



**RIO DELL CITY COUNCIL AGENDA  
REGULAR MEETING - 6:30 P.M.  
TUESDAY, MAY 19, 2020  
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 ALTERATIONS TO MEETING FORMAT  
CORONAVIRUS (COVID-19)**

Due to the unprecedented public health threats posed by COVID-19 and the resultant need for social distancing, changes to the City Council meeting format are required. Executive Order N-25-20 and N-29-20 from Governor Gavin Newsom allow for telephonic Council meetings of the City Council and waives in-person accessibility for Council meetings, provided that there are other means for the public to participate. Therefore, and effective immediately, and continuing only during the period in which state or local public health officials have imposed or recommended social distancing measures, the Rio Dell City Council will only be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink 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: D. 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>. Public comments can be emailed to: [publiccomment@cityofriodell.ca.gov](mailto:publiccomment@cityofriodell.ca.gov).

**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 **888-475-4499**, enter Meeting ID **871 1625 9049** 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. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS
- E. PUBLIC PRESENTATIONS

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

F. 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) 2020/0519.01 - Approve Minutes of the May 5, 2020 Regular Meeting **(ACTION)** 1
- 2) 2020/0519.02 - Approve Minutes of the May 12, 2020 Special Meeting (Budget Workshop) **(ACTION)** 12
- 3) 2020/0519.03 - Receive and File Check Register for April 2020 **(ACTION)** 24

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

- 1) 2020/0519.04 - City Manager/Staff Update **(RECEIVE & FILE)** 28

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2020/0519.05 - Discussion on Homelessness in Rio Dell **(DISCUSSION/POSSIBLE ACTION)** 32



2) 2020/0519.06 - Presentation on the Proposed Operating and Capital  
Budget for FY 2020-2021  
**(DISCUSSION/POSSIBLE ACTION)** 81

J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

K. COUNCIL REPORTS/COMMUNICATIONS

L. ADJOURNMENT

*The next regular City Council meeting is scheduled for  
Tuesday, June 2, 2020 at 6:30 p.m.*

**RIO DELL CITY COUNCIL  
REGULAR MEETING MINUTES  
MAY 5, 2020**

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

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

Others Present: City Manager Knopp, Chief of Police Conner, Interim Finance Director Dillingham, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, and City Clerk Dunham

Absent: Community Development Director Caldwell

**PUBLIC PRESENTATIONS**

City Clerk Dunham reported that there were no online public comments received.

**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 separate discussion. No items were removed.

Motion was made by Johnson/Woodall to approve the consent calendar including approval of Minutes of the April 21, 2020 Regular meeting, and approval of a letter to the Governor regarding State Financial Assistance to Small Local Governments and authorizing the Mayor to sign. Motion carried 5-0.

**REPORTS/STAFF COMMUNICATIONS**

City Manager/Staff Update

City Manager Knopp provided highlights of the staff report and reminded everyone about the Annual Community Clean-Up Event occurring on Saturday, May 9<sup>th</sup> from 9 a.m. to 1 p.m. in the Rio Dell School parking lot at 95 Center St.

He reported that the budget workshop scheduled for May 6<sup>th</sup> was postponed until Tuesday, May 12<sup>th</sup> from 4 p.m. to 6 p.m. with a special Planning Commission meeting following at 6:30 p.m. With regard to the Business Resiliency Loan Program, staff sent out two letters to businesses with no applications received as of today.

Staff had a conference call with PG&E as the fire season approaches and said that the good news is that the Humboldt Bay Power Plant is prepared to better handle any outages.

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He then reported on the Food for People Program and noted that the original plan was to hand out hand sanitizer to citizens on Saturday during the Clean-Up Event but due to some unforeseen problems, staff would need to find another time to distribute the sanitizer.

Mayor Pro Tem Woodall asked for an update on the Rio Dell homeless surge.

City Manager Knopp explained that during the distribution of food with the volunteer corp, Sara Faught from the Community Resource Center stopped by and discussed potential causes for the surge in homeless and said that one of the reasons is that there was a fire on the Scotia side of the river bar in addition to Caltrans efforts to clean up on that side of the river which drove homeless people to this side of the river. In addition, there was recent access to financial resources by one of the homeless persons that may have contributed to the increase.

He offered to invite Sara Faught to a subsequent Council meeting to discuss the issues. Council agreed.

Mayor Pro Tem Woodall asked if the City did anything to promote the annual clean-up event.

City Manager Knopp noted that an Every Door Direct Mail (EDDM) postcard would be going out tomorrow to all residents.

Mayor Pro Tem Woodall commented that there are a lot of abatement issues in town and those residents could take advantage of the event at no cost.

Councilmember Wilson referred to a recent EDDM notice that went out related to Measure Z and asked if the City sent it out. He noted that he didn't receive one but he talked to residents that did.

City Manager Knopp reminded the Council that they authorized the Mayor to sign a letter that was sent to the County Board of Supervisors related to Measure Z funding. Staff followed up with a postcard to residents urging them to support the Rio Dell Police Department by contacting County officials expressing their opinion regarding the Board of Supervisor's decision to eliminate Measure Z funding for Rio Dell.

Mayor Pro Tem Woodall asked for clarification on the codes for the types of calls at 355 Center Street (River Bluff Cottages).

Chief Conner noted that 242 stands for assault and battery and noted that a visitor had assaulted one of the residents. He said that MC relates to medical calls, FU stands for follow-up and VI stands for vehicle investigation.

**SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**



Discussion and Possible Action on City Engineering Projects

City Manager Knopp noted that the City's engineering firm, GHD would be providing an update on projects for the City. In addition, they would discuss the draft scope of work for the next Active Transportation (ATP) Grant application. He noted that the City made application for the last funding cycle but did not score well but has an opportunity to make application for Active Transportation dollars under Cycle 5 for bicycle trails and alternative transit. He commented that the current ATP project is underway at Scenic Dr. and Wildwood Ave.

Nathan Sanger, Project Engineer from GHD began with an overview of the current Active Transportation Plan (ATP) Project. He reported that construction started on Monday, April 27, 2020 with an expected completion date of July 24, 2020 without the project additives. He said that Mercer Fraser was awarded the contract, with bids coming in under budget. Demolition and removal of the sidewalk was completed with the pouring of new sidewalks underway.

He noted that education and community outreach was being conducted by Redwood Community Action Agency (RCAA) however; those efforts paused due to the COVID-19 pandemic. He said they are working with Caltrans on how to proceed with the non-infrastructure portion of the project.

He explained that since the bid came in under budget, they were able to include change orders for additional sidewalk repairs and overlays. With that, there still remains a budget surplus so they are working with the contractor to provide cost estimates for various potential areas to utilize those funds. He noted that they previously discussed with staff and the City Council potential use of available funds. Potential changes orders included extension of sidewalk to the far northern boundary on Eeloa Ave., inclusion of new sidewalk in front of the library building (approximately 292 feet) to address ADA compliance issues, and three additional areas in front of City Hall near the curb ramps.

He said that they also looked at possible sidewalks and driveways from the Dollar General east to Highway 101 onramp at Davis St. In addition, along Wildwood Ave. near Painter St. from the Highway onramp south are several cracks in the sidewalk that need to be repaired.

City Manager Knopp clarified that the City Council previously identified the top three items as discussed as priority items to add to the project if funds were available. He said that the Department of Justice, in investment with the County performed an analysis which included the path of travel from the nearest bus stop to the library. He pointed out that the City was never under a consent decree order however; it is the responsibility of the City to replace sidewalks that are not ADA compliant. He commented that the improvements on sections of Davis St. are extremely expensive (\$99,000). He indicated that going beyond the top three additives poses a risk to the City cost wise.

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Staff's recommendation was to reduce the scope of work on Davis St., eliminating driveway enhancements and to move forward with repair of damaged sidewalks.

He commented that a last-minute addition was the sidewalk near the City's electronic sign noting that a section of that sidewalk is cracked. He recommended putting it in the bid as a whole package at approximately \$60,000.

Staff recommended \$100,000 in contingency with additives 1, 2, and 3 allocating 20% of the reserve allocation for spot repairs to sidewalks. That way it keeps within the scope of the grant dollars unless the Council would like to allocate additional funding for the change orders. What it comes down to is either a scaled down version of the project or a budget adjustment in which staff recommended a scaled down project.

Rebecca Crow, Project Engineer with GHD continued with an update on other projects in the City which included:

- Eel River Riparian Recreation Trail
- Active Transportation Application
- Drinking Water SRF Planning Project
- Sanitary Sewer Evaluation Study Scope
- Planning for Potential Stimulus Dollars

She commented that the Eel River Riparian Recreation Trail has been explored for a number of years. In September 2018 a River Parkways Grant Application was submitted under Prop 68 but was not funded. In September 2019 the City submitted another application under Prop 68 for a Recreational Trails and Greenways Grant which again, was not funded.

She continued with the anticipated timeline for the 2020 ATP application and deadline for submission noting that an announcement was released extending the deadline for submittal to September 15, 2020. She explained that the project would include a trail from Davis St. connecting to Edwards Dr., non-native vegetation removal, signage, trailhead bollards, a pedestrian bridge, a trailhead at Edwards Dr., a drinking fountain and parking.

Next was an overview of the Drinking Water SRF Planning Project. The project included replacement of the redwood tank with a bolted steel tank, replacement of high-priority water distribution system lines and valves and installation of fire hydrants on new lines, and installation of redundant line under the Eel River. The design of the project was anticipated to be complete during the fall of 2020 with the project becoming shovel ready in 2021.

Wastewater System Projects included a Sanitary Sewer Evaluation Study SWRCB Grant. She noted that the City and GHD were able to leverage students from Humboldt State University (HSU) to collect field GPS data on sewer manholes. She said that they were working with Wastewater Superintendent Taylor on the Solids and Disinfection and

considering conducting a mussel study. She explained that if no mussels are present, effluent limits for ammonia and disinfection can be met with the existing system. If mussels are present, they will need to evaluate season limits and if necessary establish alternate methods for disinfection.

Rebecca Crow commented that she would like to see the City take advantage of potential stimulus dollars and reviewed the following list of potential stimulus projects:

- Eel River Riparian Recreational Trail
- New Outfall Pipe
- Water Distribution System Improvements
- Town Square /255 Wildwood Ave.
- Painter St. Line Upsizing
- Belleview/Ogle Ave. Drainage Improvements
- Wastewater Treatment Plant Solar Installation
- City Hall Solar
- Riverside Dr. Drainage Improvements

City Manager Knopp asked the Council if they had any questions on the ATP portion of the presentation.

Councilmember Strahan commented that she was very happy to see sidewalks on Eeloa Ave.

She then referred to page 25 of the staff report and questioned the reason for replacing the sidewalks by the library pointing out that they are not that old.

Nathan Sanger explained that, that area of sidewalk was identified in the DOJ analysis as not being ADA compliant.

Councilmember Strahan pointed out that ADA regulations change so when this project is completed, the regulations will likely change again. She again questioned whether it was necessary to replace that whole section of sidewalk.

Nathan explained that it is expensive to do individual spots.

Councilmember Strahan then asked for clarification on the location of the repairs on Davis St.

Nathan explained the area includes all four corners at Wildwood and Davis St. since none of those sidewalks are ADA compliant.

Councilmember Strahan referred to pages 26-28 of the staff report related to sidewalks on Davis St. and said that she didn't think sidewalks were needed all the way down Davis St. as



proposed. She said that she hoped to see the sidewalk by the overpass to Ireland Ave. and Painter St. repaired for kids walking to school.

City Manager Knopp indicated that it would be scaled down as funds could not be used for items outside the scope of the project. He noted that risk funds could possibly be used for that purpose.

Councilmember Wilson referred to page 29 of the staff report and asked if it represented a stretch of sidewalk down Painter St. or Wildwood Ave. and asked if individual areas could be done rather than the whole stretch.

Engineer Sanger clarified that it starts at Painter St. and stretches down Wildwood Ave.

City Manager Knopp noted that the project could be scaled back with focus on pads on Davis St. and Wildwood Ave. without driveways.

Councilmember Wilson said that he was in support of the top three additive items as a more economical approach.

City Manager Knopp pointed out that with regard to the library issue, the DOJ report is a public document and replacing those sidewalks reduces the City's liability and helps build a record of ADA compliant improvements.

Mayor Pro Tem Woodall noted that the City Manager mentioned cost versus risk and she supported doing the basic top three additives rather than doing more and adding to the City's risk. She asked if it included patchwork to sidewalks on Wildwood Ave.

City Manager Knopp responded that it would.

Councilmember Johnson agreed with the other councilmembers and pointed out that during the first week of construction of the project, it is too early to commit to funds without holding back contingency funds.

Mayor Garnes asked if the sidewalks in front of the library would remain in the same pattern as the existing sidewalks.

City Manager Knopp responded that the pattern would be the same.

City Manager Knopp turned the Council's attention to page 32 of the staff report related to the Eel River Riparian Recreation Trail and said that the City made two other attempts to secure grant funding for this project so the cost estimate is done. Most of the City Engineer's billable activity would occur next year so the funds could be allocated in the upcoming budget. He

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noted that if the City is going to put together a timely application, the time to move forward is now.

Councilmember Wilson pointed out that the City applied for grant funding twice and was denied so what are the chances of being successful this time.

City Engineer Crow explained that there is always risk with grant programs and said that the previous application fell weak with regard to public participation. She stressed the importance of doing more community outreach.

Councilmember Wilson commented that there are not many public accesses to the river in Humboldt County anymore noting that Scotia locked access to their river bar. He expressed concern about garbage and waste on the river bar and noted that there is benefit to having access but would not want it to add to the waste problem. His expressed his desire to preserve the beauty of the river bar.

Mayor Pro Tem Woodall asked if these funds were secure with everything that is going on.

City Engineer Crow explained that it is a well-established program and she doesn't anticipate it being pulled but she would follow up to make sure.

Councilmember Johnson asked if there would be an opportunity to solicit letters of support for the application.

City Engineer Crow noted that with the previous application, letters of support were submitted from school kids.

Councilmember Johnson suggested getting support from the active group of seniors in Fortuna that walk and perhaps Humboldt County Association of Governments (HCAOG).

City Engineer Crow pointed out that the project is identified as an anchor to southern Humboldt which helps to build the trail network.

Councilmember Strahan asked if this proposed project is just a portion of the proposed trail system.

City Engineer Crow responded that the plan is to eventually connect trails from Trinidad to Scotia.

Councilmember Strahan questioned the feasibility of trails with regard to private property.

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City Manager Knopp explained that the section of trails along the river to CC Market is not included in the proposal so there are no entanglements as far as private property. All of the proposed trails to be constructed at this time are located within the City's right-of-ways.

Councilmember Strahan asked if the project was tied to the Safe Routes to School Program.

City Engineer Crow responded that it is not tied to Safe Routes to School.

Mayor Garnes thought it would be fantastic to create trails and suggested sending out Every Door Direct Mailing (EDDM) to reach out to citizens for input and support.

Councilmember Strahan commented that the original ATP plan included bike lanes on Belleview Ave. but they were deleted from the plan. She asked if the EDDM could include a survey asking citizens if they prefer bike lanes versus trails or if they would like to see both.

City Manager Knopp commented that he was not aware of bike lanes being eliminated on Belleview Ave.

Engineer Sanger clarified that the ATP project includes bike lanes on both sides of Belleview Ave.

City Manager Knopp said that no Council action is requested at this time. Staff would incorporate funding for the next ATP project into the upcoming budget and if the Council feels strongly about an alternate plan for the project, they would have the opportunity to provide staff direction at that time.

Mayor Garnes called for a consensus of the Council on the ATP project as proposed with the top three additives. The consensus was unanimous.

City Engineer Crow thanked the City Council and staff for allowing them to make a virtual presentation.

Councilmember Johnson referred to the list of potential stimulus projects and pointed out that there was no element for paving of city streets. He said that he would like to get some shovel-ready paving projects identified noting that oil prices are at an all-time low and contractors are hungry. He commented that he would like the City to be ready if this trend continues for more street maintenance and/or reconstruction projects.

City Manager Knopp encouraged councilmembers to send him their ideas on potential stimulus projects while staff would look for potential funding to execute projects.

Councilmember Wilson said with the budget process underway, the timing is good to bring potential projects into the discussion.



Update on COVID-19 Local Health Emergency and Reopening Strategy

City Manager Knopp provided an update on the COVID-19 local health emergency and reopening strategy specific to Rio Dell. He said that as the Council is aware, work at home for certain employees was allowed which ended this week with everyone returning to normal schedules on Monday. He said the tentative plan is to open City Hall and the Police Department on Friday but that there would need to be an official update from County Public Health prior to opening.

He invited Councilmembers to stop by City Hall and look at the recent improvements made to enhance the safety of employees and the public. He noted that plexiglass was installed in the front lobby at City Hall and at the front count at the Police Department in addition to the Purell hand sanitizing stations. Staff would ensure that all safety benchmarks are met prior to opening. He added that employees are looking forward to getting things back to normal but staff is prepared to adjust schedules as necessary. He expressed thanks to staff for their cooperation and help in making the situation safe for everyone.

City Manager Knopp advised staff and Council via email of a COVID-19 testing opportunity to take place at Redwood Acres and encouraged everyone to take advantage of the opportunity regardless whether they are symptomatic or not.

He also reported that he and Mayor Garnes participated in a conference call regarding the Great Plate Delivered Program. He noted that the program will provide up to \$66/day per senior citizen in meals from restaurants. If every senior in Rio Dell participates the cost would be \$150,000 of which \$148,000 would be reimbursable by the State and Federal Government. He said that staff sent a letter to the State Office of Emergency Services (OES) requesting participation in the program but there is a chance the funding will not come through. He noted that staff received notification of a follow-up meeting and that staff would come back to Council with a budget adjustment if necessary. It would take a significant amount of staff time to put the program together and as such staff would be looking into a collaborative program with neighboring cities.

He then thanked the Rio Dell Volunteer Corp for distributing 40 bags of food to local residents in need.

Councilmember Strahan said that she would like to see the Fireman's Park reopen and commented that the Fire Chief doesn't have a problem with it. She also noted that most businesses seem to be open and asked which businesses were closed. She asked if the City sent out an EDDM to local businesses with information on available resources being offered to businesses and an updated plan for reopening.

City Manager Knopp explained that most of Rio Dell businesses fall into the category of essential businesses and offered to send a list of those businesses to councilmembers. He noted that there are a few businesses that are required to be closed.

Councilmember Strahan asked if there were any requests for financial assistance.

City Manager Knopp said that staff received request for information from businesses but no loan applications.

Councilmember Strahan suggested Chamber of Commerce President Angeloff be invited to attend the next meeting to provide an update on the business community.

Councilmember Wilson commented that staff has done a great job keeping things going noting that Scotia has some landscaping work to do unlike Rio Dell. He noted that Dave Griffith continues to pick up cigarette butts and trash around town which also helps.

Councilmember Johnson asked if staff had any indication of when the Council would be able to meet back in the Council Chambers.

City Manager Knopp said that the meetings could possibly resume in the Council Chambers for the May 19<sup>th</sup> regular meeting provided all public health guidelines are adhered to. He noted that everyone would be required to wear masks and the room would have to be arranged to comply with social distancing measures.

Mayor Garnes thanked staff for stepping up and doing an amazing job across the board. She suggested the City consider purchasing chrome books for councilmembers provided there is money in the budget so all of the Council can be seen on screen during zoom meetings. She thought it would be a good idea now as well as in the future in the event of another virus outbreak.

She also asked the Council as they move into the budget process, to think about funding a CSO officer that could be out on the streets doing community outreach.

She also thought it would be a good idea to create real-time email during council meetings so citizens can ask questions as agenda items are being discussed.

City Manager Knopp agreed that it would be a great project for he and the City Clerk to look into.

Councilmember Wilson pointed out that Humboldt Access knows how to set it up noting that Redwood Coast Energy Authority (RCEA) does it that way although a moderator is needed, whether it is the Mayor, the City Manager or the City Clerk.

## **COUNCIL REPORTS/COMMUNICATIONS**

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Councilmember Wilson reported on his attendance at last Redwood Coast Energy Authority (RCEA) meeting and noted that they have been holding virtual meetings from home utilizing zoom virtual backgrounds. He reported that they are trying to figure out their budget noting that with the power plants down, it creates quite an issue although one of the power plants is back up and running.

Councilmember Johnson commented on a banner that was put up at the Journey Church that says "Pray for Our City" and expressed thanks to them for doing that.

He also mentioned that he saw members of the Chamber of Commerce digging post holes for PVC pipe for the display of 50 American Flags that will be erected during appropriate holidays. He thanked Nick Angeloff and the Chamber of Commerce for putting together that project.

Mayor Pro Tem Woodall expressed the need for everyone to support local businesses stating that she knows of at least one business that will not be reopening. She also encouraged the City and other to purchase products made in the USA.

Mayor Garnes announced a possible power outage scheduled by PG&E for May 12, 2020.

**ADJOURNMENT**

Motion was made by Johnson/Wilson to adjourn the meeting at 8:13 p.m. to the May 12, Budget Study Session. Motion carried 5-0.

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

Attest:

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

**RIO DELL CITY COUNCIL  
SPECIAL MEETING MINUTES  
MAY 12, 2020**

Mayor Garnes called the Special "Virtual" Meeting of the Rio Dell City Council to order at 4:00 p.m.

**ROLL CALL:** Present: Mayor Garnes, Councilmembers Johnson, Strahan and Wilson

Absent: Mayor Pro Tem Woodall (excused)

Others Present: City Manager Knopp, Chief of Police Conner, Interim Finance Director Dillingham, Community Development Director Caldwell, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, and City Clerk Dunham

#### **PUBLIC PRESENTATIONS**

City Clerk Dunham announced that there were no online public comments received.

#### **SPECIAL MEETING MATTERS**

##### **Budget Study Session – Review of Draft Proposed Operating and Capital Budget for FY 2020-2021**

City Manager Knopp provided a staff report and noted that today's meeting would include discussion on the budget timeline and the draft budget. He reported that staff would be presenting the formal recommended budget to the Council on May 19, 2020 with potential adoption at that time. If further discussion is needed, the draft would come back to the Council at a subsequent meeting with final adoption by June 16, 2020. This workshop is to receive input from the Council and receive questions. Any unanswered questions would be brought back to the Council as part of the presentation at the next meeting.

He reviewed the following list of items to be discussed:

- Position Allocation Table
- Staffing Allocation by Fund
- Revenues
- Fund Balances
- Departments
- Capital Projects
- List of Potential Changes

The Position Allocation Table was presented with 22.25 full-time employees (FTE's) recommended for FY 2020-2021, unchanged from the prior fiscal year. He commented

that there was discussion from the Council to possibly add a Community Services Officer (CSO) with this budget and potential ways to do that would be to add the position or to re-classify one of the police officer positions.

Councilmember Wilson asked if staff anticipated adding any other positions.

City Manager Knopp noted that discussion would need to occur related to the Police Records Tech position with the likelihood of the elimination of Measure Z funding to fund that position.

Councilmember Wilson asked if the position was included in the draft budget.

City Manager Knopp indicated that the position was included in the draft budget with funding from grants, noting that it was slightly possible funding could come through from the County as indicated by one of the County Supervisors.

He pointed out one inaccuracy in the Position Allocation Table and explained that there are currently two (2) OIT's rather than one (1) as noted, so one of Water/Wastewater Operator positions would be reclassified as an OIT leaving the total number of FTE's unchanged.

Next was review of the Staffing Allocation by Fund.

City Manager Knopp explained the allocations and noted that the new format provides a clearer way of explaining how the allocations are spread among the various funds.

Councilmember Wilson asked if Randy Jensen's position was still split between the Water Fund and Streets Funds.

City Manager Knopp reviewed the spread and noted that 87% of the allocation comes from the Water Fund, 8% from Streets Funds with the remaining 5% from the Sewer Fund.

Discussion continued with review of revenues with total revenues presented for the City as adjusted for impacts as a result of COVID-19.

Highlights of the Revenues included a 50% reduction in estimated Transient Occupancy Taxes (4030), and a 10% reduction in estimated Retail Sales Tax (4040) revenue.

City Manager Knopp pointed out that the impacts for the loss of revenue to Rio Dell as a result of COVID-19 are relatively smaller than some of the neighboring jurisdictions because of the small business community and the fact that the significant sales tax producers remained open during the pandemic.

He noted that where you will see a larger impact is anything that is related to streets as



there is a precipitous drop off of Streets revenues. As such, staff would be coming back to Council on May 19<sup>th</sup> with updated streets numbers.

City Manager Knopp commented that there was discussion about potentially waiving Business License fees and said that one way to backfill that revenue would be through the Economic Development fund.

On the positive side, he reported an increase in estimated Cannabis Tax revenue from the \$20,000 included in the current budget to actual anticipated revenue of \$100,000 or more at year end. \$110,000 was included in the proposed budget as a comfortable revenue estimate when looking at the current business growth and anticipated new cannabis businesses.

Councilmember Wilson asked if most of the cannabis revenue was generated from businesses at the Humboldt Rio Dell Business Park (HRDBP).

City Manager Knopp clarified that the majority of revenue came from the HRDBP in addition to the one dispensary downtown.

Councilmember Wilson asked for projections of Glen White's project at the HRDBP.

Community Development Director Caldwell was unaware of an anticipated timeline and noted that Mr. White was involved in litigation in southern California and would need to get that resolved before directing the focus on the project here.

He added that the City received an application for commercial cannabis cultivation of 32,000 square feet on the Dinsmore Plateau and if the applicant follows through, the City would generate an additional \$64,000 in cannabis taxes.

Councilmember Strahan commented that the estimated cannabis revenue is way below the millions of dollars previously anticipated.

Community Development Director Caldwell clarified that that estimate was based on full buildout.

City Manager Knopp pointed out that in addition to the estimated \$110,000 in cannabis tax revenue is another \$25,000 in cannabis application fees.

He commented that the General Fund is projected to grow rather than shrink.

Councilmember Strahan asked if there was any track-and-trace in place.

Community Development Director Caldwell reminded her that the track-and-trace program is being administered by the State as the Council's decision was to rely on the State and the State alone for than function.

Councilmember Strahan said that she thought the City had its own form for tracking activity.

Community Development Director Caldwell indicated that the State is much more thorough with regard to their track-and-trace program however; the City does track inventory.

City Manager Knopp then explained that a major source of revenue is a State formula for In-Lieu VLF which is basically an exchange for property taxes. This revenue is relatively stable and ranges from \$370,000-\$380,00 annually.

Finance Director Dillingham interjected that she received an actual number for Property Tax revenue from the County which is \$407,072.

Councilmember Strahan noted that the City has received approximately \$68,000 in cannabis tax revenue for this year and asked if the estimated \$110,000 includes the \$68,000.

City Manager Knopp explained that the prior year revenues roll over into the fund balance. The \$110,000 is the estimated revenue to be received in FY 2020-2021. He reiterated that the City budgeted \$20,000 in cannabis tax revenue for the current fiscal year and will likely receive over \$100,000 by June 30, 2020.

Councilmember Strahan asked if cannabis revenue goes into the general fund.

City Manager Knopp responded that 100% of the cannabis revenue goes into the general fund.

Councilmember Johnson referred to line item 4310 (Interest Income) as an interesting income source with the numbers bouncing around.

City Manager Knopp explained that the City typically invests money in the Local Agency Investment Fund (LAIF) and when times are good, the interest rate is around 2 to 2.5%. When times are not good, it may go down to 0%. The funds identified in the 2018-2019 year are actuals and not used for programs but held back to compensate for inflation. Any interest earned is accrued back to the actual fund generating the interest.

Councilmember Wilson asked if the LAIF investment ever shows a negative return as with other investments.

City Manager Knopp explained that the interest rate could never go to a negative number and that LAIF is backed by the State of California. He pointed out that there is more risk putting money in the banks because they are only insured up to \$250,000.

Councilmember Wilson questioned whether staff should look into the bank accounts to make sure they are protected.

City Manager Knopp said that staff would bring back the account information at the next meeting.

Interim Finance Director Dillingham said that staff was prepared to transfer funds from US Bank to LAIF when the COVID-19 pandemic hit but held off due to concerns with potential loss of revenue due to closure of businesses and delay of payments of retail sales tax.

Councilmember Strahan referred to account 4510 (Sewer Service) and 4610 (Water Service) and asked how those revenues were doing.

Interim Finance Director Dillingham reported that she has been monitoring accounts receivable for water and sewer and it appears that customers are paying their bills at the same rate as before the emergency.

Councilmember Strahan then questioned the reason for the increase in account 4520 (Sewer Connection) revenue.

Interim Finance Director Dillingham said the increase was the result of the Danco project with 26 new sewer connections at \$5,220 each.

Councilmember Strahan expressed concern about 2019 actuals versus the proposed budget representing a 20% decline and asked if that was correct.

Interim Finance Director Dillingham explained the reason for the difference is because grant projects were not yet budgeted.

Moving on to the Fund Balance Worksheet, City Manager Knopp pointed out that this provides a broad picture of the budget. He noted that the fund balance continues to grow. The General Fund represented a drawdown of reserves by \$188,426 assuming all projects would be accomplished. He noted that discretionary funds are primarily used for law enforcement which is common.

Councilmember Wilson referred back to last year's budget with a beginning General Fund balance of \$1.8 million with a projected ending balance of \$1.4 million. This year the beginning balance is almost \$1.6 million with a projected ending balance of \$1.4 million. He questioned the reason for the increase.

City Manager Knopp explained that one significant change had to do with creation of the Economic Development Fund transferring \$300,000 of General Fund discretionary funds to the Economic Development Fund. Since those funds are discretionary, the Council could transfer them back to the General Fund.

Interim Finance Director Dillingham further explained that the beginning fund balance is an estimate. If you look at last years estimated ending fund balance at \$1.4 million and at the beginning fund balance at \$1.6 million the difference is the result of two things. First, she had the actual ending fund balance which was put in. In addition, in looking at the current and budget and how much of that to be used up versus what was in the last year's budget.

She explained that if you were to go back and look at the year-end report, it explains how the fund balance increased rather than declined as originally projected in the adopted budget.

Councilmember Wilson asked for clarification that the projected beginning balance factors in additional cannabis revenue.

Interim Finance Director Dillingham explained that it was factored in.

City Manager Knopp noted that the Sewer Operations fund is probably the most worrisome.

Interim Finance Director Dillingham explained that the projected fund balance to be at the end of this year was \$414,973. The estimated change in reserves last year was \$132,000 but the underspent funds were rolled over so the fund will basically break even.

Councilmember Strahan commented that the beginning reserve balance and the estimated ending reserve balance shows a difference of \$302,000. She said if that is the case, the City is going in the wrong direction. She asked for clarification that with the proposed budget, there would be a decline in the reserve fund balance of \$309,506. She added that the number should actually be \$302,313 when you do the calculations.

City Manager Knopp noted that the budget as formatted would reduce the reserve fund balance by +/- \$300,000 but there are some caveats to that. A significant amount of that would be reduced (\$188,426) if no Capital projects are done. Pulling down the fund balance for one-time projects is an appropriate use of reserves. That number is not necessarily where the fund balance will end up and only if all dollars are spent which never happens.

In addition, the Council set up a lending program for businesses as a result of COVID-19. This budget assumes that the City would loan out money with everyone immediately defaulting on their loan which is not the case.

Councilmember Strahan expressed concern that the City continues to take money from reserves, whether it is for payroll expenditures, public works or capital projects. Regardless, the City cannot keep doing this at this rate.

Councilmember Johnson explained that the money is not lost; it's an investment in the community. He said all the Council has to do is to not have any capital projects budgeted for one year and the reserves would increase by \$542,000 less the \$188,000 resulting of a gain of approximately \$300,000.

Mayor Garnes pointed out that the City still has to operate and that the City doesn't randomly draw down reserve funds. This is in the normal course of business and the City needs to move along.

Councilmember Wilson said in the last year's budget, the estimated ending fund balance was \$4.8 million and this year's beginning fund balance is \$6.5 million which is a difference of \$1.3 million. He asked if there would be an adjustment to that for grants.

City Manager Knopp explained that there is always going to a difference between what is budgeted and the actual. The overlap is the result of unfinished projects at year end.

Councilmember Wilson referred to pages 14 and 15 of the adopted 2019-2020 budget booklet and asked staff to provide an understanding of the difference between the budget book totals for the estimated fund balance and the numbers presented in the current spreadsheet.

Mayor Garnes questioned the reason for not having any change in the beginning and ending balance of the Vehicle Abatement Fund and asked if the intention is to not abate any vehicles.

Chief of Police Conner explained that the police department towed between 25-30 vehicles this year at no charge to the City. The vehicle abatement fund is for towing recreational vehicles noting that none had been towed during this fiscal year.

Councilmember Strahan said that there were numbers on the Revenue sheet that are not reflected on the spreadsheet.

Interim Finance Director Dillingham said that staff would provide clarification at the next meeting.

Next was review of individual department line items. City Manager Knopp suggested Council's questions drive the discussion.

Councilmember Johnson stated that he did some number crunching and came up with the fact that approximately 45% of the budget goes toward personnel costs. The Total Compensation Study that is underway will likely not be completed until after July 1. As such, he is suggesting \$200,000 be set aside as a placeholder for salary adjustments.

City Manager Knopp said that it is common to set aside a contingency fund for contract negotiations. The other option would be to do a budget adjustment.

Mayor Garnes asked which option is best and if any unspent money would go back into the reserves.

City Manager Knopp commented with a contingency fund, the money would already be budgeted to cover those costs, and that any unspent money would go back into the reserves.

Councilmember Strahan argued that personnel costs are equal to 50% of the budget rather than 45% and with the current COVID-19 emergency, thought a contingency fund was a bad idea. She added that the City is already looking at a \$300,000 budget deficit and this would increase the deficit to \$500,000.

Mayor Garnes commented that those contingency funds would not necessarily be spent but rather set aside until a decision is made on how they were to be spent. Any funds not spent would go back into the reserve funds. If the Council gets the results of the Compensation Study and decides to approve their recommendations, it would be discussed and agreed upon by the Council as a whole. Having a contingency fund in place would perhaps save steps.

Councilmember Johnson pointed out that in the past the Council approved projects when the actual amount was unknown when the budget was formulated so money was set aside in a pot of money to draw from which is what is asking to do now.

City Manager Knopp said by setting funds aside, the Council would have those funds available which would be reassuring to employees. Otherwise, as contracts are renegotiated, budget adjustments would be necessary.

Interim Finance Director Dillingham explained that if the contingency fund was established, staff would still need to come back to Council for authorization to move those funds into the salaries line item.

City Manager Knopp said that the Council would have multiple opportunities between now and adoption of the final budget to discuss whether to incorporate a contingency fund into the budget. The Council could give guidance now or to include it as a budget adjustment later on.



Councilmember Strahan commented that the proposed budget already represents an increase in salaries of \$33,000 and asked the Finance Director to provide a spreadsheet of expenses from the general ledger that looks more like the revenues page so they don't have to total up each page.

Interim Finance Director Dillingham said that it would be easier to do it for salaries and benefits which she could provide for the next meeting. Since the budget is not actually finalized, its not actually in the financial system.

Councilmember Johnson once again, asked that \$200,000 be set aside as contingency for potential salary adjustments.

Councilmember Wilson noted that he had questions on the revenues and that there are numbers on the spreadsheet that don't make sense.

He pointed out that the Total Compensation Study will likely show that there is a need to adjust salaries but had concern with some of the comparator cities used in the study. He agreed that as long as the Council is not bound to anything and would factor in impacts of COVID-19, he didn't have a problem with setting funds aside for potential adjustments.

He indicated that he would like to send questions regarding the budget to staff and discuss those questions in greater detail at the May 19<sup>th</sup> meeting.

