

AGENDA
RIO DELL CITY COUNCIL
CLOSED SESSION - 5:30 P.M.
REGULAR MEETING - 6:30 P.M.
TUESDAY, FEBRUARY 21, 2017
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE

WELCOME . . . *By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

- A. CALL TO ORDER
- B. ROLL CALL
- C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:
 - 1) 2017/0221.01 - **Public Employee Performance Evaluation**
Title: Chief of Police (Pursuant to Gov't Code §54957)
- D. PUBLIC COMMENT REGARDING CLOSED SESSION
- E. RECESS INTO CLOSED SESSION
- F. RECONVENE INTO OPEN SESSION – 6:30 P.M.
- G. ORAL ANNOUNCEMENTS
- H. PLEDGE OF ALLEGIANCE
- I. CEREMONIAL MATTERS
- J. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

K. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council embers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".

- 1) 2017/0221.02 - Approve Minutes of the February 6, 2017 Special Meeting
(ACTION) **1**
- 2) 2017/0221.03 – Approve Minutes of the February 7, 2017 Regular Meeting
(ACTION) **4**
- 3) 2017/0221.04 - Approve Pay Request No. 1 to Wahlund Construction in the Amount of \$72,786.21 for work related to the Metropolitan Wells Project **(ACTION)** **18**
- 4) 2017/0221.05- Approve Reappointment of Julie Woodall to the Rio Dell Planning Commission for the Term Ending December 31, 2019 **(ACTION)** **26**
- 5) 2017/0221.06 - Approve Resolution No. 1322-2017 Requesting Postal Boundary Change for Northwestern Ave. **(ACTION)** **30**
- 6) 2017/0221.07 - Approve Change Order for JZ Contracting Related to the Old Ranch Waterline Project **(ACTION)** **32**
- 7) 2017/0221.08 - Authorize Staff to Submit Request for Proposals (RFP's) for Auditing Services for Year Ending June 30, 2017 **(ACTION)** **34**

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M.	SPECIAL PRESENTATIONS/STUDY SESSIONS	
	1) 2017/0221.09 - Mid-Year Financial Report (RECEIVE & FILE)	45
	2) 2017/0221.10 - Public Works Update (RECEIVE & FILE)	77
N.	SPECIAL CALL ITEMS/COMMUNITY AFFAIRS	
	1) 2017/0221.11 - Election Options for Placing Cannabis Tax Measure on the Ballot (DISCUSSION/POSSIBLE ACTION)	78
	2) 2017/0221.12 - Priority Setting & Calendar (DISCUSSION/POSSIBLE ACTION)	81
	3) 2017/0221.13 - Update on ADA Porch Project (DISCUSSION/POSSIBLE ACTION)	84
O.	ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS	
P.	REPORTS/STAFF COMMUNICATIONS	
Q.	COUNCIL REPORTS/COMMUNICATIONS	
R.	ADJOURNMENT	

*The next regular City Council meeting is scheduled for
Tuesday, March 7, 2017 at 6:30 p.m.*

**RIO DELL CITY COUNCIL
SPECIAL MEETING
FEBRUARY 6, 2017
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 5:00 p.m. by Mayor Wilson.

ROLL CALL: Present: Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers
Garnes, Marks and Strahan

Others Present: City Manager Knopp, Community Development Director
Caldwell, and City Clerk Dunham

Absent: Finance Director Woodcox, Chief of Police Hill,
Water/Roadways Superintendent Jensen and Wastewater
Superintendent Trainee Yaple (excused)

PUBLIC PRESENTATIONS

SPECIAL MEETING MATTERS/STUDY SESSIONS/PUBLIC HEARINGS

Study Session to Discuss and Set Priorities for 2017

City Manager Knopp began by providing an overview of past priorities from 2013 to current and the status of the tasks as previously identified.

He pointed out that the current list is not comprehensive and Councilmembers will have the opportunity to add anything else they would like to see addressed as priorities for the current year or in the future. Councilmembers were asked to review the current list of priorities and describe on a sticky note their top five (5) policy goals for the year from the list provided or present their own separate ideas. The notes were put on a board under the corresponding category to get a visual reference to assist the Council in coming to a consensus on individual priority projects for the year.

Councilmember Garnes commented that there doesn't seem to be much under Personnel except daily issues and that it seems those priorities are more the City Manager's priorities rather than the City Council.

City Manager Knopp said recruitment and retention of employees is certainly a priority and part of what staff wants to do is gauge the priority as a lot of time can be spent on recruitment which is not always fruitful. He said certainly labor negotiations over the first six (6) months of the year are going to be comparatively of higher priority than they have been in the past. He noted that the list is not only a priority list of projects but addresses policy areas as well.

Mayor Wilson noted that there are only 21 more City Council meetings for the year after tomorrow night's meeting and what he doesn't want to see happening next year is employee

In summary, the biggest three (3) priorities fell under the categories of Public Works, Economic Development and Planning & Building.

Councilmember Garnes pointed out that the other items such as personnel and budget are every bit as important but simply fall under daily routine duties.

Mayor Wilson said what he would like to see is staff return to Council with a calendar including a 3-month forecast of priority projects and when the Council agenda appears light, load it up with some of the priority items. He pointed out that Councilmembers seem to be in agreement to address Prop 64, the Cannabis Tax measure and the overall development of the Eel River Sawmill site as top priorities and said realistically in moving forward, this is what is going to change the City and will have the most financial impact so how it's handled is important. He added that the stakeholders want clear answers so they can move forward and the Council needs to deal with the situation sooner than later.

Community Development Director Caldwell reported on feedback he received from developers after the recent stakeholders meeting and said Alex Moore, Honeydew Farms and Glen White both indicated that they don't want to be tied to someone else's design and want to have independent designs tied to their branding. He explained that under the guiding principles of Design Review, designs have to be found to enhance the community values, enhance property values and be aesthetically pleasing to the eye. He said he provided each stakeholder with a copy of the Design Review Guidelines including landscaping requirements so they know what is going to be expected.

Discussion continued regarding the City Council's role with regard to the Conditional Use Permit (CUP) and Design Review process.

Community Development Director Caldwell reminded the Council that the CUP/Design Review process is handled through the Planning Commission and if the Council wants to have that authority they would have to amend the code which will slow down the process.

City Manager Knopp said clearly there is a lot to discuss along the lines of economic development in the City but one other area he has concerns with is Public Works since there are a lot of needs and projects. He pointed out that part of the problem is that the City is short on cash and short on staff and with each new storm event comes a whole new series of projects that need to be addressed.

He noted that in talking with public works staff one of their priority projects would be to address the wastewater piping from Painter St. over to the wastewater treatment plant to repair an ongoing problem and avoid sewer overflows.

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Mayor Wilson commented that in addition to Prop 64, the Council needs to devote discussion at a Council meeting to the schedule for placing the Cannabis Tax Measure on the ballot; whether it is June or November.

Councilmember Strahan pointed out that four out of five councilmembers listed the Tax Measure as a priority and she wants to make sure not to miss the deadline for June.

City Manager Knopp explained the difference between a special tax and a general tax and said a special tax requires 2/3 voter approval whereas; a general tax only requires 50% plus 1 for approval. He pointed out that the City would also have to bear all the costs for a special election in June

Mayor Wilson commented that he would like to place before the voters a general purpose tax so the Council can decide how the money is spent and suggested staff put together information on both election options and bring the matter back at the February 21st meeting.

Discussion continued regarding the Cannabis Tax Rate schedule as previously proposed.

City Manager Knopp said the next six months will be filled with labor negotiations, budget and economic development related issues at the Sawmill site and his hope is that this translates into other economic development opportunities in the City such as a hotel or other commercial development.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 6:30 p.m. to the February 7, 2017 regular meeting. Motion carried 5-0.

Frank Wilson, Mayor

Attest:

Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 7, 2017
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 6:30 p.m. by Mayor Wilson.

ROLL CALL:

Present:	Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes and Strahan
Absent:	Councilmember Marks (excused)
Others Present:	City Manager Knopp, Chief of Police Hill, Community Development Director Caldwell, City Clerk Dunham, and City Attorney Gans
Absent:	Finance Director Woodcox, Water/Roadways Superintendent Jensen and Wastewater Superintendent Trainee Yapple (excused)

CEREMONIAL MATTERS

Proclamation in Recognition of Engineer's Week February 19th-25th, 2017
Mayor Wilson read a proclamation in recognition of Engineer's Week February 19-25, 2017. Nicholas Cordtz, Treasurer of the North Coast Branch ASCE was present to accept the proclamation.

PUBLIC PRESENTATIONS

Nick Angeloff addressed the Council on behalf of the Rio Dell-Scotia Chamber of Commerce and said he wanted to take the opportunity to publically thank Dennis Wendt for his contribution of Christmas lights for the City.

He also announced that the Chamber discussed the idea of inviting new business owners to speak at the monthly Chamber luncheons to help find a way to horizontally and vertically integrate their business into the community so there is a much smoother path in moving forward.

Councilmember Garnes asked about this year's Little League schedule; Nick responded that those activities normally start up in March or April.

CONSENT CALENDAR

Councilmember Strahan asked that item number 3, Resolution No. 1321-2017, be removed from the consent calendar for separate discussion.

Motion was made by Johnson/Garnes to approve the consent calendar including approval of minutes of the January 10, 2017 study session; approval of minutes if the January 17, 2017 regular meeting; and approval of the 2017 dues for the League of California Cities. Motion carried 4-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Adopt Resolution No. 1321-2017 Approving Program Supplemental Agreement for Active Transportation Program Grant Authorizing the City Manager to Execute

Councilmember Strahan asked if this resolution basically allows the release of funds for the project.

City Manager Knopp explained the resolution allows the City to be reimbursed by the grant for the first phase of the project and is basically just a formality.

Motion was made by Strahan/Johnson to approve Resolution No.1321-2017 and authorizing the City Manager to execute the agreement. Motion carried 4-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Discussion and Possible Action Related to Drainage on and Around May Avenue

City Manager Knopp provided a staff report and said Sean Molyneaux from 1013 Pine St. had expressed concern regarding a drainage problem on his property and at the request of the Council, the item was agenzized for further discussion. He noted that Mr. Molyneaux was present to further address the issue and City Attorney Gans to field any legal questions.

He provided handouts of visual maps representing two (2) potential solutions to the drainage problem that have been discussed over time. He said one option would be to install a French drain or open swale from Painter St. heading north to prevent runoff going to the back yards of the homes on Pine St. The other option would be to install a Drainage Inlet (DI) box and underground drain line from May St. to Pine St., connecting it to the existing Drainage Inlet at the corner of May and Pine St.

Mr. Molyneaux then addressed the Council and presented a packet of photos showing flooding to his back and side yard. He said he purchased the property in 2009 and has experienced drainage problems ever since noting that there was nothing in the disclosures related to the drainage problem. He said one of the biggest problems is that there is a culvert on the southeast side at the corner of Painter and May Ave. and the water from their yards doesn't reach that culvert because the easement that takes the water out onto May Ave. eventually has to run uphill as opposed to going underground. He noted that he had to trench both sides of his yard to keep water away from his foundation.

He referred to minutes of the Rio Dell Planning Commission when the lot line adjustment was approved and said Commissioner Thompson asked about the onsite drainage and it was noted there was an existing 18 inch culvert that connects to a large Caltrans culvert by the freeway that would handle the water. He said unfortunately his water doesn't reach that culvert and just sits in his yard. He said at that meeting, Planning Consultant Miller explained the lot line adjustment area was mostly flat and contained a drainage swale and not subject to slope or flood related hazards. He said obviously that is not the case when he and the neighbors have 6 to 10 inches of standing water in their yards.

Mr. Molyneaux then referred to the proposed dedications and improvements of the project which stated to "construct improvements to extend wastewater, water and drainage facilities to serve the project site, where appropriate oversize facilities to serve future development within the project site." He said this may have been done but it doesn't work. He said he doesn't have a problem fixing his own drainage if the City agrees to fix their problem and he is not sure where the responsibility lies at this point but would really like to find a solution to the problem.

Discussion continued regarding legal responsibility.

City Manager Knopp said from a City perspective, one of the things the Council needs to keep in mind is where the water comes from and whether it's a City issue or not. He noted that the water does flow off of private property and he would assume a portion from the roof drains. He said one of the concerns is the City's involvement in any remediation since it does involve private property; everything from funding the project at 100%, nothing, or something in between. He said the next question is what the City's involvement would be as far as construction and pointed out the City is held to certain construction standards, the most costly being prevailing wage requirements and the competitive bidding process which can often double the cost of a project. He noted that if the project is done privately they could select their own contractor and do the project significantly cheaper and the City could then assume responsibility for maintenance of this particular drainage facility. He indicated it would be up to the property owners to share the cost but they could draw up a proposal for a shared cost by the City as there would be a public benefit.

He pointed out that there are a lot of other drainage issues in the City that staff has been trying to find ways to fund and this is a private drainage issue but if the Council wants the City involved in the remediation, staff would like direction from the Council on how to proceed. He said staff can return to the Council with potential options or perhaps create an adhoc committee to investigate the issue further and come back to the Council with a recommended approach.

City Attorney Gans stated that he is not comfortable discussing the City's legal obligation in this matter in open session and there doesn't seem to be any obvious City component that is aggravating the situation. With that said, the City Council obviously has discretion over public works projects within the City and if there is some municipal benefit to sponsoring or

participating in the project the City has that option. He noted the City would need to get private property owner consent to make any contemplated improvements and create a facility that is not currently within the City right-of-way or existing utility corridor.

Discussion continued regarding Local Improvement Districts (LID's), shared costs, how the City's participation may affect other areas in the City with drainage issues and potential solutions to the problem.

Mr. Molyneaux questioned why the City would not be responsible if they signed off on a drainage system that doesn't work.

City Attorney Gans commented that the City certainly doesn't warrant the suitability of everything constructed pursuant to a permit in the city of Rio Dell as the City's liability would be limitless. He said in this context there doesn't seem to be any active City involvement in causing this seasonal ponding issue and there doesn't seem to be any conduit from any other discharge that is causing the ponding. He stated that the plan check scenario the property owner has raised should be raised with his own legal counsel as his responsibility is to protect the interest of the City.

Mayor Pro Tem Johnson suggested the issue be turned back to the property owner to see if they can come up with a plan as the City Manager suggested.

Mayor Wilson called for public comment on the issue.

Sharon Wolff addressed the Council and said this particular "non-subdivision" was very contentious at the time and the development occurred through a series of lot line adjustments with no real improvements. She said it was a huge problem and it was approved by the City's Building Official, Arnie Kemp all along. She said she has all the media footage if anyone would like to view it. She commented that the City chose to approve the development and basically ignore the improvements and now the homeowners are suffering because of those decisions.

Sean Anderson, 1009 Pine St. addressed the issue and said when he moved into his home there was 4 inches of standing water in the yard whereas Sean Molyneaux at 1013 Pine St. had probably 6 to 8 inches at the time. He said he brought in a Skidster and soil and managed to get the water away from his house. He said the drain pipes in the back yard were only 2 inches deep so consequently hit them with the equipment. He said the rear gutters on the houses on Painter St. are tied into the rear gutters on Pine St. which he doesn't think is even legal. He expressed the need for a drainage inlet (DI) and a French drain and said putting in a French drain alone won't solve the problem.

Consensus of the Council was to put the issue back in the hands of the property owners to get together with a contractor then formulate a proposal and bring it back to the Council for consideration of a shared cost agreement.

Discussion on Stakeholders Meeting for Eel River Sawmills Site

City Manager Knopp provided a staff report and provided a handout of the Stakeholder meeting agenda from January 25, 2017. He explained the purpose of the meeting was to provide a general broad overview of some of the conditions associated with the Eel River Sawmill area development and to identify areas where developers can perhaps work together to solve some of the issues inherent to any development of this type.

He stated that they talked about owner versus City responsibilities and tried to delineate those areas; gave an overview of the Conditional Use Permit (CUP) process; discussed streets including the traffic study, drainage, lighting, sidewalks/curbs, repairs and bus stops. He said there were also review of building designs; wastewater improvements; water (extension of the main); fire protection; waste disposal/recycling; signage; public relations; track & trace; and stakeholder concerns.

Mayor Pro Tem Johnson asked what the general sense was from the developers.

City Manager Knopp stated that obviously there are a lot of unknowns about the site but they were able to address many of the issues and there was an overall positive attitude among the stakeholders. He said they seem to be onboard with the aesthetics to develop a cohesive development but are interested in having their own unique identity as far as design.

Community Development Director Caldwell noted that he did receive calls from Alex Moore, Honeydew Farms and Glen White regarding cohesive design of the structures and they both indicated that they don't want to be tied to someone's else's design. He said he explained the design review process and the findings the Planning Commission is required to make in approving designs.

Mayor Pro Tem Johnson asked when staff expects renderings to come before the Planning Commission and if staff anticipates the need for additional meetings of the Commission to review the applications.

Community Development Director Caldwell indicated that there are three or four developers that are getting close to submittal of their applications and he would expect plans will go before the Planning Commission in 6-8 weeks. He said there may be the need to have some extra meetings and that the Commission has been very good about accommodating developers and scheduling special meetings when needed.

Mayor Wilson commented that both he and Councilmember Garnes participated in the stakeholders meeting as observers only and asked how much involvement the Council and Planning Commission can have in these meetings.

City Attorney Gans commented that ideally there should be no more than two councilmembers or two commissioners in attendance and reminded the Council that they as the governing body are the ultimate arbiter in the appeal process of a Conditional Use Permit so they should keep that in mind and be careful not to predispose themselves in any particular project. He explained the Planning Commission is the designated body to review CUP's including Design Review of the projects. He said under the Rio Dell Municipal Code (RDMC) the Council has the authority to designate the City Council as the review authority for design review applications by resolution however; the reason the City has a Planning Commission is to take on that role.

Councilmember Strahan asked for clarification of the review process and asked if the Planning Commission reviews the design and brings it to the Council for approval or if they have full authority to approve the design without Council approval.

City Attorney Gans explained that CUP's/Design Review applications would only come to the Council through the appeal process.

Mayor Wilson asked if the City Council can appeal a CUP decision after it's approved by the Planning Commission.

Community Development Director Caldwell explained that the Council as a whole can ask the City Manager to bring the matter forward but would need to have a valid reason and simply not for some arbitrary reason.

He explained the two main components of Design Review are aesthetics and landscaping and said the Planning Commission has to make certain findings during the review process.

Councilmember Garnes asked if Councilmembers can attend Planning Commission meetings and speak.

City Attorney Gans said the concern is that the City Council would be predisposed to a permit pending and that they are the appeal authority in the event there is a challenge of the Planning Commission's decision on an application. Also, if there is a quorum and members participate and collectively speak at the podium it becomes a serial discussion in a sense and potentially violates the Brown Act. He then reminded Councilmembers about exparte communications and said an applicant has the right like any other citizen, to talk to a councilmember about a project but should that happen, that councilmember needs to reveal the content of the conversation prior to any substantive action on an appeal. He warned the Council to be careful not to formulate an opinion with other councilmembers through an applicant.

