,000	27,000	
5165 Property Tax Assessment	100	0	101	0	102	0	102	102	
5171 Computer Software	862	1,947	2,000	566	2,040	231	1,900	1,900	
5172 Computer Training	30	0	0	0	0	0	-	-	
5173 Computer Maintenance - Support	1,563	965	1,200	1,335	1,224	1,992	1,300	3,750	
5174 Web Design Services	0	141	0	582	0	36	30	30	
5175 Community Promotions	3,036	35	0	53	0	24	20	20	
5212 Gas & Oil	17,341	12,939	12,000	18,849	16,735	11,028	16,700	20,000	
5213 Vehicle Repair	8,385	4,761	6,000	6,235	6,120	7,324	10,500	13,000	
5215 Public Works - Small Tools	10,030	6,434	5,000	2,723	5,400	3,041	7,646	8,646	
5225 Public Works - Lab Testing	18,150	16,896	20,000	32,523	26,500	3,614	17,985	22,985	
5227 Public Works - Eqiup. Repair	11,228	5,748	6,000	5,653	6,120	2,086	6,250	6,499	
5229 Public Works - Equip. Rental	3,900	0	2,000	244	2,040	122	2,750	2,750	
5410 Interest Expense	0	2	0	0	0	2	-	-	
5430 Fines/Penalties	0	0	0	6	0	16	3,000	-	
5514 Engineering	9,375	0	5,000	0	3,400	0	36,000	43,400	
5520 Improvements	20,892	4,320	7,000	4,743	7,140	363	3,000	9,499	
6000 Fixed Asset - Equipment	0	0	0	5,357	0	0	-	-	
6400 Fixed Asset - Vehicles	0	0	0	517	0	0	-	-	
6500 Fixed Asset- Infrastructure	0	945	0	198	0	0	-	-	
6600 Fixed Asset - Land Improvements	0	0	0	237	0	0	-	-	
Total Expenditures	**945,706**	**838,323**	**823,765**	**871,386**	**894,172**	**481,623**	**868,563**	**1,062,482**	

CITY OF RIO DELL
DRAFT BUDGET 2013-14

WATER

NARRATIVE

Water has two funds; Fund 60 for water operations and Fund 61 for water capital. The water operations fund begins the new fiscal year with a reserve balance of $160,999 and the capital reserve has a balance of $30, 659. Both funds are grossly underfunded which can only be corrected by a user rate adjustment.

In October 2010 Winzler & Kelly Engineers prepared an Assessment Management Plan and Preliminary Capital Improvement Plan for "Water", recommending that rates be adjustment by $28-$29/month in order raise $400,000/yr. for capital improvements. The city should be collecting between $400,000 and $850,000 a year for the replacement of system components as they wear out.

The requested budget totals $348,778 and is recommended at $340,708. The budget includes the salary and benefits for the Water Superintendent and a portion of cost of (4) Utility Workers who also staff the Wastewater and Streets operations.

The recommended budget is a basic hold the line budget with only 2 noteworthy items to highlight. The Maintenance/Repair line item (5145) contains $10,000 for the cleaning of the Painter Street water tank and

$45,000 for maintenance and repair of the system in account (5135). The Equipment account is recommended at $3,500 to purchase a used air compressor and jack hammer.

