



**RIO DELL CITY COUNCIL AGENDA**  
**CLOSED SESSION – 5:00 P.M.**  
**REGULAR MEETING - 6:00 P.M.**  
**TUESDAY, APRIL 16, 2024**

City Council Chambers  
675 Wildwood Avenue, Rio Dell

---

**Welcome** - 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 and available on the City's website at [cityofriodell.ca.gov](http://cityofriodell.ca.gov). Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERNATIONS TO MEETING FORMAT  
CORONAVIRUS (COVID 19)**

City Council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink (Optimum) channels on Cable TV.

**Public Comment by Email:**

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov). Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) and email no later than one-hour prior to the start of the Council meeting. Your comments will be read out loud, for up to three minutes.

Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

**Zoom Public Comment:**

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting **ID 987 154 0944** and press star (\*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have 3 minutes to comment.

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. 2024/0416.01 - **Public Employee Performance Evaluation** Title: Chief of Police – Gov't Code §54957

2. 2024/0416.02 - **Conference with Real Property Negotiation**

Property: 325 Second Ave., Rio Dell, CA (APN 053-152-007)

Agency Negotiators: Kyle Knopp, City Manager; Kevin Caldwell,  
Community Development Director; Russell Gans,  
City Attorney

Negotiating Parties: Rio Dell Church of Christ, a California non-profit  
Corporation, Dale Wohlend

Under Negotiation: Real Property Acquisition, price and/or terms of  
payment – Gov't Code §54956.8

**D. PUBLIC COMMENT REGARDING CLOSED SESSION**

**E. RECESS INTO CLOSED SESSION**

**F. RECONVENE INTO OPEN SESSION**

**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 allowed under the Ralph M. Brown Act. 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 2/3 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 Councilmembers 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 following action on the remaining consent calendar items.

- [1.](#) 2024/0416.03 - Approve Minutes of the April 2, 2024 regular meeting **(ACTION)** - Pg. #4
- [2.](#) 2024/0416.04 - Approve Resolution No. 1602-2024 authorizing the City Manager to execute and submit an application to the Humboldt County Tax Collector for the purchase of the Tax- Defaulted property identified as APN 053-152-007 **(ACTION)** - Pg. #10
- [3.](#) 2024/0416.05 - Authorize the Finance Director to sign and submit the City's Annual Transportation Development Act (TDA) Claim for FY 2024-25 **(ACTION)** - Pg. #22
- [4.](#) 2024/0416.06 - Receive and File Check Register for March **(ACTION)** - Pg. #32

## L. ITEMS REMOVED FROM THE CONSENT CALENDAR

## M. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2024/0416.07 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #36

## N. SPECIAL PRESENTATIONS/STUDY SESSIONS

- [1.](#) 2024/0416.08 - Presentation - JJA, CPA, Inc. on the City's Audited Financial Statements for FY 2022-23 **(RECEIVE & FILE)** - Pg. #43

## O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2024/0416.09 - Receive and Discuss a Potential Parks Master Plan **(DISCUSSION/POSSIBLE ACTION)** - Pg. #158
- [2.](#) 2024/0416.10 - Scope of Work Agreement with Engineering Firm of GHD in the Amount of \$210,839 for the Painter Street Wastewater Upsize Project **(DISCUSSION/POSSIBLE ACTION)** - Pg. #170

## P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

## Q. COUNCIL REPORTS/COMMUNICATIONS

## R. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
Tuesday, May 7, 2024 at 6:00 p.m.*

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 2, 2024**

The regular meeting of the Rio Dell City Council was called to order at 6:03 p.m. by Mayor Garnes.

**ROLL CALL:** Present: Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr and Wilson

Absent: Councilmember Woodall (excused)

Others Present: City Manager Knopp, Chief of Police Allen, Finance Director Sanborn, Wastewater Superintendent Kelly, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Community Development Director Caldwell and Water/Roadways Superintendent Jensen

**SPECIAL ANNOUNCEMENTS**

Mayor Garnes offered sincere condolences to the friends and family of the 7 humanitarian workers from the World Central Kitchen who were killed in an IDF strike in Gaza this week. She commended the World Central Kitchen for their efforts and helping our community after the December 2022 and January 2023 earthquakes and said that they help anywhere they are needed. She encouraged anyone listening to send as much strength from their hearts as they can and offer deepest sympathy to the loved ones of the victims.

**PUBLIC PRESENTATIONS**

**Steven Saunders** thanked the City Council for finally seeing his way regarding the waiver of sewer charges for red-tagged homes. He also thanked the Council for the future of Rio Dell and said that he is still not back in his house and said for future disasters and emergencies they won't have to go through what he has had to go through.

**Richard Newman** thanked the Mayor for expressing condolences to the World Central Kitchen victims.

City Clerk Dunham read a public comment related to the cleaning schedule for the Rio Dell-Scotia Bridge and removal of the graffiti.

Mayor Garnes pointed out that maintenance and cleaning of the bridge was the responsibility of Caltrans.

**APRIL 2, 2024 MINUTES**  
**Page 2**

**CONSENT CALENDAR**

Mayor Garnes asked if any councilmember, staff or member of the public would like to remove any item from the consent calendar for a separate discussion. No items were removed.

A motion was made by Carter/Orr to approve the consent calendar including the following items:

- 1) Minutes of the March 19, 2024 regular meeting;
- 2) Resolution No. 1601-2024 Opposing Initiative 21-0042A1-Taxpayers Deception Act AKA: Taxpayer Protection and Accountability Act;
- 3) Resolution No. 1600-2024 – Resolution to Borrow – Rural Community Assistance Corporation (RCAC);
- 4) Letter of Support - \$20,000 Start-Up Grant - California Veterinary Emergency Team;
- 5) General Plan Annual Progress Report;
- 6) Payment of Invoice to Larry Walker Associates in the Amount of \$12,032.50.

Motion carried 4-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager Knopp provided highlights of the staff update and said that he was able to confirm with the County today that the 2017 Monument Road Storm Damage project had cleared the last FEMA hurdle for funding authorization although there are still some final steps to work through. He expressed thanks to Congressman Huffman and his staff for helping to get the project moving forward.

He also reported that the flags are out in the median marking the locations for the City's new Cherry Trees as part of the Gateway Beautification project. He noted that the red and green flags represent the tree locations and the white flags identify the sprinkler system. He said that the work is expected to begin soon.

He then reported that staff sent off correspondence today to State officials related to the Cal Fire Headquarters project in Rio Dell. He said that the engineering agreement was executed on January 2, 2024 however, the City did not receive notification on that until March 21, 2024. In reviewing the agreement, staff developed a conceptual site plan, confirming that those facilities can fit on 6 acres of the 18.4-acre parcel, leaving surplus Property for other commercial and residential development beneficial to the community and Cal Fire.

**APRIL 2, 2024 MINUTES**  
**Page 3**

Mayor Garnes also expressed thanks and appreciation to Congressman Huffman and his staff for their help with the Monument Road Storm Damage project.

Councilmember Wilson questioned the City's match related to that project.

City Manager Knopp said that the City was looking at a minimum match amount of \$200,000 because the slip-out was half on City incorporated land and half on the County unincorporated land. It was agreed that the County would take the lead on the project and the City would share in the cost of repairs. As such, there is a Federal funded portion, a State funded portion, with the remainder shared between the City and the County.

He noted that there are multiple other problems on that section of Monument Road further up on the County side but the work will only cover the repair of the slip-out. He said that there was some geotechnical work done which confirmed that a soldier pile method was the best approach for the repair however, FEMA put a cap on what they would contribute toward the overall cost of the project which is the reason for the City and County match.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS**

Authorize the City Engineer to Issue Bid for the Clean California Eel River Trails Project

City Manager Knopp provided a staff report and said that the Eel River Trail Project has been on the City's radar for at least 7 years. In 2021, Governor Newsom launched the Clean California \$1.1 billion initiative to revitalize California's streets and public spaces through litter abatement and local beautification projects. The City put together a grant application for two projects; the Gateway Beautification Project which is underway, and the Eel River Trails Project.

He said that it has been a long path and a lot of work to get to the trails project. He noted that Rio Dell deserves a bike trail and the river is one of the City's best assets. The river bar area has been abused in the past with a lot of litter and debris but has been used frequently by fishermen and recreators over the years.

He explained that this grant will allow the city the opportunity to formalize the entrance to the river from Edwards Dr. for vehicles as well as pedestrians.

He introduced Rebecca Crow and Luke Halonen from GHD to provide a brief presentation on the project.

Luke provided a presentation on the Eel River Trail Project Update including the main project elements, and the bidding and construction schedule.

He explained that the project is a Class 1 trail from Edwards Dr. to Davis St. and includes 1/3 mile of paved trail with a 200-foot ADA ramp, parking improvements, informational

**APRIL 2, 2024 MINUTES**  
**Page 4**

kiosks, trail interpretation signage, and community art installation.

He reviewed the bidding strategy and said they set up a strategy to bid as much of the project as possible and still be able to seek additional funding in the future if necessary. The base bid included an asphalt paved trail from Edwards Dr. to Davis St. just before the ADA ramp then as funding allows, an additive bid would be awarded for the ADA ramp itself. He said if the ramp cannot be awarded with the initial bid, it would be phased to a future shovel-ready project. He noted that they coordinated with Clean California grant administrators to make sure this is approved in the grant agreement because it is a scope change to remove a portion of the project by phasing in the ADA ramp to a future project, which they approved.

Luke then reviewed the schedule and said if the Council approves this item tonight, GHD will bid the project tomorrow and in the next two weeks have a non-mandatory pre-bid conference. The bid opening was scheduled to occur on April 25, 2024 with the approval of the bid coming before the City Council at their May 7, 2024 regular meeting.

The tentative construction schedule included the notice to proceed by the end of May, construction to occur from June to October with the closeout of the project in November or December.

Councilmember Wilson asked if the project included a City match.

City Manager Knopp explained that the project was 100% funded because Rio Dell met the criteria as a disadvantaged community where no match was required.

He reiterated that the ADA ramp was not included in the original grant application which is why it may need to be phased into a future shovel-ready project to protect the City from having to cover any unforeseen costs due to inflation or higher bids.

Mayor Garnes asked if there would be a way to access Davis St. without the ADA ramp.

City Manager Knopp explained that staff had a recent conversation with the State and if the ramp ends up being phased which is likely, the trail will end where there is a pre-existing trail so there will be access to Davis St. for able-bodied individuals by use of the stairs that were installed by Public Works. He commented that it is likely that the contractor will want to access the trail from Davis St. using heavy equipment so the only way to do that would be to create a road which is incidental to the project but in theory could be left behind for pedestrian use.

He said that there is still a chance that the bids will come in low enough to cover the entire Project but if not, the ADA ramp would be a shovel-ready project that should be

**APRIL 2, 2024 MINUTES**  
**Page 5**

competitive for other sources of funding.

Rebecca Crow commented that the project has been very appealing to funders.

Motion was made by Carter/Wilson to authorize the City Engineer to Issue the bid for the Clean California Eel River Trails Project. Motion carried 4-0.

**COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Orr reported on his attendance at the last HCAOG meeting and said that they had an opportunity to fast track a couple of projects and they also presented a study on the trails based on safety and accessibility and overall, the report was positive and supported by the community.

Councilmember Wilson asked if there is a timeframe required for installing the ADA ramp on the trails should it need to be phased-in.

City Manager Knopp said that it is basically plan set and the only thing that might need to be updated is the cost estimate due to potential cost escalations.

Councilmember Wilson reported that he had an RCEA meeting and they are working on another set of micro-grids in the County. They have partnered with four of the local tribes and are attempting to secure funding. The project was too large for the tribes to take on alone so they partnered with RCEA.

He said that the last HWMA meeting was canceled due to the lack of a quorum and the next meeting is scheduled for next week.

Mayor Pro Tem Carter said that the last RREDC meeting was also canceled due to the lack of a quorum so she had nothing to report. She said that she would be attending a Chamber of Commerce meeting on Friday and a Board of Director's meeting with Critters without Litters on April 12<sup>th</sup> and reminded everyone that this is the new low-cost spay and neuter clinic coming back to Fernbridge.

She expressed special thanks to the Rio Dell Volunteer Fire Department and the Community Resource Center for putting on the Easter Egg Hunt on Saturday. She said that there were at least 60 kids that attended and it was a great kid-friendly event.

Mayor Garnes announced that she had an HTA meeting tomorrow morning and a Seismic Safety Committee meeting next week where they will be presenting a report on the Ferndale Earthquake. She thanked the City Manager for his assistance in providing accurate information for their report.



**APRIL 2, 2024 MINUTES**  
**Page 6**

**ADJOURNMENT**

A motion was made by Carter/Orr to adjourn the meeting at 6:36 p.m. to the April 16, 2024, regular meeting. The motion carried 4-0.

\_\_\_\_\_  
Debra Garnes, Mayor

Attest:

\_\_\_\_\_  
Karen Dunham, City Clerk



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

**For Meeting of April 16, 2024**

Consent Item;  Public Hearing Item

To: City Council  
From: Kevin Caldwell, Community Development Director  
Through: Kyle Knopp, City Manager  
Date: April 11, 2024  
Subject: Resolution No. 1602-2024 authorizing the City Manager to execute and submit an application to the Humboldt County Tax Collector for the purchase of the Tax Defaulted property identified as APN 053-152-007.

---

---

**Recommendation:**

That the City Council:

1. Authorize the City Manager to execute and submit an application to the Humboldt County Tax Collector for the purchase of the Tax Defaulted property identified as APN 053-152-007.

**Discussion:**

Pursuant to State Revenue and Taxation Code, properties that are determined to be in default for unpaid property taxes for five years or more are periodically put up for public auction by the County for a minimum bid amount equivalent to the delinquent taxes, plus application fees incurred by the County. The City recently received the "Notice to Taxing Agencies & Revenue Districts Public Auction of Tax Defaulted Properties", from

the County Tax Collector. The properties are scheduled for sale on June 10, 2024. There are four (4) properties listed that are within the City. One of the properties, 325 Second Avenue has actually been identified as potential site for a Neighborhood Park. See Attachment 2 for the location map and photos. The property is owned by the Church of Christ. This 15,000+/- square foot parcel is developed with an approximate 4,000 square foot assembly/office area. The building could accommodate a community resource center and/or flex office/administrative space.

Pursuant to Revenue and Taxation Code Section 3695.4, and in connection with the application, the City may object to the sale of a tax-defaulted parcel that may be needed for public use. Pursuant to Sections 3702 and 3703, an objection letter, application, and copy of resolution establishing authority to purchase property must be filed with the Tax Collector before the date of the first publication of the notice of intent to sale. If the City files an objection and application in compliance with this section prior to May 2, 2024, the Tax Collector may not proceed with the sale of the subject property. The objection does not preclude the property owner from redeeming the property prior to sale.

Submitting an Application to Purchase Tax-Defaulted Property from the County does not commit the City to purchase the property, nor does it guarantee purchase approval. By objecting to the sale, the property is withheld from the public auction while a purchase price is determined and allows for further property investigation. The County has identified a minimum bid of \$10,800 plus the cost of the public notice publication in the North Coast Journal. The City may submit a letter to the Tax Collector requesting to withdraw their Application to Purchase at any time during the process. The City would be required to reimburse the Tax Collector for the costs incurred for preparing the sale to the City.

The California Environmental Quality Act (Section 21000, et. seq. of the California Public Resources Code, hereinafter referred to as CEQA) requires analysis of agency approvals of discretionary "projects". A "project", under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the

environment, or a reasonably foreseeable indirect physical change in the environment.”

Staff has reviewed the potential acquisition and has identified two Categorical Exemptions that apply. Specifically, staff finds the acquisition of the property to be exempt from CEQA pursuant to the following finding:

**FINDING:** That the acquisition of APN 053-152-007 is exempt from the California Environmental Quality Act (CEQA).

**EVIDENCE:** The acquisition of the parcel is exempt from CEQA as follows:

1. Converting the building(s) to a community center, office, and administrative use would require minor alterations to the existing building. Minor alterations to existing buildings are Categorical Exempt from CEQA pursuant to Section 15301 of the State CEQA Guidelines. *Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.*

2. The addition of neighborhood park facilities (i.e. basketball court, playground equipment, etc.) is found to be Categorical Exempt from CEQA pursuant to Section 15303, *Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.*

**ATTACHMENT 1:** Resolution No. 1602-2024

**ATTACHMENT 2:** Location Map

**ATTACHMENT 3:** Application to Purchase

**ATTACHMENT 4:** Agreement to Purchase

**RESOLUTION NO. 1602-2024**



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN APPLICATION  
TO PURCHASE A TAX-DEFAULTED PROPERTY**

**WHEREAS**, pursuant to State Revenue and Taxation Code, properties that are determined to be in default for unpaid property taxes for five (5) years or more are periodically put up for public auction for a minimum bid amount of delinquent taxes due plus costs; and

**WHEREAS**, the City of Rio Dell, as a taxing agency that is also a revenue district pursuant to California Tax and Revenue Sections 122 and 3695.4, has the right to object to the County Tax Collector's proposed sale of said properties, by submitting an Application to Purchase, objection letter, and by providing a copy of a resolution delegating authority to purchase the tax-defaulted property; and

**WHEREAS**, following staff review of available tax defaulted properties, the City intends to submit an application to pursue acquisition of 325 Second Avenue (APN 053-152-007) for the purpose of a Community Center, Neighborhood Park and/or flex office/administrative space; and

**WHEREAS**, there are no initial fees to submit an Application to Purchase Tax-Defaulted Property from the County; however the County will charge a fee to the City to process the tax sale, once the City and County have reached a mutually agreeable sale price; and

**WHEREAS**, funding for the purchase of the property will be from the City's General Fund; and

**WHEREAS**, the County has identified a minimum bid of \$10,800 plus the cost of the public notice publication in the North Coast Journal; and

**WHEREAS**, The California Environmental Quality Act (Section 21000, et. seq. of the California Public Resources Code, hereinafter referred to as CEQA) requires analysis of agency approvals of discretionary "projects". A "project", under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment."

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rio Dell hereby finds the acquisition of the property to be exempt from CEQA pursuant to the following finding:

**FINDING:** That the acquisition of APN 053-152-007 is exempt from the California Environmental Quality Act (CEQA).

**EVIDENCE:** The acquisition of the parcel is exempt from CEQA as follows:

1. Converting the building(s) to a community center, office, and administrative use would require minor alterations to the existing building. Minor alterations to existing buildings are Categorically Exempt from CEQA pursuant to Section 15301 of the State CEQA Guidelines. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.
2. The addition of neighborhood park facilities (i.e. basketball court, playground equipment, etc.) is found to be Categorically Exempt from CEQA pursuant to Section 15303, Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. of the State CEQA Guidelines

**BE IT FURTHER RESOLVED** by the City Council of the City of Rio Dell hereby:

- 1. Authorizes the City Manager to execute and submit an application to the Humboldt County Tax Collector for the purchase of the Tax Defaulted property identified as APN 053-152-007.

**PASSED and ADOPTED** at a regular meeting of the City Council of the City of Rio Dell on April 16, 2024 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

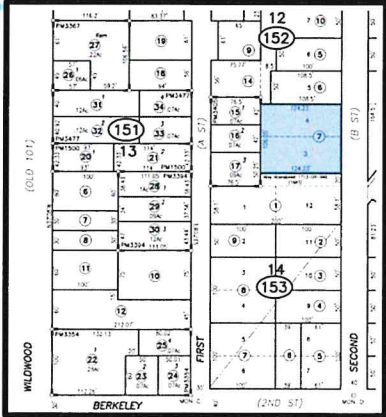
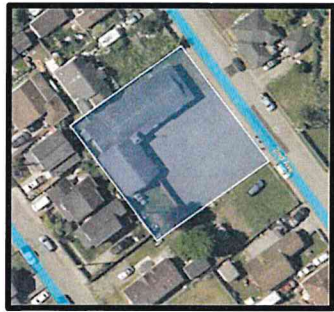
\_\_\_\_\_  
Mayor Debra Garnes

STATE OF CALIFORNIA  
City of Rio Dell

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1602-2024 adopted by the City Council of the City of Rio Dell on April 16, 2024.

\_\_\_\_\_  
Karen Dunham, City Clerk, City of Rio Dell



Humboldt County Tax Collector  
Tax Default Sale

Church of Christ  
325 Second Avenue  
APN 053-152-007



### APPLICATION TO PURCHASE TAX DEFAULTED PROPERTY

This application must be completed by an eligible purchasing entity to commence purchase of tax defaulted property by agreement sale from the county under applicable provisions of the California Revenue and Taxation Code. Complete the following sections and supply supporting documentation accordingly. Prior to purchase approval the county may require the applicant submit additional information or documentation. **Completion of this application does not guarantee purchase approval.**

**For county use only:**  
1. Date application received: (date)    2. If applicable, date written objection to Chapter 7 tax sale was received: (date)

**Applicant must complete Sections A through D.**

**A. Purchaser Information**

1. Name of organization: City of Rio Dell

2. Corporate structure:

Nonprofit organization                       **Public Agency (please select type of public agency)**

A taxing agency, revenue district, or special district

The State or County

**B. Property Status and Use Information**

1. Is the parcel currently approved for a Chapter 7 tax sale as of the date of this application?

Yes             No

If yes, a written objection must be included with the application. If a written objection was submitted to the county prior to application, what is the date of the objection? (date of objection)

2. The purpose of the purchase: (check one box only)

For low income housing                       To otherwise serve low income persons

To preserve open space                       To preserve a lien

For public purpose: Community Center/Neighborhood Park

**C. Property Information**

Provide the following information. (If more space is needed exhibits may be attached)

1. County where the parcel(s) is located: (county)    Humboldt

2. Assessor’s Parcel Number (APN): (list all APNs for purchase with this application):    053-152-007

**D. Acknowledgement**

Identification and signature of the purchasing entity’s authorized officer:

<u>Kyle Knopp</u>	<u>City Manager</u>
Print Name	Print Title
_____	<u>April 9, 2024</u>
Authorized Signature	Date

## AGREEMENT TO PURCHASE TAX DEFAULTED PROPERTY

This agreement is made this **17th** day of **April 2024** by and between the Humboldt County Board of Supervisors and the City of Rio Dell, a California Municipal Corporation, in accordance with provisions of California law. The County (“*SELLER*”), subject to the State Controller’s approval, does hereby agree to sell to the City of Rio Dell (“*PURCHASER*”) the real property described in Exhibit “A” of this agreement.

The real property situated within said county, hereinafter set forth and described in Exhibit “A” of this agreement, is tax defaulted and is subject to the power of sale by the tax collector of said county for the nonpayment of taxes.

The *PURCHASER* agrees to pay the sum of **\$10,800.00** which is tendered in the form of (cash/negotiable paper/etc.) with this document.

In consideration of the mutual promises herein set forth, the parties mutually agree as follows:

- Approval by the State Controller. California Revenue and Taxation Code section 3795 requires this agreement to be submitted to and approved by the California State Controller before it becomes final. This agreement is not in effect until the California State Controller’s authorization is received and the noticing process is complete.
- Purchase and Evidence of Title. Within 21 days from the effective date of this agreement, the *PURCHASER* agrees to pay a sum sufficient to redeem the delinquent property taxes pursuant to California Revenue and Taxation Code section 3793.1(a) or a reduced price in accordance with section 3793.1(b). The approval and notice process will determine the effective date of the sale and the final purchase price. The *PURCHASER* agrees to pay the Tax Defaulted Amount of **\$10,800.00** for the properties described in Exhibit “A”. Payment shall be in cash or certified funds payable to the (county) County Tax Collector. Upon receipt of said sums by the Tax Collector, the Tax Collector shall execute and record a deed conveying the title to said property to *PURCHASER* and after recordation the deeds will be returned to the purchaser by the County Clerk/Recorder.
- No Representation. The *SELLER* makes no representation concerning the condition of title to the subject property. The *SELLER* does not warrant title to the property or make any representations concerning the title. Additionally, the *SELLER* makes no representation concerning the physical condition of the subject property and the *PURCHASER* acknowledges that it is not relying upon any statements or representations of the *SELLER* concerning the subject property and is purchasing the subject property in its ‘as is’ condition.
- Other Expenses: The *PURCHASER* shall pay the other expenses in addition to the purchase price of the property, including but not limited to: the cost of giving notice of the notice of agreement, the cost of publishing or posting the notice of agreement, the cost of

proceeding to obtain a clear title to the property, and the expenses incurred in the payment, compromise, or other method of removal of any liens or adverse claims against the property.

- Intent of Use. The public purpose and specified intent of use set forth by the PURCHASER for the purchased property is as follows: **Community Center/Neighborhood Park.**
- Jurisdiction Boundaries. If the PURCHASER is a 'district' as defined by Government Code 56036(a) the purchased property must be within their jurisdiction, unless a letter from purchasers' legal counsel stating that either the influence has been extended by the Local Agency Formation Commission (LAFCo) to include the property or the property may be purchased without conflict with sphere of influence parameters.
- Real Property Taxes, Current Fiscal Year. The purchase price does not include the property taxes for the current Fiscal Year. The PURCHASER shall be responsible for payment in full of the current property taxes for the property in addition to the purchase price.
- Treated as a Single Transaction: The SELLER shall sell the property(s) listed in Exhibit "A" as a single transaction to the PURCHASER in consideration of the receipt of the payments listed in this agreement.
- Redemption: If the property listed in Exhibit "A" is redeemed prior to the effective date of this agreement, this agreement shall be null and void as to that property or properties.
- Void/Incomplete Purchase: This agreement shall become null and void and the right of redemption restored upon the failure of the PURCHASER to comply with the terms and conditions of this agreement prior to the tax deed recordation. The PURCHASER will be required to reimburse the Tax Collector for the costs for producing notice, publication, and actual costs incurred for preparing and conducting the agreement sale if these expenses have already been incurred.
- Indemnity: The PURCHASER shall indemnify the SELLER from and against any and all liability, loss, costs, damages, attorney's fees, and other expenses which the SELLER may sustain or incur by reasons of a challenge to the validity of the tax default sale of the property described in Exhibit "A". Pursuant to California Revenue and Taxation Code section 3809, a proceeding based on alleged invalidity or irregularity of any proceeding instituted can only be commenced within one year after the date of execution of the Tax Collector's deed.
- Environmental Condition of Property. The property acquired pursuant to this agreement may contain hazardous wastes, toxic substances, or other substances regulated by federal, state, and local agencies. The SELLER in no way whatsoever assumes any responsibility, implied or otherwise, and makes no representations that the property is in compliance with federal, state, or local laws governing such substances. The SELLER in

no way assumes any responsibility, implied or otherwise, for any costs or liability of any kind imposed upon or voluntarily assumed by the PURCHASER or any other owner to remediate, clean up, or otherwise bring into compliance according to federal, state, or local environmental laws property purchased.

- CERCLA. The SELLER and the PURCHASER agree that under United States Code, title 42, section 9601(20,d), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) expressly excludes local and state governments from clean-up liability for properties they acquire as a result of tax delinquencies. Notwithstanding this provision, the PURCHASER shall defend, indemnify, and hold harmless the SELLER, its board of supervisors, officers, claims, actions, liabilities, losses, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this agreement, regardless of whether caused in part by a party indemnified hereunder, including but not limited to allegations that the SELLER and/or the SELLER's officers, directors, agents, employees, or volunteers are liable for costs or other charges related to the remediation, clean up, or other work necessary to bring any property purchased under this agreement into compliance with deferral, state, or local environmental laws.

The undersigned hereby agree to the terms and conditions of this agreement and are duly authorized to sign for said agencies.

**Note:** If more than one executed copy is required, add the following statement above the signature block:

This document is being executed in counterpart each of which constitutes an original

ATTEST:

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
By:

ATTEST:

\_\_\_\_\_  
CLERK OF THE BOARD OF SUPERVISORS

\_\_\_\_\_  
By:

**Note:** If the property is located within the boundaries of a city, add this signature block:  
Pursuant to the provisions of Revenue and Taxation Code section 3775, the governing body of the City of (city) hereby agrees to the selling price as provided in this agreement.

ATTEST:

City of Rio Dell

\_\_\_\_\_  
Kyle Knopp, City Manager

**Note:** If the agreement is with the State or a county, use this signature block:  
Pursuant to the provisions of Revenue and Taxation Code section 3775, the Controller agrees to the selling price hereinbefore set forth and, pursuant to the provisions of section 3795, approves the foregoing agreement this this (\_\_\_\_) day of (\_\_\_\_), 2024 is approved.

MALIA M. COHEN, CALIFORNIA STATE CONTROLLER

By: \_\_\_\_\_

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



DATE: April 16, 2024  
TO: Mayor and Members of the City Council  
FROM: Travis Sanborn, Finance Director  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Transportation Development Claim for Fiscal Year 2024-25

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Finance Director to sign and submit the City’s annual Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2024-25.

BACKGROUND AND DISCUSSION

Each year the City submits a request for approval of its annual transportation claim to the Humboldt County Association of Governments (HCAOG). The 2024-25 projected allocation is \$125,317 compared to last year’s TDA claim of \$125,803. Estimated costs for proposed projects outlined in the City’s 2023-24 financial plan include \$55,929 to be provided to Humboldt Transit Authority for a share of costs for transit services within the City, \$6,500 to be provided to the Adult Day Health Care for transportation, and \$62,888 for ongoing street repair, maintenance, and construction within the City.

ATTACHMENTS

- HCAOG Resolution
- Claim Request
- Annual Project and Financial Plan
- Statement of Conformance



**HCAOG**  
*Regional  
Transportation  
Planning Agency*

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

- Members:*
- City of Arcata*
  - City of Blue Lake*
  - City of Eureka*
  - City of Ferndale*
  - City of Fortuna*
  - City of Rio Dell*
  - City of Trinidad*
  - County of Humboldt*

**Date:** February 20, 2024

**To:** City Managers, Humboldt County CAO, Finance Officers, and Transit Operators

**From:** Amy Eberwein, Administrative Services Officer, HCAOG

**RE: 2024-25 Local Transportation Fund Apportionment and Allocations**

The County Auditor’s estimate for the FY 2024-25 Local Transportation Fund (LTF) is \$6,007,330, which is \$85,576 less than the estimate for FY 2023-24.

After subtracting the Auditor's payment (\$4,000), and HCAOG's administration and planning allocation (\$464,300), the 2% bicycle and pedestrian set aside is estimated to be \$111,798. Additionally, the Humboldt Transit Authority will receive an allocation of \$276,952 for administrative costs as the Consolidated Transportation Services Agency and for the region’s supplemental Dial-A-Ride contract.