Mayor Wilson noted that there are some issues such as drainage, fire hydrants and wastewater that will need to come before the Council and asked if the plan is to bring all the items together at one time.

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Community Development Director Caldwell explained that any issues that have potential financial impact to the City will come back to the Council for a decision and said where staff can tie a nexus to a project, the developer will be required to foot the bill.

Mayor Wilson commented that he has full confidence in the Planning Commission and staff and is not trying to under estimate that ability but this is probably the biggest thing that has ever happened to the City and will change who we are. He said the more that can be resolved in an open dialog, the quicker it will be.

Community Development Director stated that there has been some discussion regarding the possibility of constructing a new substation at the Eel River Sawmill site and he sent out a message to the stakeholders to see if they wanted to get together with PG&E so issues can be identified early on.

Mayor Wilson commented that Michael Martino had indicated that he would be requesting 3 MW of power and he believes it takes 6 MW before PG&E will approve a new substation. He also noted that the entire city of Rio Dell currently only uses 2 MW of power.

Community Development Director Caldwell noted that Mr. Martino has reduced his proposal from 88,000 sq. ft. of cultivation to 44,000 sq. ft.

Councilmember Strahan stated that it seems that the Council is on the outside and getting the information as an afterthought when it comes to the stakeholders and asked if it would be possible for staff to bring the agenda for the stakeholder meetings to the Council prior to the meeting so the Council knows what is going to be discussed.

Community Development Director Caldwell said they will only be discussing what is on the agenda but the exact dialog that takes place is unknown until after the meeting in which staff will report back to the Council what discussion occurred, what issues were raised and hopefully how those issues are going to be addressed.

Councilmember Strahan said on the overview of the stakeholder meeting topics one item was discussion of developer versus City responsibilities and asked what that conversation entailed.

Community Development Director Caldwell explained that there is a section of Northwestern Avenue near the Whitlow parcel that has a dip and currently there are some flooding problems there. He said the hope is to address that problem and if the City can get the developers to contribute in some way that would be great. He said other than that; staff sees no other City obligations at the site that need to be addressed.

City Manager Knopp said a major point made regarding that particular section was that it will benefit the stakeholders as a group to work together on things like this as well as water and

sewer and that the City can't really take the lead; they need to work together and come up with viable solutions.

Mayor Wilson called for public comment on the issue.

Nick Angeloff asked for clarification as a Planning Commissioner and said what he was hearing is that planning commissioners shouldn't attend stakeholder meetings because they review the applications, or would it be acceptable for a couple of planning commissioners to attend and educate themselves about the machinations behind what the Planning Commission will be presented.

City Attorney Gans pointed out that the Planning Commission is subject to provisions of the Brown Act like the City Council so they have to be concerned to not create a serial meeting or participate in discussion or predisposition related to a pending application. He said gathering information is permitted and also the planning commissioners can certainly request information from staff at any time.

Nick Angeloff said he thinks it's good to be as informed as possible and said the other point he wanted to make is related to the uniformity of buildings. He said he personally doesn't want to see something that resembles a strip mall and thinks it's great that the City Council is leaning toward allowing individual designs. He noted that the real issues to him are landscaping, curb and gutter and perhaps fencing.

Annual Police Report for 2016

Chief of Police Hill provided an overview of the Annual Police Report and said during 2016 the police department took a total of 1834 calls for service and explained for clarification the difference between an incident and a call for service. He explained a call for service is documentation of just about anything they do and an incident requires a greater investigation or something that requires more thorough documentation. He provided an example and said if they assist the Fire Department on a medical call it's a call for service whereas; if they discover a crime while on that call for service it is an incident.

He further reported in 2016 there were 691 incident reports; 544 of which were crimes so there are other types of incident reports besides crimes such as a mental health evaluation or death investigation. For comparison, in 2015 there were 531 incidents reports; 386 of which were crimes. He said although it appears there was a huge increase in crime this year, in reality there wasn't. What they did have was a huge increase in staffing in 2016 and more officers on the street equals to more enforcement.

He continued with review of a beat map which shows where calls are coming from; a total of calls for service by the day of the week; a three-year comparison by type of incident; a month-to-month comparison of incident offense totals; incident totals by time of day and day of the week; and arrest totals by violation.

Mayor Pro Tem Johnson commented that the police department continues to do a good job and expressed gratitude for having a strong police force in the City.

Mayor Wilson pointed out that both Blue Land and Trinidad have abolished their police departments and that he was told that one of the reasons Rio Dell became a City was to have its own police protection. He said he too appreciates the police department.

Mayor Wilson called for public comment on the Annual Police Report.

Nick Angeloff commented that on the east coast, especially New Hampshire, heroin is an extremely pervasive drug among the general population and asked how pervasive it is here. He said also in his travels he tells people he is from northern California and Rio Dell is like Mayberry in that citizens wave to the police officers.

Chief Hill noted that he has interactions with people who use heroin as old as 70 and as young as 13 so he would say it's pretty pervasive here as well.

Nick Angeloff asked if the City was issuing good deed tickets for a free ice cream cone as previously suggested, stating for the record that he still thinks it's a great idea.

ORDINANCES/SPECIAL RESOLUTIONS

Second reading (by title only) and adoption of Ordinance No.353-2017 "Commercial Medical Cannabis Land Use Regulations Section 17.30.195 of the Rio Dell Municipal Code (RDMC)

Community Development Director Caldwell provided a staff report and said this ordinance amendment is in response to the recently adopted fee resolution establishing Cannabis Activity Permit fees. He said based on the fee structure, minor amendments are needed related to Permit Renewals, Changes in Ownership or Modifications to Premises and Inspections. He said at the meeting of January 17, 2017, staff presented some minor text amendments to the CMCLUO regulations regarding permit renewals, changes in ownership or modifications to premises, inspections, cultivation setbacks in the Industrial Commercial zone and the definition of "Indoor" cultivation.

He noted that Mayor Wilson suggested that the definition include language which would prohibit operable vents in the roof due to the concern of cannabis odor emitting through the roof. He said staff doesn't believe this is necessary because the ordinance already contains language requiring carbon filter fans/scrubbers to eliminate odor discharges to neighboring properties from cultivation and processing facilities. He also pointed out that cannabis only emits odors during the final few weeks of flowering growth and the ability to naturally ventilate the facility during non-odor emitting growth cycles is consistent with the California Green Code and the Governor's 2030 Energy Goals.

As such, staff presented two options for the definition of "indoor." Option 1 was staff's and the Planning Commission's original recommendation and Option 2 includes language suggested by Mayor Wilson.

Mayor Pro Tem Johnson stated that based on staff's description of the requirements, he would support Option 1.

Councilmember Strahan asked for clarification that the facility roofs cannot open.

Community Development Director Caldwell stated that roofs will not be able to be opened because if they were they wouldn't be able to control the odors.

Mayor Wilson stated that he now has no problem with the original language as presented.

Councilmember Strahan questioned the elimination of the 50 foot setback requirement and said she attended a meeting in Fortuna and neighbors were concerned with marijuana grows in the County where those parcels border City of Fortuna parcels. She noted that Supervisor Fennell was present and said that City's should include in their respective ordinances, certain setback requirements creating a buffer zone within a City's sphere of influence.

Community Development Director Caldwell noted that Cities have the ability to comment and make suggestions on the County's ordinance but can't dictate their regulations.

Councilmember Strahan asked staff to contact Supervisor Fennell or Bohn for clarification.

She also asked if buildings will be constructed on the property line and if 4-story construction is allowed.

Community Development Director Caldwell stated that it is unlikely buildings will be constructed on a property line because of landscaping requirements and said the height allowance for structures in the Industrial Commercial (IC) zone is 45 feet or four (4) stories however; the buildings proposed at the Eel River Sawmill site at this time are no more than 2-stories.

Mayor Wilson opened the public hearing to receive public input on the proposed ordinance.

Mike Strahan addressed the issue of odor and said in 1984 when they were building the Herrick Ave. interchange, a new sewer plant was being constructed which was supposed to be odor free and that was the guarantee that was given to citizens but wasn't the case. He asked if the carbon filters/scrubbers will provide 100% guarantee to eliminate all odors.

Community Development Director Caldwell said that's the idea and said when they toured the Arcata facility they couldn't smell anything until they walked into the building.

Mike Strahan commented that when people are being told there will be absolutely no odor and it turns out there are odors; people are going to be upset. He said he wants assurance that this will not happen.

Community Development Director Caldwell noted that carbon filters have improved significantly since 1984.

Mayor Wilson commented that there are provisions in the ordinance that address odors and developers will be held to the regulations.

Mayor Pro Tem Johnson suggested Mr. Strahan take time to tour the Arcata dispensary grow area as it's well worth the time.

Dennis Wendt stated that regarding the setbacks between the County and the City, the County has to make setbacks on the County side and the City has no jurisdiction whatsoever over those regulations. He said the County made some mistakes and missed some things and is now being sued. He added that this is a big deal and they can't do anything about it until the lawsuit is settled.

Nick Angeloff said the real concern is that the facilities don't impact any of the neighbors within the County and said he doesn't think that is an issue here.

Community Development Director Caldwell noted that there is only one residence in the sawmill site area which is behind the Whitlow parcel.

There being no further public comment, the public hearing closed.

Motion was made by Johnson/Garnes to approve the second reading (by title only) and adopt *Ordinance No. 353-2017 Commercial Medical Cannabis Land Use Regulations Section 17.30.195 of the Rio Dell Municipal Code (RDMC)* regarding Permit Renewals, Changes in Ownership or Modifications to Premises, Inspections, Cultivation setbacks in the Industrial Commercial Zone and the definition of "Indoor" cultivation. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written City Manager update of recent activities and events (Attachment 1 to these minutes), and reiterated that staff held a stakeholders meeting for property owners and developers at the Eel River Sawmills site; said staff is continuing to work on the development of an RFP for the Pavement Project; said he gave a presentation at the Fortuna Rotary on Rio Dell events; he along with staff and Councilmember Garnes attended a LOCC workshop in Ukiah on Prop 64; provided a brief update on the ADA City Hall porch

project; staff is making progress on the City's new web site with plans to launch in March; and reported on recent damage to Monument Road at the City/County boundary.

Mayor Pro Tem Johnson asked if the repairs to Monument Road are expected to be 100% funded.

City Manager Knopp commented that approximately 100 feet of the road has dropped down due to an uphill slide which will be expensive to repair. He noted that much of the slide area is in the County and the funding mechanism is unknown at this time.

Mayor Wilson asked staff to azenize on February 21st, information regarding the difference between placing the Cannabis Tax Measure on the ballot in June versus November 2017.

Chief of Police Hill announced there is a high water flood warning tonight with the river expected to reach 47 feet and commented that the River's Edge RV Park has done an excellent job preparing the park for anticipated emergencies.

Community Development Director Caldwell reported he would be leaving for a 10-day planned vacation and returning on February 24th. In his absence, Fortuna has agreed to cover any scheduled building inspections.

Mayor Wilson asked if staff had a date scheduled for the next stakeholders meeting and suggested perhaps two difference Councilmembers be allowed to attend the next meeting.

Community Development Director Caldwell commented that no date had been set but they would be getting together to discuss issues related to PG&E.

Mayor Wilson also commented on the current water rate increase and said there were a lot of comments made on social media and suggested an explanation of the increase be included in the next City Newsletter.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson commented on the recent recruitment of Mark Wheetley as Fortuna's City Manager and pointed out that there is now an opening on LAFCo and encouraged Mayor Wilson to throw his name in the hat.

Councilmember Garnes commented on the Prop 64 workshop she attended with staff and said some of the presenters at the workshop actually helped craft the legislation for recreational marijuana and suggested if at all possible, that Councilmembers make an effort to attend the workshops put on by the League of California Cities so when it comes time to adopt an ordinance, everyone will be informed from the State's perspective. She said as a governing body, it is very helpful for the Council to get information straight from the source.

Mayor Wilson reported on his attendance at the last Redwood Region Economic Development Commission (RREDC) meeting and said there was a presentation by Northern Emerald and it was explained that there are green dots and red dots; green dots embrace the legal side of the cannabis industry whereas the red dots have no intention of embracing it. He said the point was made that there have been lines drawn in the sand and there will be blood.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 9:00 p.m. to the February 21, 2017 regular meeting. Motion carried 4-0.

Frank Wilson, Mayor

Attest:

Karen Dunham, City Clerk

Stakeholders meeting: Staff held a stakeholders meeting for property owners and developers at the Eel River Sawmills site.

Pave Project: Staff continues to work on the development of an RFP for this project.

Fortuna Rotary: The City manager was asked to give a talk on events in Rio Dell before the Rotary on February 2nd.

Ukiah Proposition 64 Conference: On Wednesday February 1, 2017 the CM and Councilmember Garnes attended the League of California Cities workshop on Proposition 64 along with Messrs. Caldwell, Hill and Beauchaine in Ukiah.

Porch Project: Staff has been working with Whitchurch Engineering on the ADA project for the City's front access points. A presentation is scheduled for the City Council for Feb 21st.

Website update: Staff set aside February third to work on issues related to the new website. We are hoping to publish the website by March.

Monument Road storm damage: Towards the end of January it became apparent that major damage was occurring on Monument road right at the city limits. This site is on the County's initial damage assessment list. It is an off-system road that will require Cal OES or FEMA assistance, according to the County.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)
E-mail: cm@riodellcity.com



CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
February 21, 2017

TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager *zk*
FROM: Brooke Woodcox, Finance Director *BW*
DATE: February 21, 2017
SUBJECT: Metropolitan Well Project Pay Request #1

Recommendation

Approve Pay Request

Budgetary Impact

Pay Request #1 in the amount of \$72,786.21 will be funded through the State Water Resources Control Board (SWRCB) financing agreement project number 1210012-007C, agreement number D16-02014, totaling \$665,876.

Background and discussion

Pay Request #1 has been approved for payment by the City's Engineering Firm (GHD) and the City Manager.



February 13, 2017

Kyle Knopp
City Manager
City of Rio Dell
675 Wildwood Ave
Rio Dell, CA 95562
(707) 764-3532

RE: Metropolitan Wells Redevelopment Project
Progress Payment Request No. 1 for Wahlund Construction

Dear Kyle,

To date, construction on the Metropolitan Wells Redevelopment Project is generally on schedule. During the pay request period of November 21, 2016 through February 03, 2017, the following items were completed: bonds and insurance, preconstruction administration, boundary staking, and equipment submittals for the double vessel 300 gallon per minute filter system. Upcoming work is expected to include demolition (removal of old piping that is no longer in use and demolition/removal of the old building), the installation of a new electrical panel and service, and potholing to determine the location of existing piping that will eventually be connected into the system.

Summary of Change Orders

To date no change orders have been executed for the project. At this point, the only anticipated change order proposed for the project is a contract time extension due to anticipated delays in the manufacturing of the filter system. The no cost contract extension is likely to be on the order of 15 working days and will not have a significant effect on the timing of project completion.

Pay Recommendation

Payment Request No. 1 from Wahlund Construction is attached to this memo. A summary table is included with the contractor's submittal which shows the total contract price, approved change orders (none to date), the value of work completed to date, and the current payment which includes subtraction of the required 5% retention. The pay request is based on the bid schedule lump sum breakdown provided by the Contractor and the actual quantities of work completed, as shown on the last pages of the submitted pay request. The accuracy of the percent complete on each item was reviewed by GHD construction management staff.

We recommend payment to Wahlund Construction for Pay Request No. 1 in the amount of \$72,786.21. This progress pay request was submitted by the Contractor on February 07, 2017. Payment to the Contractor is due within 30 calendar days of this recommendation for payment (due by March 15, 2017). Please don't hesitate to contact me if you have any questions regarding the project progress or this pay request.



Sincerely,
GHD Inc.

Rebecca Crow

Rebecca Crow, PE
Project Manager
707-267-2244

ATTACHMENTS
Wahlund Construction Pay Request No. 1

CC:
Brooke Woodcox, Rio Dell Finance Director, 675 Wildwood Avenue Rio Dell, CA 95562
Quinn Donovan, USDA Area Specialist 777 Sonoma Avenue, E Street Annex, Santa Rosa, CA 95404;
Kevin Warring, Water Resources Control Engineer, SWRCB

Contractor's Application for Payment No. 1

Application Period	11/21/2016 - 2/3/2017	Application Date	2/7/2017
To (Owner)	City of Rio Dell	From (Contractor):	Bret Rinehart, Wahnund Construction
Project:	Metropolitan Wells Redevelopment Project	Via (Engineer):	Steve McHoney, PE
Contract:	Metropolitan Wells Redevelopment Project	Owner's Contract No:	#0190
Contractor's Project No:	43-16	Engineer's Project No:	111-0078

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE	\$	1,302,900.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + 2)	\$	1,302,900.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	76,617.86
5. RETAINAGE:		
a. 5% X 76,617.06 Work Completed	\$	3,830.85
b. X \$ - Stored Material	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	3,830.85
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$	72,786.21
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	-
8. AMOUNT DUE THIS APPLICATION	\$	72,786.21
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	1,230,113.79

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature
By: Bret Rinehart Date: 2/9/17

Payment of \$ 72,786.21
(Line 8 or other - attach explanation of the other amount)

is recommended by [Signature] (Engineer) 2/13/17 (Date)