The Capital Expenditure budget contains a request of the Water Fund to share of cost for various buildings and equipment. The 3 major items specifically related to the system that cannot be funded this fiscal year are the replacement of the water system clarifier ($500,000), replacement of the Painter Street water tank ($320,000) and a Vactor truck ($159,000 for water share). However, $136,940 of priority capital expenditures may be found in the Capital Expenditure budget, reducing the Reserve to $39,687.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5000 Full Time Salaries		89,202	115,024	30,517	16,432	11,737	2,347	234,743
5030 Overtime Salaries		2,850	3,675	975	525	375	75	7,500
5035 Benefit - ICMA City 457		9,798	12,634	3,352	1,805	1,289	258	25,784
5040 Benefit - Health Insurance		16,883	21,770	5,776	3,110	2,221	444	44,428
5042 Benefit - Life Insurance		271	350	93	50	36	7	714
5044 Benefit - Dental/Vision Insur		2,296	2,961	786	423	302	60	6,043
5045 Worker Compensation Insurance		4,371	5,636	1,495	805	575	115	11,502
5050 FICA		6,824	8,799	2,335	1,257	898	180	17,958
5055 Unemployment Insurance		892	1,150	305	164	117	23	2,347
5060 Clothing Allowance		741	956	254	137	98	20	1,950
5080 Hiring Costs		190	-	65	35	20	10	255
5081 Compensated Absences Payable		-	-	-	-	-	-	-
5101 Office Supplies		500	800	300	171	93	36	1,600
5102 Special Department Supplies		1,500	1,750	1,000	570	310	120	4,250
5103 Postage		500	100	50	29	16	6	650
5104 Printing - Forms		500	200	50	29	16	6	750
5105 Advertising		110	200	50	29	16	6	360
5106 Promotional				-	-	-	-	-
5107 Memorial Park Expense				2,500	1,425	775	300	2,500
5108 Streets		1,200	1,170	15,000	8,550	4,650	1,800	17,370
5109 Chemicals		25,000	29,000	-				54,000
5112 Legal		4,000	500	250	143	78	30	4,750
5115 Contract/Professional Services		5,000	10,000	3,000	1,710	930	360	18,000
5119 Safety Supplies & Equipment		1,000	1,000	2,500	1,425	775	300	4,500
5120 Telephone - Pagers		2,600	4,500	1,200	684	372	144	8,300
5122 Training - Conference		2,000	1,350	1,500	855	465	180	4,850
5123 Automobile - Transportation		250	250	100	57	31	12	600
5125 Publications - Books		100	50	100	57	31	12	250
5126 Dues & Memberships		1,800	800	200	114	62	24	2,800
5128 Employee Relations		60	50	20	11	6	2	130
5129 Meeting				-	-	-	-	-
5130 Rents - Leases		1,000	1,300	1,500	855	465	180	3,800
5135 Maintenance - Repair		45,000	15,000	3,500	1,995	1,085	420	63,500
5136 Parks Maintenance - Repair				2,500	1,425	775	300	2,500
5138 Office Equipment - P.W.		1,200	1,200	100	57	31	12	2,500
5139 Equipment		3,000	3,000	3,000	1,710	930	360	9,000
5141 General Liability Insurance		6,334	8,167	2,167	1,167	833	167	16,668
5142 Automobile Insurance				-	-	-	-	-
5143 Property Insurance		1,424	1,836	487	262	187	37	3,747

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works Department	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5144 Employee Practice Liability Insurance		502	647	172	92	66	13	1,320
5150 Electricity		60,000	55,000	25,000	14,250	7,750	3,000	140,000
5151 Natural Gas		2,000	7,500	500	285	155	60	10,000
5154 Garbage		100	2,500	60	34	19	7	2,660
5162 Medical		400	250	150	86	47	18	800
5164 Regulatory Fees		13,000	12,000	1,000	570	310	120	26,000
5165 Property Tax Assessment		30	35	37	21	11	4	102
5171 Computer Software		750	1,000	150	86	47	18	1,900
5172 Computer Training			-	-	-	-	-	-
5173 Computer Maintenance - Support		1,000	50	250	143	78	30	1,300
5174 Web Design Services		20	-	10	6	3	1	30
5175 Community Promotions		10	-	10	6	3	1	20
5212 Gas & Oil		6,000	8,200	2,500	1,425	775	300	16,700
5213 Vehicle Repair		5,500	3,000	2,000	1,140	620	240	10,500
5215 Public Works - Small Tools		3,000	2,646	2,000	1,140	620	240	7,646
5225 Public Works - Lab Testing		5,000	12,985	-	-	-	-	17,985
5227 Public Works - Eqiup. Repair		2,500	2,750	1,000	570	310	120	6,250
5229 Public Works - Equip. Rental		1,500	1,000	250	143	78	30	2,750
5410 Interest Expense				-	-	-	-	-
5430 Fines/Penalties		-	3,000	-	-	-	-	3,000
5514 Engineering			1,000	35,000	19,950	10,850	4,200	36,000
5520 Improvements		1,000	1,000	1,000	570	310	120	3,000
6000 Fixed Asset - Equipment				-	-	-	-	-
6400 Fixed Asset - Vehicles				-	-	-	-	-
6500 Fixed Asset- Infrastructure				-	-	-	-	-
6600 Fixed Asset - Land Improvements				-	-	-	-	-
Total Expenditures	-	340,708	369,741	158,114	88,586	52,650	16,877	868,563

CITY OF RIO DELL
DRAFT BUDGET 2013-14

Sewer Fund

NARRATIVE

Sewer has four funds; Fund 50 for sewer operations, Fund 52 for sewer capital, Fund 53 for a Sewer Assessment District and Fund 54 for Sewer Debt Service. The Reserve Fund balances for each of the funds at the beginning of fiscal year 2013-14 are estimated at $131,181, ($180,956) in the negative, $16,539 and $756,560.

The requested budget totals $388,541 and is recommended at $369,741. The budget funds the salary and benefits for the Wastewater Superintendent and a portion of cost of (4) Utility Workers who also staff the Water and Streets operations.