The apportionment of remaining funds is based on city and county population estimates published annually by the Department of Finance. The HCAOG Board adopted Resolution 24-03 approving the LTF FY 2024-25 findings of apportionment and allocations.

The following table shows the estimated available LTF allocations for each jurisdiction for FY 2024-25.

<b>Jurisdiction</b>	<b>Estimated FY 2024-25 Apportionment</b>
Arcata	\$ 718,162
Blue Lake	\$ 44,040
Eureka	\$ 1,004,497
Ferndale	\$ 52,686
Fortuna	\$ 470,986
Rio Dell	\$ 125,317
Trinidad	\$ 11,298
Humboldt County	\$ 2,724,311
<b>Total</b>	<b>\$ 5,151,297</b>

The HCAOG Transportation Development Act Rules contain claim forms and documentation requirements and can be found on our website library by filtering to “Public Transportation.” Please note the TDA Rules were updated in December 2023 and there are new claim forms to use.

Please do not hesitate to contact Amy Eberwein at [amy.eberwein@hcaog.net](mailto:amy.eberwein@hcaog.net) or 707-444-8208 with any questions.

- Enclosures:**
- TDA Rules (Revised December 2023)
  - TDA LTF Claim Forms (Revised December 2023)
  - Resolution 24-03



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208  
www.hcaog.net

**RESOLUTION 24-03**  
**RESOLUTION OF THE HUMBOLDT COUNTY ASSOCIATION OF**  
**GOVERNMENTS APPROVING THE TRANSPORTATION DEVELOPMENT ACT**  
**LOCAL TRANSPORTATION FUND FISCAL YEAR 2024-25 FINDINGS OF**  
**APPORTIONMENT AND ALLOCATION**

**WHEREAS**, the Humboldt County Association of Governments is the Regional Transportation Planning Agency for Humboldt County, and is responsible for the administration of the Transportation Development Act of 1971, as amended thereafter; and

**WHEREAS**, the Humboldt County Association of Governments has established rules and regulations, consistent with existing law, whereby there shall be a set-aside for pedestrian and bicycle allocations equivalent to 2% of the money remaining in the fund after allocations to higher purposes; and

**WHEREAS**, the Humboldt County Association of Governments did not make a finding for better use; and

**WHEREAS**, the County of Humboldt, and the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad are each required to file annual transportation claims for the funds which remain after necessary expenditures for administration, planning and the 2% set aside for pedestrian and bicycle uses from the Local Transportation Fund (LTF) of Humboldt County, in accordance with their populations, apportioned to them by the Humboldt County Association of Governments, pursuant to the Act; and

**WHEREAS**, it is the responsibility of the Humboldt County Association of Governments, under the provisions of the Act, to review the annual transportation claims and to make allocations of monies from the LTF; and

**WHEREAS**, the Auditor of Humboldt County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the Humboldt County Association of Governments; and

**WHEREAS**, the County Auditor issued an estimate of \$6,007,330 of revenues available for FY 2024-25.

**NOW, THEREFORE, BE IT RESOLVED** that the Humboldt County Association of Governments shall make the following allocations based on population estimates determined by the California Department of Finance:




1. To the Humboldt County Auditor Controller for TDA Administration in the amount of \$4,000, per Section 99243.
2. To the Humboldt County Association of Governments for TDA administration and for planning and programming in the amount of \$464,300, per Section 99233.1 and 99233.2.
3. To be reserved by the Humboldt County Auditor's Office for future reimbursements to the Cities and County for pedestrian and bicycle facilities purposes for local agencies as programmed and claimed in the amount equal to 2% of remaining incoming funds estimated to be \$110,781 per Sections 99233.3 and 99234.
4. To the Humboldt Transit Authority for administrative costs as the regional Consolidated Transportation Services Agency (CTSA), and for the region's supplemental Dial-A-Ride contract (combined total \$276,952).
5. To the Cities and County in the amounts listed below, upon review of claims filed:

Jurisdiction	Dept. of Finance Population Projection	% of Total Population	Estimated FY 2024-25 Apportionment
Arcata	18,688	13.94%	718,162
Blue Lake	1,146	0.85%	44,040
Eureka	26,139	19.50%	1,004,497
Ferndale	1,371	1.02%	52,686
Fortuna	12,256	9.14%	470,986
Rio Dell	3,261	2.43%	125,317
Trinidad	294	0.22%	11,298
Humboldt County	70,892	52.89%	2,724,311
<b>Total</b>	<b>134,047</b>	<b>100.00%</b>	<b>\$ 5,151,297</b>

**PASSED AND ADOPTED** by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 15th day of February 2024, by the following vote:

AYES: 8 MEMBERS: Johnson, Jones, Madrone, Bergel, Atkinson-Salazar, Torgensen, West, Orr  
 NOES: 0 MEMBERS: none  
 ABSENT: 0 MEMBERS: none  
 ABSTAIN: 0 MEMBERS: none

Attest:

  
 \_\_\_\_\_  
 Beth Burks, Executive Director

  
 \_\_\_\_\_  
 Mike Johnson, HCAOG Chair

### APPENDIX C. ANNUAL CLAIM FORMS CHECKLIST FOR ANNUAL LTF & STAF CLAIMS

■ **ALL Claims:** Claimants shall submit items (a) through (f) as part of the claim.

■ **Transit Claims:** An operator or claimant shall submit items (a) thru (m), inclusive, to file a claim.

ALL claims must include items (a) through (d), inclusive.

HCAOG forms for parts (a), (b), (c) and (d) are provided in this Excel file and on-line at [www.hcaog.net](http://www.hcaog.net).

*Claimants are responsible for making sure they submit the most current forms.*

- a) This Checklist
- b) Claim Request form
- c) Annual Project and Financial Plan form
- d) Statement of Conformance
- e) Claimants who want to designate funds for a future, specific capital project must request it as part of a claim. The claim must indicate any reserved monies in the subsequent annual claim(s). Before expending these funds for any other purpose, the claimant must identify its proposed changes in an amended claim or subsequent annual claim. [CCR §6648]
- f) Claimants who have previously designated excess TDA funds as future capital purchase funds must submit a summary report of their capital purchase accounts. [CCR §6637]

**Transit claims must include items (g) through (m):**

- g) To receive an allocation of funds for service outside the claimant’s area, a claimant must provide, or have on file with HCAOG, an executed contract
- h) Operating budget. Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates the increase.
- i) If applicable, a statement identifying and substantiating the reason or need for: (1) increasing the operating budget in excess of 15% above the preceding year; (2) a substantial increase or decrease in scope of operations; or (3) capital provisions for major new fixed facilities.
- j) A Satisfactory certification by CHP verifying that the operator is in compliance with §1808.1 of the Vehicle Code, as required in PUC §99251. The certification shall have been completed within the last 13 months, prior to filing claims.
- k) An explanation that summarizes how the claimant has addressed applicable audit findings from annual fiscal and compliance audit.
- l) An explanation that summarizes how the claimant has addressed applicable audit findings from triennial performance audit reports.
- m) Claimant certifies that it is making full use of federal funds available under the Federal Transit Act [CCR 6754] (STA claims only)
- n) Claimant certifies that all purposes for claim expenditures are in conformance with the City/Town or Regional Bicycle Plan. (Bike and Ped claims only)

*For full information on claim requirements, see HCAOG's TDA Rules (part IV, "TDA REQUIRED REPORTS" Report #17).*

TDA Rules: HCAOG Rules for Administering the Transportation Development Act

**CLAIM REQUEST**  
***Local Transportation Fund (LTF)***

**Claimant:** City of Rio Dell  
**Address:** 675 Wildwood Avenue Rio Dell, CA 95562  
**Contact Person:** Travis Sanborn  
**Title:** Finance Director  
**Phone:** 707-764-3532  
**E-mail:** sanbornt@cityofriodell.ca.gov

The City of Rio Dell hereby requests, in accordance with the Transportation Development Act (TDA), Chapter 1400, and applicable rules and regulations, that the TDA claim be approved in the amount of \$125,317 for fiscal year 2024-25. These monies are to be drawn from the local transportation fund held at the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

When approved, the claim will be submitted to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan.

Authorized representative of claimant:

By: Travis Sanborn (print name) Title: Finance Director

Signature: \_\_\_\_\_ Submittal date: \_\_\_\_\_

**APPROVED:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Beth Burks  
Executive Director, Humboldt County Association of Governments

**ANNUAL PROJECT AND FINANCIAL PLAN**  
**Local Transportation Fund (LTF)**

Give each project a title and briefly describe the transportation projects that your jurisdiction proposes. Indicate proposed expenditures for the ensuing fiscal year for all that apply:

- (i) public transportation operating and capital expenditures;
- (ii) construction of facilities for the exclusive use by pedestrians and bicyclists;
- (iii) construction of local streets and roads; and/or
- (iii) right-of-way acquisition.

**Claimant:** City of Rio Dell **Fiscal Year:** 2024-25

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
06-01 HTA/RTS Share of Cost	\$55,929	4-99260(a)	-	\$55,929	\$-
06-02 HSRC Share of Cost	\$6,500	8-99400(c)	-	\$6,500	\$-
06-03 Street Construction & Maintenance	\$62,888	8-99402	-	\$62,888	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
	\$-		-	\$-	\$-
<b>TOTAL</b>	<b>\$125,317</b>		<b>-</b>	<b>\$125,317</b>	<b>\$0</b>

**Attach a copy of transit revenues and expenditures for the last full fiscal year.**

**City of Rio Dell Revenue / Expenditure Report**  
**June 30, 2023**

<b>TDA Fund 24</b>	<u>6/30/2023</u> <u>Actual</u>	<u>6/30/2023</u> <u>Budget</u>	<u>6/30/2022</u> <u>Actual</u>	<u>6/30/2022</u> <u>Budget</u>
4045 Tax - (HCAOG) Transportation - TDA	142,049.00	120,000.00	111,465.00	120,000.00
4310 Interest Income	216.00	0.00	156.00	0.00
<b>Total Revenue</b>	<b>142,265.00</b>	<b>120,000.00</b>	<b>111,621.00</b>	<b>120,000.00</b>
<b>5000 Full Time Salaries</b>	25,135.00	24,333.00	23,652.00	21,036.00
5026 Part Time Temporary Salaries	416.00	945.00	0.00	1,714.00
5030 Overtime Salaries	315.00	390.00	234.00	436.00
5035 Benefit - ICMA City 457	3,267.00	3,505.00	2,684.00	2,258.00
5040 Benefit - Health Insurance	6,257.00	5,036.00	5,828.00	5,367.00
5042 Benefit - Life Insurance	79.00	78.00	79.00	79.00
5044 Benefit - Dental/Vision Insur	552.00	624.00	578.00	649.00
5045 Worker Compensation Insurance	2,527.00	4,057.00	2,905.00	3,165.00
5050 FICA	2,157.00	2,191.00	2,077.00	1,925.00
5055 Unemployment Insurance	97.00	162.00	82.00	172.00
5056 Employment Training Tax	4.00	5.00	3.00	3.00
5060 Clothing Allowance	213.00	132.00	153.00	112.00
5080 Hiring Costs	35.00	135.00	54.00	135.00
5101 Office Supplies	13.00	124.00	30.00	134.00
5102 Operating Supplies	167.00	178.00	245.00	172.00
5103 Postage	0.00	45.00	143.00	31.00
5104 Printing - Forms	2.00	172.00	5.00	115.00
5105 Advertising	0.00	80.00	150.00	29.00
5106 Promotional	0.00	110.00	0.00	101.00
5107 Memorial Park Expense	0.00	30.00	0.00	30.00
5108 Streets	2,733.00	7,280.00	4,578.00	7,280.00
5109 Chemicals	0.00	0.00	1.00	0.00
5110 Accounting	203.00	270.00	79.00	270.00
5112 Legal	10.00	706.00	593.00	707.00
5115 Contract/Professional Services	55,744.00	56,996.00	61,878.00	56,098.00
5116 Bank Fees	0.00	35.00	8.00	28.00
5119 Safety Supplies & Equipment	127.00	154.00	251.00	193.00
5120 Cell Phones	258.00	367.00	259.00	347.00
5121 Telephone - Pager	179.00	189.00	184.00	206.00
5122 Travel and Training Expense	1.00	308.00	55.00	308.00
5123 Automobile - Transportation	120.00	146.00	120.00	144.00
5125 Publications - Books	2.00	3.00	12.00	2.00
5126 Dues & Memberships	17.00	161.00	7.00	153.00
5127 License	0.00	0.00	0.00	10.00
5130 Rents - Leases	0.00	22.00	0.00	91.00

5131 Records Maintenance	5.00	20.00	5.00	18.00
5135 Maintenance - Repair	7,485.00	2,675.00	1,491.00	2,680.00
5136 Parks Maintenance - Repair	13.00	210.00	0.00	210.00
5138 Office Equipment	45.00	103.00	60.00	98.00
5139 Equipment	62.00	322.00	57.00	322.00
5141 General Liability Insurance	0.00	223.00	0.00	1,743.00
5143 Property Insurance	0.00	173.00	0.00	307.00
5144 Emp Practice Liab Insurance	0.00	23.00	0.00	125.00
5150 Electricity	9,254.00	5,248.00	7,930.00	5,249.00
5151 Natural Gas	31.00	31.00	31.00	39.00
5152 Water	610.00	1,478.00	656.00	3,208.00
5153 Sewer	2.00	6.00	2.00	4.00
5154 Garbage	217.00	91.00	45.00	91.00
5155 Earthquake	1,397.00	0.00	0.00	0.00
5156 WINTER STORM DAMAGE	53.00	0.00	0.00	0.00
5160 Elections	3.00	120.00	0.00	0.00
5162 Medical	0.00	5.00	0.00	5.00
5163 Property Tax Admin Fees	0.00	33.00	0.00	34.00
5164 Regulatory Fees	41.00	65.00	55.00	73.00
5166 LAFCO Fees	0.00	35.00	0.00	37.00
5171 Computer Software	0.00	43.00	31.00	36.00
5173 Computer Maintenance - Support	15.00	380.00	24.00	353.00
5174 Web Design Services	0.00	26.00	0.00	26.00
5212 Gas & Oil	794.00	521.00	672.00	521.00
5213 Vehicle Repair	375.00	260.00	357.00	260.00
5215 Public Works - Small Tools	290.00	550.00	222.00	550.00
5227 Public Works - Equip. Repair	364.00	261.00	348.00	260.00
5229 Public Works - Equip. Rental	13.00	30.00	2.00	30.00
5450 Miscellaneous Expense	9.00	0.00	90.00	0.00
5514 Engineering	0.00	40.00	0.00	40.00
5900 RFD and Library	0.00	100.00	0.00	100.00
Water/Sewer				
6400 Fixed Asset - Vehicles	0.00	0.00	0.00	5,500.00
<b>Total Expenditures</b>	<b>121,708.00</b>	<b>122,041.00</b>	<b>119,005.00</b>	<b>125,419.00</b>

STATEMENT OF CONFORMANCE

LTF

Claimant: City of Rio Dell

Fiscal Year of Claim: 2024-25

*Certify all that apply.*

LOCAL TRANSPORTATION FUND (LTF) - TRANSIT CLAIM

- LTF funds are **not** being used for operating
- LTF FUNDS are being used for operating
- A total of \$ \_\_\_\_\_ STA funds will also be claimed for operating during this fiscal year.

The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$ \_\_\_\_\_ that is not being used for operating conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act and applicable rules and regulations.

**CERTIFIED BY CLAIMANT:**

By: Travis Sanborn

Title: Finance Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
12917	3/06/2024	[0576] 101 AUTO PARTS	New Antenas	8.12
12918	3/06/2024	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR FEB 2024 - City Hall & COPIER CHARGES FOR FEB 2024 - PD	723.91
12919	3/06/2024	[3975] AT&T - 5709	FAX LINE EXPENSES FOR FEB 2024 - PD, FAX LINE EXPENSES FOR FEB 2024 - City Hall	67.17
12920	3/06/2024	[7219] BRAXTON, MARLEE	CUSTOMER DEPOSIT REFUND	189.45
12921	3/06/2024	[2293] CITY OF FORTUNA	Police Dispatch for March 2024	6,328.33
12922	3/06/2024	[6396] JEFF N CONNER	Reimbursement - Adobe Yearly	239.88
12923	3/06/2024	[2356] DOWNEY BRAND LLP	Services Rendered Through January 31, 2024 - Permitting and Regulatory Issues	190.00
12924	3/06/2024	[2407] FORBUSCO LUMBER	Lumber	237.48
12925	3/06/2024	[4855] FRESHWATER ENVIRONMENTAL SERVICES	Haz Mat CERT Process, CERS Review and Update, Hazardous Materials Business Plan	915.00
12926	3/06/2024	[5052] GHD, INC	Professional Services Rendered Through 12/31/2023 - Rio Dell Eel River Trail,	127,440.94
12927	3/06/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Professional Services Rendered Through 2/24/2024 - Rio Dell Eel River Trail	12.50
12928	3/06/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Polyurethane Sealant	7.00
12929	3/06/2024	[2458] H.C. DIVISION OF ENVIRONMENTAL HEALTH	Copies	1,060.58
12930	3/06/2024	[2485] INDUSTRIAL ELECTRIC ARCATA, INC	Hazardous Materials Facility Fee	
12931	3/06/2024	[2501] KEENAN SUPPLY	Pump Motor Treatment Plant Filter Building	717.05
12932	3/06/2024	[2551] MIRANDA'S ANIMAL RESCUE	Repair	744.99
12933	3/06/2024	[3006] MISSION LINEN SUPPLY, INC	Animal Control for February 2024	1,900.00
12934	3/06/2024	[2569] MICROBAC LABORATORIES, INC.	Cleaning & Maintenance for PW Shirts, Clean Mop Head, Clean Mop Head, Cleaning & Maintenance for PW Shirts, Clean Mop Head, Paper Towels	386.72
12935	3/06/2024	[5730] O & M INDUSTRIES	Ammonia Nitrogen - Un-ionized (calculation); Ammonia Nitrogen w/o distillation;	825.00
12936	3/06/2024	[6943] PACE SUPPLY CORP	Conductivity @ 25.0 @C; ELAP Certification fee; Hardness, Nitrate and/or Nitrite; THM by EPA 624; Total Dissolved Solids; Total Nitrogen; Total Phosphate Phosphorus;	
12937	3/06/2024	[6349] RECOLOGY EEL RIVER	Turbidity	
12938	3/06/2024	[7716] RESTORATION FIRST RESPONDER NETWORK	Install Generator Shroud @ Fern St Pump Station	2,896.00
12939	3/06/2024	[2664] ROGERS MACHINERY INC	Dual Armor Ford	266.44
12940	3/06/2024	[4525] SHERLOCK RECORDS MGMT	Garbage Bags for February 2024	159.46
12941	3/06/2024	[2715] STEWART TELECOMMUNICATION	Montly Contracted Rate - for Therapy	315.38
12942	3/06/2024	[7585] SWEAT PANDA FORTUNA, LLC	Repairs to Water Plant Pump Motor	590.78
12943	3/06/2024	[4908] THE MITCHELL LAW FIRM, LLP	STORAGE SERVICE FOR JAN 2024, STORAGE SERVICE FOR FEB 2024	294.40
12944	3/06/2024	[2750] USA BLUEBOOK	Phone Lines PD - April 2024, Phone Lines City Hall - April 2024	556.
			Unlimited Month to Month Membership w/Auto Renew for three members	477.
			LEGAL SERVICES FOR FEBRUARY 2024, LEGAL SERVICES FOR FEBRUARY 2024	3,034.
			Ammonia Tests	170.
			Roadside Mower, Roadside Mower - Northwestern Ave	2,362.

Section K, Item 4.



**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
12946	3/06/2024	[2787] WYCKOFF'S	Sump Pump	175.75
12947	3/13/2024	[0576] 101 AUTO PARTS	WD40 Spray, Battery, Battery Return Core Deposit	176.41
12948	3/13/2024	[7449] ARCENEAUX, TYRESHA	CUSTOMER DEPOSIT REFUND	100.00
12949	3/13/2024	[4697] AMANDA CARTER	Travel Reimbursement: CalCities General Membership Meeting	333.88
12950	3/13/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 3/8/2024	138.90
12951	3/13/2024	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Fingerprint, Child Abuse Index, Peace Officer-Billed	198.00
12952	3/13/2024	[2347] DEPT OF MOTOR VEHICLES	Sewer Camera Trailer Renewal Lic #4NH4195 VIN #5NHUBLO17ET448809	10.00
12953	3/13/2024	[2487] DEPT OF THE TREASURY IRS	Under Reported Taxes for Calendar Year 2023: Fica, Medicare	524.44
12954	3/13/2024	[2385] EUREKA READYMIX	25.30 Tons Sand PU	517.96
12955	3/13/2024	[2386] EUREKA RUBBER STAMP CO.	2x10 Gold, 2x10 Walnut, 3/4x3 Gold x2	56.62
12956	3/13/2024	[2405] FORTUNA ACE HARDWARE	Tension Rod, Shower Curtian, Curtian Liner, Trash Bags, Clorox Wipes	95.24
12957	3/13/2024	[4855] FRESHWATER ENVIRONMENTAL SERVICES	Work Authorization Request: Rio Dell Backflow Prevention Program	2,990.00
12958	3/13/2024	[5765] GARNES, DEBRA	Travel Reimbursement: CalCities General Membership Meeting	192.40
12959	3/13/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Hanger Strap	11.24
12960	3/13/2024	[2437] HACH	Reagent Set, Chlorine Total CL 17, Reagent Set, Chlorine Free CL 17	515.58
12961	3/13/2024	[5957] HAZARDOUS MATERIALS RESPONSE AUTHORITY	Member Agency Annual Contributions FY 2022-2023 Response Team Charges, FY 2023-2024	2,645.66
12962	3/13/2024	[6299] JACPA. INC.	Professional Audit Services for Period Ended June 30, 2023	20,025.00
12963	3/13/2024	[7570] RYAN P MILLER	Travel Reimbursement: Distribution Certification Exam - Redding	493.18
12964	3/13/2024	[2569] MICROBAC LABORATORIES, INC.	Coliform Quanti-tray, ELAP Certification Fee	345.00
12965	3/13/2024	[2319] OPTIMUM BUSINESS	PUBLIC WORKS INTERNET & PHONES	421.29
12966	3/13/2024	[6943] PACE SUPPLY CORP	Hose Caps, Rubber Gaskets, Hose Cap	673.49
12967	3/13/2024	[2664] ROGERS MACHINERY INC	Service Performed	155.00
12968	3/13/2024	[2719] STATE WATER RESOURCES CONTROL BD	Distribution Certification Grade D2 Request	80.00
12969	3/13/2024	[6891] SUNBELT RENTALS, INC.	Core Dill and Core Bit	142.63
12970	3/13/2024	[6173] VACMASTERS	Hose, Adapter	1,065.55
12971	3/13/2024	[2779] WILDWOOD SAW	2.5 gal Fuel Can	130.17
12972	3/13/2024	[2787] WYCKOFF'S	Recepticle, Cover Box	50.76
12973	3/20/2024	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE	105.00
12974	3/20/2024	[7739] ANGEL ARMOR	Ultra Premium	1,047.06
12975	3/20/2024	[2304] COLLEGE OF THE REDWOODS	Advanced Officer Classes	680.00
12976	3/20/2024	[2356] DOWNEY BRAND LLP	Service Rendered Through February 29, 2024 - Permitting and Regulatory Issues	142.00
12977	3/20/2024	[7738] EXECUTIVE ADVERTISING	Round Case Safety Ear Plugs	185.
12978	3/20/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Water Heat Strap, Extension Pole	98.
12979	3/20/2024	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies	6.
12980	3/20/2024	[2499] J.P. COOKE CO.	Blue Rio Dell Dog License	137.
33	3/20/2024	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	204.

Section K, Item 4.

**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
12982	3/20/2024	[7195] METER, VALVE & CONTROL, Inc	Encoder Register Meters	926.81
12983	3/20/2024	[2569] MICROBAC LABORATORIES, INC.	Ammonia Nitrogen - Un-ionized (calculation); Ammonia Nitrogen w/o distillation; Conductivity @ 25.0 @C; ELAP Certification fee; Hardness, Nitrate and/or Nitrite; THM by EPA 624; Total Dissolved Solids; Total Nitrogen; Total Phosphate Phosphorus; Turbidity	825.00
12984	3/20/2024	[4393] NVLEX.net. Inc.	MONTHLY MAINTENANCE FOR APRIL 2024	3,230.00
12985	3/20/2024	[6943] PACE SUPPLY CORP	Brass Hydrant Extension, Pex Ring w/ Stop	1,169.73
12986	3/20/2024	[6349] RECOLOGY EEL RIVER	General Debris - 0.16 Tons	44.80
12987	3/20/2024	[6783] RICHARD COWELL TACTICAL, LLC	External Armor Carrier, Equipment Pockets, Inserts, Placards, Name Tape	1,335.50
12988	3/20/2024	[2659] RIO DELL PETTY CASH	Stainless Cleaner for PW; Plastic Cutlery and FedEx of FireArm Return for PD	57.81
12989	3/20/2024	[6373] THATCHER COMPANY, INC.	Sodium Bisulfite 25% - 275 G Tote, Deposit Return	2,578.34
12990	3/20/2024	[2779] WILDWOOD SAW	Tool Maintenance	162.10
12991	3/27/2024	[0576] 101 AUTO PARTS	Lucas Fuel Treat	86.98
12992	3/27/2024	[7428] GREGORY D ALLEN	Reimbursement Costco-City Visa Mixup	43.32
12993	3/27/2024	[4063] CITY OF FERNDALE	Police Services	1,066.68
12994	3/27/2024	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 3/22/2024	138.90
12995	3/27/2024	[2340] DEPT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for February 2024	70.00
12996	3/27/2024	[2405] FORTUNA ACE HARDWARE	Distilled Water, Cleaning Cloth, Scraper, Brushes	98.76
12997	3/27/2024	[6486] GREEN TO GOLD ENTERPRISES LLC	Waterproof Caulk & Seal	42.38
12998	3/27/2024	[7459] HUMBOLDT COUNTY PUBLIC HEALTH	Immunizations	125.00
12999	3/27/2024	[2519] LC ACTION POLICE SUPPLY	9mm Glock, Adaptors, Holsters	4,132.50
13000	3/27/2024	[7635] NAPA AUTO PARTS FORTUNA	12vBatch	69.43
13001	3/27/2024	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserve on 3/26/24	254.79
13002	3/27/2024	[4570] SHRED AWARE	Shredding	76.48
13003	3/27/2024	[7585] SWEAT PANDA FORTUNA, LLC	Unlimited Month to Month Membership w/Auto Renew for three members	477.00
13004	3/27/2024	[5907] TUFTS POLYGRAPH AND INVESTIGATION	Polygraph Examination and Report	300.00
13005	3/27/2024	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): Feb 17- Mar 16	656.88
13006	3/27/2024	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR APRIL 2024	391.07
13007	3/27/2024	[2772] WENDT CONSTRUCTION, INC	2 Loads of Sand	155.00
13008	3/27/2024	[2779] WILDWOOD SAW	Blower Repair, Edger Blades	82.86
13009	3/27/2024	[7101] XIONG, TENG & LACI	CREDIT REFUND	207.31
<b>Total Checks/Deposits</b>				<b>206,792.68</b>

Section K, Item 4.

Ref#	Date	Vendor	Description	Amount
278-864	3/04/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 02/23/2024	-2,827.10
861888	3/04/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 02/23/2024	-16,294.90
24	3/04/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 02/23/2024	-11,898.30
				34

**City of Rio Dell  
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
9837301	3/06/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR NEW PG&E STREET LIGHT: 1053 NORTHWESTERN AVENUE FOR FEB 2024.	-13.34
5649815	3/08/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL FUEL COMPANY PAYMENT FOR FEB/MARCH 2024.	-3,942.43
6892145	3/12/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 03/08/2024	-11,917.80
ACH/E-CHECK	3/13/2024	WITHDRAWAL	DEPOSITED ITEM RETURNED	-855.66
9837312	3/14/2024	WITHDRAWAL	ANALYSIS SERVICE CHARGE FOR MARACH 2024.	-227.05
E-CHECK	3/15/2024	WITHDRAWAL	DEPOSITED ITEM RETURNED	-641.00
282517-M010	3/18/2024	ELECTRONIC FUNDS TRANSFER	EFT: BENEFIT BRIDGE/PUBLIC AGENCY COALITION PAYMENT FOR APRIL 2024	-33,859.58
9837305	3/18/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE ONLINE PAYMENT FOR APRIL 2024.	-472.50
539-920	3/18/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/08/2024	-3,233.95
3591788	3/18/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/08/2024	-18,015.87
9837304	3/19/2024	ELECTRONIC FUNDS TRANSFER	EFT: ALLIED ADMINISTRATORS-DELTA DENTAL PAYMENT FOR APRIL 2024.	-2,419.58
9837306	3/19/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR MARCH 2024	-26,716.69
240088	3/20/2024	ELECTRONIC FUNDS TRANSFER	EFT Accufund Annual Maintenance & Support Renewal for FY2024-2025.	-5,953.75
414324	3/20/2024	ELECTRONIC FUNDS TRANSFER	EFT: BANK OF AMERICA CREDIT CARD PAYMENTS FOR FEB & MARCH 2024	-3,820.48
9837307	3/21/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR APRIL 2024	-445.12
9837308	3/28/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR MARCH 2024 for Northwestern Street Lights	-22.52
6145	3/28/2024	WITHDRAWAL	DEPOSITED ITEM RETURNED	-130.69
535715	3/29/2024	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR MARCH 2024.	-1,626.56
<b>Total EFT's/Bank Withdrawals</b>				<b>-145,334.68</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	3/14/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 03/08/2024	-47,092.75
TRX TO PR	3/28/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 03/22/2024	-49,628.58
TRX TO PR	3/29/2024	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 03/29/2024 Final Paycheck for Police Officer.	-1,154.25
<b>Total Transfer Between Accounts</b>				<b>-97,875.58</b>

Ref#	Date	Vendor	Description	Amount
7412813	3/04/2024	WITHDRAWAL	DEBIT CARD: PURCHASE YEAR END FILINGS FOR W2 CORRECTIONS FOR 2023.	-4.14
9837310	3/29/2024	WITHDRAWAL	DEBIT CARD: PURCHASE POSTAGE TO MAIL U/B BILLS FOR MARCH 2024	-521.02
<b>Total Debit Card Withdrawals</b>				<b>-525.16</b>

Section K, Item 4.