Payment of \$ 72,786.21
(Line 8 or other - attach explanation of the other amount)

is approved by _____ (Owner) _____ (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract)		City of Rio Dell Metropolitan Wells Redevelopment Project										Application Number		1	
Application Period		11/21/2016 - 2/3/2017										Application Date		2/7/2017	
Bid Item No	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Total Completed and Stored this Period	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)	
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)										
1	Mobilization/Demobilization			\$ 52,000.00											
	Bonds and Insurance	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00		\$ -		
	Preconstruction Administration	1	LS	\$ 15,000.00	\$ 15,000.00	100%	\$ 15,000.00	\$ 15,000.00		100%	\$ 15,000.00		\$ -		
	Temporary Facilities	1	LS	\$ 10,000.00	\$ 10,000.00		\$ -	\$ -			\$ -	100.0%	\$ 10,000.00		
	Equipment Mobilization	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -	\$ -			\$ -	100.0%	\$ 7,000.00		
	Demobilization	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
2	Construction Staking			\$ 5,000.00											
	Boundary Staking	1	LS	\$ 4,000.00	\$ 4,000.00	100%	\$ 4,000.00	\$ 4,000.00		100%	\$ 4,000.00		\$ -		
	Construction Staking	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -	\$ -			\$ -	100.0%	\$ 1,000.00		
3	Shoring and Trench Safety	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -	\$ -			\$ -	100.0%	\$ 1,000.00		
4	Erosion and Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -			\$ -	100.0%	\$ 2,000.00		
5	Demolition/Removal/Disposal			\$ 13,000.00											
	Concrete Demolition	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -	\$ -			\$ -	100.0%	\$ 4,000.00		
	Mechanical / Piping Demolition	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -	\$ -			\$ -	100.0%	\$ 4,000.00		
	Hazardous Materials	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -	\$ -			\$ -	100.0%	\$ 3,000.00		
	Disposal Fees	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -	\$ -			\$ -	100.0%	\$ 1,000.00		
6	Clearing/Grubbing, Site Grading, and Percolation Pond Construction			\$ 22,000.00											
	Clearing and Grubbing	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -	\$ -			\$ -	100.0%	\$ 4,000.00		
	Site Grading	1	LS	\$ 6,000.00	\$ 6,000.00		\$ -	\$ -			\$ -	100.0%	\$ 6,000.00		
	Percolation Pond Construction	1	LS	\$ 12,000.00	\$ 12,000.00		\$ -	\$ -			\$ -	100.0%	\$ 12,000.00		
7	Destruction of Existing Wells			\$ 5,700.00											
	Well Destruction Permitting	1	LS	\$ 1,500.00	\$ 1,500.00		\$ -	\$ -			\$ -	100.0%	\$ 1,500.00		
	Well Destruction	1	LS	\$ 4,200.00	\$ 4,200.00		\$ -	\$ -			\$ -	100.0%	\$ 4,200.00		
8	Well #1 Equipment, Piping, and Appurtenances			\$ 20,000.00											
	Well #1 Pump	1	LS	\$ 7,500.00	\$ 7,500.00		\$ -	\$ -			\$ -	100.0%	\$ 7,500.00		
	Well #1 Piping and Appurtenances	1	LS	\$ 8,000.00	\$ 8,000.00		\$ -	\$ -			\$ -	100.0%	\$ 8,000.00		
	Installation	1	LS	\$ 4,500.00	\$ 4,500.00		\$ -	\$ -			\$ -	100.0%	\$ 4,500.00		
9	Well #3 Equipment, Piping, and Appurtenances			\$ 17,500.00											
	Well #3 Pump	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
	Well #3 Piping and Appurtenances	1	LS	\$ 8,000.00	\$ 8,000.00		\$ -	\$ -			\$ -	100.0%	\$ 8,000.00		
	Installation	1	LS	\$ 4,500.00	\$ 4,500.00		\$ -	\$ -			\$ -	100.0%	\$ 4,500.00		
10	Chlorination Equipment and Eye Wash Station			\$ 17,000.00											
	Chlorination Equipment	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
	Eye Wash Station	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
	Installation	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -			\$ -	100.0%	\$ 2,000.00		
	Drainage Sump	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
11	Slabs and Fiberglass Housings for Well and Chlorination Equipment			\$ 50,000.00											
	Concrete Slabs for Wells	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -	\$ -			\$ -	100.0%	\$ 2,500.00		
	Concrete Slab for Chlorination Equipment	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -			\$ -	100.0%	\$ 5,000.00		
	Fiberglass Housing for Wells	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -			\$ -	100.0%	\$ 15,000.00		
	Fiberglass Housing for Chlorination Equipment	1	LS	\$ 20,000.00	\$ 20,000.00		\$ -	\$ -			\$ -	100.0%	\$ 20,000.00		
	Installation	1	LS	\$ 7,500.00	\$ 7,500.00		\$ -	\$ -			\$ -	100.0%	\$ 7,500.00		
12	Perimeter Fencing and Gate	1	LS	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -			\$ -	100.0%	\$ 15,000.00		
13	Electrical and Controls System			\$ 250,000.00											

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract)		City of Rio Dell Metropolitan Wells Redevelopment Project				Application Number		1						
Application Period		11/21/2016 - 2/3/2017				Application Date:		2/7/2017						
Bid Item No	Item Description	Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)	Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Total Completed and Stored this Period	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)
	Electrical Mobilization	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		\$ -			\$ -	100.0%	\$ 7,000.00
	Power Panel - Material	1	LS	\$ 26,500.00	\$ 26,500.00		\$ -		\$ -			\$ -	100.0%	\$ 26,500.00
	Power Panel - Labor	1	LS	\$ 15,500.00	\$ 15,500.00		\$ -		\$ -			\$ -	100.0%	\$ 15,500.00
	Light Fixtures - Materials	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -		\$ -			\$ -	100.0%	\$ 2,500.00
	Light Fixtures - Labor	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -		\$ -			\$ -	100.0%	\$ 2,500.00
	Instrumentation & Controls - Materials	1	LS	\$ 103,000.00	\$ 103,000.00		\$ -		\$ -			\$ -	100.0%	\$ 103,000.00
	Instrumentation & Controls - Labor	1	LS	\$ 35,500.00	\$ 35,500.00		\$ -		\$ -			\$ -	100.0%	\$ 35,500.00
	Trenching and Backfill and Conduits - Materials	1	LS	\$ 26,500.00	\$ 26,500.00		\$ -		\$ -			\$ -	100.0%	\$ 26,500.00
	Trenching and Backfill and Conduits - Labor	1	LS	\$ 31,000.00	\$ 31,000.00		\$ -		\$ -			\$ -	100.0%	\$ 31,000.00
14	Single Vessel Greensand Filter Packaged Water Treatment System at 300 gpm			\$ 310,000.00										
	Equipment Submittals	1	LS	\$ 31,012.41	\$ 31,012.41	100%	\$ 31,012.41		\$ 31,012.41		100%	\$ 31,012.41		\$ -
	Equipment Fabrication	1	LS	\$ 72,362.30	\$ 72,362.30		\$ -		\$ -			\$ -	100.0%	\$ 72,362.30
	Equipment Delivered	1	LS	\$ 103,374.71	\$ 103,374.71		\$ -		\$ -			\$ -	100.0%	\$ 103,374.71
	Freight	1	LS	\$ 9,317.46	\$ 9,317.46		\$ -		\$ -			\$ -	100.0%	\$ 9,317.46
	Installation	1	LS	\$ 80,240.29	\$ 80,240.29		\$ -		\$ -			\$ -	100.0%	\$ 80,240.29
	Startup	1	LS	\$ 13,692.83	\$ 13,692.83		\$ -		\$ -			\$ -	100.0%	\$ 13,692.83
15	CMU Treatment and Controls Building			\$ 170,000.00										
	Excavation and Subgrade Prep	1	LS	\$ 25,000.00	\$ 25,000.00		\$ -		\$ -			\$ -	100.0%	\$ 25,000.00
	Concrete Foundation	1	LS	\$ 50,000.00	\$ 50,000.00		\$ -		\$ -			\$ -	100.0%	\$ 50,000.00
	CMU	1	LS	\$ 45,000.00	\$ 45,000.00		\$ -		\$ -			\$ -	100.0%	\$ 45,000.00
	Louvers and Vents	1	LS	\$ 4,000.00	\$ 4,000.00		\$ -		\$ -			\$ -	100.0%	\$ 4,000.00
	Roof Structure	1	LS	\$ 30,000.00	\$ 30,000.00		\$ -		\$ -			\$ -	100.0%	\$ 30,000.00
	Doors	1	LS	\$ 10,000.00	\$ 10,000.00		\$ -		\$ -			\$ -	100.0%	\$ 10,000.00
	Painting	1	LS	\$ 6,000.00	\$ 6,000.00		\$ -		\$ -			\$ -	100.0%	\$ 6,000.00
16	Clear Well Booster Pumps and Motors	2	EA	\$ 43,000.00										
	Clear Well Booster Pumps and Motors	2	EA	\$ 36,000.00	\$ 72,000.00		\$ -		\$ -			\$ -	100.0%	\$ 72,000.00
	Installation	2	EA	\$ 4,000.00	\$ 8,000.00		\$ -		\$ -			\$ -	100.0%	\$ 8,000.00
	Painting	2	EA	\$ 3,000.00	\$ 6,000.00		\$ -		\$ -			\$ -	100.0%	\$ 6,000.00
17	Site Piping, Valves, and Appurtenances			\$ 15,000.00										
	Raw Water Piping	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		\$ -			\$ -	100.0%	\$ 7,000.00
	Potable Water Piping	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -			\$ -	100.0%	\$ 5,000.00
	Backwash Piping	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -		\$ -			\$ -	100.0%	\$ 3,000.00
18	Site Gravel	1	LS	\$ 11,000.00	\$ 11,000.00		\$ -		\$ -			\$ -	100.0%	\$ 11,000.00
19	Gravel Driveway	1	LS	\$ 13,000.00	\$ 13,000.00		\$ -		\$ -			\$ -	100.0%	\$ 13,000.00
20	Clear Well Cleaning, Disinfection, and Recoating			\$ 5,000.00										
	Clear Well Cleaning	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -		\$ -			\$ -	100.0%	\$ 3,000.00
	Clear Well Disinfection	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -		\$ -			\$ -	100.0%	\$ 1,000.00
	Clear Well Recoating	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -		\$ -			\$ -	100.0%	\$ 1,000.00
A-1	Paved Driveway	1	LS	\$ 11,000.00	\$ 11,000.00		\$ -		\$ -			\$ -	100.0%	\$ 11,000.00
A-3	Double Vessel Greensand Filter Packaged Water Treatment System at 300 gpm each vessel (difference in cost from Base Bid Item 14)			\$ 116,000.00										
	Equipment Submittals	1	LS	\$ 11,604.65	\$ 11,604.65	100%	\$ 11,604.65		\$ 11,604.65		100%	\$ 11,604.65		\$ -
	Equipment Fabrication	1	LS	\$ 27,077.51	\$ 27,077.51		\$ -		\$ -			\$ -	100.0%	\$ 27,077.51
	Equipment Delivered	1	LS	\$ 38,682.15	\$ 38,682.15		\$ -		\$ -			\$ -	100.0%	\$ 38,682.15

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract) City of Rio Dell Metropolitan Wells Redevelopment Project						Application Number: 1									
Application Period 11/21/2016 - 2/3/2017						Application Date: 2/7/2017									
Bid Item No	Item Description	Contract Information				Estimated Quantity Installed this Period	Value of Work Installed this Period	Materials Presently Stored	Total Completed and Stored this Period	Quantity Previous Period	Quantity Complete to Date	Value of Work to Date (\$)	Quantity Remaining %	Value of Work Remaining (\$)	
		Item Quantity	Units	Unit Price (\$)	Total Value of Item (\$)										
	Freight	1	LS	\$ 3,486.54	\$ 3,486.54		\$ -		\$ -			\$ -	100.0%	\$ 3,486.54	
	Installation	1	LS	\$ 30,025.38	\$ 30,025.38		\$ -		\$ -			\$ -	100.0%	\$ 30,025.38	
	Startup	1	LS	\$ 5,123.77	\$ 5,123.77		\$ -		\$ -			\$ -	100.0%	\$ 5,123.77	
A-4	Serpentine Chlorine Contact Pipe			\$ 88,000.00											
	Piping	1	LS	\$ 29,000.00	\$ 29,000.00		\$ -		\$ -			\$ -	100.0%	\$ 29,000.00	
	Installation	1	LS	\$ 59,000.00	\$ 59,000.00		\$ -		\$ -			\$ -	100.0%	\$ 59,000.00	
A-5	Woven Geotextile Fabric Under Site Gravel and Driveway	1	LS	\$ 8,700.00	\$ 8,700.00		\$ -		\$ -			\$ -	100.0%	\$ 8,700.00	
Totals							\$ 1,302,900.00		\$ 76,617.06		\$ 76,617.06	5.9%	\$ 76,617.06	94.1%	\$ 1,226,282.94



P.O. BOX 65068
 SALT LAKE CITY, UTAH 84165-0068
 Tel: (801) 265-1000
 Fax: 801-265-1080
 ar@westech-inc.com

Invoice No.: 61440
 Invoice Date: 12/30/16
 Customer P.O. No.: 431601
 Customer Job No.:
 Job ID: 23060A -
 Job Name: RIO DELL
 Customer Account No.: WAH020
 Payment Terms: NET 30 DAYS

INVOICE

Bill to: WAHLUND CONSTRUCTION, INC.
 830 HILMA DRIVE
 EUREKA, CA 95503

Ship to: RIO DELL, CITY OF
 RIO DELL, CA - RIO DELL WTP
 675 WILDWOOD AVE
 17-81 HAZEN ST. ATTN: LINDA
 RIO DELL, CA 95562
 UNITED STATES OF AMERICA

MISC

Qty	Item No.	Description	Unit Price	Net Amount
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0.15		15% DUE WITH SUBMITTALS FOR VERTICAL PRESSURE FILTER SYSTEM	\$261,254.00	\$39,188.10
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CA-HUMBOLDT SALES TAX RATE 8.75% (RATE AS OF NEW JAN 1, 2017 SALES TAX RATES)

VIA WIRE TRANSFER
 WESTECH ENGINEERING, INC
 C/O WELLS FARGO BANK
 SALT LAKE CITY, UTAH 84111

ACCOUNT NO: 4945003200
 ABA ROUNTING NO: 121000248
 SWIFT: WFBIUS6S

Subtotal: \$39,188.10

Taxes: \$3,428.96

Total: US DOLLARS \$42,617.06

All accounts not paid after invoice due date will be charged a finance charge of 1 1/2% per month which is an annual rate of 18%.
 Customer agrees to pay all cost and expenses, including reasonable attorney's fees and court cost incurred in case of default in compliance with terms.
 Any invoices paid by credit card will be charged a credit card processing fee up to the allowable limit, where state law allows.



675 Wildwood Avenue
Rio Dell, CA 95562

TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM: Karen Dunham, City Clerk
DATE: February 21, 2017
SUBJECT: Appointment to fill Vacancy on the Rio Dell Planning Commission

RECOMMENDATION

Approve the reappointment of Julie Woodall to the Rio Dell Planning Commission for the three (3) year term ending December 31, 2019.

BUDGETARY IMPACT

None

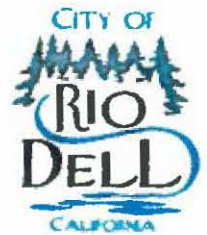
BACKGROUND AND DISCUSSION

There is currently one (1) vacancy on the Rio Dell Planning Commission as the result of the expiration of Julie Woodall's term which ended December 31, 2016. A Notice of Vacancy was posted on January 12, 2017 with the final date for submittal of applications January 27, 2017. With no applications received by this date, the application process was extended to February 10, 2017 with the only application received from Julie Woodall.

Provided there are no objections or questions from the Council, staff is requesting the Council simply forgo balloting and approve the reappointment of Julie Woodall since there have been no other applicants wishing to be considered for appointment at this time. With approval of this appointment, both Planning Commissioner Woodall and recently appointed Planning Commission Alternate Richter will be sworn in and seated at the next regular Planning Commission meeting on February 28, 2017.

ATTACHMENTS:

Application for Commission Appointment



**CITY OF RIO DELL
APPLICATION FOR
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

PERSONAL DATA:

Name: Julia Woodall

Address Where you Reside: 1187 Riverside Dr

Mailing Address (if different): _____

Home Phone: 764-3079 Cell Phone: 549-2662

Email Address: thewoodalls@suddenlink.net

EDUCATIONAL DATA:

High School: yes

College/University: no

EMPLOYMENT DATA:

Current Employer/Occupation When Employed: Safeway 1978

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? Yes No

If yes, please list: 20 years on City Council - 1yr P.C.

Please list any past or present community involvement: _____

Board HTA

HCAOG

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: _____

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. Yes No

If yes, please explain:

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: 2/10/17 SIGNATURE: Julie Woodall

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodellcity.com



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*

February 21, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager 

SUBJECT: Discussion and Possible Action Adopting Resolution No. 1322-2017 Requesting a ZIP Code Realignment

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve Resolution 1322-2017

BACKGROUND AND DISCUSSION

The Eel River Sawmills Annexation Area (ERSAA) is one of the latest annexations that the City has undertaken. One of the items left unresolved in that annexation was the adjustment of the ZIP Code boundary. Mail addressed to properties in the ERSAA use a 95540 ZIP Code and list their city name as Fortuna California. Property owners have raised issue with this as it represents a potential obstacle to promotion of the site as a business park within the City of Rio Dell. It is also unnecessarily confusing.

In order to request that the United States Postal Service adjusts these boundaries, it would be helpful if the City Council approved of a resolution endorsing the proposed boundary realignment.

///



RESOLUTION NO. 1322-2017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
SUPPORTING THE REALIGNING OF POSTAL ZIP CODE BOUNDARIES
TO INCLUDE THE FORMER EEL RIVER SAWMILLS ANNEXATION AREA
UNDER THE SAME ZIP CODE AS THE CITY OF RIO DELL**

WHEREAS, The City of Rio Dell's incorporated city limits are included in two different ZIP Code boundaries: 95562 and 95540; and

WHEREAS, the City of Rio Dell's historic and identifying ZIP Code is 95562; and

WHEREAS, the Eel River Sawmills Annexation Area (ERSAA) is within the city limits of the City of Rio Dell and has a ZIP Code of 95540; and

WHEREAS, the City has received complaints from property owners in the ERSAA that the current ZIP Code system is confusing and potentially could lead to delay in mail service and adverse effects in dealing with visitors, contractors, vendors, customers or others unfamiliar with the geographic area; and

WHEREAS, the current ZIP Code arrangement adversely impacts our community's identity and resolution of this matter is feasible; and

NOW, THEREFORE BE IT RESOLVED, that the above findings are true and correct and that the City Council of the City of Rio Dell, California, supports and hereby requests that the United States Postal Service ZIP Code boundaries be realigned so as to include ZIP Code 95562 within the municipal boundaries of the City of Rio Dell, including the Eel River Sawmills Annexation Area.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 21st day of February 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Frank Wilson, Mayor

ATTEST:

Karen Dunham, City Clerk



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*

February 21, 2017

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Approval of Change Order #1 for Old Ranch Road Project and Contract with JZ Contracting

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize change order # 1 for Old Ranch Road project, increasing contract amount from \$27,823 to \$28,573.

BACKGROUND AND DISCUSSION

On November 1, 2016 the City Council awarded the contract for the Old Ranch Road water line replacement to JZ Contracting and authorized the City Manager to move forward with executing a contract. The City did not decide to move forward on an additive item for directional drilling at the site, and a contract was signed for an amount of \$27,823. During final contract review it became apparent that the project would require a performance bond, a requirement that was not included in the RFP issued by the City. The cost of the required bonds is \$750.00 and an invoice is attached.

///

JZ Contracting

PO Box 6245
Eureka, CA 95502

Invoice

Date	Invoice #
1/5/2017	381

Bill To

City of Rio Dell
675 Wildwood Ave
Rio Dell CA 95562

Project
Old Ranch Road

Description	Amount
Performance bond cost	750.00

Thank you for your business!

CA License #877963

Total	\$750.00
Payments/Credits	\$0.00
Balance Due	\$750.00

Phone #	Fax #
707-444-8007	707-443-8028



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)
E-mail: cm@riodellcity.com

**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
February 21, 2017**

TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager *Y*
FROM: Brooke Woodcox, Finance Director *BW*
DATE: February 21, 2017
SUBJECT: Request for Proposals for auditing services for the year ending June 30, 2017

RECOMMENDATION

1. Approve the distribution of the City's RFP for Auditing Services for the Fiscal Year Ending June 30, 2017

BACKGROUND AND DISCUSS

The City has contracted with RJR Ricciardi, CPAs to perform the City's annual audit since the year 2012 for a total completion of five (5) Annual Audited Financial Statements. For reference, the United States Government Finance Officers Association recommends that auditors be contracted for a minimum of five years.

"Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year."

<http://www.gfoa.org/audit-procurement>

This RFP has been prepared to give Council the option of changing auditors if this is the majority preference of Council members.

BUDGETARY IMPACT

For the current fiscal year \$26,500 has been appropriated for auditing services and is based on the agreed upon contractual amount with RJR Ricciardi, CPAs. The contractual amount is lower than previous fiscal years due to Finance Staff's diligence in eliminating costs where possible.

Information from the City's accounting system showed the following amounts in actual expenditures for accounting services from 2010 to 2016:

2016	32,069
2015	34,936
2014	36,970
2013	29,499
2012	32,805
2011	39,985
2010	36,040

ATTACHMENT

Request for proposal



**Request for Proposals
For Audit Services
For Fiscal Year Ending June 30, 2017**

RFP Release Date: February 22, 2017

RFP Submittal Deadline: March 24, 2017 at 3:00 PM

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I. INTRODUCTION

- a. The City of Rio Dell is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending 2017. At the option of the City, the audit engagement may be extended for a maximum of two subsequent fiscal years by written amendment. These audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAP), the standards set forth for financial and compliance audits in the U.S. General Accounting Office's (GAO), Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Governmental Accounting Standards Board (GASB) Pronouncements.
- b. There is no expressed or implied obligation of the City of Rio Dell to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- c. During the evaluation process, the City of Rio Dell reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
- d. The City of Rio Dell reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Rio Dell and the firm selected.
- e. To be considered, five (5) copies of a proposal must be received by 5:00 PM, March 24, 2017. Please send proposals to:

**Brooke Woodcox, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 95562**

**(707) 764-3532
woodcoxb@cityofriodell.ca.gov**

- f. The City of Rio Dell reserves the right to reject any or all provisions submitted and/or waive any irregularity.

- g. Questions about this Request for Proposal should be directed to Brooke Woodcox woodcoxb@cityofriodell.ca.gov. Electronic versions of prior year City audit reports are available upon request.
- h. It is anticipated the selection of a firm will be completed by April 5, 2017.

II. DESCRIPTION OF THE CITY

- a. Rio dell is located approximately 28 miles south of the City of Eureka in Humboldt County, and was incorporated in 1964 as a general law city which operates under the council-manager form of government. The City Council consists of the Mayor who is elected by the Council to serve a two year term and four members who are elected at large serving a staggered term of four years. The City provides a full range of municipal services including Police, Building, Planning, Water, Sewer, Streets, and Administration
- b. The City's Fiscal Year 2016-2017 Operating and Capital Budgets total \$4.7 million
- c. The Finance Department performs: general accounting, budgeting, accounts payable, cash receipts, utility billing, business license, payroll, cash management, and debt administration.
- d. The City of Rio Dell uses Accufund software for all accounting functions.
- e. The auditor's principal contact with the City of Rio Dell will be Brooke Woodcox, Finance Director. Contact person will coordinate the assistance to be provided by the City of Rio Dell to the auditor.

III. SCOPE OF SERVICES

- a. The auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly present the financial position and the results of financial operations in accordance with Generally Accepted Accounting Principles, and (b) whether the City has complied with laws and regulations that may have a material effect upon the financial statements.
- b. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the Finance Director and the City Manager. The examination shall be made and reports rendered in accordance with generally accepted government auditing standards.

- c. In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit.
- d. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.
- e. Irregularities and illegal acts: Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:
 - i. City Council
 - ii. City Manager
 - iii. Finance Director
- f. Prior to issuing their final reports, the auditors will meet with the Finance Director and her designees, and conduct an exit interview with the City Manager. All audit reports will be addressed to the City Council.
- g. Field Work: The City of Rio Dell anticipates and expects the major field work for the City to begin on or near the first week of October of each year. This does not include preliminary field work which may occur June or July.
- h. Attendance at Meetings and Hearings: As part of the work scope, and included in the contract price, is attendance by the Contractor of a minimum of one (1) public meeting to present and discuss its findings and recommendations. Contractor shall attend as many "working" meetings with staff as necessary in performing work scope tasks.
- i. The auditors may be consulted occasionally throughout the year as an information resource. The auditors may be asked to provide guidance on implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local governmental accounting. They may also be asked to assist with the implementation of new pronouncements.

IV. DELIVERABLES

- a. Audit of the general purpose financial statements.
- b. Test programs for compliance with the Single Audit Act and applicable laws and regulations and issue the Single Audit Report.

- c. Perform agreed-upon auditing procedures pertaining to the City's GANN Limit (Appropriations Limit) and render a letter to the City regarding compliance.
- d. Fifteen copies for each of the above financial reports need to be delivered to the City no later than December of 2017. Also an electronic version of the above reports should also be emailed to the City staff by then.

V. CITY'S RESPONSIBILITIES

- a. City staff will prepare the final closing of the books and provide the Transmittal Letter, and Management's Discussion and Analysis (MD & A). The City will provide balance sheets for all funds, as well as detailed subsidiary ledgers.
- b. City staff will produce the confirmation letters that are mailed by the auditors.
- c. The City will provide the auditor with reasonable workspace, desks, and chairs. The auditors will also be furnished access to internet, telephones, facsimile machines, and photocopying machines.

VI. COMPENSATION

- a. The City will pay the auditors for those services described in Section III (Auditor's Responsibilities) the not-to-exceed amount contained within the agreement. For additional services required after the inception of the agreement, written approval by the City is required in advance of such services being rendered, for which a fee will be paid based on the auditor's quoted hourly rates.
- b. The auditors may submit itemized bills for their services at the end of each calendar month period. The City will promptly review and issue payment accordingly.
- c. The City shall receive all final opinions and reports for the City of Rio Dell financial statements by December of each year barring any unforeseen City delays.

VII. PROPOSAL REQUIREMENTS

- a. Independence: The firm should provide an affirmative statement that it is independent of the City of Rio Dell as defined by generally accepted auditing standards. Moreover, the firm must have no conflicts of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the City of Rio Dell.

- b. **License to Practice in California:** An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.
- c. **Firm Qualifications and Experience:** The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the City are reviewers in the GFOA Certificate of Achievement for Excellence in Financial Reporting program and or the CSMFO Certificate of Award program.
- d. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
- e. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- f. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 10) performed in the last five years that are similar to the engagement described in this request for proposals. Reference contacts should also be included.
- g. **Partner, Supervisory and Staff Qualifications and Experience:** The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm also should provide information on the governmental auditing experience, including the scope of audit services requested by the City, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- h. **Specific Audit Approach:** The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposals.
- i. **Total All-Inclusive Maximum Price:** The bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct

and indirect costs including all out-of-pocket expenses. Maximum pricing should be included for all three (3) years audits.

- j. Hourly Rate Schedule for key personnel assigned to the City's Project.
- k. Ownership of City-Related Documents: All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the City of Rio Dell. The proposer selected shall not publish or release any of the results of its examinations without express written permission from the City of Rio Dell.
- l. Acceptance of Proposal Contents: After auditors are selected by the City, the contents of the submitted proposal will become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the City. Failure of the auditors to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City.
- m. Acceptance or Rejection and Negotiation of Proposals: The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Rio Dell. If the City elects to reject all proposals, it reserves the right to continue with its current services arrangement.
- n. Insurance Requirements: The Contractor shall provide proof of insurance as specified:
 - i. Commercial General Liability (CGL) with limits no less than \$1,000,000 per occurrence
 - ii. Workers Compensation with limits no less than \$1,000,000 per occurrence
 - iii. Professional Liability with limits no less than \$1,000,000 per occurrence

- o. **Business License:** The Contractor must have a valid City of Rio Dell business license prior to the execution of the contract. Additional information regarding the City's Business License Program can be obtained from Karen Dunham, City Clerk dunhamk@cityofriodellcity.ca.gov, or (707) 764-3532.

VIII. EVALUATION PROCESS

- a. In reviewing the proposals, a city review team will use the following criteria (not in ranked order):
 - i. Experience and qualification of staff assigned to the engagement
 - ii. References (particularly local government references) and relevant work performed for those references
 - iii. Firm's demonstrated interest in maintaining continuity of auditing staff assigned to clients over time
 - iv. Cost
- b. Proposers may be asked to make oral presentations to supplement the proposal. These presentations would be held subsequent to the receipt of the proposals and will be part of the process for determining the qualifications of the auditors. The oral presentation may result in the rejection of the proposal by the City.

IX. TERMS OF ENGAGEMENT

- a. The audit contract period shall cover three years (3) for the fiscal year ending June 30, 2017, with the option to extend the contract an additional two (2) fiscal years ending 2020, and 2021.

X. SUBMISSION INSTRUCTIONS

- a. To be considered, five (5) copies of a proposal must be received by 5:00 PM, March 24, 2017. Please send proposals to:

**Brooke Woodcox, Finance Director
City of Rio Dell
675 Wildwood Avenue
Rio Dell, California 95562**

- b. The City of Rio Dell reserves the right to reject any or all provisions submitted and/or waive any irregularity.



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

CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
February 21, 2017

TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager *zk*
FROM: Brooke Woodcox, Finance Director *BW*
DATE: February 21, 2017
SUBJECT: Resolution 1323-2017 Mid-Year Budget Amendments

Recommendation

1. Receive staff's report and presentation on the City's financial activities for the 2nd quarter of 2016/17
2. Discuss financial activities for the period ended December 31, 2016
3. Approve Resolution 1323-2017 Mid-Year Budget Amendments

Background and Discussion

The FY 2016/17 Operating and Capital budget was adopted through Resolution 1288-2016 with appropriations of \$4,744,062 and revenues of \$4,520,048. The Mid-Year Financial Report is a comprehensive look at budgeted amounts versus actual amounts spent, and presents a budgetary outlook based on the City's financial activities as of December 31, 2017.

At mid-year staff is requesting budget amendments of \$87,276 (increase expenditures), \$13,750 (decrease expenditures) and \$35,569 (increase revenue). Many of the additional expenditures have already been approved by Council through the labor negotiation process (\$18,795), approval of Measure Z (\$35,569), and the median sign (\$2,460) at the City's entrance. Resolution 1323-2017 officially recognizes approval of these expenditures, as well as other unanticipated costs of \$30,452.

Attachments

Mid-Year Financial Report
Resolution 1323-2017 Mid-Year Budget Amendment
Budget Amendment Amounts and Explanations
Budget Variance Reports by Department

MID YEAR FINANCIAL REPORT

DECEMBER 31, 2016

SECOND QUARTER REPORT 2016/17

BUDGET VARIANCE BY DEPARTMENT

City-wide a total of \$1,219,003 (29%) of appropriations has been spent. Departmental expenditures are at 46% of budgeted appropriations.

EXPENDITURES BY DEPT	YTD Actual	Budget	%
DEPT. EXPENDITURES			
City Manager	129,050	295,629	44%
Finance	159,009	370,437	43%
City Council	10,055	15,656	64%
Police Department	324,699	641,529	51%
General Government	13,026	30,189	43%
Public Works	498,029	1,106,480	45%
<hr/>			
Sewer	250,087	484,583	52%
Water	142,590	375,772	38%
Streets	80,481	197,129	41%
Buildings & Grounds	18,857	48,996	38%
<hr/>			
Building	22,979	57,468	40%
Planning	32,627	67,811	48%
TOTAL DEPT. EXPENDITURES	1,189,474	2,585,199	46%
<hr/>			
ACTIVITY EXPENDITURES			
Admin Car	111	1,250	9%
Solid Waste/Recycling	1,278	15,973	8%
Capital Projects	28,140	1,637,905	2%
TOTAL ACTIVITY EXPENDIT.	29,529	1,655,128	2%
<hr/>			
TOTAL CITY-WIDE	1,219,003	4,240,327	29%

Activity expenditures are significantly low at 2%.

- Admin Car (9%) –The admin car’s revenue is reflective of low mileage
- Recycling/Solid Waste(8%) – Expenditure items occur throughout the year; forty (40) hours of City Manager time is allocated annually
- Capital Projects (2%) – The amount spent was mainly for the Metropolitan Well Project

The City Council department budget is at 64% of appropriations due to legal fees (\$4,701) and professional services (\$2,460 for median electrical wiring), while the Police Department is at 51% of budget. These require budget amendments of \$7,161 for Council, and Measure Z appropriations of \$35,569 for the Police Department.

EXPENDITURES BY MAJOR CATEGORY

Operating costs related to salaries and benefits are at 49% for the second quarter, while operating supplies are at 42%. Both are under the 50% mid-year mark.

EXPENDITURES BY MAJOR CATEGORY	YTD Actual	Budget	%
CITY-WIDE OPERATIONS			
Salaries and Benefits	719,896	1,475,965	49%
Operating Expenditures	469,578	1,109,237	42%
TOTAL EXPENDITURES	1,189,474	2,585,202	46%

REVENUES

At mid-year revenues are at 31% of budget. Enterprise operating funds for sewer and water have been realized at 50% and 49%, respectively. Low variances in the Governmental funds are attributable to the modified accrual basis of accounting where revenues are recorded when received and later accrued at year end. Overall, revenues are meeting expectations at mid-year.

REVENUES BY FUND	YTD Actual	Budget	%
General Fund	177,294	879,765	20%
SLESF	30,212	100,000	30%
Streets	47,270	207,939	23%
Building Fund	16,956	32,901	52%
Sewer	613,057	1,226,820	50%
Water	517,700	2,038,324	25%
Other	10,783	34,300	31%
TOTAL REVENUES	1,413,272	4,520,049	31%

CAPITAL PROJECTS

Total spending for capital projects at mid-year is \$28,140 (2%) in comparison to appropriated amounts of \$1,637,905. The Metropolitan Well Project budget is 67% of the total capital projects budget and is a significant contributor to the low budget variance. Construction for the Metropolitan Well project is anticipated to begin in the third quarter.

At mid-year the CDBG ADA project plans and specs were put out to bid. A construction timeline is unknown.

The USDA Community Facilities grant for police cars has been submitted. The grantor’s timeline is unknown.

MID YEAR FINANCIAL REPORT

DECEMBER 31, 2016

SECOND QUARTER REPORT 2016/17

The traffic control study budgeted for Metropolitan Avenue will be paid for by businesses that have vested interests in cannabis activity at the site.

benchmark at December 31, 2016 due to the fact that the water increase took effect January 1, 2017, which will increase revenues during the second half of the year.

CAPITAL PROJECTS	YTD Actual	Budget	%
GENERAL FUND			
Parking lot	-	6,132	0%
Bellevue Ogle Drainge	125	45,000	0%
Police Vehicles	-	40,000	0%
Streets Subsidy	-	80,000	0%
Traffic Control Study	-	13,750	0%
Council Chambers	782	1,500	1%
TOTAL GENERAL FUND	907	186,382	
WATER			
Wells Proj. Prop 84	4,812	591,794	0%
Wells Proj. USDA ECWAG	457	373,200	0%
Wells Proj. SDWSRF	2,159	-	1%
Wells Proj. City Match	18,590	133,529	5%
Ditch Witch (1/3 Cost)	-	15,000	0%
Spot repairs	-	20,000	0%
Filter Recoating	-	8,000	0%
Old Ranch Road Repairs	-	35,000	0%
TOTAL WATER FUNDS	26,018	1,176,523	
SEWER			
Inflow and Infiltration	-	15,000	0%
Lift Station Pumps	-	30,000	0%
Ditch Witch (1/3 Cost)	-	15,000	0%
Sewerline Repairs			
Dixie and Second	-	20,000	0%
Dixie and Third	-	20,000	0%
TOTAL SEWER FUND	-	100,000	
STREETS			
ATP Project	423	-	
Ditch Witch (1/3 Cost)	-	15,000	0%
TOTAL STREETS FUNDS	423	15,000	
CDBG Fund			
CDBG ADA Entrance/Bathroc	792	160,000	0%
TOTAL CDBG FUND	792	160,000	
TOTAL CAPITAL PROJECTS	28,140	1,637,905	2%

WATER FUND REVENUES	YTD Actual	Budget	%
REVENUES			
Operating fund	340,181	697,745	49%
Capital fund	88,184	194,051	45%
Debt Service Fund	72,756	152,371	48%
Metropolitan Wells	5,316	11,697	45%
Dinsmore Zone Fund	7,314	17,466	42%
TOTAL REVENUE	513,751	1,073,330	48%

Water unit sales have declined 25% since July 1, 2017.



Sewer revenues are at 50% (\$613,057) of budget at the mid-year mark. Revenues will remain constant since the current year's revenues are calculated each month using the prior year's winter water consumption amounts.

The sewer operating fund has exceeded budgeted appropriations (52%) at December 31, 2016. The overspent funds were related to unanticipated, but necessary, repairs. This requires a budget amendment of \$23,838 for equipment repair.

BUDGET OUTLOOK

Anticipated major changes to this year's budget projections may be reflected as significant budgetary savings in the capital projects budget. Otherwise, revenues remain within targeted projections and the majority of expenditures by department are in relative range of budgeted amounts at mid-year.