The recommended budget is a basic hold the line budget for a total new treatment facility for which we have no history. However, the Natural Gas account (5151) is requested and recommended at $7,500; a new cost for the sludge dryer.

The Capital Expenditure budget includes a share of cost for various buildings and equipment, also used by the Water and Streets Funds. The recommended cost to this Fund is $87,100, leaving a reserve balance of $1,029,083. Otherwise there are no major purchases or policy items to determine.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5000 Full Time Salaries		89,202	115,024	30,517	16,432	11,737	2,347	234,743
5030 Overtime Salaries		2,850	3,675	975	525	375	75	7,500
5035 Benefit - ICMA City 457		9,798	12,634	3,352	1,805	1,289	258	25,784
5040 Benefit - Health Insurance		16,883	21,770	5,776	3,110	2,221	444	44,428
5042 Benefit - Life Insurance		271	350	93	50	36	7	714
5044 Benefit - Dental/Vision Insur		2,296	2,961	786	423	302	60	6,043
5045 Worker Compensation Insurance		4,371	5,636	1,495	805	575	115	11,502
5050 FICA		6,824	8,799	2,335	1,257	898	180	17,958
5055 Unemployment Insurance		892	1,150	305	164	117	23	2,347
5060 Clothing Allowance		741	956	254	137	98	20	1,950
5080 Hiring Costs		190	-	65	35	20	10	255
5081 Compensated Absences Payable		-	-	-	-	-	-	-
5101 Office Supplies		500	800	300	171	93	36	1,600
5102 Special Department Supplies		1,500	1,750	1,000	570	310	120	4,250
5103 Postage		500	100	50	29	16	6	650
5104 Printing - Forms		500	200	50	29	16	6	750
5105 Advertising		110	200	50	29	16	6	360
5106 Promotional				-	-	-	-	-
5107 Memorial Park Expense				2,500	1,425	775	300	2,500
5108 Streets		1,200	1,170	15,000	8,550	4,650	1,800	17,370
5109 Chemicals		25,000	29,000	-				54,000
5112 Legal		4,000	500	250	143	78	30	4,750
5115 Contract/Professional Services		5,000	10,000	3,000	1,710	930	360	18,000
5119 Safety Supplies & Equipment		1,000	1,000	2,500	1,425	775	300	4,500
5120 Telephone - Pagers		2,600	4,500	1,200	684	372	144	8,300
5122 Training - Conference		2,000	1,350	1,500	855	465	180	4,850
5123 Automobile - Transportation		250	250	100	57	31	12	600
5125 Publications - Books		100	50	100	57	31	12	250
5126 Dues & Memberships		1,800	800	200	114	62	24	2,800
5128 Employee Relations		60	50	20	11	6	2	130
5129 Meeting				-	-	-	-	-
5130 Rents - Leases		1,000	1,300	1,500	855	465	180	3,800
5135 Maintenance - Repair		45,000	15,000	3,500	1,995	1,085	420	63,500
5136 Parks Maintenance - Repair				2,500	1,425	775	300	2,500
5138 Office Equipment - P.W.		1,200	1,200	100	57	31	12	2,500
5139 Equipment		3,000	3,000	3,000	1,710	930	360	9,000
5141 General Liability Insurance		6,334	8,167	2,167	1,167	833	167	16,668
5142 Automobile Insurance				-	-	-	-	-
5143 Property Insurance		1,424	1,836	487	262	187	37	3,747

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works Department	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5144 Employee Practice Liability Insurance		502	647	172	92	66	13	1,320
5150 Electricity		60,000	55,000	25,000	14,250	7,750	3,000	140,000
5151 Natural Gas		2,000	7,500	500	285	155	60	10,000
5154 Garbage		100	2,500	60	34	19	7	2,660
5162 Medical		400	250	150	86	47	18	800
5164 Regulatory Fees		13,000	12,000	1,000	570	310	120	26,000
5165 Property Tax Assessment		30	35	37	21	11	4	102
5171 Computer Software		750	1,000	150	86	47	18	1,900
5172 Computer Training			-	-	-	-	-	-
5173 Computer Maintenance - Support		1,000	50	250	143	78	30	1,300
5174 Web Design Services		20	-	10	6	3	1	30
5175 Community Promotions		10	-	10	6	3	1	20
5212 Gas & Oil		6,000	8,200	2,500	1,425	775	300	16,700
5213 Vehicle Repair		5,500	3,000	2,000	1,140	620	240	10,500
5215 Public Works - Small Tools		3,000	2,646	2,000	1,140	620	240	7,646
5225 Public Works - Lab Testing		5,000	12,985	-	-	-	-	17,985
5227 Public Works - Eqiup. Repair		2,500	2,750	1,000	570	310	120	6,250
5229 Public Works - Equip. Rental		1,500	1,000	250	143	78	30	2,750
5410 Interest Expense				-	-	-	-	-
5430 Fines/Penalties		-	3,000	-	-	-	-	3,000
5514 Engineering			1,000	35,000	19,950	10,850	4,200	36,000
5520 Improvements		1,000	1,000	1,000	570	310	120	3,000
6000 Fixed Asset - Equipment				-	-	-	-	-
6400 Fixed Asset - Vehicles				-	-	-	-	-
6500 Fixed Asset- Infrastructure				-	-	-	-	-
6600 Fixed Asset - Land Improvements				-	-	-	-	-
Total Expenditures	-	340,708	369,741	158,114	88,586	52,650	16,877	868,563