# Staff Highlights – 2024-04-16

---

## City Council

### City Manager

Coordination on Hazard Mitigation Grant eel river pipeline crossing project.

Discussions with League of California Cities staff re: Redwood Empire Division meeting in Rio Dell on May 3<sup>rd</sup>.

Discussion with Humboldt OES on updating Emergency Operations Plan for the City.

Performed some research on a possible LED sign replacement.

Bids for the water CIP project are due April 18, 2024.

### City Clerk

#### Processed Four (4) Building Permit Applications:

- 625 Dinsmore Ranch Rd. – 12 Greenhouses and a 30 x 50’ Metal Building
- 351 Wildwood Ave. – Re-Roof
- 234 A & B Ogle Ave. – 2 Service Panel Upgrades
- 885 Riverside Dr. – Sewer Lateral and Cleanout at Street

#### Processed Three (3) Business License Applications:

- Lost Coast Construction Services – 402 Painter St.
- Red Circle Media – Digital Marketing
- A & B Roofing & Beyond – Non-Resident Contractor

#### Misc:

- Submitted Quarterly Seismic Fee Report
- Submitted Quarterly SB 1473 Building Permit Report to Building Standards Commission
- Submitted SB 1186 Building Permit Report to Division of State Architect
- Sent Ordinance Nos. 396-404 to Code Publishing for Codification
- Attended LTRG Zoom Meeting on 4-4-24



**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

Budget Development, proposed staffing plan, salary costs, revenue forecasting, compiling budget worksheets from department heads

Prepare for Council annual audit presentation FY 22-23.

Worked with City contract engineers and CalOES reps regarding invoice alignment and future rate structure for Eel River Seismic Retrofit project.

Meeting with HCD reps and the County of Humboldt on CBDG grants

Joined Chief Allen and CSO Clark in meeting with Fortuna PD discussing Dispatch contract

Submitted quarterly reporting for Rio Dell PD CHP grant

Continuing to encourage CDAA/CalOES to process Rio Dell's Earthquake work / claim requests.

Preparing information needed to apply for financing /bridge loan for the CIP Water Infrastructure project.

Established DIR number for contractor performing work on the Gateway Beautification project.

**Public Works Water**

Monthly shut offs for none payment

Monthly water report to SWRCB

Complete water drought report to SAFER Clearinghouse SWRCB

General cleanup and organization at Water building and offices

Office construction in Water Filter Building

Maintenance on pH probes for water treatment plant

Grounds maintenance at Wells and Water Storage tanks

Maintenance on Scada RTU's, replace 12v battery backup units



Water meter maintenance (ongoing)

**Public Works Wastewater**

North Coast Unified Air Quality Management District Visit

1<sup>st</sup> Quarter 2024 Report completed.

Collection system checked weekly.

Chronic Toxicity annual testing 4/7 – 4/12.

Lateral Inspection and cleanout installed at 855 Riverside Ave., Passed inspection.

Lower lateral break replaced at 475 Wildwood Ave.

North Contact Basin cleaned and in service.

**Public Works Streets, Buildings and Grounds**

Mowing all parks including side streets along Pacific, Belleview, Riverside, Painter and Davis St.

Finish setting DI grate at 1240 Eeloa

Patch around DI grate at 1240 Eeloa

Pothole patching throughout town

Find and count sprinkler heads on irrigation system on north gate islands and medians (205 misters and 70 oscillating)

Mow and Weedeat throughout town

Cleanup roadways from dropped off garbage throughout town

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

The Department had the following statistics for the period of March 12 to April 11, 2024. The summation of Calls for Service may greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
---------	-------------------	---------	---------



Allen	30	8	0
Conner	27	7	1
Beauchaine	31	0	1
Landry	82	13	4
House	40	9	3
Sierra	28	3	0
Fielder	9	0	0
Clark	79	1	N/A
Totals	326	31	9
Averages	10.9 per day	7.7 per week	2.2 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week

Calls for Service at 355 Center Street

WELFARE	03/17/2024	01:29:31	355 CENTER ST	619	
415	03/18/2024	10:26:44	355 CENTER ST	6S2	
415	03/19/2024	21:24:00	355 CENTER ST	618	
415	03/19/2024	21:51:41	355 CENTER ST	618	
415N	03/19/2024	23:02:23	355 CENTER ST	618	
PATROL	03/19/2024	02:09:10	355 CENTER ST	618	
SUSP	03/19/2024	01:45:45	355 CENTER ST	6S1	24-0000090
415	03/20/2024	15:00:35	355 CENTER ST	610	
WELFARE	03/21/2024	14:21:30	355 CENTER ST	6A1	
415	03/22/2024	12:00:42	355 CENTER ST	6S2	
WELFARE	03/22/2024	11:38:23	355 CENTER ST	6S2	
CITIZEN	03/23/2024	13:56:24	355 CENTER ST	6S1	
FU	03/23/2024	10:30:01	355 CENTER ST	6S2	
CITIZEN	03/23/2024	14:01:06	355 CENTER ST	6S2	
THREAT	04/01/2024	08:08:38	355 CENTER ST	6S2	24-0000103



VANDALISM	04/01/2024	14:16:14	ST 355 CENTER	6S2	24-0000104
VANDALISM	04/02/2024	08:28	ST 355 CENTER	6A1	24-0000108
THREATS	04/07/2024	09:49:43	ST 355 CENTER	6S2	

- FI – Field Interview or pedestrian contact
- 415 – Argument or generic disturbance
- FU – Follow up contact or generic call for service
- WELFARE – Check for physical or mental health
- 911U – 911 hang up call
- 415N – Noise complaint
- 602 – Trespasser
- UNW – Unwanted person on property
- PROWLER – Suspicious person in area not open to the public
- UNK – Unknown reason for call for service
- 242R – Assault and battery report

- 6S2 – Corporal Crystal Landry
- R619 – Officer Aimee House
- 6S1 – Sergeant John Beauchaine
- R618 – Officer Agustin Sierra
- R610 – Sergeant Jeff Conner
- 6A1 – Chief Greg Allen

During the period of March 12 to April 11, 2024, there were thirty-three calls for service relating to animal control. Four dogs and two cats were taken to Miranda’s rescue.

On March 18, 2024 officers took a report where an older male subject was a victim to fraud where suspects via computer told him that he needed to transfer his money to a different account due to someone trying to access the funds. In total, the victim lost \$143,000. This case is currently being investigated and once more information is gathered, officers collaborate with the FBI for additional assistance.

On April 1, 2024 officers responded to 355 Center St for a report of a vandalism. Suspect is a resident who damaged the community room with a hammer.  
 On April 2<sup>nd</sup>, officers responded back to 355 Center Street for a report of resident walking around the complex with a hammer and caused more damage to the community room. Upon arrival, officers noticed considerable damage to several of the walls in the room. Officers spoke with the resident through her window due to her refusal to exit her residence. Both reports have been submitted to the DA’s Office with request for warrants.





On April 6, 2024 Officers responded to the 400 block of 1<sup>st</sup> Street for a physical disturbance. The victim suffered several various contusions and both eyes blackened. This case is still being investigated and suspects are known to law enforcement.

Officer House has submitted her resignation from the police department effective April 10, 2024.

The police department currently has plans to send two cadets to the next police academy which starts in June 2024. Both are completing backgrounds for these positions.

### **Community Development Department**

Prepare Notice of Violation to the Dollar General.

Rough Electrical Inspection Dazzi – 130 Webster Lane

Gas Line Inspection 140 N. Pacific Unit 4

Review and approve corrected PV Plans 113 First Ave

Sheetrock/Drywall inspection 395 Cherry Lane

Final Inspection 1421 Eeloa Ave units A, B & C, earthquake repairs (red-tagged).

Insulation inspection 130 Webster Lane.

Review Park Master Plans online.

Follow up email Roof Permit 390 Monument Road.

Complete and submit Housing Element Annual Progress Report

Prepare Parks Staff report.

Prepare Roads resurfacing Notice of Exemption and file w/State Clearinghouse

Final inspections siding, new hearth, stove pipe 770 Walnut Ave  
Work on Cal Fire site plan.

Complete and submit General Plan Annual Report.

Prepare staff report for General Plan Annual Report.

Final Barrotte garage 1270 Eeloa Ave

Final Giacomini metal carport 780 Wildwood Ave



Final mini-split (ground rod) 223 Belleview Ave

Insulation inspection 130 Webster Street

Final inspection 210 A & B Sequoia

Email to Suzi Schultz roof without permit, 351 Wildwood Avenue.

Letter to Myrna Moore re: 1091 Pacific Ave - Red Tag – Chimney Hazard.

Prepare staff report for Master Park Plan discussion.

Review Tax Default list, portions of the Revenue and Taxation Code, correspond with the City Attorney regarding 325 Second Ave. Prepare staff report, Resolution, Agreement to Purchase. Application to Purchase.

**Intergovernmental**

**Humboldt-Rio Dell Business Park**

---

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



DATE: April 16, 2024  
TO: Mayor and Members of the City Council  
FROM: Travis Sanborn, Finance Director  
THROUGH: Kyle Knopp, City Manager  
SUBJECT: Fiscal Year 2022-23 Audited Financial Statements

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive a presentation by JJA CPA, Inc. on the City's audited financial statements and accompanying information.

BACKGROUND AND DISCUSSION

Each year an independent auditing firm audits and prepares financial statements for the City of Rio Dell in accordance with Generally Accepted Accounting Principles (GAAP) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that an audit be performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

The City received an unqualified opinion and no material weaknesses were identified. An unqualified opinion means that the auditor has concluded the financial statements present fairly the results of the City's operations and its financial position according to generally accepted accounting principles. A material weakness is one or more deficiencies in internal control where a reasonable possibility exists that a material misstatement will not be prevented, detected, or corrected in a timely manner. The auditor found no such weaknesses.

The auditing firm JJA CPA, Inc. will present to Council the Fiscal Year 2022-23 audited Financial Statements and accompanying information.

ATTACHMENTS

-Annual Financial Report for the Fiscal Year ended June 30, 2023

**CITY OF RIO DELL, CALIFORNIA**  
**ANNUAL FINANCIAL REPORT**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2023**



Prepared by:

**Travis Sanborn**  
Finance Director

*This page intentionally left blank.*

City of Rio Dell, California  
Basic Financial Statements  
For the year ended June 30, 2023

Table of Contents

---

---

Page

**INTRODUCTORY SECTION**

Table of Contents .....i  
Organization Chart ..... iii  
List of Officials .....iv

**FINANCIAL SECTION**

Independent Auditors’ Report ..... 1

Management’s Discussion and Analysis (Required Supplementary Information) .....4

**Basic Financial Statements:**

*Government-Wide Financial Statements:*

Statement of Net position .....21  
Statement of Activities .....22

*Fund Financial Statements:*

**Governmental Funds:**

Balance Sheet .....26  
Reconciliation of Governmental Funds Balance Sheet to the  
Statement of Net position .....27  
Reconciliation of Fund Basis Balance Sheet to Government-wide  
Statement of Net position – Governmental Activities .....28  
Statement of Revenues, Expenditures, and Changes  
in Fund Balances – Governmental Funds .....29  
Reconciliation of Fund Basis Statements to Government-wide  
Statement of Activities .....30  
Reconciliation of the Statement of Revenues, Expenditures, and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities .....31  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Budget to Actual – General Fund and  
Major Special Revenue Funds .....32

**Proprietary Funds:**

Statement of Net position – Proprietary Funds .....36  
Statement of Revenues, Expenses, and Changes in Fund Net position –  
Proprietary Funds .....37  
Statement of Cash Flows – Proprietary Funds .....38

City of Rio Dell, California  
Basic Financial Statements  
For the year ended June 30, 2023

Table of Contents, Continued

	<u>Page</u>
<b>Basic Financial Statements, Continued:</b>	
<i>Fund Financial Statements, Continued:</i>	
<b>Fiduciary Activities:</b>	
Statement of Fiduciary Net Position .....	41
Statement of Changes in Fiduciary Net Position .....	42
<b>Notes to Basic Financial Statements</b> .....	45
<b>Combining and Individual Fund Financial Statements and Schedules:</b>	
<b>Nonmajor Special Revenue Funds:</b>	
Combining Balance Sheet.....	78
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances.....	80
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Gas Tax .....	82
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – TDA .....	83
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – RSTP .....	84
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Solid Waste.....	85
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – SLESF .....	86
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Measure Z.....	87
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – STIP.....	88
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Building.....	89
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Recycling.....	90
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Economic Development .....	91
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – ARPA .....	92
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Traffic Safety.....	93
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Park Per Capita Grant.....	94
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Clean CA Grant ER Trails.....	95

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Table of Contents, Continued**

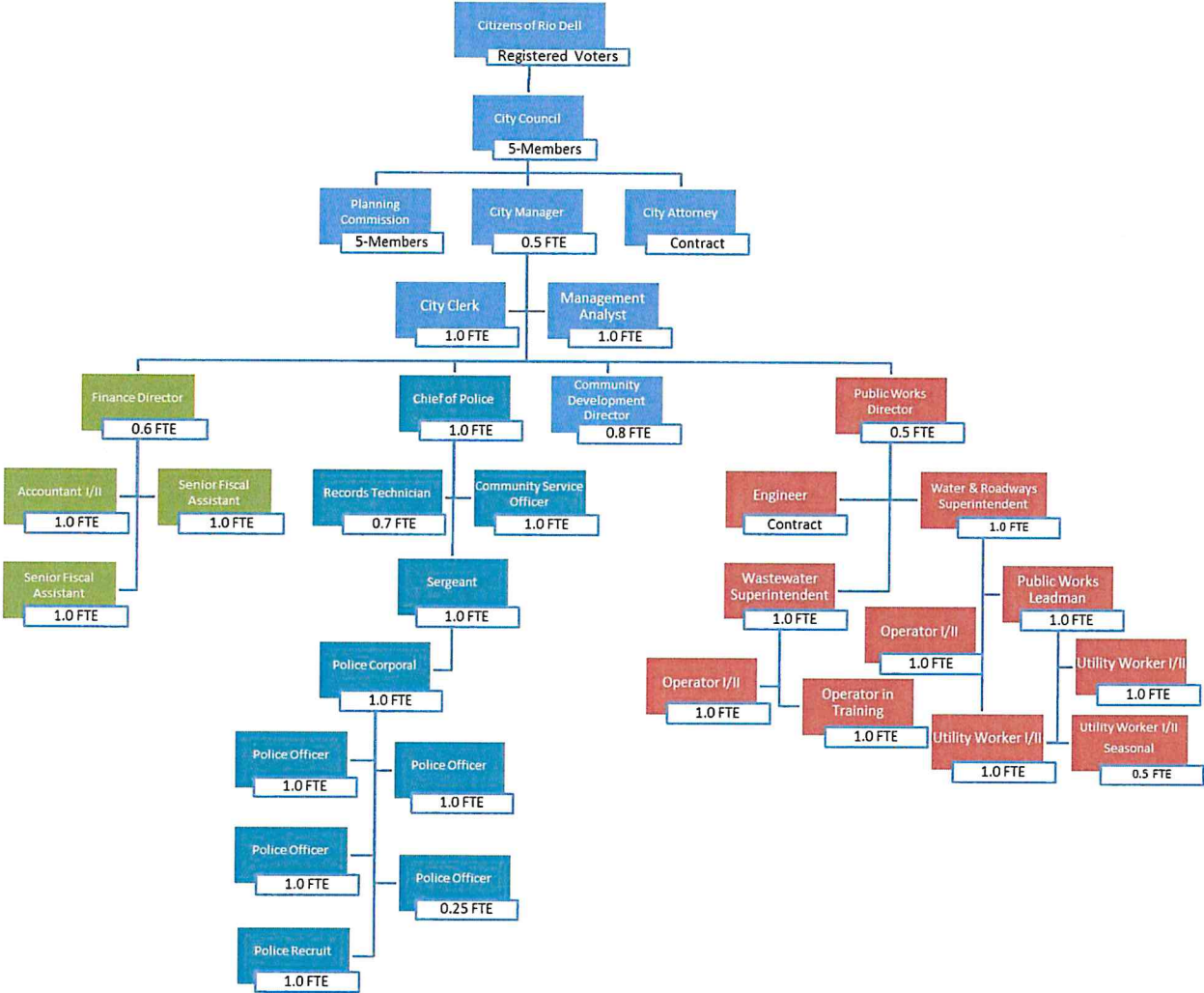
---

	<u>Page</u>
<b>Basic Financial Statements, Continued:</b>	
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget to Actual – Earthquake Disaster Fund .....	96
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards .....	97



**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Organization Chart**



**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**List of Officials**

---

---

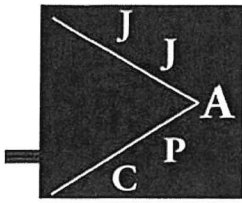
***CITY COUNCIL***

- Debra Garnes, Mayor
- Amanda Carter, Council Member
- Robert Orr, Council Member
- Frank Wilson, Council Member
- Julie Woodall, Council Member

***CITY OFFICIALS***

- Kyle Knopp, City Manager
- Karen Dunham, City Clerk
- Travis Sanborn, Finance Director
- Kevin Caldwell , Community Development Director
- Greg Allen, Chief of Police

*This page intentionally left blank.*



**JJACPA, Inc.**

A Professional Accounting Services Corp.

## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and City Council  
City of Rio Dell  
Rio Dell, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rio Dell (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund and CDBG Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

The City's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

To the Honorable Mayor and City Council  
 The City of Rio Dell  
 Rio Dell, California

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-17 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Honorable Mayor and City Council  
The City of Rio Dell  
Rio Dell, California

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 27, 2024 on our consideration of the City’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control over financial reporting and compliance.

March 27, 2024

*JJACPA, Inc.*  
**JJACPA, Inc.**  
**Dublin, CA**

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis**

---

This section provides a narrative overview and analysis of the financial activities of the City of Rio Dell (City) for the fiscal year ended June 30, 2023. It should be read in conjunction with the accompanying basic financial statements.

**FINANCIAL HIGHLIGHTS**

This section of the annual financial report provides a narrative overview and analysis of the City of Rio Dell's (City) financial activities for the fiscal year ending June 30, 2023. It should be read with the accompanying transmittal letter and basic financial statements.

The following outlines the financial highlights for the year:

- ◆ On June 30, 2023, the City's net position (excess of assets and deferred outflows of resources of the City over liabilities and deferred inflows of resources) was \$33,175,499, an increase of \$1,270,369 from the prior year. Of the total net position, \$23,818,263 was invested in capital assets (net of related debt), and \$1,106,887 had restrictions in their use, leaving \$8,250,349 as unrestricted.
- ◆ Overall, City-wide revenues from all governmental and business-type activities increased by \$1,048,511, or 18%, compared to FY 2022-23. The increase is primarily attributed to other general revenues from business-type activities, specifically adjustments in capital assets. The City's total expenses for all FY 2022-23 programs increased by \$6,623, or less than 1%.
- ◆ Overall, the City's net position increased by \$1,270,369 (\$673,224 and \$597,145 for governmental and business-type activities, respectively). Total city-wide assets increased by \$609,965. This primarily resulted from an adjustment in capital assets among business-type activities.
- ◆ The General Fund reported a fund balance of \$1,599,324 at the end of the 2023 fiscal year, a decrease of \$295,671. This change resulted from decreased sales tax revenues and completed capital improvement projects.
- ◆ The City also ended the fiscal year with \$4,757,491 reported in the proprietary enterprise funds (the amount of net position available for use, including unrestricted net position but excluding the investment in capital assets net of related debt). This is a decrease of \$415,247 from 2022, due to unrestricted water funds decreasing by \$58,131 to \$2,889,894 and unrestricted sewer funds decreasing by \$357,116 to \$1,867,597.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT**

**The Basic Financial Statements**

The Basic Financial Statements are comprised of the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the City's financial activities and financial position.

**Government-wide Financial Statements**

The Government-wide Financial Statements provide a broad overview of the City's activities and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net position provides information about the City's financial position as a whole, including all its capital assets and long-term liabilities on the full accrual basis, similar to that used by private sector entities. The Statement of Activities provides information about all the City's revenues and expenses on a full accrual basis, emphasizing measuring net revenues or expenses of each of the City's programs. The Statement of Activities explains the change in Net position for the year.

The City's activities are grouped into Governmental and Business-type activities, as explained below. All the amounts in the Statement of Net Position and the Statement of Activities are separated into Governmental Activities and Business-type Activities to summarize these two activities of the City as a whole.

Government-wide financial statements, prepared on an accrual basis, measure the flow of all economic resources of the City. Two basic statements are presented here: The Statement of Net Position and the Statement of Activities. These statements present information about the following activities.

- ◆ ***Governmental activities*** – The City's basic services are considered governmental activities, including general government, community development, parks and recreation, public safety, animal control, engineering, community events, public improvements, planning and zoning, building inspections, and general administration. These services are supported by general City revenues such as taxes and specific program revenues such as developer fees.
- ◆ ***Business-type activities***—All the City's enterprise activities, including water and sewer, are reported here. Unlike governmental services, these services are supported by charges paid by users based on the amount of the service they use.



**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

---

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT, Continued**

**Fund Financial Statements**

A fund is a grouping of related accounts used to control resources segregated for specific activities or objectives. Like other state and local governments, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The City's funds can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds account for the same functions reported as governmental activities in the Government-wide Financial Statements. However, unlike Government-wide Financial Statements, Governmental Fund Financial Statements focus on near-term inflows and outflows of spendable resources and balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the Governmental Fund Financial Statements is narrower than that of the Government-wide Financial Statements, comparing the information presented for governmental funds with similar information presented for governmental activities in the Government-wide Financial Statement is useful. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. The governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Governmental Fund Financial Statements provide detailed information about each City's most significant funds, called major funds. The concept of major funds, and the determination of which are major funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them as one total. Instead, each major fund is presented individually, with all nonmajor funds summarized and presented only in a single column. Subordinate schedules present the details of these nonmajor funds. Major funds represent the major activities of the city for the year and may change from year to year due to changes in the pattern of the city's activities.

For the fiscal year ended June 30, 2023, the City's major funds are as follows:

**GOVERNMENTAL FUNDS:**

- ◆ General Fund
- ◆ CDBG Special Revenue Fund

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

---

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT, Continued**

**Fund Financial Statements, Continued**

**PROPRIETARY FUNDS:**

- ◆ Water Enterprise Fund
- ◆ Sewer Enterprise Fund
- ◆ Internal Service Fund

For the fiscal year ending June 30, 2023, the City adopted annual appropriated budgets for all governmental funds.

*Proprietary funds.* The City maintains Enterprise-type funds. Enterprise funds report the same functions as business-type activities in the Government-wide Financial Statements. The City uses enterprise funds to account for Water and Sewer activities. The proprietary fund financial statements provide separate information for all of these operations.

**Fiduciary Statements**

The City's fiduciary activities are reported in the Statement of Fiduciary Net Position. These activities are excluded from the City's other financial statements because it cannot use these assets to finance its operations. The fiduciary statements provide financial information about the activities of special deposits for which the City acts solely as an agent. They provide information about the cash balances and activities of these funds.

**Notes to the Basic Financial Statements**

The notes provide additional information essential to fully understanding the data provided in the Government-wide and Fund Financial Statements. The notes to the basic financial statements can be found on pages 45-73 of this report.

**Combining and Individual Fund Financial Statements and Schedules**

The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the notes to the financial statements. Combining and individual fund statements can be found on pages 78-96 of this report.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may be a useful indicator of a government's financial position over time. In the case of the City, assets exceeded liabilities by \$33,175,499 as of June 30, 2023. The Summary of Net position as of June 30, 2023, and 2022, follows:

	Summary of Net Position					
	2023			2022		
	Governmental Activities	Business- type Activities	Total	Governmental Activities	Business- type Activities	Total
Current and other assets	\$ 4,818,198	\$ 5,425,757	\$ 10,243,955	\$ 4,905,644	\$ 5,755,342	\$ 10,660,986
Noncurrent assets	7,700,728	21,724,643	29,425,371	7,358,311	21,040,064	28,398,375
Total assets	12,518,926	27,150,400	39,669,326	12,263,955	26,795,406	39,059,361
Current and other liabilities	93,369	583,230	676,599	589,973	552,387	1,142,360
Long-term liabilities	125,084	5,692,144	5,817,228	46,733	5,965,138	6,011,871
Total liabilities	218,453	6,275,374	6,493,827	636,706	6,517,525	7,154,231
Net position:						
Net invested in						
Capital Assets	7,700,728	16,117,535	23,818,263	7,358,311	15,105,143	22,463,454
Restricted	1,106,887	-	1,106,887	921,118	-	921,118
Unrestricted	3,492,858	4,757,491	8,250,349	3,347,820	5,172,738	8,520,558
Total net position	\$ 12,300,473	\$ 20,875,026	\$ 33,175,499	\$ 11,627,249	\$ 20,277,881	\$ 31,905,130

The City's total net position increased by \$1,270,369 (\$673,224 for governmental activities and \$597,145 for business-type activities). Total city-wide assets increased by \$609,965. This primarily resulted from an adjustment in capital assets among business-type activities. Total city-wide liabilities decreased by \$660,404, primarily due to decreased current and other liabilities under Governmental Activities. Debt service principle (long-term liabilities) for the wastewater treatment plant and the water system infiltration gallery decreased by \$281,497.

About 3.3% or \$1,106,887 of the City-wide net position represents resources subject to external restrictions on their use. The remaining unrestricted net position of \$8.3 million may be used to meet the government's ongoing obligations to citizens and creditors. Of this amount, \$3,492,858 is held by governmental activities, and \$4,757,491 is held by business-type activities.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

---

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Revenues**

The City's total revenues for governmental and business-type activities were \$6,829,917 for the fiscal year that ended June 30, 2023, an increase of \$1,048,511. The increase is primarily attributed to other general revenues from business-type activities, specifically adjustments in capital assets. Significant revenues for the City for FY 2022-23 were derived from taxes (18%), operating grants and contributions (17%), and charges for services (39%).

The following discusses variances in key revenues from the prior fiscal year:

- ◆ **Charges for Services** - Annual receipts for business-type activities decreased by \$2,378, or 1%. Governmental activities increased by \$30,413, or 39%, primarily due to increased building permitting fees due to the 2022 Earthquake Disaster.
- ◆ **Grants and Contributions**—Annual receipts decreased by \$28,419. This was due to increased grant-funded projects completed in the prior fiscal year.
- ◆ **Other general** - The increase is primarily attributed to other general revenues from business-type activities, specifically adjustments in capital assets.