For More Information. This report is prepared by the City's Finance Department and is a summary based on detailed information produced by The City's financial management system. For questions, or additional information, please contact Brooke Woodcox, Finance Director at 707.764.3532, or email at woodcox@cityofriodell.ca.gov

ENTERPRISE FUNDS

Water fund revenues were at 48% of budget at mid-year. It was anticipated that revenues would be under the 50%

CITY OF RIO DELL

675 Wildwood Avenue
707.764.3532





**RESOLUTION NO. 1323-2017
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL FOR A TRANSFER OF
GENERAL FUND RESERVE AMOUNT AMENDING
THE OPERATING BUDGET
FOR THE FISCAL-YEAR 2016-2017**

WHEREAS, the City adopted Resolution 1288-2016 establishing the City's Operating and Capital Budget for the Fiscal-Year 2016/17; and

WHEREAS, the City has approved and adopted its 2016/17 fiscal year Operating and Capital Budget and identified an additional transfer that should be included to update the 2016/17 fiscal-year budget; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell 2016/17 Operating and Capital Budget with the following transactions:

INCREASE REVENUE	35,569	MEASURE Z	044
DECREASE EXPENDITURES	13,750	GENERAL FUND	000
INCREASE EXPENDITURES	35,569	MEASURE Z	044
	8,416	GENERAL FUND	000
	1,732	STREETS	020
	167	CDBG FUND	039
	600	SLESF FUND	040
	998	BUILDING FUND	008
	6,706	WATER	060
	33,087	SEWER	050
	<u>87,275</u>		

**Details attached*

	<u>ADJUSTMENT TYPE</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>DEPT</u>	<u>ITEM</u>
1)	INCREASE REVENUES	35,569	MEASURE Z	POLICE DEPT	4747 M-Z REVENUE
	INCREASE EXPENDITURES	35,569	MEASURE Z	POLICE DEPT	5000 VARIOUS PAYROLL ITEMS

To record Measure Z revenues and expenditures, which hadn't been awarded at time of budget adoption

2)	INCREASE EXPENDITURES	2,832	GENERAL FUND	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	61	STREETS	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	30	CDBG	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	600	SLESF	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	180	BUILDING FUND	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	729	SEWER	VARIOUS	5010 HEALTH SAVINGS
	INCREASE EXPENDITURES	369	WATER	VARIOUS	5010 HEALTH SAVINGS
		<u>4,801</u>			

To record Contract Provision amounts for employee health savings payments

3)	INCREASE EXPENDITURES	1,838	GENERAL FUND	PLANNING	5000 VARIOUS PAYROLL ITEMS
		137	CDBG FUND	GENERAL GOVT	5000 VARIOUS PAYROLL ITEMS
		818	BUILDING FUND	BUILDING	5000 VARIOUS PAYROLL ITEMS
		1,005	STREETS FUNDS	PUBLIC WORKS	5000 VARIOUS PAYROLL ITEMS
		6,189	SEWER FUND	PUBLIC WORKS	5000 VARIOUS PAYROLL ITEMS
		<u>4,007</u>	WATER FUND	PUBLIC WORKS	5000 VARIOUS PAYROLL ITEMS
		13,994			

To record Contract Provision changes made during labor negotiations (compensation increases)

3)	INCREASE EXPENDITURES	2,415	GENERAL FUND	PLANNING	5115 CONTRACT/PROF. SERVICES
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To record CDBG expenditures related to client loan that were determined to be ineligible for reimbursement through CDBG

4)	INCREASE EXPENDITURES	840	GENERAL FUND	CITY COUNCIL	5112 LEGAL FEES
	INCREASE EXPENDITURES	420	STREETS	CITY COUNCIL	5112 LEGAL FEES
	INCREASE EXPENDITURES	1,470	SEWER	CITY COUNCIL	5112 LEGAL FEES
	INCREASE EXPENDITURES	<u>1,470</u>	WATER	CITY COUNCIL	5112 LEGAL FEES
		4,199			5112 LEGAL FEES

To record expenditures for Legal Fees for legal services and phone calls made by Council members

5)	INCREASE EXPENDITURES	492	GENERAL FUND	CITY COUNCIL	5115 CONTRACT/PROF. SERVICES
	INCREASE EXPENDITURES	246	STREETS	CITY COUNCIL	5115 CONTRACT/PROF. SERVICES
	INCREASE EXPENDITURES	861	SEWER	CITY COUNCIL	5115 CONTRACT/PROF. SERVICES
	INCREASE EXPENDITURES	<u>861</u>	WATER	CITY COUNCIL	5115 CONTRACT/PROF. SERVICES
		2,460			

To record cost of electrical wiring ran to median for electrical sign at City-entrance

6)	INCREASE EXPENDITURES	23,838	SEWER OPERATIONS	SEWER OPS	5227 EQUIPMENT REPAIR AND MAINTENANCE
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Increase expenditures for unanticipated, necessary repairs to sewer infrastructure

7)	DECREASE EXPENDITURES	(13,750)	GENERAL FUND	CAPITAL PROJ	5115 CONTRACT/PROF. SERVICES
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Decrease expenditure for Metropolitan Ave. traffic study. The amount is being paid for by developers

PASSED AND ADOPTED by the City Council of the Rio Dell on this 21ST day of February, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Frank Wilson, Mayor

ATTEST:

Karen Dunham, City Clerk

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY-WIDE RECAP	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
REVENUE						
4010 Tax - Property Current Secured	-	102,000	(102,000)	102,000	(102,000)	100
4011 Tax - Property Current Unsecur	-	3,600	(3,600)	3,600	(3,600)	100
4013 Tax - Property Prior Unsecured	-	100	(100)	100	(100)	100
4025 Tax - Supplemental Roll	-	2,200	(2,200)	2,200	(2,200)	100
4026 Tax - Home Owner's Property	-	1,400	(1,400)	1,400	(1,400)	100
4030 Tax - Transient Occupancy Tax	4,930	10,500	(5,570)	10,500	(5,570)	53
4035 Tax - Timber Yield	-	10	(10)	10	(10)	100
4040 Tax - Retail Sales	48,698	100,500	(51,802)	100,500	(51,802)	52
4041 Tax - In Lieu Retail Sales - County	-	16,000	(16,000)	16,000	(16,000)	100
4042 Tax - Measure U Sales Tax	83,645	170,000	(86,355)	170,000	(86,355)	51
4045 Tax - (HCAOG) Transportation - TDA	48,365	111,600	(63,235)	111,600	(63,235)	57
4048 Tax - Gasoline (Highway Users Tax)	38,282	74,339	(36,057)	74,339	(36,057)	49
4050 Tax - Documentary Real Property	-	2,800	(2,800)	2,800	(2,800)	100
4056 Tax - Public Safety .5% sales	-	3,300	(3,300)	3,300	(3,300)	100
4110 Fees - Franchise - Electric	-	27,000	(27,000)	27,000	(27,000)	100
4115 Fees - Franchise - Gas	-	6,000	(6,000)	6,000	(6,000)	100
4120 Fees - Franchise - Garbage	4,311	15,000	(10,689)	15,000	(10,689)	71
4125 Fees - Franchise - Cable TV	8,977	33,600	(24,623)	33,600	(24,623)	73
4150 Fees - Business License	4,465	9,000	(4,536)	9,000	(4,536)	50
4151 Fees - Business License CASP SB1186	110	180	(70)	180	(70)	39
4162 Fees - Motor Vehicle License (VLF)	-	7,100	(7,100)	7,100	(7,100)	100
4163 Fees - In Lieu VLF - County	-	342,000	(342,000)	342,000	(342,000)	100
4170 Fees - Animal License	926	1,350	(425)	1,350	(425)	31
4173 Fees - Animal Control/Relinq.	300	1,200	(900)	1,200	(900)	75
4178 Fees - Booking	-	500	(500)	500	(500)	100
4180 Fees - Notary	50	-	50	-	50	-
4183 Fees - Special Police Services	2,275	1,900	375	1,900	375	(20)
4190 Fees - Integrated Waste Management	374	9,000	(8,626)	9,000	(8,626)	96
4195 Fees - Customer fax and copy	78	25	53	25	53	(212)
4199 Sewer Lien Fees	105	-	105	-	105	-
4310 Interest Income	398	-	(27)	425	(27)	6
4320 Rental Income - U.S. Cellular	2,774	6,500	(3,726)	6,500	(3,726)	57
4321 Rental Income - T. Mobile	6,994	11,800	(4,806)	11,800	(4,806)	41
4410 Building Plan - Constr Permits	8,017	13,885	(5,868)	13,885	(5,868)	42
4420 Planning - Zoning Fees	1,296	2,500	(1,204)	2,500	(1,204)	48
4430 Planning - Subdivison Fee	-	1,500	(1,500)	1,500	(1,500)	100
4435 Planning - Home Occupation Permit Fe	200	200	-	200	-	-
4440 Building Plan - Plan Check Fee	1,353	3,950	(2,597)	3,950	(2,597)	66
4445 Building - Administrative Fees	6,957	14,000	(7,043)	14,000	(7,043)	50
4456 Planning - Parks & Recreation Developi	1,500	-	1,500	-	1,500	-
4460 Building Plan - Seismic Fees	67	125	(58)	125	(58)	46
4462 Building Standards- SB1473	40	66	(26)	66	(26)	39
4463 Building - Continuing Education	61	110	(49)	110	(49)	45
4464 Building - Technology Fee	138	340	(202)	340	(202)	59
4465 Encroachment Permits	375	425	(50)	425	(50)	12
4480 Insurance Premium Reimbursement	749	-	749	-	749	-
4510 Sewer - Service	446,587	758,656	(312,069)	758,656	(312,069)	41
4516 Sewer - Debt Service	59,577	310,000	(250,423)	310,000	(250,423)	81
4520 Sewer - Connection	5,220	5,220	-	5,220	-	-
4540 Sewer - Replacement Reserve	89,346	98,344	(8,998)	98,344	(8,998)	9
4570 Sewer - Assmt Dist #1 Current	-	32,000	(32,000)	32,000	(32,000)	100
4610 Water - Service	321,613	667,805	(346,192)	667,805	(346,192)	52
4615 Water - Debt Service	58,134	152,371	(94,237)	152,371	(94,237)	62
4616 Water - Debt Service Restricted	14,622	-	14,622	-	14,622	-

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY-WIDE RECAP	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
REVENUES CONTINUED						
4620 Water - Connection	3,569	2,700	869	2,700	869	(32)
4630 Late Fee	23,171	41,200	(18,029)	41,200	(18,029)	44
4635 Delinquent Fees	3,380	6,180	(2,800)	6,180	(2,800)	45
4650 Water - Capital	87,684	193,510	(104,827)	192,511	(104,827)	54
4653 Water - Metro Wells	5,316	11,697	(6,381)	11,697	(6,381)	55
4654 Water - Dinsmore Zone	7,314	17,466	(10,152)	17,466	(10,152)	58
4712 Grant Restricted - RSTP HCAOG	(23,117)	22,000	(45,117)	22,000	(45,117)	205
4725 GEN. FUND FROM CDBG PRINCIPAL INK	3,283	12,000	(8,717)	12,000	(8,717)	73
4727 Late Fees - GEN. FUND FROM CDBG PI	-	-	-	-	-	-
4729 Deferred Revenue	(559)	-	(559)	-	(559)	-
4740 Grant Restr - Police Grant SLESF	30,212	100,000	(69,788)	100,000	(69,788)	70
4744 Grant Rest - Police Realignment Grant	-	5,500	(5,500)	5,500	(5,500)	100
4746 Grant Restrictd - Recycling	5,000	5,000	-	5,000	-	-
4763 Grant Rest.- Prop. 84 - DWR	3,949	591,794	(587,845)	591,794	(587,845)	99
4765 Grant Rest. - USDA ECWAG	-	373,200	(373,200)	373,200	(373,200)	100
4900 Interfund Revenue	792	2,800	(2,008)	2,800	(2,008)	72
4936 Bad Debt Recovery	768	3,000	(2,232)	3,000	(2,232)	74
4950 Misc	170	-	(30)	200	(30)	15
4990 Misc - Other	48	-	48	-	48	-
4995 Donations	500	-	500	-	500	-
TOTAL REVENUE	1,423,389	4,520,048	(3,096,285)	4,519,674	(3,096,285)	69
EXPENDITURES						
5000 Full Time Salaries	451,653	940,721	489,068	940,721	489,068	52
5026 Part Time Temporary Salaries	10,718	-	(10,718)	-	(10,718)	-
5030 Overtime Salaries	8,983	28,626	19,643	28,626	19,643	69
5035 Benefit - ICMA City 457	54,479	129,119	74,640	129,119	74,640	58
5040 Benefit - Health Insurance	92,350	175,721	83,371	175,721	83,371	47
5041 Health Savings	4,800	-	(4,800)	-	(4,800)	-
5042 Benefit - Life Insurance	1,704	2,943	1,239	2,943	1,239	42
5044 Benefit - Dental/Vision Insur	13,856	26,497	12,641	26,497	12,641	48
5045 Worker Compensation Insurance	43,042	83,152	40,110	83,152	40,110	48
5050 FICA/MEDI	38,295	72,960	34,665	72,960	34,665	48
5055 Unemployment Insurance	771	7,278	6,507	7,278	6,507	89
5060 Clothing Allowance	1,770	5,948	4,178	5,948	4,178	70
5069 Accrued Payroll Taxes Expense	(2,592)	-	2,592	-	2,592	-
5080 Hiring Costs	67	3,000	2,933	3,000	2,933	98
5101 Office Supplies	3,280	8,327	5,047	8,327	5,047	61
5102 Operating Supplies	5,606	16,402	10,796	16,402	10,796	66
5103 Postage	4,330	9,616	5,286	9,616	5,286	55
5104 Printing - Forms	4,000	15,239	11,239	15,239	11,239	74
5105 Advertising	344	1,138	794	1,138	794	70
5106 Promotional	247	1,132	885	1,132	885	78
5107 Memorial Park Expense	-	1,100	1,100	1,100	1,100	100
5108 Streets	10,629	21,000	10,371	21,000	10,371	49
5109 Chemicals	24,914	53,000	28,086	53,000	28,086	53
5110 Accounting	1,689	26,500	24,811	26,500	24,811	94
5111 Cash Over/Short	100	-	(100)	-	(100)	-
5112 Legal	28,142	30,102	1,960	30,102	1,960	7
5115 Contract/Professional Services	38,346	337,127	298,781	337,127	298,781	89
5116 Bank Fees	205	2,200	1,995	2,200	1,995	91
5117 Animal Control	6,068	12,000	5,932	12,000	5,932	49
5119 Safety Supplies & Equipment	1,003	4,504	3,501	4,504	3,501	78

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY-WIDE RECAP	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
EXPENDITURES CONTINUED						
5120 Cell Phones	4,669	10,519	5,850	10,519	5,850	56
5121 Telephone - Pager	5,135	11,502	6,367	11,502	6,367	55
5122 Training - Conference	2,747	22,246	19,499	22,246	19,499	88
5123 Automobile - Transportation	3,004	11,595	8,591	11,595	8,591	74
5125 Publications - Books	1,756	1,569	(187)	1,569	(187)	(12)
5126 Dues & Memberships	1,686	9,282	7,596	9,282	7,596	82
5127 License	322	1,360	1,038	1,360	1,038	76
5128 Employee Relations	-	510	510	510	510	100
5130 Rents - Leases	5,788	13,701	7,913	13,701	7,913	58
5131 Records Maintenance	1,075	1,862	787	1,862	787	42
5135 Maintenance - Repair	24,858	310,432	285,574	310,432	285,574	92
5136 Parks Maintenance - Repair	-	2,023	2,023	2,023	2,023	100
5138 Office Equipment	4,690	18,326	13,636	18,326	13,636	74
5139 Equipment	15,309	18,025	2,716	18,025	2,716	15
5141 General Liability Insurance	30,139	58,481	28,342	58,481	28,342	48
5143 Property Insurance	4,930	11,551	6,621	11,551	6,621	57
5144 Emp Practice Liab Insurance	2,406	10,247	7,841	10,247	7,841	77
5150 Electricity	84,462	188,329	103,867	188,329	103,867	55
5151 Natural Gas	6,008	24,131	18,123	24,131	18,123	75
5152 Water	14,319	36,349	22,030	36,349	22,030	61
5153 Sewer	23,732	28,238	4,403	28,135	4,403	16
5154 Garbage	-	750	750	750	750	100
5162 Medical	730	3,780	3,050	3,780	3,050	81
5163 Property Tax Admin Fees	-	3,000	3,000	3,000	3,000	100
5164 Regulatory Fees	10,890	33,840	22,950	33,840	22,950	68
5165 Property Tax Assessment	2,372	2,242	(130)	2,242	(130)	(6)
5166 LAFCO Fees	-	1,500	1,500	1,500	1,500	100
5167 Seismic Fees	28	200	172	200	172	86
5171 Computer Software	219	2,525	2,306	2,525	2,306	91
5173 Computer Maintenance - Support	16,058	30,314	14,259	30,317	14,259	47
5174 Web Design Services	558	2,634	2,078	2,635	2,078	79
5192 Code Enforcement	-	1,000	1,000	1,000	1,000	100
5193 Nuisance Abatement-Vehicle	2,469	1,250	(1,219)	1,250	(1,219)	(98)
5212 Gas & Oil	9,993	28,052	18,059	28,052	18,059	64
5213 Vehicle Repair	3,148	10,750	7,602	10,750	7,602	71
5215 Public Works - Small Tools	433	5,763	5,330	5,763	5,330	92
5217 License	-	40	40	40	40	100
5225 Public Works - Lab Testing	17,748	22,500	4,752	22,500	4,752	21
5227 Public Works - Equip. Repair	30,816	7,860	(22,956)	7,860	(22,956)	(292)
5229 Public Works - Equip. Rental	-	1,750	1,750	1,750	1,750	100
5308 Dispatch Service Due	12,450	24,900	12,450	24,900	12,450	50
5410 Interest Expense	49,699	-	(49,699)	-	(49,699)	-
5430 Fines/Penalties	-	1,000	1,000	1,000	1,000	100
5514 Engineering	7,054	23,504	16,450	23,504	16,450	70
5520 Improvements	-	1,220	1,220	1,220	1,220	100
5610 Bad Debt	4,591	-	(4,591)	-	(4,591)	-
5900 RDFD and Library Water/Sewer	2,318	4,667	2,349	4,667	2,349	50
6000 Fixed Asset - Equipment	-	30,000	30,000	30,000	30,000	100
6300 Fixed Asset - Heavy Equipment	-	45,000	30,000	30,000	30,000	100
6400 Fixed Asset - Vehicles	-	40,000	40,000	47,000	47,000	100
6500 Infrastructure	16,004	1,104,655	1,088,651	1,104,655	1,088,651	99
6700 Fixed Asset - Debt Service	25,000	478,000	453,000	478,000	453,000	95
8010 Contingency General Fund	-	12,868	-	-	-	-
8010 Contingency Realignment Fund	-	10,000	-	-	-	-

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY-WIDE RECAP	<u>Y-T-D Actual</u>	<u>YTD Budget</u>	<u>YTD Budget Variance</u>	<u>YTD Revised Budget</u>	<u>YTD Revised Variance</u>	<u>Percent Variance</u>
EXPENDITURES CONTINUED		2,868				
8010 Spay and Neuter Fund						
TOTAL EXPENDITURES	<u>1,298,412</u>	<u>4,744,062</u>	<u>3,404,815</u>	<u>4,710,227</u>	<u>3,411,815</u>	<u>72</u>