Mayor Garnes did not have a problem with the contingency fund as suggested and said the closer the Council can get to reality with regard to actual numbers, the better off they will be overall. She said that as long as the Council is not portraying to staff that there is a pot of \$200,000 that can be spent on salaries but rather based on actual data as it comes out of the study.

City Manager Knopp stated for clarification that Council's direction is for staff to create an unassigned contingency of \$200,000 to be incorporated into the proposed budget for presentation on May 19<sup>th</sup>.

He asked the Council if they had any questions on the individual department line items.

Councilmember Wilson referred to the City Council budget and said that the Council usually doesn't spend its entire budgeted amount for travel/training and questioned the reason for the increase from \$5,000 to \$8,000.

City Manager Knopp said that the amount was increased in anticipation of a new Council which is typical in an election year. It would cover the cost to attend the League of California Cities New Council Member Workshop.

Councilmember Strahan referred to the Water Department budget and questioned the substantial increase in proposed expenditures.

City Manager Knopp said that part of the increase is in full-time salaries and explained that they ran into a problem with limited staff so the goal is to add one operator in both water and sewer.

Councilmember Strahan asked if the increase was the result of increased salaries or increased personnel.

City Manager clarified that it was for increased staffing.

Councilmember Strahan asked about the status of the COVID-19 stimulus dollars the City applied for.

City Manager Knopp said that it is highly unlikely the City would be reimbursed by FEMA based on the massive scale of requests. The good news is that there is possibly \$70,000 available from the CARES Act through CDBG to cover COVID related staff time and associated expenses.

Next was review of Capital and Special Projects.

City Manager Knopp explained that there are three major funds having physical hard assets which is the General Fund, the Water Fund and the Sewer Fund. He reviewed the list of proposed projects for the year and noted that the Asphalt Street Resurfacing may change as some of the projects would be rolled into the new budget if they are unable to be completed by the end of the year. He said that the \$300,000 General Fund allocation to streets allows for streets projects to move forward.

The majority of the cost for Gateway Rehabilitation had to do with failed electrical and basic maintenance and rehabilitation of the Gateway including rehabilitation of the sign.

Wastewater Superintendent Taylor provided a review of wastewater projects and equipment noting that the goal is to keep capital costs low due to the fact that they are in the process of conducting the Sanitary Sewer Evaluation Study (SSES). Throughout GHD's research they want to make sure there is adequate funds for necessary repairs to the collection system and the wastewater treatment plant as a result of the study. He commented that the boiler repair and SCADA programming are ongoing projects. They are also looking at cyber security and I & I reduction with potential revision to the Rio Dell Municipal Code related to sewer lateral maintenance responsibilities.

Councilmember Wilson asked if the public works vehicle listed under wastewater projects and equipment is the same vehicle listed under water project and equipment.

Wastewater Superintendent Taylor said the request is for two (2) new vehicles for public works to be shared within the departments.

City Manager Knopp clarified that what is being proposed is the purchase of one F-350 and one small truck noting that a better tow vehicle is needed for public works.

Mayor Garnes asked if there is a total of four (4) new vehicles proposed including two (2) new patrol vehicles.

City Manager Knopp clarified that to be correct.

Water/Roadways Superintendent Jensen provided a review of water projects and equipment and noted that the SCADA and Solar at the Painter St. tank failed and that water meters are wearing out requiring some replacement meters. He commented that inspection and cleaning of the water tank was postponed so it is being rolled over to this budget. He reported that the backwash flow meter accurately defines water loss which is necessary for reporting to the State.

Councilmember Wilson questioned the purchase of the RIMS System Software in the police department and asked if the \$85,000 budgeted in the current year was spent.

Chief of Police Conner explained that all the money was not spent and that the \$26,000 is rollover from the current budget. He said that he initially had hoped to use those funds to purchase computer terminals for the patrol vehicles but in consultation with the vendor, learned that they have a major upgrade coming out which is for crime reporting to the State and the federal government. The initial cost estimate is \$25,000 and although he argued that cost due to the size of the department they still suggested budgeting \$25,000 for the equipment. As such, he felt it would be prudent to save the unused \$26,000 for that purpose.

Councilmember Johnson referred to I & I Reduction and noted that the SSES is much more thorough and shows good faith with the State Water Board that the City is taking the initiative to do reduce the city's I & I.

Wastewater Superintendent Taylor pointed out that the City being responsible for lower laterals is costly so revising the Code could save the City money. On the other hand, making the homeowner responsible, is a shock and a big expense for them.

City Manager Knopp commented that the cost with lower laterals varies with the volume of home sales. One way to trim costs in the sewer fund would be to change the policy as it is an unfunded cost not considered in the last sewer rate study. The existing code makes the property owner only responsible for their lateral and the City responsible for the lateral

from the property line to the street. He also noted that it is a big disruption to staff and requires a lot of staff time.

Next was discussion of Potential Changes.

City Manager Knopp said in moving forward, there are some changes the Council may want to include in the budget in addition to the \$200,000 contingency fund. Another adjustment may be necessary in the range of \$3,000-\$5,000 for COVID related expenses. In addition, there was discussion related to a Community Services/Animal Control Officer, backfilling the Police Records Tech position should a grant with the County not come thorough, and other potential priorities as the City Council sees fit. He noted that these are items that can be discussed at the next budget session on May 19.

He explained that the structure of the City's taxes is a benefit with regard to the COVID situation with transient occupancy taxes and sales tax having little impact. In addition, online sales have increased although big ticket items such as vehicle sales are down. He noted that the State has also done a 12-month deferral of Sales Tax payments but the City's cash flow is stable so the City is in a good position. Another positive thing is that the City has a defined employee deferred compensation plan so is shielded against increased retirement costs. In closing, he stated that despite the terrible challenges facing the nation, the City is in a good financial position.

Mayor Garnes asked if the Council would be having a priority setting session versus councilmembers just sending their priorities to the City Manager.

City Manager Knopp said that a priority setting session could be incorporated with the budget presentation on May 19<sup>th</sup>.

#### **ADJOURNMENT**

The meeting adjourned at 6:17 p.m. to the next regular meeting on May 19, 2020.

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Debra Garnes, Mayor

Attest:

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Karen Dunham, City Clerk

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

Ref#	Date	Vendor	Description	Amount
8905	4/01/2020	[4109] ACCESS HUMBOLDT	SL FRANCHISE OVERSIGHT ON BEHALF OF LFA'S PER AGREEMENT OF JUNE 1, 2008	270.00
8906	4/01/2020	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE., RODENT CONTROL @ 475 HILLTOP DR	275.00
8907	4/01/2020	[3975] AT&T - 5709	FAX LINE EXPENSES FOR MARCH 2020	52.14
8908	4/01/2020	[2928] DAN COLLINGS TREE SERVICE	PRUNE REDWOOD TREES & CLEAN UP WOOD DEBRIS ON RIVERSIDE DRIVE	1,900.00
8909	4/01/2020	[5127] DELTA DENTAL	DENTAL INSURANCE FOR MAY 2020	2,168.84
8910	4/01/2020	[2393] FASTENAL COMPANY	MISC WASHERS, CLAMPS & SCREWS	30.48
8911	4/01/2020	[2394] FEDEX	SHIPPING FOR WASTEWATER SAMPLES	247.08
8912	4/01/2020	[2405] FORTUNA ACE HARDWARE	DIGITAL TIMER/CLOCK; ONE GAL FLOOR CLEANER	28.19
8913	4/01/2020	[5052] GHD, INC	ENGINEERING SERVICES FOR SRFS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT,	
8914	4/01/2020	[6486] GREEN TO GOLD ENTERPRISES LLC	ENGINEERING SERVICES FOR DEVELOPMENT OF A SANITARY SEWER EVALUATION STUDY	13,802.36
8915	4/01/2020	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	HUDSON ULTIMATE ALL-IN-ONE 2 GAL PUMP SPRAYER	39.14
8916	4/01/2020	[5689] MENDES SUPPLY COMPANY	ONE CASE OF TYVEK COVERALLS, LDPE DROPPING BOTTLES W/PP SPOUT CAPS, SULFITE REAGENT SET-	
8917	4/01/2020	[2551] MIRANDA'S ANIMAL RESCUE	100 TESTS, GOGGLES WITH FACE FOAM UVEXTREME ANTI-FOG	485.56
8918	4/01/2020	[3006] MISSION LINEN SUPPLY, INC	TWO CASES PAPER TOWELS; FOUR CASES TOILET TISSUE	475.05
8919	4/01/2020	[2569] NORTH COAST LABORATORIES, INC.	ANIMAL CONTROL FOR MARCH 2020	1,900.00
8920	4/01/2020	[4393] NYLEX.net. Inc.	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8921	4/01/2020	[6806] PINTERMEDIA LLC	ACID DIGESTION; AMMONIA NITROGEN UN-IONIZED; CONDUCTIVITY; HARDNESS; ICAP METALS;	
8922	4/01/2020	[6349] RECOLOGY EEL RIVER	NITRATE/NITRITE; ORGANIC NITROGEN-WATER; THM by EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL	
8923	4/01/2020	[2657] RIO DELL EMPLOYEES ASSOC	NITROGEN; TOTAL PHOSPHATE PHOSPHORUS; TURBIDITY	720.00
8924	4/01/2020	[2659] RIO DELL PETTY CASH	MONTHLY MAINTENANCE FOR APRIL15 THROUGH MAY15, 2020, 20 EA MICROSOFT OFFICE 2019	
8925	4/01/2020	[4215] ROCHA'S AUTOMOTIVE, INC.	STANDARD LICENSE	9,476.27
8926	4/01/2020	[3829] TELSTAR INSTRUMENTS, INC	ADA COMPLIANCE WORK, MONTHLY WEB HOSTING FEE FOR APRIL	485.00
8927	4/01/2020	[1509] BRAD & KIMBERLI TIMMERMAN	GARBAGE BAGS FOR MARCH 2020	185.95
8928	4/01/2020	[6037] WELLS FARGO VENDOR FIN SERV	EMPLOYEE DUES FOR QUARTER ENDING 3/31/20	94.00
8929	4/08/2020	[0576] 101 AUTO PARTS	POSTAGE STAMPS; DISH SOAP; AIR FRESHENER; KEYS	58.41
8930	4/08/2020	[5381] ALTERNATIVE BUSINESS CONCEPTS	REPAIRS TO 2008 FORD F-250 SUPER DUTY TRUCK	2,291.14
8931	4/08/2020	[2293] CITY OF FORTUNA	1100-082 WATER SOFTENER	1,417.83
8932	4/08/2020	[2303] COAST CENTRAL CREDIT UNION	CREDIT REFUND ,CREDIT REFUND, CUSTOMER DEPOSIT REFUND	241.78
8933	4/08/2020	[3461] CRIMESTAR CORPORATION	KYOCERA COPIER PAYMENT FOR APRIL 2020	534.58
8934	4/08/2020	[2405] FORTUNA ACE HARDWARE	HEADLIGHT BULB, EXCHANGE HEADLIGHT BULB, NEW PIG MAT PADS; WIPING CLOTH, D EARTH CRS	166.54
8935	4/08/2020	[4855] FRESHWATER ENVIRONMENTAL SERVICES	FLOOR DRY,BLASTER; WD 40; SPECIALIST PENETRANT; STA-BIL, SHOP TOWELS IN A BOX, GAUGE	589.39
8936	4/08/2020	[5052] GHD, INC	MONTHLY MAINTENANCE & COPIER CHARGES FOR MARCH 2020	3,941.67
8937	4/08/2020	[2750] HD Supply Facility Maintenance DBA: USA BLUEBOOK	POLICE DISPATCH SERVICES FOR APRIL 2020	120.00
8938	4/08/2020	[3943] HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS	POA DUES FOR PPE 3/27/20	600.00
			RECORDS MANAGEMENT SYSTEM ANNUAL SUPPORT FEE PER LICENSE	
			3 EA HAND HELD SPREADERS; CHEST WADERS; PROTECTOR FLOR BULB, 2PK 5 GAL PAINT STRAINER;	
			DEEP SOCKET SETS; FUNNEL; CONE STRAINER, JUMBO CARABINER REFILL; BRASS KEY; 5" FINE POINT	
			FIKAR SCISSOR	
			2019 CROSS CONNECTION CONTROL SUPPORT	338.30
			STREETS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT	2,755.00
			FIBERGLASS POLE WITH BOTTLE; HACH NITRATE TNT 25/PK	884.00
			CRACK SEALER & POLYFLEX	257.03
				4,696.27



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

Ref#	Date	Vendor	Description	Amount
8939	4/08/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8940	4/08/2020	[5053] PACIFIC ECORISK	WWTP TRE CONSULTING SERVICES	1,950.00
8941	4/08/2020	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
8942	4/08/2020	[4215] ROCHA'S AUTOMOTIVE, INC.	REPLACE STEERING TIE RODS & ALIGN FOR 2003 FORD F-350 SUPER DUTY TRUCK	809.90
8943	4/08/2020	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR MARCH 2020	111.20
8944	4/08/2020	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION INSURANCE 4/1/20 - 6/30/20	23,427.02
8945	4/08/2020	[6608] SUNNY BRAE ANIMAL CLINIC INC.	FELINE EXAM & EUTHANASIA	289.78
8946	4/08/2020	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR MARCH 2020	1,931.50
8947	4/08/2020	[5933] ASHLEY TOVAR	CUSTOMER DEPOSIT REFUND	16.17
8948	4/08/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 3/27/20	6,336.70
8949	4/08/2020	[6672] WEX BANK	PD FUEL EXPENSES FOR MARCH 2020, PW FUEL EXPENSES FOR MARCH 2020, ADMIN CAR FUEL EXPENSES FOR MARCH 2020, ADMIN CAR FUEL EXPENSES FOR APRIL 2020, PD FUEL EXPENSES FOR APRIL 2020, PW FUEL EXPENSES FOR APRIL 2020	2,088.99
8950	4/08/2020	[2779] WILDWOOD SAW	3 EA EDGER BLADES	16.24
8951	4/08/2020	[2787] WYCKOFF'S	PVC CHECK VALVE; PVC BUSHING REDUCER; BUSHINGS; ADAPTERS	14.86
8952	4/15/2020	[2237] BANK OF AMERICA BUSINESS CARD	USPS.EVERY DOOR DIRECT NEWSLETTER MAILING - COVID-19 SPECIAL EDITION I, ADOBE PRO DC MONTHLY SUBSCRIPTION, DOLLAR GENERAL - ICE FOR SHIPPING WW SAMPLES, DOLLAR GENERAL - ICE FOR SHIPPING WW SAMPLES, WALMART - CLEANING SUPPLIES, CA RURAL WATER ASSOCIATION - WATER DISTRIBUTION CLASS, COSTCO - 10 GAL TRASH BAGS, STAPLES - DUPLEX INWALL ADAPTER; 100 LINE CORD, DOLLAR GENERAL - ICE FOR SHIPPING WW SAMPLES, AMAZON - USB COMPUTER SPEAKER, USB POWERED MINI SOUNDBAR SPEAKER, LAPTOP STEREO SPEAKERS, ZOOM - COMMUNICATION VIA COMPUTER/PHONE, BENBOW INN - REFUND FOR DEPOSIT ON LOCC MEETING, AMAZON - VTECH ERISSTATION DECT 6.0 CONFERENCE PHONE W/4 WIRELESS MICS, CSMFO - MEMBERSHIP DUES, RUBBERMAID COMMERCIAL PRODUCTS - PACK OF FOUR ROUND GARBAGE CONTAINERS, TRACTOR SUPPLY - FOUR PNEUMATIC TIRES FOR STEAM CLEANER, USPS.EVERY DOOR DIRECT NEWSLETTER MAILING - COVID-19 SPECIAL EDITION II, AMAZON - ENCLOSED CORK BULLETIN BOARD 48"X36", AMAZON - 100 FT TELEPHONE CORD, PHONE HANDSET CORD, TELEPHONE CABLE WIRE, SCRAPPERS EDGE - POSTCARD PRINTING, COSTCO - 10 CASES COPY PAPER, VISTAPRINT - VOLUNTEER T-SHIRTS, VISTAPRINT - VOLUNTEER T-SHIRTS	3,405.10
8953	4/15/2020	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR JAN THROUGH MAR 2020	14.40
8954	4/15/2020	[2293] CITY OF FORTUNA	LAB TESTING JAN THROUGH MAR 2020-COLIFORM QUANTI-TRAY; BOD; TSS/MLSS; COLIFORM PA; COLIFORM 3X5	2,025.00
8955	4/15/2020	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	FINGERPRINT APPS; FINGERPRINT-FBI, BLOOD ALCOHOL ANALYSIS FOR MARCH 2020	119.00
8956	4/15/2020	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR JAN THROUGH MAR 2020	17.45
8957	4/15/2020	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR JAN THROUGH MAR 2020	4.80
8958	4/15/2020	[2501] KEENAN SUPPLY	5 EA AYM BRASS BALL & SWIVEL BRASS ANGLE METER VALVE; 4 EA AYM BRASS COUPLING; ROMAC DOUBLE STRAP SRV SADDLE; 2 EA CLOW FLNG GATE VALVE, RED RUBBER FULL FACE GASKET & FLNG BOLT & NUT KIT	4,063.08
8959	4/15/2020	[6930] KOFF & ASSOCIATES	COMPENSATION STUDY	6,150.00
8960	4/15/2020	[2521] LEAGUE OF CALIF. CITIES	MEMBERSHIP DUES FOR CALENDAR YEAR 2020	2,626.00
8961	4/15/2020	[5689] MENDES SUPPLY COMPANY	TWO CASES PAPER TOWELS	144.67
8962	4/15/2020	[6889] CAMERON L MILLER	CLOTHING ALLOWANCE REIMBURSEMENT	162.73



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

Ref#	Date	Vendor	Description	Amount
8963	4/15/2020	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8964	4/15/2020	[6512] MUSCOTT, KELLY	CUSTOMER DEPOSIT REFUND	191.29
8965	4/15/2020	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; ALKALINITY & ANIONS; ANIONS by ION CHROMATOGRAPHY; ICAP METALS	1,029.80
8966	4/15/2020	[2603] PG&E	UTILITY EXPENSES FOR MARCH 2020	15,695.99
8967	4/15/2020	[4338] QUILL CORPORATION	ADDING MACHINE ROLLS; EPSON RIBBONS; CORRECTION TAPE; INK PENS; POST-IT SIGN HERE NOTES	91.94
8968	4/15/2020	[6928] JESSA L REGO	RAINGEAR REIMBURSEMENT, CLOTHING ALLOWANCE REIMBURSEMENT	312.44
8969	4/15/2020	[3112] SIX RIVERS PORTABLE TOILETS LLC	ADA COMPLIANT RENTAL PLUS CLEANING; HANDWASH UNIT RENTAL & 1 WEEK (3/13/20-3/18/20)	303.00
8970	4/15/2020	[2672] ST. JOSEPH HOSPITAL EUREKA	CLEANING SERVICE, HANDWASH UNIT RENTAL & 1 WEEK (3/27/20-4/4/20) CLEANING SERVICE	1,850.00
8971	4/15/2020	[2749] STATE WATER RESOURCES CONTROL BD	SMART SAME EXAM, VENIPUNCTURE FOR POLICE OFFICER	1,850.00
8972	4/15/2020	[6825] SUDDENLINK	WASTEWATER OIT GRADE I APPLICATION	125.00
8973	4/21/2020	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	INTERNET SERVICES 4/1/20-4/30/20	900.00
8974	4/21/2020	[2303] COAST CENTRAL CREDIT UNION	SIGNALS & LIGHTING BILLING JANUARY 2020 THROUGH MARCH 2020	176.64
8975	4/21/2020	[2304] COLLEGE OF THE REDWOODS	POA DUES FOR PPE 4/10/20	120.00
8976	4/21/2020	[2411] DEARBORN LIFE INSURANCE COMPANY	FIRST AID/CPR & PERISHABLE SKILLS TRAINING	105.00
8977	4/21/2020	[2394] FEDEX	LIFE INSURANCE FOR MAY 2020	352.50
8978	4/21/2020	[2405] FORTUNA ACE HARDWARE	SHIPPING FOR WASTEWATER SAMPLES	1,149.07
8979	4/21/2020	[3006] MISSION LINEN SUPPLY, INC	BOLTS, RSTP SPRAY; 1 GAL MURIATIC ACID, PEAT MOSS; GRASS SEED	119.06
8980	4/21/2020	[2570] NILSEN COMPANY	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	48.10
8981	4/21/2020	[6100] NORTHERN CALIFORNIA GLOVE	252-40# BAGS SOLAR SALT	1,493.42
8982	4/21/2020	[6870] PUBLIC AGENCY COALITION ENTERPRISE	SAFETY VEST; GOGGLES, SAFETY GLASSES; GLOVES	406.91
8983	4/21/2020	[6891] SUNBELT RENTALS, INC.	HEALTH INSURANCE FOR MAY 2020	21,551.38
8984	4/21/2020	[6373] HATCHER COMPANY, INC.	DETHATCHER RENTAL	122.16
8985	4/21/2020	[2754] US CELLULAR	TWO 330 G TOTE SIERRA SANI-CHLOR & CONTAINER DEPOSIT, CONTAINER DEPOSIT REFUND PLUS WASHOUT CHARGE	3,566.93
8986	4/21/2020	[5918] EVIE L VALK	MONTHLY SERVICE FOR SAFETY PHONE 4/8/20 - 5/7/20	60.09
8987	4/21/2020	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	REFUND FOR PREPAID DEPENDENT INSURANCE FOR THE MONTH OF MAY 2020	435.52
8988	4/21/2020	[5166] VSP-VISION SERVICE PLAN	RETIREMENT FOR PPE 4/10/20	6,403.10
8989	4/21/2020	[6313] WILLIAMS, GAGE	VISION INSURANCE FOR MAY 2020	373.07
8990	4/28/2020	[4491] CODE PUBLISHING, INC	CUSTOMER DEPOSIT REFUND	71.72
8991	4/28/2020	[2393] FASTENAL COMPANY	RIO DELL MUNICIPAL CODE WEB HOSTING MAY 2020 TO MAY 2021	480.00
8992	4/28/2020	[2405] FORTUNA ACE HARDWARE	TEN - 1 GAL LIQUID FORM HAND SANITIZER	554.63
8993	4/28/2020	[6486] GREEN TO GOLD ENTERPRISES LLC	WOOD KNOB; BLADE; MOLDING, TWO 3.8 CU FT PEAT MOSS	87.11
8994	4/28/2020	[6410] HUMBOLDT LODGING ALLIANCE	TWO 2x4x8' FIR	10.66
8995	4/28/2020	[3006] MISSION LINEN SUPPLY, INC	HCTBID TOT ASSESSMENT FEE FOR JANUARY 2020 THROUGH MARCH 2020	783.38
8996	4/28/2020	[2569] NORTH COAST LABORATORIES, INC.	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS	165.18
8997	4/28/2020	[2633] PURCHASE POWER	ACID DIGESTION; AMMONIA NITROGEN W/O DISTILLATION; CONDUCTIVITY; HALOACETIC ACIDS; HARDNESS; ICAP METALS; NITRATE/NITRITE; THM by EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL NITROGEN; TOTAL PHOSPHATE PHOSPHORUS; TURBIDITY, TOTAL COLIFORM BACTERIA 3X5	845.00
8998	4/28/2020	[4338] QUILL CORPORATION	POSTAGE METER REFILL 3/24/20 & 4/8/20	705.50
8999	4/28/2020	[4215] ROCHA'S AUTOMOTIVE, INC.	COUNTER PENS; TWO STAR STAMPS; PAPER CLIP HOLDER; BUSINESS CARD STOCK; 200 PK LETTER SIZE LAMINATING POUCHES, 25 PK 12X18 LAMINATING POUCHES	146.48
			LUBE, OIL & FILTER SERVICE FOR 2019 FORD F-150	51.11

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

Ref#	Date	Vendor	Description	Amount
9000	4/28/2020	[2757] US POSTMASTER	ANNUAL FIRST-CLASS PRESORT MAILING PERMIT	240.00
9001	4/28/2020	[3373] VALLEY LUMBER & MILLWORK	PLEXIGLASS; PLASTIC CUTTER; CLAMPS, FOUR 2X4X8' DF	701.82
9002	4/30/2020	[2757] US POSTMASTER	POSTAGE FOR UTILITY BILLING FOR THE MONTH OF APRIL 2020	362.52
<b>Total Checks/Deposits</b>				<b>169,963.41</b>

Ref#	Date	Vendor	Description	Amount
024-992	4/06/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 03/27/2020	-2,700.61
564801	4/06/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 03/27/2020	-14,039.08
9424209	4/14/2020	WITHDRAWALS	BANK ANALYSIS FEE FOR APRIL 2020	-283.14
186133	4/15/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR THE MONTH OF MARCH.	-443.42
400-416	4/17/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR P.D. FINAL PAYCHECK ON 04/16/2020	-16.06
103777	4/17/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR P.D. FINAL PAYCHECK ON 04/16/2020.	-228.92
397064	4/20/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/10/2020	-11,768.18
575-584	4/20/2020	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 04/10/2020	-1,989.01
<b>Total EFT's/Bank Withdrawals</b>				<b>-31,468.42</b>

Ref#	Date	Vendor	Description	Amount
TRX TO PR	4/15/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 04/10/2020	-31,088.65
TRX TO PR	4/16/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 04/16/2020	-696.27
TRX TO PR	4/28/2020	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCOUNT FOR PPE 04/24/2020	-30,166.72
<b>Total Transfer Between Accounts</b>				<b>-61,951.64</b>



## **Staff Update – 2020-05-19**

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### **City Council**

### **City Manager**

### **City Clerk**

Processed eight (8) Building Permits

540 Gunnerson Lane- Sewer Cleanout  
221 Ogle Ave. – 20' x 30' Metal Storage Building  
585 View Ave. – New Single-Family Residence  
144 Wildwood Ave. – Residential Repairs  
103 ½ S. Sequoia Ave. – Upgrade Electrical  
441 First Ave. – Re-Roof Residence  
449 First Ave. – Re-Roof Residence  
106 Cedar St. – Service Panel Upgrade

Processed three (3) Business License Applications

Empire Solar Group – Non-resident Contractor  
Silverline Tree Service – Non-resident Contractor  
Brant Electric – Non-Resident Contractor

Misc.

Submitted Parallel Housing Survey to Department of Finance  
Responded to multiple emails from City Clerk ListServ related to COVID-19  
Researched Agenda Management Software  
Submitted Monthly Bureau of Labor Statistics Report  
Submitted CHF-CIRB Building Permit Report for April 2020

### **City Attorney**

### **Human Resources, Risk & Training**

### **Finance Department**

### **Public Works Water**

### **Public Works Wastewater**



**Public Works Streets, Buildings and Grounds**

**Public Works City Engineer**

**Public Works Capital Projects**

**Police Department**

The Department had the following statistics for the period of April 29, 2020 to May 12, 2020. This period of time saw an above average number of calls for service, an above average number of reports, and an average number of arrests compared to last year. The onset of the Covid-19 pandemic has caused the department to be less proactive so as to reduce unnecessary contacts with the public. The increase in calls for service, reports and arrests during the shelter in place order suggests that a portion of the community is no longer abiding by the order and may be taking advantage of the jail not being able to accept prisoners for most crimes. 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
Conner	38	6	1
Beauchaine	43	6	1
Landry	31	6	4
Mitchell	45	9	2
Fielder	29	1	0
Totals	183	28	8
Averages	13.1 per day	14.0 per week	4.0 per week
2019 Yearly Average	6.4 per day	10.3 per week	4.6 per week

**Calls or Service at 355 Center Street**

Type	Date	Time	Location	Primary Officer	Case #
415	4/29/2020	21:29:58	355 CENTER ST	CL613	20-0000164
FU	4/30/2020	15:35:29	355 CENTER ST	R002	
FU	4/30/2020	15:57:56	355 CENTER ST	R002	
594	5/1/2020	22:00:46	355 CENTER ST	R007	
UNW	5/4/2020	9:37:03	355 CENTER ST	R007	
FU	5/5/2020	17:19:59	355 CENTER ST	CL613	
415	5/5/2020	22:08:27	355 CENTER ST	CL613	
415	5/6/2020	1:55:06	355 CENTER ST	CL613	20-0000173
415MW	5/6/2020	22:52:35	355 CENTER ST	CL613	
UNW	5/7/2020	14:01:00	355 CENTER ST	R002	
10851R	5/10/2020	22:21:19	355 CENTER ST	LM614	20-0000185
FU	5/12/2020	22:30:03	355 CENTER ST	CL613	



415 – Disturbance or argument  
FU – Follow up or uncharacterized contact  
594 – Vandalism  
UNW – Unwanted subject  
415MW – Argument between a man and a woman or a possible domestic violence incident  
10851R – Stolen vehicle recovery

CL613 – Officer Crystal Landry  
R002 – Sergeant John Beauchaine  
R007 – Chief Jeff Conner  
LM614 – Officer Logan Mitchell

During the period April 29, 2020, to May 12, 2020, there were ten calls for service related to animal control issues. Two dogs and a cat were transported to the veterinarian in Fortuna for quality of life examinations. All three animals were euthanized. Officer Fielder responded to a report of sheep in the roadway and was able to assist in herding them back to their pen. Chief Conner responded to a swarm of bees on Wildwood. A bee keeper was contacted to remove the swarm.

On April 29, 2020, Officer Landry responded to a disturbance at the River Bluff Cottages. Two of the occupants reported that a third man entered a cottage without being invited and accosted the victims with a handgun. He allegedly refused to allow them to leave or to call the police. The suspect eventually left. The victims claimed that they only knew the man as "John." Officer Landry was able to ascertain the suspect's name and had Sergeant Beauchaine confirm it with a photo lineup. Almost immediately after confirming the suspect's identity, Sergeant Beauchaine saw the suspect, who fled on foot. However, the suspect left behind a backpack that contained a replica firearm along with other contraband. Officer Fielder also saw the suspect later that night and he fled on foot again. He has not yet been apprehended and a warrant for his arrest is being sought.

On May 8, 2020, Officer Landry contacted a man who claimed that all of his possessions, including a lottery ticket worth \$1000, had been taken from him by a man wielding a scythe. Officer Landry contacted the suspect in the case who claimed that the alleged victim had stolen his tablet and had voluntarily left his property behind. He then admitted that he may have been holding a broken garden tool when he confronted the suspected tablet thief and then thrown the tool at him as he fled. Officer Landry obtained both men's statements as well as that of a witness and took the scythe wielder to jail for robbery and brandishing a dangerous weapon. Further investigation determined that the disagreement was likely over a drug deal that had not gone as intended by all concerned.

### **Code Enforcement**

During the period of April 29, 2020 through May 12, 2020, the Department opened six new junk vehicle cases. All of these cars were at one location on Belleview. During the same time period, the Department closed six cases. Three of these vehicles were moved/removed by the owner while the other three were towed by the City. There were eight open cases at the end of the time period that this report covers.



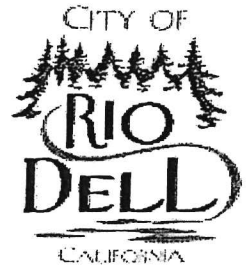
During the period of April 29, 2020, to May 12, 2020, the Department opened a new case for illegal camping on First Avenue. Officer Fielder contacted the occupants of this property while serving a Notice of Violation and may have worked an agreeable resolution to the case. During the same time frame, the Department closed two cases, both of which had been opened for solid waste violations. One was on Ash Street and other was on Berkeley. There were 56 open cases at the end of this reporting period.

**Community Development Department**

**Intergovernmental**

**Humboldt-Rio Dell Business Park**





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

May 19, 2020

TO: Rio Dell City Council  
FROM: Kyle Knopp, City Manager  
SUBJECT: Discussion on Homelessness in Rio Dell

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation, discuss and provide direction to staff, if any.

BACKGROUND AND DISCUSSION

Staff from the Rio Dell Community Resource Center has been invited to discuss homelessness in Rio Dell. The discussion is intended to be more of a roundtable question and answer session with Councilmembers, staff and guests invited to comment.

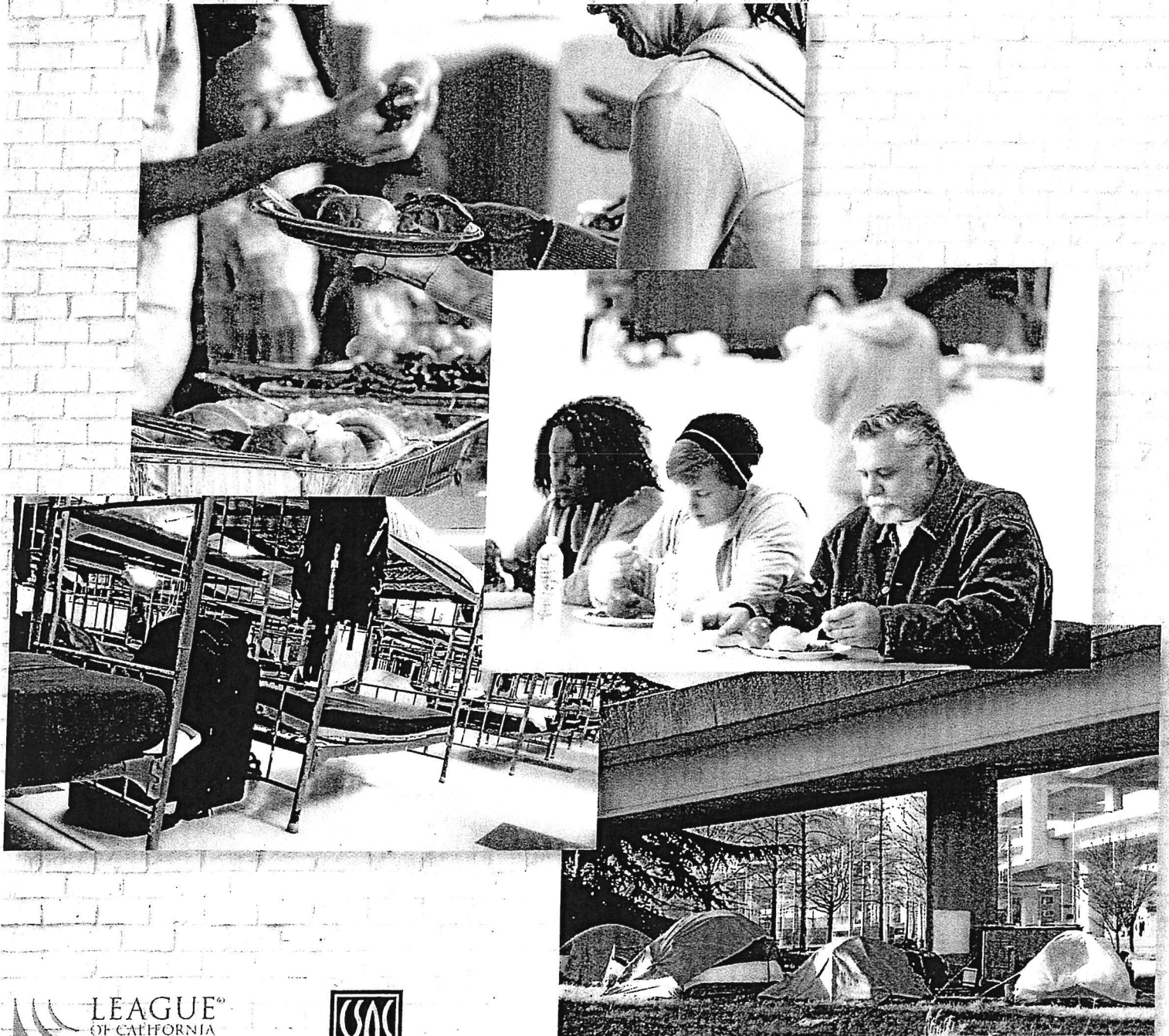
The League of California Cities has produced a Homelessness Task Force Report that provides tools and background information on this issue.