CITY OF RIO DELL
DRAFT BUDGET 2013-14

STREETS

NARRATIVE

Funds 20,24,26,29 and 47 are the funding sources for the Streets budget. The requested budget totaled $188,953 and is recommended at $158,114. The budget funds the salary and benefits for the Superintendent of Streets and a portion of (4) Utility Workers who also staff the Wastewater and Water operations.

The operations budget is basically the same as last years-no big changes. The Streets (5108) account is recommended at $15,000 for street patching and culvert replacement. The Engineering line item (5514) is requested at $35,000 for GHD's monthly attendance at the Transportation Advisory Committee ($18,000) and $17,000 for general engineering services related to the street system.

The Capital Expenditure budget contains $84,950 for street resurfacing projects and $50,000 for restriping cross walks, centerlines, etc. Any amount of striping dollars can be moved to the Streets account for street maintenance as small projects are identified. With all of the activities, the Streets reserve is expected to dip to $90,084 at the end of the fiscal year.

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5000 Full Time Salaries		89,202	115,024	30,517	16,432	11,737	2,347	234,743
5030 Overtime Salaries		2,850	3,675	975	525	375	75	7,500
5035 Benefit - ICMA City 457		9,798	12,634	3,352	1,805	1,289	258	25,784
5040 Benefit - Health Insurance		16,883	21,770	5,776	3,110	2,221	444	44,428
5042 Benefit - Life Insurance		271	350	93	50	36	7	714
5044 Benefit - Dental/Vision Insur		2,296	2,961	786	423	302	60	6,043
5045 Worker Compensation Insurance		4,371	5,636	1,495	805	575	115	11,502
5050 FICA		6,824	8,799	2,335	1,257	898	180	17,958
5055 Unemployment Insurance		892	1,150	305	164	117	23	2,347
5060 Clothing Allowance		741	956	254	137	98	20	1,950
5080 Hiring Costs		190	-	65	35	20	10	255
5081 Compensated Absences Payable		-	-	-	-	-	-	-
5101 Office Supplies		500	800	300	171	93	36	1,600
5102 Special Department Supplies		1,500	1,750	1,000	570	310	120	4,250
5103 Postage		500	100	50	29	16	6	650
5104 Printing - Forms		500	200	50	29	16	6	750
5105 Advertising		110	200	50	29	16	6	360
5106 Promotional				-	-	-	-	-
5107 Memorial Park Expense				2,500	1,425	775	300	2,500
5108 Streets		1,200	1,170	15,000	8,550	4,650	1,800	17,370
5109 Chemicals		25,000	29,000	-				54,000
5112 Legal		4,000	500	250	143	78	30	4,750
5115 Contract/Professional Services		5,000	10,000	3,000	1,710	930	360	18,000
5119 Safety Supplies & Equipment		1,000	1,000	2,500	1,425	775	300	4,500
5120 Telephone - Pagers		2,600	4,500	1,200	684	372	144	8,300
5122 Training - Conference		2,000	1,350	1,500	855	465	180	4,850
5123 Automobile - Transportation		250	250	100	57	31	12	600
5125 Publications - Books		100	50	100	57	31	12	250
5126 Dues & Memberships		1,800	800	200	114	62	24	2,800
5128 Employee Relations		60	50	20	11	6	2	130
5129 Meeting				-	-	-	-	-
5130 Rents - Leases		1,000	1,300	1,500	855	465	180	3,800
5135 Maintenance - Repair		45,000	15,000	3,500	1,995	1,085	420	63,500
5136 Parks Maintenance - Repair				2,500	1,425	775	300	2,500
5138 Office Equipment - P.W.		1,200	1,200	100	57	31	12	2,500
5139 Equipment		3,000	3,000	3,000	1,710	930	360	9,000
5141 General Liability Insurance		6,334	8,167	2,167	1,167	833	167	16,668
5142 Automobile Insurance				-	-	-	-	-
5143 Property Insurance		1,424	1,836	487	262	187	37	3,747