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

REVENUE	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
4010 Tax - Property Current Secured	-	102,000	(102,000)	102,000	(102,000)	100
4011 Tax - Property Current Unsecur	-	3,600	(3,600)	3,600	(3,600)	100
4013 Tax - Property Prior Unsecured	-	100	(100)	100	(100)	100
4025 Tax - Supplemental Roll	-	2,200	(2,200)	2,200	(2,200)	100
4026 Tax - Home Owner's Property	-	1,400	(1,400)	1,400	(1,400)	100
4030 Tax - Transient Occupancy Tax	4,930	10,500	(5,570)	10,500	(5,570)	53
4035 Tax - Timber Yield	-	10	(10)	10	(10)	100
4040 Tax - Retail Sales	48,698	100,500	(51,802)	100,500	(51,802)	52
4041 Tax - In Lieu Retail Sales - County	-	16,000	(16,000)	16,000	(16,000)	100
4042 Tax - Measure U Sales Tax	83,645	170,000	(86,355)	170,000	(86,355)	51
4045 Tax - (HCAOG) Transportation - TDA	48,365	111,600	(63,235)	111,600	(63,235)	57
4048 Tax - Gasoline (Highway Users Tax)	38,282	74,339	(36,057)	74,339	(36,057)	49
4050 Tax - Documentary Real Property	-	2,800	(2,800)	2,800	(2,800)	100
4056 Tax - Public Safety .5% sales	-	3,300	(3,300)	3,300	(3,300)	100
4110 Fees - Franchise - Electric	-	27,000	(27,000)	27,000	(27,000)	100
4115 Fees - Franchise - Gas	-	6,000	(6,000)	6,000	(6,000)	100
4120 Fees - Franchise - Garbage	4,311	15,000	(10,689)	15,000	(10,689)	71
4125 Fees - Franchise - Cable TV	8,977	33,600	(24,623)	33,600	(24,623)	73
4150 Fees - Business License	4,465	9,000	(4,536)	9,000	(4,536)	50
4151 Fees - Business License CASP SB1186	110	180	(70)	180	(70)	39
4162 Fees - Motor Vehicle License (VLF)	-	7,100	(7,100)	7,100	(7,100)	100
4163 Fees - In Lieu VLF - County	-	342,000	(342,000)	342,000	(342,000)	100
4170 Fees - Animal License	926	1,350	(425)	1,350	(425)	31
4173 Fees - Animal Control/Relinq.	300	1,200	(900)	1,200	(900)	75
4178 Fees - Booking	-	500	(500)	500	(500)	100
4180 Fees - Notary	50	-	50	-	50	-
4183 Fees - Special Police Services	2,275	1,900	375	1,900	375	(20)
4190 Fees - Integrated Waste Management	374	9,000	(8,626)	9,000	(8,626)	96
4195 Fees - Customer fax and copy	78	25	53	25	53	(212)
4199 Sewer Lien Fees	105	-	105	-	105	-
4310 Interest Income	398	425	(27)	425	(27)	6
4320 Rental Income - U.S. Cellular	2,774	6,500	(3,726)	6,500	(3,726)	57
4321 Rental Income - T. Mobile	6,994	11,800	(4,806)	11,800	(4,806)	41
4410 Building Plan - Constr Permits	8,017	13,885	(5,868)	13,885	(5,868)	42
4420 Planning - Zoning Fees	1,296	2,500	(1,204)	2,500	(1,204)	48
4430 Planning - Subdivison Fee	-	1,500	(1,500)	1,500	(1,500)	100
4435 Planning - Home Occupation Permit Fe	200	200	-	200	-	-
4440 Building Plan - Plan Check Fee	1,353	3,950	(2,597)	3,950	(2,597)	66
4445 Building - Administrative Fees	6,957	14,000	(7,043)	14,000	(7,043)	50
4456 Planning - Parks & Recreation Develop	1,500	-	1,500	-	1,500	-
4460 Building Plan - Seismic Fees	67	125	(58)	125	(58)	46
4462 Building Standards- SB1473	40	66	(26)	66	(26)	39
4463 Building - Continuing Education	61	110	(49)	110	(49)	45
4464 Building - Technology Fee	138	340	(202)	340	(202)	59
4465 Encroachment Permits	375	425	(50)	425	(50)	12
4480 Insurance Premium Reimbursement	749	-	749	-	749	-
4510 Sewer - Service	446,587	758,656	(312,069)	758,656	(312,069)	41
4520 Sewer - Connection	5,220	5,220	-	5,220	-	-
4610 Water - Service	321,613	667,805	(346,192)	667,805	(346,192)	52
4615 Water - Debt Service	-	152,371	(152,371)	152,371	(152,371)	100
4620 Water - Connection	3,569	2,700	869	2,700	869	(32)
4630 Late Fee	23,171	41,200	(18,029)	41,200	(18,029)	44
4635 Delinquent Fees	3,380	6,180	(2,800)	6,180	(2,800)	45
4650 Water - Capital	87,684	192,511	(104,827)	192,511	(104,827)	54
4653 Water - Metro Wells	5,316	11,697	(6,381)	11,697	(6,381)	55

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

REVENUE	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
4654 Water - Dinsmore Zone	7,314	17,466	(10,152)	17,466	(10,152)	58
4712 Grant Restricted - RSTP HCAOG	(23,117)	22,000	(45,117)	22,000	(45,117)	205
4725 GEN. FUND FROM CDBG PRINCIPAL INC	3,283	12,000	(8,717)	12,000	(8,717)	73
4727 Late Fees - GEN. FUND FROM CDBG PI	-	-	-	-	-	-
4740 Grant Restr - Police Grant SLESF	30,212	100,000	(69,788)	100,000	(69,788)	70
4744 Grant Rest - Police Realignment Grant	-	5,500	(5,500)	5,500	(5,500)	100
4746 Grant Restristed - Recycling	5,000	5,000	-	5,000	-	-
4763 Grant Rest.- Prop. 84 - DWR	3,949	591,794	(587,845)	591,794	(587,845)	99
4765 Grant Rest. - USDA ECWAG	-	373,200	(373,200)	373,200	(373,200)	100
4900 Interfund Revenue	792	2,800	(2,008)	2,800	(2,008)	72
4936 Bad Debt Recovery	768	3,000	(2,232)	3,000	(2,232)	74
4950 Misc	170	200	(30)	200	(30)	15
4990 Misc - Other	48	-	48	-	48	-
4995 Donations	500	-	500	-	500	-
Total Revenue	1,202,269	4,079,330	(2,877,061)	4,079,330	(2,877,061)	71

CITY OF RIO DELL
 Year-to-Date Budget Variance by Department
 For the Period Ended December 31, 2016

ADMIN CAR INTERFUND	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5135 Maintenance - Repair	17	500	483	500	483	97
5212 Gas & Oil	94	500	406	500	406	81
5213 Vehicle Repair	-	250	250	250	250	100
TOTAL EXPENDITURES	111	1,250	1,139	1,250	1,139	91

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

BUILDING DEPT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	15,221	32,967	17,746	32,967	17,746	54
5035 Benefit - ICMA City 457	1,646	3,762	2,116	3,762	2,116	56
5040 Benefit - Health Insurance	1,873	3,448	1,575	3,448	1,575	46
5041 Health Savings	180	-	(180)	-	(180)	-
5042 Benefit - Life Insurance	73	125	52	125	52	42
5044 Benefit - Dental/Vision Insur	186	325	139	325	139	43
5045 Worker Compensation Insurance	682	436	(246)	436	(246)	(56)
5050 FICA	1,319	2,522	1,203	2,522	1,203	48
5055 Unemployment Insurance	-	217	217	217	217	100
5069 Accrued Payroll Taxes Expense	(52)	-	52	-	52	-
5101 Office Supplies	70	347	277	347	277	80
5102 Operating Supplies	14	200	187	200	187	93
5103 Postage	9	40	31	40	31	77
5104 Printing - Forms	25	140	115	140	115	82
5112 Legal	-	500	500	500	500	100
5115 Contract/Professional Services	152	2,000	1,848	2,000	1,848	92
5120 Cell Phones	175	210	35	210	35	17
5121 Telephone - Pager	12	70	58	70	58	82
5122 Training - Conference	180	3,000	2,820	3,000	2,820	94
5123 Automobile - Transportation	1	1,000	999	1,000	999	100
5125 Publications - Books	2	500	498	500	498	100
5126 Dues & Memberships	-	250	250	250	250	100
5128 Employee Relations	-	25	25	25	25	100
5130 Rents - Leases	217	630	413	630	413	65
5131 Records Maintenance	98	115	17	115	17	15
5135 Maintenance - Repair	85	400	315	400	315	79
5138 Office Equipment	24	1,200	1,176	1,200	1,176	98
5139 Equipment	6	-	(6)	-	(6)	-
5141 General Liability Insurance	392	989	597	989	597	60
5143 Property Insurance	64	239	175	239	175	73
5144 Employee Practice Liab Insurance	31	285	254	285	254	89
5150 Electricity	58	351	293	351	293	83
5151 Natural Gas	1	26	25	26	25	94
5152 Water	75	107	32	107	32	30
5153 Sewer	44	82	38	82	38	46
5164 Regulatory Fees	45	250	205	250	205	82
5167 Seismic Fees	28	200	172	200	172	86
5171 Computer Software	-	100	100	100	100	100
5173 Computer Maintenance - Support	36	210	174	210	174	83
5174 Web Design Services	7	200	193	200	193	96
TOTAL EXPENDITURES	22,979	57,468	34,489	57,468	34,489	60

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CAPITAL PROJECTS	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
4516 Sewer - Debt Service	59,577	310,000	(250,423)	310,000	(250,423)	81
4540 Sewer - Replacement Reserve	89,346		(8,998)	98,344	(8,998)	9
4570 Sewer - Assmt Dist #1 Current	-	32,000	(32,000)	32,000	(32,000)	100
4615 Water - Debt Service	58,134	136,000	58,134	-	58,134	-
4616 Water - Debt Service Restricted	14,622	-	14,622	-	14,622	-
4729 Deferred Revenue	(559)	-	(559)	-	(559)	-
Total Revenue	221,120	478,000	(219,224)	440,344	(219,224)	50
5103 Postage	22	-	(22)	-	(22)	-
5105 Advertising - DWR	104	-	(104)	-	(104)	-
5112 Legal	5,560	-	(5,560)	-	(5,560)	-
5115 Contract/Professional Services	1,470	183,250	181,780	183,250	181,780	99
5135 Maintenance - Repair	125	220,000	219,876	220,000	219,876	100
5410 Interest Expense	-	-	(49,699)	-	(49,699)	-
5514 Engineering	4,878	15,000	10,122	15,000	10,122	67
5610 Bad Debt	1,128	-	(1,128)	-	(1,128)	-
6000 Fixed Asset - Equipment	-	30,000	30,000	30,000	30,000	100
6300 Fixed Asset - Heavy Equipment	-	45,000	30,000	30,000	30,000	100
6400 Fixed Asset - Vehicles	-	40,000	40,000	47,000	47,000	100
6500 Infrastructure	14,853	1,104,655	1,088,651	1,104,655	1,088,651	99
6700 Fixed Asset - Debt Service	-	-	453,000	478,000	453,000	95
TOTAL EXPENDITURES	28,140	1,637,905	1,996,915	2,107,905	2,003,915	95

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY COUNCIL DEPT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5101 Office Supplies	35	40	5	40	5	12
5102 Operating Supplies	15	-	(15)	-	(15)	-
5103 Postage	11	112	101	112	101	90
5104 Printing - Forms	11	835	824	835	824	99
5106 Promotional	-	1,050	1,050	1,050	1,050	100
5112 Legal	4,701	502	(4,199)	502	(4,199)	(836)
5115 Contract/Professional Services	2,460	-	(2,460)	-	(2,460)	-
5122 Training - Conference	-	3,000	3,000	3,000	3,000	100
5123 Automobile - Transportation	504	2,000	1,496	2,000	1,496	75
5126 Dues & Memberships	-	2,752	2,752	2,752	2,752	100
5173 Computer Maintenance - Support	-	600	600	600	600	100
5174 Web Design Services	-	98	98	98	98	100
5900 RFD and Library Water/Sewer	2,318	4,667	2,349	4,667	2,349	50
TOTAL EXPENDITURES	10,055	15,656	5,601	15,656	5,601	36

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

CITY MANAGER DEPT.	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	72,874	154,945	82,071	154,945	82,071	53
5035 Benefit - ICMA City 457	8,853	17,312	8,459	17,312	8,459	49
5040 Benefit - Health Insurance	8,253	14,680	6,427	14,680	6,427	44
5041 Health Savings	(600)	-	600	-	600	-
5042 Benefit - Life Insurance	179	303	124	303	124	41
5044 Benefit - Dental/Vision Insur	1,124	1,948	824	1,948	824	42
5045 Worker Compensation Insurance	844	2,025	1,181	2,025	1,181	58
5050 FICA/MEDI	4,895	11,852	6,957	11,852	6,957	59
5055 Unemployment Insurance	-	685	685	685	685	100
5069 Accrued Payroll Taxes Expense	(561)	-	561	-	561	-
5101 Office Supplies	426	1,500	1,074	1,500	1,074	72
5102 Operating Supplies	95	348	253	348	253	73
5103 Postage	334	252	(82)	252	(82)	(32)
5104 Printing - Forms	1,528	4,000	2,472	4,000	2,472	62
5105 Advertising	152	-	(152)	-	(152)	-
5106 Promotional	231	-	(231)	-	(231)	-
5112 Legal	14,333	15,000	667	15,000	667	4
5115 Contract/Professional Services	3,767	33,300	29,533	33,300	29,533	89
5120 Cell Phones	582	1,400	819	1,400	819	58
5121 Telephone - Pager	81	360	279	360	279	77
5122 Training - Conference	241	3,000	2,759	3,000	2,759	92
5123 Automobile - Transportation	2,405	4,645	2,240	4,645	2,240	48
5125 Publications - Books	16	52	36	52	36	69
5126 Dues & Memberships	1,194	1,100	(94)	1,100	(94)	(9)
5128 Employee Relations	-	100	100	100	100	100
5130 Rents - Leases	602	2,100	1,498	2,100	1,498	71
5131 Records Maintenance	67	112	45	112	45	40
5135 Maintenance - Repair	404	700	296	700	296	42
5138 Office Equipment	1,006	3,496	2,490	3,496	2,490	71
5139 Equipment	37	500	463	500	463	93
5141 General Liability Insurance	2,592	8,538	5,946	8,538	5,946	70
5143 Property Insurance	424	1,672	1,248	1,672	1,248	75
5144 Emp Practice Liab Insurance	207	1,400	1,193	1,400	1,193	85
5150 Electricity	385	1,475	1,090	1,475	1,090	74
5151 Natural Gas	10	140	130	140	130	93
5152 Water	90	225	135	225	135	60
5153 Sewer	53	103	50	103	50	48
5166 LAFCO Fees	-	1,500	1,500	1,500	1,500	100
5171 Computer Software	30	500	470	500	470	94
5173 Computer Maintenance - Support	1,392	2,740	1,348	2,740	1,348	49
5174 Web Design Services	48	400	352	400	352	88
5514 Engineering	457	1,000	544	1,000	544	54
5520 Improvements	-	221	220	220	220	100
TOTAL EXPENDITURES	129,050	295,629	166,578	295,628	166,578	56

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

FINANCE DEPT.	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	96,813	198,080	101,267	198,080	101,267	51
5035 Benefit - ICMA City 457	9,304	20,965	11,661	20,965	11,661	56
5040 Benefit - Health Insurance	19,035	33,217	14,182	33,217	14,182	43
5041 Health Savings	600	-	(600)	-	(600)	-
5042 Benefit - Life Insurance	280	480	200	480	200	42
5044 Benefit - Dental/Vision Insur	2,932	5,120	2,188	5,120	2,188	43
5045 Worker Compensation Insurance	1,114	2,600	1,486	2,600	1,486	57
5050 FICA	7,985	15,155	7,170	15,155	7,170	47
5055 Unemployment Insurance	-	1,737	1,737	1,737	1,737	100
5069 Accrued Payroll Taxes Expense	(463)	-	463	-	463	-
5101 Office Supplies	1,338	3,612	2,274	3,612	2,274	63
5102 Operating Supplies	155	800	645	800	645	81
5103 Postage	911	4,052	3,141	4,052	3,141	78
5104 Printing - Forms	1,041	3,300	2,259	3,300	2,259	68
5110 Accounting	1,689	26,500	24,811	26,500	24,811	94
5112 Legal	44	400	357	400	357	89
5115 Contract/Professional Services	11	752	741	752	741	99
5116 Bank Fees	205	2,200	1,995	2,200	1,995	91
5120 Cell Phones	581	1,400	819	1,400	819	58
5121 Telephone - Pager	83	800	717	800	717	90
5122 Training - Conference	2,326	4,496	2,170	4,496	2,170	48
5123 Automobile - Transportation	(23)	1,300	1,323	1,300	1,323	102
5125 Publications - Books	17	95	78	95	78	83
5126 Dues & Memberships	-	125	125	125	125	100
5130 Rents - Leases	549	2,500	1,951	2,500	1,951	78
5131 Records Maintenance	512	1,000	488	1,000	488	49
5135 Maintenance - Repair	216	1,952	1,736	1,952	1,736	89
5138 Office Equipment	418	5,200	4,782	5,200	4,782	92
5139 Equipment	38	-	(38)	-	(38)	-
5141 General Liability Insurance	2,652	8,480	5,828	8,480	5,828	69
5143 Property Insurance	434	1,660	1,226	1,660	1,226	74
5144 Emp Practice Liab Insurance	212	1,600	1,388	1,600	1,388	87
5150 Electricity	394	1,463	1,069	1,463	1,069	73
5151 Natural Gas	10	140	130	140	130	93
5152 Water	204	365	161	365	161	44
5153 Sewer	120	222	102	222	102	46
5163 Property Tax Admin Fees	-	3,000	3,000	3,000	3,000	100
5171 Computer Software	189	200	11	200	11	6
5173 Computer Maintenance - Support	7,034	15,217	8,186	15,220	8,186	54
5174 Web Design Services	49	252	203	252	203	81
TOTAL EXPENDITURES	159,009	370,437	211,431	370,440	211,431	57

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

GENERAL GOVERNMENT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	9,328	20,566	11,238	20,566	11,238	55
5035 Benefit - ICMA City 457	1,046	2,355	1,309	2,355	1,309	56
5040 Benefit - Health Insurance	488	976	489	976	489	50
5041 Health Savings	180	-	(180)	-	(180)	-
5042 Benefit - Life Insurance	50	86	36	86	36	41
5045 Worker Compensation Insurance	617	272	(345)	272	(345)	(127)
5050 FICA	829	1,573	744	1,573	744	47
5055 Unemployment Insurance	-	131	131	131	131	100
5069 Accrued Payroll Taxes Expense	(29)	-	29	-	29	-
5101 Office Supplies	5	106	101	106	101	95
5102 Operating Supplies	7	89	82	89	82	92
5103 Postage	69	-	(69)	-	(69)	-
5104 Printing - Forms	7	40	33	40	33	82
5115 Contract/Professional Services	24	10	(14)	10	(14)	(141)
5120 Cell Phones	174	344	170	344	170	49
5121 Telephone - Pager	4	90	86	90	86	96
5125 Publications - Books	1	-	(1)	-	(1)	-
5130 Rents - Leases	28	205	177	205	177	86
5131 Records Maintenance	1	-	(1)	-	(1)	-
5135 Maintenance - Repair	3	200	197	200	197	98
5138 Office Equipment	-	400	400	400	400	100
5139 Equipment	2	-	(2)	-	(2)	-
5141 General Liability Insurance	121	1,600	1,479	1,600	1,479	92
5143 Property Insurance	20	401	381	401	381	95
5144 Emp Practice Liab Insurance	10	158	148	158	148	94
5150 Electricity	18	346	328	346	328	95
5151 Natural Gas	-	22	22	22	22	98
5173 Computer Maintenance - Support	21	179	158	179	158	88
5174 Web Design Services	2	40	38	40	38	94
TOTAL EXPENDITURES	13,026	30,189	17,163	30,189	17,163	57