**Expenses**

The City's governmental and business-type activity expenses for the year totaled \$5,559,548. This is an increase of \$6,623 from the prior fiscal year. Governmental activity expenses totaled \$2,390,536, or 43% of total expenses. Business-type activities accounted for \$3,169,012 of expenses during the fiscal year, an increase of \$240,656 due mainly to costs associated with the 2022 Earthquake disaster. Public Safety - Police costs represented 52% of total governmental activities expenses, General Government activities were 27%, and Public Works was 14%. The remaining 7% was spent on Planning and Building and Recycling costs.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

The change in net position for the fiscal years ended June 30, 2023, and 2022, follows:

	Changes in Net Position					
	2023			2022		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 107,733	\$ 2,589,220	\$ 2,696,953	\$ 77,320	\$ 2,622,011	\$ 2,699,331
Grants and contributions:						
Operating	946,004	23,005	969,009	899,627	151,957	1,051,584
Capital	207,616	-	207,616	117,235	36,225	153,460
General revenues:						
Property taxes, levied for general purposes	162,357	-	162,357	155,923	-	155,923
Sales taxes	568,414	-	568,414	693,466	-	693,466
Cannabis taxes	216,693	-	216,693	152,656	-	152,656
Transient occupancy tax	20,428	-	20,428	18,955	-	18,955
Gas taxes	167,551	-	167,551	154,498	-	154,498
Franchise taxes	88,172	-	88,172	101,036	-	101,036
Motor vehicle in lieu	475,280	-	475,280	451,285	-	451,285
Use of money and property	58,870	77,466	136,336	74,654	11,540	86,194
Other general	44,642	1,076,466	1,121,108	46,191	16,827	63,018
Total revenues	<u>3,063,760</u>	<u>3,766,157</u>	<u>6,829,917</u>	<u>2,942,846</u>	<u>2,838,560</u>	<u>5,781,406</u>
<b>Expenses:</b>						
Governmental activities:						
General government	615,033		615,033	662,698	-	662,698
Public safety - Police	1,259,944		1,259,944	1,080,721	-	1,080,721
Public works	347,520		347,520	707,105	-	707,105
Planning and building	155,752		155,752	143,552	-	143,552
Housing and community development	2,715		2,715			
Recycling	9,572		9,572	30,493	-	30,493
Business-type activities:						
Sewer		1,978,421	1,978,421	-	1,813,577	1,813,577
Water		1,190,591	1,190,591	-	1,114,779	1,114,779
Total expenses	<u>2,390,536</u>	<u>3,169,012</u>	<u>5,559,548</u>	<u>2,624,569</u>	<u>2,928,356</u>	<u>5,552,925</u>
Change in net position	673,224	597,145	1,270,369	318,277	(89,796)	228,481
<b>Net position:</b>						
Beginning of year	11,627,249	20,277,881	31,905,130	11,308,972	20,367,677	31,676,649
End of year	<u>\$ 12,300,473</u>	<u>\$ 20,875,026</u>	<u>\$ 33,175,499</u>	<u>\$ 11,627,249</u>	<u>\$ 20,277,881</u>	<u>\$ 31,905,130</u>

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Governmental Activities**

The following table shows the cost of each of the City's major programs and the net cost of the programs. Net cost is the total cost minus fees and other direct revenue the activities generate. The net cost reflects the financial burden placed on the City's taxpayers by each program. The total cost of services and the net cost of services for the fiscal years ended June 30, 2023, and 2022 are as follows:

	2023		2022	
	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
General government	\$ 615,033	\$ 180,889	\$ 662,698	\$ 231,528
Public safety - Police	1,259,944	853,216	1,080,721	594,379
Public works	347,520	137,029	707,105	586,895
Planning and building	155,752	90,955	143,552	97,010
Housing and community development	2,715	(108,064)	-	-
Recycling	9,572	(24,842)	30,493	20,575
Total	\$ 2,390,536	\$ 1,129,183	\$ 2,624,569	\$ 1,530,387

Total expenses for governmental activities were \$2,390,536, \$234,033 or 9% less than the prior year. Decreases in the total and net cost of services were attributed to a decrease in Capital Improvement projects compared to the previous year.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

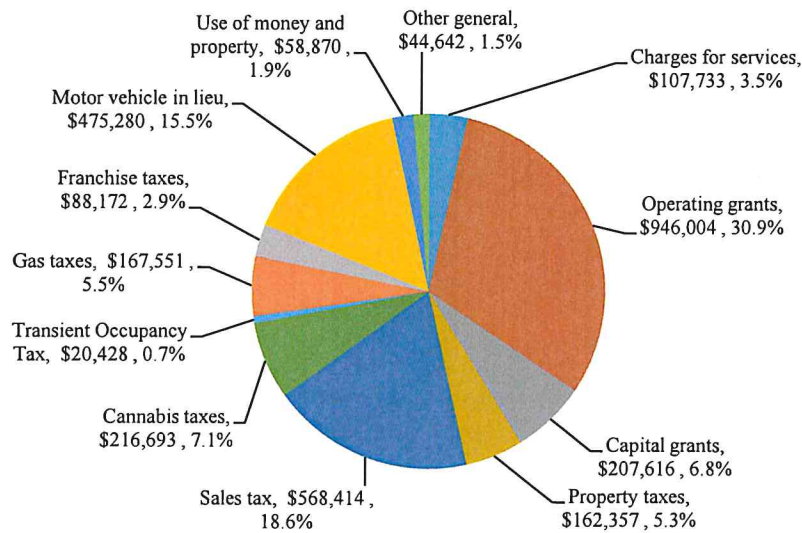
**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

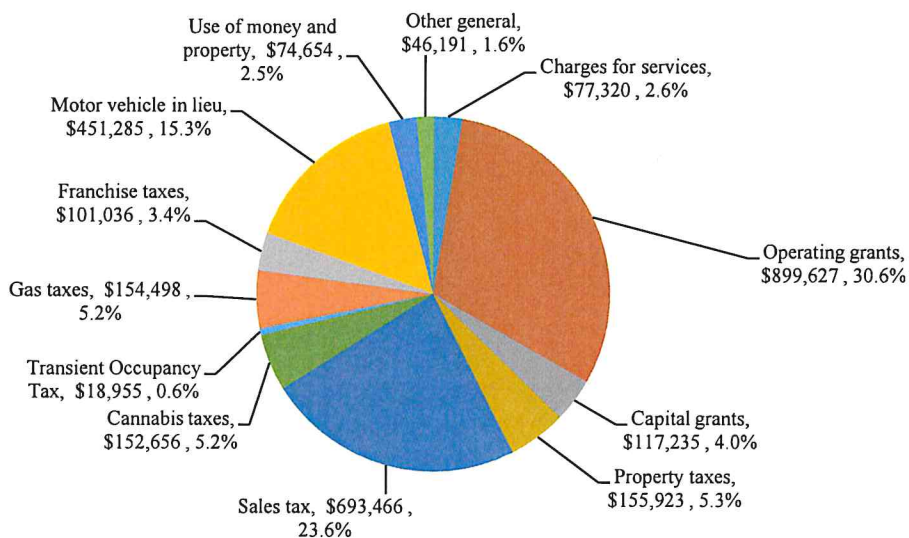
**Governmental Activities, continued**

Revenues by source for the fiscal years ended June 30, 2023, and 2022, are as follows:

**Revenues by Source - Governmental Activities 2023**



**Revenues by Source - Governmental Activities 2022**



**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

---

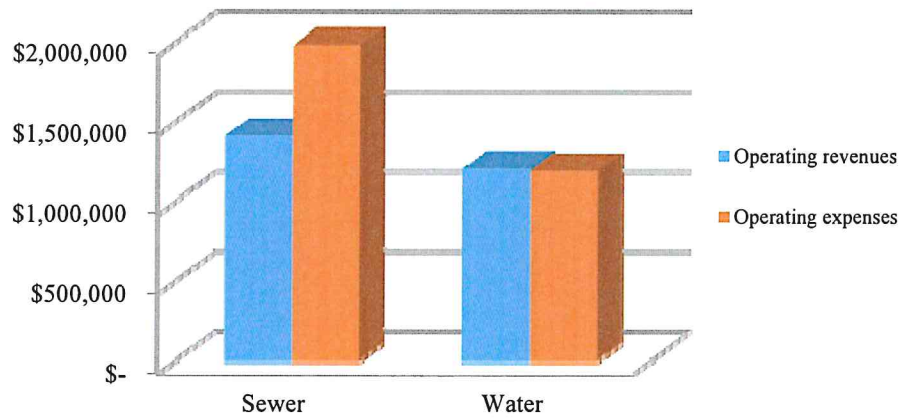
---

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

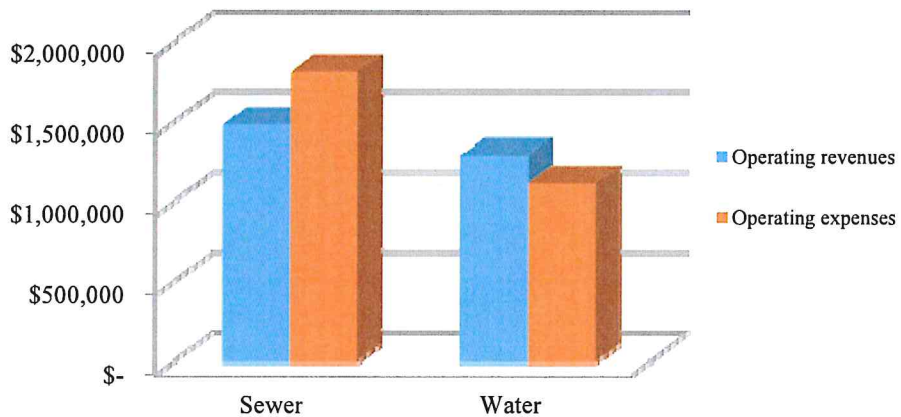
**Business-type Activities**

Business-type activities have increased the City’s net position by \$597,145. The City has two business-type activities: Sewer and Water Operations. The operating revenues and expenses for the business-type activities for the fiscal years ended June 30, 2023, and 2022, are as follows:

**Operating Revenues and Expenses  
Business-type Activities  
2023**



**Operating Revenues and Expenses  
Business-type Activities  
2022**





**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

---

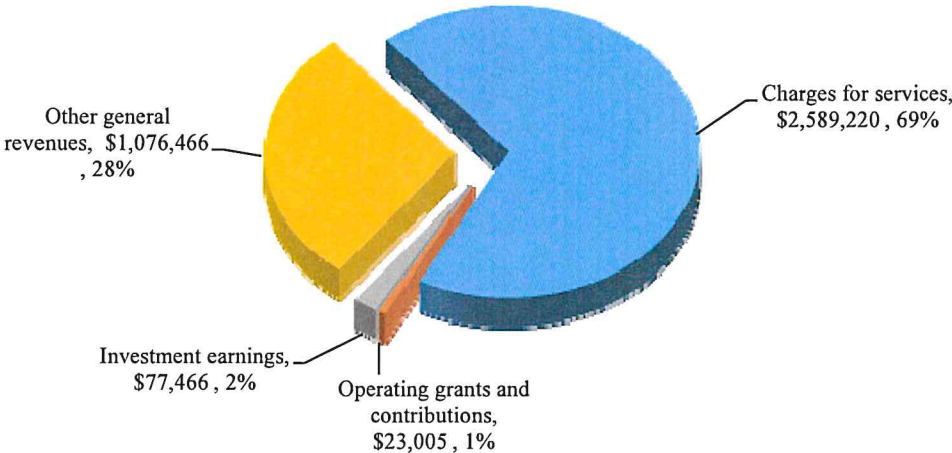
---

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

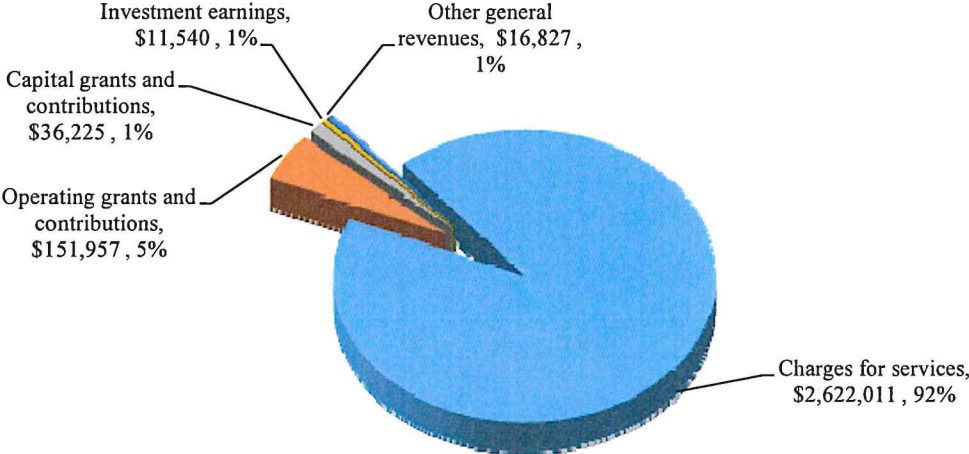
**Business-type Activities, continued**

The revenues by source for the business-type activities for the fiscal years ended June 30, 2023, and 2022, are as follows:

**Revenues by Source - Business-type Activities 2023**



**Revenues by Source - Business-type Activities 2022**



**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Financial Analysis of the Government's Funds**

The City of Rio Dell uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the City government, reporting the City's operations in more detail than the government-wide financial statements.

**Governmental funds.** The City's governmental funds provide information on near-term inflows, outflows, and balances of spending resources. At the fiscal year ending June 30, 2023, the City's governmental funds reported combined fund balances of \$3,979,905. This is an increase of \$337,274 or 9% from last year. The City of Rio Dell received the remainder of the American Rescue Plan Act distribution.

The General Fund is the city's chief operating fund. In the fiscal year ending June 30, 2023, the General Fund's fund balance totaled \$1,599,324, a decrease of \$295,671 or 16% from the prior year. This decrease is mainly due to lower-than-anticipated sales tax revenues received and the completion of capital projects.

Government funds allowed the City to undertake several capital and special projects in FY 2022-23. The City continued the Façade Improvement Program, which offered qualifying properties matching grants to improve the appearance and façade of their buildings. The city General Fund funded a street slurry seal project, asphalt street resurfacing, and new city vehicles.

**Proprietary funds.** The City ended the fiscal year with \$4,757,491 reported in the proprietary enterprise funds (the amount of net position available for use, including unrestricted net position but excluding the investment in capital assets net of related debt). This is a decrease of \$415,247 from 2022 due to unrestricted water funds decreasing by \$58,131 to \$2,889,894 and unrestricted sewer funds decreasing by \$357,116 to \$1,867,597.

**General Fund Budgetary Highlights**

The final budget and actual revenues differ by \$86,176, or 5%, under the budgeted amounts. This was exclusively due to a substantial drop in year-over-year Sales Tax revenues. Actual expenditures were \$227,162, 11% lower than the final budgeted amounts. The lower expenditures were largely due to incomplete capital projects, unused contingency funds, and vacant positions in various City Departments. There was no difference between the original expenditure budget and the final amended budget.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Capital Assets**

As of June 30, 2023, the city's investment in capital assets for its governmental and business-type activities amounts to \$29,425,371. This investment includes land, construction in progress, streets, medians, sidewalks, buildings, water and sewer infrastructure, machinery, equipment, and vehicles.

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Land	\$ 627,945	\$ 627,945	\$ 507,859	\$ 507,859	\$ 1,135,804	\$ 1,135,804
Construction in progress	100,150	-	117,864	-	218,014	-
Buildings and structures	450,386	461,693	14,200	14,200	464,586	475,893
Equipment	75,137	84,073	261,909	189,783	337,046	273,856
Vehicles	209,471	38,939	135,364	44,178	344,835	83,117
Streets and roads	3,067,131	2,876,397	-	-	3,067,131	2,876,397
Infrastructures	3,170,508	3,269,264	20,687,447	20,284,044	23,857,955	23,553,308
<b>Total</b>	<b>\$ 7,700,728</b>	<b>\$ 7,358,311</b>	<b>\$ 21,724,643</b>	<b>\$ 21,040,064</b>	<b>\$ 29,425,371</b>	<b>\$ 28,398,375</b>

More detail of the capital assets and current activity can be found in the notes to the financial statements on page 51 for significant accounting policies and Note 5 on pages 61 – 62 for other capital asset information.

**Long-Term Debt**

On June 30, 2023, the City had \$6,145,041 in long-term liabilities. Note 7 to the basic financial statements provides additional information about the city's long-term debt.

	Governmental Activities		Business-type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Compensated absences	125,084	\$ 53,287	85,036	\$ 34,226	\$ 210,120	\$ 87,513
Safe Drinking Water Loan	-	-	884,000	1,020,000	884,000	1,020,000
State of California Water	-	-	-	-	-	-
Resources Control Board	-	-	5,050,921	5,238,605	5,050,921	5,238,605
<b>Total</b>	<b>\$ 125,084</b>	<b>\$ 53,287</b>	<b>\$ 6,019,957</b>	<b>\$ 6,292,831</b>	<b>\$ 6,145,041</b>	<b>\$ 6,346,118</b>

**Economic Outlook and Next Year's Budget and Rates**

The City of Rio Dell's adopted Fiscal Year (FY) 2023-24 budget reflects a balanced position. The near-term economic outlook, while uncertain, remains relatively stable. This stability stems from a diversified tax base bolstered by the passage of Measure J (1% sales tax) and Measure X (cannabis tax), the absence of significant pension debt, and utility rates sufficient to cover operational and capital expenditures. However, lingering uncertainties exist regarding the long-term costs associated with the December 2022 earthquake and the potential impact of the upcoming Taxpayer Protection and Government Accountability Act (TPGAA) on the City's local sales tax revenue.

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

**Economic Outlook and Next Year's Budget and Rates, Continued**

Historically, tax revenues, particularly property and sales taxes, have demonstrated resilience throughout economic cycles, providing a foundation for the City's financial health. However, FY 2022-23 witnessed a significant deviation from this trend, with sales tax collections falling nearly 30% below budgeted projections. This highlights the vulnerability of this traditionally reliable revenue stream. Furthermore, the potential passage of the TPGAA ballot initiative in November 2024 poses a significant threat to the continued existence of Rio Dell's local sales tax measure, further jeopardizing revenue stability.

Measure X, the City's cannabis business tax, implemented in November 2017, has generated revenue projected to stabilize within the FY 2023-24 budget. It is crucial to acknowledge the inherent volatility of this revenue source, as price reductions and increased market competition can negatively impact cannabis tax collections. Therefore, maintaining and strategically expanding the City's overall revenue base must remain a top priority.

The 2022 earthquake disaster resulted in an estimated \$36 million in infrastructure damage. The City actively collaborates with the California Office of Emergency Services (CalOES) to navigate the recovery process, including filing claims for emergency expenditures and long-term repair efforts. Reimbursement for qualified expenses is anticipated to range from 75% to 100%, based on a per-project basis.

The City's traditional revenue streams are struggling to keep pace with rising expenses. Salary and benefit costs represent the largest expenditure category, and attracting and retaining qualified personnel is challenging due to the need for competitive compensation packages. Furthermore, operational costs for essential services like dispatch, information technology, and animal control are experiencing continuous escalation. The overall cost of conducting City business is expected to continue on this upward trajectory.

While Rio Dell enters FY 2023-24 in a state of financial stability, underlying vulnerabilities remain. Past efforts to balance revenue and expenditure have fortified the City's financial health. However, the unknowns surrounding the remaining earthquake-related costs and the potential ramifications of the TPGAA initiative contribute to uncertainty. The adopted budget prioritizes reinvesting in the City's infrastructure, safeguarding service levels and reserves, and charting a sustainable future. Despite the acknowledged vulnerabilities, both within and outside of the City's control, management remains confident in the actions taken and those planned to secure a long-term, financially secure future for Rio Dell.

**Requests for Information**

This Annual Financial Report is intended to provide citizens, taxpayers, investors, and creditors with a general overview of the City's finances. If you have any questions about this report or need additional financial information, contact the City of Rio Dell Finance Department, 675, Rio Dell, CA 95562.

*This page intentionally left blank.*

**BASIC FINANCIAL STATEMENTS**

*This page intentionally left blank.*

**City of Rio Dell, California**  
**Statement of Net Position**  
**June 30, 2023**

ASSETS	Governmental Activities	Business-type Activities	Total
<b>Current assets:</b>			
Cash and investments	\$ 3,553,175	\$ 5,017,353	\$ 8,570,528
Receivables:			
Accounts	494,677	316,731	811,408
Interest	11,557	23,673	35,230
Loans/Notes receivable	678,218	-	678,218
Prepaid items	36,502	68,000	104,502
<b>Total current assets</b>	<u>4,818,198</u>	<u>5,425,757</u>	<u>10,243,955</u>
<b>Noncurrent assets:</b>			
Capital assets:			
Nondepreciable	728,095	625,723	1,353,818
Depreciable	6,972,633	21,098,920	28,071,553
<b>Total noncurrent assets</b>	<u>7,700,728</u>	<u>21,724,643</u>	<u>29,425,371</u>
<b>Total assets</b>	<u>\$ 12,518,926</u>	<u>\$ 27,150,400</u>	<u>\$ 39,669,326</u>
LIABILITIES			
<b>Current liabilities:</b>			
Accounts payable and accrued liabilities	\$ 93,369	\$ 89,493	\$ 182,862
Interest payable	-	74,080	74,080
Deposits payable	-	91,844	91,844
Due within one year	-	327,813	327,813
<b>Total current liabilities</b>	<u>93,369</u>	<u>583,230</u>	<u>676,599</u>
<b>Noncurrent liabilities:</b>			
Long-term liabilities:			
Compensated absences	125,084	85,036	210,120
Due after one year	-	5,607,108	5,607,108
<b>Total noncurrent liabilities</b>	<u>125,084</u>	<u>5,692,144</u>	<u>5,817,228</u>
<b>Total liabilities</b>	<u>218,453</u>	<u>6,275,374</u>	<u>6,493,827</u>
NET POSITION			
Net investment in capital assets	7,700,728	16,117,535	23,818,263
Restricted	1,106,887	-	1,106,887
Unrestricted	3,492,858	4,757,491	8,250,349
<b>Total net position</b>	<u>12,300,473</u>	<u>20,875,026</u>	<u>33,175,499</u>
<b>Total liabilities, deferred inflows of resources and net position</b>	<u>\$ 12,518,926</u>	<u>\$ 27,150,400</u>	<u>\$ 39,669,326</u>

The accompanying notes are an integral part of these basic financial statements.



**City of Rio Dell, California**  
**Statement of Activities**  
**For the year ended June 30, 2023**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>Primary government:</b>				
Governmental activities:				
General government	\$ 615,033	\$ 30,647	\$ 403,497	\$ -
Public safety - Police	1,259,944	-	406,728	-
Public works	347,520	2,875	-	207,616
Planning and building	155,752	64,797	-	-
Housing and community development	2,715	-	110,779	-
Recycling	9,572	9,414	25,000	-
Total governmental activities	<u>2,390,536</u>	<u>107,733</u>	<u>946,004</u>	<u>207,616</u>
Business-type activities:				
Sewer	1,978,421	1,382,751	23,005	-
Water	1,190,591	1,206,469	-	-
Total business-type activities	<u>3,169,012</u>	<u>2,589,220</u>	<u>23,005</u>	<u>-</u>
<b>Total primary government</b>	<u><b>\$ 5,559,548</b></u>	<u><b>\$ 2,696,953</b></u>	<u><b>\$ 969,009</b></u>	<u><b>\$ 207,616</b></u>

General revenues:

- Taxes:
  - Property taxes, levied for general purposes
  - Sales taxes
  - Cannabis taxes
  - Transient occupancy taxes
  - Gas taxes
  - Franchise taxes
- Intergovernmental:
  - State motor vehicle in-lieu tax (MVLFF)
- Use of money and property
- Other general revenues
- Total general revenues
- Change in net position
- Net position:
  - Beginning of year
  - End of year

The accompanying notes are an integral part of these basic financial statements.

Net (Expense) Revenue and Changes in Net Position		
Governmental Activities	Business-Type Activities	Totals
\$ (180,889)	\$ -	\$ (180,889)
(853,216)	-	(853,216)
(137,029)	-	(137,029)
(90,955)	-	(90,955)
108,064	-	108,064
24,842	-	24,842
(1,129,183)	-	(1,129,183)
-	(572,665)	(572,665)
-	15,878	15,878
-	(556,787)	(556,787)
(1,129,183)	(556,787)	(1,685,970)
162,357	-	162,357
568,414	-	568,414
216,693	-	216,693
20,428	-	20,428
167,551	-	167,551
88,172	-	88,172
475,280	-	475,280
58,870	77,466	136,336
44,642	1,076,466	1,121,108
1,802,407	1,153,932	2,956,339
673,224	597,145	1,270,369
11,627,249	20,277,881	31,905,130
\$ 12,300,473	\$ 20,875,026	\$ 33,175,499

*This page intentionally left blank.*

**FUND FINANCIAL STATEMENTS**  
**MAJOR FUNDS**

<b>Fund</b>	<b>Description</b>
<b>Governmental Funds:</b>	Governmental funds are used for taxes and grants.
General	Primary operating fund of the City; accounts for all activities except those legally or administratively required to be accounted for in other funds.
CDBG Housing Special Revenue	Accounts for activities related to housing and the related CDBG funding.

**City of Rio Dell, California**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2023**

	<u>Major Funds</u>			<u>Totals</u>
	<u>General Fund</u>	<u>CDBG Special Revenue</u>	<u>Nonmajor Governmental Funds</u>	
<b>ASSETS</b>				
Cash and investments	\$ 1,216,786	\$ 567,907	\$ 1,702,157	\$ 3,486,850
Receivables:				
Interest	8,115	-	3,061	11,176
Loans/Notes receivable	-	678,218	-	678,218
Other receivable	347,171	-	147,506	494,677
Due from other funds	51,953	-	-	51,953
Prepaid items	36,502	-	-	36,502
<b>Total assets</b>	<u>\$ 1,660,527</u>	<u>\$ 1,246,125</u>	<u>\$ 1,896,793</u>	<u>\$ 4,803,445</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable and accrued liabilities	\$ 61,203	\$ 39	\$ 32,127	\$ 93,369
Due to other funds	-	-	51,953	51,953
<b>Total liabilities</b>	<u>61,203</u>	<u>39</u>	<u>84,080</u>	<u>145,322</u>
<b>Deferred inflows of resources:</b>				
Unavailable revenue	-	678,218	-	678,218
<b>Total deferred inflows of resources:</b>	<u>-</u>	<u>678,218</u>	<u>-</u>	<u>678,218</u>
<b>Total Liabilities and deferred inflows</b>	<u>61,203</u>	<u>678,257</u>	<u>84,080</u>	<u>823,540</u>
<b>Fund balances:</b>				
Nonspendable	36,502	-	-	36,502
Restricted	-	567,868	539,019	1,106,887
Assigned	-	-	1,280,775	1,280,775
Unassigned (Deficit)	1,562,822	-	(7,081)	1,555,741
<b>Total fund balances</b>	<u>1,599,324</u>	<u>567,868</u>	<u>1,812,713</u>	<u>3,979,905</u>
<b>Total liabilities, deferred inflows and fund balances</b>	<u>\$ 1,660,527</u>	<u>\$ 1,246,125</u>	<u>\$ 1,896,793</u>	<u>\$ 4,803,445</u>

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Statement of Net Position**  
**June 30, 2023**

---

---

**Total fund balances - total governmental funds** \$ 3,979,905

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. 7,675,482

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds balance sheet.

Compensated absences (125,084)

Governmental funds notes receivable from various loan programs are deferred under the current financial resources measurement focus. The notes receivable are recognized in the government-wide Statement of Net Position under the accrual basis of accounting. 678,218

**Net Position of governmental activities** \$ 12,300,473

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Reconciliation of Fund Basis Balance Sheet to Government-wide Statement of Net Position**  
**Governmental Activities**  
**June 30, 2023**

	Governmental Funds Balance Sheet	Reclassifications	Changes in GAAP	Internal Services Balances	Statement of Net Position
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>					
<b>Current assets:</b>					
Cash and investments	\$ 3,486,850	\$ -	\$ -	\$ 66,325	\$ 3,553,175
Receivables:					
Interest	11,176	-	-	381	11,557
Loans/Notes receivable	678,218	-	-	-	678,218
Other receivable	494,677	-	-	-	494,677
Due from other funds	51,953	(51,953)	-	-	-
Prepaid items	36,502	-	-	-	36,502
<b>Total current assets</b>	<b>4,803,445</b>	<b>(51,953)</b>	<b>-</b>	<b>66,706</b>	<b>4,818,198</b>
<b>Noncurrent assets:</b>					
Capital assets, net	-	-	7,675,482	25,246	7,700,728
<b>Total noncurrent assets</b>	<b>-</b>	<b>-</b>	<b>7,675,482</b>	<b>25,246</b>	<b>7,700,728</b>
<b>Total assets and deferred outflows of resources</b>	<b>\$ 4,803,445</b>	<b>\$ (51,953)</b>	<b>\$ 7,675,482</b>	<b>\$ 91,952</b>	<b>\$ 12,518,926</b>
<b>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>					
<b>Current liabilities:</b>					
Accounts payable and accrued liabilities	\$ 93,369	\$ -	\$ -	\$ -	\$ 93,369
Due to other funds	51,953	(51,953)	-	-	-
<b>Total current liabilities</b>	<b>145,322</b>	<b>(51,953)</b>	<b>-</b>	<b>-</b>	<b>93,369</b>
<b>Noncurrent liabilities:</b>					
Long-term liabilities:					
Compensated absences	-	-	125,084	-	125,084
<b>Total noncurrent liabilities</b>	<b>-</b>	<b>-</b>	<b>125,084</b>	<b>-</b>	<b>125,084</b>
<b>Total liabilities</b>	<b>145,322</b>	<b>(51,953)</b>	<b>125,084</b>	<b>-</b>	<b>218,453</b>
<b>Deferred inflows of resources</b>					
Unavailable revenue	678,218	-	(678,218)	-	-
<b>Total liabilities and deferred inflows of resources:</b>	<b>823,540</b>	<b>(51,953)</b>	<b>(553,134)</b>	<b>-</b>	<b>218,453</b>
<b>FUND BALANCES/NET POSITION</b>					
<b>Fund balances:</b>					
Nonspendable	36,502	(36,502)	-	-	-
Restricted	1,106,887	(1,106,887)	-	-	-
Assigned	1,280,775	(1,280,775)	-	-	-
Unassigned (deficit)	1,555,741	(1,555,741)	-	-	-
<b>Net position:</b>					
Net investment in capital assets	-	-	7,675,482	25,246	7,700,728
Restricted	-	-	1,106,887	-	1,106,887
Unrestricted	-	3,979,905	(553,753)	66,706	3,492,858
<b>Total fund balances/net position</b>	<b>3,979,905</b>	<b>-</b>	<b>8,228,616</b>	<b>91,952</b>	<b>12,300,473</b>
<b>Total liabilities, deferred inflows and net position</b>	<b>\$ 4,803,445</b>	<b>\$ (51,953)</b>	<b>\$ 7,675,482</b>	<b>\$ 91,952</b>	<b>\$ 12,518,926</b>

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended June 30, 2023**

	<b>Major Funds</b>			<b>Totals</b>
	<b>General Fund</b>	<b>CDBG Special Revenue</b>	<b>Other Governmental Funds</b>	
<b>REVENUES:</b>				
Property taxes	\$ 162,357	\$ -	\$ -	\$ 162,357
Sales taxes	568,414	-	-	568,414
Cannabis taxes	220,693	-	-	220,693
Occupancy taxes	20,428	-	-	20,428
Gas tax	-	-	167,551	167,551
Intergovernmental	516,706	1,376	1,109,273	1,627,355
Licenses, permits, and franchise fees	115,329	-	76,576	191,905
Interest and use of property	49,844	438	8,588	58,870
Miscellaneous	14,670	-	32,893	47,563
<b>Total revenues</b>	<b>1,668,441</b>	<b>1,814</b>	<b>1,394,881</b>	<b>3,065,136</b>
<b>EXPENDITURES:</b>				
Current:				
General government	394,495	-	47,914	442,409
Public safety - Police	1,007,142	-	211,768	1,218,910
Public works	52,549	-	401,163	453,712
Planning and building	48,543	-	107,209	155,752
Housing and Community Development	-	2,715	-	2,715
Recycling	-	-	9,572	9,572
Capital outlay	402,269	-	20,440	422,709
<b>Total expenditures</b>	<b>1,904,998</b>	<b>2,715</b>	<b>798,066</b>	<b>2,705,779</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(236,557)</b>	<b>(901)</b>	<b>596,815</b>	<b>359,357</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	10,500	-	69,255	79,755
Transfers out	(69,614)	(3,818)	(28,406)	(101,838)
<b>Total other financing sources (uses)</b>	<b>(59,114)</b>	<b>(3,818)</b>	<b>40,849</b>	<b>(22,083)</b>
<b>Net change in fund balances</b>	<b>(295,671)</b>	<b>(4,719)</b>	<b>637,664</b>	<b>337,274</b>
<b>FUND BALANCES:</b>				
Beginning of year	1,894,995	572,587	1,175,049	3,642,631
End of year	<u>\$ 1,599,324</u>	<u>\$ 567,868</u>	<u>\$ 1,812,713</u>	<u>\$ 3,979,905</u>

The accompanying notes are an integral part of these basic financial statements.