City of Rio Dell
Budget Worksheet by Department
Fiscal Year 2013-2014

Public Works Department	General Fund	Water Fund	Sewer Fund	Streets Combined	Streets Funds: Gas Tax Fund	Streets Funds: TDA Fund	Streets Funds: ISTEA Fund	Total
5144 Employee Practice Liability Insurance		502	647	172	92	66	13	1,320
5150 Electricity		60,000	55,000	25,000	14,250	7,750	3,000	140,000
5151 Natural Gas		2,000	7,500	500	285	155	60	10,000
5154 Garbage		100	2,500	60	34	19	7	2,660
5162 Medical		400	250	150	86	47	18	800
5164 Regulatory Fees		13,000	12,000	1,000	570	310	120	26,000
5165 Property Tax Assessment		30	35	37	21	11	4	102
5171 Computer Software		750	1,000	150	86	47	18	1,900
5172 Computer Training			-	-	-	-	-	-
5173 Computer Maintenance - Support		1,000	50	250	143	78	30	1,300
5174 Web Design Services		20	-	10	6	3	1	30
5175 Community Promotions		10	-	10	6	3	1	20
5212 Gas & Oil		6,000	8,200	2,500	1,425	775	300	16,700
5213 Vehicle Repair		5,500	3,000	2,000	1,140	620	240	10,500
5215 Public Works - Small Tools		3,000	2,646	2,000	1,140	620	240	7,646
5225 Public Works - Lab Testing		5,000	12,985	-	-	-	-	17,985
5227 Public Works - Eqiup. Repair		2,500	2,750	1,000	570	310	120	6,250
5229 Public Works - Equip. Rental		1,500	1,000	250	143	78	30	2,750
5410 Interest Expense				-	-	-	-	-
5430 Fines/Penalties		-	3,000	-	-	-	-	3,000
5514 Engineering			1,000	35,000	19,950	10,850	4,200	36,000
5520 Improvements		1,000	1,000	1,000	570	310	120	3,000
6000 Fixed Asset - Equipment				-	-	-	-	-
6400 Fixed Asset - Vehicles				-	-	-	-	-
6500 Fixed Asset- Infrastructure				-	-	-	-	-
6600 Fixed Asset - Land Improvements				-	-	-	-	-
Total Expenditures	-	**340,708**	**369,741**	**158,114**	**88,586**	**52,650**	**16,877**	**868,563**

CITY OF RIO DELL
DRAFT BUDGET 2013-14

CAPITAL AND SPECIAL PROJECTS

NARRATIVE

This budget unit includes the special projects and capital expenditures for all funds as detailed on the attached form. The vast majority of the policy items for 2013-14 are found in this budget unit. The projects and expenditures are as follows:

General Fund

Administrative vehicle ($23,640)-It is recommended that the city acquire (1) administrative vehicle to be checked out and utilized by any department. The user department would be charged a mileage rate to cover the cost of maintaining the vehicle and a capitalized amount of that charge would be accrued to replace the vehicle at the end of its life. This type of the vehicle would be used by Public Works and the Police Department for transportation to out-of-county training, required for their combined 10 employees. The vehicle would also be used constantly for trips to the County seat and would be available to Council Members for travel, in lieu of mileage reimbursement.

The initial cost of the administrative car would be shared amongst the various funds, with the General Fund share being $4,800 (20% share of cost).

Drainage study Ogle/Belleview ($62,000)

The city applied for a $100,000 CDBG planning grant for topographic work and drainage analysis of the Ogle and Belleview area. A concept plan will be the end product, if approved. However, the City Engineer estimates that there will be additional work required in order to get the project "shovel ready" for the 2014-15 grant application season; estimated at between $40,000 to $62,000. The City can wait for another round of grants and submit a grant for the work, putting off the opportunity for actual construction for another year, or it can do what is necessary with its own limited funds to move the project up a year. $62,000 is included in the budget to move the project a year ahead. It is recommended that the General Fund Reserve be the source of the funds if necessary.

CDBG Administration

The Community Development Block Grant program is expected to receive $5,120 revenue which will be used on the program administration during the year.

Parks Fund

$6,000 is expected to be received in the parks funds from planned unit development fees. There are no anticipated expenditures, thus the amount will be placed in the special reserve.