///

# Homelessness

## Homelessness Task Force Report

Tools and Resources for Cities and Counties



# Acknowledgements

Thank you to the Task Force members for their dedication to California's counties, cities and communities. This report would not have been possible without them.

**Jan Arbuckle, Co-Chair**  
*Council Member, Grass Valley*

**Oscar Villegas, Co-Chair**  
*County Supervisor, Yolo County*

**Stephany Aguilar, Council Member, City of Scotts Valley**

**Phil Ansell, Director, Homeless Initiative, Los Angeles County**

**Robert Bendorf, County Administrator, Yuba County**

**Jeff Brown, Health & Human Services Director Placer County**

**Joe Buscaino, Council Member, City of Los Angeles**

**Cindy Cavanaugh, Director of Homelessness Initiatives, Sacramento County**

**Damon Connolly, Supervisor, Marin County**

**Greg Devereaux, Chief Executive Officer, San Bernardino County, retired**

**Sam Dodge, Director of Housing Opportunity, Partnerships and Engagement, San Francisco**

**Richard Garbarino, Council Member, South San Francisco**

**Eric Guerra, Council Member, City of Sacramento**

**Curtis Hunt, Council Member, City of Vacaville**

**Kathy Miller, Supervisor, San Joaquin County**

**Jacky Morales-Ferrand, Director of Housing, City of San Jose**

**Elizabeth Pianca, Lead Deputy County Counsel, Santa Clara County**

**Yibin Shen, Deputy City Attorney, City of Santa Monica**

**Stacie Spector, Senior Advisor for Housing Solutions, City of San Diego**

**James Vanderbilt, Council Member, City of Anaheim**

**Matt Cate**  
*Executive Director*  
*California State Association of Counties*

**Carolyn Coleman**  
*Executive Director*  
*League of California Cities*

**Darby Kernan**  
*Deputy Executive Director, Legislative Affairs*  
*California State Association of Counties*

**Jason Rhine**  
*Legislative Representative*  
*League of California Cities*

# Letter from the Co-Chairs

California has seen an alarming spike in homelessness over the past decade, with a significant increase in the number of unsheltered people in our communities. Cities and counties statewide are at the forefront of responding to this crisis, providing shelter beds and behavioral health services, partnering with creative nonprofits and churches and working across silos to find creative and innovative ways to guide homeless youth, families, seniors and veterans into shelter and care.

Homelessness knows no boundaries, and local governments are developing comprehensive responses that leverage public safety, health and human services, housing, transportation, code enforcement and even parks and recreation and animal control resources to help those who are experiencing homelessness. Our members must innovate and communicate to overcome complex problems such as rapidly providing safe housing, caring for beloved pets, protecting personal and governmental property and providing access to critical health and behavioral health care services.

Recognizing that no single city or county has the resources to solve this problem on its own, our respective organizations — the League of California Cities and the California State Association of Counties — partnered in fall 2016 to create a Joint Homelessness Task Force to identify tools, resources and examples of best practices for local governments.

Experience shows that there is not just one path into homelessness; similarly, we know that there is also no single path to reducing the number of homeless and unsheltered people in our communities. Our cooperation should serve as a model for initiating conversations and collaboration at the local level.

We hope that this joint report provides the tools and resources needed for those on the ground to work across local agency “silos” and better leverage the resources of all interested parties. By learning from neighboring jurisdictions and organizations, local governments can develop comprehensive strategies to end homelessness in California.

To access this report online or submit additional resources or examples and stories, visit [www.ca-ilg.org/homelessness](http://www.ca-ilg.org/homelessness).

**Jan Arbuckle**  
*Joint Homelessness Task Force Co-Chair  
Council Member, City of Grass Valley*

**Oscar Villegas**  
*Joint Homelessness Task Force Co-Chair  
Supervisor, Yolo County*

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# Executive Summary

After steady declines in homelessness from 2007 through 2014, the number of people without homes in California has now risen for three consecutive years. This is occurring not just in major cities and urban areas but also in rural California, in our heavily forested areas, along our rivers and in our suburban neighborhoods. Homelessness is no longer confined to our major metropolitan areas — it has spread to every part of our state.

Distressingly, the increase is due to large increases in the number of unsheltered homeless people — those who not only have no place to call home, but are not able to find even temporary shelter.



The demographics of homelessness are changing, too. Many homeless individuals struggle with substance abuse disorders and mental illness. However, domestic violence, lack of affordable housing and employment opportunities and the cost of health care have also pushed individuals into homelessness. In addition, thousands of Californians are displaced every year by natural disasters such as floods and wildfires.

California is home to 21 of the 30 most expensive rental markets in the nation and the state does not have enough affordable housing stock to meet the demand of low-income households. The state's 2.2 million extremely low-income and very low-income renter households compete for 664,000 affordable rental homes.

As national and state programs fall short of fully addressing this issue, local governments are coming together to find solutions for their communities. Collaboration, cooperation and support at the local level are key to addressing this crisis. That is why the League of California Cities and the California State Association of Counties formed the Joint Homelessness Task Force in 2016 to examine these issues and discuss collaborative local solutions to address homelessness.

Local government representatives met over the course of a year to better understand this issue in California. The task force wanted to identify not only the known best practices but also promising new practices that cities and counties are implementing to address homelessness, as well as the challenges, lessons and gaps communities are facing in the fight to end it. Details of the task force's work are outlined here.

This report provides practical tools for cities and counties in California to use in addressing homelessness in their communities. It offers details on how to create a homelessness plan, identify resources and funding for homelessness and build support in communities to address homelessness.

To successfully reduce homelessness, local governments must continue to be creative and must keep moving forward. Each city and county is unique and may be at very different stages of addressing homelessness in its community. However, to succeed in addressing an issue like homelessness, local governments must learn from each other to collaborate and forge partnerships.

We look forward to the day when every Californian has a path that leads them home.



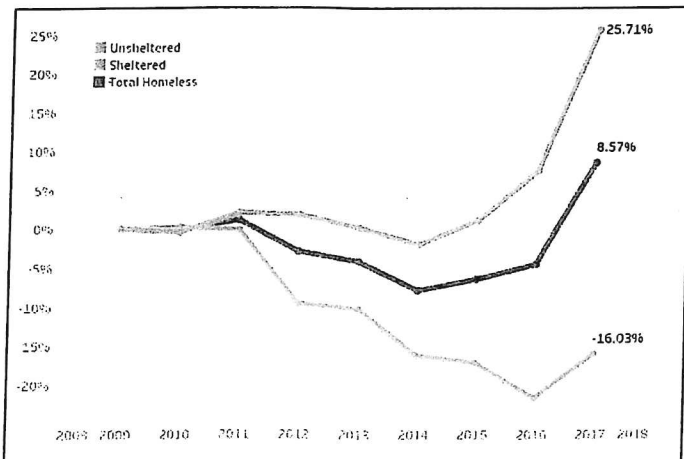
# Introduction

The January 2017 point-in-time count<sup>1</sup> found that homelessness in California increased 13.7 percent from 2016–17, making it one of 22 states to see an increase in the number of men, women and children experiencing homelessness. Statewide, 134,278 Californians were counted as homeless; however, experts agree that the number of people without housing is three to four times higher than the point-in-time count.

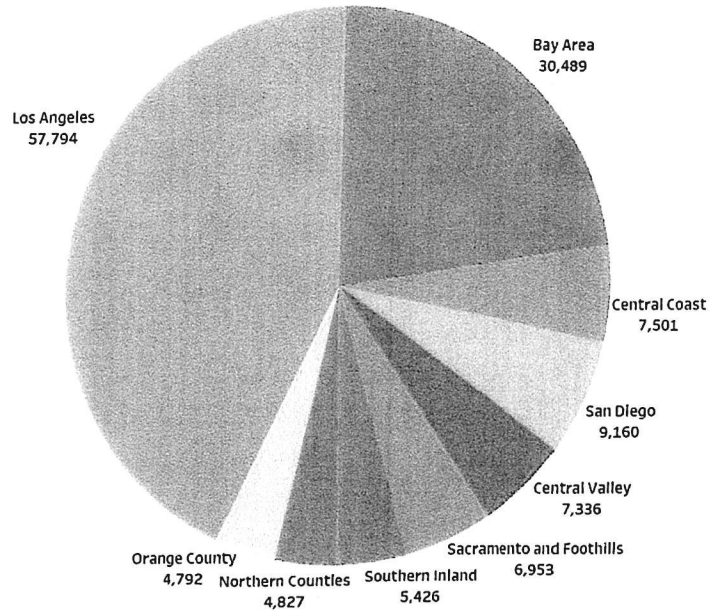
This marks a disturbing reversal of the trend from 2007–15, which had seen a 16.7 percent drop in the state’s homeless population. Of those counted in 2017, 68 percent or 91,642 people were unsheltered — by far the largest homeless population in the nation.

The Los Angeles metropolitan area witnessed an increase from 2016–17, bringing its homeless population to 57,794 people. Los Angeles is not alone, however; of the nation’s major cities with the largest homeless populations, three others in the top 10 are also located in California: San Diego (9,160), San Jose (7,394) and San Francisco (6,858). Rural and suburban parts of the state are equally impacted by this crisis — the largest percentage increases since 2007 have been in the far north (330 percent), El Dorado County (151 percent), Sonoma County (121 percent), Monterey and San Benito counties (115 percent), Yuba and Sutter counties (94 percent) and Placer and Nevada counties (74 percent).

## Rise in Number of Unsheltered Fuels Recent Increase in Overall Homelessness



California’s 134,278 Homeless by Region<sup>1</sup>



Many smaller cities and counties that previously had little experience with homelessness are now wrestling with how to address a problem frequently called a humanitarian crisis.

For breakdowns of homelessness trends by region, see Appendix A.

## League of California Cities and California State Association of Counties Joint Homelessness Task Force

Because the burden often falls on local governments to address homelessness in their communities, the California State Association of Counties (CSAC) and the League of California Cities (League) formed a Joint Homelessness Task Force (Task Force) in 2016 to examine strategies local governments can implement to overcome challenges, foster best practices and share ideas and resources to address this complex issue. Task Force members include elected officials and staff from cities and counties throughout the state as well as representatives from the League and CSAC (for a full list of members, see page i).

<sup>1</sup> *The 2017 Annual Homeless Assessment Report (AHAR) to Congress*, published December 2017. <https://www.hudexchange.info/resources/documents/2017-AHAR-Part-1.pdf>

The Task Force's mission is "to provide needed education, identify resources and develop policy that cities and counties need to prevent, assist and reduce the number of individuals and families experiencing homelessness in our communities." Task Force members agreed that while meeting the mission statement above, they would not let the "perfect" solution impede progress now. California is experiencing a homelessness crisis.

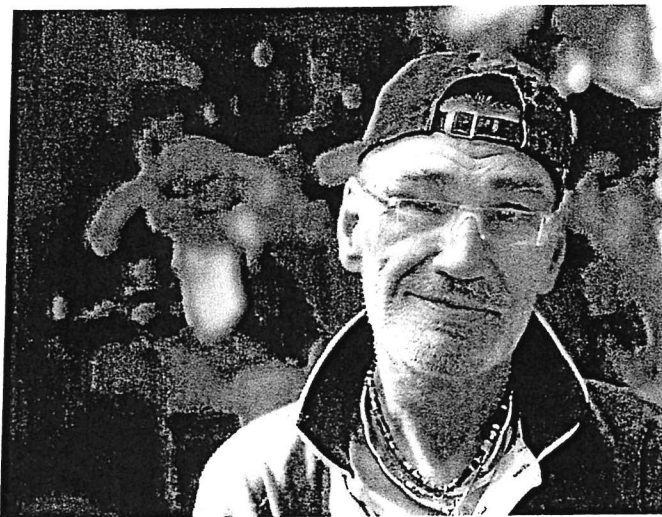
The Task Force spent the course of a year exploring and analyzing a variety of the best, promising and emerging practices that cities and counties are implementing statewide. It held four meetings to examine practices and results, met with experts in the field and consulted with front-line practitioners to discuss which practices worked best and did not work. Members heard from both city and county staff about implementation challenges, lessons learned and gaps and opportunities. In addition, they heard from experts on the current state of homelessness in California, including data, root causes and current resources.

## Causes of Homelessness

According to the National Coalition for the Homeless, the leading causes of homelessness include lack of affordable housing, poverty (influenced by the lack of employment opportunities and the decline in public assistance), lack of affordable health care, domestic violence, mental illness and addiction.<sup>2</sup>

Nationally, veterans comprise 11 percent of the homeless population. In addition to the issues listed above, a large number of homeless veterans also face post-traumatic stress disorder (PTSD). These factors are often exacerbated by a lack of family or support systems.<sup>3</sup>

California is home to 21 of the 30 most expensive rental markets in the nation. Not one of its counties has sufficient affordable housing stock to meet the demand of low-income households.



The cost of living is extremely high in California, and it takes the third-highest wage in the nation to afford housing, behind only Hawaii and Washington, D.C. In California, the statewide average fair market rent for a two-bedroom apartment is \$1,386. To afford this level of rent and utilities — without paying more than 30 percent of its income on housing — a household must earn \$4,619 monthly or \$55,433 annually.

The state's 2.2 million extremely low-income and very low-income renter households compete for 664,000 affordable rental homes.

In addition, homelessness is often exacerbated by addiction and mental illness. The number of psychiatric beds available statewide decreased by 30 percent between 1995 and 2010, according to the California Hospital Association.<sup>4</sup>

Housing is often identified as a critical and missing link in preventing recidivism in the criminal justice system. Despite the expansion of evidence-based housing practices in many communities, homelessness remains a major problem for those in the justice system and those with unmet behavioral health needs. According to some estimates, as many as 50 percent of homeless people have been incarcerated at some point. Furthermore, people in jail have experienced homelessness 7.5 to 11.3 times more than people in the general population. Other statistics show an estimated one-third of the homeless population has had an unaddressed mental health condition. Among all homeless people, an

2 <http://nationalhomeless.org/about-homelessness>

3 [http://nchv.org/index.php/news/media/background\\_and\\_statistics](http://nchv.org/index.php/news/media/background_and_statistics)

4 <https://www.calhospital.org/PsychBedData>

estimated 23 percent also have mental health and/or substance abuse conditions.<sup>5</sup>

Natural disasters and extreme weather events — like recent wildfires, floods and mudslides throughout California — displace thousands of Californians each year. Although FEMA and organizations such as the Red Cross provide immediate assistance for victims of natural disasters, individuals already living in poverty or without support systems may not be able to find new permanent housing options.



## Funding

From 2005–15, federal investments in several critical housing development programs declined significantly. These include a 77 percent reduction in the U.S. Department of Agriculture's Section 515 program (Rural Rental Housing Loans), a 55 percent reduction in the U.S. Department of Housing and Urban Development's (HUD) Section 202 program (Supportive Housing for the Elderly), a 62 percent reduction in the HOME Investment Partnerships Program and a 50 percent reduction in Community Development Block Grants. These reductions, coupled with the Great Recession and severe housing market crash in 2007–08, inhibited local governments from addressing affordable housing and in turn amplified the homelessness crisis.

At the state level, the 2012 dissolution of California's 60-year-old redevelopment program meant a loss of \$1 billion annually in dedicated housing funding for cities and counties.

Over the past 15 years, three voter-approved bond measures — Prop. 46 (2002), Prop. 1C (2006) and Prop. 41 (2014) — authorized \$5.6 billion in funding for affordable housing construction, including housing targeting homeless individuals and families. The vast majority of Prop. 46 and Prop. 1C funds have now been spent, however, and as of June 2016, approximately \$390 million from Prop. 41 remained available.

Given these significant funding reductions, more focus has been placed on providing funding at the state and local levels. In 2016, the California Legislature created the No Place Like Home Program, and 2017 brought good news for affordable housing with the passage of several bills that could invest several billion dollars of bond funds in affordable housing and makes the first substantial commitment for ongoing funding for these purposes. These promising developments do not make up for the decrease in investments but will help move us forward.

Local governments are also using a variety of local funding sources to address homelessness. These sources include public safety funding and resources, local sales tax, animal care and regulation fees, transit or transportation assistance, development fees, transient occupancy taxes, bond proceeds and their local general funds.

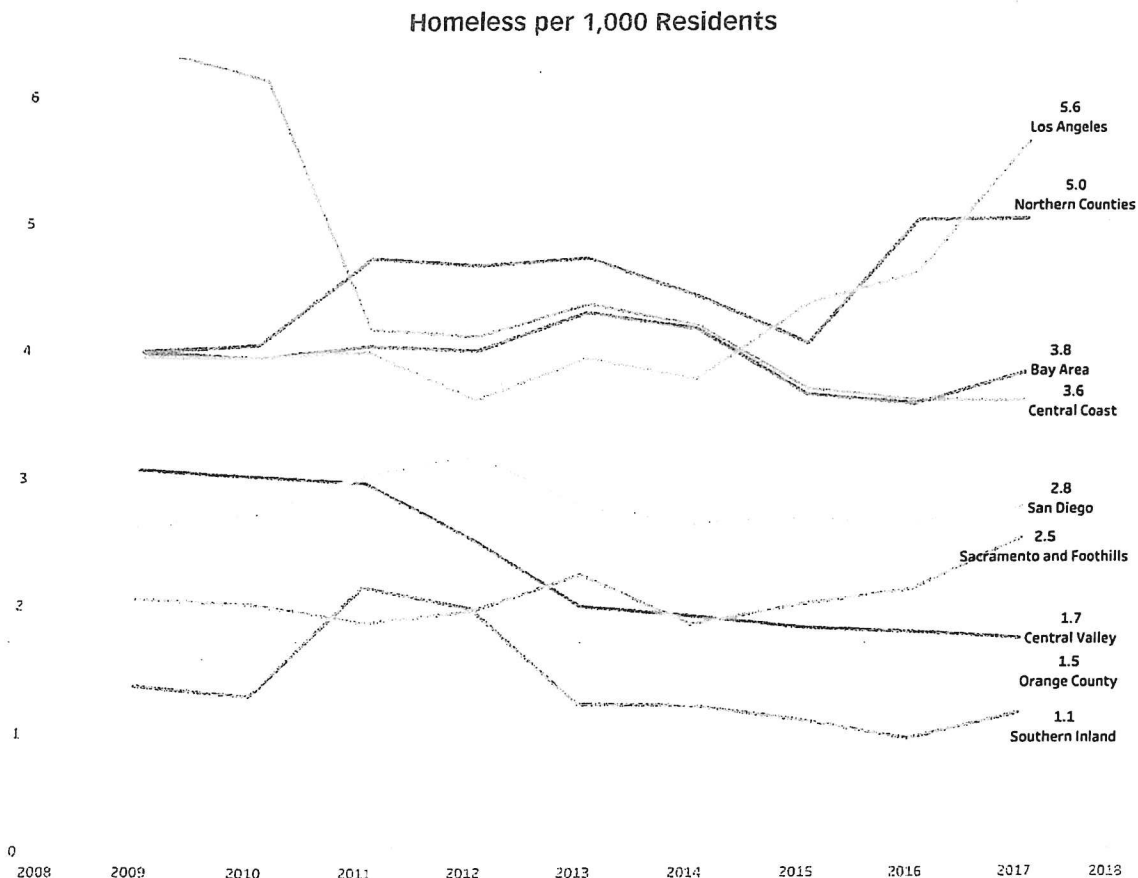
5 Greenberg, G., & Rosenheck, R. (2008). *Jail incarceration, homelessness, and mental health: a national study*. *Psychiatry Services*, 59(2):170- 177. 3

## Change in Approach at the National Level

In 2009, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed into law. This act reauthorized the McKinney-Vento Homeless Assistance Act with significant amendments, including consolidating HUD’s competitive grant programs, creating a Rural Housing Stability Assistance Program, changing HUD’s definition of homelessness and chronic homelessness and increasing resources for prevention.<sup>6</sup>

In 2010, the Obama administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*.<sup>7</sup> The plan, which was revised in 2015, established ambitious goals, including ending chronic homelessness by 2017; preventing and ending homelessness among veterans by 2015; preventing and ending homelessness for families, youth and children by 2020; and creating a path to end all types of homelessness.

The plan built on successful efforts at the local and state levels that embraced an evidence-based Housing First model, which recognizes that stable housing paired with social services greatly increase a person’s chance to improve their mental and physical health, gain employment and realize other positive outcomes. This differs from traditional shelter models by welcoming all homeless individuals regardless of their circumstances, including those suffering from mental health problems and addiction. In addition to a growing track record of success, the Housing First model has shown the potential to reduce overall local costs incurred when localities provide social services to people where they are rather than allowing them to continue to cycle through emergency rooms, jails and treatment centers.



<sup>6</sup> <https://www.hudexchange.info/homelessness-assistance/heardh-act/>

<sup>7</sup> [www.usich.gov/resources/uploads/asset\\_library/USICH\\_OpeningDoors\\_Amendment2015\\_FINAL.pdf](http://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)

Veteran homelessness fell by 47 percent nationally from 2010–16.<sup>8</sup> Fifty-one communities (including Riverside and cities as large as Houston, New Orleans and Philadelphia) and three states (Connecticut, Delaware and Virginia) participating in the Mayors’ Challenge to End Veteran Homelessness<sup>9</sup> have reached their goal. This success in effectively ending veteran homelessness demonstrates that homelessness is not an intractable problem.

The emphasis on Housing First programs and success resulted in states and local governments looking to places like Utah, which has used the approach to dramatically reduce homelessness. The U.S. Department of Housing and Urban Development has also made Housing First programs, like rapid rehousing and permanent supportive housing, central to its funding.

The change has not been without friction. Some shelters that have long received federal support have seen dramatic cuts, and some organizations (including faith-based organizations) have concerns about the fact that participants do not have to be sober to access services.

A number of California counties and cities have been pioneers in homeless services; even more have begun adopting the Housing First model in earnest. They have housed thousands of homeless individuals — and some are home to programs held up as national models. Yet collectively, California has failed to stem the tide of homelessness.

As the public health, environmental and public safety crisis grows, the pressure from residents and businesses on local governments to do more continues to increase.

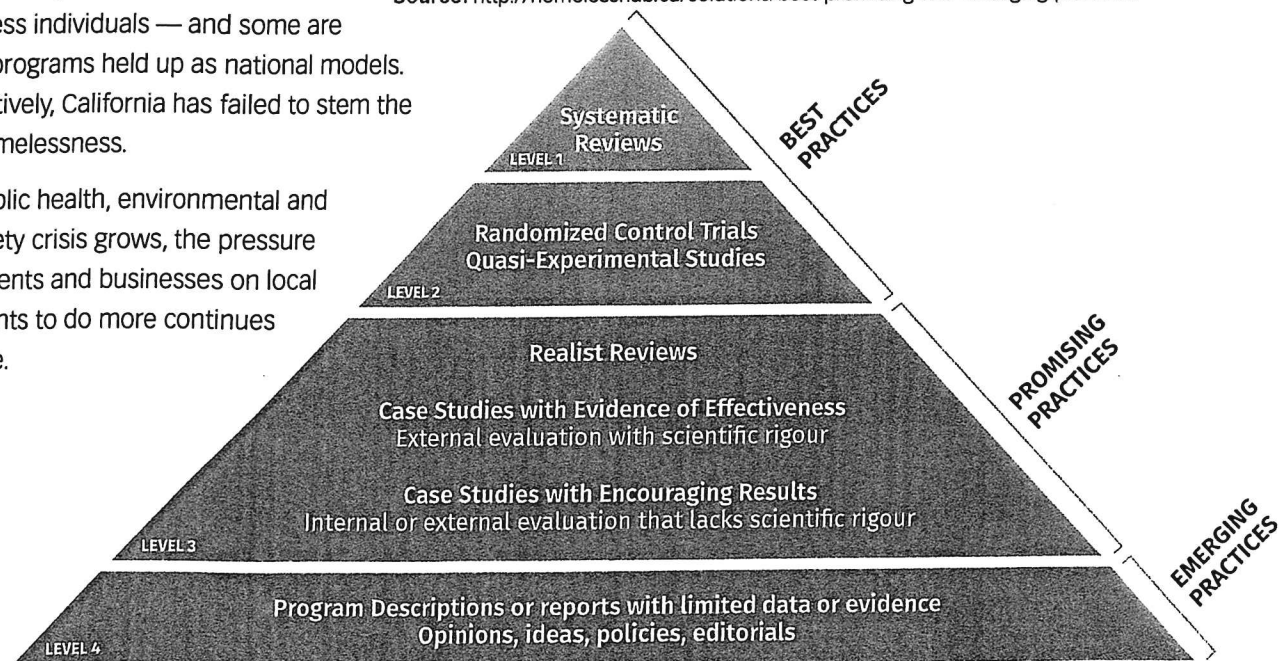
## HIERARCHY OF EVIDENCE

### *Best, Promising and Emerging Practices*

A number of efforts address homelessness, but what makes a best practice? The definition of a best practice is a solution or approach that has been proved successful through various tests and is proved effective across the board. Developing a best practice is a significant process that involves research, testing and refinement. Along the way, we may test approaches and solutions that may not be a best practice, but can be considered a “promising” or “emerging” practice. These different levels of practice refer to the Hierarchy of Evidence (shown below). A promising practice is an effective solution or approach with sufficient evidence but that may not have enough to generalize the approach. An emerging practice refers to solutions or approaches that are new, innovative and “startup” in nature and may not have been sufficiently tested, but still hold promise and potential. These practices can warrant additional research and testing to eventually become best practices.

## Hierarchy of Evidence

Source: <http://homelesshub.ca/solutions/best-promising-and-emerging-practices>



8 <https://www.hudexchange.info/resources/documents/2016-AHAR-Part-1.pdf>

9 <https://www.va.gov/HOMELESS/endingvetshomelessness.asp>



# Assessing the Cost of Homelessness

Collecting data on the extent of homelessness in California is critical to addressing the problem. This data allows cities and counties to understand the demographics and needs of their homeless populations and track the associated costs. Because there is no one-size-fits-all solution to homelessness, this data enables leaders to tailor their approach to the unique needs of their community. Local governments are collecting data about their homeless populations in a variety of ways. This section presents information on how preventative services can result in cost savings for local governments and a few examples of software and approaches that local governments statewide are using to collect data about individuals and families experiencing homelessness in order to provide better case management.

In a time when local governments are fiscally strained to provide services to their constituents, it is more important than ever to justify increased costs. Santa Clara County has developed a way to do this by quantifying future savings from actions taken today.

Created by the nonprofit organization Destination: Home and Santa Clara County, the Silicon Valley Triage Tool looks at 38 different pieces of information to calculate the probability that a homeless individual will have high ongoing costs. The identifying traits include demographics, criminal justice, medical diagnoses, health and emergency care usage, behavioral and mental health and social services indicators. The Triage Tool relies on a county database of all of the service and cost records across county departments for every resident (104,206) who has experienced episodes of homelessness over a six-year period. This offers information on services provided and costs accrued for every resident who has been homeless in the past six years. The tool helps identify high-need patients for further engagement. High need patients would be connected with an intensive case manager and enrolled in a permanent supportive housing program. The case manager will continue to monitor the individual's progress, so they can offer additional services if



needed and determine when the added support results in improved outcomes<sup>10</sup>.

Daniel Flaming, Economic Roundtable's president, who helped to build the Triage Tool, says California's agencies already have all the information they need to create a database similar to Santa Clara County's.

Below is a summary of the types of data and costs tracked in the Silicon Valley Triage Tool:

- **Demographics** including age and gender;
- **Criminal Justice** including arrests, jail time and probation;
- **Medical Diagnoses** including chronic medical conditions and medical diagnoses;
- **Health & Emergency Services** including emergency medical services, hospital admissions and emergency room visits; and
- **Behavioral Health** including mental health inpatient and outpatient visits, substance abuse, public assistance and food stamps.

The full spreadsheet and accompanying worksheets can be found at <https://economicrt.org/publication/silicon-valley-triage-tool/>.

10 <http://destinationhomesc.org/wp-content/uploads/2016/02/SiliconValleyTriageToolFactSheetFINAL.pdf>



Though these costs differ for all communities, examples of costs for a few jurisdictions below are:

- The Santa Clara County community spent \$520 million annually providing services for homeless residents over six years, examined in a report by the nonprofit Economic Roundtable<sup>11</sup>;
- The City of Sacramento spends more than \$13.6 million annually to address homelessness<sup>12</sup>; and
- According to a report by the County Chief Executive's Office, Los Angeles County spent nearly \$1 billion to care and manage about 150,000 homeless people in 2015<sup>13</sup>.

## Preventative Services and Cost Savings

Taking a proactive and coordinated approach to address homelessness can help your community in the long run. The resources and homelessness plans included in this report can be helpful when starting your community's plan.

Addressing homelessness early on and implementing preventative services and strategies can save jurisdictions resources and revenue in the long run.

Some cities and counties have demonstrated how coordinated and specialized support to the homeless individuals at greatest risk can result in significant cost savings.

Using data from the Triage Tool, Santa Clara County estimated that it could save \$19,282 per person by housing the top 1,000 most costly homeless individuals, for a total annual savings of \$19,282,000<sup>14</sup>.

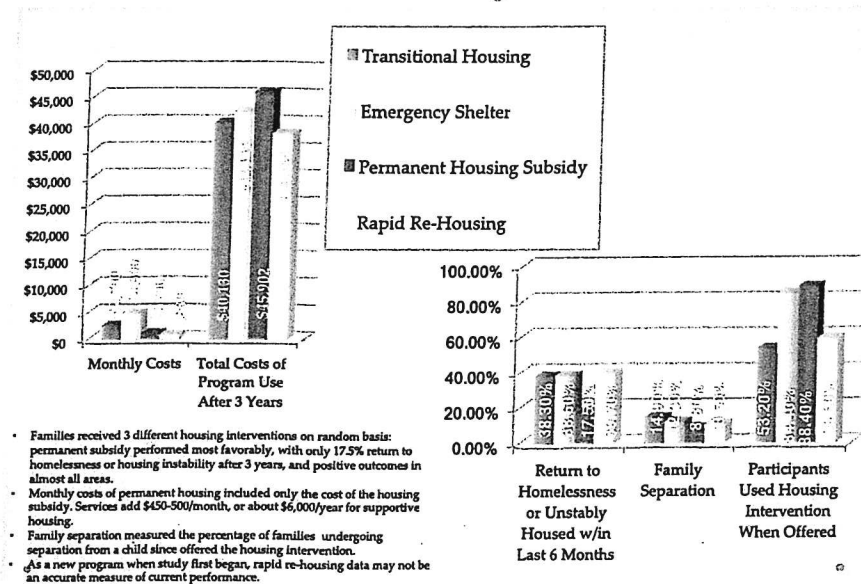
A 2009 report found that in Los Angeles County, homeless General Relief recipients incurred county costs of \$2,897 per month, versus \$605 per month for residents of permanent supportive housing.<sup>15</sup>

### San Diego County's Project 25

San Diego County is home to the fifth-largest homeless

population in the nation. Project 25, a pilot funded by United Way, was a three-year (2011–13) project designed to determine if direct coordinated services for the community's most frequent homeless service users could significantly reduce the costs of homelessness. The project was a collaborative effort coordinated by the homelessness charity St. Vincent de Paul Village in partnership with Telecare Corporation and under contract with San Diego County.

HUD Family Options Study: Results of Three Years Following Families Receiving Transitional Housing, Permanent Housing Subsidies, or Rapid Re-Housing



Source: <https://www.hud.gov/sites/documents/23-HOMEASSIST.FOR.FAMILIES.PDF>

11 Economic Roundtable: *Home Not Home: The Cost of Homelessness in Silicon Valley*. Page 2.

12 City of Sacramento. *Cost of Homelessness to the City*. October 2015.

13 Los Angeles Chief Executive Office. *The Services Homeless Single Adults Use and their Associated Costs: An Examination of Utilization Patterns and Expenditures in Los Angeles County over One Fiscal Year*. January 2016.

14 Pre-housing cost: \$53,366; post-housing costs: \$37,083.

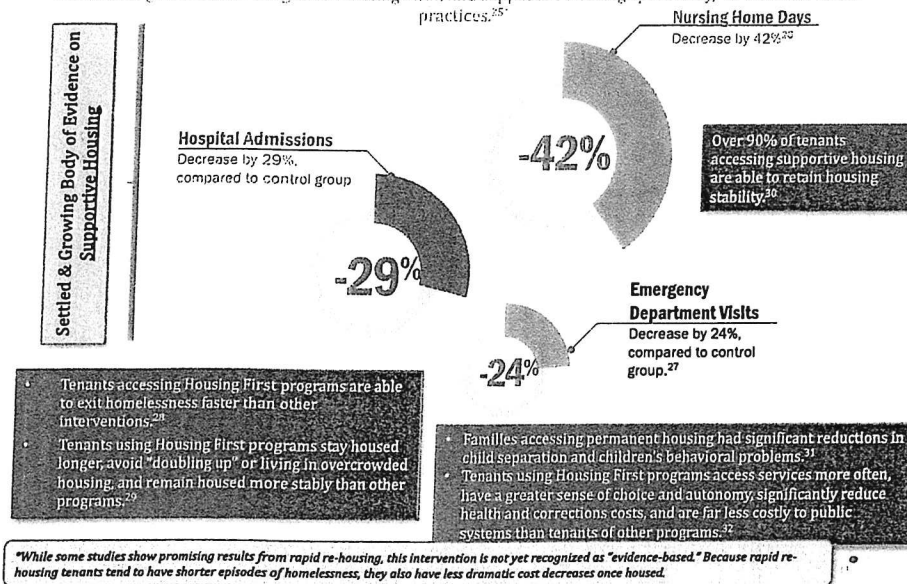
<http://destinationhomesc.org/wp-content/uploads/2016/02/SiliconValleyTriageToolFactSheetFINAL.pdf>

15 [https://economicrt.org/wp-content/uploads/2009/11/Where\\_We\\_Sleep\\_2009.pdf](https://economicrt.org/wp-content/uploads/2009/11/Where_We_Sleep_2009.pdf)

Solutions

## Evidence Basis for Supportive Housing Models Incorporating Housing First

The federal government recognizes Housing First, and supportive housing specifically, as evidence-based practices.<sup>25</sup>



Sources:

Basu, A. et. al. "Comparative Cost Analysis of Housing & Case Management Programs for Chronically Ill Homeless Adults Compared to Usual Care." *Health Services Research*. Feb. 2012. Vol. 47, No. 1.

Sadowski, L., Kee, R., et. al. "Effect of a Housing & Case Management Program on Emergency Department Visits & Hospitalizations Among Chronically Ill Homeless Adults: A Randomized Trial." *JAMA*. 2009.

Gulcur, L., Stefancic, A., et. al. *Housing, Hospitalization, and Cost Outcomes for Homeless Individuals with Psychiatric Disabilities Participating in Continuum of Care and Housing First Programs*. 2003.

Tsemberis, S. & Eisenberg, R. *Pathways to Housing: Supported Housing for Street-Dwelling Homeless Individuals with Psychiatric Disabilities*. 2000.

Montgomery, A.E., Hill, L., Kane, V., & Culhane, D. *Housing Chronically Homeless Veterans: Evaluating the Efficacy of a Housing First Approach to HUD-VASH*. 2013.