**City of Rio Dell, California**  
**Reconciliation of Fund Basis Statements to Government-wide Statement of Activities**  
**For the year ended June 30, 2023**

Functions/Programs	Fund Based Totals	Compensated Absences/ Debt		Internal Service	Depreciation	Capital Asset (Additions)/ Retirements		Government- wide Totals
		Service	Service			Retirements	Retirements	
<b>Governmental activities:</b>								
General government	\$ 442,409	\$ 71,797	\$ (44,623)	\$ 145,450	\$ -	\$ -	\$ 615,033	
Public safety - Police	1,218,910	-	-	41,034	-	-	1,259,944	
Public works	453,712	-	-	93,020	(199,212)	-	347,520	
Planning and building	155,752	-	-	-	-	-	155,752	
Housing and Community Development	2,715	-	-	-	-	-	2,715	
Recycling	9,572	-	-	-	-	-	9,572	
Capital outlay	422,709	-	-	-	(422,709)	-	-	
<b>Total governmental activities</b>	<b>\$ 2,705,779</b>	<b>\$ 71,797</b>	<b>\$ (44,623)</b>	<b>\$ 279,504</b>	<b>\$ (621,921)</b>	<b>\$ -</b>	<b>\$ 2,390,536</b>	

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For the year ended June 30, 2023**

<b>Net change in fund balances - total governmental funds</b>	<b>\$ 337,274</b>
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:	
Capital asset purchases capitalized	\$ 439,606
Disposal of capital assets	182,315
Depreciation expense	<u>(279,504)</u>
	342,417
Certain notes receivable are reported in the governmental funds as expenditures and then offset by a deferred revenue as they are not available to pay current expenditures. Likewise, when the note is collected it is reflected in revenue. This is the net change between notes receivable collected and issued.	(1,376)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:	
Change in compensated absences	(71,797)
Internal services funds are used by management to charge the costs of certain activities, such as central garage, to individual funds. The change in Net Position of the Internal Service Funds is included in the governmental activities in the government-wide Statement of Net Position less transfers.	<u>66,706</u>
<b>Change in Net Position of governmental activities</b>	<b><u>\$ 673,224</u></b>

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances -**  
**Budget to Actual - Major Funds**  
**For the year ended June 30, 2023**

	<b>General Fund</b>			Variance w/Final Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
<b>REVENUES:</b>				
Property taxes	\$ 154,182	\$ 154,182	\$ 162,357	\$ 8,175
Sales taxes	803,200	803,200	568,414	(234,786)
Cannabis taxes	186,000	186,000	220,693	34,693
Occupancy taxes	20,000	20,000	20,428	428
Intergovernmental	458,740	458,740	516,706	57,966
Licenses, permits, and franchise fees	107,960	107,960	115,329	7,369
Interest and use of property	24,535	24,535	49,844	25,309
Miscellaneous	-	-	14,670	14,670
<b>Total revenues</b>	<b>1,754,617</b>	<b>1,754,617</b>	<b>1,668,441</b>	<b>(86,176)</b>
<b>EXPENDITURES:</b>				
Current:				
General government	393,416	393,416	394,495	(1,079)
Public safety - Police	1,027,319	1,027,319	1,007,142	20,177
Planning and public works	104,520	104,520	52,549	51,971
Building	53,905	53,905	48,543	5,362
Housing and Community Development	-	-	-	-
Capital outlay	553,000	553,000	402,269	150,731
<b>Total expenditures</b>	<b>2,132,160</b>	<b>2,132,160</b>	<b>1,904,998</b>	<b>227,162</b>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	<b>(377,543)</b>	<b>(377,543)</b>	<b>(236,557)</b>	<b>140,986</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Proceeds from sale of capital assets	10,000	10,000	-	(10,000)
Transfers in	13,364	13,364	10,500	(2,864)
Transfers out	(60,345)	(60,345)	(69,614)	(9,269)
<b>Total other financing sources (uses)</b>	<b>(36,981)</b>	<b>(36,981)</b>	<b>(59,114)</b>	<b>(22,133)</b>
<b>Net change in fund balances</b>	<b>(414,524)</b>	<b>(414,524)</b>	<b>(295,671)</b>	<b>118,853</b>
<b>FUND BALANCES:</b>				
Beginning of year	1,894,995	1,894,995	1,894,995	-
End of year	<b>\$ 1,480,471</b>	<b>\$ 1,480,471</b>	<b>\$ 1,599,324</b>	<b>\$ 118,853</b>

The accompanying notes are an integral part of these basic financial statements.

<b>CDBG Special Revenue Fund</b>			
Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
Original	Final		
\$ -	\$ -	\$ -	\$ -
-	-	-	-
5,000	5,000	1,376	(3,624)
-	-	-	-
-	-	438	438
-	-	-	-
<u>5,000</u>	<u>5,000</u>	<u>1,814</u>	<u>(3,186)</u>
-	-	-	-
-	-	-	-
-	-	-	-
580,834	580,834	2,715	578,119
-	-	-	-
<u>580,834</u>	<u>580,834</u>	<u>2,715</u>	<u>578,119</u>
<u>(575,834)</u>	<u>(575,834)</u>	<u>(901)</u>	<u>574,933</u>
-	-	-	-
-	-	(3,818)	(3,818)
-	-	(3,818)	(3,818)
(575,834)	(575,834)	(4,719)	571,115
<u>572,587</u>	<u>572,587</u>	<u>572,587</u>	<u>-</u>
<u>\$ (3,247)</u>	<u>\$ (3,247)</u>	<u>\$ 567,868</u>	<u>\$ 571,115</u>

*This page intentionally left blank.*

**PROPRIETARY FUNDS**

<b>Fund</b>	<b>Description</b>
<b>Major Funds:</b>	
Sewer Enterprise Fund	Accounts for the operation and maintenance of the City's wastewater treatment plant and collection facilities.
Water Enterprise Fund	Accounts for the operation and maintenance of the City's water treatment and distribution system.
Internal Service Fund	Accounts for departmental use of the City's vehicle. The monies in this fund are committed to purchasing a replacement vehicle

**City of Rio Dell, California**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2023**

	<b>Business-type Activities - Enterprise Funds</b>			<b>Governmental</b>
	<b>Sewer Fund</b>	<b>Water Fund</b>	<b>Totals</b>	<b>Internal Service Fund</b>
<b>ASSETS</b>				
<b>Current assets:</b>				
Cash and investments	\$ 2,083,081	\$ 2,934,272	\$ 5,017,353	\$ 66,325
Receivables:				
Accounts	167,905	148,826	316,731	-
Interest	6,896	16,777	23,673	381
Prepaid	-	68,000	68,000	-
<b>Total current assets</b>	<u>2,257,882</u>	<u>3,167,875</u>	<u>5,425,757</u>	<u>66,706</u>
<b>Noncurrent assets:</b>				
Capital assets, net	12,114,354	9,610,289	21,724,643	25,246
<b>Total noncurrent assets</b>	<u>12,114,354</u>	<u>9,610,289</u>	<u>21,724,643</u>	<u>25,246</u>
<b>Total Assets</b>	<u>\$ 14,372,236</u>	<u>\$ 12,778,164</u>	<u>\$ 27,150,400</u>	<u>\$ 91,952</u>
<b>LIABILITIES</b>				
<b>Current liabilities:</b>				
Accounts payable	\$ 24,607	\$ 32,015	\$ 56,622	\$ -
Accrued liabilities	18,043	14,828	32,871	-
Interest payable	74,080	-	74,080	-
Deposits payable	52,269	39,575	91,844	-
Due within one year	191,813	136,000	327,813	-
<b>Total current liabilities</b>	<u>360,812</u>	<u>222,418</u>	<u>583,230</u>	<u>-</u>
<b>Noncurrent liabilities:</b>				
Compensated absences	29,473	55,563	85,036	-
Due after one year	4,859,108	748,000	5,607,108	-
<b>Total noncurrent liabilities</b>	<u>4,888,581</u>	<u>803,563</u>	<u>5,692,144</u>	<u>-</u>
<b>Total liabilities</b>	<u>5,249,393</u>	<u>1,025,981</u>	<u>6,275,374</u>	<u>-</u>
<b>Net Position:</b>				
Net investment in capital assets	7,255,246	8,862,289	16,117,535	25,246
Unrestricted	1,867,597	2,889,894	4,757,491	66,706
<b>Total net position</b>	<u>9,122,843</u>	<u>11,752,183</u>	<u>20,875,026</u>	<u>91,952</u>
<b>Total liabilities and net position</b>	<u>\$ 14,372,236</u>	<u>\$ 12,778,164</u>	<u>\$ 27,150,400</u>	<u>\$ 91,952</u>

The accompanying notes are an integral part of these basic financial statements

**City of Rio Dell, California**  
**Statement of Revenues, Expenses, and Changes in Fund Net Position**  
**Proprietary Funds**  
**For the year ended June 30, 2023**

	<b>Business-type Activities - Enterprise Funds</b>			<b>Governmental</b>
	<b>Sewer</b>	<b>Water</b>	<b>Totals</b>	<b>Activities</b>
	<b>Fund</b>	<b>Fund</b>		<b>Internal</b>
				<b>Service Fund</b>
<b>OPERATING REVENUES:</b>				
Charges for service	\$ 1,350,400	\$ 1,170,721	\$ 2,521,121	\$ -
Connection fees	2,297	2,550	4,847	-
Late fees	30,054	33,198	63,252	-
Interdepartmental charges	-	-	-	44,116
<b>Total operating revenues</b>	<b>1,382,751</b>	<b>1,206,469</b>	<b>2,589,220</b>	<b>44,116</b>
<b>OPERATING EXPENSES:</b>				
Current operations:				
General government	230,953	247,300	478,253	-
Public works	1,037,457	667,390	1,704,847	349
Depreciation	597,514	275,901	873,415	4,208
<b>Total operating expenses</b>	<b>1,865,924</b>	<b>1,190,591</b>	<b>3,056,515</b>	<b>4,557</b>
<b>OPERATING INCOME</b>	<b>(483,173)</b>	<b>15,878</b>	<b>(467,295)</b>	<b>39,559</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Gain (Loss) from the sale of capital assets	579,387	496,504	1,075,891	-
Intergovernmental revenues (expenses)	23,005	-	23,005	-
Capital contribution	-	-	-	29,454
Bad debt recovery (expense)	206	369	575	-
Interest revenue	27,906	49,560	77,466	856
Interest expense	(112,497)	-	(112,497)	-
<b>Total non-operating revenues, net</b>	<b>518,007</b>	<b>546,433</b>	<b>1,064,440</b>	<b>30,310</b>
<b>NET INCOME BEFORE TRANSFERS</b>	<b>34,834</b>	<b>562,311</b>	<b>597,145</b>	<b>69,869</b>
Transfers in	-	-	-	22,083
Transfers out	-	-	-	-
<b>Total transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,083</b>
<b>CHANGE IN NET POSITION</b>	<b>34,834</b>	<b>562,311</b>	<b>597,145</b>	<b>91,952</b>
<b>NET POSITION:</b>				
Beginning of year	9,088,009	11,189,872	20,277,881	-
End of year	<b>\$ 9,122,843</b>	<b>\$ 11,752,183</b>	<b>\$ 20,875,026</b>	<b>\$ 91,952</b>

The accompanying notes are an integral part of these basic financial statements.



**City of Rio Dell, California**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the year ended June 30, 2023**

	Business-type Activities - Enterprise Funds			Governmental Activities
	Sewer Fund	Water Fund	Totals	Internal Service Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Cash received from customers/users for services provided	\$ 1,418,385	\$ 1,225,730	\$ 2,644,115	\$ -
Cash received from interfund services provided	-	-	-	44,116
Cash payments to suppliers for goods and services	(911,435)	(758,707)	(1,670,142)	(349)
Cash payments to employees for services	(326,758)	(101,914)	(428,672)	-
Net cash provided by operating activities	180,192	365,109	545,301	43,767
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
Transfers received	-	-	-	22,083
Other non-operating payments	206	369	575	-
Net cash used by noncapital financing activities	206	369	575	22,083
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Capital grants received	23,005	-	23,005	-
Acquisition and construction of capital assets	(218,264)	(263,839)	(482,103)	-
Principal paid on long term debt	(187,684)	(136,000)	(323,684)	-
Interest paid on long term debt	(115,250)	-	(115,250)	-
Net cash (used) by capital and related financing activities	(498,193)	(399,839)	(898,032)	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Investment income received	22,587	36,207	58,794	475
Net cash provided by investing activities	22,587	36,207	58,794	475
Net increase (decrease) in cash and cash equivalents	(295,208)	1,846	(293,362)	66,325
<b>CASH AND CASH EQUIVALENTS:</b>				
Beginning of year	2,378,289	2,932,426	5,310,715	-
End of year	\$ 2,083,081	\$ 2,934,272	\$ 5,017,353	\$ 66,325
<b>Reconciliation of income from operations to net cash provided by operating activities:</b>				
Operating income	\$ (483,173)	\$ 15,878	\$ (467,295)	\$ 39,559
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation	597,514	275,901	873,415	4,208
(Increase) decrease in current assets:				
Accounts receivable	(4,616)	19,261	14,645	-
Intergovernmental receivables	40,250	-	40,250	-
Increase (decrease) in liabilities:				
Accounts payable	13,368	16,359	29,727	-
Accrued liabilities	4,154	1,166	5,320	-
Deposits payable	(3,304)	1,733	(1,571)	-
Compensated absences	15,999	34,811	50,810	-
Net cash provided by operating activities	\$ 180,192	\$ 365,109	\$ 545,301	\$ 43,767

There were no noncash investing, capital, or financing activities affecting recognized assets and liabilities for the year ended June 30, 2023.

The accompanying notes are an integral part of these basic financial statements.

## FIDUCIARY ACTIVITIES

Fund	Description
<b>Custodial Fund</b>	Used to account for assets held for distribution by the City as an agent for another entity.

**City of Rio Dell, California**  
**Statement of Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2023**

	<u>Custodial Fund</u>
<b>ASSETS</b>	
Cash and investments	\$ 31,859
Interest receivable	183
<b>Total assets</b>	<u>32,042</u>
<b>LIABILITIES</b>	
Accounts payable	<u>-</u>
<b>Total Liabilities</b>	<u>-</u>
<b>NET POSITION</b>	
Restricted for:	
Individuals, organizations, and other governments	32,042
<b>Total net position</b>	<u>\$ 32,042</u>

The accompanying notes are an integral part of these basic financial statements.

**City of Rio Dell, California**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2023**

	<u>Custodial Fund</u>
<b>ADDITIONS</b>	
Intergovernmental revenue	\$ 18,900
Interest earned	519
<b>Total additions</b>	<u>19,419</u>
<b>DEDUCTIONS</b>	
Administrative expense	<u>-</u>
<b>Total deductions</b>	<u>-</u>
Net increase (decrease) in fiduciary net position	19,419
Net position - beginning	12,623
Net position - ending	<u>\$ 32,042</u>

The accompanying notes are an integral part of these basic financial statements.

*This page intentionally left blank.*

**NOTES TO BASIC FINANCIAL STATEMENTS**

**City of Rio Dell, California**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Index to Notes to Basic Financial Statements**

	<u>Page</u>
<b>Note 1 - Summary of Significant Accounting Policies</b> .....	45
Financial Reporting Entity .....	45
Basis of Presentation .....	46
Measurement Focus .....	48
Basis of Accounting .....	48
Assets, Liabilities, and Equity .....	49
Revenues, Expenditures, and Expenses .....	55
Budgetary Accounting .....	56
<b>Note 2 – Cash and Investments</b> .....	57
<b>Note 3 – Accounts Receivable</b> .....	59
<b>Note 4 – Loans Receivable</b> .....	60
<b>Note 5 – Capital Assets</b> .....	61
<b>Note 6 – Accounts Payable and Accrued Liabilities</b> .....	63
<b>Note 7 – Long-term Liabilities</b> .....	63
<b>Note 8 – Net Position/Fund Balances</b> .....	66
<b>Note 9 – Interfund Transactions</b> .....	68
<b>Note 10 – Risk Management</b> .....	69
<b>Note 11 – Joint Powers Agreements</b> .....	70
<b>Note 12 – Deferred Compensation Plan</b> .....	72
<b>Note 13 – Commitments and Contingencies</b> .....	72
<b>Note 14 – New Accounting Pronouncements</b> .....	72

**City of Rio Dell, California**  
**Notes to Basic Financial Statements**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the City of Rio Dell (the City) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Boards (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles are described below.

***Financial Reporting Entity***

The City is a general law City incorporated in the State of California on February 26, 1965. The City is governed by an elected, five-member City Council. The following services are provided by the City to its citizens: public safety (police); highways and streets; drinking water; wastewater collection, treatment and disposal; public improvements; parks and recreation; planning and zoning; and general administrative services.

The City operates as a self-governing local government unit within the State. It has limited authority to levy taxes and has the authority to determine user fees for the services that it provides. The City's main funding sources include sales taxes, other intergovernmental revenue from state and federal sources, user fees, and federal and state financial assistance.

The financial reporting entity consists of (a) the primary government, the City, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (a) the City has the ability to impose its will on the organization, or (b) there is a potential for the organization to provide a financial benefit to or impose a financial burden on the City.

As required by GAAP, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. These component units are reported on a blended basis. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The financial statements of the individual component units, if applicable as indicated below, may be obtained by writing to the City of Rio Dell, Finance Department, 675 Wildwood Ave., Rio Dell, CA 95562.

***Description of Joint Powers Agreements***

The City participates in several joint power agreements (JPAs) as described in Note 11. The financial activities of the JPAs are not included in the accompanying basic financial statements because JPAs are administered by governing boards that are separate from and independent of the City.



**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Basis of Presentation***

*Government-Wide Financial Statements*

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided by a given function or segment, 2) operating grants and contributions, and 3) capital grants and contributions restricted to the operating or capital requirements of a specific function or segment. All taxes and internally dedicated resources are reported as *general revenues* rather than program revenues.

*Fund Financial Statements*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least ten percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least five percent of the corresponding total for all governmental funds combined.

The City reports the following major funds:

- General Fund
- CDBG Special Revenue Fund

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Basis of Presentation, Continued***

Descriptions of these funds are included on the divider page preceding the Governmental Funds Balance Sheet.

The funds of the financial reporting entity are described below:

**Governmental Funds**

***General Fund***

The General Fund is used to account for resources traditionally associated with the City which are not required legally or by sound financial management to be accounted for in another fund. From this fund are paid the City's general operating expenditures, the fixed charges, and the capital costs that are not paid through other funds.

***Special Revenue Funds***

The Special Revenue Funds are used to account for specific revenues that are legally or otherwise restricted to expenditures for particular purposes.

***Capital Project Funds***

The Capital Projects Funds are used to account for financial resources used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

**Proprietary Funds**

***Enterprise Funds***

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. Costs are financed or recovered primarily through user charges.

***Internal Service Funds***

Internal service funds are used to report any activity that provides goods or services to other funds or departments of the City on a cost-reimbursement basis.

**Fiduciary Funds**

***Custodial Funds***

Custodial Funds are clearing type funds for the collection of taxes or deposits held in trust, on behalf of individuals, private organizations and other governments. The funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Measurement Focus***

Measurement focus is a term used to describe which transactions are recorded within the various financial statements.

On the government-wide Statement of Net position and the Statement of Activities, governmental and business-type activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as Net position, which serves as an indicator of financial position.

In the fund financial statements, the “current financial resources” measurement focus is used for governmental funds. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The enterprise funds and private purpose trust funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. Enterprise fund and private purpose trust funds equity is classified as net position.

Custodial funds are not involved in the measurement of results of operations; therefore, measurement focus is not applicable to them.

***Basis of Accounting***

The government-wide, proprietary and fiduciary funds financial statements required by GASB Statement No. 34 are reported using the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned, while expenses are recognized in the period in which the liability is incurred.

The governmental fund financial statements are accounted for on a spending or "current financial resources" measurement focus, and the modified accrual basis of accounting. Accordingly, only current assets and liabilities (except for long-term advances from the City) are included in the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Basis of Accounting, Continued***

Revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after fiscal year end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property taxes, sales taxes, intergovernmental revenues, other taxes and investment earnings. Fines, licenses and permits, and charges for services are not susceptible to accrual because they are not measurable until received in cash. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, the City may fund certain programs with a combination of cost-reimbursement grants, categorical block grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The City's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Non-exchange transactions, in which the City gives or receives value without directly receiving or giving value in exchange, include taxes, grants, entitlements and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

***Assets, Liabilities, and Equity***

**Cash Deposits and Investments**

The City pools cash from all sources and all funds, except certain specific investments within funds and cash with fiscal agents, so that it can be invested at the maximum yield, consistent with safety and liquidity, while individual funds can make expenditures at any time.

The City's investment policy and section 53601 of the California Government Code allow the following investments:

- a) Certificates of Deposit;
- b) Obligations of the State of California.

The City does not enter into reverse repurchase agreements.

The City's investments are carried at fair value instead of cost, as required by U.S. generally accepted accounting principles. The City adjusts the carrying value of its investments to reflect their fair value at each fiscal year end if material, and it includes the effects of these adjustments in income for that fiscal year.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Assets, Liabilities, and Equity, Continued***

The City places certain funds with the State of California's Local Agency Investment Fund (LAIF). The City is a voluntary participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California and the Pooled Money Investment Board. The State Treasurer's office pools these funds with those of other governmental agencies in the state and invests the cash. The fair value of the City's investment in this pool is reported in the accompanying financial statements based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio).

The monies held in the pooled investment funds are not subject to categorization by risk category. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on the amortized cost basis. Funds are accessible and transferable to the master account with twenty-four hours' notice. Included in LAIF's investments are collateralized mortgage obligations, mortgage backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. Financial statements for LAIF can be obtained from the California State Treasurer's Office: State Treasurer's Office, 915 Capitol Mall, Suite 110, Sacramento, CA 95814.

**Interfund Receivables and Payables**

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net position. See Note 9 for details of interfund transactions, including receivables and payables at year-end.

**Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include property taxes, sales and use taxes, utility user taxes, intergovernmental subventions, interest earnings, and expense reimbursements.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as property tax, sales tax, utility user tax, and intergovernmental subventions since they are usually both measurable and available. Non-exchange transactions collectible but not available, such as property tax, are deferred in the fund financial statements in accordance with the modified accrual basis, but not deferred in the government-wide financial statements in accordance with the accrual basis.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

***Assets, Liabilities, and Equity, Continued***

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The loans receivable are recorded in the fund statements, but are deferred to indicate they do not represent current financial resources. The loans are recognized when advanced in the government-wide statements. The City's experience is that all accounts receivable are collectible; therefore an allowance for doubtful accounts is unnecessary.

**Inventory**

The City does not record and maintain inventory records of unused materials and supplies for the various funds. Inventories are considered immaterial and materials and supplies are currently expensed.

**Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In the governmental fund financial statements, prepaid items are offset with a reservation of fund balance for long-term assets to indicate they do not constitute current resources available for appropriation.

**Capital Assets**

The City's assets are capitalized at historical cost or estimated historical cost, if actual is unavailable, except for donated Capital Assets which are recorded at their estimated fair value at the date of donation. Policy has set the capitalization threshold for reporting at \$5,000 for non-infrastructure capital assets and \$25,000 for infrastructure capital assets.

***Government-Wide Statements***

Public domain (infrastructure) capital assets include roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems.

The accounting treatment of property, plant and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. No depreciation is recorded in the year of acquisition or in the year of disposition.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

*Assets, Liabilities, and Equity, Continued*

The range of estimated useful lives by type of asset is as follows:

Buildings and improvements	5 – 50 years	Landscaping	30 years
Roadway improvements	50 years	Signage	25 years
Sidewalks, curbs, and gutters	50 years	Leasehold improvements	5 years
Storm drain pipes/structures	50 years	Machinery and equipment	3 – 5 years
Traffic signal devices	5 – 40 years	Vehicles	3 years

*Fund Financial Statements*

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

**Deferred outflows/inflows of resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/ expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has only one type of item, deferred inflows on the City’s CDBG loans reported in the governmental funds balance sheet.

**Compensated Absences**

Full time employees accumulate earned vacation, holiday and compensated leave of varying amounts dependent upon length of service with the City. These amounts are deemed fully vested with the employee when earned. The City also provides full time employees with sick leave that generally must be used for sickness and injury-related leave time.

The City does not currently provide post-employment benefits.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

*Assets, Liabilities, and Equity, Continued*

**Unearned Revenues**

Unearned revenues in governmental funds arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Unearned revenues in enterprise funds and the statement of net position arise when resources are received by the City before it has legal claim to them, (i.e., when grant monies are received prior to the incurrence of qualifying expenses).

**Equity Classification**

*Government-Wide Statements*

Equity is classified as net position and is displayed in three components:

- a. *Invested in capital assets, net of related debt* – consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. *Restricted net position* – consists of net position with constraints placed on the use by external groups such as creditors, grantors, contributors, or bylaws or regulations of other governments or law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* – all other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

*Fund Financial Statements*

Governmental fund equity is classified as fund balance. Fund balance is classified as nonspendable, restricted, committed, assigned, or unassigned. Proprietary fund equity is classified the same as in the government-wide statements. The classifications for governmental funds are defined as follows for the City:

***Nonspendable Fund Balance*** –

- Assets that will never convert to cash (prepaid items, inventory).
- Assets that will not convert to cash soon enough to affect the current period (long-term notes or loans receivable).
- Resources that must be maintained intact pursuant to legal or contractual requirements (the principal of an endowment).



**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

**Equity Classification, Continued**

*Fund Financial Statements, continued*

***Restricted Fund Balance –***

- Resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government (creditors, grantors, contributors and other governments).
- Resources that are subject to limitations imposed by law through constitutional provisions or enabling legislation (Gas Tax).

***Committed Fund Balance –***

- Self imposed limitations set in place prior to the end of the period (encumbrances, economic contingencies and uncertainties).
- Limitation at the highest level of decision-making (Council) that requires formal action at the same level to remove.
- Council resolution is required to be taken to establish, modify or rescind a fund balance commitment

***Assigned Fund Balance –***

- Amounts in excess of nonspendable, restricted and committed fund balance in funds other than the general fund automatically are reported as assigned fund balance.
- Assigned amounts for a specific purpose are as authorized by the City's Finance Director through its fund balance policy.

***Unassigned Fund Balance –***

- Residual net resources
- Total fund balance in the general fund in excess of nonspendable, restricted, committed, and assigned fund balance (surplus).
- Excess of nonspendable, restricted, and committed fund balance over total fund balance (deficit).

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

*Revenues, Expenditures, and Expenses*

**Property Tax**

The County of Humboldt (the County) assesses properties, bills for, collects, and distributes property taxes for the City per the following schedule:

	<u>Secured</u>	<u>Unsecured</u>
Valuation dates	March 1	March 1
Lien/Levy dates	July 1	July 1
Due dates	50% on November 1 50% on February 1	July 1
Delinquent as of	December 10, April 10	August 31

The term "unsecured" refers to taxes on personal property other than real estate, land and buildings. These taxes are secured by liens on the property being taxed. Property tax revenues are recognized by the City in the fiscal year they are assessed provided they become available as defined above.

Since the passage of California Proposition 13, beginning with fiscal year 1978-79, taxes are based either on a 1% rate applied to the 1975-76 assessed value of the property, or on 1% of the sales price of the property on sales transactions and construction which occur after the 1975-76 assessment. Assessed values on properties (exclusive of increases related to sales transactions and improvements) can rise at a maximum of 2% per year. The amount collected by the County is distributed in accordance with State law to the various public agencies. Therefore, the City does not levy a specific tax rate but receives a share of the property tax revenue based on a State formula. The City's tax rate is \$1.00/\$100 of assessed value, the maximum allowable under Proposition 13.

During fiscal year 1993-94, the State passed legislation which permanently shifted an additional amount of property taxes from cities to schools. This amount was partially offset by one-time payments by the State to cities from the State "Transportation Planning and Development" allocation. Also during 1993- 94, an alternate method of property tax allocation (the "Teeter Plan") was adopted. Under this plan, the City receives 100 percent of the secured property tax levied to which it is entitled, whether or not collected.

Unsecured delinquent taxes are considered fully collectible and no allowance for uncollectible taxes is provided. Property tax revenues are recognized when they become available. "Available" means due, or past due, and receivable within the current period and collected or expected to be collected soon enough thereafter to be used to pay liabilities for the current period. This period is 60 days from the end of the fiscal year.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *continued***

**Interfund Transfers**

Resources are reallocated between funds by reporting them as interfund transfers. For the purposes of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

***Budgetary Accounting***

The City Council establishes budgets for the General Fund and all Special Revenue Funds, except for certain Special Revenue Funds for which expenditures are controlled by grant funding or by assessments received. Budgetary control is legally maintained at the fund level for these funds. Department heads submit budget requests to the City Manager. The City Manager prepares an estimate of revenues and prepares recommendations for the next year's budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code.

The City Council may amend the budget by motion during the fiscal year. Only the Council can authorize transfers between funds and approve inter-fund loans. The City Manager is authorized to transfer budgeted amounts within a fund without formal council action or approval. The City Manager is authorized to increase expenditures in relation to revenues in funds receiving assigned revenues without approval by the City Council.

Expenditures may not legally exceed appropriations at the fund level, which is the legal level of control. Supplemental appropriations, which increase appropriations, may be made during the fiscal year. There were no material supplemental appropriations made for the fiscal year ended June 30, 2023. Budget information is presented for the General and budgeted Special Revenue Funds in the fund financial statements. The budget information is presented on a basis consistent with generally accepted accounting principles. Appropriations, except open project appropriations, and unexpended grant appropriations, lapse at the end of each fiscal year.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses. Actual results could differ from those estimates.

**Reclassifications**

Certain amounts have been reclassified to provide for comparable results on a year to year basis.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**2. CASH AND INVESTMENTS**

Pooled Cash and Investments

The City pools cash from all sources and funds, except certain specific investments within funds and cash with fiscal agents, so that it can be invested at the maximum yield, consistent with safety and liquidity, while individual funds can make expenditures at any time.

Categorization of Credit Risk of Securities Instruments

The City and its fiscal agents invest in individual investments and in investment pools. Individual investments are evidenced by specific identifiable pieces of paper called *securities instruments*, or by an electronic entry registering the owner in the records of the institution issuing the security, called the *book entry* system. Individual investments are generally made by the City's fiscal agents as required under its debt issues. In order to maximize security, the City employs the Trust Department of a bank as custodian of all City managed investments, regardless of their form.

At June 30, 2023, the City's pooled cash and investments, classified by maturity, consisted of the following stated at fair value:

	Maturities (in years)			Deposits	Fair Market Value
	<1	1 to 3	3 to 5		
<u>Cash equivalents and investments pooled</u>					
Pooled cash, at fair value					
Cash in bank	\$ -	\$ -	\$ -	\$ 3,824,273	\$ 3,824,273
Petty cash	-	-	-	1,250	1,250
Total pooled items	-	-	-	3,825,523	3,825,523
<u>Pooled investments, at fair value</u>					
State of California Local Agency Investment Fund	4,776,864	-	-	-	4,776,864
Total pooled investments - interest obligations	4,776,864	-	-	-	4,776,864
Total cash equivalents and investments pooled	\$ 4,776,864	\$ -	\$ -	\$ 3,825,523	\$ 8,602,387
<b>Amounts reported in:</b>					
Governmental activities					\$ 3,553,175
Business-type activities					5,017,353
Fiduciary activities					31,859
Total					\$ 8,602,387

<u>Investment Type</u>	<u>Fair Value</u>	<u>Maturity (Years)</u>
State of California Local Agency Investment Fund	\$ 4,776,864	-
Total fair value	\$ 4,776,864	
Portfolio weighted average maturity		-

*Interest rate risk* –Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**2. CASH AND INVESTMENTS, *continued***

*Credit risk* – Custodial credit risk for investments is the risk that in the event of the failure of a counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All investments in LAIF and the fiscal agent money market funds are not evidenced by specific securities and, therefore, are not subject to custodial credit risk.