Water Fund

The Water Operations Reserve totals $160,999 and the Water Capital Reserve has a balance of $30,659. The request for FY 2013-14 are as follows:

1. Water clarifier-	$500,000
2. Painter Street water tank replacement-	$320,000
3. Riverside Avenue lateral replacement-	**$35,000***
4. Corporation yard equipment building-	**$50,000** (1/3 share of cost)*
5. PW Vactor-	$159,000 (60% share of cost)
6. Street sweeper-	$34,950 (15% share of cost)
7. PW Roller-used-	**$7,500** (15% share of cost)*
8. Tractor w/flail mowing arm-	$20,600 (20% share of cost)
9. Tractor w/ grader box attachment-	$12,000 (20% share of cost)
10. Bobcat w/ attachments-asphalt grinder, sweeper, post auger, 4 in1 bucket-	$**7,000** (20% share of cost)*
11. Water infiltration gallery standby generator-	$**30,000** *
12. Admin. car (used)-	$**7,440** (31% share of cost)*

***Recommended Expenditure**

The recommended projects for the Water fund totals $136,940. The projected Reserve balance at the end of the fiscal year is projected at $39,687.

Street Funds

The Reserve balance for Streets begins with the combined total of $336,803. The capital expenditure requests and recommendations for 2013-14 are as follows:

1. Public Works corporation building-	**$50,000** (1/3 share of cost)*
2. Dump truck-5 yd. used-	$37,500 (75% share of cost)
3. PW Vactor (vacuum)-	$39,750 (15% share of cost)
4. Street sweeper-	$163,100 (70% share of cost)
5. PW Roller (used)-	**$35,000** (70% share of cost)*
6. Tractor w/ flail mowing arm-	$61,800 (60% share of cost)
7. Tractor w/ grader box attachment-	$36,000 (60% share of cost)
8. Bobcat w/ attachments-asphalt grinder, sweeper, post auger, 4 in1 bucket-	**$21,000** (60% share of cost)*
9. Admin. car(used)-	**$1,800** (8% share of cost)*
10. Striping cross walks, center lines, etc. -	**$50,000***
11. Street overlay (Fern & Eeloa Ave, Eagle Prairie & Riverside and 1014 Riverside (corner)	**$67,700***
12. May & Painter Streets (sinkhole)	**$10,250***
13. Ogle & Spring Streets	**$7,000***

***Recommended Expenditure**

The recommended total of capital expenditures for Streets is $242,750 and includes a combination of paving and equipment acquisition for the city crew to handle small paving jobs. With the recommended expenditures, this reserve is projected to be $90,084 at years end.

Sewer Fund

1. Public Works corporation building-	**$50,000** (1/3 share of cost)*
2. Dump truck-5 yd. used-	$12,500 (25% share of cost)
3. PW Vactor (vacuum)-	$66,250 (25% share of cost)
4. Street sweeper-	$34,950 (15% share of cost)
5. PW Roller-used-	**$7,500** (15% share of cost)*
6. Tractor w/ flail mowing arm-	$20,600 (20% share of cost)
7. Tractor w/ grader box attachment-	$12,000 (20% share of cost)
8. Bobcat w/ attachments-asphalt grinder, sweeper, post auger, 4 in1 bucket-	$7,000 (20% share of cost)
9. Dump truck-2 yd. used from water fund-	$15,000
10. Water infiltration gallery standby generator-	$19,200 (36% share of cost)
11. PW van (used)-	**$20,000** *
12. Admin. car (used)-	**$9,600** (41% share of cost)*

***Recommended Expenditure**

The recommended total of capital expenditures for the Sewer Fund is $87,100. The projected balance in the Sewer Reserve t the end of the fiscal year is $1,029,083.

Police Department

The Capital Expenditure budget also includes $67,250 for the replacement of (2) new patrol vehicles. The funding source is the Special Enforcement Services Fund Reserve. The vehicles are all-wheel drive SUV's which have more room in the interior than the sedans; needed by several of our Officers who are taller and larger individuals. Front wheel drive SUV's will not be available in the 2014.

One of the vehicles to be replaced has been already been taken out of service and deadlined. The other is a 2001 Crown Victoria with approximately 140,000 miles, which we purchased used. It's worn out!

The cost for (2) Ford SUV Police Interceptors is $57,370, plus the cost of installing the rear partitions, bumpers radios and electronics, and move reusable equipment from the old vehicles to the new units increases the total cost to $67,250.

The fuel consumption of the new patrol units is almost twice that of the old 12 MPG units and the maintenance cost in the budget should drop dramatically. Both accounts in the Police Department budget have been reduced accordingly.

Wildwood Avenue Enhancement Project ($491,263)

This project has been approved by the Council to be put out to bid in June 2013 with construction commencing the second week of August 2013. It is expected to be completed before winter, 2013.

Safe Routes To School Project ($169,700)

This project involves the installation of a lighted crosswalk at the school crossing on Wildwood Avenue and curbing and pedestrian approaches on Davis Street. The project was also approved by the Council to be put to bid in June 2013 and is expected to be completed this summer. The safety improvement is a grant from the State of California and the grant is administered by the California Department of Transportation.