Gubits, D., Shinn, M., et. al. *Family Options Study: 3-Year Impacts of Housing & Services Interventions for Homeless Families*. Oct. 2016. (Hereinafter Family Options Study)

Tsemberis, S., Gulcur, L., et. al. *Housing First, Consumer Choice, and Harm Reduction for Homeless Individuals with a Dual Diagnosis*. 2004; Perlman, J. & Parvensky, J. Denver Housing First Collaborative: Cost Benefit Analysis and Program Outcomes Report. 2006

Project 25 identified the core homeless individuals who were the most frequent users of public services such as ambulances or emergency rooms. A total of 28 individuals (between the ages of 22–61) were analyzed as part of this project and provided intensive individualized support including permanent housing provided through the San Diego Housing Commission. Other services included health care (medical, dental and psychological), drug and alcohol treatment and education on how to manage money. This intense support was an important component of the program — some participants were visited by practitioners 4–5 times per week at the beginning of the project.

- The net return on dollars spent for Project 25 was 207 percent in 2012 and 262 percent in 2013<sup>16</sup>.

## Data Collection

### Homeless Management Information Systems

Cost and savings estimates are only as good as the data used to calculate them. Continuums of Care are required by HUD to have a Homeless Management Information System (HMIS) in place. HMIS are local information technology systems used to collect data on homeless individuals and families and those receiving services.<sup>17</sup>

After its completion in 2013, Project 25 resulted in significant savings and reductions.

- The 28 participants in the project used a total of approximately \$3.5 million in expenses from all public services in the base year of 2010. In 2013, the expenses dropped to \$1.1 million, resulting in a reduction of 67 percent in total costs.

16 Fermanian Business & Economic Institute at Point Loma Nazarene University. *Project 25: Housing the Most Frequent Users of Public Services among the Homelessness*. Page 9.

17 <https://www.hudexchange.info/programs/hmis/>

While some communities use tools such as Excel, GPS coordinates and Google Earth to track and maintain data on their homeless populations, software options are also available, including:

- Clarity
- Client Services Network/CSN
- Eccovia Solutions – Client Track
- Enginuity
- ServicePoint
- Social Solutions

Please note that the Task Force did not have the opportunity to review software and the listing is not an endorsement, but is offered as general information.

San Diego's HMIS is the data collection tool used by the majority of homeless-dedicated service providers in San Diego County. Over 60 agencies, 250 homeless-dedicated projects and 450 HMIS users enter homeless service data into the HMIS on an ongoing basis. The Homeless System Framework tracks entry into the system, those served and exit destination type (permanent housing, temporary housing, etc.). The tool allows the user to sort by reporting period, project type and project location. The Framework and HMIS can be accessed here: [https://public.tableau.com/profile/regional.task.force.for.the.homeless#!/vizhome/SystemFramework-AllClients-8\\_4\\_17/System\\_Framework\\_Story](https://public.tableau.com/profile/regional.task.force.for.the.homeless#!/vizhome/SystemFramework-AllClients-8_4_17/System_Framework_Story).

Alameda County implemented its HMIS system in 2005. Called InHOUSE (Information about Homelessness, Outcomes, and Service Engagement), the system is supported by a coalition of Alameda County Housing and Community Development and the 14 cities within the county, nonprofit organizations and funders as well as other county departments that provide services to those who are homeless or at risk for becoming homeless. The database includes over 54,000 client records, with over 45 agencies involved in the data collection and more than 300 programs receiving homeless funding. To find out more visit [www.acgov.org/cda/hcd/hmis/index.htm](http://www.acgov.org/cda/hcd/hmis/index.htm).

HCD offers guides and tools for Continuums of Care to help with the development of HMIS Systems. Those guides

can be found at [www.hudexchange.info/hmis/guides/#coc-resources](http://www.hudexchange.info/hmis/guides/#coc-resources).

### **Collection Methods**

Some government agencies have contracted with research firms to collect and analyze data. For example, a number of counties including Santa Cruz, Sonoma, San Benito, Monterey, Marin, Solano and Santa Clara as well as the cities of San José and San Francisco worked with **Applied Survey Research (ASR)**, a social research firm, to conduct point-in-time counts and assess the needs of the homeless population in each jurisdiction. Find out more at [www.appliedsurveyresearch.org/homelessness-reports](http://www.appliedsurveyresearch.org/homelessness-reports).

Through its open data portal, the City of Santa Rosa tracks homeless encampments, service calls and homelessness related police and fire incidents within the city limits. Access Citizen Connect at <http://citizenconnect.srcity.org>.

### **Data Sharing**

One of the challenges pertaining to data is the sharing of the data once it is collected. Concerns about individual privacy has led to laws and regulations that make it very difficult for departments and agencies to share the information they have in a meaningful way. However, there is possible change on the horizon in this area.

AB 210 (Santiago, Chapter 544, Statutes of 2017) sponsored by Los Angeles County and recently signed into law by Gov. Jerry Brown, authorizes "counties to establish a homeless adult and family multidisciplinary personnel team with the goal of facilitating the expedited identification, assessment and linkage of homeless individuals to housing and supportive services within that county and to allow provider agencies to share confidential information for the purpose of coordinating housing and supportive services to ensure continuity of care. The bill requires the sharing of information permitted under these provisions to be governed by protocols developed in each county, as specified, and would require each county to provide a copy of its protocols to the State Department of Social Services".<sup>18</sup> The bill encourages counties to establish data-sharing among departments and may help both counties and cities collaborate and share data in a confidential manner.

18 [https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB210](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB210)

# Funding Options

As a city or county is deciding on the best course of action to address homelessness in its community, the question of how to pay for the action will undoubtedly arise. This section focuses on how cities and counties fund these activities through:

- Federal funding sources;
- State funding sources; and
- Local funding activities.

## Federal and State Funding Sources

Both the state and federal governments offer multiple funding sources that cities and counties can use to address homelessness in their jurisdictions. The table in this section highlights the funding sources most used by California local governments and an indication of the targeted population and service type, if applicable.

Though cities and counties may not be eligible recipients for every funding source in this table, knowing what is available is important as you collaborate with other community partners. In addition, city and county leadership often have opportunities to encourage participation in underutilized programs, such as school meal programs.

ITEM	FUNDING SOURCE	ELIGIBLE RECIPIENTS
<b>Shelters and Prevention</b>	<b>Emergency Solutions Grant (ESG):</b> ESG is a HUD program grant administered by the California Department of Housing and Community Development (HCD). ESG provides funding to help improve the quality of existing emergency shelters for the homeless, make additional shelters available, meet the costs of operating shelters and help prevent homelessness. The program also provides short-term homelessness prevention assistance to persons at imminent risk of losing their housing due to eviction, foreclosure or utility shutoffs. The State of California runs an Emergency Solutions Grant Program.	Metropolitan cities, urban counties, territories and state
<b>Housing</b>	<b>HOME Investment Partnerships Program (HOME):</b> HOME is a HUD program that provides formula grants to states and units of local government used by communities – often in partnership with local nonprofit groups – to fund a wide range of activities that build, buy and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.	State and local and communities, including cities and counties
<b>Housing Case Management</b>	<b>HUD Continuum of Care Program:</b> This program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.	State and local governments, nonprofit organizations
<b>Housing</b>	<b>Community Development Block Grants (CDBG):</b> CDBG is a flexible program that provides communities with resources to address a wide range of unique community development needs. Among these needs is housing.	Counties with fewer than 200,000 residents in unincorporated areas and cities with fewer than 50,000 residents that do not participate in the U.S. (HUD) Community Development Block Grant (CDBG) entitlement program

ITEM	FUNDING SOURCE	ELIGIBLE RECIPIENTS
<b>Housing, Families, Seniors and Disabilities</b>	Section 8 Housing Choice Vouchers: This housing program targets low-income families, seniors and those with disabilities by providing a direct housing subsidy to landlords, with the enrollee paying any difference in cost.	Local public housing agencies
<b>Veterans Case Management Housing</b>	HUD-Veterans Affairs Supportive Housing (VASH) vouchers: This program combines Housing Choice Voucher (HCV) rental assistance with case management and clinical services provided by the U.S. Department of Veteran Affairs (VA).	Local public housing agencies
<b>Veterans, Families and Prevention</b>	U.S. Department of Veterans Affairs' Supportive Services for Veteran Families (SSVF): This nationwide program is intended primarily to serve individuals experiencing crisis homelessness. It provides temporary financial assistance and a range of other flexible services geared toward preventing homelessness among those at risk and rapidly stabilizing in permanent housing those who do become homeless. It is important to note that, despite its name, the program serves both families with children and individual veterans.	Private nonprofit organizations and consumer cooperatives who can provide supportive services to eligible populations
<b>Veterans Prevention Housing</b>	Veterans Housing and Homelessness Prevention Program (VHHP): The purpose of VHHP is the acquisition, construction, rehabilitation and preservation of affordable multifamily housing for veterans and their families to allow veterans to access and maintain housing stability.	Sponsors and borrowing entities may be organized on a for-profit or not-for-profit basis. Any public agency or private entity capable of entering into a contract is eligible to apply.
<b>Behavioral Health</b>	Substance Abuse and Mental Health Services Administration (SAMHSA) Grants: These are federal block grant funds available through the Center for Substance Abuse Prevention, the Center for Substance Abuse Treatment and the Center for Mental Health Services to support local programs for substance use disorders and mental illness.	County mental health plans
<b>Behavioral Health Housing</b>	<p>No Place Like Home: Dedicates \$2 billion in bond proceeds to invest in the development of permanent supportive housing for persons who are in need of mental health services and are experiencing homelessness, chronic homelessness or who are at risk for chronic homelessness. The bonds are repaid by funding from the Mental Health Services Act (MHSA). Key features of the program include:</p> <ul style="list-style-type: none"> <li>• Funding for permanent supportive housing must utilize low-barrier tenant selection practices that prioritize vulnerable populations and offer flexible, voluntary and individualized supportive services.</li> <li>• Counties must commit to providing mental health services and helping coordinate access to other community-based supportive services.</li> </ul> <p>Applications for NPLH technical assistance (TA) were due on Sep. 30, 2017. Counties that applied should be seeing the funds soon. Funds will be awarded in the form of a grant as follows:</p> <ul style="list-style-type: none"> <li>• \$150,000 to LA County and large counties (population over 750,000);</li> <li>• \$100,000 to medium counties (population between 200,000 and 750,000); and</li> <li>• \$75,000 to small counties (population under 200,000).</li> </ul> <p>The funds cover costs associated with planning, design and implementation of NPLH projects, which includes eligible costs such as:</p> <ul style="list-style-type: none"> <li>• Assistance in applying for NPLH funds;</li> <li>• Assistance in implementing NPLH activities (developing permanent supportive housing that uses Housing First principles for target population);</li> <li>• Coordinating funded activities with local homelessness systems, such as Coordinated Entry Systems;</li> <li>• Collecting data, data sharing among multiple systems, program evaluation and implementing regulatory and homelessness systems; and</li> <li>• Planning for delivering support services to tenants.</li> </ul>	Counties (either solely or with a housing development sponsor)



ITEM	FUNDING SOURCE	ELIGIBLE RECIPIENTS
<b>Behavioral Health</b>  <b>Housing</b> <i>continued</i>	<p>Counties can provide TA activities directly or subcontract for them. Some examples of activities NPLH TA grants can fund include those that:</p> <ul style="list-style-type: none"> <li>• Promote evidence-based service delivery, including soliciting consumer feedback;</li> <li>• Develop or implement community acceptance strategies;</li> <li>• Hire staff or consultants to: <ul style="list-style-type: none"> <li>• Identify potential sites;</li> <li>• Develop a process to identify potential developers or development sponsors;</li> <li>• Monitor activities of developers or development sponsors to ensure adherence to NPLH requirements;</li> <li>• Broker relationships and coordinating activities among parties involved in providing housing and/or services to members of the target population including the county, affordable housing developers/housing authorities, service providers and local Coordinated Entry Systems; and</li> <li>• Identify and apply for additional resources for capital, supportive services and operating costs.</li> </ul> </li> <li>• Coordinate and communicate with other county and community providers to increase understanding of intersecting/overlapping needs of shared clientele;</li> <li>• Coordinate and communicate with HCD, DHCS and other state agencies to support learning, identification of additional training and other TA needs, and regional collaboration;</li> <li>• Implement other capacity-building activities related to creating housing models; and</li> <li>• Develop or update a county homelessness plan.</li> </ul>	Counties (either solely or with a housing development sponsor)
<b>Health</b>	<p><b>Medicaid/Medi-Cal:</b> Medi-Cal is California’s Medicaid program. Medi-Cal is a public health insurance program financed by the state and federal governments that provides health care services for low-income individuals, including:</p> <ul style="list-style-type: none"> <li>• Families with children;</li> <li>• Seniors;</li> <li>• Persons with disabilities;</li> <li>• Foster youth;</li> <li>• Pregnant women; and</li> <li>• Low-income people with specific diseases such as tuberculosis, breast cancer or HIV/AIDS.</li> </ul> <p>In California, counties have a unique perspective on the Medi-Cal program. County welfare departments determine eligibility for the Medi-Cal program, and county behavioral health departments act as the health plan provider for Medi-Cal. California counties do not, however, have a share of cost for the Medi-Cal program. Counties can leverage their unique position within the Medi-Cal program to conduct outreach to help eligible homeless individuals receive Medi-Cal services.</p>	California Department of Health Care Services (administered by counties in California)
<b>Families Prevention Employment</b>	<p><b>Temporary Assistance for Needy Families (TANF)/CalWORKs:</b> Operated by local county welfare departments, CalWORKs provides families in need with a combination of financial assistance and work opportunities to help them become more financially independent.</p>	State and tribal agencies (administered by counties in California)



ITEM	FUNDING SOURCE	ELIGIBLE RECIPIENTS
<b>Families Food</b>	CalFRESH: CalFRESH, formerly known as Supplemental Nutrition Assistance Program (SNAP), is a federally mandated, state-supervised, and county-operated government program that provides monthly food benefits to help low-income households purchase the food they need to maintain adequate nutritional levels. While CalFresh benefits generally cannot be used to purchase hot or prepared food, the CalFresh Restaurant Meals Program allows homeless, disabled and adults age 60 and older to use their Electronic Benefits Transfer (EBT) at select restaurants in some counties. Some individuals also qualify for SNAP employment and training benefits.	State and tribal agencies (administered by counties in California)
<b>Families</b>	Promoting Safe and Stable Families (PSSF): Funded through Title IV-B funding, PSSF is a program to develop a coordinated and integrated service system that builds on the strengths of families and communities.	Child welfare agencies and eligible Indian tribes
<b>Families, Housing and Case Management</b>	CalWORKs Housing Support Program: This program targets CalWORKs homeless families or those at risk for homelessness. Major components include housing identification, rent and moving assistance, and case management and services.	Counties
<b>Seniors and Housing</b>	Section 202: Supportive Housing for Elderly: This program provides grants for supportive housing for the elderly who are very low-income and at least 62 years old.	Private nonprofit organizations and nonprofit consumer cooperatives
<b>Youth</b>	McKinney-Vento grants: The State of California receives a limited amount of federal funding to support efforts to address the needs of homeless students, which is sub-granted to local education agencies (LEAs) such as school districts and can support collaborative projects. Each school district is required to have a McKinney-Vento liaison. LEAs are also mandated to comply with objectives outlined in the State of California's Every Student Succeeds Act (ESSA) plan, <a href="http://www.cde.ca.gov/re/es/">www.cde.ca.gov/re/es/</a> .	Local education agencies
<b>Youth</b>	Local Control Funding Formula/Local Control Accountability Plans (LCFF/LCAP): The State of California's funding formula for local school districts to meet outlined objectives, particularly related to priority populations (i.e., English-language learners, foster youth and low-income youth) must now also specifically address the needs of homeless students. LCAPs are developed by school districts but may present opportunities for collaboration. Some school districts combine their objectives to serve homeless students with those designed to serve foster youth. LCAPs are available on school district websites.	School districts
<b>Youth and Food</b>	CalFresh: Homeless youth not living with parents/guardians or "under parental control" may be eligible for CalFresh benefits. There is no age requirement to apply for benefits, no need to supply a permanent address, and a school identification card is sufficient for identification requirements.	Individuals
<b>Youth and Food</b>	USDA school nutrition programs: These programs include school breakfast, school lunch, summer meals and after-school meal programs and provide free meals to students with income below the federal poverty level. Homeless students may be easily enrolled into the school lunch and breakfast programs through McKinney-Vento liaisons. In areas with significant numbers of homeless students and challenges getting to school, cities and counties can encourage school districts to implement or expand Breakfast in the Classroom or other Second Chance Breakfast programs. Summer meal and after-school meal programs are drop-in programs that present opportunities to avoid any stigma associated with accessing school meal programs. These programs also provide jobs to community members. Many high-poverty schools are eligible to participate in the Community Eligibility Provision, <a href="http://www.frac.org/community-eligibility">www.frac.org/community-eligibility</a> , which enables schools to provide free breakfast and lunch to all students without requiring household applications.	Individuals

ITEM	FUNDING SOURCE	ELIGIBLE RECIPIENTS
<b>Youth</b>	<b>Homeless Youth and Exploitation Program:</b> This program, administered by the Governor's Office of Emergency Services, addresses the various needs of homeless youth including housing, outreach, signing up for available public benefits, employment training and educational support.	Nonprofit organizations
<b>Law Enforcement</b> <b>Behavioral Health</b> <b>Housing</b>	<b>Proposition 47 (Year):</b> Prop. 47 was a voter-approved initiative to enact the Safe Neighborhoods and Schools Act that is administered by the Board of State and Community Corrections (BSCC). The act includes a grant program aimed at supporting mental health treatment, substance abuse treatment and diversion programs for people in the criminal justice system, with an emphasis on programs that reduce recidivism of people convicted of less serious crimes.	Local public agencies
<b>Law Enforcement</b> <b>Prevention</b> <b>Housing</b> <b>Behavioral Health</b>	<b>Law Enforcement Assisted Diversion (LEAD) Grant:</b> This \$15 million grant, administered by BSCC, allows law enforcement officers to redirect people suspected of committing low-level offenses to community-based services rather than to jail, addressing underlying factors that drive criminal justice contact. The program focuses on providing substance use and mental health treatment and housing.	Cities and counties
<b>Law Enforcement</b>	<b>AB 109 Funding:</b> Police officers may often serve as an initial point of contact with homeless individuals and families. Law enforcement agencies are implementing many new tools to help reduce incarceration of homeless individuals and connect them to services. Counties have used their AB 109 public safety realignment funding to help provide temporary and transitional housing for AB 109 offenders and individuals involved in the local criminal justice system. This typically is part of a comprehensive case management plan for the offender.	Counties
<b>Case Management</b>	<b>Medi-Cal Whole Person Care Pilots:</b> In 2016, Medi-Cal began funding 25 Whole Person Care Pilots designed to improve coordination of health, behavioral health and social services at the local level. The Whole Person Care Pilots are being conducted as part of the Medi-Cal 2020 Waiver, which will allow participating counties and the City of Sacramento to coordinate health, behavioral health and social services in a patient-centered manner aiming to improve beneficiary health and well-being through a more effective and efficient use of resources. The pilots will work toward supporting the integration of care for a vulnerable group of Medi-Cal beneficiaries — who have been identified as high-frequency users of multiple systems and continue to have poor health outcomes — with the goal of providing comprehensive coordinated care for the beneficiary, leading to better health outcomes. Some counties view these pilots as a way to help more homeless individuals achieve better health outcomes.	Counties and one city

In addition to the sources outlined here, additional state funding is on the horizon. In 2017, the Legislature passed and Gov. Jerry Brown signed SB 2 (Atkins, Chapter 364, statutes of 2017) and SB 3 (Beall, Chapter 365, Statutes of 2017), which both have the potential to provide additional housing to persons experiencing or at risk for homelessness. While details on these funding sources are still emerging, cities and counties should begin to think about how they will invest this new funding in their jurisdictions.

SB 2 establishes a permanent source of funding for affordable housing. Fifty percent of the first year of funding is allocated to the California Housing and Community Development Department to assist persons experiencing or at risk for homelessness. After the first year, 70 percent of funding will be allocated to local governments for a variety of uses including development of affordable housing, matching funds for programs with similar goals and assisting persons experiencing or at risk for homelessness.

SB 3 places a \$4 billion affordable housing and veterans housing bond on the statewide ballot in November 2018. Cities and counties are eligible to apply for various programs valued at \$2.85 billion, including the Multifamily Housing Program, Infill Infrastructure Grant Program, Joe Serna Jr. Farmworker Housing Fund, Local Housing Trust Fund Matching Grant Program, CalHome/Self Help Housing and Transit Oriented Development Implementation Fund.

## Local Funding Sources

In addition to federal and state funding sources, cities and counties are using local funds for homelessness response, programs and services. A survey of the League and CSAC indicated that local governments are using local funds from the following sources:

- Public safety funding and resources;
- Local sales and use tax;
- Animal care and regulation fees;
- Transit or transportation assistance;
- Development fees;
- Transient occupancy taxes;
- Bond proceeds; and
- General Fund.

Because local funding is not always earmarked directly for homelessness programs, it has been difficult to estimate exactly how much local governments are contributing; however, that is changing. Recently, cities and counties have begun tracking the costs of homelessness in their communities (see more on this in the Assessing the Cost of Homelessness section on page 7). In addition, several jurisdictions have passed voter-approved local initiatives that provide direct funding for homelessness programs.

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### *Marin County Landlord Partnership Program*

The Housing Choice Voucher Program (Section 8) is a huge investment of federal funds into Marin County. Previously, some people in Marin with vouchers could not use them. Landlords were hesitant to accept vouchers due to a perception that voucher holders were bad tenants and would damage units. The Marin Housing Authority knew that the clear majority of voucher holders were good, hard-working tenants. The Landlord Partnership was established to incentivize landlords to accept vouchers. As a result, the community overcame the negative perceptions about voucher holders, and more landlords began accepting vouchers.

## LOCAL INITIATIVES to Combat Homelessness

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Since 2016, at least three local jurisdictions have passed voter-approved initiatives that provide direct funding to reduce homelessness.

- **City of Los Angeles:** As part of the city's three-pillared approach to reduce homelessness, voters in the City of Los Angeles passed Proposition HHH (November 2016), a \$1.2 billion general obligation bond measure expected to build 10,000 units of permanent supportive housing for people experiencing homelessness or at risk for becoming homeless. Bonds will be repaid through an increase in property taxes. The measure passed with 76 percent of voter support, well beyond the two-thirds support needed to pass. To build support for this ambitious approach, the city first developed homelessness strategies — with community input that includes a focus on housing, prevention and street outreach. For more information, visit [www.lamayor.org/homelessness](http://www.lamayor.org/homelessness).
- **Los Angeles County:** Voters in Los Angeles County approved Measure H (March 2017), a one-quarter cent sales tax increase to fund measures to prevent and combat homelessness. The local measure is expected to raise about \$355 million per year over ten years that will be used for subsidized housing, coordinated outreach and shelters, case management and services, homelessness prevention and services to increase income. The initial allocation of revenues from Measure H was developed by a panel of 50 people appointed from county government, cities, local nonprofit and faith organizations and approved by the board of supervisors. The measure passed with 69 percent of the vote. For more information, visit [www.homeless.lacounty.gov](http://www.homeless.lacounty.gov).
- **Santa Clara County:** In November 2016, voters in Santa Clara County approved Measure A, a \$950 million bond measure to fund housing for homeless, low- and moderate-income residents and first-time homebuyers. The bond will be repaid with an increase in property taxes. The measure passed with 68 percent of voter support. For more information, visit [destinationhomesc.org](http://destinationhomesc.org).

The incentives for landlords to accept housing choice vouchers are:

- Up to \$2,500 for a security deposit;
- Loss mitigation up to \$3,500;
- Up to one month of rent to a property owner while repairing excessive damage;
- Waiver of building permit fees; and
- A 24-hour hotline for landlords to call with immediate issues.

The Landlord Partnership Program is exceeding its initial goals. As of late 2017, the program has an additional 71 landlords accepting Section 8 vouchers. Significant goodwill has also been built with the landlords.

Marin County entered into a contract in 2016 with the Marin Housing Authority in the amount of \$404,000 to fund the program. Federal funds can be tapped to offer property owners renting more than half of their units to voucher-holders interest-free loans of up to \$25,000 for rehabilitation or repair of their units. Marin Housing Authority set up and administers the partnership.

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### *Streamlined Temporary and Incidental Shelter Program in San José*

To address the homeless crisis, the City of San José adopted a new ordinance in August 2017 that created a streamlined process to allow temporary and incidental shelters without the requirement of an approved development permit.

To be approved, the shelter must be registered with the city Housing Department and meet specific performance standards and other requirements.

The program defines an incidental shelter use as: a shelter use incidental to the primary assembly use on the site if the usage occupies less than 50 percent of the usable square footage of the building(s) that are primarily dedicated to assembly use on the parcel. The maximum occupancy is 50 persons or as set forth by the Fire Code, whichever is more restrictive. A primary assembly use includes but is not limited to all religious assemblies and other places such as gymnasiums, libraries, movie theaters, nightclubs, schools and community centers.

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### *LA County Landlord Incentives*

Federal housing subsidies play a critical role in combatting homelessness. However, the very low vacancy rate in Los Angeles County's rental housing market makes it difficult for families and individuals with federal subsidies to secure housing. To address this problem, Los Angeles County's Homeless Incentive Program (HIP) actively recruits landlords to rent to homeless families/adults with a federal housing subsidy who need permanent supportive housing by offering the following incentives:

- **Vacancy payments:** provide landlords with payments to hold a rental unit for one to two months after a tenant with a subsidy has been accepted by the landlord and while the landlord is going through the HUD approval process.
- **Move-In assistance:** provides homeless families and individuals with a listing of available units, transportation to visit units, preparation for the rental process and financial assistance to cover the security deposit, utilities and other move-in costs.
- **Tenant assistance with credit checks and rental application fees:** provides funding directly to the property owner to cover the cost of credit checks and application fees.
- **Damage claims:** provides financial assistance to landlords to mitigate damage caused by tenants during their occupancy under the voucher programs.

The Housing Authority of Los Angeles County (HACoLA) administers the HIP throughout the county by working with other public housing authorities (PHAs). Through these partnerships, local PHAs establish their own HIP with county funding administered by HACoLA.

The HIP is funded by Measure H, a quarter-cent tax for 10 years that will raise approximately \$355 million annually to combat and prevent homelessness.

# Existing and Emerging Approaches

Jurisdictions statewide are prioritizing homelessness in their communities because the benefits of addressing this problem will help improve the overall health of their communities. Fortunately, cities and counties can use a number of existing resources, services and programs to address this complex problem. The list below provides a starting point to think about what could work in your community — but each city and county is unique, and therefore individual approaches should be based on the community's unique needs and resources.



## Housing

Lack of affordable housing options is a leading cause of homelessness. California has an estimated affordable housing shortage of more than 1 million units<sup>19</sup>.

- **Rapid Rehousing:** This approach provides temporary housing assistance to homeless individuals. The model entails prioritizing the quick relocation of homeless populations into temporary housing and then providing other support, such as mental and social services.
- **Continuum of Care (CoC):** CoCs are designed to promote communitywide commitment to the goal of ending homelessness. They provide funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness. Typically, CoCs are local planning bodies that coordinate homelessness services for specific geographic areas.
- **Tiny homes:** Tiny homes have gained in popularity as a lower-cost alternative to traditional single-family housing construction. Tiny homes have also served as transitional housing for individuals experiencing homelessness. A tiny home is a small structure of between 60 and 400 square feet that supports a minimalist lifestyle. Depending on funding, a tiny house can range from a simple room with a bed to something

more robust with a compostable toilet, kitchenette, loft and front porch. For the purposes of housing those experiencing homelessness, these units are not necessarily meant to be fully contained dwellings, but rather sleeping units intended to replace other substandard sleeping arrangements. Building small communities of tiny homes to be used as transitional housing embraces the established Housing First model. Tiny homes are sustainable and less expensive to build and do not require extensive expertise, allowing volunteers of many backgrounds and skill levels to help with construction. Moreover, the simple materials required can be donated by local stores and community members. Depending on funding, donations and resources, a tiny home village could contain showering and laundry facilities and essential wraparound services. Tiny homes and villages are not without controversy and can face local barriers to construction. One primary barrier is local zoning laws that prevent the construction of structures as small as tiny houses. Finding a place to locate a tiny home village can also be difficult in some areas due to limited space and concerns from nearby residents over transitional housing.

19 [http://www.hcd.ca.gov/policy-research/plans-reports/docs/California\\_percent27s-Housing-Future-Full-Public-Draft.pdf](http://www.hcd.ca.gov/policy-research/plans-reports/docs/California_percent27s-Housing-Future-Full-Public-Draft.pdf)



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### *Rapid Rehousing — Bridge to Housing*

#### BEST PRACTICE

Yolo County, the City of West Sacramento and Yolo County Housing collaborated on a pilot project in 2014 to relocate an entire homeless encampment on a West Sacramento riverbank. The project relocated the encampment to a single motel where participants were offered temporary housing, case management and services.

Spearheaded by the West Sacramento Police Department, the pilot project featured a highly collaborative and comprehensive planning process involving multiple stakeholders. The planning group, composed of public, private and nonprofit entities, met over the course of two months to develop the best strategy for relocating the homeless encampment. After the planning process, the pilot included three assessments to gain a better understanding of the needs and challenges of the homeless population living in the encampment. Coordinated outreach was also conducted to build relationships with the population.

The program placed an emphasis on providing frequent and consistent on-site services. Through four months of temporary housing and intensive case management, participants were able to stabilize their lives, address health issues and secure a housing voucher. Other services provided on-site included daily lunches, haircuts, mental health services and harm reduction classes. Of the 53 participants who completed the program, 42 remained engaged in services with case managers 12 months after exiting the program. Furthermore, 68 percent of participants were able to secure permanent housing.

The overall cost of the project was \$152,238 — \$6,000 less than expected. It was funded primarily by the City of West Sacramento and Yolo County (the rest of the cost was covered by donations).

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### *Temporary Emergency Shelter Units — 14Forward*

#### EMERGING PRACTICE

In 2016, Yuba County collaborated with local nonprofits, faith-based organizations and the private sector to launch a temporary shelter community for its local homeless population. Faced with the problem of several encampments along surrounding rivers, the county created a 20-unit tiny village of Tuff Sheds to relocate some of the homeless population. The Tuff Sheds are 12 by 8 foot shelters with beds, windows and insulation. They do not have electricity or running water, but there are lavatories on-site as well as a nearby homelessness center that offers meals and showers.

After a plan was fully formulated, the village was developed in about two months and officially opened in July 2016. Meant to function as temporary shelter, the goal of the village is to provide individuals with shelter for 30 days and with supportive resources to help move tenants into more permanent housing. Since its opening, the on-site case managers have helped over 100 people, coordinated nearly 900 service referrals and transitioned over 45 percent of people exiting the program to a permanent destination.

The village was funded through county temporary relocation funds collected from countywide code enforcement activities, a small amount of general funds and financial and in-kind donations.

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### *Tiny Homes — Fresno Poverello House*

#### EMERGING PRACTICE

Launched in 2004, the Poverello House — a homeless shelter in Fresno — created the Village of Hope and, in 2007, expanded it to include the Community of Hope to meet an increasing demand for homeless shelters. The villages consist of tiny homes or Tuff Sheds that accommodate about 124 clients every night. Homeless individuals staying in the villages have access to services such as education, substance abuse counseling and life-skills training coordinated by a client services coordinator.

With a motto of “take care of yourself, take care of others, and take care of this place,” the overnight clients are expected to provide their own security and clean up after themselves. The simple shelter provides secure and temporary housing for individuals to make the transition into permanent housing.



## Veterans

“Homeless veterans” refers to those who have served on active duty in the armed forces of the United States. In 2016, California had a total of 9,612 homeless veterans. This equates to one in four veterans.<sup>20</sup> A number of funding programs are available to cities and counties to combat veteran homelessness. See the Funding Options section on page 11 for more information.

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### *Housing Assistance for Veterans — Housing Our Heroes*

#### BEST PRACTICE

In 2016, the City of San Diego and the San Diego Housing Commission (SDHC) partnered to launch the Housing our Heroes initiative and committed to getting 1,000 homeless veterans off the streets and into shelters or housing. This initiative is part of *Housing First — San Diego*, the SDHC’s three-year Homelessness Action Plan launched in 2014.

The initiative involves a \$12.5 million investment (from federal, city and SDHC resources) to provide housing opportunities for homeless veterans through coordinated efforts with landlords, financial assistance and supportive services. The program comprises four key components.

- **Landlord Outreach:** Incentives are provided to landlords to encourage more of them to rent units to homeless veterans. Specific incentives include a monetary payment for each unit that is rented to veterans.
- **Rapid Re-housing Assistance:** This component will help homeless veterans and families who may become homeless due to unforeseen circumstances. Funds can cover up-front move-in costs and, at times, rental assistance.
- **SDHC Federal VASH Vouchers:** Vouchers will be available to assist chronically homeless veterans that have both a disability and honorable discharge with rental assistance and supportive health services.



- **SDHC Federal Housing Vouchers with Supportive Services:** These vouchers will be available to homeless veterans that are not eligible for the Federal VASH vouchers.

Over a two-year period, funds will be allocated to these four components to help the City of San Diego provide housing for up to 1,000 homeless military veterans. Since 2016, the initiative had more than 700 homeless veterans enrolled in the program.

The initiative is funded by a combination of federal resources (VASH vouchers), city general funds and SDHC funds.

## Health and Social Services

Homelessness is closely linked to factors related to health, behavioral health and social services. In many cases, untreated health issues can lead to homelessness. According to HUD, those living in homeless shelters are “twice as likely have a disability compared to the general population”<sup>21</sup>.

- **Whole Person Care (WPC):** The WPC model is an integrated and coordinated approach between health, behavioral health and social services agencies to provide efficient and effective resources to Medi-Cal recipients who are frequent users of the health care system. The model addresses the full spectrum of a person’s needs, such as health, behavioral and socioeconomic challenges. Many of the pilot programs are targeting high utilizers, residents who are homeless or at risk of homelessness and people with mental health or substance use disorders.

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20 U.S. Department of Housing and Urban Development. *The 2016 Annual Homeless Assessment Report (AHAR) to Congress*. Page 54.

21 National Alliance to End Homelessness: <https://endhomelessness.org/homelessness-in-america/what-causes-homelessness/health/>

- *Safe Havens*: Private or semi-private long-term housing for people with severe mental illness and are limited to a small number of people within a facility.
- *Homeless Outreach Teams*: Homeless Outreach Teams provide outreach to and engage with the homeless population to connect them with services all focused on the goal of getting the client housed.

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### ***Whole Person Care — Alameda County Care Connect (AC3)***

#### PROMISING PRACTICE

The California Department of Health Care Services (HCS) in 2016 awarded the Alameda County Health Care Services Agency (HCSA) \$140 million to implement a whole person care pilot program. The goal of the AC3 pilot is to build infrastructure that will improve integration, reduce unnecessary utilization of health care services and improve health outcomes for homeless individuals and other “high utilizers” of health care services.

With the understanding that individuals often need coordinated services across several departments and sectors, the AC3 vision is to create an integrated system across multiple systems that helps high-need patients achieve optimal independence and health in safe and stable housing. AC3 includes six critical components: 1) strengthening of care coordination by including comprehensive social resources into a person’s care plan; 2) improving and facilitating care integration between primary care providers, mental health providers, substance use programs and family supports; 3) data sharing between partners in the form of a community health record; 4) housing and homelessness, focusing on fully implementing the Housing Resource Centers and Coordinated Entry; 5) BH Crisis Response System focusing on decreasing the revolving door to acute psychiatric care; and 6) improving the consumer and family experience.

The funding for AC3 comes from federal dollars through an 1115 waiver or a Medi-Cal 2020. These waivers enable states to negotiate how Medicaid dollars are spent to allow flexibility with programs. The grant also requires a 50 percent match.