*Concentration of credit risk* – The City’s investment policy does not allow for an investment in any one issuer that is in excess of five percent of the government’s total investments. The investments made by the City Treasurer are limited to those allowable under State statutes as incorporated into the City’s Investment Policy, which is accepted annually by the City Council. There were no concentrations in any one issuer for the year.

The City participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF) which has invested 2.78% of the pool funds in Structured Notes and Asset-Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to changes in interest rates.

*Custodial credit risk – deposits.* For deposits, this is the risk that, in the event of a bank failure, the City’s deposits may not be returned. The City’s Investment Policy addresses custodial credit risk, which follows the Government Code.

At June 30, 2023, the carrying amount of the City’s deposits was \$3,825,523 and the balances in financial institutions were \$3,824,273. Of the balance in financial institutions, \$250,000 was covered by federal depository insurance and \$3,574,273 was collateralized as required by State law (Government Code Section 53630), by the pledging financial institution with assets held in a common pool for the City and other governmental agencies, but not in the name of the City. As of June 30, 2023, the City’s investments were held by the City’s custodial agent, but not in the City’s name, and were insured up to specified limits by the Securities Investor Protection Corporation (SIPC) and supplemental private insurance up to a limit of \$150 million.

California Law requires banks and savings and loan associations to pledge government securities with a market value of 110% of the City's cash on deposit or first trust deed mortgage notes with a value of 150% of the deposit as collateral for these deposits. Under California Law, this collateral is held in the City's name and places the City ahead of general creditors of the institution.

*Custodial credit risk – investments.* For investments, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside counterparty. For the investments maintained by the City, no security was uninsured or unregistered or held by a brokerage firm which is also the counterparty for the security.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**2. CASH AND INVESTMENTS, *continued***

**Investment in LAIF**

The City is a voluntary participant in California Local Agency Investment Fund (LAIF), which is regulated by California Government Code Section under the oversight of the Local Investment Advisory Board (Board). The Board consists of five members as designated by state statute and is chaired by the State Treasurer who is responsible for day to day administration of LAIF. The total amount invested by all public agencies as of June 30, 2023 was \$25,677,325,266 of which the City had a balance of \$4,776,864. LAIF is part of the California Pooled Money Investment Account (PMIA), which at June 30, 2023 has a portfolio with market valuation of \$177,045,533 thousand. Of the total invested, 97.22% was invested in non-derivative financial products and 2.78% in structured notes and asset-backed securities. The fair value of the City’s investment in this pool is reported in the accompanying financial statements at amounts based upon the City’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

**3. ACCOUNTS RECEIVABLE**

Accounts receivable consisted of the following at June 30, 2023:

	Receivables
Governmental activities	
Accounts receivable	\$ 494,677
Interest	11,557
	\$ 506,234
Business-type activities	
Accounts receivable	\$ 316,731
Interest	23,673
	\$ 340,404
Fiduciary activities	
Interest	183
	\$ 183

These amounts resulted in the following concentrations in receivables:

Individuals/Business	95.8 %
Financial Institutions	4.2 %

Amounts do not indicate a significant concentration (greater than 25%) with any single individual, business or agency.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**4. LOANS AND NOTES RECEIVABLE**

The City engages in programs designed to encourage business enterprises, construction or improvement in low-to-moderate income housing, or other projects. Under these programs, grants or loans are provided with favorable terms to businesses, homeowners or developers who agree to spend these funds in accordance with the City's terms.

Loans and notes receivable for the year ended June 30, 2023, consisted of the following:

	Beginning July 1, 2022	Additions	Deletions	Ending June 30, 2023
Housing Rehabilitation and Affordable Housing Notes	\$ 679,594	\$ -	\$ (1,376)	\$ 678,218
Total loans receivable	\$ 679,594	\$ -	\$ (1,376)	\$ 678,218

Housing Rehabilitation, Business Enterprise and Affordable Housing

The City has provided loans to various homeowners and businesses for rehabilitation. The maximum loan amount is \$100,000, carrying various interest rates and payment dates. Although these notes are expected to be repaid in full, their balance has been offset by deferred revenue. Governmental funds report a deferred inflow of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**5. CAPITAL ASSETS**

Governmental capital asset activity for the year ended June 30, 2023, was as follows:

	Balance 6/30/2022	Additions	Retirements Transfers	Balance 6/30/2023
Capital assets (Not Depreciated)				
Land	\$ 627,945	\$ -	\$ -	\$ 627,945
Construction in progress	-	100,150	-	100,150
Total capital assets (not depreciated)	<u>627,945</u>	<u>100,150</u>	<u>-</u>	<u>728,095</u>
Capital assets (being depreciated)				
Buildings and improvements	549,520	7,369	-	556,889
Equipment	629,246	9,460	-	638,706
Vehicles	323,356	89,821	-	413,177
Streets and roads	3,369,280	232,806	-	3,602,086
Infrastructures	3,925,220	-	-	3,925,220
Total capital assets (being depreciated)	<u>8,796,622</u>	<u>339,456</u>	<u>-</u>	<u>9,136,078</u>
Less accumulated depreciation:				
Buildings and improvements	87,827	18,676	-	106,503
Equipment	545,173	18,396	-	563,569
Vehicles	284,417	50,656	(131,367)	203,706
Streets and roads	492,883	93,020	(50,948)	534,955
Infrastructure	655,956	98,756	-	754,712
Total accumulated depreciation	<u>2,066,256</u>	<u>279,504</u>	<u>(182,315)</u>	<u>2,163,445</u>
Governmental activities capital assets, net	<u>\$ 7,358,311</u>	<u>\$ 160,102</u>	<u>\$ 182,315</u>	<u>\$ 7,700,728</u>

Depreciation expense for capital assets was charged to functions as follows:

<u>Governmental-Type Activities</u>	
General Government	\$ 145,450
Public Safety	41,034
Planning and public works	93,020
Total Governmental Activities	<u>\$ 279,504</u>



**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**5. CAPITAL ASSETS, *continued***

Business-type capital asset activity for the year ended June 30, 2023, was as follows:

	Balance 6/30/2022	Additions	Retirements/ Adjustments	Balance 6/30/2023
Capital assets (Not Depreciated)				
Land	\$ 507,859	\$ -	\$ -	\$ 507,859
Construction in progress	-	117,864	-	117,864
Total capital assets (not depreciated)	<u>507,859</u>	<u>117,864</u>	<u>-</u>	<u>625,723</u>
Capital assets (being depreciated)				
Infrastructure	27,504,765	175,551	-	27,680,316
Buildings and Improvements	206,508	-	-	206,508
Equipments	1,376,266	88,473	-	1,464,739
Vehicles	168,644	106,387	(34,061)	240,970
Total capital assets (being depreciated)	<u>29,256,183</u>	<u>370,411</u>	<u>(34,061)</u>	<u>29,592,533</u>
Less accumulated depreciation:				
Infrastructure	7,220,721	773,825	(1,001,677)	6,992,869
Buildings and Improvements	192,308	677	(677)	192,308
Equipments	1,186,483	71,606	(55,259)	1,202,830
Vehicles	124,466	27,307	(46,167)	105,606
Total accumulated depreciation	<u>8,723,978</u>	<u>873,415</u>	<u>(1,103,780)</u>	<u>8,493,613</u>
<b>Net depreciable assets</b>	<u>20,532,205</u>	<u>(503,004)</u>	<u>1,069,719</u>	<u>21,098,920</u>
<b>Total net capital assets</b>	<u>\$ 21,040,064</u>	<u>\$ (385,140)</u>	<u>\$ 1,069,719</u>	<u>\$ 21,724,643</u>

Depreciation expense for Business-type capital assets was charged to functions and programs based on their usage of related assets. The amount allocated to each function on program are as follows:

<u>Business-Type Activities</u>	
Sewer	\$ 597,514
Water	275,901
Total Business-Type Activities	<u>\$ 873,415</u>

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Accounts payable and accrued liabilities consisted of the following at June 30, 2023:

	Governmental Activities	Business-type Activities	Total
Accounts payable	\$ 41,148	\$ 56,622	\$ 97,770
Accrued payroll and related liabilities	52,221	32,871	85,092
Total	<u>\$ 93,369</u>	<u>\$ 89,493</u>	<u>\$ 182,862</u>

These amounts resulted in the following concentrations in payables:

Vendors	53%
Employees	47%

Amounts do not indicate a significant concentration (greater than 25%) with any single vendor or employee.

**7. LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities for the year ended June 30, 2023:

	Original Issue Amount	Balance July 1, 2022	Additions	Retirements	Balance June 30, 2023	Due Within One Year
<b>Governmental Activities:</b>						
Compensated absences	\$ -	\$ 53,287	\$ 71,797	\$ -	\$ 125,084	\$ -
<b>Total governmental activities</b>	<u>\$ -</u>	<u>\$ 53,287</u>	<u>\$ 71,797</u>	<u>\$ -</u>	<u>\$ 125,084</u>	<u>\$ -</u>
<b>Business-type activities</b>						
Safe Drinking Water Loan	\$ 2,720,000	\$ 1,020,000	\$ -	\$ (136,000)	\$ 884,000	\$ 136,000
State of California Water Resources Control Board	6,980,359	5,238,605	-	(187,684)	5,050,921	191,813
<b>Total business-type activity debt</b>	<u>10,236,159</u>	<u>6,258,605</u>	<u>-</u>	<u>(323,684)</u>	<u>5,934,921</u>	<u>327,813</u>
Compensated absences	-	34,226	50,810	-	85,036	-
<b>Total business-type activities</b>	<u>\$ -</u>	<u>\$ 6,292,831</u>	<u>\$ 50,810</u>	<u>\$ (323,684)</u>	<u>\$ 6,019,957</u>	<u>\$ 327,813</u>

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**7. LONG-TERM LIABILITIES, *continued***

*Governmental Activities*

**Compensated Absences**

The City records employee absences, such as vacation, illness, and holidays, for which it is expected that employees will be paid as compensated absences. Compensated absences had a balance of \$125,084 at June 30, 2023. The net changes of the compensated absences are allocated to the public safety department on the Statement of Activities.

*Business-type Activities*

**Safe Drinking Water State Revolving Fund Loan**

In August 2005, the City entered into a loan agreement with the California Department of Health Services, Drinking Water and Environmental Services Division, for a loan in an amount up to \$2,720,000. The loan was subsequently funded by the Safe Drinking Water State Revolving Fund. The proceeds from the loan were used to assist in financing construction of a project that will enable the City to meet safe drinking water standards established under the Health and Safety Code and California Code of Regulations. The non-interest-bearing loan calls for 50 equal semiannual payments due in July and January of each year, beginning in July 2009. At June 30, 2023, the balance of the note was \$884,000.

**State of California Water Resources Control Board**

The City has obtained a loan from the California Department of Water Resources to finance an upgrade of the wastewater treatment plant to comply with State wastewater standards. The debt is required to be serviced through wastewater system user charges. The maximum loan amount is \$6,980,359. Principal and interest are payable annually on October 31. The rate of interest is 2.20%. The annual principal and interest payments are \$302,933 and continue through the fiscal year 2044. At June 30, 2023, the balance of the note was \$5,050,921.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**7. LONG-TERM LIABILITIES, *continued***

**Debt Service**

Future debt service for Business-Type Activities at June 30, 2023, is as follows for all debt except compensated absences and claims liabilities:

Year Ending June 30,	Business-type Activities					
	Safe Drinking Water Loan		State of California Water Resources Control Board		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 136,000	\$ -	\$ 191,813	\$ 111,120	\$ 327,813	\$ 111,120
2025	136,000	-	196,033	106,900	332,033	106,900
2026	136,000	-	200,346	102,588	336,346	102,588
2027	136,000	-	204,753	98,180	340,753	98,180
2028	136,000	-	209,258	93,675	345,258	93,675
2029 - 2033	204,000	-	1,117,404	397,263	1,321,404	397,263
2034 - 2038	-	-	1,245,847	268,820	1,245,847	268,820
2039 - 2043	-	-	1,389,054	125,613	1,389,054	125,613
2044 - 2048	-	-	296,413	6,521	296,413	6,521
<b>Total</b>	<b>\$ 884,000</b>	<b>\$ -</b>	<b>\$ 5,050,921</b>	<b>\$ 1,310,680</b>	<b>\$ 5,934,921</b>	<b>\$ 1,310,680</b>
Due within one year	\$ 136,000	\$ -	\$ 191,813	\$ 111,120	\$ 327,813	\$ 111,120
Due after one year	748,000	-	4,859,108	1,199,560	5,607,108	1,199,560
<b>Total</b>	<b>\$ 884,000</b>	<b>\$ -</b>	<b>\$ 5,050,921</b>	<b>\$ 1,310,680</b>	<b>\$ 5,934,921</b>	<b>\$ 1,310,680</b>

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**8. NET POSITION/ FUND BALANCES**

**Net position**

	Governmental Activities	Business-type Activities	Total
Net investment in capital assets	\$ 7,700,728	\$ 16,117,535	\$ 23,818,263
Restricted	1,106,887	-	1,106,887
Unrestricted	3,492,858	4,757,491	8,250,349
Total	<u>\$ 12,300,473</u>	<u>\$ 20,875,026</u>	<u>\$ 33,175,499</u>

- Restricted balances are for the same purposes as fund balance restrictions because external restriction requirements are the same. See descriptions of the restrictions below.

**Fund Balance**

Nonspendable and Restricted fund balance consisted of the following at June 30, 2023:

Nonspendable:	
Prepaid items	\$ 36,502
<b>Total Nonspendable</b>	<u>\$ 36,502</u>
Restricted:	
Governmental Funds:	
CDBG	\$ 567,868
Gas Tax	344,991
RSTP	35,525
Earthquake Disaster Fund	158,503
<b>Total Restricted</b>	<u>\$ 1,106,887</u>

The following describe the purpose of each nonspendable, restricted, and committed category used by the City:

**Nonspendable**

- **Prepaid Items** – represents nonspendable amounts classified as prepaid items.

**Restricted**

- **CDBG** – represents amounts restricted for the City’s CDBG housing activities as these programs are supported by specific grants requiring the restriction.
- **Gas Tax** – represents amounts restricted for street maintenance purposes as defined in Sections 2105, 2106, 2107 and 2107.5 of the Streets and Highway Code.
- **RSTP** – represents amounts restricted in accordance with the Regional Surface Transportation Act.
- **Earthquake Disaster Fund** – represents amounts restricted for earthquake disaster relief.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**8. NET POSITION/ FUND BALANCES, continued**

**Fund Balance Deficits**

Deficit fund balances consisted of the following:

	<u>As of</u> <u>June 30, 2023</u>
<b>Nonmajor Special Revenue Funds:</b>	
Park Per Capita Grant	\$ 6,868
Clean CA Grant ER Trails	213
<b>Total Nonmajor Funds</b>	<u>\$ 7,081</u>

The above deficit fund balances have occurred due to the spending of funds prior to the receipt of revenues (cost reimbursements). The Fund balances will be restored in the near future as revenues are received.

**Excess of Expenditures and Transfers over Appropriations:**

Expenditures and transfers exceeded appropriations for the year ended June 30, 2023, for the following funds:

<u>Fund</u>	<u>Final</u> <u>Appropriations</u>	<u>Expenditures and</u> <u>Transfers</u>	<u>Excess</u>
<u>Non-Major Funds</u>			
<u>Special Revenue Funds</u>			
RSTP	\$ 22,503	\$ 24,988	\$ (2,485)
Solid Waste	9,068	12,436	(3,368)
SLESF	155,664	156,163	(499)
Measure Z	34,518	55,605	(21,087)
STIP	-	15,561	(15,561)
Building	105,579	107,209	(1,630)
Traffic Safety	-	15,809	(15,809)

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**9. INTERFUND TRANSACTIONS**

Due to and from balances result from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Due to and due from other funds consisted of the following as of June 30, 2023:

	Due from Other Funds	Due to Other Funds
<b><u>Governmental Funds</u></b>		
<b>Major Funds:</b>		
General Fund	\$ 51,953	\$ -
Total Major Funds	51,953	-
<b>Nonmajor Funds:</b>		
TDA	-	11,243
Park Per Capita Grant	-	6,868
Clean CA Grant ER Trails	-	33,842
Total Nonmajor Funds	-	51,953
Total Governmental Funds	51,953	51,953
Total	\$ 51,953	\$ 51,953

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**9. INTERFUND TRANSACTIONS, CONTINUED**

Transfers consisted of the following at June 30, 2023:

	<u>Transfers In</u>	<u>Transfers Out</u>
<b><u>Governmental Funds</u></b>		
<b>Major Funds:</b>		
General Fund	\$ 10,500	\$ 69,614
CDBG Special Revenue	-	3,818
Total Major Funds	<u>10,500</u>	<u>73,432</u>
<b>Nonmajor Funds:</b>		
<b>Special Revenue Funds</b>		
Gas Tax	-	25,542
Solid Waste	-	2,864
Measure Z	791	-
STIP	22,335	-
Building	42,922	-
Traffic Safety	3,207	-
Total Nonmajor Funds	<u>69,255</u>	<u>28,406</u>
Total Governmental Funds	<u>79,755</u>	<u>101,838</u>
<b><u>Proprietary Funds</u></b>		
Internal Service Fund	22,083	-
Total Proprietary Funds	<u>22,083</u>	<u>-</u>
<b>Total</b>	<u>\$ 101,838</u>	<u>\$ 101,838</u>

**10. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City is a member of the Small Cities Organized Risk Effort Joint Powers Authority (SCORE). SCORE provides insurance coverage for general liability, property, and workers' compensation claims under the terms of a joint-powers agreement with the City and several other governmental municipalities.

SCORE is insured up to \$500,000 per general liability and \$1,000,000 per property claim and has purchased excess of loss insurance policies providing coverage above the self-insurance limit to a maximum of \$25,000,000. The City has a \$2,500 - \$50,000 deductible per claim for general liability, property and workers' compensation cases. When the deductible is met, SCORE becomes responsible for payment of the excess claim.

Payments for insurance claims are recorded as expenditures in the funds in which the liabilities were incurred. In accordance with GASB Statement No. 10, if the third party administrator, SCORE, does not insure the loss occurrence then the City shall accrue a loss, if probable and reasonably estimable. As of June 30, 2023, the City has no uninsured occurrences. The City has not used an actuary in determining the liability reserve if needed. Because the actual claim liabilities depend on such complex factors as inflation and changes in legal doctrines and damage awards, the process used in computing claim liabilities does not necessarily result in an exact amount. Claims are evaluated periodically to take into account recently settled claims, the frequency of claims and other economic and social factors.



**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**11. JOINT POWERS AGREEMENTS**

The City is a member of various joint powers authorities, which provide goods or services to the City and other authority members. Under the criteria established by GASB Statement No. 61, the City does not have sufficient authority, influence or accountability over these entities to incorporate them in this annual report. Additionally, the City has determined that it has no ongoing financial interest in or responsibility for any of these organizations as defined by GASB Statement No. 61. The names and general functions of these joint powers are as follows:

Humboldt Transit Authority

Humboldt Transit Authority (HTA) was created as a separate legal entity by a joint powers agreement between Humboldt County and the Cities of Fortuna, Eureka, Arcata, Trinidad, and Rio Dell. The governing board consists of a city council member and an alternate member appointed from each participating city, as well as two board members and up to two alternate members appointed by the Humboldt County Board of Supervisors. HTA is responsible for adopting its own budget and has the power to incur debts, liabilities, or other obligations. On commencement of operations of HTA, the County contributed 50 percent of the initial equity, and the participating cities jointly contributed 50 percent based upon population data. The participants do not have an ongoing equity interest in HTA.

However, the participants do share operating costs of HTA, and the current share of the City of Rio Dell is 2.8 percent. During the year ended June 30, 2023, the City paid HTA \$47,557. At termination of the agreement, all surplus monies will be returned to the participants in proportion to the amounts received and property shall be divided in a manner agreed upon by the parties. Complete financial statements for Humboldt Transit Authority may be obtained at the offices of the Authority at 133 V Street, Eureka, California 95501.

Hazardous Materials Response Authority

Hazardous Materials Response Authority (HMRA) was created as a separate legal entity by a joint powers agreement between the County of Humboldt, the County of Del Norte, and Cities of Eureka, Crescent City, Arcata, Blue Lake, Fortuna, Trinidad, and Rio Dell. (The City of Ferndale withdrew from the agreement during 1994-1995). The purpose of this joint venture is to pool resources of the participants to provide a united, coordinated, orderly, positive, and more effective means of aiding and assisting in the formulation, administration, implementation and maintenance of an area-wide hazardous materials response team.

HMRA is governed by a board of directors comprised of one member and an alternate appointed by each participant. It adopts its own budget and has the powers to incur debts, liabilities, or obligations. The City of Eureka is responsible for directing the operations of Hazardous Materials Response Teams and for the accounting of HMRA, and in return HMRA reimburses the City of Eureka for the costs of operation and accounting services.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**11. JOINT POWERS AGREEMENTS, CONTINUED**

Upon commencement of HMRA, the participants agreed to contribute a proportionate share of the cost of operations based on population. The participants do not have an ongoing equity interest in HMRA. However, the participants do share the operating costs of HMRA, and the current share of the City of Rio Dell is 2.21 percent, based on population. During the year ended June 30, 2023, the City paid HMRA \$1,323. At termination of the agreement, all surplus monies will be returned to the participants in proportion of the amounts received by HMRA; property shall be divided in a manner agreed upon by the participants. Complete financial statements of HMRA are on file at the offices of the City of Eureka at 531 K Street, Eureka, California 95501.

Redwood Region Economic Development Commission

Redwood Region Economic Development Commission (RREDC) was established on November 1, 1977, under a Joint Exercise of Powers Agreement among the nineteen public agencies within Humboldt County, including the City of Rio Dell. RREDC is a separate public entity created to aid, assist, and coordinate the formulation, administration, and implementation of the Economic Development Action Plan and Strategy for Humboldt County, and to assist in the implementation of economic development projects and programs to improve the quality of life in the area. RREDC is governed by one member and an alternate appointed by each participant. Complete financial statements for RREDC are on file at the offices of RREDC at 520 E Street, Eureka, California 95001.

Humboldt Waste Management Authority (HWMA)

A JPA formed to administer solid waste, recycling and other material diversion programs and services. Formed in 1999 and comprised of the County of Humboldt, Arcata, Blue Lake, Eureka, Ferndale and Rio Dell.

Humboldt County Association of Governments (HCAOG)

A local JPA formed for regional transportation planning, responsible for programming State highway, local street and road improvements and public transportation resources. All seven cities and the County are participants.

Redwood Coast Energy Authority (RCEA):

A JPA formed to develop and implement regional measures that reduce energy demand, increase energy efficiency and advance the use of clean efficient renewable resources. Members include the County of Humboldt; the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad; and the Humboldt Bay Municipal Water District.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**12. DEFERRED COMPENSATION PLAN**

The City offers its employees deferred compensation plans created in accordance with Internal Revenue Code Section 457. The plans, available to all City employees, permit employees to defer a portion of their salary until future years. Participation in the plans is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. As explained previously, the City has adopted the provisions of GASB Statement No. 32 and, therefore, assets and liabilities of these plans have been excluded from the accompanying financial statements. For the fiscal year ended June 30, 2023, the City made contributions totaling \$238,206 to the plan.

**13. COMMITMENTS AND CONTINGENCIES**

*Litigation*

The City is involved in litigation incurred in the normal course of conducting City business. Although the outcome of these lawsuits is not presently determinable, in the opinion of the City's counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the City.

*Grants and Allocations*

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal and state government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

*Commitments*

The City had no significant unexpended contractual commitments as of June 30, 2023.

**14. NEW ACCOUNTING PRONOUNCEMENTS**

The GASB has issued Statement No. 94, "Public-Private and Public-Public Partnerships and Availability Payment Arrangements". The objective of this Statement is to better meet the information needs of financial statement users by improving the comparability of financial statements among governments that enter into PPPs and APAs and by enhancing the understandability, reliability, relevance, and consistency of information about PPPs and APAs. The implementation of this statement did not have an effect on the financial statements.

The GASB has issued statement No. 96, "Subscription-Based Information Technology Arrangements". The objective of this Statement is to better meet the information needs of financial statement users by (a) establishing uniform accounting and financial reporting requirements for SBITAs; (b) improving the comparability of financial statements among governments that have entered into SBITAs; and (c) enhancing the understandability, reliability, relevance, and consistency of information about SBITAs. The implementation of this statement did not have an effect on the financial statements.

**City of Rio Dell, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**14. NEW ACCOUNTING PRONOUNCEMENTS, CONTINUED**

The GASB has issued Statement No. 99, "Omnibus 2022." The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The requirements related to leases, PPPs, and SBITAs will take effect for financial statements starting with the fiscal year that ends June 30, 2023. The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 will take effect for financial statements starting with the fiscal year that ends June 30, 2024.

The GASB has issued Statement No. 100, "Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62." The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2024.

The GASB has issued Statement No. 101, "Compensated Absences." The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2025.

*This page intentionally left blank.*

**COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES**

*This page intentionally left blank.*

**NON-MAJOR SPECIAL REVENUE FUNDS**

<b>Fund</b>	<b>Description</b>
Gas Tax	Accounts for funds received and expended for street maintenance purposes as defined in Sections 2103, 2105, 2106, 2107, 2107.5 and 2032 (SB1) of the Streets and Highway Code.
TDA	Accounts for funds received and expended for transit, street, pedestrian and bike purposes in Accordance with the Transportation Development Act.
RSTP	Accounts for funds received and expended in accordance with the Regional Surface Transportation Act.
Solid Waste	Accounts for the City's portion of the Humboldt Waste Management Authority's tipping fees.
SLESF	Accounts for funds received to be used for public safety purposes.
Measure Z	Accounts for funds received and expended for Measure Z.
STIP	Accounts for funds received and expended in accordance with the State Transportation Improvement Program, a multi-year capital improvement program of transportation projects on and off the State Highway System.
Building	Accounts for funds received and expended for building maintenance inspection and permitting purposes.
Recycling	Accounts for funds received and expended for recycling purposes.
Economic Development	Accounts for funds received or designated by the City Council and expended for economic development purposes.
ARPA	Accounts for funds received as part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act to support the communities response to and recovery from the COVID-19 public health emergency.
Traffic Safety	Accounts for funds received and expended for the City to create a Local Road Safety Program(LRSP).
Park Per Capital Grant	Accounts for funds received and expended for Park Per Capita Grant.
Clean CA Grant ER Trails	Accounts for funds received and expended for Clean California Eel River Trail Project.
Earthquake Disaster Fund	Accounts for funds received and expended as a result of the 2022 Earthquake disaster event.