Wastewater Treatment Plant/Irrigation Field Project. ($3,718,874)

This $13,000,000 project totally replaced the old noncompliant wastewater treatment facility which as of this writing is complete and in operation. The old facility has been shut down. The irrigation site that will receive the treated wastewater is located north of town across the Eel River and it has been substantially graded with irrigation piping and pumps installed to receive wastewater. The horizontal drilling beneath the riverbed to connect the treatment facility to the irrigation field is what remains to be completed, plus a few odds and ends.

These 3 construction projects total $4,379,837 in the budget and will be completed this fiscal year. Because they are so large as compared to the balance of the City budget, they have a tendency to cause confusion for those in the public who may want to track the budget expenditures from year to year. For budget watchers it is the operation budgets, not the capital budgets that are fairly constant from year to year and are most indicative of the cost of local government.

Debt Service

The attached spreadsheet sets forth the debt services of the Water and Sewer Funds that total $220,233 in FY 2013-14. Revenue available for the payments totals $485,969 which leaves a balance of $265,737 in the Reserve. It is a higher than normal balance since revenue is being collected for the Wastewater Facility debt payment which is not required until October 2014.

City of Rio Dell
Capital and Special Projects Revenue & Expenditure Projections by Fund
Fiscal Year 2013-2014

Capital & Special Projects	General Fund 00	Parks Fund 14	Gas Tax Fund 20	TDA Fund 24	CDBG Fund 39	SLESF Fund 40	STIP Fund 47	Sewer Operations Fund 50	Sewer Capital Fund 52	Sewer Assessment District Fund 53	Sewer Debt Service Fund 54	Water Operations Fund 60	Water Capital Fund 61	Total Revenue	Total Expenditures	Reserves
Projects & Programs																
CDBG Administration																
Revenue					5,120									5,120	-	
Expenditures	-				(5,120)										(5,120)	-
Parks & Recreation																
Revenue		6,000												6,000		
Expenditures	-														-	6,000
Bellevue Drainage Plans and Specifications																
Revenue																
Expenditures	(62,000)														(62,000)	(62,000)
Infiltration Gallery Engineering Study																
Revenue																
Expenditures													(61,000)		(61,000)	(61,000)
Street Striping																
Revenue																
Expenditures			(50,000)												(50,000)	(50,000)
Street Paving- Fern/Ecboa, Eagle Prairie/Riverside																
Revenue																
Expenditure			(67,000)												(67,000)	(67,000)
May/Painter Sinkhole																
Revenue																
Expenditure			(10,250)												(10,250)	(10,250)
Water Infiltration Gallery Generator																
Revenue																
Expenditure													(30,000)		(30,000)	(30,000)
Public Works Utility Van- Used																
Revenue																
Expenditure							(14,400)		(3,600)						(18,000)	(18,000)
Public Works 5yd Dump Truck- Used																
Revenue																
Expenditure			(37,500)						(12,500)						(50,000)	(50,000)
Street Paving- Ogle/Spring																
Revenue																
Expenditure			(7,000)												(7,000)	(7,000)
Public Works Roller																
Revenue																
Expenditure			(35,000)						(7,500)				(7,500)		(50,000)	(50,000)
Public Works Bobcat with Attachments- Asphalt Grinder, Sweeper, 4 in 1 Bucket, and Post Auger																
Revenue																
Expenditure			(1,000)	(20,000)					(7,000)				(7,000)		(35,000)	(35,000)
Police 2 Patrol Cars																
Revenue																
Expenditure						(67,250)									(67,250)	(67,250)

City of Rio Dell
Capital and Special Projects Revenue & Expenditure Projections by Fund
Fiscal Year 2012-2013