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

PLANNING DEPT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	18,330	39,823	21,493	39,823	21,493	54
5035 Benefit - ICMA City 457	1,994	4,547	2,553	4,547	2,553	56
5040 Benefit - Health Insurance	2,035	3,773	1,738	3,773	1,738	46
5041 Health Savings	240	-	(240)	-	(240)	-
5042 Benefit - Life Insurance	90	154	64	154	64	42
5044 Benefit - Dental/Vision Insur	189	325	136	325	136	42
5045 Worker Compensation Insurance	887	527	(360)	527	(360)	(68)
5050 FICA	1,606	3,046	1,440	3,046	1,440	47
5055 Unemployment Insurance	-	260	260	260	260	100
5069 Accrued Payroll Taxes Expense	(62)	-	62	-	62	-
5101 Office Supplies	196	297	101	297	101	34
5102 Operating Supplies	15	150	135	150	135	90
5103 Postage	185	300	115	300	115	38
5104 Printing - Forms	848	1,631	783	1,631	783	48
5112 Legal	528	1,000	472	1,000	472	47
5115 Contract/Professional Services	2,417	300	(2,117)	300	(2,117)	(706)
5120 Cell Phones	233	490	257	490	257	53
5121 Telephone - Pager	13	43	30	43	30	69
5122 Training - Conference	-	750	750	750	750	100
5123 Automobile - Transportation	-	1,250	1,250	1,250	1,250	100
5125 Publications - Books	1,222	100	(1,122)	100	(1,122)	(1,122)
5126 Dues & Memberships	-	350	350	350	350	100
5128 Employee Relations	-	25	25	25	25	100
5130 Rents - Leases	225	595	370	595	370	62
5131 Records Maintenance	51	100	49	100	49	49
5135 Maintenance - Repair	85	300	215	300	215	72
5138 Office Equipment	28	1,400	1,372	1,400	1,372	98
5139 Equipment	6	-	(6)	-	(6)	-
5141 General Liability Insurance	422	1,447	1,025	1,447	1,025	71
5143 Property Insurance	69	251	182	251	182	72
5144 Employee Practice Liab Insurance	34	348	314	348	314	90
5150 Electricity	63	353	290	353	290	82
5151 Natural Gas	2	34	32	34	32	95
5152 Water	38	66	28	66	28	43
5153 Sewer	22	51	30	52	30	57
5164 Regulatory Fees	-	2,000	2,000	2,000	2,000	100
5171 Computer Software	-	200	200	200	200	100
5173 Computer Maintenance - Support	608	1,125	517	1,125	517	46
5174 Web Design Services	8	400	392	400	392	98
TOTAL EXPENDITURES	32,627	67,811	35,185	67,812	35,185	52

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

POLICE DEPT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	147,333	279,020	131,687	279,020	131,687	47
5026 Part Time Temporary Salaries	10,718	-	(10,718)	-	(10,718)	-
5030 Overtime Salaries	7,258	20,391	13,133	20,391	13,133	64
5035 Benefit - ICMA City 457	22,926	58,336	35,410	58,336	35,410	61
5040 Benefit - Health Insurance	38,577	68,952	30,375	68,952	30,375	44
5041 Health Savings	3,000	-	(3,000)	-	(3,000)	-
5042 Benefit - Life Insurance	680	1,056	376	1,056	376	36
5044 Benefit - Dental/Vision Insur	6,140	10,492	4,352	10,492	4,352	41
5045 Worker Compensation Insurance	17,933	35,821	17,888	35,821	17,888	50
5050 FICA	13,968	22,905	8,937	22,905	8,937	39
5055 Unemployment Insurance	77	2,170	2,093	2,170	2,093	96
5060 Clothing Allowance	938	3,750	2,813	3,750	2,813	75
5069 Accrued Payroll Taxes Expense	(1,057)	-	1,057	-	1,057	-
5080 Hiring Costs	-	3,000	3,000	3,000	3,000	100
5101 Office Supplies	601	1,200	599	1,200	599	50
5102 Operating Supplies	2,316	2,200	(116)	2,200	(116)	(5)
5103 Postage	181	600	419	600	419	70
5104 Printing - Forms	88	1,000	912	1,000	912	91
5105 Advertising	-	300	300	300	300	100
5106 Promotional	-	50	50	50	50	100
5112 Legal	44	1,000	957	1,000	957	96
5115 Contract/Professional Services	2,480	3,650	1,170	3,650	1,170	32
5117 Animal Control	6,068	12,000	5,932	12,000	5,932	49
5119 Safety Supplies & Equipment	-	1,239	1,239	1,239	1,239	100
5120 Cell Phones	1,454	3,110	1,656	3,110	1,656	53
5121 Telephone - Pager	2,409	4,500	2,091	4,500	2,091	46
5122 Training - Conference	-	4,400	4,400	4,400	4,400	100
5123 Automobile - Transportation	72	500	428	500	428	86
5125 Publications - Books	24	500	476	500	476	95
5126 Dues & Memberships	331	1,800	1,469	1,800	1,469	82
5128 Employee Relations	-	250	250	250	250	100
5130 Rents - Leases	1,773	2,500	727	2,500	727	29
5131 Records Maintenance	144	400	256	400	256	64
5135 Maintenance - Repair	289	5,523	5,234	5,523	5,234	95
5138 Office Equipment	2,493	4,200	1,707	4,200	1,707	41
5139 Equipment	2,217	7,025	4,808	7,025	4,808	68
5141 General Liability Insurance	3,858	12,865	9,007	12,865	9,007	70
5143 Property Insurance	631	2,519	1,888	2,519	1,888	75
5144 Employee Practice Liab Insurance	308	2,050	1,742	2,050	1,742	85
5150 Electricity	662	2,484	1,823	2,484	1,823	73
5151 Natural Gas	14	213	199	213	199	93
5152 Water	346	545	199	545	199	37
5153 Sewer	203	383	178	381	178	47
5162 Medical	245	3,200	2,955	3,200	2,955	92
5171 Computer Software	-	500	500	500	500	100
5173 Computer Maintenance - Support	3,952	7,580	3,628	7,580	3,628	48
5174 Web Design Services	71	500	429	500	429	86
5192 Code Enforcement	-	1,000	1,000	1,000	1,000	100
5193 Nuisance Abatement-Vehicle	2,469	1,250	(1,219)	1,250	(1,219)	(98)
5212 Gas & Oil	6,422	13,700	7,278	13,700	7,278	53
5213 Vehicle Repair	1,593	4,000	2,407	4,000	2,407	60
5308 Dispatch Service Due	12,450	24,900	12,450	24,900	12,450	50
TOTAL EXPENDITURES	324,699	641,529	316,828	641,527	316,828	49

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

**SOLID WASTE AND
RECYCLING**

	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	-	2,180	2,180	2,180	2,180	100
5035 Benefit - ICMA City 457	-	249	249	249	249	100
5040 Benefit - Health Insurance	-	138	138	138	138	100
5042 Benefit - Life Insurance	-	4	4	4	4	100
5044 Benefit- Dental/Vision Ins	-	19	19	19	19	100
5045 Workers Compensation Insurance	-	32	32	32	32	100
5050 Fica	-	171	171	171	171	100
5055 Unemployment Insurance	-	8	8	8	8	100
5101 Office Supplies	10	17	7	17	7	42
5102 Operating Supplies	8	50	42	50	42	84
5103 Postage	-	23	23	23	23	100
5104 Printing - Forms	9	-	(9)	-	(9)	-
5112 Legal	844	-	(844)	-	(844)	-
5115 Contract Professional Services	1	12,000	11,999	12,000	11,999	100
5121 Telephone - Pager	8	8	-	8	-	6
5125 Publications - Books	2	-	(2)	-	(2)	-
5130 Rents & Leases	24	-	(24)	-	(24)	-
5131 Records Maintenance	2	-	(2)	-	(2)	-
5135 Maintenance - Repair	6	-	(6)	-	(6)	-
5139 Equipment	3	-	(3)	-	(3)	-
5141 General Liability Insurance	241	234	(7)	234	(7)	(3)
5143 Property Insurance	39	46	7	46	7	14
5144 Emp Practice Liab Insurance	19	55	36	55	36	65
5150 Electricity	36	44	8	44	8	19
5151 Electricity	1	-	(1)	-	(1)	-
5154 Garbage	-	650	650	650	650	100
5173 Computer Maintenance - Support	21	25	4	25	4	14
5174 Web Design Services	4	20	16	20	16	78
TOTAL EXPENDITURES	1,278	15,973	14,695	15,973	14,695	92

PUBLIC WORKS DEPARTMENTS

Water

Sewer

Streets

Buildings and Grounds

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

PUBLIC WORKS DEPARTMENT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	82,235	194,398	112,163	194,398	112,163	58
5030 Overtime Salaries	1,725	7,195	5,470	7,195	5,470	76
5035 Benefit - ICMA City 457	7,964	19,568	11,605	19,568	11,605	59
5040 Benefit - Health Insurance	20,323	46,098	25,775	46,098	25,775	56
5041 Health Savings	1,164	-	(1,164)	-	(1,164)	-
5042 Benefit - Life Insurance	323	667	344	667	344	52
5044 Benefit - Dental/Vision Insur	3,000	7,540	4,540	7,540	4,540	60
5045 Worker Compensation Insurance	18,885	37,454	18,569	37,454	18,569	50
5050 FICA	6,924	14,221	7,297	14,221	7,297	51
5055 Unemployment Insurance	576	1,865	1,289	1,865	1,289	69
5060 Clothing Allowance	833	1,983	1,150	1,983	1,150	58
5069 Accrued Payroll Taxes Expense	(323)	-	323	-	323	-
5080 Hiring Costs	67	-	(67)	-	(67)	-
5101 Office Supplies	588	1,100	512	1,100	512	47
5102 Operating Supplies	2,947	12,200	9,253	12,200	9,253	76
5103 Postage	2,608	4,220	1,612	4,220	1,612	38
5104 Printing - Forms	436	4,225	3,789	4,225	3,789	90
5105 Advertising	88	838	750	838	750	90
5108 Streets	10,629	21,000	10,371	21,000	10,371	49
5109 Chemicals	24,760	53,000	28,240	53,000	28,240	53
5112 Legal	2,090	11,700	9,611	11,700	9,611	82
5115 Contract/Professional Services	25,562	150,230	76,303	101,865	76,303	75
5119 Safety Supplies & Equipment	1,003	3,110	2,107	3,110	2,107	68
5120 Cell Phones	1,412	2,465	1,053	2,465	1,053	43
5121 Telephone - Pager	2,510	5,509	2,999	5,509	2,999	54
5122 Training - Conference	-	3,600	3,600	3,600	3,600	100
5123 Automobile - Transportation	44	900	856	900	856	95
5125 Publications - Books	469	310	(159)	310	(159)	(51)
5126 Dues & Memberships	161	2,900	2,739	2,900	2,739	94
5127 License	322	1,360	1,038	1,360	1,038	76
5128 Employee Relations	-	110	110	110	110	100
5130 Rents - Leases	2,308	4,748	2,440	4,748	2,440	51
5131 Records Maintenance	197	130	(67)	130	(67)	(52)
5135 Maintenance - Repair	22,754	79,300	56,546	79,300	56,546	71
5138 Office Equipment - P.W.	722	2,430	1,709	2,430	1,709	70
5139 Equipment	12,993	9,700	(3,293)	9,700	(3,293)	(34)
5141 General Liability Insurance	19,410	21,696	2,286	21,696	2,286	11
5143 Property Insurance	3,175	4,248	1,073	4,248	1,073	25
5144 Employee Practice Liability Insurance	1,549	3,896	2,347	3,896	2,347	60
5150 Electricity	82,676	181,479	98,172	180,848	98,172	54
5151 Natural Gas	5,968	23,513	17,545	23,513	17,545	75
5152 Water	13,566	33,969	20,403	33,969	20,403	60
5153 Sewer	23,288	27,397	4,007	27,295	4,007	15
5154 Garbage	-	100	100	100	100	100
5162 Medical	485	580	95	580	95	16
5164 Regulatory Fees	10,844	31,590	20,746	31,590	20,746	66
5165 Property Tax Assessment	2,372	2,242	(130)	2,242	(130)	(6)
5171 Computer Software	-	1,025	1,025	1,025	1,025	100
5173 Computer Maintenance - Support	2,962	2,455	(507)	2,455	(507)	(21)
5174 Web Design Services	359	430	71	430	71	17
5212 Gas & Oil	3,477	13,352	9,875	13,352	9,875	74
5213 Vehicle Repair	1,555	6,500	4,945	6,500	4,945	76
5215 Public Works - Small Tools	433	5,580	5,147	5,580	5,147	92
5217 License	-	40	40	40	40	100
5225 Public Works - Lab Testing	17,748	22,500	4,752	22,500	4,752	21
5227 Public Works - Equip. Repair	29,286	7,060	(22,226)	7,060	(22,226)	(315)

CITY OF RIO DELL
 Year-to-Date Budget Variance by Department
 For the Period Ended December 31, 2016

PUBLIC WORKS DEPARTMENT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5229 Public Works - Equip. Rental	-	1,250	1,250	1,250	1,250	100
5430 Fines/Penalties	-	1,000	1,000	1,000	1,000	100
5514 Engineering	1,720	7,504	5,784	7,504	5,784	77
5520 Improvements	-	1,000	1,000	1,000	1,000	100
TOTAL EXPENDITURES	479,172	1,106,480	578,210	1,057,382	578,210	55

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

WATER	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 09 060 Full Time Salaries	30,398	63,606	33,208	63,606	33,208	48
5030 09 060 Overtime Salaries	878	3,530	2,652	3,530	2,652	25
5035 09 060 Benefit - ICMA City 457	2,868	6,870	4,002	6,870	4,002	42
5040 09 060 Benefit - Health Insurance	6,622	15,052	8,430	15,052	8,430	44
5041 09 060 Health Savings	360	-	(360)	-	(360)	100
5042 09 060 Benefit - Life Insurance	118	233	115	233	115	51
5044 09 060 Benefit - Dental/Vision Insur	886	2,471	1,585	2,471	1,585	36
5045 09 060 Worker Compensation Insuranc	7,167	13,527	6,360	13,527	6,360	53
5050 09 060 FICA	2,615	5,136	2,521	5,136	2,521	51
5055 09 060 Unemployment Insurance	150	702	552	702	552	21
5060 09 060 Clothing Allowance	289	728	439	728	439	40
5069 09 060 Accrued Payroll Taxes Expense	(176)	-	176	-	176	100
5101 09 060 Office Supplies	227	300	73	300	73	76
5102 09 060 Operating Supplies	689	9,000	8,311	9,000	8,311	8
5103 09 060 Postage	1,072	1,800	728	1,800	728	60
5104 09 060 Printing - Forms	279	3,600	3,321	3,600	3,321	8
5105 09 060 Advertising	34	450	416	450	416	8
5108 09 060 Streets	-	2,000	2,000	2,000	2,000	-
5109 09 060 Chemicals	10,251	23,000	12,749	23,000	12,749	45
5112 09 060 Legal	1,650	10,000	8,351	10,000	8,351	17
5115 09 060 Contract/Professional Services	31	40,000	39,969	40,000	39,969	0
5119 09 060 Safety Supplies & Equipment	343	905	562	905	562	38
5120 09 060 Cell Phones	662	1,050	388	1,050	388	63
5121 09 060 Telephone - Pager	979	2,134	1,155	2,134	1,155	46
5122 09 060 Training - Conference	-	2,000	2,000	2,000	2,000	-
5123 09 060 Auto/Transportation - Public W	2	250	248	250	248	1
5125 09 060 Publications - Books	275	100	(175)	100	(175)	275
5126 09 060 Dues & Memberships	63	1,800	1,737	1,800	1,737	4
5127 09 060 License	60	350	290	350	290	17
5128 09 060 Employee Relations	-	60	60	60	60	-
5130 09 060 Rents - Leases	908	2,000	1,092	2,000	1,092	45
5131 09 060 Records Maintenance	77	50	(27)	50	(27)	154
5135 09 060 Maintenance - Repair	12,191	53,000	40,809	53,000	40,809	23
5138 09 060 Office Equipment - P.W.	396	1,500	1,104	1,500	1,104	26
5139 09 060 Equipment	8,007	4,000	(4,007)	4,000	(4,007)	200
5141 09 060 General Liability Insurance	7,565	9,112	1,547	9,112	1,547	83
5143 09 060 Property Insurance	1,237	1,784	547	1,784	547	69
5144 09 060 Employee Practice Liab Insuran	604	1,531	927	1,531	927	39
5150 09 060 Electricity	9,592	20,751	11,159	20,751	11,159	46
5151 09 060 Natural Gas	28	144	116	144	116	19
5152 09 060 Water	358	391	33	391	33	92
5153 09 060 Sewer	23,288	27,295	4,007	27,295	4,007	85
5154 09 060 Garbage	-	100	100	100	100	-
5162 09 060 Medical	128	300	172	300	172	43
5164 09 060 Regulatory Fees	2,607	16,500	13,893	16,500	13,893	16
5171 09 060 Computer Software	-	450	450	450	450	-
5173 09 060 Computer Maintenance - Suppc	1,147	750	(397)	750	(397)	153
5174 09 060 Web Design Services	140	180	40	180	40	78
5212 09 060 Gas & Oil	1,328	6,000	4,672	6,000	4,672	22
5213 09 060 Vehicle Repair	606	2,200	1,594	2,200	1,594	28
5215 09 060 Public Works - Small Tools	114	2,500	2,386	2,500	2,386	5
5217 09 060 License	-	30	30	30	30	-

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

WATER	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5225 09 060 Public Works - Lab Testing	1,794	10,000	8,206	10,000	8,206	18
5227 09 060 Public Works - Equip. Repair	881	2,800	1,919	2,800	1,919	31
5229 09 060 Public Works - Equip. Rental	-	250	250	250	250	-
5514 09 060 Engineering	802	1,500	698	1,500	698	53
TOTAL EXPENDITURES	142,590	375,772	233,182	375,772	233,182	38