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### ***Marin County Homeless Outreach Teams***

In response to persistent high visibility people on the street who were also high utilizers of expensive services, the community began piloting a new approach called HOT (Homeless Outreach Team). Marin County created its version of HOT based on what was being done successfully in San Mateo.

The HOT process in Marin County involved these steps:

1. Creating a HOT list of the most challenging and hard-to-serve individuals in downtown. The team consulted the Fire Department, Police Department and downtown outreach workers to identify the chronically homeless. Outreach workers from the San Rafael Police Department and Community Action Marin engage candidates to build trust. After a person grants permission, they are added to the HOT list.
2. Bringing together every provider of services to the chronically homeless. This included St. Vincent’s, Ritter Center, the City of San Rafael, Marin County Health and Human Services, County Mental Health, Probation, Marin Housing Authority, the District Attorney’s Office, Community Action Marin and Homeward Bound.
3. Creating and implementing a customized housing plan for each person on the HOT list. Each provider is accountable for completing action items to move a person on the list toward housing. At biweekly meetings, each provider reports on what it accomplished since the previous meeting. The goal is to place someone as quickly as possible in permanent housing appropriate for their needs.
4. Making sure front-line and senior staff are on the HOT team, so that when they are in the process of helping individuals, system gaps that hamper effective service provision can also be addressed. Having high level people on the team who can make things happen is absolutely vital to this process.

The program’s success is measured by not just housing someone, but also by keeping them housed. The intensity of services needed to do that requires all our public and nonprofit providers to rethink and redesign how services are provided. Case managers ensure that the person is

connected to all the services needed to keep them stably housed. With the initiation of the HOT teams, police contacts dropped from 38.46 per month to 0.04 per month.

The project manager is funded partly by the county and partly by St. Vincent's, which is the project manager. Additional contributions come from each of the service providers. Additional information on the program can be found online.

- County of Marin: [marinhot.org](http://marinhot.org)
- City of San Rafael <https://www.cityofsanrafael.org/documents/homeless-outreach-team-hot-program-report-2016>
- City of San Rafael blog: <https://www.cityofsanrafael.org/departments/homelessness>

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### ***LifeMoves Homeless Outreach Team (HOT)***

PROMISING PRACTICE

San Mateo LifeMoves is using a multifaceted therapeutic service model to end homelessness in San Mateo and Santa Clara counties. The model includes using modern housing in conjunction with intensive and tailored health services.

One of its successful program elements is the Homeless Outreach Team, a team of trained case managers that reaches out to homeless individuals on the ground level. The goal is to transition them off the streets and eventually into stable housing. Because homelessness is a complex issue, HOT members typically work with a variety of different groups including local law enforcement, community stakeholders and businesses to successfully move homeless men and women into supportive housing. HOT members also provide homeless individuals with case management and connect them with essential services. This proactive approach helps reduce costs and expenses related to medical and law enforcement services.

With over 17 sites throughout the Bay Area, the nonprofit serves about 1,000 homeless individuals each night.

LifeMoves Outreach services are largely funded by the County of San Mateo Human Service Agency with Measure A funding. LifeMoves services are funded through a combination of many city, county and federal government contracts and private donations.

## **Families**

Families experiencing homelessness may be harder to identify, as they may not be as visible as other populations. They can experience homelessness due to a number of reasons including job loss, income insecurity or unanticipated bills. According to the National Alliance to End Homelessness, families comprise about 35 percent of the homeless population. Homelessness among families significantly compounds toxic stress, which impacts children and parents alike and can lead to or exacerbate other issues such as substance abuse, domestic violence and truancy. A number of funding programs are available to cities and counties to assist homeless families. See the examples below and the Funding Options section for more information.

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### ***Saint John's Program for Real Change***

BEST PRACTICE

Saint John's Program for Real Change operates the largest shelter in Sacramento County and the only one focused exclusively on homeless women and children. Its total daily capacity is 270, with an annual capacity of 1,000. Sacramento County's point-in-time count in July 2017 was 3,666 people living without permanent shelter, and 2,000 of those people were living outdoors.

Funded through a combination of private and public funders, including the USDA, California Department of Education, California Wellness Foundation, Allstate Foundation and Serving California, among many others, Saint John's is a true public-private partnership. For every \$1 in county funding received, Saint John's raises \$9 to serve more women and children with full programming.

Saint John's Program for Real Change is designed to support women and children in becoming permanently independent from "the system," thereby making room for others in need. The average woman who comes to Saint John's is 34 years old with two children. The challenges they face vary. However, 100 percent of the women lack stable work history/current employment. Other challenges include substance abuse (74 percent), domestic violence (68 percent), criminal history (60 percent), mental illness (54 percent) and lack of education (52 percent do not have a high school diploma or GED).

Originally founded as an emergency shelter in 1985, Saint John's has expanded into a 12–18 month program that provides women with the education, tools and habits needed to work and live independently.

The program provides housing and meals in coordination with on-site intensive, structured and individualized support including mental health therapy, alcohol and drug counseling, budgeting classes, basic education and hands-on employment training. Over the course of a year, each program participant receives an average of 675 hours of service each month.

The program model also supports reunification of women and children through Child Protection Services (CPS) processes, facilitating CPS-required education, appointments and supervised visits. In 2016, 20 women were reunited with 46 children.

Between 2014 and 2016, over 1,500 women and children were served through Saint John's. In 2016 alone, reduction in homelessness saved taxpayers a minimum of \$13 million, thanks to the program.

Saint John's Program for Real Change is primarily funded by private donations and some public funds.

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### ***Job and Skills Training — City of Bakersfield***

#### BEST PRACTICE

In May 2013, the City of Bakersfield partnered with the Bakersfield Homeless Center (BHC) to help solve the problem of highway litter after state budget cuts reduced Caltrans' resources to clean up highways. The partnership developed an innovative freeway litter cleanup program performed by members of the homeless community. The program would provide job training skills and increase employment opportunities for the homeless population and the problem of highway litter.

The funding for this program came from Caltrans and the Kern Council of Governments. Through this partnership, clients of BHC received paying jobs to clean the freeways. As a result, over 50 homeless individuals were employed at minimum wage. About 250 family members were in housing and approximately 64 percent paid their rent without any subsidy. Local businesses have also begun to

participate in similar programs — the city now provides jobs in green waste sorting and animal care.

The successful program not only reduced the highway litter problem, but also decreased the homeless population and created an emerging labor force eager to work. Many of the individuals who participated in the program were able to receive better paying jobs in the private sector and in the city.

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### ***Community Service — Downtown Streets Team***

#### BEST PRACTICE

Founded in 2005, Downtown Streets Team is a nonprofit addressing homelessness by not only providing solutions to homeless men and women, but also challenging them to take an active role in their recovery. This takes the form of having the homeless volunteer with Downtown Streets Team on beautification projects within their respective communities. In return, the volunteers or "team members" receive necessities including a stipend, vital health services and case management. The program offers a "ladder of success" system where team members can continue to improve their skills and move up the ladder, while gaining additional work responsibilities with the potential for promotion to managerial levels. Team members are also encouraged to share their stories with the community at schools, churches or business associations, which helps to shift the negative perceptions of homelessness. The eventual goal is to transition team members to full-time employment over the course of a year.

Downtown Streets Team operates in eight Bay Area communities (San Francisco, San Jose, Palo Alto, Santa Cruz, Hayward, Novato, San Rafael and Sunnyvale) and serves over 750 homeless men and women every week. In addition, through its beautification efforts, the nonprofit has removed over 2.8 million gallons of debris in the last year alone.

Funding differs in each community, but sources can include Public Works/Parks and Recreation departments, CDBG (economic development and human services), environmental agencies (water districts, environmental services departments, EPA), corporate sponsorships and Business Improvement Districts, along with county and city funding.



## Law Enforcement

Law enforcement plays a critical role in addressing homelessness.

- *Reentry Programs:* These programs are aimed at helping men and women recently released from jail or prison successfully re-enter their community to reduce recidivism.
- *Coordinated Outreach Teams:* This approach involves the creation of a team that conducts outreach to homeless populations in communities. Law enforcement officers may be the first to respond to situations involving the homeless population but may not have all the necessary resources to effectively communicate with them. Therefore, these teams often consist of a law enforcement officer, health and human service representative and clinicians to provide the appropriate services to people.

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### *Homelessness Coordinator – City of Citrus Heights Navigator Program*

#### PROMISING PRACTICE

In 2015, the City of Citrus Heights faced a growing need to provide services to its homeless population. Post-recession, the city had experienced the reduction of services in the urban core. The Citrus Heights Police Department conducted a survey of the homeless community and found there was a predominant desire to stay in the city even though most homeless resources were not available within the city limits. Through its partnership with Sacramento Self Help Housing (SSHH) and the Citrus Heights Homeless Assistance Resource Team (HART), the city identified a need for a “navigator” or case manager for the local homeless population. The model has been used in other communities to facilitate enrollment into HUD’s Coordinated Entry wait list and ranking system for available housing.

The navigator or homelessness coordinator serves as the main point of contact in the county’s coordinated system and reaches out to homeless populations to connect them with services. In addition, the navigator works in the field to directly engage individuals where they are located. Based on an initial “vulnerability” test, the navigator assesses which services might work best for each homeless individual.

This position is fully funded with a combination of CDBG funds and other funding from the City of Citrus Heights.

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### *Outreach Teams – City of Anaheim Homelessness Outreach Team (HOT)*

#### PROMISING PRACTICE

The City of Anaheim is implementing a number of strategies to address homelessness, including outreach efforts through public safety and code enforcement. In 2013, the city created the Homelessness Outreach Team (HOT) in the Anaheim Police Department to strengthen relationships between the department and homeless populations. The team’s goal is to reduce homelessness by finding long-term supportive housing for homeless individuals and families and by offering multidisciplinary, wrap-around services.

HOT is a collaborative model that partners with regional law enforcement agencies, Orange County Mental Health and other local nonprofits to provide comprehensive resources to the homeless population. Outreach officers are knowledgeable and up to speed on the number of existing resources that are available and can relay this information to individuals. In addition, as part of the Psychological Emergency Response Team (PERT), police officers are paired with mental health clinicians who both respond to calls and proactively patrol to seek people who may need assistance. PERT officers have specific training and knowledge in reaching out to individuals that may be suffering from mental health issues.

Since its creation, HOT has helped over 400 homeless individuals find supportive housing.

# Creating a Homelessness Plan



Whether a city or county has been addressing homelessness for years or is just starting, having a plan is important. The plan provides direction for elected officials and staff as they make decisions about where to dedicate resources and offers a way to measure progress and success.

Whether the plan is for one year or multiple years, it is likely to involve multiple individual actions or strategies that may or may not be related. This section includes a series of questions a city or county should explore when deciding what strategies to include in its plan and a template to outline individual strategies. Depending on the jurisdiction, the plan might include anywhere from two to over 100 individual strategies.

This information was developed following a review of existing homelessness plans. Although plans vary from jurisdiction to jurisdiction, a number of themes emerged. A list of plans reviewed is included at the end of this section, and a customizable template is available at [www.ca-ilg.org/homelessness](http://www.ca-ilg.org/homelessness).

## Questions to Consider When Developing a Homelessness Plan

This list of questions is not exhaustive, but it will help any jurisdiction focus during the development of a homelessness plan. In all likelihood, asking these questions will lead to more questions that are specific to a specific jurisdiction or region.

- Will our strategies/plans be set annually or will they span years? How often will our jurisdiction review progress?
- Is our strategy/plan specific to our jurisdiction or are there efforts included that impact the region?
- Does our strategy/plan include government agency actions only or does it include actions of other community partners?
- Do we want to create a new department, agency or community organization to coordinate and oversee efforts?
- Who in our jurisdiction will lead and oversee the effort?
- What resources is our agency already using for this effort? Can additional resources be dedicated?
- Are we trying to address a specific population?
- Is our plan outcome based?
- What is the purpose of the plan? What are we trying to achieve?
- How will we determine if we are successful?
- Who is the audience?
- What is the role/responsibility of law enforcement?
- How will we share/represent our plan with the public?
- What other plans exist?
- How do we measure success?



## Homelessness Plans: Template for Strategies

### CATEGORY

*(For organizational purposes, identify which category best describes the strategy)*

- |   |  |
|---|--|
| <input type="checkbox"/> Prevention               | <input type="checkbox"/> Management and Services |
| <input type="checkbox"/> Coordinated Entry System | <input type="checkbox"/> Income                  |
| <input type="checkbox"/> Housing                  |  |
| <input type="checkbox"/> Other: _____             |  |

### RECOMMENDATION

*(One or two sentences describing the recommendation or action item)*

### DESCRIPTION

*(More in depth description of recommendation and strategy overall. May include additional information on the challenge the strategy is addressing.)*

### POPULATION(S) TARGETED

*(A description of the jurisdiction's population and specifically the homeless population.)*

- |   |   |
|---|---|
| <input type="checkbox"/> All                        | <input type="checkbox"/> Transitional Age Youth (TAY) |
| <input type="checkbox"/> Chronically Homeless Adult | <input type="checkbox"/> Veteran                      |
| <input type="checkbox"/> Families                   | <input type="checkbox"/> Victims of Domestic Abuse    |
| <input type="checkbox"/> Homeless Pet Owners        | <input type="checkbox"/> Women                        |
| <input type="checkbox"/> LGBTQ Community            | <input type="checkbox"/> Youth                        |
| <input type="checkbox"/> Single Adult               |   |

### POTENTIAL FUNDING SOURCE

*(Identification of current funding available or possible funding the agency will pursue.)*

### IMPLEMENTATION TIME-FRAME

*(When is the strategy expected to be accomplished?)*

### LEAD AGENCY

*(Who is the lead responsible agency? This may be a department within the jurisdiction or a community partner.)*

**COLLABORATING DEPARTMENTS/AGENCIES**

*(A list of all other departments and agencies within the jurisdiction that will be involved in implementing the recommendation. Should also include departments/agencies that experience downstream impacts, such as public works and libraries.)*

**CONNECTION TO OTHER COMMUNITY ORGANIZATIONS (INCLUDING CITY/COUNTY)**

*(A list of community organizations or agencies outside the city or county government that will be involved in implementing the recommendation. May also include state agencies.)*

**BUDGET**

*(Discussion of the current resources the jurisdiction is putting towards addressing solutions and identification of other options that could be pursued.)*

**DATA**

*(What is the problem being addressed? What is already being done?)*

**IMPACT**

*(What is the impact on the broader community?)*

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## Index of Strategies/Homelessness Plans

**Note:** Many cities and counties are collaborating on their plans. If you do not see a city plan listed individually, please refer to the county in which the city is located.

**Cities of Alameda County:** [www.everyonehome.org](http://www.everyonehome.org)

**Central Coast Collaborative on Homelessness:** [www.c3homes.org/sites/centralcoasthomelessness.oneeach.org/files/pictures/CA-603 percent20CoC percent20Governance percent20Charter\\_0.pdf](http://www.c3homes.org/sites/centralcoasthomelessness.oneeach.org/files/pictures/CA-603%20CoC%20Governance%20Charter_0.pdf)

**City of Chula Vista:**

[www.chulavistaca.gov/departments/development-services/housing/resources/homeless-frequently-asked-questions](http://www.chulavistaca.gov/departments/development-services/housing/resources/homeless-frequently-asked-questions)

**City of Fairfield:** [www.fairfield.ca.gov/gov/depts/manager/quality\\_of\\_life/default.asp](http://www.fairfield.ca.gov/gov/depts/manager/quality_of_life/default.asp)

**City and County of Fresno:** [www.fresno.gov/citymanager/wp-content/uploads/sites/7/2016/10/10yrPlanWhitepaper\\_v3b.pdf](http://www.fresno.gov/citymanager/wp-content/uploads/sites/7/2016/10/10yrPlanWhitepaper_v3b.pdf)

**Humboldt County and City of Eureka:** [www.humboldthousing.org](http://www.humboldthousing.org)

**City of Los Angeles – Comprehensive Homelessness Strategy:**

<https://www.lamayor.org/comprehensive-homelessness-strategy>

**Los Angeles County – Approved Strategies to Address Homelessness:**

<http://priorities.lacounty.gov/wp-content/uploads/2016/03/Hi-Report-Approved2.pdf>

**City of Long Beach:** <http://www.lbds.info/civica/filebank/blobload.asp?BlobID=5847>

<http://longbeach.legistar.com/LegislationDetail.aspx?ID=188833&GUID=7EDFEF7F-2A87-4D44-9AFD-3D7C4C44E2F8>

**Marin County:** [www.marinhhs.org/10-year-plan](http://www.marinhhs.org/10-year-plan)

**Monterey and San Benito Counties:** [http://mcdss.co.monterey.ca.us/reports/downloads/lead\\_me\\_home\\_01\\_13.pdf](http://mcdss.co.monterey.ca.us/reports/downloads/lead_me_home_01_13.pdf)

**Nevada and Placer Counties:** <http://www.hrcscoc.org/resource-links.html>

**City of Sacramento:** [http://sacramento.granicus.com/MetaViewer.php?view\\_id=22&clip\\_id=3820&meta\\_id=470422](http://sacramento.granicus.com/MetaViewer.php?view_id=22&clip_id=3820&meta_id=470422)

**Sacramento Steps Forward:** <http://sacramentostepsforward.org/strategic-action-plan/strategic-action-plan>

**San Bernardino County:** [www.sbcounty.gov/dbh/sbchp/Tenyearstrategy.aspx](http://www.sbcounty.gov/dbh/sbchp/Tenyearstrategy.aspx)

**City and County of San Francisco:** <http://dhsh.sfgov.org/>

**San Joaquin County:**

[www.sjgov.org/commdev/cgi-bin/cdyn.exe/handouts-planning/SJCoCP\\_PRD\\_FULL\\_CONPLAN\\_2015-04-02.pdf](http://www.sjgov.org/commdev/cgi-bin/cdyn.exe/handouts-planning/SJCoCP_PRD_FULL_CONPLAN_2015-04-02.pdf)

**San Luis Obispo County:** [www.slocounty.ca.gov/planning/Housing\\_and\\_Economic\\_Development/10yearplan.htm](http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/10yearplan.htm)

**San Mateo County:** [http://hsa.smcgov.org/sites/hsa.smcgov.org/files/HomelessReport\\_Final.pdf](http://hsa.smcgov.org/sites/hsa.smcgov.org/files/HomelessReport_Final.pdf)

**Santa Clara County:** [http://destinationhomesc.org/wp-content/uploads/2015/02/Community\\_Plan\\_to\\_End\\_Homelessness\\_in\\_Santa\\_Clara\\_County\\_web.pdf](http://destinationhomesc.org/wp-content/uploads/2015/02/Community_Plan_to_End_Homelessness_in_Santa_Clara_County_web.pdf)

**Santa Cruz County and Cities of Santa Cruz, Capitola, Scotts Valley and Watsonville:**

[www.sccoplanning.com/Portals/2/HSP-FullReport-FINAL-Small.pdf](http://www.sccoplanning.com/Portals/2/HSP-FullReport-FINAL-Small.pdf)

**Sonoma County:**

[http://sonoma-county-continuum-of-care.wikispaces.com/Sonoma+County percentE2 percent80 percent99s+10-Year+Homeless+Action+Plan](http://sonoma-county-continuum-of-care.wikispaces.com/Sonoma+County+percentE2+percent80+percent99s+10-Year+Homeless+Action+Plan)

**Stanislaus County:** [www.preventionfocus.net/homelessness-initiative/](http://www.preventionfocus.net/homelessness-initiative/)

**City of Woodland:**

<https://cityofwoodland.legistar.com/LegislationDetail.aspx?ID=2692353&GUID=A9221D94-9FFD-46E6-9C70-3C5798E2ECA1>

**Homeless and Poverty Action Coalition (Yolo County, and Cities of Davis, West Sacramento, Winters and Woodland):**

[www.yolocounty.org/health-human-services/adult-aging/homeless-services/homeless-and-poverty-action-coalition-hpac](http://www.yolocounty.org/health-human-services/adult-aging/homeless-services/homeless-and-poverty-action-coalition-hpac)

# Partnering for Greater Impact

Complex problems such as homelessness are not often solved or addressed by a single entity. Local governments should consider a number of key partners when addressing homelessness, such as the business community, nonprofits, the faith-based community and philanthropic organizations. In many cases, these entities are already addressing homelessness — establishing partnerships with them will allow your city or county to amplify existing efforts and enhance other organizations' efforts. This section offers tips to consider when forming partnerships and examples of successful partnerships.

Local governments are attuned to opportunities for pooling resources and working together to meet the needs of their collective citizens. The benefits of collaboration are vast, but can be summarized by two key points:

## 1. More efficient use of resources

Put simply, you can do more with less. By pooling financial and human resources, time, data and capital, the savings realized can be used for other priorities. The cost of operations and services decreases while the quantity and quality of services increases. Collaboration reduces duplication and provides opportunities to enhance and expand programming.

## 2. Increased effectiveness in the community

The whole is greater than the sum of its individual parts. By working together across jurisdictions, local government agencies increase their reach, power and positive impact in the communities they serve. Collaboration allows agencies to increase their impact.

When local government is more efficient and effective, it builds greater trust and support from community members. Working together creates a united community image, shares both the challenges and the rewards, and enhances the positive attitude residents have toward local elected officials and their community.



However, real collaboration takes significant time and is exceedingly hard work if done right and investments in relationships and a culture of collaboration are successfully established. Complex community problems are not created overnight. Similarly, successful solutions to vexing community challenges take time to develop and must include a comprehensive and layered approach and engagement of multiple stakeholders. Although the evolution of successful collaboration is fluid and dynamic, initiating and developing collaborative efforts require a strategic, organized and intentional approach. Every path to collaboration is unique to the people involved and the specific community's assets and resources. However, an understanding of the general stages in the overall process and the steps that can be taken will help drive collaborative efforts forward.

The pyramid of collaboration, identified by Sidney L. Gardner, president of Children and Family Futures, outlines four broad stages that are particularly relevant to local government collaboration.<sup>22</sup> These stages reflect the importance of starting the collaborative process strategically and allowing for a more fluid process as the collaboration evolves. The pyramid's four stages of collaboration are:

- Information exchange/relationship building;
- Joint projects;
- Changing rules; and
- Systems change.

## Information Exchange/Relationship Building

Collaboration is built on strong relationships. Therefore, the most critical stage for working together successfully is getting to know each other – both the individual people and the agencies they represent. During this stage, local government agencies and their partners exchange information about their missions, goals, mandates, programs and priorities. They discuss overlapping concerns about their shared constituencies and explore the local conditions and environments that impact each agency. Key considerations for this stage include:

- Taking time to build genuine relationships — focus on getting to know each other, not on what you need from each other;
- Understanding the current environment for each potential partner;
- Assessing and engaging the community — determine assets, needs, concerns and priorities from the community; and
- Exploring possible collaborative solutions — brainstorm ideas inside and outside the box.

## Joint Projects

Finding and addressing the “low-hanging fruit” is a common successful strategy for building partnerships that lead to collaboration. It creates an early win and initiates a shared sense of accomplishment. This often occurs through joint projects when two or more local government agencies dedicate resources for a shared purpose. Joint projects are often stimulated by a funding opportunity requiring collaboration, an opportunity to combine and leverage existing resources across agencies or a recognition that the project will be done more effectively and/or reach more people as a joint effort.<sup>23</sup> At this stage, local agencies continue to operate as they did before, but they may undertake one or more joint projects over time to address an identified need. Key considerations for this stage are:

- Identifying resources and staff that each agency will contribute;
- Developing planning documents and/or timelines, such as a joint use agreement, work plan or memorandum of understanding; and
- Focusing on what you agree on and setting aside other issues. Be willing to compromise when necessary.

## Changing the Rules

Successful collaboration requires a culture of “we” rather than “me.” This stage is marked by the development of a collective voice of collaboration, rather than special interests. Local government agencies that move beyond joint projects think in a collaborative way from the beginning about the challenges facing their community — their first response to a new challenge or opportunity is to call their partners.<sup>24</sup> Specifically, changing the rules means seeking broader policy change among partner agencies and realigning funding streams to support collaboration. This stage is also marked by a focus on evaluating the process of collaboration and not just on the joint project itself. Key considerations for this stage include:

- Being cognizant of constituents’ comfort levels – don’t try to do everything at once. Allow people to grow into changes and new policies;

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22 The CCS Partnership, in collaboration with the California School Boards Association, developed the resource *Building Healthy Communities: A School Leader’s Guide to Collaboration and Community Engagement*. A fuller description of Sidney Gardner’s pyramid of collaboration can be found in Chapter 3 of this resource. The guide can be found at [www.ca-ilg.org/stretchingcommunitydollars](http://www.ca-ilg.org/stretchingcommunitydollars).

23, 24 CSBA, CCS Partnership, *Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement*, 2009.



- Fostering open, transparent and consistent communication between partners and the community; and
- Recognizing organizational limitations — be up-front with potential legal, cultural or capacity limitations.

## Systems Change

When a cultural shift occurs that results in local government agencies changing the way they do business, they have entered the systems change stage of collaboration. This happens over time and through sustained leadership that has skillfully balanced patience with intentional action and a relentless focus on the big picture. Systems change requires local government agencies to rethink and redirect existing resources — including new allocation of funding, staff, methods of accountability and a new collective focus on goals and outcomes. Key considerations for this stage are:

- Recognizing that leadership matters — in both quality and consistency;
- Continuously renew commitments and sharing the vision;
- Continuously learning from what others are doing; and
- Turning barriers into opportunities.

The Institute for Local Government, a League and CSAC affiliate, offers a number of resources to help local governments begin and expand partnerships. Visit [www.ca-ilg.org](http://www.ca-ilg.org) for more information.

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### *LA Home for Good*

In 2010, in response to the growing issue of homelessness in Los Angeles, United Way worked with the LA Area Chamber of Commerce to launch Home For Good. The partnership has brought together various stakeholders from both public and private sectors to coordinate ways to address homelessness through permanent housing systems and solutions.

Home For Good works with over 300 cross-sector partners to create systems of change to end homelessness in LA County, starting with chronically homeless individuals and veterans. Home For Good focuses on:

- Creating a “no-wrong door” system that more effectively matches client needs with available housing resources;

- Strategically investing in solutions through a Funders Collaborative that convenes philanthropy and public funders;
- Engaging all Angelenos to be part of the solution through community-wide education and advocacy campaigns; and
- Tracking community progress toward a set of shared goals and metrics to ensure accountability and advancement.

The Funders Collaborative is unique in convening different sources of funding, including the city and county, public and private sectors and nonprofits, to ensure that resources are distributed effectively.

Since its launch, the initiative has built systems and changed policies to prioritize those most in need. This has ensured that over 40,000 of LA’s most vulnerable homeless neighbors have found their way home for good.

The effort is funded by a combination of private donations and foundation support.

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### *Sacramento Steps Forward*

Originally created in 2009, Sacramento Steps Forward (SSF) is a nonprofit organization working to end homelessness in the Sacramento region. SSF has taken a collaborative approach to addressing homelessness by developing a regional effort with multiple stakeholders and partners working collectively on managing resources and services. In addition, SSF has employed a data-driven and outcomes-based approach to ensure that it is implementing effective strategies and practices.

SSF is in a unique position to lead this regional effort as a nonprofit responsible for managing Housing and Urban Development funds for homelessness. The organization uses a Housing First approach to reduce reliance on temporary shelters and increase transition into permanent housing.

SSF is funded by public and private partners through performance-based grants, charitable grants and contracted services.

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### *San Leandro Homeless Compact*

In March 2016, the City of San Leandro (Human Services and Police departments) partnered with Building Futures with Women & Children (BFWC, a local nonprofit service provider) and the Rental Housing Association of Southern Alameda County (a landlords' association) to form the San Leandro Homeless Compact, a collaborative dedicated to providing long-term housing and services to chronically homeless individuals in San Leandro. The compact is the first of its kind in Northern California, and uses a Housing First approach, due to a tight housing and rental market. However, the compact's key component is the collaboration between the local government, BFWC and landlords to secure housing in tandem with vital services. The compact provides 25 housing units for chronically homeless individuals in San Leandro. The Rental Housing Association, along with the compact, helps coordinate landlords to provide the housing and BFWC provides a variety of supportive services for individuals staying in the units. Participants are assigned case managers to help coordinate health services and prepare them for success and independence.

The compact is funded by the city and county and HUD vouchers.

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### *Interfaith Summit on Homelessness*

In June 2017, the Los Angeles County's Homeless Initiative and LA Voice, a local multi-ethnic interfaith organization of 60 congregations throughout LA County, hosted the county's first Interfaith Summit on Homelessness, with support from the Conrad N. Hilton Foundation. The summit, titled "Pursuing the Promise Together," focused on combatting homelessness by building collaboration and a common vision between faith-based organizations and the county. It also highlighted homeless initiative strategies in which the county and faith organizations can partner and created avenues for faith-based organizations to connect to the Coordinated Entry System.

To support the faith-based organizations' discernment process, the county developed a Discernment Guide to help them prepare for collaboration. Through this process, 31 faith-based organizations expressed interest in exploring partnerships with the county in support of one or more specific homeless initiative strategies and are currently collaborating with county departments and the Los Angeles Homeless Services Authority to discern how each faith organization can support the countywide homeless system. The Homeless Initiative and LA Voice are committed to continued engagement with faith-based organizations to build capacity and partner in a meaningful way to combat homelessness.

Other than the support received from the Conrad N. Hilton Foundation via a grant to LA Voice, the county incurred no cost to pursue this collaboration with the faith-based community.

The Discernment Guide can be accessed at:  
<http://homeless.lacounty.gov/the-action-plan>.

## Building Support for the Spectrum of Housing in the Community

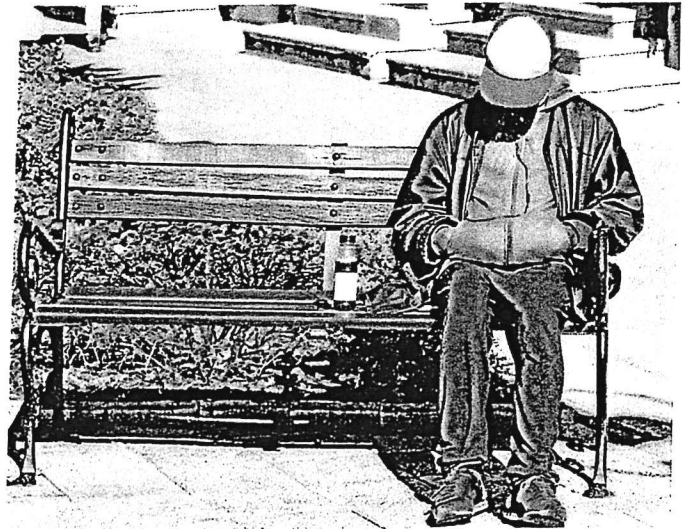
# Public Outreach and Engagement

Housing can be a contentious and complicated topic in communities. For this reason, cities and counties are increasing their public engagement efforts in the planning process, which offers many benefits. Engaging the public early in the decision-making process can help local public agencies avoid costly pitfalls and mistakes. Involving residents and others in the process can generate more support for the final decisions reached by city or county decision-makers. Local governments can benefit from public engagement in the following ways:

- Better identification of the public's values, ideas and recommendations;
- More informed residents;
- Improved local agency decision making and actions, with better impacts and outcomes;
- More community buy-in and support, with less contentiousness;
- More civil discussion and decision-making;
- Faster project implementation with less need to revisit issues repeatedly;
- Increased trust among residents and in local government; and
- Higher rates of community participation and leadership development.

In addition to more traditional public meetings and city council and county board of supervisors' meetings, local governments can explore a number of options when engaging their community in the planning process, including the following.

- **Advisory Committees:** A representative group, typically composed of volunteer stakeholders, is convened to guide a planning effort over an extended period of time. To ensure that membership is representative, these committees include hard-to-reach populations such as youth, immigrants and low-income individuals or advocates.



- **Charrettes:** A facilitated multiple-day process that includes interested stakeholders. Participants develop solutions that simultaneously address potential concerns.
- **Focus Groups:** Small groups of stakeholders brought together for a limited amount of time to provide their knowledge of a project/area and discuss their concerns.
- **Participatory Mapping:** Residents identify community assets, needs and opportunities on a large photo aerial map of the community. Participants can be encouraged to use sticky dots, markers or other similar items to indicate priorities and concerns.
- **Scenario Planning:** A visioning process during which the public helps a local agency generate proposed alternatives for future growth and development. Computer-based modeling tools are often used.

## Public Engagement Resources

ILG offers resources for cities and counties to help them improve outreach and engagement efforts. Below is a sample of the resources available.

**Engaging the Public in Planning for Housing.** This resource helps inform local officials about the importance of engaging the public in planning for housing and outlines steps to ensure that their community is part of the process.

**Building Healthy and Vibrant Communities: Achieving Results through Community Engagement.** This resource helps local officials inform residents about what land use planning is, who is involved, why community engagement matters and ways to participate.

**TIERS Public Engagement Framework.** ILG has developed a new framework any local government can use to plan and execute public engagement efforts. This framework outlines five steps — Think, Initiate, Engage, Review, Shift — that local governments can follow to begin and improve public engagement processes in their communities.

**Beyond the Usuals: Ideas to Encourage Broader Public Engagement in Community Decision-Making.** Even with the best intentions to encourage broad participation, local officials often find that only a relatively small number of community members participate in public conversations and forums. This resource provides strategies for achieving broader representation in local public engagement efforts.

**Partnering with Community-Based Organizations for More Broad-Based Public Engagement.** Many agencies use a strategy of nurturing relationships with community-based organizations to better reach and engage a broader cross section of residents. The important benefits from these partnerships include the ability to:

- Extend the agency's education and outreach capacities so more residents are aware and informed;
- Balance the most involved advocates' input with perspectives representing more of the community at large;
- Reduce misperceptions, mistrust and contentiousness;
- Identify broader community-based resources and recommendations;
- Develop communication channels for keeping people informed over time;
- Enhance the cultural competency of engagement plans and increase the ability to translate issues into relevant questions/framing and accessible language; and
- Reach people emotionally as well as physically.

### **Dealing with Deeply Held Concerns and other Challenges to Public Engagement Processes.**

Differences of opinion can trigger strong concerns and emotions held by community residents and groups. Such deeply held concerns can present challenges to a local agency sponsoring or organizing a public engagement process. It is important to make sure that these concerns are addressed effectively to ensure the opportunity for all perspectives to be heard. This resource assists local governments in designing and preparing for public engagement processes that are effective, responsive and civil — even when participants hold very strong views.

**Effective Public Engagement through Strategic Communication.** This resource offers advice on communication strategies before, during and after an agency's public engagement effort.

**Planning Public Engagement: Key Questions for Local Officials.** This resource outlines a number of questions to consider when planning outreach and engagement efforts, including:

- Is this the right issue?
- Do you have time and resources?
- Is local political leadership on board?
- Is the community included in your planning?
- Is there “history” that needs attention first?
- Is there a role for consultants?

- How will talk be linked to action?
- Will a clear purpose lead your process?
- How will participants be selected?
- How will you achieve more inclusive engagement?
- Is there a communications plan?
- Will you “close the circle” with participants and the community?
- How will you learn from the experience?

To access these resources and more, visit the ILG website at [www.ca-ilg.org/engagement](http://www.ca-ilg.org/engagement).

## Conclusion

The League and CSAC Joint Homelessness Task Force’s goal was to gain a mutual understanding of the statewide homelessness problem and how communities were working to address it. The Task Force examined a number of innovative solutions that cities and counties are testing and implementing to improve the lives of community members throughout California.

Like most major challenges facing cities and counties, the problem of homelessness will not be solved overnight, and it continues to evolve. Underlying causes, funding, services, programs and data are constantly changing. In just the past year while the Task Force was meeting, California has

seen changes — some of them very encouraging. In the next few years, cities and counties can expect to see new funding become available, data sharing will become more streamlined and available and savings will be realized. But much work remains to be done.