Capital & Special Projects	General Fund 00	Parks Fund 14	Gas Tax Fund 20	TDA Fund 24	CDBG Fund 39	SLESF Fund 40	STIP Fund 47	Sewer Operations Fund 50	Sewer Capital Fund 52	Sewer Assessment District Fund 53	Sewer Debt Service Fund 54	Water Operations Fund 60	Water Capital Fund 61	Total Revenue	Total Expenditures	Reserves
Administrative Car																
Revenue														-		
Expenditure	(4,800)			(1,800)				(9,600)					(7,440)		(23,640)	(23,640)
Riverside Lateral Replacement																
Revenue														-		
Expenditure													(35,000)		(35,000)	(35,000)
Downtown Streetscape & Improvements																
Revenue							491,263							491,263		
Expenditure							(491,263)								(491,263)	-
Safe Routes to School																
Revenue							152,300							152,300		
Expenditure							(169,700)								(169,700)	(17,400)
Facility Effluent & Disposal Project Phase II																
Revenue									3,718,874					3,718,874		
Expenditure									(3,718,874)						(3,718,874)	-
Sub-Total	(66,800)	6,000	(207,750)	(21,800)	-	(67,250)	(31,800)	(9,600)	(30,600)	-	-	-	(147,940)	4,373,557	(4,951,097)	(577,540)
Debt Service																
USDA Sewer Bond of 1978																
Revenue										28,785				28,785		
Expenditure										(31,750)					(31,750)	(2,965)
Facility Effluent & Disposal Project Phase II Bridge Financing																
Revenue											323,184			323,184		
Expenditure											(37,500)				(37,500)	285,684
Water Infrastructure Debt Service Payment																
Revenue													134,000	134,000		
Expenditure													(134,000)		(134,000)	-
John Deere																
Revenue			-													-
Expenditure								(7,374)				(7,374)			(14,749)	(14,749)
Sub-Total	-	-	-	-	-	-		(7,374)	-	(2,965)	285,684	(7,374)	-	485,969	(217,999)	267,970
Total Revenue by Fund		6,000	-	-	5,120	-	643,563	-	3,718,874	28,785	323,184	-	134,000	4,859,526		
Total Expenditures by Fund	(66,800)	-	(207,750)	(21,800) #	(5,120) #	(67,250) #	(675,363) #	(16,974) #	(3,749,474) #	(31,750) #	(37,500) #	(7,374) #	(281,940)		(5,169,096)	
Total Reserve Allocation by Fund	(66,800)	6,000	(207,750)	(21,800)	-	(67,250)	(31,800)	(16,974)	(30,600)	(2,965)	285,684	(7,374)	(147,940)	4,859,526	(5,169,096)	(309,570)

CITY OF RIO DELL
DRAFT BUDGET 2013-14

CONTRIBUTIONS

NARRATIVE

Though there is not a Contributions budget unit per say, there is a written request from the Scotia/Rio Dell Chamber of Commerce for $6,250 for ¼ of the cash match required in order to receive a $24,725 grant from the Headwaters Fund for a local business incubator program described in the attached undated letter. These monies are not included in the draft budget at this time. A representative of the Chamber will no doubt wish to address the Council on the request.

Though a request of $600 has not been made from the Rio Dell Volunteer Fire District for the maintenance of the public restroom facility at Firemen's Park, the city did allocate that amount in 2011-12 with the understanding that it was a one-time contribution. However, the Council did approve the contribution again in 2012-13. These monies are not in the draft 2013-14 budget at this time.

The Rio Dell Chamber of Commerce has established a local business incubator at 406 Wildwood Avenue. Business incubation is a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with an array of targeted resources and services. These services are usually developed or orchestrated by incubator management and offered both in the business incubator and through its network of contacts. A business incubator's main goal is to produce successful firms that will leave the program financially viable and freestanding. These incubator graduates have the potential to create jobs, revitalize neighborhoods, commercialize new technologies, and strengthen local and national economies.

Critical to the definition of an incubator is the provision of management guidance, technical assistance and consulting tailored to young growing companies. Incubators usually also provide clients access to appropriate rental space and flexible leases, shared basic business services and equipment, technology support services and assistance in obtaining the financing necessary for company growth.

Incubators vary in the way they deliver their services, in their organizational structure and in the types of clients they serve. Highly adaptable, incubators have differing goals, including diversifying rural economies. Our model differs in that we will move the incubator from building to building in Rio Dell in an effort to diversify our economy and ease the vacancy rate in our town. New incubators have emerged targeting industries such as food processing, medical technologies, space and ceramics technologies, arts and crafts, and software development. Incubator sponsors have also targeted programs to support microenterprise creation, the needs of women and minorities, environmental endeavors and telecommunications. We have targeted the arts and craft industry in our first effort towards business stimulation in Rio Dell. Our model of moving the incubator from building to building is new and we have defined it as a business stimulator.

We have now won a grant to facilitate the sustainability of this incubator from the Headwaters Fund with a caveat requiring us to show local support for the venture through providing a one to one cash match. The grant from Headwaters is in the amount of $24,725, to be put towards one employee and covering the costs of lease and overhead for a period of one year. The match will be an equivalent amount of cash. We are requesting a cash contribution from the City of Rio Dell in the amount of $6,250 to cover one quarter of this match requirement. We intend to, and have initiated requests for a like amount from three other granting agencies, and will be holding several fundraisers to ensure we raise the money. Please help us sustain our current and future efforts to facilitate business growth in Rio Dell. With or without the Headwaters Grant we will continue our efforts and your financial support will help us build and diversify our local economy into the future.

Sincerely,

Nick Angeloff

Rio Dell Chamber of Commerce