**City of Rio Dell, California**  
**Combining Balance Sheet**  
**Nonmajor Special Revenue Funds**  
**June 30, 2023**

	Gas Tax	TDA	RSTP	Solid Waste	SLESF	Measure Z	STIP
<b>ASSETS</b>							
Cash and investments	\$ 331,892	\$ -	\$ 477	\$ 12,494	\$ 129,040	\$ -	\$ -
Receivables:							
Interest	1,096	72	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Other receivable	21,226	87,992	35,753	2,535	-	-	-
<b>Total assets</b>	<u>\$ 354,214</u>	<u>\$ 88,064</u>	<u>\$ 36,230</u>	<u>\$ 15,029</u>	<u>\$ 129,040</u>	<u>\$ -</u>	<u>\$ -</u>
<b>LIABILITIES AND FUND BALANCES</b>							
<b>Liabilities:</b>							
Accounts payable	\$ 9,223	\$ 5,981	\$ 705	\$ 14	\$ 5,764	\$ -	\$ -
Due to other funds	-	11,243	-	-	-	-	-
<b>Total liabilities:</b>	<u>9,223</u>	<u>17,224</u>	<u>705</u>	<u>14</u>	<u>5,764</u>	<u>-</u>	<u>-</u>
<b>Fund Balances:</b>							
Restricted	344,991	-	35,525	-	-	-	-
Assigned	-	70,840	-	15,015	123,276	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
<b>Total fund balances</b>	<u>344,991</u>	<u>70,840</u>	<u>35,525</u>	<u>15,015</u>	<u>123,276</u>	<u>-</u>	<u>-</u>
<b>Total liabilities deferred inflows and fund balances</b>	<u>\$ 354,214</u>	<u>\$ 88,064</u>	<u>\$ 36,230</u>	<u>\$ 15,029</u>	<u>\$ 129,040</u>	<u>\$ -</u>	<u>\$ -</u>

Building	Recycling	Economic Development	ARPA	Traffic Safety	Park Per Capita Grant	Clean CA Grant ER Trails	Eathquake Disaster Fund	Totals
\$ -	\$ 60,507	\$ 269,112	\$ 740,132	\$ -	\$ -	\$ -	158,503	\$ 1,702,157
-	347	1,546	-	-	-	-	-	3,061
-	-	-	-	-	-	44,069	-	44,069
-	-	-	-	-	-	-	-	147,506
<u>\$ -</u>	<u>\$ 60,854</u>	<u>\$ 270,658</u>	<u>\$ 740,132</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 44,069</u>	<u>\$ 158,503</u>	<u>\$ 1,896,793</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,440	\$ -	\$ 32,127
-	-	-	-	-	6,868	33,842	-	51,953
-	-	-	-	-	6,868	44,282	-	84,080
-	-	-	-	-	-	-	158,503	539,019
-	60,854	270,658	740,132	-	-	-	-	1,280,775
-	-	-	-	-	(6,868)	(213)	-	(7,081)
-	60,854	270,658	740,132	-	(6,868)	(213)	158,503	1,812,713
<u>\$ -</u>	<u>\$ 60,854</u>	<u>\$ 270,658</u>	<u>\$ 740,132</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 44,069</u>	<u>\$ 158,503</u>	<u>\$ 1,896,793</u>

**City of Rio Dell, California**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Nonmajor Special Revenue Funds**  
**For the year ended June 30, 2023**

	Gas Tax	TDA	RSTP	Solid Waste	SLESF	Measure Z	STIP
<b>REVENUES:</b>							
Gas tax	\$ 167,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	142,049	52,240	-	162,881	34,518	-
Licenses, permits, and franchise taxes	2,875	-	-	9,414	-	-	-
Interest and use of property	3,197	216	-	53	-	-	-
Miscellaneous	-	-	-	4,977	-	-	-
<b>Total revenues</b>	<b>173,623</b>	<b>142,265</b>	<b>52,240</b>	<b>14,444</b>	<b>162,881</b>	<b>34,518</b>	<b>-</b>
<b>EXPENDITURES:</b>							
Current:							
General government	12,041	9,975	-	-	-	-	-
Public safety - Police	-	-	-	-	156,163	55,605	-
Public works	119,033	111,729	16,822	-	-	-	15,561
Planning and building	-	-	-	-	-	-	-
Housing and Community Development	-	-	-	-	-	-	-
Recycling	-	-	-	9,572	-	-	-
Capital outlay	12,274	-	8,166	-	-	-	-
<b>Total expenditures</b>	<b>143,348</b>	<b>121,704</b>	<b>24,988</b>	<b>9,572</b>	<b>156,163</b>	<b>55,605</b>	<b>15,561</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>30,275</b>	<b>20,561</b>	<b>27,252</b>	<b>4,872</b>	<b>6,718</b>	<b>(21,087)</b>	<b>(15,561)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Transfers in	-	-	-	-	-	791	22,335
Transfers out	(25,542)	-	-	(2,864)	-	-	-
<b>Total other financing sources and uses</b>	<b>(25,542)</b>	<b>-</b>	<b>-</b>	<b>(2,864)</b>	<b>-</b>	<b>791</b>	<b>22,335</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING (USES)</b>	<b>4,733</b>	<b>20,561</b>	<b>27,252</b>	<b>2,008</b>	<b>6,718</b>	<b>(20,296)</b>	<b>6,774</b>
<b>FUND BALANCES (DEFICITS):</b>							
Beginning of year	340,258	50,279	8,273	13,007	116,558	20,296	(6,774)
End of year	\$ 344,991	\$ 70,840	\$ 35,525	\$ 15,015	\$ 123,276	\$ -	\$ -

Building	Recycling	Economic Development	ARPA	Traffic Safety	Park Per Capita Grant	Clean CA Grant ER Trails	Eathquake Disaster Fund	Totals
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,551
-	25,000	-	400,576	13,327	-	100,751	177,931	1,109,273
64,287	-	-	-	-	-	-	-	76,576
-	721	4,401	-	-	-	-	-	8,588
27,916	-	-	-	-	-	-	-	32,893
92,203	25,721	4,401	400,576	13,327	-	100,751	177,931	1,394,881
-	-	25,898	-	-	-	-	-	47,914
-	-	-	-	-	-	-	-	211,768
-	-	-	-	15,809	2,613	100,168	19,428	401,163
107,209	-	-	-	-	-	-	-	107,209
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	9,572
-	-	-	-	-	-	-	-	20,440
107,209	-	25,898	-	15,809	2,613	100,168	19,428	798,066
(15,006)	25,721	(21,497)	400,576	(2,482)	(2,613)	583	158,503	596,815
42,922	-	-	-	3,207	-	-	-	69,255
-	-	-	-	-	-	-	-	(28,406)
42,922	-	-	-	3,207	-	-	-	40,849
27,916	25,721	(21,497)	400,576	725	(2,613)	583	158,503	637,664
(27,916)	35,133	292,155	339,556	(725)	(4,255)	(796)	-	1,175,049
\$ -	\$ 60,854	\$ 270,658	\$ 740,132	\$ -	\$ (6,868)	\$ (213)	\$ 158,503	\$ 1,812,713

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Gas Tax Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Gas Tax	\$ 181,701	\$ 181,701	\$ 167,551	\$ (14,150)
Licenses, permits, and franchise taxes	1,500	1,500	2,875	1,375
Use of money and property	-	-	3,197	3,197
<b>Total revenues</b>	<b>183,201</b>	<b>183,201</b>	<b>173,623</b>	<b>(9,578)</b>
<b>EXPENDITURES:</b>				
Current:				
General government	15,415	15,415	12,041	3,374
Public works	147,065	147,065	119,033	28,032
Capital outlay	22,000	22,000	12,274	9,726
<b>Total expenditures</b>	<b>184,480</b>	<b>184,480</b>	<b>143,348</b>	<b>41,132</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,279)</b>	<b>(1,279)</b>	<b>30,275</b>	<b>31,554</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	(25,542)	(25,542)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>(25,542)</b>	<b>(25,542)</b>
<b>Net change in fund balances</b>	<b>(1,279)</b>	<b>(1,279)</b>	<b>4,733</b>	<b>6,012</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	340,258	340,258	340,258	-
End of year	\$ 338,979	\$ 338,979	\$ 344,991	\$ 6,012

**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

**TDA Special Revenue Fund**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 120,000	\$ 120,000	\$ 142,049	\$ 22,049
Interest and use of property	-	-	216	216
Miscellaneous	-	-	-	-
<b>Total revenues</b>	<b>120,000</b>	<b>120,000</b>	<b>142,265</b>	<b>22,265</b>
<b>EXPENDITURES:</b>				
Current:				
General government	11,666	11,666	9,975	1,691
Public works	110,375	110,375	111,729	(1,354)
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>122,041</b>	<b>122,041</b>	<b>121,704</b>	<b>337</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(2,041)</b>	<b>(2,041)</b>	<b>20,561</b>	<b>22,602</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>(2,041)</b>	<b>(2,041)</b>	<b>20,561</b>	<b>22,602</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	50,279	50,279	50,279	-
End of year	\$ 48,238	\$ 48,238	\$ 70,840	\$ 22,602

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**RSTP Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 26,000	\$ 26,000	\$ 52,240	\$ 26,240
Interest and use of property	-	-	0	-
<b>Total revenues</b>	<b>26,000</b>	<b>26,000</b>	<b>52,240</b>	<b>26,240</b>
<b>EXPENDITURES:</b>				
Current:				
Public works	22,503	22,503	16,822	5,681
Capital outlay	0	0	8,166	(8,166)
<b>Total expenditures</b>	<b>22,503</b>	<b>22,503</b>	<b>24,988</b>	<b>(2,485)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>3,497</b>	<b>3,497</b>	<b>27,252</b>	<b>23,755</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>3,497</b>	<b>3,497</b>	<b>27,252</b>	<b>23,755</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	8,273	8,273	8,273	-
End of year	\$ 11,770	\$ 11,770	\$ 35,525	\$ 23,755

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Solid Waste Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Licenses, permits, and franchise taxes	\$ 4,500	\$ 4,500	\$ 9,414	\$ 4,914
Use of money and property	-	-	53	53
Miscellaneous	-	-	4,977	4,977
<b>Total revenues</b>	<b>4,500</b>	<b>4,500</b>	<b>14,444</b>	<b>9,944</b>
<b>EXPENDITURES:</b>				
Current:				
Recycling	6,204	6,204	9,572	(3,368)
<b>Total expenditures</b>	<b>6,204</b>	<b>6,204</b>	<b>9,572</b>	<b>(3,368)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,704)</b>	<b>(1,704)</b>	<b>4,872</b>	<b>6,576</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	(2,864)	(2,864)	(2,864)	-
<b>Total other financing sources (uses)</b>	<b>(2,864)</b>	<b>(2,864)</b>	<b>(2,864)</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>(4,568)</b>	<b>(4,568)</b>	<b>2,008</b>	<b>6,576</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	13,007	13,007	13,007	-
End of year	\$ 8,439	\$ 8,439	\$ 15,015	\$ 6,576



**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

**SLESF Special Revenue Fund**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 150,000	\$ 150,000	\$ 162,881	\$ 12,881
Use of money and property	-	-	0	-
Miscellaneous	-	-	-	-
<b>Total revenues</b>	<b>150,000</b>	<b>150,000</b>	<b>162,881</b>	<b>12,881</b>
<b>EXPENDITURES:</b>				
Current:				
Public safety - Police	155,664	155,664	156,163	(499)
<b>Total expenditures</b>	<b>155,664</b>	<b>155,664</b>	<b>156,163</b>	<b>(499)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(5,664)</b>	<b>(5,664)</b>	<b>6,718</b>	<b>12,382</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>(5,664)</b>	<b>(5,664)</b>	<b>6,718</b>	<b>12,382</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	116,558	116,558	116,558	-
End of year	\$ 110,894	\$ 110,894	\$ 123,276	\$ 12,382

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Measure Z Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 34,518	\$ 34,518	\$ 34,518	\$ -
Use of money and property	-	-	-	-
<b>Total revenues</b>	<b>34,518</b>	<b>34,518</b>	<b>34,518</b>	<b>-</b>
<b>EXPENDITURES:</b>				
Current:				
Public safety - Police	34,518	34,518	55,605	(21,087)
<b>Total expenditures</b>	<b>34,518</b>	<b>34,518</b>	<b>55,605</b>	<b>(21,087)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(21,087)</b>	<b>(21,087)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	791	791
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>791</b>	<b>791</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>(20,296)</b>	<b>(20,296)</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	20,296	20,296	20,296	-
End of year	\$ 20,296	\$ 20,296	\$ -	\$ (20,296)

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**STIP Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
<b>Total revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURES:</b>				
Current:				
Public works	-	-	15,561	(15,561)
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>15,561</u>	<u>(15,561)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>(15,561)</u>	<u>(15,561)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	22,335	22,335
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>22,335</u>	<u>22,335</u>
<b>Net change in fund balances</b>	<u>-</u>	<u>-</u>	<u>6,774</u>	<u>6,774</u>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	(6,774)	(6,774)	(6,774)	-
End of year	<u>\$ (6,774)</u>	<u>\$ (6,774)</u>	<u>\$ -</u>	<u>\$ 6,774</u>

**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

**Building Special Revenue Fund Budget**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Licenses, permits, and franchise taxes	\$ 49,350	\$ 49,350	\$ 64,287	\$ 14,937
Miscellaneous	-	-	27,916	27,916
<b>Total revenues</b>	<b>49,350</b>	<b>49,350</b>	<b>92,203</b>	<b>42,853</b>
<b>EXPENDITURES:</b>				
Current:				
Planning and building	105,579	105,579	107,209	(1,630)
<b>Total expenditures</b>	<b>105,579</b>	<b>105,579</b>	<b>107,209</b>	<b>(1,630)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>				
	(56,229)	(56,229)	(15,006)	41,223
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	42,922	42,922
Transfers out	56,527	56,527	-	(56,527)
<b>Total other financing sources (uses)</b>	<b>56,527</b>	<b>56,527</b>	<b>42,922</b>	<b>(13,605)</b>
<b>Net change in fund balances</b>	<b>298</b>	<b>298</b>	<b>27,916</b>	<b>27,618</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	(27,916)	(27,916)	(27,916)	-
End of year	\$ (27,618)	\$ (27,618)	\$ -	\$ 27,618

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Recycling Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 5,000	\$ 5,000	\$ 25,000	\$ 20,000
Interest and use of property	-	-	721	721
<b>Total revenues</b>	<b>5,000</b>	<b>5,000</b>	<b>25,721</b>	<b>20,721</b>
<b>EXPENDITURES:</b>				
Current:				
Recycling	9,000	9,000	-	9,000
<b>Total expenditures</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	<b>9,000</b>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>25,721</b>	<b>29,721</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>25,721</b>	<b>29,721</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	35,133	35,133	35,133	-
End of year	\$ 31,133	\$ 31,133	\$ 60,854	\$ 29,721

**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

**Economic Development Special Revenue Fund**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Interest and use of property	-	-	4,401	4,401
<b>Total revenues</b>	-	-	4,401	4,401
<b>EXPENDITURES:</b>				
Current:				
General government	77,000	77,000	25,898	51,102
<b>Total expenditures</b>	77,000	77,000	25,898	51,102
<b>REVENUES OVER (UNDER) EXPENDITURES</b>				
	(77,000)	(77,000)	(21,497)	55,503
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	-	-	-	-
<b>Net change in fund balances</b>	(77,000)	(77,000)	(21,497)	55,503
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	292,155	292,155	292,155	-
End of year	\$ 215,155	\$ 215,155	\$ 270,658	\$ 55,503

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**ARPA Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 400,576	\$ 400,576	\$ 400,576	\$ -
Interest and use of property	-	-	-	-
<b>Total revenues</b>	<b>400,576</b>	<b>400,576</b>	<b>400,576</b>	<b>-</b>
<b>EXPENDITURES:</b>				
Capital outlay	736,150	736,150	-	736,150
<b>Total expenditures</b>	<b>736,150</b>	<b>736,150</b>	<b>-</b>	<b>736,150</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(335,574)</b>	<b>(335,574)</b>	<b>400,576</b>	<b>736,150</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>(335,574)</b>	<b>(335,574)</b>	<b>400,576</b>	<b>736,150</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	339,556	339,556	339,556	-
End of year	\$ 3,982	\$ 3,982	\$ 740,132	\$ 736,150

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Traffic Safety Special Revenue Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ -	\$ -	\$ 13,327	\$ 13,327
Interest and use of property	-	-	-	-
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>13,327</b>	<b>13,327</b>
<b>EXPENDITURES:</b>				
Current:				
Public works	-	-	15,809	(15,809)
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>15,809</b>	<b>(15,809)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(2,482)</b>	<b>(2,482)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	3,207	3,207
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>3,207</b>	<b>3,207</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>725</b>	<b>725</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	(725)	(725)	(725)	-
End of year	\$ (725)	\$ (725)	\$ -	\$ 725



**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

**Park Per Capita Grant**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 177,952	\$ 177,952	\$ -	\$ (177,952)
Interest and use of property	-	-	-	-
<b>Total revenues</b>	<b>177,952</b>	<b>177,952</b>	<b>-</b>	<b>(177,952)</b>
<b>EXPENDITURES:</b>				
Current:				
Public works	177,952	177,952	2,613	175,339
<b>Total expenditures</b>	<b>177,952</b>	<b>177,952</b>	<b>2,613</b>	<b>175,339</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>				
	-	-	(2,613)	(2,613)
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>(2,613)</b>	<b>(2,613)</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	(4,255)	(4,255)	(4,255)	-
End of year	\$ (4,255)	\$ (4,255)	\$ (6,868)	\$ (2,613)

**City of Rio Dell, California**

**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**

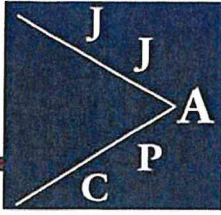
**Clean CA Grant ER Trails**

**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ 2,457,267	\$ 2,457,267	\$ 100,751	\$ (2,356,516)
Interest and use of property	-	-	-	-
<b>Total revenues</b>	<u>2,457,267</u>	<u>2,457,267</u>	<u>100,751</u>	<u>(2,356,516)</u>
<b>EXPENDITURES:</b>				
Current:				
Public works	-	-	100,168	(100,168)
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>100,168</u>	<u>(100,168)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>2,457,267</u>	<u>2,457,267</u>	<u>583</u>	<u>(2,456,684)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>2,457,267</u>	<u>2,457,267</u>	<u>583</u>	<u>(2,456,684)</u>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	(796)	(796)	(796)	-
End of year	<u>\$ 2,456,471</u>	<u>\$ 2,456,471</u>	<u>\$ (213)</u>	<u>\$ (2,456,684)</u>

**City of Rio Dell, California**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual**  
**Earthquake Disaster Fund**  
**For the year ended June 30, 2023**

	Budgeted Amounts		Actual	Variance w/Final Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Intergovernmental	\$ -	\$ -	\$ 177,931	\$ 177,931
Interest and use of property	-	-	-	-
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>177,931</b>	<b>177,931</b>
<b>EXPENDITURES:</b>				
Current:				
Public works	-	-	19,428	(19,428)
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>19,428</b>	<b>(19,428)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>158,503</b>	<b>158,503</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>158,503</b>	<b>158,503</b>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ 158,503	\$ 158,503



# JJACPA, Inc.

A Professional Accounting Services Corp.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Independent Auditor's Report**

The Honorable City Council  
City of Rio Dell  
Rio Dell, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the budgetary comparison information of the City of Rio Dell (City) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 27, 2024.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

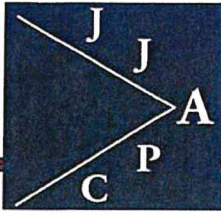
March 27, 2024

*JJACPA, Inc.*  
**JJACPA, Inc.**  
Dublin, CA

**CITY OF RIO DELL**

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AND  
COMMUNICATION OF INTERNAL CONTROL RELATED MATTERS**

**JUNE 30, 2023**



# JJACPA, Inc.

A Professional Accounting Services Corp.

---

March 27, 2024

City Council  
City of Rio Dell  
Rio Dell, California

We have audited the financial statements of City of Rio Dell (City) as of and for the year ended June 30, 2023 and have issued our report thereon dated March 27, 2024. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter June 2, 2023, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2022-23. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are useful lives of capital assets ("useful lives").

Management's estimate of the useful lives is based on experience with and observation of capital assets, by category (e.g. infrastructure) as well as industry standards, when applicable (i.e. buildings). We evaluated the key factors and assumptions used to develop the useful lives and determined that it is reasonable in relation to the basic financial statements taken as a whole.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to commitments and contingencies.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also



communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated March 27, 2024.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Findings or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the entity's auditors.

### **Communication of Internal Control Related Matters**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a

timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of the City Council and management of the City and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Joseph J. Arch, CPA*

JOSEPH J ARCH, CPA  
President/CEO  
JJACPA, INC



March 27, 2024

JJACPA, Inc.  
7080 Donlon Way, Suite #204  
Dublin, CA 94568

This representation letter is provided in connection with your audit of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information and the budgetary comparison information of the City of Rio Dell (City) as of June 30, 2023 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of March 27, 2024:

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated June 2, 2023, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.



- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:



- Management;
- Employees who have significant roles in internal control; or
- Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
  - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Kyle Knopp, City Manager

Travis Sanborn, Finance Director



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

**For Meeting of April 16, 2024**

Consent Item;  Public Hearing Item

To: City Council  
From: Kevin Caldwell, Community Development Director  
Through: Kyle Knopp, City Manager  
Date: March 27, 2024  
Subject: Parks Master Plan Discussion

---

---

**Recommendation:**

That the City Council:

1. Receive and Discuss a Potential Parks Master Plan; and
2. Provide Direction to Staff.

**Discussion:**

At the City Council meeting of March 19, 2024, the Council requested a discussion item regarding a Parks Master Plan for the City.

Parks and recreation facilities are an essential part of a healthy, quality, and sustainable community environment. They provide necessary components in human existence for events outside of the home, after work, and beyond school activities. Whether for passive or active use, park areas and recreation facilities are an important part of everyday active living. Much like streets and sidewalks, water and wastewater lines,

drainage facilities, police and fire equipment, and other municipal facilities and services, parks are integral components of the municipal infrastructure. Parks reflect the quality of life enjoyed by citizens, incorporating scenic, historic, and cultural values. They deserve a significant level of attention and commitment of resources to be adequately acquired, constructed, operated, and maintained.

A publication of the National Recreation and Park Association (NRPA) entitled *Recreation, Park and Open Space Standards and Guidelines* includes criteria for the provision of parks and recreation facilities. The criteria are based on a national survey of municipalities of all sizes and geographic regions. These standards serve as a baseline to compare the current service levels against national standards. Many communities perceive these standards as a minimum, hoping to surpass them. Standards are typically calibrated to reflect local participation trends, user characteristics, demographics, climate, natural environment, and other factors specific to each community.

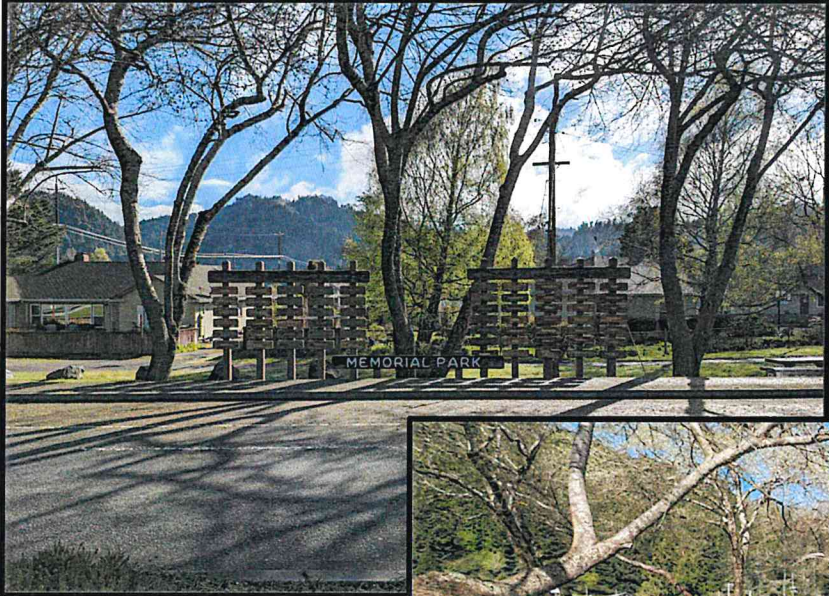
The NRPA recommends the following sizes for Pocket Parks, Neighborhood Parks and Community Parks.

- Pocket Parks – 0.25-.0.5/1,000 persons.
- Neighborhood Parks – 1-2 acres/1,000 person.
- Community Parks – 5-8 acres/1,000 persons.

### **City Owned Parks**

The City owns, operates, and maintains two (2) parks, Memorial Park and Triangle Park. Based on their size, they are considered Pocket Parks by the NRPA. Memorial Park is located on the east side of Wildwood Avenue across the street from City Hall. It is approximately 13,000 square feet in size and includes a wooden structure displaying memorial plaques of deceased Rio Dell residents and two concrete picnic tables. The City Public Works crew maintains the grounds at Memorial Park. The Beautification

Committee recently discussed refinishing the memorial plaques. A local resident offered to refinish the plaques for \$10.00 each if the City provided the materials, i.e. sandpaper, paint, and polyurethane.

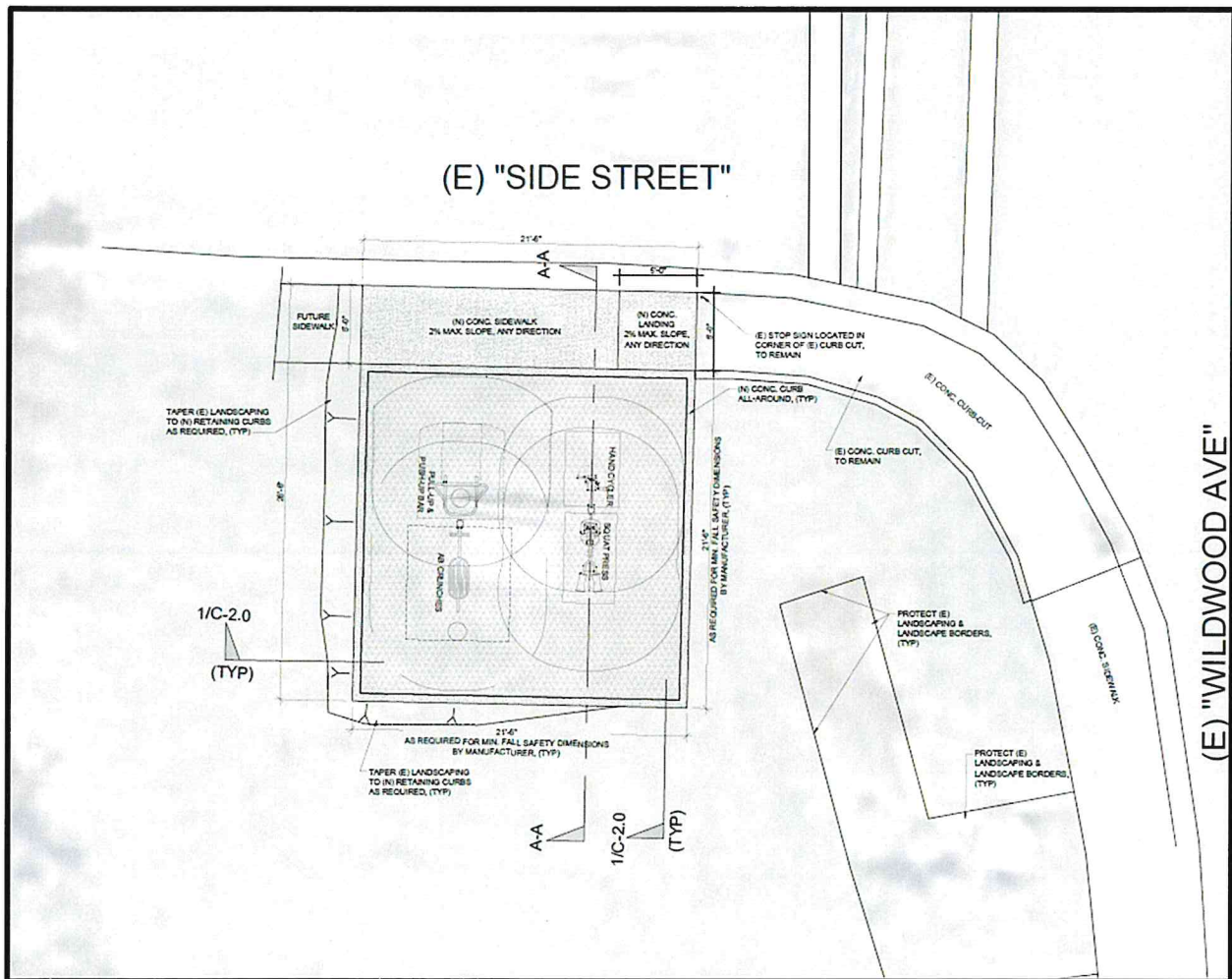


**Memorial Park**

Triangle Street Park is about 15,000 square feet and is developed with an informational kiosk, one (1) concrete picnic table, and two (2) concrete benches. As part of the recent Clean California Grant, a new exercise station, including a Hand Cyler, a Squat Press, a Pull Up Bar, and an Ab Crunch is planned for the park this spring/summer. Volunteers maintain the flower beds and the City Public Works crew maintains the grounds at Triangle Park.

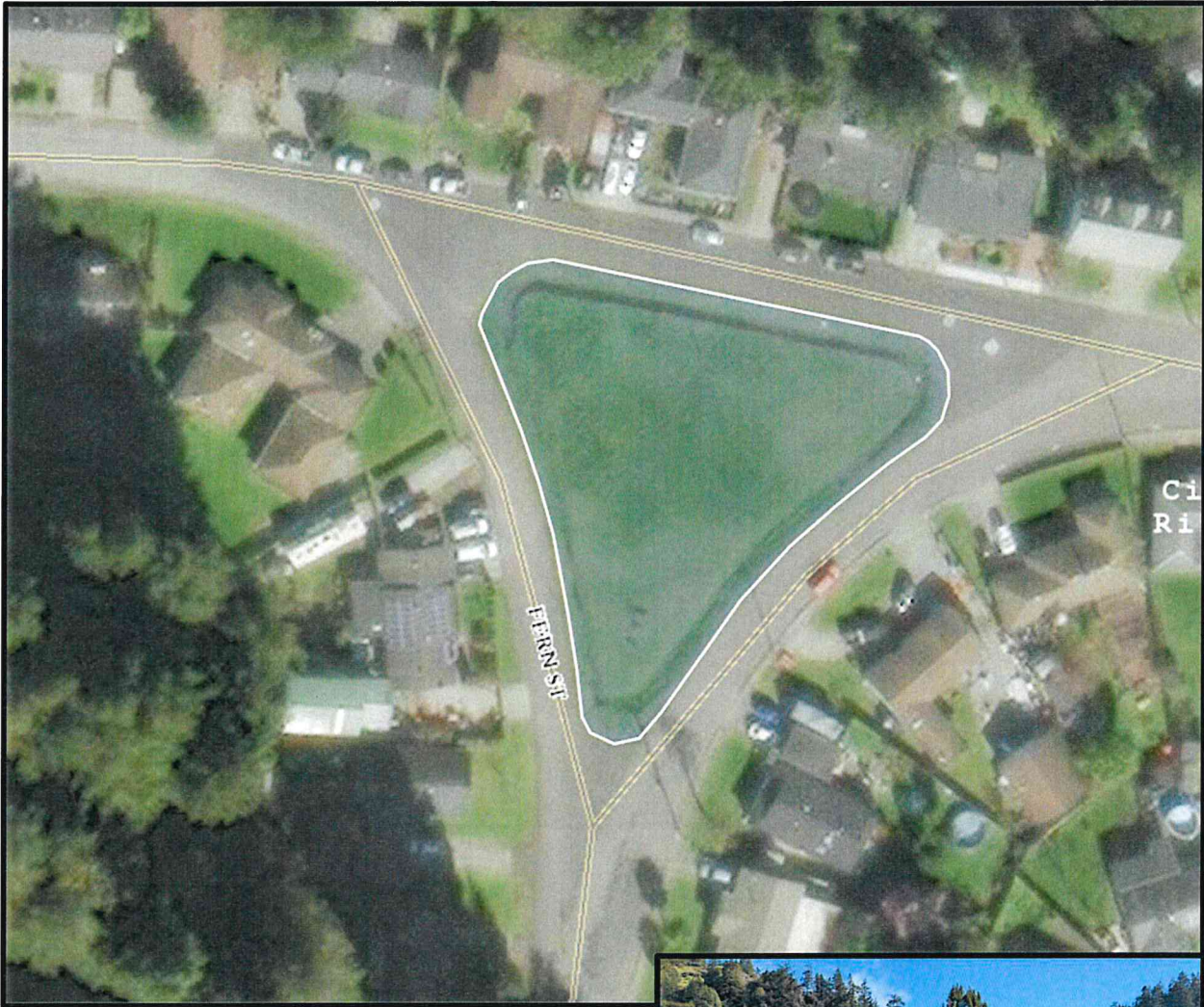






Triangle Park

The City also owns and maintains another triangle shaped property in the Riverside Acres subdivision. This grassy parcel is about 4/10th of an acre in size and has a couple of benches on it. The parcel is surrounded by a drainage ditch.