As we move forward toward solutions, cities, counties, nonprofits and other stakeholders must do so together. The League and CSAC will continue this work through their policy committees and boards of directors — and cities and counties will continue this important, essential work in their communities.



# Additional Resources

**Glossary, Santa Clara County:** [www.sccgov.org/sites/osh/ContinuumofCare/Documents/Glossary percent20of percent20terms.pdf](http://www.sccgov.org/sites/osh/ContinuumofCare/Documents/Glossary%20of%20terms.pdf)

**Glossary, Homeless Hub:** <http://homelesshub.ca/about-homelessness/homelessness-101/homelessness-glossary>

**National Alliance to End Homelessness:** <https://endhomelessness.org>

**United States Interagency Council on Homelessness:** <https://www.usich.gov>

**Funding Options to Address Homelessness:**

[www.counties.org/sites/main/files/file-attachments/funding\\_options\\_to\\_address\\_homelessness111516.pdf](http://www.counties.org/sites/main/files/file-attachments/funding_options_to_address_homelessness111516.pdf)

**Homeless Coordinating and Financing Council:**

[www.hcd.ca.gov/policy-research/partnering-other-agencies/homeless-coordinating-financing-council.shtml](http://www.hcd.ca.gov/policy-research/partnering-other-agencies/homeless-coordinating-financing-council.shtml)

**CA Department of Housing and Community Development – Plans and Reports:**

<http://hcd.ca.gov/policy-research/plans-reports/index.shtml#sha>

**HUD Continuum of Care Homeless Populations and Subpopulations Reports:**

[www.hudexchange.info/programs/coc/coc-homeless-populations-and-subpopulations-reports](http://www.hudexchange.info/programs/coc/coc-homeless-populations-and-subpopulations-reports)

<http://lao.ca.gov/handouts/socservices/2017/Youth-Homelessness-101017.pdf>

<http://lao.ca.gov/handouts/Econ/2016/Overview-State-Homelessness-Programs-022516.pdf>

**Getting Home: Outcomes from Housing High-Cost Homeless Hospital Patients, Flaming & Lee (2013)**

**A Pilot Study of the Impact of Housing First-Supported Housing for Intensive Users of Medical Hospitalization & Sobering Services, D. Srebnik (2013), *American Journal of Public Health*, Feb. 103(2), 316–21**

**An Intervention to Improve Care & Reduce Costs for High-Risk Patients With Frequent Hospital Admissions: A Pilot Study, M. Raven & K. Doran (2011), *BioMed Central Health Services Research***

**“Begin at Home”: A Housing First Pilot Project for Chronically Homeless Single Adults, D. Srebnik (2010).**

**Twelve-Month Client Outcomes and Service Use in a Multisite Project for Chronically Homelessness Adults, L. Richards, S. McGraw, L. Araki, et. al. (2010), *Journal of Behavioral Health Services & Research***

**Where We Sleep: Costs When Homeless & Housed in Los Angeles, Flaming & Burns (2009)**

**Effect of Housing and Case Management on Emergency Room Visits and Hospitalizations Among Chronically Ill Homeless Adults, Sandowski & Kee (2009), *Journal of American Medical Association***

**Health Care and Public Service Use and Costs Before and After Provision of Housing for Chronically Homeless Persons With Severe Alcohol Problems, Larimer & Malone (2009), *Journal of American Medical Association***

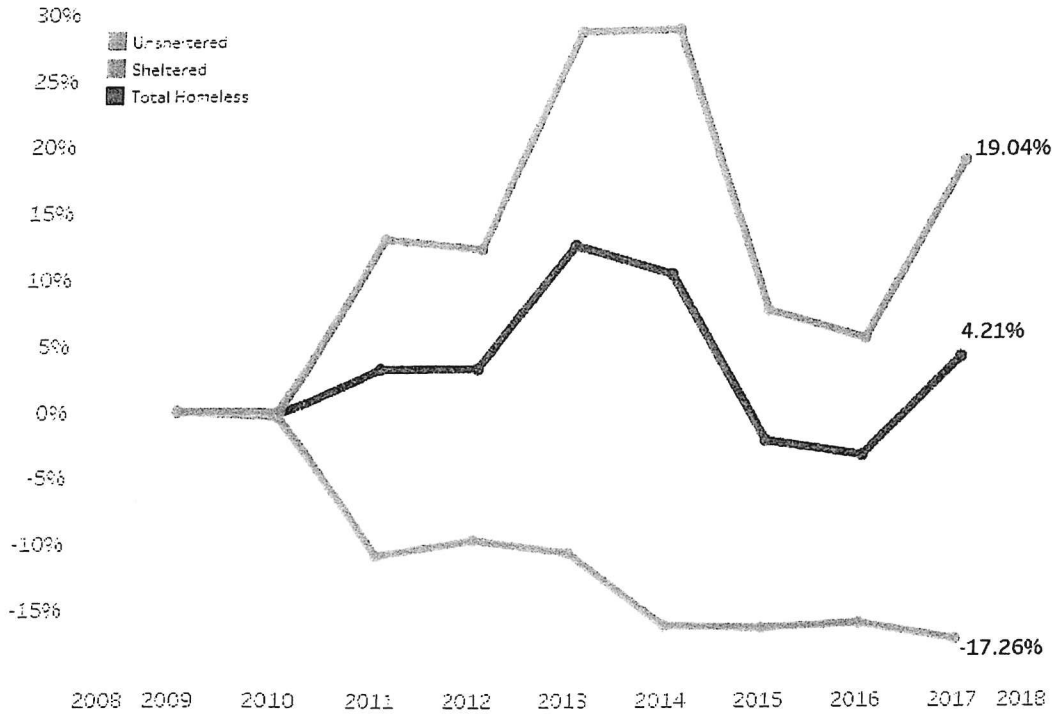
**Rhode Island’s Housing First Program Evaluation, E. Hirsh & I. Glasser (2008)**

**Frequent User of Health Services Initiative, Final Evaluation, Linkins & Brya (2008)**

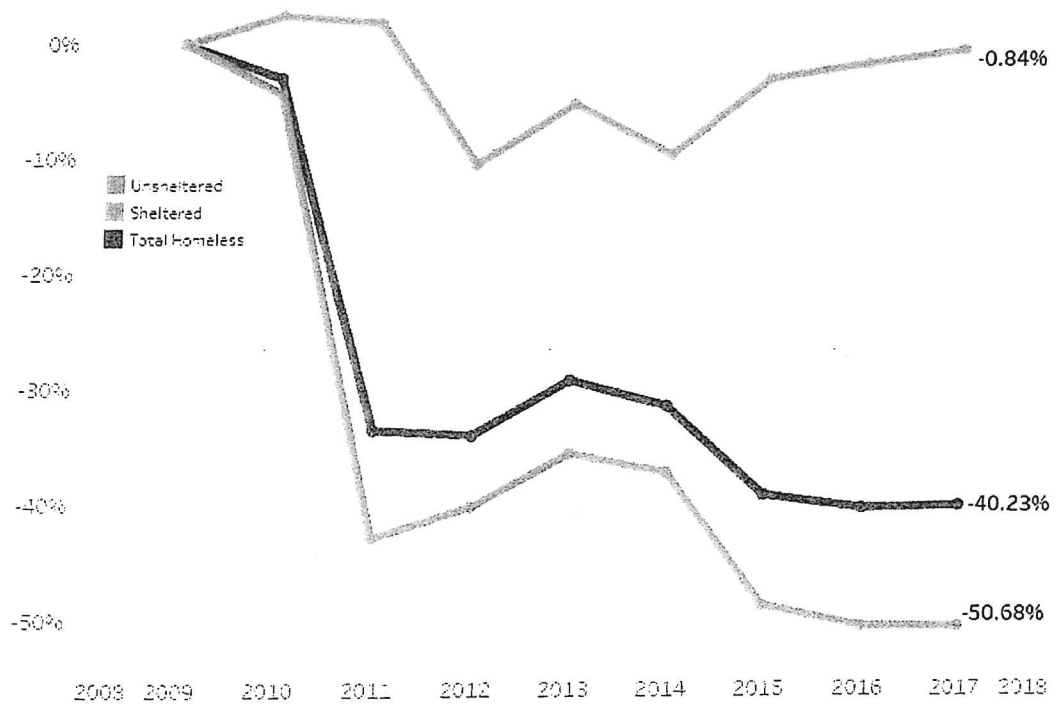
# Appendix

Source for all Appendix charts:  
<https://www.hudexchange.info/resources/documents/2017-AHAR-Part-1.pdf>

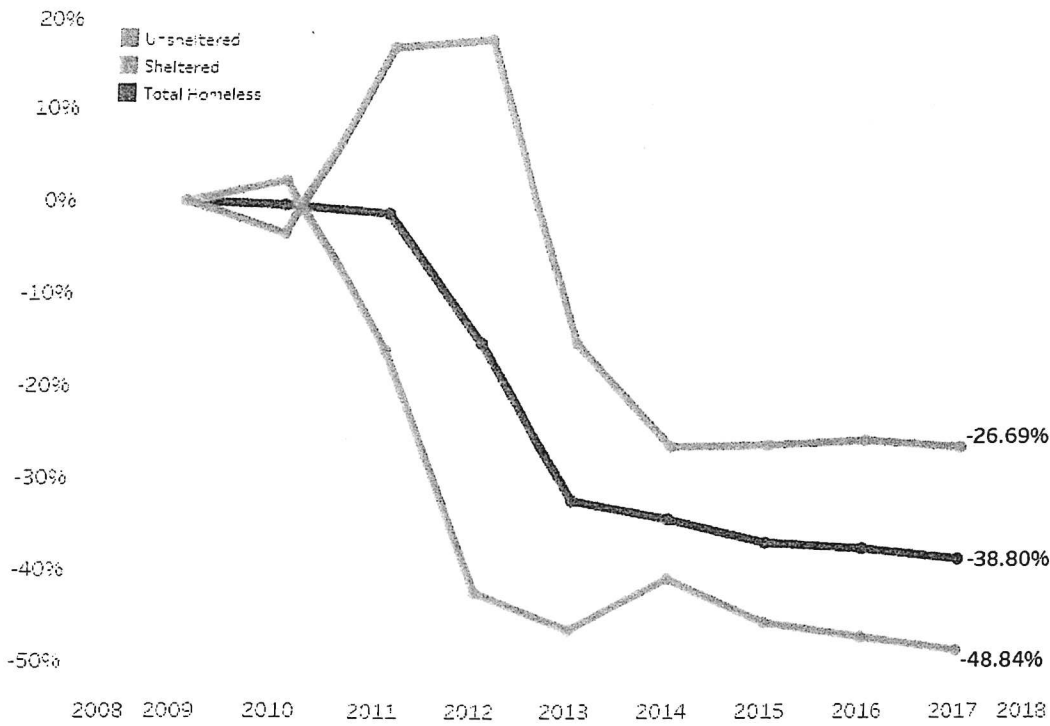
### Homelessness in the Bay Area



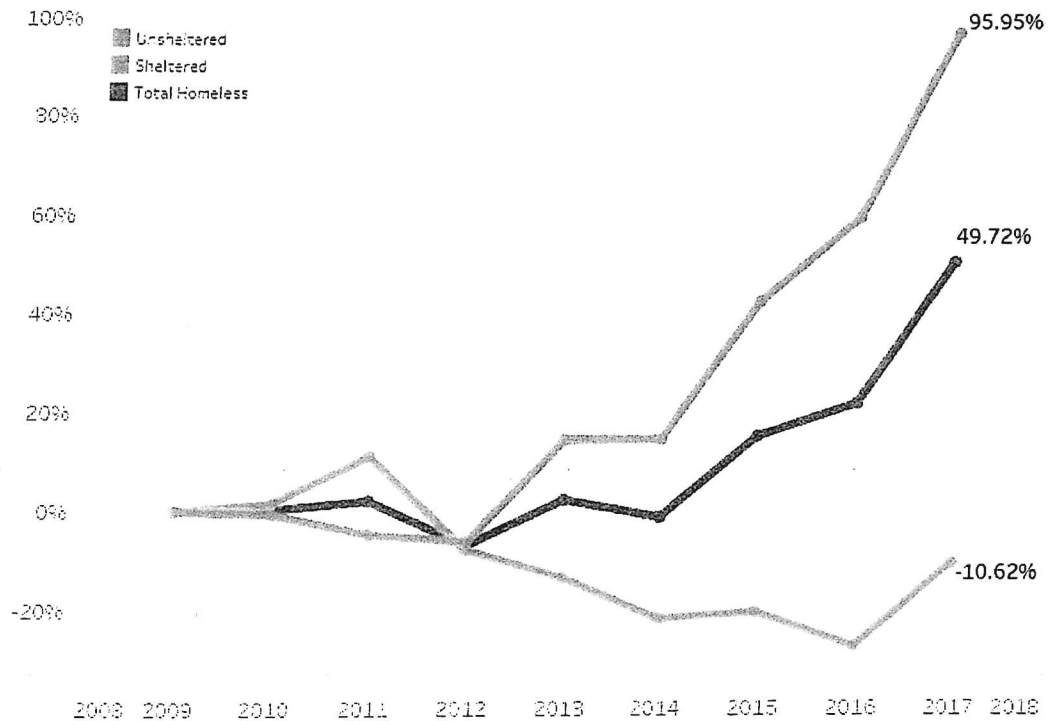
### Homelessness on the Central Coast



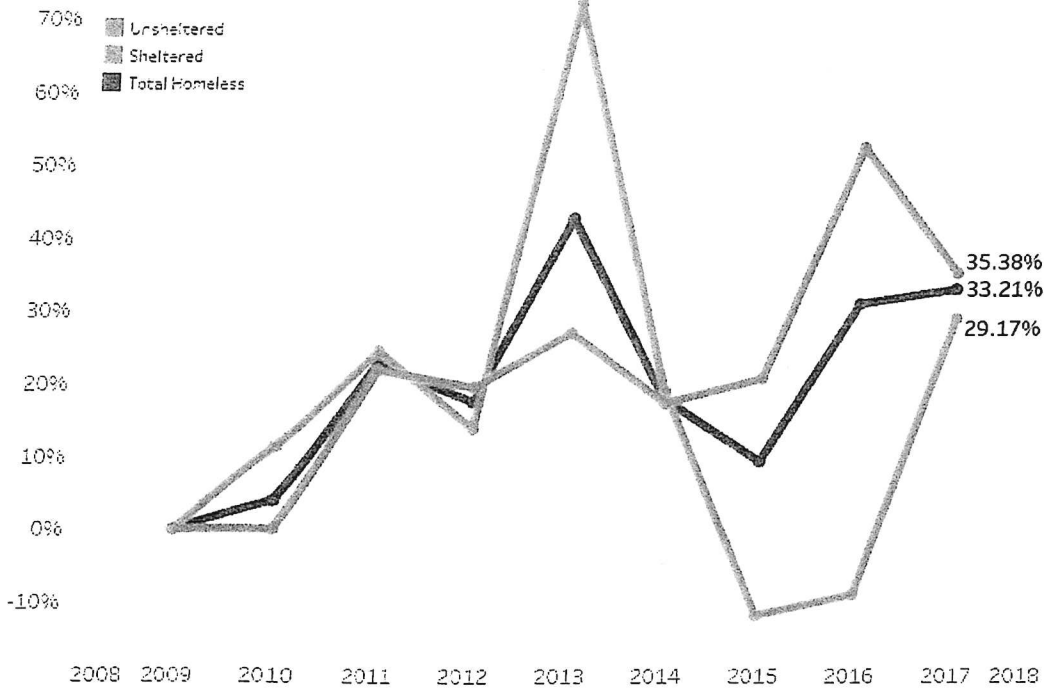
Homelessness in the Central Valley



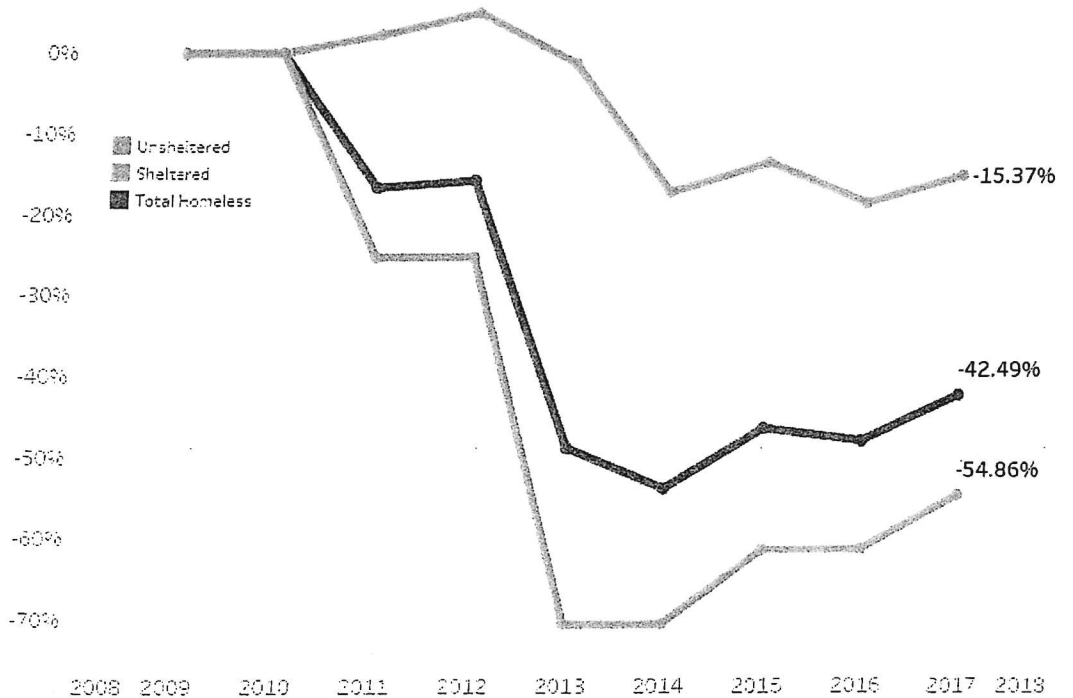
Homelessness in Los Angeles County



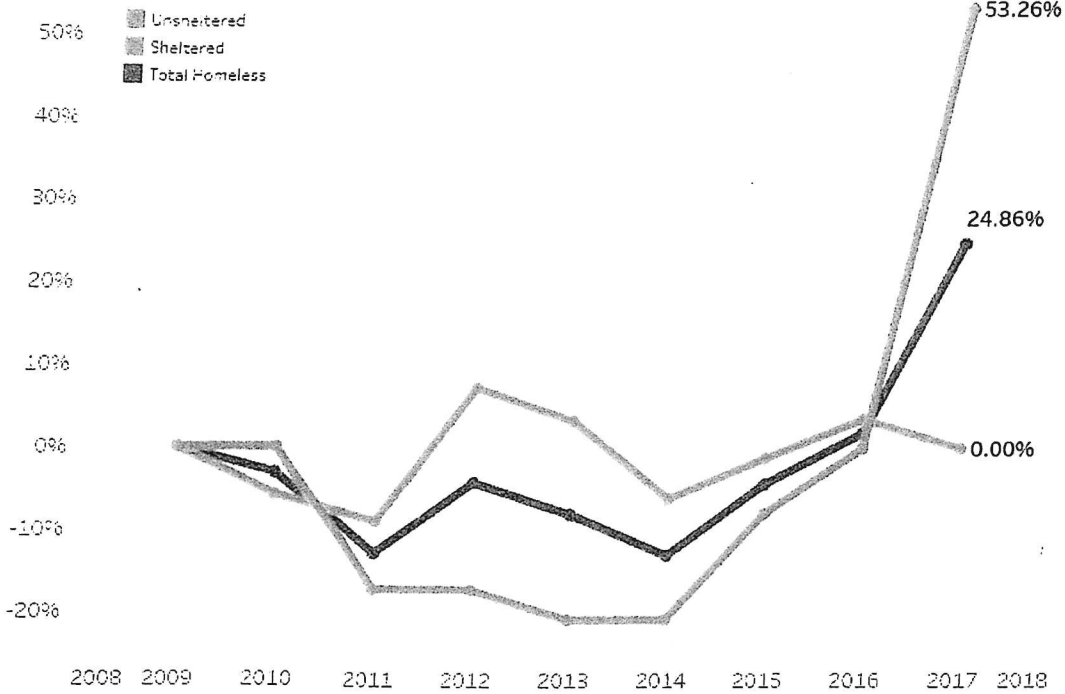
### Homelessness in the Northern Counties



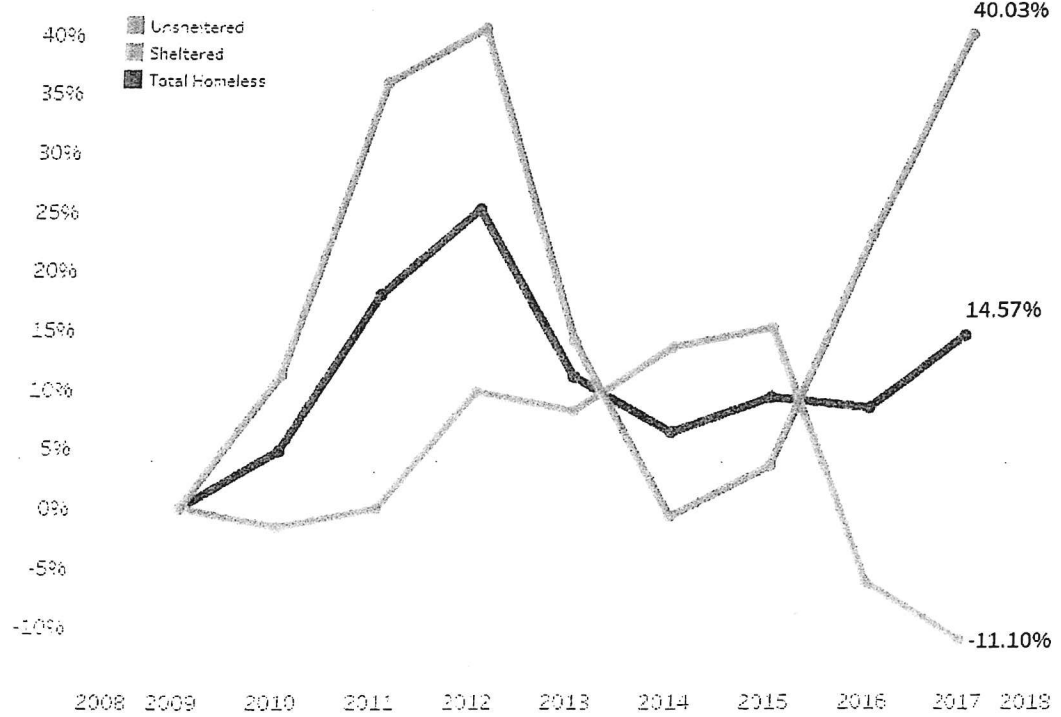
### Homelessness in Orange County



### Homelessness in Sacramento and the Foothills

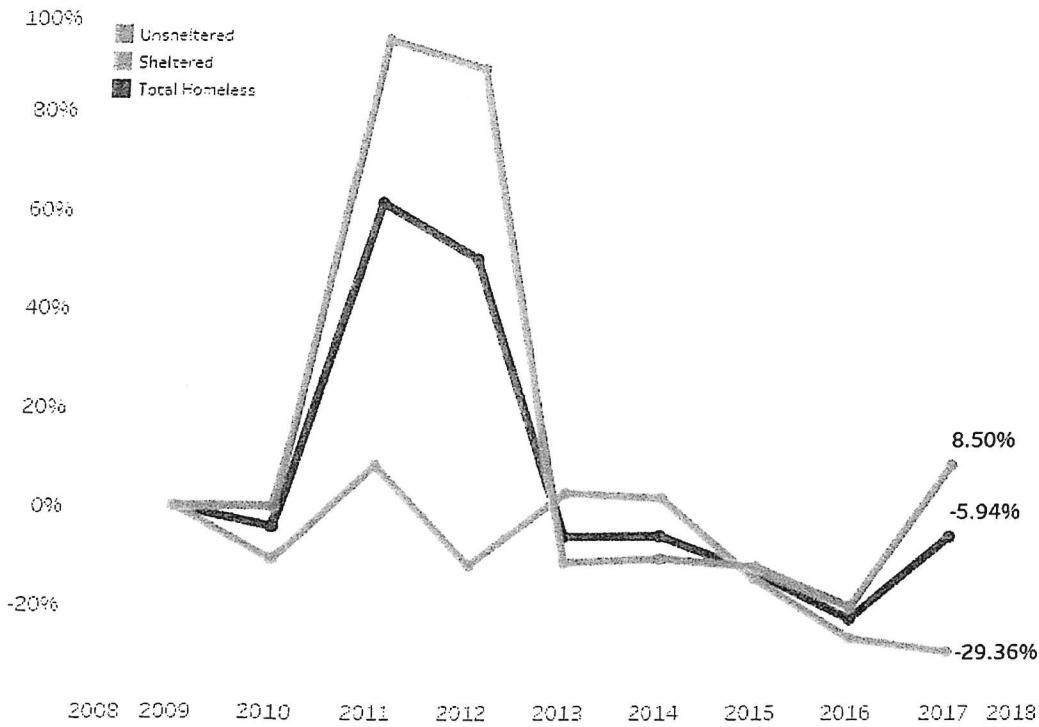


### Homelessness in San Diego County

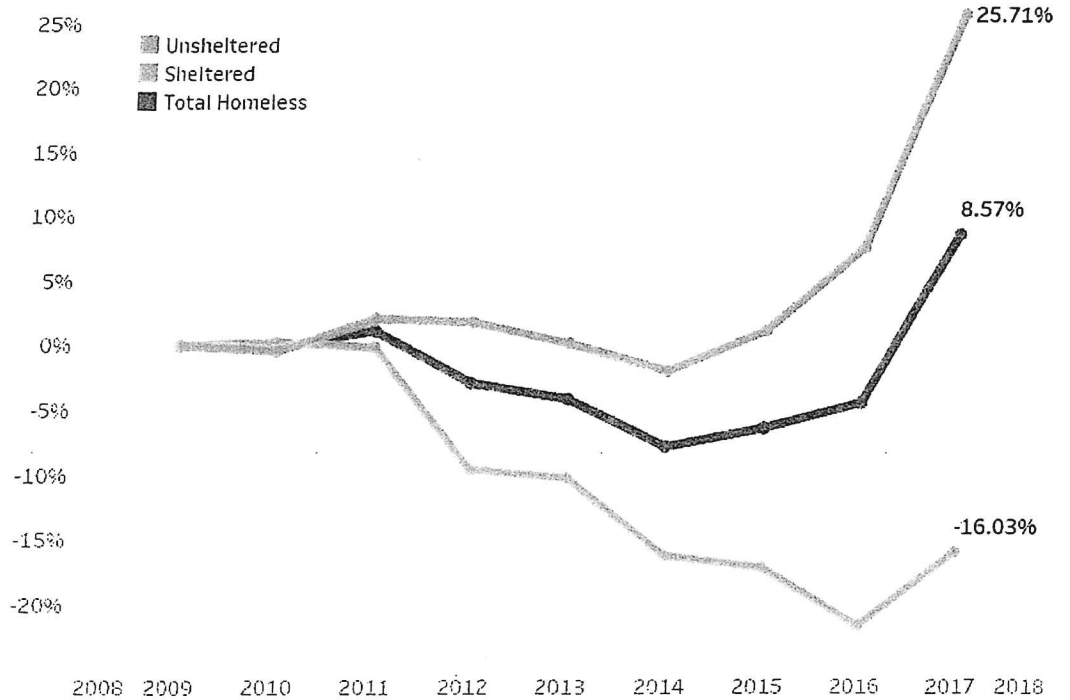




### Homelessness in the Southern Inland Counties



### Rise in Number of Unsheltered Fuels Recent Increase in Overall Homelessness





California State Association of Counties<sup>®</sup>

### **About the California State Association of Counties**

The primary purpose of CSAC is to represent county government before the California legislature, administrative agencies and the federal government. CSAC places a strong emphasis on educating the public about the value and need for county programs and services.

For more information and to access the CSAC's resources, visit [www.counties.org](http://www.counties.org).



### **About the League of California Cities**

The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities.

For more information and to access the League's resource, visit [www.cacities.org](http://www.cacities.org).



### **About the Institute for Local Government**

The Institute for Local Government (ILG) is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association. Its mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities.

For more information and to access the Institute's resources, visit [www.ca-ilg.org](http://www.ca-ilg.org).



**Homelessness Task Force Report**  
*February 2018*





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

May 19, 2020

TO: Mayor and Members of the City Council  
THROUGH: Kyle Knopp, City Manager  
FROM: Cheryl Dillingham, Interim Finance Director  
SUBJECT: Presentation of the Fiscal Year 2020-21 Recommended Budget

---

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff, if any, and direct staff to return on June 2, 2020 with adoption of the Final Budget or for further discussion on the Recommended Budget with adoption on June 16, 2020.

BACKGROUND AND DISCUSSION:

On May 12, 2020 a budget workshop was held for Council to review the budget and provide direction to staff. Tonight's agenda item represents the official presentation of the Recommended Fiscal Year (FY) 2020-21 Budget.

Since the Council last saw this budget, a few changes have been made:

- Per consensus direction of the Council, \$200,000 has been added to contingencies.
- \$6,000 has been added to the City Manager budget for COVID-19 related costs.
- There has been a reduction of \$20,060 to correct salary costs for Public Works staff.
- \$3,100 in CDBG revenue has been added based on budgeted expenses.

The attached Budget Summary describes the FY 2020-21 Recommended Budget and provides additional information to address some of the questions raised by the Council at the budget workshop.

ATTACHMENTS:

- FY 2020-21 Budget Summary
- FY 2020-21 Recommended Budget





## RECOMMENDED BUDGET SUMMARY FY 2020-21

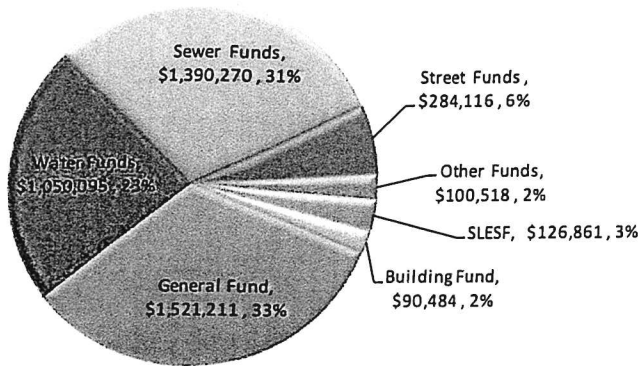
The City of Rio Dell’s budget is developed and adopted by the City Council and provides residents and City staff with a plan for implementation of the services, goals and priorities specified by the City Council. The Operating Budget is a guide for the receipt and disbursement of funds used to provide daily, routine public services to the community. The Capital Projects Budget provides citizens and City officials with information about capital projects that are planned for implementation. The budget funds the many municipal services, programs and projects provided by the City of Rio Dell over the course of the fiscal year. It identifies revenue projections and specific expenditures necessary to deliver services to the community. The budget is intended to provide transparency to City residents about programs and services as well as the policies underlying the City Council’s spending decisions.

The City’s 2020-21 fiscal year (FY) runs from July 1, 2020 through June 30, 2021.

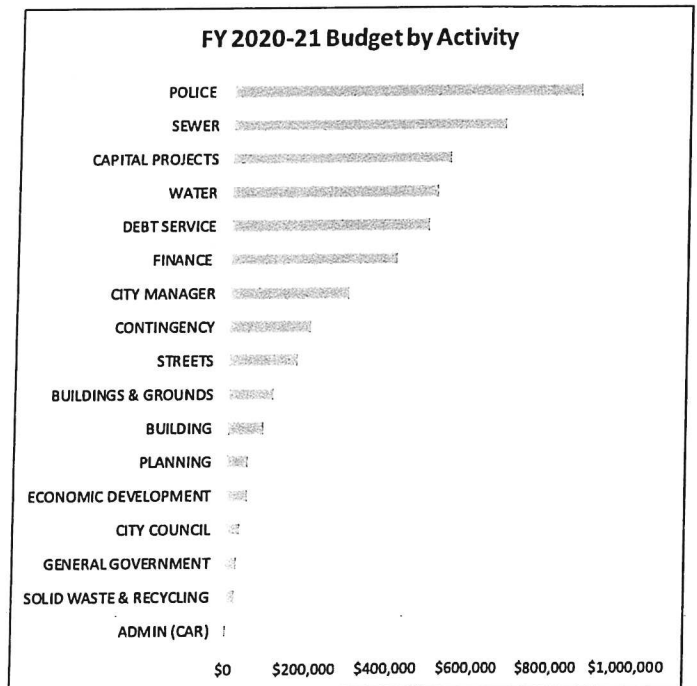
**EXPENDITURES:** The total recommended budget for FY 2020-21 is \$4.56 million. The major budgets include the City’s General Fund, (which supports police services, City operations and capital expenditures) the Water Enterprise funds and Wastewater Enterprise funds. The chart below shows appropriations budgeted by fund.

At the department level expenditures are allocated out of the various funds depending on departmental activities. The graph below shows City-wide appropriations by activity.

**FY 2020-21 Appropriations by Fund**



- General Fund proposed appropriations are \$1,521,211 (33%)
- Water Fund proposed appropriations are \$1,050,095 (23%)
- Sewer Funds proposed appropriations are \$1,390,270 (31%)

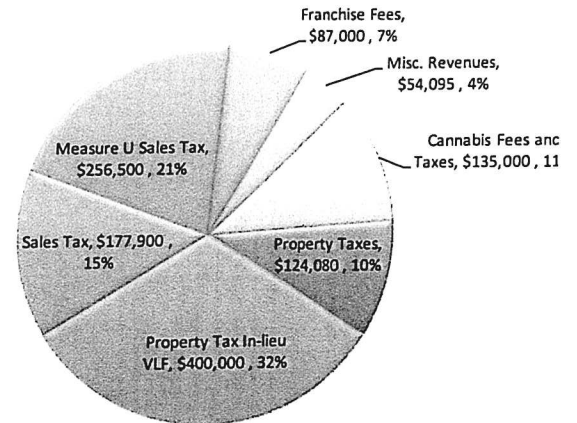


Total City salary and benefit costs in the Proposed Budget are \$2.07 million, which represents 45% of the total budget. There was an increase of \$44,095 from the prior year or 2%. This is primarily due to increased health insurance costs.