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

SEWER	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	38,195	86,639	48,444	86,639	48,444	44
5030 Overtime Salaries	723	2,086	1,363	2,086	1,363	35
5035 Benefit - ICMA City 457	3,987	9,625	5,638	9,625	5,638	41
5040 Benefit - Health Insurance	10,466	24,312	13,846	24,312	13,846	43
5041 Health Savings	720	-	(720)	-	(720)	100
5042 Benefit - Life Insurance	150	330	180	330	180	45
5044 Benefit - Dental/Vision Insur	1,586	3,963	2,378	3,963	2,378	40
5045 Worker Compensation Insurance	8,576	17,876	9,300	17,876	9,300	48
5050 FICA	3,192	6,787	3,595	6,787	3,595	47
5055 Unemployment Insurance	312	849	537	849	537	37
5060 Clothing Allowance	508	930	422	930	422	55
5069 Accrued Payroll Taxes Expense	(62)	-	62	-	62	100
5080 Hiring Costs	67	-	(67)	-	(67)	100
5101 Office Supplies	290	500	210	500	210	58
5102 Operating Supplies	2,068	2,000	(68)	2,000	(68)	103
5103 Postage	1,536	2,400	864	2,400	864	64
5104 Printing - Forms	126	465	339	465	339	27
5105 Advertising	43	200	157	200	157	22
5108 Streets	-	1,000	1,000	1,000	1,000	-
5109 Chemicals	14,345	30,000	15,655	30,000	15,655	48
5112 Legal	252	500	249	500	249	50
5115 Contract/Professional Services	1,339	13,500	12,161	13,500	12,161	10
5119 Safety Supplies & Equipment	555	1,400	845	1,400	845	40
5120 Cell Phones	643	1,415	772	1,415	772	45
5121 Telephone - Pager	1,227	1,025	(202)	1,025	(202)	120
5122 Training - Conference	-	1,350	1,350	1,350	1,350	-
5123 Auto/Transportation - Public Works	-	500	500	500	500	-
5125 Publications - Books	179	200	21	200	21	90
5126 Dues & Memberships	79	1,000	921	1,000	921	8
5127 License	262	1,000	738	1,000	738	26
5128 Employee Relations	-	50	50	50	50	-
5130 Rents - Leases	1,093	1,968	875	1,968	875	56
5131 Records Maintenance	97	40	(57)	40	(57)	243
5135 Maintenance - Repair	7,584	20,000	12,416	20,000	12,416	38
5138 Office Equipment - P.W.	261	800	539	800	539	33
5139 Equipment	4,942	4,500	(442)	4,500	(442)	110
5141 General Liability Insurance	9,494	9,329	(165)	9,329	(165)	102
5143 Property Insurance	1,553	1,827	274	1,827	274	85
5144 Employee Practice Liab Insurance	758	1,680	922	1,680	922	45
5150 Electricity	61,802	133,431	71,630	133,431	71,630	46
5151 Natural Gas	5,931	23,243	17,312	23,243	17,312	26
5152 Water	7,210	29,355	22,145	29,355	22,145	25
5162 Medical	341	250	(91)	250	(91)	136
5164 Regulatory Fees	8,079	15,000	6,921	15,000	6,921	54
5165 Property Tax Assessment	2,372	2,242	(130)	2,242	(130)	106
5171 Computer Software	-	500	500	500	500	-
5173 Computer Maintenance - Support	1,702	1,290	(412)	1,290	(412)	132
5174 Web Design Services	176	175	(1)	175	(1)	101
5212 Gas & Oil	1,741	3,001	1,261	3,002	1,261	58
5213 Vehicle Repair	762	2,500	1,738	2,500	1,738	30
5215 Public Works - Small Tools	283	2,300	2,017	2,300	2,017	12
5225 Public Works - Lab Testing	15,954	12,500	(3,454)	12,500	(3,454)	128

CITY OF RIO DELL
 Year-to-Date Budget Variance by Department
 For the Period Ended December 31, 2016

SEWER	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5227 Public Works - Equip. Repair	26,588	2,750	(23,838)	2,750	(23,838)	967
5229 Public Works - Equip. Rental	-	1,000	1,000	1,000	1,000	-
5430 Fines/Penalties	-	1,000	1,000	1,000	1,000	-
5514 Engineering	-	1,000	1,000	1,000	1,000	-
5520 Improvements	-	1,000	1,000	1,000	1,000	-
Tota ditures	250,087	484,583	234,497	484,584	234,497	52

CITY OF RIO DELL
Year-toDate Budget Variance by Department
For the period Ended December 31, 2016

STREETS REPORT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	13,642	44,153	30,511	44,153	30,511	31
5030 Overtime Salaries	123	1,579	1,456	1,579	1,456	8
5035 Benefit - ICMA City 457	1,109	3,073	1,964	3,073	1,964	36
5040 Benefit - Health Insurance	3,236	6,734	3,498	6,734	3,498	48
5041 Health Savings	84	-	(84)	-	(84)	100
5042 Benefit - Life Insurance	55	104	49	104	49	53
5044 Benefit - Dental/Vision Insur	528	1,106	578	1,106	578	48
5045 Worker Compensation Insurance	3,142	6,051	2,909	6,051	2,909	52
5050 FICA	1,118	2,298	1,180	2,298	1,180	49
5055 Unemployment Insurance	114	314	200	314	200	36
5060 Clothing Allowance	36	325	289	325	289	11
5069 Accrued Payroll Taxes Expense	(85)	-	85	-	85	100
5101 Office Supplies	71	300	229	300	229	24
5102 Operating Supplies	191	1,200	1,009	1,200	1,009	16
5103 Postage	-	20	20	20	20	-
5104 Printing - Forms	31	160	129	160	129	19
5105 Advertising	11	188	177	188	177	6
5108 Streets	10,629	18,000	7,371	18,000	7,371	59
5109 Chemicals	164	-	(164)	-	(164)	100
5112 Legal	189	1,200	1,012	1,200	1,012	16
5115 Contract/Professional Services	24,192	48,365	24,173	48,365	24,173	50
5119 Safety Supplies & Equipment	106	805	699	805	699	13
5120 Cell Phones	107	-	(107)	-	(107)	100
5121 Telephone - Pager	304	2,350	2,046	2,350	2,046	13
5122 Training - Conference	-	250	250	250	250	-
5123 Auto/Transportation - Public	42	150	108	150	108	28
5125 Publications - Books	15	10	(5)	10	(5)	150
5126 Dues & Memberships	19	100	81	100	81	19
5127 License	-	10	10	10	10	-
5130 Rents - Leases	307	780	473	780	473	39
5131 Records Maintenance	24	40	16	40	16	60
5135 Maintenance - Repair	614	6,300	5,686	6,300	5,686	10
5138 Office Equipment - P.W.	64	130	66	130	66	49
5139 Equipment	44	1,200	1,156	1,200	1,156	4
5141 General Liability Insurance	2,351	3,358	907	3,358	907	70
5143 Property Insurance	385	637	252	637	252	60
5144 Employee Practice Liability	188	685	497	685	497	27
5150 Electricity	10,136	26,666	16,530	26,666	16,530	38
5151 Natural Gas	9	126	117	126	117	7
5152 Water	3,496	4,223	727	4,223	727	83
5162 Medical	16	30	14	30	14	53
5164 Regulatory Fees	159	90	(69)	90	(69)	177
5171 Computer Software	-	75	75	75	75	-
5173 Computer Maintenance -	113	415	302	415	302	27
5174 Web Design Services	43	75	32	75	32	57
5212 Gas & Oil	409	4,350	3,941	4,350	3,941	9
5213 Vehicle Repair	187	1,800	1,613	1,800	1,613	10
5215 Public Works - Small Tools	35	780	745	780	745	4
5217 License	-	10	10	10	10	-
5227 Public Works - Equip. Repair	1,817	1,510	(307)	1,510	(307)	120
5514 Engineering	918	5,004	4,086	5,004	4,086	18

CITY OF RIO DELL
 Year-toDate Budget Variance by Department
 For the period Ended December 31, 2016

STREETS REPORT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
TOTAL EXPENDITURES	80,488	197,129	116,542	197,129	116,542	41

CITY OF RIO DELL
Year-to-Date Budget Variance by Department
For the Period Ended December 31, 2016

BUILDINGS AND GROUNDS DEPT	Y-T-D Actual	YTD Budget	YTD Budget Variance	YTD Revised Budget	YTD Revised Variance	Percent Variance
5000 Full Time Salaries	9,520	18,742	9,222	18,742	9,222	49
5030 Overtime Salaries	-	1,040	1,040	1,040	1,040	100
5035 Benefit - ICMA City 457	746	2,025	1,279	2,025	1,279	63
5040 Benefit - Health Insurance	1,767	4,439	2,672	4,439	2,672	60
5041 Health Savings	36	-	(36)	-	(36)	-
5042 Benefit - Life Insurance	29	68	39	68	39	57
5044 Benefit - Dental/Vision Insur	286	728	442	728	442	61
5045 Worker Compensation Insurance	2,080	3,985	1,905	3,985	1,905	48
5050 FICA	770	1,515	745	1,515	745	49
5055 Unemployment Insurance	117	205	88	205	88	43
5060 Clothing Allowance	-	215	215	215	215	100
5069 Accrued Payroll Taxes Expense	(44)	-	44	-	44	-
5101 Office Supplies	12	108	96	108	96	89
5102 Operating Supplies	33	365	332	365	332	91
5103 Postage	-	17	17	17	17	100
5104 Printing - Forms	6	68	62	68	62	91
5106 Promotional	15	32	17	32	17	53
5107 Memorial Park Expense	-	1,100	1,100	1,100	1,100	100
5109 Chemicals	154	-	(154)	-	(154)	-
5115 Contract/Professional Services	2	-	(2)	-	(2)	-
5119 Safety Supplies & Equipment	-	155	155	155	155	100
5120 Cell Phones	59	1,100	1,041	1,100	1,041	95
5121 Telephone - Pager	14	122	108	122	108	88
5125 Publications - Books	3	12	9	12	9	76
5126 Dues & Memberships	-	5	5	5	5	100
5130 Rents - Leases	62	423	361	423	361	85
5131 Records Maintenance	3	5	2	5	2	34
5135 Maintenance - Repair	875	1,557	682	1,557	682	44
5136 Parks Maintenance - Repair	-	2,023	2,023	2,023	2,023	100
5139 Equipment	7	800	794	800	794	99
5141 General Liability Insurance	452	2,632	2,180	2,632	2,180	83
5143 Property Insurance	74	515	441	515	441	86
5144 Employee Practice Liability Insurance	36	455	419	455	419	92
5150 Electricity	171	965	794	965	794	82
5151 Natural Gas	2	43	41	43	41	96
5152 Water	-	1,072	1,072	1,072	1,072	100
5173 Computer Maintenance - Support	32	183	151	183	151	83
5174 Web Design Services	8	294	287	295	287	97
5212 Gas & Oil	-	500	500	500	500	100
5215 Public Works - Small Tools	-	183	183	183	183	100
5227 Public Works - Equip. Repair	1,530	800	(730)	800	(730)	(91)
5229 Public Works - Equip. Rental	-	500	500	500	500	100
TOTAL EXPENDITURES	18,857	48,996	30,140	48,997	30,140	62



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February 21, 2017

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *zk*
SUBJECT: Update from the Public Works Department

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation.

BACKGROUND AND DISCUSSION

Staff will provide an update on activities in the Wastewater, Streets and Water functions of the department.

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February 21, 2017

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *zk*
SUBJECT: Discussion and Possible Action Related to Tax Measure for Cannabis

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive a presentation from staff.
2. Hold discussion on the item.
3. Hold public comment on the item.
4. Give direction to staff via a motion:
 - a.) Direct staff to prepare a general tax for the November 7, 2017 general election, developing a timeline for submittal to the County of Humboldt before the end of June.

Or,

- b.) Direct staff to prepare a vote-by-mail special tax for the August 29, 2017 election, including necessary budget adjustments and work to develop a new ordinance reflecting legal requirements for a special tax.

BACKGROUND AND DISCUSSION

The City Council has directed staff to research possible dates for a tax measure to be submitted to the voters specific to cannabis.

Under State law, the following dates in 2017 can be used for an election:

<u>DATE</u>	<u>TYPE</u>
a. March 7, 2017	special tax only*
b. May 2, 2017 (if vote-by-mail-election only)	special tax only*

- | | |
|--|------------------------|
| c. June 6, 2017 | special tax only* |
| d. August 29, 2017 (if vote-by-mail-election only) | special tax only* |
| e. November 7, 2017 | special or general tax |

Special vs. General Taxes:

A special tax is any tax imposed for specific purposes clearly outlined in the ballot measure. There are annual accounting and reporting requirements for special taxes that exceed requirements for general taxes. Special taxes cannot be used to supplant General Fund resources. Special taxes limit the ability of the governing body to allocate resources generated by the tax. The Council must call the election by majority vote and the electorate must approve the tax by a 2/3rd margin. This 2/3 margin is a difficult hurdle to pass a tax measure – in the November 2016 election, 42% of the special taxes proposed in California cities failed, versus only 15% for General Taxes.

A general tax is levied for general governmental purposes and carries the highest degree of discretion associated with its use. The governing body may change its use from year-to-year to address any given public priority. An example of a general tax is the City’s Measure U sales tax. The Council must call the election by a 4/5 vote and the electorate must approve the tax by a 50% +1 margin. During the November 8, 2016 general election, California cities submitted 62 general taxes related to marijuana to their voters, and 61 of those measures passed. The one marijuana related general tax that failed (Avalon) came under criticism for fatal drafting errors that likely would have negated the tax had it passed.

Only the City of Colfax proposed a special tax for marijuana on the November 8, 2016 General election. It failed to garner the necessary 2/3 majority of voters.

Date Options:

The timeline to place a tax on the ballot for the March 7, and May 2 dates has expired.

According to the Humboldt County Elections Office, in order to place an item on the June 6, 2017 election date, the material would have needed to be submitted to the Board of Supervisor’s today, for their February 21, 2017 Board meeting. In addition, notice needed to be provided on or before February 1st to the elections division. Therefore, the timeline for a June 6, 2017 special tax has also lapsed from a practical perspective.

A vote-by-mail option for a special tax exists for the date of August 29, 2017. The City would need to provide all appropriate documentation to the County by March 21, 2017 in anticipation of their April 5th BOS meeting. Under this scenario, the City would bear the full cost of the election at around an estimated \$15,000.

* Theoretically, a general tax could be proposed for this date as well, if the City Council unanimously declared an emergency. This option is not recommended at this time.

A Special or General Tax may be submitted to the voters for the November 7, 2017 general election. Similar to last year, the City would need to supply all required documentation by the end of June 2017 for consideration by the Board of Supervisors no later than July 5, 2017.

Background

On Tuesday May 24, 2016 the Council received a briefing on options related to the taxation of cannabis. The discussion of cannabis taxation resulted from changes to the city's land use ordinances surrounding medical marijuana in addition to private developer interest in the Eel River Sawmills site as a location for this activity.

Discussion of taxation of cannabis was also fueled by legislative changes surrounding the regulation of medical marijuana through Proposition 215 (1996) and the prospective possibility of statewide nonmedical legalization that has since manifested itself through Proposition 64.

Rio Dell currently derives no direct revenue from the cultivation, processing or sale of Marijuana, for medical purposes or otherwise. However, the City still bears the costs associated with enforcement of state law related to cannabis, whether it is under the framework of Proposition 64, the medical marijuana framework, or illegal/unregulated activity.

On June 24, 2016 the council considered and moved forward with ordinance language proposing a taxation model for cannabis in the City of Rio Dell.

On July 5, 2016 the Rio Dell City Council considered Resolution No. 1303-2016 that would ultimately place a measure on the ballot for the voters of Rio Dell to approve a cannabis tax measure. On a vote of 3-2 the proposal was defeated.

On July 26, 2016 the City Council held a special meeting to discuss placing an advisory measure on the general election ballot. During this meeting the Council also gave direction to staff to return the tax measure to the Council on August 2nd wherein the tax measure failed to garner the necessary 4/5 vote to bring it to the ballot.


At the August 2, 2016 meeting, the council did vote to propose an advisory measure to the voters later entitled Measure T. At the November 8, 2016 General Election, Measure T posed a question to the voters as follows: *"Should the City of Rio Dell, by the necessary and appropriate action, permit commercial cannabis business activity, including cannabis cultivation, testing, processing and sales, within the area of the City that is located to the north of the Eel River and commonly referred to as the Sawmill Annexation Area if that activity is subject to local taxation?"* Measure T passed by 53.41% to 46.59%.

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February 21, 2017

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager 
SUBJECT: Discussion on 6-Month Calendar and Priority Setting

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and provide direction to staff.

BACKGROUND AND DISCUSSION

On February 6, 2017 the City Council and staff held a priority setting session to discuss the priorities of the City Council. The council underwent a priority setting exercise that listed individual councilmembers priorities that were subdivided by topic area. A summary is listed below in no particular order:

Personnel

- Staff retention
- Labor negotiations

Public Safety

- Improved code enforcement

Finance

- Budget review

Economic Development

- Eel River Sawmills Development
- Submitting a cannabis tax measure to voters (4 submissions)

City Transparency

- Brown Act & protocol review

Public Works

- Stable funding for Street maintenance
- I&I study / smoke testing (2 submissions)
- Habitat property resolution (2 submission)
- Pavement project for 2017
- Full street repairs

Organizational Development & Administration

None submitted.

Community Development

- Elder care through Meals on Wheels
- Youth activities in the summertime

Planning and Building

- Proposition 64 (3 submission)
- Revisit of 215 medical marijuana

Outcome of the Priority Setting Session

Of the broader topical areas, the areas of priority for the Council that garnered three or more councilmember priorities were **1.) Public Works** (7 submissions), **2.) Economic Development** (5 submission) and **3.) Planning** (4 submissions related to marijuana).

Specific Priority Projects for the Council:

1. Specific priority projects in Public Works included **Street Work** (3), resolution to the **Habitat Parcel** slip-out (2), and **I&I Mitigation** (2).
2. Specific priority projects in Economic Development included a **Tax Measure** for cannabis (4) and the development of Eel River Sawmills in general.
3. And in Planning & Building the highest priority was listed as dealing with **Proposition 64** (3) and city code in general related to marijuana.

A draft calendar is attached but is not finished at the time of agenda publication.

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6 Month Calendar (DRAFT)

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
MARCH	1-3	6-10	13-17	20-24	27-31
		Council Meeting 3/7	Publish Website	Council Meeting 3/14	PC Meeting 3/28
		Proposition 64 Overview and Update		Labor Ad Hoc: Initial Meetings 1	Labor Ad Hoc: Initial Meetings 1
APRIL	3-7	10-14	17-21	24-28	n/a
	Council Meeting 4/4		Council Meeting 4/18	PC Meeting 4/24	
	Labor: Closed Session with Council 1	Labor Ad hoc: Meetings 2	Labor: Closed Session with Council 2	Budget Study Session 4/26	
				Labor Ad Hoc: Meetings 3	
MAY	1-5	8-12	15-19	22-26	29-31
	Council Meeting 5/2	Budget Special Meeting 5/9	Council Meeting 5/17	PC Meeting 5/23	Labor Ad Hoc: Meeting Finale 6
	Budget draft presented to Council	Labor: Closed session with the Council 4	Budget with any revisions presented		
	Labor: Closed session with the Council 3	Labor Ad Hoc: Budget Meeting 5	Labor: Closed Session with Council 5		
	Labor Ad Hoc: Meeting (budget) 4				
* 5 Tuesday Month					
JUNE	1-2	5-9	12-16	19-23	26-30
	Labor Ad Hoc: Meeting Finale? 6	Council Meeting 6/6	Budget Special Meeting 6/13	Council Meeting 6/20	PC Meeting 6/27
		Budget: Final?		Budget: Final?	
		Labor: Closed session Finale?			
JULY	3-7	10-14	17-21	24-28	31
	Council Meeting 7/6 (THURSDAY)		Council Meeting 7/18	PC Meeting 7/25	
	Tax Item Final Approval (for Nov. 7)				
AUGUST	1-4	7-11	14-18	21-25	28-31
	Council Meeting 8/1		Council Meeting 8/15	PC Meeting 8/22	Tax Item Town Hall
* 5 Tuesday Month					



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February 21, 2017

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager *z*
SUBJECT: Update on the ADA Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation.

BACKGROUND AND DISCUSSION

The City Manager will provide an update on the design of the CDBG Architectural Barrier Removal (ABR) project for compliance with American's with Disability Act (ADA). The project will replace City Hall's noncompliant front approach with a legally compliant structure.

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