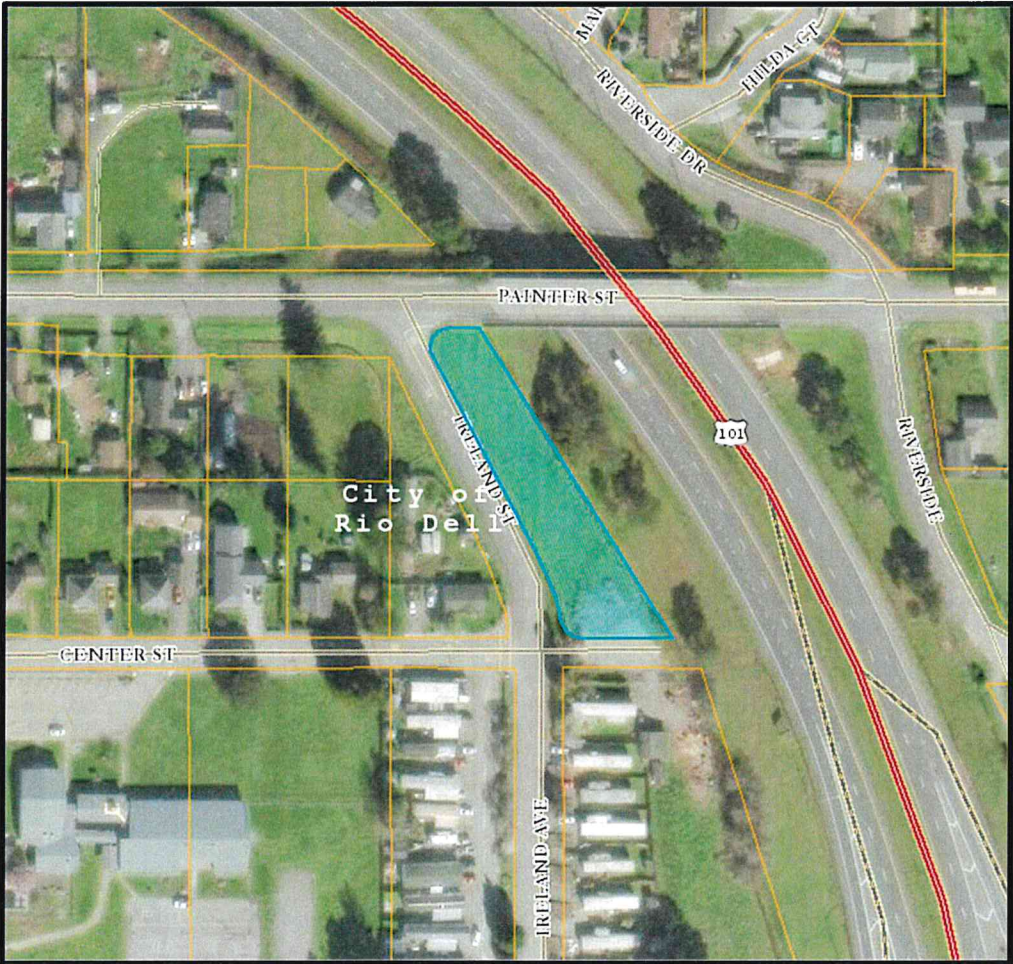


**Riverside Acres Open Space**



**Dog Park**

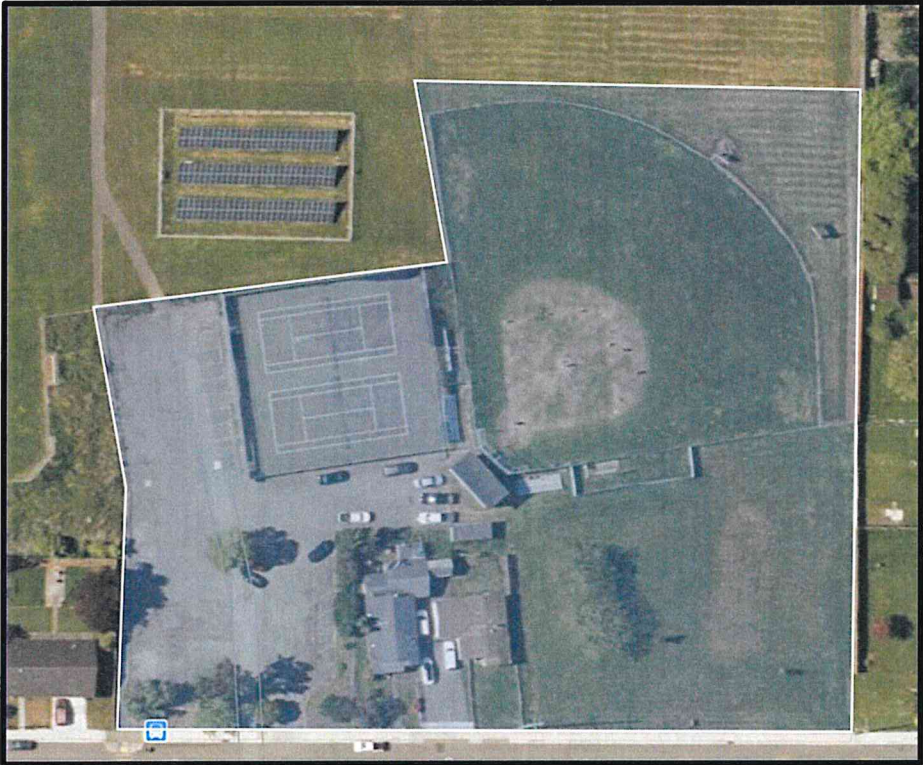
The City also owns the parcel which will be developed into a Dog Park shortly. That parcel is located at Center Street and Ireland Avenue. The City recently awarded the construction project for the first phase of the Dog Park which includes the dog run area, on-site sidewalks, and the development of the parking area. Construction of Phase I should be starting very soon. The second phase will include a retaining wall, a half-court basketball court, and a couple of picnic benches.



**Dog Park Parcel**

**Joint Use Agreement Park – Davis Street Park**

The City has a Joint Use Agreement with the Rio Dell School District for the Davis Street Park. Davis Street Park is considered a Neighborhood Park and totals about 3.2 acres and includes two tennis courts, a baseball field, a parking lot, and about 6/10th of an acre of open space/grass.



**Davis Street Park**



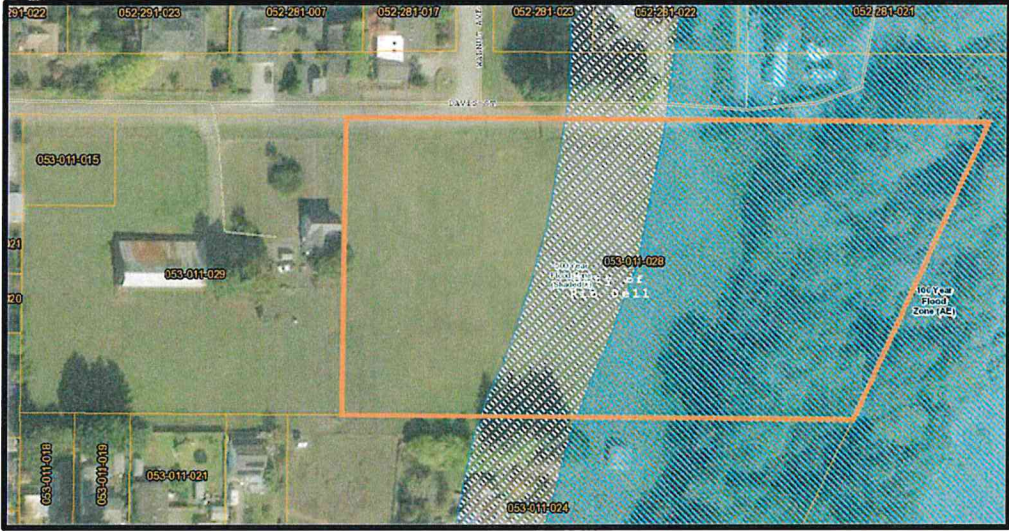
**Fireman’s Park & Picnic Area**

Fireman’s Park and Picnic area is owned, operated, and maintained by the Rio Dell Fire Protection District (RDFPD). This park is considered a Community Park and is about 4.25 acres in size. It includes the Fire Station, Fire Hall, children's playground, picnic areas, a softball field, bocce ball courts, and the local library.



**Potential Sites**

There are a couple of other parcels in town that may be suitable for park locations. The premier parcel for a Community Park is the Gillenwater parcel located at the end of Davis Street. The 4.8-acre parcel has river frontage and is located at the northern end of the proposed Eel River Trail. During the 2020-2021 California State Parks Proposition 84 open grant application, the City reached out to the Gillenwater’s to see if they were interested in selling the property to the City. At that time the Gillenwater’s were not interested in selling the property.

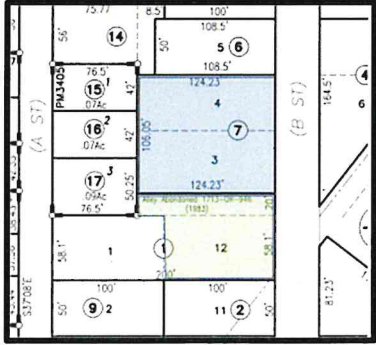


**Gillenwater Parcel**

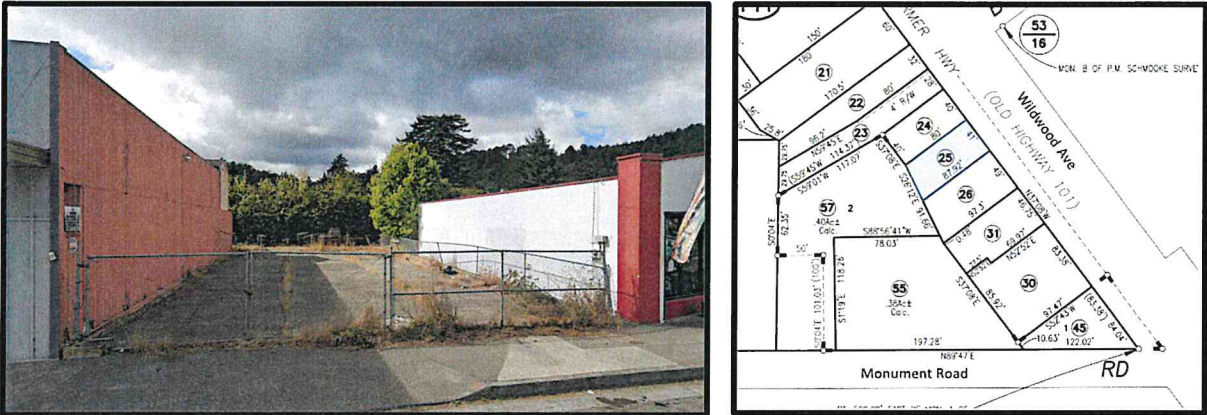
Another potential Neighborhood Park is the Church of Christ property on Second Avenue. This 15,000+/- square foot parcel is developed with an approximate 4,000 square foot assembly area. There is also an adjacent parcel possibly consisting of two separate lots. Including this lot, the potential total area would be about 23,000 square feet.



**Church of Christ Parcel  
325 Second Avenue**



A possible Pocket Park is the vacant parcel between the former Pizza Factory parcel and E&J Liquors. This parcel is owned by the estate of Mona Konicke. The parcel is currently considered in tax default and if the back taxes are not paid by July 1, 2025, a lien for the past due taxes will be placed on the parcel and the potential tax sale will take place after that.



**Konicke Parcel – Wildwood Avenue**

Possibly the potential “Crown Jewel” of a park could be the Enes property which sits west of Pacific Avenue. This property consisting of 43.2 acres was listed for sale for quite some time. The combined asking price was approximately \$1,000,000.

Staff’s intent was to gauge to possible acquisition through grant opportunities. Including future Proposition 84 and CDBG Grants. The City was in discussions with Mr. Enes regarding the possible purchase of the property in December 2022 before the Ferndale Earthquake. Obviously, the earthquake response became the priority. Mr. Enes recently reached out to see if the City may still be interested in purchasing the property.

The Enes property could make a fantastic park site, providing both passive and active recreational possibilities, including trails, playgrounds, picnic areas, disc golf, etc. It could also be managed as a community forest, as it has a good stand of merchantable redwood on the property. In addition, the adjacent portion of the Cortazar property would make a nice addition to the potential park.



**Enes/Cortazar Property**

## **Public Engagement**

A critical component to a successful Parks Master Plan is the involvement of the community. A Committee or Commission should be established, then actively encourage public participation with community members, community leaders and local school officials and students. The National Recreation and Park Association (NRPA) recommends the following steps in developing a Parks Master Plan.



- **Internal Assessment:** Before starting the master planning process, lay the foundation for the vision and mission of your agency and the plan. Then, assess your capacity and understand what your agency needs to work with the community, elected officials and others in the development and approval of the plan.

- **Community Engagement:** Work with the community in all aspects of the master plan process to ensure that the community has a voice and decision-making power in data collection, analysis, implementation plan and execution. To create an equitable plan, ensure that the process allows for under-represented groups and communities to participate in this decision making.

- **Resources & Data Collection:** Conduct data collection and analysis to prioritize resource allocation based on level of need for both park access as well as outcomes associated with park access such as physical activity and climate resiliency. Include both qualitative and quantitative analysis in this data collection to understand where gaps and inequities in distribution, park quality, safety and inclusion may exist. These measures include geographic information systems (GIS), community engagement, audits and resource analysis.

- **Implementation:** Create a realistic action plan based on needs identified and current and future resource, partnership and funding scenarios. If there are anticipated gaps in funding, outline a plan to close the gap and how you will prioritize resources in the short term.

Although there are funding sources for acquisitions and construction, many small communities struggle to provide funds for maintenance and repairs. For example, the Scotia Community Services District (SCSD) charges a recreation assessment of \$228 per dwelling unit. To properly maintain any significant new park facilities, it is likely the City would have to explore a potential benefit assessment district to fund the needed maintenance and repairs.



*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
cityofriodell.ca.gov*

April 16, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Execute a Scope of Work Agreement with Engineering Firm GHD in the amount of \$210,839 for the Painter Street Wastewater Upsize Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the scope of work with GHD; or

The City Council could direct staff to wait until the expected June award date for the project. However, this likely means that construction will be delayed another winter season. This is not recommended.

BACKGROUND AND DISCUSSION

The City’s wastewater treatment plant finished construction in 2013. The plant intakes wastewater through two main piping systems known as the collection system. The collection system is aged and suffers from a lack of maintenance in combination with a continued increase in regulatory requirements. Approximately half of all wastewater entering the plant through the collection system makes its final journey to treatment through what is known as the “Painter Street Line.” This line extends from the foot of Painter Street to the south and crosses Davis Street. It serves almost all the homes and businesses north of Davis Street. This final painter street segment has a number of problems, including the lack of size and appropriate grade for gravity to move the material to the plant. Certain sections actually dip and then raise up causing the line to lose efficiency via the siphon effect.

The largest consequence of this underperforming collection line is the occurrence of Sanitary Sewer Overflows, or SSO’s. SSO’s occur at the foot of Painter Street when the amount of wastewater moving down the pipe exceeds the amount the collection system can handle. The result is wastewater leaving the collection system. The Painter Street line is also the lowest segment of the collection system. These SSO’s have strict reporting requirements that are demanding of staff and may result in potential fines.

It is important to note that the SSO’s only occur during heavy rain events after the ground has already been saturated by prior rain events. The ultimate cause of the SSO’s is Inflow &

Infiltration (I&I) of non-sewer water into the system. The City has responsibility for miles of collection system piping, a large portion of it is semi-porous clay piping. There is also the private property side of the collection system from the property line to the plumbing of each individual residence or business. For several years the City has enacted and enforced a sewer lateral policy, requiring inspection and correction of failed sewer laterals that allow groundwater or other non-sewer water to enter the system. It is important to note that the sewer lateral policy was a requirement of the state in order to avoid fines and penalties. Hundreds of sewer laterals have been replaced and significant progress has been made on lowering I&I over the past several years. Additionally the City has been working on a Sanitary Sewer Evaluation Study (SSES) that is grant funded to map and classify the city owned collection system infrastructure. This is a necessary prerequisite for applying for and acquiring construction grant funds to replace or reline segments of the collection system. Because of the high cost of this work and the already high wastewater rates for customers, the City's only viable option to perform all the necessary work is through State grants, which take a long time to develop but also shield Rio Dell ratepayers from even higher wastewater rates.

The December 2022 earthquakes have unfortunately had a significant impact on our collection system, reversing the progress made on reducing I&I through the sewer lateral ordinance. Additionally some of the work previously performed on the SSES will need to be redone to capture and document the damage to the system from the earthquake. As a result of the earthquake, the State has promised to prioritize the Painter Street Upsize project. While the City was expecting an award earlier this year, we were informed no decision would be made until June of 2024. However, we have had assurances that the project will be awarded and greenlit in June from various State officials.

Simply put, we do not want to go through another rainy season with SSO's. Authorization of this scope of services will allow the project to be bid and possibly constructed before the rainy season. Waiting for the authorization from the State, assuming there will not be another delay in June, will mean the earliest construction could occur would be in 2025.

Costs of this scope can be covered by the award, however if the award is not forthcoming in June, the City would have to wait until the project is authorized in future cycles, if it is awarded at all. Staff does believe this project will be awarded but has some mild concerns that the June date may not be met by the State, given the history of this particular project having received several delays from the state in the past.

As an alternative, staff has received confirmation from the State that the pre-existing SSES grant award (a separate grant) can be used for the final design of this project. This means that the City, if the scope is approved, will not have to bear the burden of "fronting" the cost of the final design and waiting months or years for a State authorization. Therefore, staff recommends moving forward with this priority project and the attached scope as our last chance to get construction moving before the 24/25 wet season.

///



718 Third Street,  
Eureka, California 95501  
United States  
www.ghd.com

Our ref: 10047950

April 11, 2024

Kyle Knopp  
General Manager  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA 95562

#### Scope of Work for City of Rio Dell Painter St Sewer Line Replacement Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Painter St Sewer Line Replacement Project. This scope of services covers the final design, construction management, and grant administration assistance for the Project and is based on the concept project and budget developed for the State Water Resources Control Board's (SWRCB) Clean Water State Revolving Fund application. The project design is eligible for reimbursement under the SWRCB CWSRF Sanitary Sewer Evaluation Study Grant Funding. The SWRCB has indicated construction funding for the project is on the priority list to be awarded this summer. To position the City to competitively bid the project and construct before winter 2025, GHD has provided the Scope of Services attached. With City approval, GHD proposes to proceed on the design and bid period services and once funding is awarded can support the City with construction management services.

Regards

A handwritten signature in black ink that reads 'Rebecca Crow'.

**Rebecca Crow, PE**  
Technical Director  
+1 707 267-2244  
rebecca.crow@ghd.com

Copy to: Casey Raines, PE, Business Group Leader  
Hannah Gidanian, Staff Engineer

## Scope of Services City of Rio Dell Painter Street Sewer Line replacement Project

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

### UNDERSTANDING

The City of Rio Dell (City) applied for a Clean Water State Revolving Fund (CWSRF) Funding agreement through the State Water Resources Control Board (State Board). The scope of the application is the final design and construction of the Painter line sewer replacement of the existing 12-inch sewer line from Manhole 1 located at the east end of Painter Street to the wastewater treatment plant connection with an 18-inch pipe at a uniform slope. In addition, seven manholes will be demolished and replaced with 60-inch manholes to provide a uniform slope that will insure smooth flow transition. The City's applied for a total of \$1,490,550 in grant funding. In addition, the City has an SWRCB CWSRF Sanitary Sewer Evaluation Study Grant, recently awarded that contains \$626,775 for the design of wastewater improvement projects. Tasks 1 and 2 of this scope of work will be funded through the SSES grant.

Under this scope of services, GHD will finalize the engineering design, prepare the plans and specifications package for bidding, provide bid period services, provide inspection and management services during construction, and assist the City with grant administration and project closeout. GHD will prepare one bid package that incorporates the Painter St Sewer Line Replacement.

Based on GHD's understanding of the project and the typical project execution approach, GHD has developed this scope of services based on the following major permitting and design items:

- Task 1: Project Management and Grant Reporting Assistance
- Task 2: Engineering Design Finalization
- Task 3: Bid Period Services
- Task 4: Construction Inspection and Management

These items will be completed through a series of project tasks as further described below.

## Task 1. Project Management and Grant Reporting Assistance

### 1.1 Project Management and Coordination

This task consists of the project management performed by the team to coordinate GHD team member and subcontractors and to coordinate technical and managerial aspects of the project with the City, State Board, and Regulatory Agencies. This includes regular project updates, responses to Requests for Information relating to technical design or environmental data, and project updates to City Council and staff.

**Task 1.1 Deliverables:**

- Project Kick off meeting minutes
- Up to 4 council presentations

## 1.2 Grant Reporting Assistance

GHD will provide the City support with grant reporting tasks. GHD will prepare monthly invoices for services based on the approved grant requirements to be provided to the City. The City will complete reimbursement requests for SWRCB Division of Financial Assistance. GHD will support with preparation of quarterly grant progress reports.

### **Task 1.2 Deliverables:**

- Monthly GHD invoices
- Quarterly Progress Reports

### **Assumptions:**

- The project duration will be approximately 4 months for the design phase, 6 months for the construction phase, and 2 months for Project Closeout and a total of 12 months from start until project closeout.

## 2. Task 2. Engineering Design Finalization

The engineering design under this scope builds off the design documentation and analyses completed to date and consists of additional engineering work necessary to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

### 2.1 Develop 60% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement

GHD previously prepared 30% plans and specifications and estimate for Painter St replacement. After comments are received from the 30% design submittal, the project team will prepare 60% design plans and technical specifications for the project. The intent of the 60% plans is to address comments from the 30% submittal and provide a complete set of design with plan and profile. The 60% plans will be reviewed with the City and comments will be incorporated into the 95% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AACE Class 2) will be submitted with the 95% design plans.

#### **Task 2.2 Deliverables:**

- 60% Design Plans
- 60% Technical Specifications
- Opinion of Probable Construction Cost

#### **Assumptions:**

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

### 2.2 Develop 95% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement

After comments are received from the 60% design submittal, the project team will prepare 95% design plans and technical specifications for the project. The intent of the 95% plans is to address comments from the 60%

submittal and provide a complete set of design. The 95% plans will be reviewed with the City and comments will be incorporated into the 100% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AACE Class 2) will be submitted with the 95% design plans.

**Task 2.2 Deliverables:**

- 95% Design Plans
- 95% Technical Specifications
- Opinion of Probable Construction Cost

**Assumptions:**

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

## **2.3 Develop Draft and Final 100% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement**

GHD will refine and finalize the plans for bidding in this task. GHD will begin with a review of the comments on the 95% draft plans. Based on feedback on the draft plans, GHD will prepare a final 100% design set of plans, specifications, and estimate. Working with City Staff, GHD will establish dates for bidding and a timeframe for construction. The General Conditions will be updated with the agreed upon dates and bidding information. The technical specifications will be updated, and the design plans will be updated and finalized for bidding and construction.

GHD will update the previously prepared Opinion of Probable Cost for the bid ready drawings submittal, identifying quantities, unit costs, and total construction costs for major construction items. The opinion shall be based on the final Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

Given the recent bidding environment, GHD will develop the contract as a base bid project, plus additive bid items to the extent feasible to allow the City to choose project components to construct within the available budget based on the actual bids.

**Task 2.3 Deliverables:**

- 100% Design Plans
- 100% Specifications
- Opinion of Probable Construction Cost

**Assumptions:**

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

### Task 3. Bid Period Services

The project be publicly let out for bid, and a construction contractor will be selected per a bid process in conformance with State and Federal requirements. Bid period services include advertising bids, responding to contractor questions and comments, conducting site visits, conducting the bid opening, reviewing contractor bids, and preparing the letter of recommendation for award, once all the Contractor certification have been checked.

GHD will provide the following bid period services:

- Compile bid package including CEQA/permit conditions and front-end contract.
- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct a pre-bid site meeting
- Plan and participate in bid opening
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Board approval and execution

#### **Task 3 Deliverables:**

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

#### **Assumptions:**

- Does not include redesign of project elements during bidding
- City to post advertisement for bid in local publication
- All fees to be paid directly by the City

### Task 4. Construction Inspection and Management

GHD will provide construction engineering services throughout the construction of the project. The following construction engineering services will be provided:

- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Construction Project Closeout



## Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor safety responsibilities, coordination with utilities, materials testing, labor and employment compliance.

### **Task 4.1 Deliverables:**

- Email correspondence regarding preconstruction issues addressed

### **Assumptions:**

- All correspondence in electronic format
- Legal review and support, if needed, by others

## 4.1 Construction Management

GHD will provide overall coordination of communication between the Contractor, the City, and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Review labor compliance
- Maintain project records and files as needed for general compliance with funding requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Review encroachment permit requirements with Contractor.
- Submit copy of CCO memorandum and CCOs to the City.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

### **Task 4.2 Deliverables:**

- Email correspondence regarding construction issues

- Labor compliance review
- Written responses to RFI's and Submittals
- Executed Change orders
- Progress pay reviews

**Assumptions:**

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

## 4.2 Periodic On-site Construction Observation

GHD will provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.

**Task 4.3 Deliverables:**

- Field observation reports
- Construction photographs

**Assumptions:**

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

## 4.3 Construction Project Closeout

GHD will complete the following project closeout activities:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the Contractor
- Compile and provide to the City in electronic format:
  - Project photographs
  - Submittals
  - Inspection and observation reports
  - Materials testing and inspection records and final reports
  - Meeting records
  - Record Drawings
  - Other relevant project information

**Task 4.4 Deliverables:**

- All deliverables will be in electronic format
- Final project documentation

## GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- This scope does not include surveying or easement coordination with the landowners on Walnut Dr.
- The project design will be finalized based on the drawings previously completed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City’s control.
- The scope does not include any pavement or material testing, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following review. The schedule assumes a 5-day review period by the City.
- The project environmental documentation was completed previously and no new field surveys are included. The previously identified mitigation measures will be incorporated into the project plans and specifications.
- The schedule below

## PROPOSED WORK SCHEDULE AND MILESTONES

Major Submittal Milestones	Grant Due Date
<b>Additional Submittal to Division</b>	
Final Plans and Specifications	7/1/2024
Advertise Project for Construction	7/3/2024
Bid Opening	8/15/2024
Final Budget Approval Package	8/15/2024
Start Construction – Dependent on State Board Funding Agreement Execution	TBD
Construction Completion – Dependent on State Board Funding Agreement Execution	TBD
<b>Reports</b>	
Progress Reports	Quarterly
Final Inspection and Certification – Dependent on State Board Funding Agreement Execution	TBD
Project Completion Report – Dependent on State Board Funding Agreement Execution	TBD

The exact dates for the timeline will depend on the turnaround time on reviews by the City and other agencies. Because of the involvement (reviews) of third-party agencies, we cannot guarantee that the work will be

completed per the above schedule. As we move through the design process, we will work with the City and revise the schedule as necessary.

## COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$210,839 without written authorization based on the fees as summarized below:

Task	Compensation
Task 1-Project Management	\$17,331
Task 2 Final Survey and Design	\$108,305
Task 3- Bid Period Services	\$20,654
Task 4- Construction Inspection and Management	\$64,549
<b>Total</b>	<b>\$210,839</b>

GHD will not begin Tasks 3 and 4 until the CWSRF funding agreement is confirmed by the SWRCB.

GHD will use the attached rates by class for this work, including annual increases. The level of effort to complete the services above may be different than identified in the task budgets above and will depend on the involvement and requests by the City, landowners, and other agencies. GHD reserves the right to move budget between tasks.

## AGREED

City of Rio Dell

GHD

\_\_\_\_\_  
Kyle Knopp, City Manager                      Date

\_\_\_\_\_  
Casey Raines, Business Group Leader      Date

GHD Class	GHD Description	Rate
<b>PROFESSIONAL</b>		
A001	Senior Technical Director 1	\$292.40
A002	Senior Technical Director 2	\$272.00
A003	Senior Technical Director 3	\$251.60
A004	Technical Director 1	\$258.00
A005	Technical Director 2	\$238.70
A006	Senior Professional 1	\$215.60
A007	Senior Professional 2	\$200.20
A008	Professional 1	\$207.50
A009	Professional 2	\$178.50
A010	Professional 3	\$157.70
A011	Vacationer / Intern	\$145.30
<b>CONSULTANT</b>		
V001	Executive Consultant 1	\$353.60
V002	Executive Consultant 2	\$319.60
V003	Senior Consultant 1	\$265.20
V004	Senior Consultant 2	\$265.70
V005	Consultant 1	\$219.50
V006	Consultant 2	\$177.10
V007	Consultant 3	\$142.50
<b>TECHNICAL</b>		
B001	Lead Design Technician 1	\$268.60
B002	Lead Design Technician 2	\$248.20
B003	Lead Design Technician 3	\$224.40
B004	Senior Design Technician 1	\$231.00
B005	Senior Design Technician 2	\$215.60
B006	Design Technician 1	\$196.40
B007	Design Technician 2	\$184.80
B008	Drafting/Design 1	\$190.90
B009	Drafting/Design 2	\$161.90
B010	Drafting/Design 3	\$149.40
B011	Drafting/Design 4	\$141.10
B012	Intern Drafting/Design	\$124.50

GHD Class	GHD Description	Rate
<b>ADMINISTRATION</b>		
C001	Business Services Manager 1	\$238.00
C002	Business Services Manager 2	\$210.80
C003	Senior Business Services Manager	\$156.40
C004	Senior Business Services Manager	\$154.00
C005	Business Services 1	\$134.80
C006	Business Services 2	\$127.10
C007	Business Services 3	\$92.40
<b>SITE BASED</b>		
S001	Senior Construction Manager	\$261.80
S002	Construction Manager	\$227.80
S003	Lead Site Engineer/Supervisor	\$200.60
S004	Senior Site Engineer	\$204.10
S005	Site Engineer	\$188.70
S006	Lead Inspector	\$181.00
S007	Senior Inspector	\$142.50
S008	Inspector / Specialist 1	\$132.80
S009	Inspector / Specialist 2	\$116.20
S010	Clerk / Specialist 3	\$112.10
S011	Senior Site Manager 1	\$132.80
S012	Senior Site Manager 2	\$124.50
S013	Senior Site Manager 3	\$112.10
S014	Senior Site Manager 4	\$103.80
S015	Operator/Labourer 1	\$95.50
S016	Operator/Labourer 2	\$91.30
S017	Operator/Labourer 3	\$74.70
<b>PROJECT SUPPORT</b>		
D001	Project Support Manager 1	\$285.60
D002	Project Support Manager 2	\$268.60
D003	Senior Project Support 1	\$238.00
D004	Senior Project Support 2	\$231.00
D005	Project Support 1	\$204.10
D006	Project Support 2	\$188.70
D007	Project Support 3	\$173.30
D008	Project Support 4	\$170.20
D009	Project Support 5	\$145.30
D010	Project Support 6	\$95.50