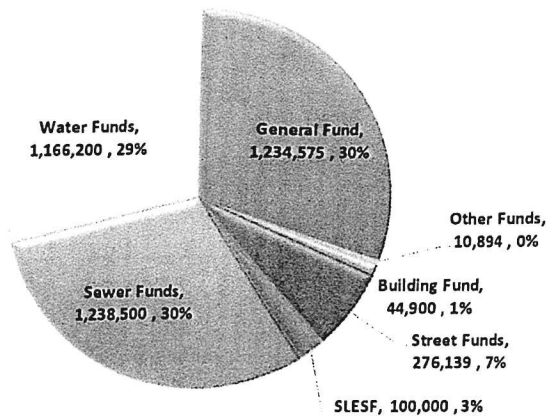
<u>Total Salaries and Benefits</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>FY 2020-21</u>
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>
5000 Full Time Salaries	988,200.00	1,051,093.00	1,221,758.00	1,218,730.00
5026 Part Time Temporary Salaries	23,979.00	24,592.00	53,534.00	59,827.00
5030 Overtime Salaries	28,132.00	38,540.00	20,793.00	39,177.00
5035 Benefit - ICMA City 457	126,023.00	129,692.00	164,166.00	157,116.00
5040 Benefit - Health Insurance	172,697.00	195,840.00	272,651.00	308,217.00
5042 Benefit - Life Insurance	3,626.00	3,713.00	4,321.00	4,410.00
5044 Benefit - Dental/Vision Insur	25,126.00	22,388.00	28,788.00	34,737.00
5045 Worker Compensation Insurance	76,369.00	74,306.00	115,563.00	98,281.00
5050 FICA	87,755.00	94,752.00	108,855.00	116,401.00
5055 Unemployment Insurance	9,718.00	13,189.00	10,222.00	8,400.00
5056 Employment Training Tax	0.00	0.00	0.00	168.00
5060 Clothing Allowance	5,746.00	6,475.00	8,895.00	7,050.00
5120 Cell Phone Allowance	11,114.00	12,074.00	13,610.00	14,737.00
5123 Vehicle Pay	4,800.00	4,800.00	4,800.00	4,800.00
<b>Total Expenditures</b>	<b>1,563,285.00</b>	<b>1,671,454.00</b>	<b>2,027,956.00</b>	<b>2,072,051.00</b>

**REVENUES:** Revenues for the FY 2020-21 Proposed Budget total \$4,071,208, which is a decrease of \$59,684 from the prior years adopted budget. The City's major funds the General Fund and Sewer and Water funds account for 89% of total revenues for FY 2020-21.

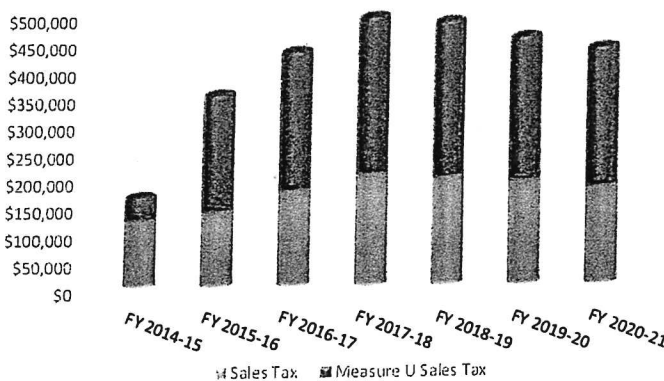
**General Fund Revenues**



**FY 2020-21 City-Wide Revenues**



The General Fund is the City's primary operating fund. Revenues are available for general purposes and are used to fund the City's operations. The General Fund is primarily supported by property taxes (42%) and sales taxes (36%). Revenues for FY 2020-21 are estimated to be \$1,234,575.



**FUND BALANCES:** Based on the actual beginning fund balances as of July 1, 2019 and currently projected revenues and expenditures the estimated ending fund balances for FY 2019-20 have been revised as shown below. The items highlighted had changes based on current year projections.

**FY 2019-20 PROJECTED CHANGES IN FUND BALANCE**

Fund Description	Fund #	Actual	Revenue & Transfers In	Expenses & Transfers Out	Change in Reserves	Estimated
		Beginning Fund Balance 7/1/19				Ending Fund Balance 6/30/20
	A	B	C	H	I	
				(D + G)	(A + H)	
<b>General Fund</b>	<b>000</b>	<b>1,949,047</b>	<b>1,248,303</b>	<b>1,604,080</b>	<b>(355,777)</b>	<b>1,593,270</b>
<b>Special Revenue Funds</b>						
Economic Development	003	-	300,000	46,400	253,600	253,600
Admin Fund	005	12,692	1,200	1,200	-	12,692
Building Fund	008	98,771	45,735	100,206	(54,471)	44,300
CDBG RRLF Fund	039	177,005		2,461	(2,461)	174,544
Recycling Fund	074	24,600	-	-	-	24,600
Parks Fund	015	17,850	500	-	500	18,350
Realignment Grant Fund	046	3,486	-	-	-	3,486
SLESF Fund	040	70,740	143,000	155,877	(12,877)	57,863
Vehicle Abatement Fund	043	2,632	-	-	-	2,632
Solid Waste Fund	027	39,973	4,000	6,600	(2,600)	37,373
Spay & Neuter Fund	093	-	-	-	-	3,113
Gas Tax Fund (HUTA)	020	142,836	94,614	77,640	16,974	159,810
SB1 (RMRA) Fund	021	69,513	55,746	54,523	1,223	70,736
TDA Fund	024	69,702	164,343	178,474	(14,131)	55,571
RSTP Fund	026	14,314	24,500	24,342	158	14,472
<b>Total Special Revenue Funds</b>		<b>744,114</b>	<b>833,638</b>	<b>647,723</b>	<b>185,915</b>	<b>933,142</b>
<b>Sewer Enterprise Fund</b>						
Sewer Capital Fund	052	1,117,947	114,076	87,200	26,876	1,144,823
Sewer Debt Svc Fund	054	47,574	322,899	302,899	20,000	67,574
Sewer Restricted Reserve	054	302,822	-	-	-	302,822
Sewer Operations Fund	050	537,865	854,970	861,357	(6,387)	531,478
<b>Total Sewer Enterprise Fund</b>		<b>2,006,208</b>	<b>1,291,945</b>	<b>1,251,456</b>	<b>40,489</b>	<b>2,046,697</b>
<b>Water Enterprise Fund</b>						
Water Capital Fund	062	752,143	174,319	81,700	92,619	844,762
Water Metro Wells Fund	063	28,954	17,006	11,300	5,706	34,660
Water Dinsmore Zone	064	47,786	22,509	2,600	19,909	67,695
Water Restricted Reserve	061	109,839	26,161	-	26,161	136,000
Water Debt Svc Fund	061	165,159	181,222	136,000	45,222	210,381
Water Operations Fund	060	716,105	817,676	824,470	(6,794)	709,311
<b>Total Water Enterprise Fund</b>		<b>1,819,986</b>	<b>1,238,893</b>	<b>1,056,070</b>	<b>182,823</b>	<b>2,002,809</b>
<b>Total All Funds</b>		<b>6,519,355</b>	<b>4,612,779</b>	<b>4,559,329</b>	<b>53,450</b>	<b>6,575,918</b>

- General fund expenses were reduced by \$26,000 for the RIMS project carryforward.
- General Fund revenues were increased by \$88,530 based current available information.
- Solid Waste expenses were reduced by \$8,000 due to delay in the purchase of new garbage bins.
- Solid Waste revenues were reduced by \$5,000.
- Gas Tax expenditures were increased by \$30,000 due to a budget adjustment for street improvements.
- Sewer Capital expenditures were decreased by \$30,000 due to delayed projects.
- Sewer and Water revenues were increased based on current actuals.
- Sewer Operations expenditures were decreased by \$80,000 for operational cost savings and delay of the rate study.
- Water Operations were reduced by \$70,000 for operational cost savings and delay of the rate study.

FUND	NAME	RESERVES	REVENUES			EXPENDITURES		RESERVES		
		EST Beginning Fund Bal.	Projected Totals	Admin Car	Contingenc y	Projected Totals	Transfers	Change in Reserves	Est. End. Fund Balance	Target 30% Reserve
005	Admin Fund	12,692	1,750	1,300		1,300		450	13,142	390
008	Building Fund	44,300	44,900			90,484	(1,284)	(44,300)	0	27,145
037	CDBG Fund	-				-		-	-	-
039	CDBG RRLF Fund	174,544	4,644			-	4,644	-	174,544	-
000	General Fund	1,593,270	1,234,575		90,000	1,521,211	(5,810)	(280,826)	1,312,444	456,363
003	Economic Development	253,600	-			52,000	-	(52,000)	201,600	15,600
044	Measure Z Fund	-	-			23,434		(23,434)	(23,434)	-
074	Recycling Fund	24,600	-			7,200		(7,200)	17,400	2,160
015	Parks Fund	18,350	500			-		500	18,850	-
046	Realignment Grant Fund	3,486	-			-		-	3,486	-
040	SLESF Fund	57,863	100,000			126,861		(26,861)	31,002	38,058
043	Vehicle Abatement Fund	2,632				-		-	2,632	-
052	Sewer Capital Fund	1,144,823	105,000			76,600		28,400	1,173,223	22,980
054	Sewer Debt Svc Fund	67,574	320,000			302,934		17,066	84,640	-
054	Sewer Restricted Reserve	302,822	-			-		-	302,822	302,822
050	Sewer Operations Fund	531,478	813,500		50,000	1,010,736		(197,236)	334,242	303,221
027	Solid Waste Fund	37,373	4,000			16,585	2,450	(15,035)	22,338	4,976
093	Spay & Neuter Fund	3,113				-		-	3,113	-
020	Gas Tax Fund (HUTA)	159,810	83,170		10,000	80,367		2,803	162,613	24,110
024	TDA Fund	55,571	111,219			124,682		(13,463)	42,108	37,405
026	RSTP Fund	14,472	24,500			20,419		4,081	18,553	6,126
021	SB1 (RMRA) Fund	70,736	57,250			58,648		(1,398)	69,338	17,594
047	STIP ATP Grant	-	-			-		-	-	-
062	Water Capital Fund	844,762	165,000			71,600		93,400	938,162	21,480
063	Water Metro Wells Fund	34,660	17,100			11,300		5,800	40,460	3,390
064	Water Dinsmore Zone	67,695	21,400			2,600		18,800	86,495	780
061	Water Restricted Reserve	136,000	-			-		-	136,000	136,000
061	Water Debt Svc Fund	210,381	200,000			136,000		64,000	274,381	40,800
070	Water CIP Grant	-				-		-	-	-
060	Water Operations Fund	709,311	762,700		50,000	828,595		(65,895)	643,416	248,578
TOTAL		6,575,918	4,071,208	1,300	200,000	4,563,555	-	(492,347)	6,083,571	1,709,978

4,563,555

UPDATED 05/13/2020

00 - Revenue	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Fund	Notes/Adjustments
Revenue								
4010 Tax - Property Current Secured	110,376.00	111,955.00	113,371.00	0.00	118,112.00	118,000.00	000-General	
4011 Tax - Property Current Unsecur	3,892.00	4,550.00	3,700.00	0.00	4,395.00	4,000.00	000-General	From County AB-8
4013 Tax - Property Prior Unsecur	66.00	50.00	50.00	0.00	50.00	50.00	000-General	
4025 Tax - Supplemental Roll	1,565.00	1,432.00	600.00	0.00	600.00	500.00	000-General	
4027 Tax - Home Owner's Property	1,360.00	1,329.00	1,380.00	0.00	1,330.00	1,330.00	000-General	
4027 Tax - Prior Years - Supplemental	220.00	266.00	120.00	0.00	200.00	200.00	000-General	
4030 Tax - Transient Occupancy Tax	13,857.00	9,328.00	13,152.00	8,803.00	10,000.00	5,000.00	000-General	Reduced 50% due to COVID-19
4035 Tax - Timber Yield	32.00	33.00	18.00	0.00	30.00	30.00	000-General	
4040 Tax - Retail Sales	203,758.00	197,781.00	189,451.00	81,214.00	180,000.00	177,900.00	000-General	Reduced 10% due to COVID-19
4042 Tax - Measure U Sales Tax	289,425.00	285,708.00	265,000.00	111,343.00	261,600.00	256,500.00	000-General	Reduced 10% due to COVID-19
4045 Tax - (HCAOG) Transportation - TDA	114,217.00	124,891.00	164,343.00	51,798.00	164,343.00	111,219.00	024-TDA	FY 2019-20 had a \$43,000 carry forward
4046 Tax SBI RMRA	12,892.00	69,069.00	55,746.00	26,561.00	62,049.00	57,250.00	021-SB1	City Finance estimates reduced by 10%
4048 Tax - Gasoline (Highway Users Tax)	72,769.00	75,809.00	94,614.00	55,695.00	91,734.00	81,670.00	020-Streets	City Finance estimates reduced by 10%
4050 Tax - Documentary Real Property	6,965.00	8,298.00	7,430.00	0.00	8,000.00	8,000.00	000-General	
4056 Tax - Public Safety .5% sales	3,957.00	3,105.00	3,707.00	0.00	3,100.00	3,100.00	000-General	
4110 Fees - Franchise - Electric	28,223.00	22,578.00	32,213.00	0.00	23,000.00	23,000.00	000-General	
4115 Fees - Franchise - Gas	9,138.00	8,233.00	6,681.00	0.00	8,000.00	8,000.00	000-General	
4120 Fees - Franchise - Garage	13,088.00	22,296.00	17,597.00	10,327.00	20,000.00	22,000.00	000-General	
4125 Fees - Franchise - Cable TV	35,341.00	34,938.00	37,691.00	16,812.00	34,000.00	34,000.00	000-General	
4150 Fees - Business License	10,313.00	11,806.00	9,557.00	4,656.00	9,557.00	5,000.00	000-General	Should this be reduced?
4151 Fees - Business License CASP SB1186	581.00	1,060.00	702.00	408.00	95.00	800.00	000-General	
4152 Fees - Memorial Park	95.00	100.00	95.00	0.00	95.00	50.00	000-General	
4153 Cannabis Stamp Fee Act.	420.00	400.00	0.00	0.00	0.00	0.00	NA	
4154 Fees - Cannabis	23,000.00	12,713.00	16,000.00	18,765.00	22,000.00	25,000.00	000-General	
4155 Cannabis Business Tax Revenue	0.00	33,868.00	20,000.00	34,890.00	100,000.00	110,000.00	000-General	Increased based on actuals
4162 Fees - Motor Vehicle License (VLF)	13,999.00	1,617.00	11,569.00	0.00	1,000.00	0.00	000-General	
4163 Fees - In Lieu VLF - County	369,160.00	382,576.00	375,777.00	0.00	407,072.00	400,000.00	000-General	Per County current year actuals
4170 Fees - Animal License	1,199.00	2,540.00	1,657.00	744.00	1,657.00	2,000.00	000-General	
4173 Fees - Animal Control/Relinq.	316.00	429.00	650.00	72.00	400.00	400.00	000-General	
4178 Fees - Booking	784.00	596.00	350.00	0.00	350.00	350.00	000-General	
4180 Fees - Notary	120.00	165.00	120.00	75.00	120.00	120.00	000-General	
4183 Fees - Special Police Services	1,951.00	1,590.00	1,900.00	1,141.00	1,900.00	1,500.00	000-General	
4190 Fees - Integrated Waste Management	6,698.00	4,358.00	9,000.00	1,082.00	4,000.00	4,000.00	000-General	
4195 Fees - Customer Fax and copy	99.00	112.00	90.00	64.00	90.00	100.00	027-Solid Waste	
4230 Fines - Building Code	0.00	920.00	0.00	0.00	0.00	0.00	000-General	
4240 Fines - Other	0.00	6,531.00	0.00	0.00	3,200.00	0.00	NA	
4310 Interest Income	1,842.00	86,382.00	0.00	33,251.00	0.00	0.00	000-General	County Revenue Recovery
4320 Rental Income - U.S. Cellular	6,882.00	6,421.00	7,073.00	4,715.00	7,073.00	7,073.00	Various	Historically has a zero budget
4321 Rental Income - T. Mobile	14,664.00	15,250.00	15,372.00	9,199.00	15,372.00	15,372.00	000-General	
4410 Building Plan - Constr Permits	18,912.00	56,950.00	20,000.00	12,130.00	24,000.00	24,000.00	000-General	
4420 Planning - Zoning Fees	5,993.00	4,097.00	5,000.00	2,500.00	5,000.00	5,000.00	000-General	
4435 Planning - Home Occupation Permit Fee	320.00	200.00	200.00	200.00	200.00	200.00	000-General	
4440 Building Plan - Plan Check Fee	8,564.00	11,009.00	10,000.00	842.00	5,000.00	5,000.00	000-General	
4445 Building - Administrative Fees	16,035.00	44,924.00	15,000.00	8,030.00	15,000.00	15,000.00	008-Building	Lower due to completion of DANCO project
4456 Planning - Parks & Recreation Development	1,500.00	0.00	1,500.00	0.00	500.00	500.00	008-Building	
4460 Building Plan - Seismic Fees	442.00	657.00	75.00	112.00	200.00	200.00	008-Building	

00 - Revenue	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Fund	Notes/Adjustments
4462 Building Standards - SB1473	108.00	204.00	60.00	55.00	100.00	100.00	008-Building	
4463 Building - Continuing Education	161.00	326.00	200.00	83.00	200.00	200.00	008-Building	
4464 Building - Technology Fee	361.00	733.00	400.00	183.00	400.00	400.00	008-Building	
4465 Encroachment Permits	1,175.00	2,000.00	1,500.00	1,125.00	1,500.00	1,500.00	020-Streets	
4466 Miscellaneous Permits	0.00	0.00	0.00	10.00	0.00	0.00	000-General	
4480 Insurance Premium Reimbursement	19,921.00	2,229.00	0.00	0.00	0.00	0.00	NA	
4510 Sewer - Service	795,560.00	830,556.00	779,649.00	482,711.00	820,000.00	788,500.00	050-Sewer	Est lower than pr yr due to SB998 & COVID-
4520 Sewer - Connection	20,880.00	151,380.00	5,000.00	26,100.00	5,000.00	5,000.00	052-Sewer Cap	Budget in dept 14
4610 Water - Service	755,966.00	766,299.00	748,406.00	458,597.00	750,000.00	727,700.00	060-Water	Est lower than pr yr due to SB998 & COVID-
4620 Water - Connection	8,100.00	86,400.00	0.00	16,200.00	0.00	0.00	Water?	
4630 Late Fee	52,707.00	52,405.00	50,000.00	15,956.00	25,000.00	25,000.00	050-Sewer	
4635 Delinquent Fees	0.00	0.00	0.00	16,035.00	25,000.00	25,000.00	060-Water	
4640 Water - Damage Replacement	9,130.00	10,050.00	8,540.00	6,090.00	10,000.00	10,000.00	060-Water	
4650 Water - Capital	400.00	400.00	0.00	0.00	0.00	0.00	NA	
4653 Water - Metro Wells	165,979.00	168,591.00	164,319.00	99,801.00	169,000.00	165,000.00	062-Water Cap	
4654 Water - Dismore Zone	17,178.00	17,451.00	17,006.00	10,333.00	17,006.00	17,100.00	063-Water Metro	
4700 Grant Revenue	22,196.00	21,429.00	22,509.00	12,778.00	22,509.00	21,400.00	064-Water Dins	
4712 Grant Restricted - RSTP HCAOG	100,000.00	0.00	0.00	0.00	0.00	0.00	NA	
4723 Gen. Fund Income from CDBG Principal	27,451.00	26,707.00	24,500.00	-26,707.00	24,500.00	24,500.00	026-RSTP	
4727 Late Fees - GEN. FUND FROM CDBG PI	44,246.00	83,959.00	0.00	25,628.00	25,628.00	4,644.00	039CDBG	Increased based on actual transfer
4740 Grant Restr - Police Grant SLESF	1.00	0.00	0.00	30.00	0.00	0.00	039CDBG	
4744 Grant Restr - Police Realignment Grant	139,416.00	148,747.00	143,000.00	104,112.00	143,000.00	100,000.00	040-SLESF	Estimate base only due to COVID-19
4747 Grant - Measure Z	0.00	0.00	0.00	0.00	0.00	0.00	NA	
4754 Grant - Measure Z	5,000.00	5,000.00	0.00	0.00	0.00	0.00	NA	
4754 Grant - BSCC	26,112.00	27,058.00	28,694.00	6,636.00	23,442.00	0.00	044-Measure Z	Should be based on actual amount approve
4763 Grant Rest. - Prop. 84/NCRWMP	0.00	9,165.00	0.00	0.00	0.00	0.00	NA	
4764 Grant Rest.-USDA ECWAG	488,206.00	-1,000.00	0.00	0.00	0.00	0.00	NA	
4766 Grant Restricted - ATP	158,150.00	0.00	0.00	0.00	0.00	0.00	NA	
4802 Donations- Bicycle Helmets	96,838.00	85,448.00	1,261,000.00	29,907.00	1,261,000.00	0.00	NA	
4804 Sculptures on the Avenue	0.00	500.00	0.00	0.00	0.00	0.00	047-ATP	Estimated balance remaining at end of FY 2
4900 Interfund Revenue	1,250.00	0.00	0.00	0.00	0.00	0.00	NA	
4920 Misc - Special Public Works	1,977.00	1,729.00	1,200.00	0.00	0.00	0.00	NA	
4936 Bad Debt Recovery	1,409.00	0.00	0.00	1,074.00	1,750.00	1,750.00	005-Admin	
4941 Misc - Post Training & Special	4,276.00	3,707.00	0.00	917.00	0.00	0.00	NA	
4950 Misc	0.00	1,036.00	0.00	0.00	0.00	0.00	NA	
4990 Misc - Other	485.00	504.00	0.00	460.00	0.00	0.00	NA	
4995 Donations	861.00	94,855.00	0.00	270.00	0.00	0.00	NA	
4997 Prior Year Adjustment	200.00	200.00	0.00	0.00	0.00	0.00	NA	
Total Revenue	0.00	-137.00	0.00	0.00	0.00	0.00	NA	
	#####	4,266,851.00	4,784,534.00	1,783,813.00	4,940,164.00	3,451,208.00		



00 - Revenue	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Fund	Notes/Adjustments
<b>14 - Capital Revenue</b>								
<u>Revenue</u>								
4516 Sewer - Debt Service	315,539.00	327,174.00	302,899.00	217,969.00	315,000.00	320,000.00	054-Sewer Debt	
4540 Sewer - Replacement Reserve	97,080.00	100,671.00	97,076.00	67,054.00	98,000.00	100,000.00	052-Sewer Capital	
4615 Water - Debt Service	171,700.00	174,414.00	172,821.00	117,649.00	172,821.00	200,000.00	061-Water Debt	
4616 Water - Debt Service Restricted	34,338.00	-61,358.00	34,562.00	23,529.00	26,161.00	0.00	061-Water Debt	Fund 061 Reserve met
4765 Grant Rest. DW/SRF	405,560.00	0.00	0.00	0.00	0.00	0.00	070-SWRCB	Based on actual grant amount
4768 SWRCB - PRO P 1	0.00	189,036.00	0.00	60,457.00	0.00	0.00		
<b>Total Revenue</b>	<b>1,024,217.00</b>	<b>729,937.00</b>	<b>607,358.00</b>	<b>486,658.00</b>	<b>611,982.00</b>	<b>620,000.00</b>		
					<b>TOTAL REVENUE</b>	<b>4,071,208.00</b>		

02 - CITY MANAGER		6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
Expenditures		Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
5000	Full Time Salaries	144,899.00	156,846.00	162,753.00	100,279.00	162,753.00	160,370.60	
5035	Benefit - ICMA City 457	19,247.00	20,031.00	20,200.00	12,801.00	20,201.00	20,225.30	
5040	Benefit - Health Insurance	13,788.00	15,604.00	16,941.00	12,337.00	16,672.00	16,091.71	
5042	Benefit - Life Insurance	315.00	317.00	287.00	245.00	330.00	342.00	
5044	Benefit - Dental/Vision Insur	1,820.00	1,851.00	956.00	1,438.00	1,850.00	1,972.30	
5045	Worker Compensation Insurance	1,436.00	1,034.00	8,413.00	666.00	1,000.00	1,870.67	
5050	FICA	12,238.00	13,629.00	13,997.00	8,546.00	13,997.00	15,301.03	
5055	Unemployment Insurance	644.00	691.00	688.00	499.00	750.00	560.00	
5056	Employment Training Tax	0.00	0.00	0.00	11.00	22.00	11.20	
5069	Accrued Payroll Taxes Expense	18.00	-720.00	0.00	0.00	0.00	0.00	
5081	Compensated Absences Payable	-920.00	1,670.00	0.00	0.00	0.00	0.00	
5101	Office Supplies	916.00	748.00	1,503.00	562.00	1,500.00	1,500.00	
5102	Operating Supplies	183.00	213.00	412.00	373.00	500.00	500.00	
5103	Postage	587.00	852.00	546.00	955.00	1,200.00	1,000.00	
5104	Printing - Forms	4,009.00	2,708.00	4,351.00	2,189.00	4,350.00	4,350.00	
5105	Advertising	0.00	940.00	146.00	488.00	600.00	500.00	
5106	Promotional	0.00	438.00	200.00	258.00	400.00	1,500.00	
5112	Legal	19,341.00	16,303.00	23,703.00	6,116.00	16,500.00	15,000.00	
5115	Contract/Professional Services	6,896.00	3,577.00	9,646.00	1,001.00	9,646.00	12,000.00	
5119	Safety Supplies & Equipment	0.00	0.00	0.00	69.00	100.00	6,050.00	Increased \$6,000 for COVID-19
5120	Cell Phones	1,462.00	2,223.00	2,220.00	1,547.00	2,220.00	2,240.00	
5121	Telephone - Pager	185.00	126.00	360.00	76.00	126.00	125.00	
5122	Travel and Training Expense	456.00	2,122.00	3,000.00	897.00	2,500.00	3,000.00	
5123	Automobile - Transportation	4,819.00	4,802.00	4,643.00	3,089.00	4,800.00	4,800.00	
5125	Publications - Books	247.00	24.00	87.00	29.00	75.00	100.00	
5126	Dues & Memberships	5,214.00	4,594.00	2,000.00	183.00	2,000.00	4,600.00	
5128	Employee Relations	0.00	0.00	103.00	0.00	0.00	0.00	
5130	Rents - Leases	1,158.00	1,178.00	1,923.00	349.00	1,900.00	1,200.00	
5131	Records Maintenance	83.00	99.00	127.00	48.00	120.00	120.00	

**02 - CITY MANAGER**

Expenditures	6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
	Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
5135 Maintenance - Repair	1,108.00	612.00	703.00	36.00	700.00	700.00	
5138 Office Equipment	1,783.00	1,122.00	1,406.00	0.00	1,400.00	1,500.00	
5139 Equipment	0.00	0.00	500.00	0.00	500.00	500.00	
5141 General Liability Insurance	5,210.00	5,443.00	3,510.00	5,300.00	5,300.00	5,500.00	
5143 Property Insurance	977.00	1,265.00	573.00	2,130.00	2,130.00	2,130.00	
5144 Emp Practice Liab Insurance	425.00	433.00	227.00	455.00	455.00	455.00	
5150 Electricity	637.00	707.00	794.00	499.00	860.00	860.00	
5151 Natural Gas	86.00	96.00	140.00	56.00	100.00	100.00	
5152 Water	375.00	576.00	227.00	371.00	580.00	580.00	
5153 Sewer	238.00	189.00	103.00	92.00	140.00	150.00	
5160 Elections	5,601.00	1,229.00	0.00	0.00	0.00	1,500.00	
5164 Regulatory Fees	0.00	0.00	0.00	450.00	450.00	0.00	
5166 LAFCO Fees	1,029.00	0.00	1,851.00	0.00	1,850.00	1,850.00	
5171 Computer Software	257.00	1.00	503.00	1.00	500.00	500.00	
5173 Computer Maintenance - Support	2,485.00	2,207.00	2,743.00	1,683.00	2,700.00	2,760.00	
5174 Web Design Services	477.00	519.00	877.00	88.00	500.00	500.00	
5514 Engineering	2,446.00	1,473.00	1,000.00	3,633.00	4,000.00	2,500.00	
5520 Improvements	0.00	0.00	220.00	0.00	0.00	0.00	
7000 Transfer In	0.00	0.00	0.00	0.00	0.00	(8,980.00)	Transfer in Solid Waste/CDBG/Blldg
<b>Total Expenditures</b>	<b>262,175.00</b>	<b>267,772.00</b>	<b>294,582.00</b>	<b>169,845.00</b>	<b>288,277.00</b>	<b>288,374.81</b>	

297,354.81

**ALLOCATION BY FUND**

	000	020	024	050	060	TOTAL
General		Gas Tax	TDA	Sewer	Water	
Fund		Fund	Fund	Fund	Fund	
	40%	3%	2%	27.5%	27.5%	100%
	109,962	8,920.64	5,947.10	81,772.57	81,772.57	288,375

City of Rio Dell

Expenditures	03 - FINANCE			2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget				
5000 Full Time Salaries	205,249.00	195,729.00	214,775.00	100,841.00	186,336.00	207,649.60	
5030 Overtime Salaries	793.00	3,254.00	2,793.00	2,072.00	4,000.00	3,545.76	Includes full-time Finance Director
5035 Benefit - ICMA City 457	21,255.00	20,248.00	25,093.00	7,230.00	14,460.00	21,725.18	
5040 Benefit - Health Insurance	37,137.00	41,052.00	64,405.00	31,214.00	53,800.00	73,697.28	
5042 Benefit - Life Insurance	724.00	645.00	720.00	360.00	720.00	720.00	
5044 Benefit - Dental/Vision Insur	6,378.00	4,295.00	7,248.00	3,694.00	7,248.00	8,289.00	
5045 Worker Compensation	2,031.00	1,255.00	1,272.00	671.00	1,272.00	2,056.70	
5050 FICA	17,103.00	16,660.00	18,348.00	8,249.00	16,498.00	18,223.86	
5055 Unemployment Insurance	2,079.00	2,394.00	1,735.00	1,088.00	1,735.00	1,400.00	
5056 Employment Training Tax	0.00	0.00	0.00	19.00	0.00	28.00	
5069 Accrued Payroll Taxes Expense	-4.00	-584.00	0.00	-2.00	0.00	0.00	
5080 Hiring Costs	620.00	1,031.00	0.00	114.00	0.00	0.00	
5081 Compensated Absences Payable	1,102.00	3,920.00	0.00	0.00	0.00	0.00	
5101 Office Supplies	2,797.00	3,084.00	3,610.00	2,038.00	3,610.00	3,500.00	
5102 Operating Supplies	124.00	196.00	500.00	194.00	500.00	500.00	
5103 Postage	1,986.00	1,986.00	3,520.00	414.00	750.00	750.00	Decreased utility bills direct charged
5104 Printing - Forms	1,217.00	1,077.00	3,300.00	471.00	1,000.00	1,500.00	Copier charges, budget
5106 Promotional	0.00	23.00	32.00	0.00	32.00	32.00	
5110 Accounting	34,970.00	15,439.00	32,000.00	4,269.00	25,600.00	27,000.00	Audit
5112 Legal	516.00	180.00	400.00	58.00	400.00	400.00	
5115 Contract/Professional Services	28.00	4,887.00	7,500.00	9,940.00	9,940.00	2,500.00	Decreased no temp staff support
5116 Bank Fees	968.00	1,398.00	1,200.00	1,133.00	1,200.00	1,200.00	
5119 Safety Supplies & Equipment	0.00	0.00	0.00	69.00	0.00	0.00	
5120 Cell Phones	1,400.00	1,238.00	1,400.00	0.00	1,400.00	1,400.00	
5121 Telephone - Pager	187.00	127.00	283.00	76.00	283.00	283.00	
5122 Training - Conference	1,535.00	4,347.00	2,903.00	172.00	250.00	500.00	Decreased no conferences
5123 Automobile - Transportation	1,358.00	1,528.00	3,208.00	512.00	1,500.00	1,500.00	
5125 Publications - Books	75.00	25.00	95.00	30.00	95.00	95.00	
5126 Dues & Memberships	224.00	299.00	125.00	4.00	125.00	220.00	CSMFO
5127 License	43.00	0.00	0.00	0.00	0.00	0.00	
5130 Rents - Leases	1,054.00	1,077.00	1,752.00	357.00	1,752.00	1,752.00	

Expenditures	03 - FINANCE					FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated		
5131 Records Maintenance	804.00	805.00	1,000.00	421.00	1,000.00	1,000.00	
5135 Maintenance - Repair	780.00	605.00	1,600.00	95.00	1,600.00	1,600.00	
5138 Office Equipment	2,210.00	3,406.00	3,780.00	4,652.00	4,652.00	3,000.00	New utility bill printer
5141 General Liability Insurance	5,331.00	5,569.00	2,125.00	5,423.00	2,125.00	2,125.00	
5143 Property Insurance	1,000.00	1,295.00	348.00	2,179.00	348.00	348.00	
5144 Emp Practice Liab Insurance	435.00	443.00	135.00	466.00	135.00	135.00	
5150 Electricity	651.00	723.00	1,400.00	465.00	1,000.00	1,000.00	
5151 Natural Gas	89.00	99.00	140.00	37.00	140.00	140.00	
5152 Water	514.00	755.00	585.00	487.00	650.00	650.00	
5153 Sewer	324.00	248.00	280.00	121.00	200.00	200.00	
5163 Property Tax Admin Fees	1,416.00	0.00	2,800.00	0.00	2,800.00	2,800.00	County fees - Journalled
5171 Computer Software	536.00	571.00	2,000.00	91.00	2,000.00	2,000.00	Docstar
5173 Computer Maintenance -	12,570.00	13,666.00	15,183.00	9,382.00	15,183.00	15,183.00	Nylex, Accufund, Suddenlink
5174 Web Design Services	130.00	40.00	358.00	18.00	358.00	358.00	
<b>Total Expenditures</b>	<b>369,739.00</b>	<b>355,035.00</b>	<b>429,951.00</b>	<b>199,124.00</b>	<b>366,697.00</b>	<b>411,006.39</b>	

ALLOCATION BY FUND						TOTAL
000 General Fund	020 Gas Tax Fund	024 TDA Fund	050 Sewer Fund	060 Water Fund		
22%	1%	1%	38%	38%		100%
90,421	4,110	4,110	156,182	156,182		411,006

Expenditures	04 - RECYCLING				Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	6/30/2020 Estimated				
5000 Full Time Salaries	1,701.00	1,761.00	1,854.00	1,854.00	1,116.00	1,854.00	0.00	
5030 Overtime Salaries	153.00	0.00	0.00	0.00	0.00	0.00	0.00	
5035 Benefit - ICMA City 457	250.00	239.00	240.00	240.00	151.00	240.00	0.00	
5040 Benefit - Health Insurance	113.00	125.00	140.00	140.00	102.00	140.00	0.00	
5042 Benefit - Life Insurance	3.00	3.00	3.00	3.00	2.00	3.00	0.00	
5044 Benefit - Dental/Vision Insur	15.00	14.00	15.00	15.00	11.00	15.00	0.00	
5045 Worker Compensation Insurance	47.00	12.00	10.00	10.00	7.00	10.00	0.00	
5050 FICA	157.00	153.00	160.00	160.00	93.00	93.00	0.00	
5055 Unemployment Insurance	7.00	7.00	7.00	7.00	5.00	0.00	0.00	
5056 Employment Training Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5069 Accrued Payroll Taxes Expense	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	
5101 Office Supplies	24.00	18.00	17.00	17.00	14.00	30.00	30.00	
5102 Operating Supplies	8.00	18.00	50.00	50.00	5.00	50.00	3,000.00	(Recycling) City Hall compost bin
5103 Postage	22.00	2.00	23.00	23.00	0.00	0.00	20.00	
5104 Printing - Forms	30.00	1.00	0.00	0.00	1.00	1.00	0.00	
5106 Promotional	0.00	2.00	0.00	0.00	0.00	0.00	1,200.00	(Recycling) Educational outreach
5112 Legal	535.00	629.00	0.00	0.00	0.00	0.00	0.00	
5115 Contract Professional Services	-1,997.00	43.00	0.00	0.00	17.00	17.00	20.00	
5119 Safety Supplies & Equipment	0.00	0.00	0.00	0.00	6.00	6.00	10.00	
5120 Cell Phones	21.00	21.00	0.00	0.00	14.00	14.00	0.00	
5121 Telephone - Pager	17.00	11.00	8.00	8.00	7.00	12.00	0.00	
5122 Travel and Training Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5123 Automobile - Transportation	72.00	72.00	0.00	0.00	46.00	72.00	0.00	
5125 Publications - Books	2.00	2.00	0.00	0.00	3.00	0.00	0.00	
5126 Dues & Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5130 Rents - Leases	3.00	7.00	0.00	0.00	6.00	10.00	10.00	
5131 Records Maintenance	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
5135 Maintenance - Repair	46.00	12.00	0.00	0.00	3.00	10.00	0.00	
5139 Equipment	0.00	0.00	8,000.00	8,000.00	0.00	0.00	3,000.00	(Recycling) sign replacement City Hall
5141 General Liability Insurance	485.00	506.00	234.00	493.00	198.00	198.00	12,000.00	Rebudget City garbage cans
5143 Property Insurance	91.00	118.00	46.00	198.00	42.00	55.00	200.00	
5144 Emp Practice Liab Insurance	40.00	40.00	55.00	42.00	46.00	70.00	75.00	
5150 Electricity	59.00	66.00	44.00	46.00	5.00	0.00	10.00	
5151 Natural Gas	8.00	9.00	0.00	0.00	1,903.00	3,649.00	0.00	
5154 Garbage	4,257.00	3,578.00	3,649.00	3,649.00	1,903.00	3,649.00	10.00	



05 - INTERGOVERNMENTAL SERVICES Expenditures	6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
	Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
5135 Maintenance - Repair	0.00	91.00	500.00	0.00	100.00	500.00	
5212 Gas & Oil	108.00	306.00	400.00	295.00	400.00	500.00	
5213 Vehicle Repair	86.00	0.00	300.00	16.00	100.00	300.00	
<b>Total Expenditures</b>	<b>194.00</b>	<b>397.00</b>	<b>1,200.00</b>	<b>311.00</b>	<b>600.00</b>	<b>1,300.00</b>	

06 - GENERAL GOVERNMENT Expenditures	6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
	Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
5000 Full Time Salaries	20,563	31,432	18,370	11,820	18,370	17,946	
5035 Benefit - ICMA City 457	2,481	3,708	2,086	1,406	2,086	2,055	
5040 Benefit - Health Insurance	984	1,466	751	556	751	813	
5042 Benefit - Life Insurance	82	121	45	51	55	45	
5045 Worker Compensation Insurance	849	1,222	3,651	428	3,651	1,663	
5050 FICA	1,870	2,855	1,570	1,076	1,750	1,619	
5055 Unemployment Insurance	130	196	103	79	103	88	
5056 Employment Training Tax	-	-	-	2	2	2	
5069 Accrued Payroll Taxes Expense	(1)	(70)	-	-	-	-	
5081 Compensated Absences Payable	(1,230)	-	-	-	-	-	
5101 Office Supplies	12	9	400	7	400	400	
5102 Operating Supplies	4	9	41	3	20	40	
5103 Postage	62	64	32	36	65	65	
5104 Printing - Forms	37	38	39	21	-	40	
5106 Promotional	-	1	2,000	-	2,000	2,000	
5112 Legal	424	232	-	519	-	750	Economic Development
5115 Contract/Professional Services	1	22	64,098	230	64,000	50,000	Economic Development & Salary Study (pr yr.
5116 Bank Fees	66	-	-	-	-	-	
5119 Safety Supplies & Equipment	-	-	-	3	-	5	
5120 Cell Phones	414	640	351	255	350	350	
5121 Telephone - Pager	9	6	64	4	8	8	
5122 Travel and Training Expense	-	-	-	14	20	20	
5123 Automobile - Transportation	-	-	-	37	50	50	
5125 Publications - Books	1	1	11	1	10	10	
5126 Dues & Memberships	-	-	-	-	-	-	
5130 Rents - Leases	76	76	78	49	78	80	
5131 Records Maintenance	-	-	-	-	-	-	
5135 Maintenance - Repair	23	6	49	2	20	50	
5138 Office Equipment	-	249	998	821	990	950	
5141 General Liability Insurance	242	253	591	246	246	300	
5143 Property Insurance	45	59	97	99	100	100	

<b>06 - GENERAL GOVERNMENT</b>		6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
<u>Expenditures</u>		Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
5144	Emp Practice Liab Insurance	20	20	38	21	21	30	
5150	Electricity	30	33	54	23	35	40	
5151	Natural Gas	4	4	17	3	6	10	
5171	Computer Software	13	-	-	-	-	-	
5173	Computer Maintenance -	24	15	39	8	16	25	
5174	Web Design Services	6	2	39	4	20	25	
7000	Transfer In/Out:	-	-	-	-	-	1,379	Transfer to GF from CDBG for 5% Salary
7000	Transfer In/Out:	-	-	-	-	-	(1,379)	Transfer in from CDBG for 5% Salary
<b>Total Expenditures</b>		<b>27,241</b>	<b>42,669</b>	<b>95,612</b>	<b>17,824</b>	<b>95,223</b>	<b>79,579</b>	

Expenditures	07 - POLICE					Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	
5000 Full Time Salaries	286,249.00	260,252.00	356,725.00	241,407.00	356,725.00	
5026 Part Time Temporary Salaries	23,979.00	24,592.00	38,626.00	20,855.00	40,000.00	372,381.46
5030 Overtime Salaries	22,069.00	22,955.00	9,000.00	7,973.00	9,000.00	44,089.00
5035 Benefit - ICMA City 457	49,574.00	44,616.00	69,234.00	42,223.00	64,210.50	9,000.00
5040 Benefit - Health Insurance	59,583.00	40,638.00	80,965.00	57,378.00	77,403.00	66,122.37
5042 Benefit - Life Insurance	1,212.00	1,035.00	1,620.00	1,193.00	1,598.00	95,342.76
5044 Benefit - Dental/Vision Insur	8,501.00	4,756.00	9,246.00	6,772.00	8,802.00	1,620.00
5045 Worker Compensation	24,605.00	21,316.00	29,926.00	19,029.00	29,168.00	11,168.00
5050 FICA	28,337.00	27,108.00	35,329.00	23,610.00	34,890.00	30,211.41
5055 Unemployment Insurance	2,604.00	3,385.00	3,472.00	2,219.00	3,472.00	39,143.27
5056 Employment Training Tax	0.00	0.00	0.00	47.00	56.00	2,800.00
5060 Clothing Allowance	3,125.00	2,719.00	5,000.00	3,188.00	4,250.00	56.00
5069 Accrued Payroll Taxes Expense	-137.00	-1,463.00	0.00	-67.00	0.00	4,500.00
5080 Hiring Costs	4,553.00	6,236.00	3,000.00	0.00	1,500.00	0.00
5101 Office Supplies	1,326.00	994.00	1,200.00	1,541.00	2,000.00	3,000.00
5102 Operating Supplies	2,546.00	10,404.00	3,200.00	2,552.00	3,200.00	1,200.00
5103 Postage	600.00	910.00	600.00	251.00	600.00	3,200.00
5104 Printing - Forms	359.00	381.00	480.00	145.00	480.00	600.00
5105 Advertising	1,152.00	0.00	300.00	0.00	300.00	480.00
5106 Promotional	0.00	535.00	50.00	0.00	0.00	300.00
5112 Legal	1,702.00	2,572.00	1,000.00	825.00	1,000.00	50.00
5115 Contract/Professional Services	3,537.00	3,394.00	3,650.00	4,823.00	5,000.00	1,000.00
5117 Animal Control	12,184.00	16,042.00	23,800.00	13,331.00	22,800.00	5,000.00
5119 Safety Supplies & Equipment	125.00	1,527.00	1,239.00	176.00	1,200.00	22,800.00
5120 Cell Phones	2,959.00	3,088.00	4,270.00	2,754.00	4,270.00	1,200.00
5121 Telephone - Pager	2,984.00	2,213.00	4,500.00	1,407.00	2,420.00	4,270.00
5122 Travel and Training Expense	2,148.00	5,352.00	4,719.00	6,169.00	9,000.00	2,420.00
5123 Automobile - Transportation	702.00	97.00	2,000.00	1,056.00	2,000.00	9,000.00
5125 Publications - Books	360.00	152.00	500.00	191.00	360.00	2,000.00
5126 Dues & Memberships	785.00	454.00	1,800.00	6.00	1,000.00	500.00
5127 License	56.00	0.00	0.00	0.00	0.00	1,800.00
5128 Employee Relations	0.00	0.00	250.00	0.00	0.00	0.00
5130 Rents - Leases	1,903.00	892.00	2,900.00	1,926.00	3,000.00	250.00
						3,000.00
						Evidence storage

Expenditures	07 - POLICE					Notes/Adjustments	
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated		FY 2020-21 Proposed
5131 Records Maintenance	354.00	611.00	400.00	196.00	400.00	400.00	
5135 Maintenance - Repair	1,824.00	905.00	2,523.00	183.00	2,000.00	2,500.00	
5138 Office Equipment	382.00	2,208.00	12,525.00	4,730.00	5,000.00	2,500.00	Decreased equipment purchased FY 19-20
5139 Equipment	-1,064.00	3,729.00	10,525.00	0.00	10,525.00	5,000.00	Vests, fire arms, radios
5141 General Liability Insurance	7,754.00	8,101.00	8,200.00	7,888.00	7,890.00	8,200.00	
5143 Property Insurance	1,455.00	1,883.00	2,013.00	3,170.00	3,170.00	3,170.00	
5144 Emp Practice Liab Insurance	633.00	644.00	827.00	677.00	827.00	827.00	
5150 Electricity	1,203.00	1,314.00	1,425.00	836.00	1,425.00	1,500.00	
5151 Natural Gas	129.00	143.00	200.00	83.00	160.00	200.00	
5152 Water	930.00	1,375.00	878.00	887.00	1,375.00	1,400.00	
5153 Sewer	587.00	452.00	390.00	220.00	380.00	400.00	
5162 Medical	905.00	5,850.00	2,800.00	350.00	2,800.00	2,800.00	
5171 Computer Software	1,307.00	9,476.00	15,000.00	1,851.00	5,000.00	2,500.00	Decreased purchased licenses FY 19-20
5173 Computer Maintenance -	6,858.00	9,259.00	9,500.00	11,684.00	15,684.00	15,000.00	Suddenlink 12 X 900, Nylex
5174 Web Design Services	189.00	58.00	500.00	131.00	350.00	250.00	
5192 Code Enforcement	0.00	2,791.00	30,500.00	989.00	10,000.00	10,500.00	Reduced by 20,500
5193 Nuisance Abatement-Vehicle	1,882.00	0.00	1,750.00	0.00	1,750.00	1,750.00	
5212 Gas & Oil	13,190.00	16,658.00	13,225.00	11,314.00	16,970.00	16,970.00	
5213 Vehicle Repair	4,977.00	9,430.00	7,547.00	2,368.00	7,547.00	7,500.00	
5308 Dispatch Service Due	24,900.00	24,900.00	47,300.00	31,533.00	47,300.00	47,300.00	
<b>Total Expenditures</b>	<b>618,077.00</b>	<b>606,939.00</b>	<b>866,629.00</b>	<b>542,070.00</b>	<b>830,257.50</b>	<b>869,171.28</b>	<b>12 X 3,942</b>

ALLOCATION BY FUND				TOTAL
000	040			
GENERAL FUND		Measure Z	SLESF	
80%			20%	100%
718,877		23,434	126,861	869,171

Expenditures	08 - SEWER				Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Actual				
5000 Full Time Salaries	104,524.00	134,321.00	156,577.00	71,411.00	142,600.00	150,227.56		
5026 Part Time Temporary Salaries	0.00	0.00	2,469.00	0.00	2,000.00	6,230.00		
5030 Overtime Salaries	3,088.00	4,695.00	2,670.00	477.00	2,670.00	5,000.00		
5035 Benefit - ICMA City 457	9,854.00	13,231.00	16,247.00	7,291.00	13,200.00	15,087.03		
5040 Benefit - Health Insurance	23,963.00	31,003.00	34,025.00	17,904.00	32,500.00	53,448.33		
5042 Benefit - Life Insurance	416.00	557.00	580.00	326.00	580.00	579.60		
5044 Benefit - Dental/Vision Insur	3,837.00	3,696.00	3,655.00	2,006.00	3,655.00	6,111.95		
5045 Worker Compensation	19,066.00	19,166.00	22,266.00	10,832.00	20,800.00	22,877.51		
5050 FICA	8,727.00	11,518.00	13,410.00	6,059.00	13,000.00	13,745.02		
5055 Unemployment Insurance	1,581.00	2,645.00	1,463.00	589.00	1,200.00	1,267.00		
5056 Employment Training Tax	0.00	0.00	0.00	13.00	20.00	28.00		
5060 Clothing Allowance	1,323.00	2,171.00	1,610.00	855.00	1,610.00	1,026.00		
5069 Accrued Payroll Taxes Expense	36.00	-206.00	0.00	-2.00	0.00	0.00		
5080 Hiring Costs	1,812.00	635.00	50.00	1,872.00	2,500.00	2,000.00	New hire costs	
5081 Compensated Absences Payable	-987.00	2,583.00	0.00	0.00	0.00	0.00		
5101 Office Supplies	1,795.00	1,360.00	525.00	599.00	750.00	1,000.00		
5102 Operating Supplies	995.00	3,854.00	3,300.00	1,188.00	3,300.00	3,300.00		
5103 Postage	4,295.00	3,139.00	3,700.00	3,091.00	6,500.00	6,500.00	Increased postage direct charged	
5104 Printing - Forms	1,208.00	1,242.00	1,900.00	924.00	1,200.00	1,300.00		
5106 Promotional	83.00	93.00	590.00	0.00	0.00	0.00		
5108 Streets	0.00	1,000.00	4,000.00	0.00	0.00	1,000.00		
5109 Chemicals	32,304.00	27,121.00	32,675.00	16,121.00	28,000.00	30,000.00		
5112 Legal	135.00	928.00	2,500.00	0.00	1,000.00	1,000.00		
5115 Contract/Professional Services	13,358.00	8,223.00	43,500.00	1,253.00	8,000.00	40,000.00	Carryforward \$30K for rate study	
5119 Safety Supplies & Equipment	1,268.00	2,977.00	2,150.00	1,210.00	3,000.00	2,500.00		
5120 Cell Phones	778.00	1,137.00	1,415.00	675.00	1,415.00	2,162.31		
5121 Telephone - Pager	2,082.00	2,510.00	2,000.00	1,540.00	2,310.00	2,500.00		
5122 Travel and Training Expense	4,732.00	554.00	4,000.00	315.00	2,000.00	3,000.00	New OITs training and tests	
5123 Automobile - Transportation	1,552.00	1,163.00	2,500.00	113.00	1,200.00	1,200.00	Decreased based on actual use	
5125 Publications - Books	222.00	139.00	575.00	106.00	250.00	500.00		



Expenditures	08 - SEWER						Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	
5126 Dues & Memberships	84.00	82.00	0.00	85.00	85.00	85.00	
5127 License	1,130.00	768.00	800.00	360.00	800.00	1,200.00	
5130 Rents - Leases	2,392.00	2,448.00	2,105.00	1,461.00	2,500.00	2,500.00	
5131 Records Maintenance	62.00	40.00	196.00	25.00	50.00	100.00	
5135 Maintenance - Repair	42,701.00	18,674.00	35,000.00	16,536.00	30,000.00	25,000.00	Decreased budget reduction
5138 Office Equipment - P.W.	1,526.00	132.00	800.00	492.00	800.00	1,000.00	New computers and workstations
5139 Equipment	10,805.00	6,828.00	6,000.00	6,561.00	8,000.00	7,000.00	
5141 General Liability Insurance	19,082.00	19,935.00	17,817.00	19,413.00	19,413.00	19,500.00	
5143 Property Insurance	3,580.00	4,634.00	2,915.00	7,801.00	7,801.00	7,960.00	
5144 Emp Practice Liab Insurance	1,557.00	1,586.00	1,141.00	1,667.00	1,667.00	1,750.00	
5150 Electricity	153,754.00	132,796.00	101,434.00	98,106.00	130,000.00	136,500.00	5% Increase included
5151 Natural Gas	25,566.00	23,846.00	22,000.00	13,656.00	20,500.00	21,525.00	
5152 Water	31,322.00	16,574.00	19,560.00	2,132.00	5,000.00	5,000.00	Not sure why this has decreased
5154 Garbage	0.00	163.00	0.00	0.00	0.00	0.00	
5162 Medical	148.00	60.00	490.00	0.00	60.00	500.00	
5164 Regulatory Fees	8,262.00	9,704.00	8,600.00	10,279.00	12,000.00	12,000.00	Increased regulatory oversight
5165 Property Tax Assessment	2,385.00	2,456.00	2,443.00	2,441.00	2,441.00	2,500.00	
5171 Computer Software	1,258.00	9.00	500.00	3.00	500.00	500.00	
5173 Computer Maintenance -	2,007.00	1,310.00	2,805.00	720.00	2,000.00	2,000.00	
5174 Web Design Services	465.00	143.00	375.00	321.00	375.00	375.00	
5212 Gas & Oil	5,253.00	7,084.00	4,017.00	4,761.00	6,600.00	6,600.00	Increased based on actual usage
5213 Vehicle Repair	2,833.00	3,936.00	2,500.00	3,062.00	6,000.00	3,000.00	
5215 Public Works - Small Tools	1,946.00	2,941.00	2,500.00	1,383.00	2,500.00	2,500.00	
5225 Public Works - Lab Testing	20,702.00	22,269.00	26,800.00	9,187.00	20,000.00	26,800.00	
5227 Public Works - Equip. Repair	15,967.00	14,874.00	15,500.00	10,522.00	15,500.00	15,500.00	
5229 Public Works - Equip. Rental	1,825.00	1,791.00	3,500.00	1,007.00	2,000.00	2,000.00	
5430 Fines/Penalties	0.00	0.00	1,000.00	0.00	0.00	1,000.00	
5514 Engineering	1,149.00	6,668.00	1,000.00	136.00	500.00	1,000.00	
5520 Improvements	0.00	0.00	1,000.00	0.00	0.00	0.00	
<b>Total Expenditures</b>	<b>599,808.00</b>	<b>583,206.00</b>	<b>643,150.00</b>	<b>358,885.00</b>	<b>592,352.00</b>	<b>678,985.28</b>	

Expenditures	09 - WATER		6/30/2018		6/30/2019		6/30/2020		2/29/2020		6/30/2020		FY 2020-21		Notes/Adjustments
	Actual	Budget	Actual	Budget	Y-T-D Actual	Estimated	Proposed								
5000 Full Time Salaries	83,257.00	128,212.00	136,325.00	82,924.00	128,500.00	137,919.65									
5026 Part Time Temporary Salaries	0.00	0.00	2,469.00	0.00	2,000.00	6,295.02									
5030 Overtime Salaries	1,792.00	4,235.00	1,850.00	489.00	1,850.00	4,692.56									
5035 Benefit - ICMA City 457	8,607.00	13,373.00	14,281.00	7,730.00	13,400.00	13,959.52									
5040 Benefit - Health Insurance	18,388.00	28,535.00	32,436.00	16,196.00	28,600.00	28,281.13									
5042 Benefit - Life Insurance	346.00	388.00	432.00	284.00	426.00	436.00									
5044 Benefit - Dental/Vision Insur	2,316.00	3,481.00	3,710.00	1,749.00	3,500.00	2,979.00									
5045 Worker Compensation Insurance	15,045.00	17,760.00	19,431.00	11,604.00	18,400.00	21,050.97									
5050 FICA	7,209.00	10,805.00	11,710.00	6,645.00	10,800.00	12,663.45									
5055 Unemployment Insurance	907.00	1,810.00	1,107.00	662.00	1,107.00	987.00									
5056 Employment Training Tax	0.00	0.00	0.00	15.00	18.00	10.00									
5060 Clothing Allowance	1,150.00	1,395.00	1,200.00	336.00	1,200.00	1,200.00									
5069 Accrued Payroll Taxes Expense	154.00	-314.00	0.00	-2.00	0.00	0.00									
5080 Hiring Costs	904.00	487.00	60.00	15.00	250.00	250.00									
5081 Compensated Absences Payable	-20.00	3,704.00	0.00	0.00	0.00	0.00									
5101 Office Supplies	1,447.00	871.00	800.00	608.00	800.00	850.00									
5102 Operating Supplies	1,223.00	1,542.00	6,100.00	632.00	2,000.00	4,000.00									
5103 Postage	2,586.00	2,434.00	3,700.00	1,884.00	3,300.00	3,700.00									
5104 Printing - Forms	1,057.00	1,547.00	1,900.00	950.00	1,900.00	1,900.00									
5105 Advertising	83.00	76.00	450.00	0.00	100.00	450.00									
5108 Streets	0.00	1,165.00	4,000.00	0.00	0.00	4,000.00									
5109 Chemicals	13,626.00	13,981.00	29,300.00	14,938.00	29,300.00	20,000.00									
5112 Legal	2,822.00	2,619.00	10,000.00	377.00	4,000.00	5,000.00									
5115 Contract/Professional Services	16,377.00	3,408.00	45,000.00	2,369.00	8,000.00	38,000.00	Carryforward \$30K for rate study								
5119 Safety Supplies & Equipment	537.00	1,297.00	1,350.00	741.00	2,500.00	2,500.00									
5120 Cell Phones	1,134.00	810.00	1,860.00	675.00	1,350.00	1,350.00									
5121 Telephone - Pager	2,010.00	2,443.00	2,000.00	1,501.00	2,430.00	2,600.00									
5122 Travel and Training Expense	982.00	1,409.00	7,500.00	375.00	1,500.00	2,500.00									
5123 Automobile - Transportation	547.00	1,482.00	2,450.00	372.00	1,500.00	2,450.00									

Expenditures	09 - WATER						Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	
5125 Publications - Books	75.00	701.00	600.00	110.00	600.00	600.00	
5126 Dues & Memberships	85.00	1,712.00	1,900.00	85.00	1,900.00	1,900.00	
5127 License	431.00	340.00	2,500.00	315.00	2,500.00	2,500.00	
5130 Rents - Leases	2,399.00	2,461.00	1,700.00	1,471.00	3,000.00	3,000.00	
5131 Records Maintenance	63.00	40.00	200.00	25.00	100.00	200.00	
5135 Maintenance - Repair	33,820.00	33,521.00	60,540.00	23,658.00	40,000.00	40,000.00	
5138 Office Equipment - P.W.	362.00	132.00	0.00	251.00	350.00	150.00	
5139 Equipment	6,201.00	7,652.00	7,000.00	89.00	7,000.00	7,500.00	
5141 General Liability Insurance	17,174.00	20,821.00	10,584.00	20,275.00	20,275.00	20,880.00	
5143 Property Insurance	3,222.00	4,840.00	1,731.00	8,148.00	8,148.00	8,400.00	
5144 Emp Practice Liab Insurance	1,402.00	1,656.00	678.00	1,741.00	1,741.00	1,800.00	
5150 Electricity	9,882.00	29,957.00	76,751.00	18,520.00	32,800.00	34,440.00	
5151 Natural Gas	254.00	285.00	265.00	162.00	280.00	300.00	
5153 Sewer	38,597.00	47,532.00	19,560.00	11,852.00	20,320.00	20,950.00	
5154 Garbage	184.00	163.00	100.00	0.00	100.00	100.00	
5162 Medical	59.00	0.00	300.00	0.00	150.00	300.00	
5164 Regulatory Fees	8,700.00	9,568.00	8,000.00	10,140.00	10,140.00	12,000.00	
5171 Computer Software	854.00	9.00	1,500.00	3.00	1,000.00	1,500.00	
5173 Computer Maintenance -	3,192.00	1,193.00	3,423.00	684.00	2,000.00	3,000.00	
5174 Web Design Services	486.00	150.00	460.00	336.00	460.00	500.00	
5212 Gas & Oil	4,783.00	6,933.00	6,000.00	4,078.00	6,120.00	6,500.00	
5213 Vehicle Repair	2,833.00	3,562.00	3,700.00	5,621.00	8,000.00	4,000.00	
5215 Public Works - Small Tools	1,477.00	1,548.00	2,000.00	711.00	2,000.00	2,000.00	
5217 License	0.00	0.00	0.00	0.00	0.00	0.00	
5225 Public Works - Lab Testing	3,590.00	4,754.00	11,700.00	2,240.00	5,000.00	11,700.00	
5227 Public Works - Equip. Repair	3,610.00	5,003.00	5,800.00	1,209.00	5,800.00	5,800.00	
5229 Public Works - Equip. Rental	0.00	71.00	250.00	0.00	250.00	250.00	
5514 Engineering	15,343.00	2,822.00	1,500.00	0.00	1,500.00	1,800.00	
<b>Total Expenditures</b>	<b>343,564.00</b>	<b>436,381.00</b>	<b>570,163.00</b>	<b>265,793.00</b>	<b>450,265.00</b>	<b>510,744.29</b>	



Expenditures	10 - PLANNING						Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	
5141 General Liability Insurance	848.00	886.00	1,454.00	863.00	863.00	1,000.00	
5143 Property Insurance	159.00	206.00	238.00	347.00	347.00	350.00	
5144 Emp Practice Liab Insurance	69.00	71.00	93.00	74.00	74.00	100.00	
5150 Electricity	104.00	115.00	300.00	81.00	160.00	165.00	
5151 Natural Gas	14.00	16.00	34.00	9.00	20.00	20.00	
5152 Water	102.00	150.00	97.00	97.00	140.00	150.00	
5153 Sewer	64.00	49.00	87.00	24.00	50.00	50.00	
5164 Regulatory Fees	0.00	0.00	2,000.00	0.00	0.00	2,000.00	
5171 Computer Software	41.00	0.00	200.00	0.00	200.00	200.00	
5173 Computer Maintenance -	967.00	977.00	1,193.00	713.00	1,100.00	1,100.00	
5174 Web Design Services	21.00	6.00	350.00	14.00	50.00	350.00	
5610 Bad Debt	0.00	3,364.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>	<b>67,987.00</b>	<b>58,521.00</b>	<b>53,748.00</b>	<b>27,086.00</b>	<b>43,678.00</b>	<b>52,424.21</b>	

Expenditures	11 - BUILDING				2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	6/30/2020 Actual				
5000 Full Time Salaries	36,770.00	31,193.00	57,260.00	36,295.00	57,260.00	58,905.32		
5035 Benefit - ICMA City 457	4,249.00	3,512.00	6,383.00	4,167.00	6,383.00	6,284.68		
5040 Benefit - Health Insurance	4,159.00	3,282.00	5,378.00	3,892.00	5,378.00	5,813.00		
5042 Benefit - Life Insurance	150.00	114.00	144.00	157.00	171.00	171.00		
5044 Benefit - Dental/Vision Insur	412.00	310.00	0.00	361.00	481.00	482.00		
5045 Worker Compensation	984.00	754.00	11,171.00	924.00	1,848.00	1,346.00		
5050 FICA	3,188.00	2,775.00	4,869.00	3,287.00	4,930.00	5,072.71		
5055 Unemployment Insurance	239.00	196.00	347.00	252.00	347.00	280.00		
5056 Employment Training Tax	0.00	0.00	0.00	6.00	6.00	6.00		
5069 Accrued Payroll Taxes Expense	3.00	-112.00	0.00	0.00	0.00	0.00		
5101 Office Supplies	301.00	106.00	347.00	58.00	300.00	350.00		
5102 Operating Supplies	13.00	36.00	95.00	21.00	95.00	50.00		
5103 Postage	249.00	210.00	75.00	13.00	75.00	75.00		
5104 Printing - Forms	652.00	367.00	136.00	147.00	300.00	300.00		
5106 Promotional	0.00	3.00	30.00	0.00	0.00	10.00		
5112 Legal	87.00	0.00	500.00	0.00	350.00	500.00		
5115 Contract/Professional Services	335.00	4,549.00	2,000.00	1,381.00	2,000.00	2,000.00		
5119 Safety Supplies & Equipment	0.00	0.00	0.00	10.00	20.00	20.00		
5120 Cell Phones	458.00	631.00	350.00	797.00	1,100.00	1,120.00		
5121 Telephone - Pager	28.00	19.00	55.00	12.00	28.00	30.00		
5122 Travel and Training Expense	323.00	334.00	3,000.00	1,622.00	2,000.00	3,000.00		
5123 Automobile - Transportation	532.00	276.00	1,000.00	276.00	500.00	1,000.00		
5125 Publications - Books	3.00	4.00	1,500.00	4.00	10.00	50.00		
5126 Dues & Memberships	303.00	118.00	295.00	280.00	725.00	300.00		
5128 Employee Relations	0.00	0.00	25.00	0.00	0.00	0.00		
5130 Rents - Leases	438.00	438.00	585.00	60.00	440.00	440.00		
5131 Records Maintenance	155.00	163.00	187.00	96.00	180.00	180.00		
5135 Maintenance - Repair	158.00	108.00	400.00	5.00	50.00	200.00		
5138 Office Equipment	0.00	0.00	1,000.00	411.00	1,000.00	200.00		



Expenditures	11 - BUILDING			2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget				
5141 General Liability Insurance	788.00	823.00	1,454.00	801.00	800.00	850.00	
5143 Property Insurance	148.00	191.00	238.00	322.00	322.00	350.00	
5144 Emp Practice Liab Insurance	64.00	65.00	93.00	69.00	69.00	75.00	
5150 Electricity	96.00	107.00	185.00	75.00	150.00	175.00	
5151 Natural Gas	13.00	15.00	25.00	8.00	16.00	25.00	
5152 Water	97.00	127.00	205.00	82.00	130.00	140.00	
5153 Sewer	60.00	42.00	105.00	20.00	40.00	48.00	
5164 Regulatory Fees	379.00	914.00	220.00	190.00	220.00	220.00	
5167 Seismic Fees	24.00	0.00	165.00	0.00	0.00	165.00	
5171 Computer Software	39.00	0.00	100.00	0.00	500.00	100.00	
5173 Computer Maintenance -	74.00	46.00	84.00	25.00	80.00	50.00	
5174 Web Design Services	19.00	6.00	200.00	13.00	50.00	100.00	
5513 Building Expense	0.00	0.00	0.00	150.00	150.00	0.00	
7000 Transfer to City Manager	0.00	0.00	0.00	0.00	0.00	3,265.00	Transfer for 2% City Manager Salary
<b>Total Expenditures</b>	<b>55,990.00</b>	<b>51,722.00</b>	<b>100,206.00</b>	<b>56,289.00</b>	<b>88,504.00</b>	<b>93,748.71</b>	

Expenditures	12 - CITY COUNCIL						Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	
5101 Office Supplies	196	98	97	20	95	100	
5102 Operating Supplies	31	49	20	9	20	20	
5103 Postage	6	12	45	-	45	45	
5104 Printing - Forms	195	145	26	-	-	150	
5105 Advertising	-	-	-	-	-	-	
5106 Promotional	1,661	2,766	1,700	306	306	300	
5112 Legal	5,265	5,857	10,126	718	5,000	4,000	
5115 Contract/Professional Services	-	-	751	-	750	750	
5122 Travel and Training Expense	4,263	5,502	125	2,350	5,000	8,000	
5123 Automobile - Transportation	750	1,422	1,100	865	1,100	1,100	
5126 Dues & Memberships	-	-	2,754	-	2,754	2,754	
5135 Maintenance - Repair	-	-	-	-	-	-	
5138 Office Equipment	326	-	-	-	-	-	
5141 General Liability Insurance	-	-	643	-	-	-	
5143 Property Insurance	-	-	100	-	100	600	
5173 Computer Maintenance -	-	-	9,800	-	-	100	
5174 Web Design Services	-	95	251	-	-	5,000	
5900 RDFD and Library Water/Sewer	4,780	4,263	5,900	2,784	100	100	
<b>Total Expenditures</b>	<b>17,473</b>	<b>20,209</b>	<b>33,438</b>	<b>7,603</b>	<b>22,345</b>	<b>33,019</b>	

ALLOCATION BY FUND

	000	020	024	050	060	TOTAL
	General	Gas Tax	TDA	Sewer	Water	
	Fund	Fund	Fund	Fund	Fund	
	35%	3%	2%	30%	30%	100%
	11,557	991	660	9,906	9,906	33,019

Expenditures	18 - STREETS		2/29/2020		6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	Y-T-D Actual			
5000 Full Time Salaries	35,555	45,430	43,863	28,887	43,863	38,911	
5026 Part Time Temporary Salaries	-	-	3,383	-	-	3,148	
5030 Overtime Salaries	237	568	1,880	120	500	500	
5035 Benefit - ICMA City 457	3,273	3,990	2,969	2,607	3,990	4,024	
5040 Benefit - Health Insurance	7,295	17,215	16,000	9,307	14,960	13,986	
5042 Benefit - Life Insurance	136	216	194	134	194	174	
5044 Benefit - Dental/Vision Insur	923	1,986	1,794	1,179	1,790	1,556	
5045 Worker Compensation Insurance	6,600	6,323	6,833	4,157	6,833	9,890	
5050 FICA	2,980	3,591	2,784	2,367	3,860	3,624	
5055 Unemployment Insurance	750	919	411	284	411	408	
5056 Employment Training Tax	-	-	-	6	8	8	
5060 Clothing Allowance	148	190	434	35	300	320	
5069 Accrued Payroll Taxes Expense	(10)	(124)	-	(2)	-	-	
5080 Hiring Costs	237	26	-	4	4	20	
5081 Compensated Absences Payable	(1,178)	594	-	-	-	-	
5101 Office Supplies	51	22	301	5	100	150	
5102 Operating Supplies	423	450	1,200	153	500	1,200	
5103 Postage	43	8	20	-	20	20	
5104 Printing - Forms	11	11	159	7	50	50	
5105 Advertising	23	-	187	-	50	50	
5108 Streets	11,868	11,183	27,930	1,995	27,930	28,000	
5112 Legal	-	319	850	290	850	850	
5115 Contract/Professional Services	50,967	51,255	51,876	51,929	52,000	52,722	Transit service
5119 Safety Supplies & Equipment	197	321	806	393	800	800	
5120 Call Phones	1,134	958	528	594	1,000	1,000	
5121 Telephone - Pager	413	815	1,701	453	900	1,000	
5122 Travel and Training Expense	35	-	250	170	300	250	
5123 Automobile - Transportation	47	29	150	1	50	50	
5125 Publications - Books	-	-	9	-	20	10	

Expenditures	18 - STREETS				2/29/2020 Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	6/30/2020 Actual				
5126 Dues & Memberships	19	18	101	19	20	20		
5130 Rents - Leases	11	-	780	-	780	780		
5131 Records Maintenance	11	11	81	7	20	20		
5135 Maintenance - Repair	2,591	3,003	6,301	4,181	6,300	6,300		
5138 Office Equipment - P.W.	25	36	130	-	100	100		
5139 Equipment	47	2,051	1,200	-	1,200	1,200		
5141 General Liability Insurance	2,756	-	6,241	-	6,240	6,240		
5143 Property Insurance	517	-	1,021	-	1,020	1,020		
5144 Emp Practice Liab Insurance	225	-	400	-	400	400		
5150 Electricity	22,317	21,734	24,501	11,310	22,000	23,100		
5151 Natural Gas	77	84	126	50	100	100		
5152 Water	7,832	6,627	4,932	6,252	9,370	9,000		
5154 Garbage	-	246	-	-	-	-		
5162 Medical	16	-	60	-	20	20		
5164 Regulatory Fees	408	247	90	159	250	250		
5171 Computer Software	-	2	76	-	400	100		
5173 Computer Maintenance - Support	-	-	414	-	50	100		
5174 Web Design Services	-	-	126	-	50	100		
5212 Gas & Oil	1,356	1,918	2,980	994	2,000	2,500		
5213 Vehicle Repair	773	972	1,800	813	1,800	1,800		
5215 Public Works - Small Tools	388	145	2,200	241	500	2,000		
5217 License	-	-	9	-	-	10		
5227 Public Works - Equip. Repair	922	537	1,755	35	1,000	1,000		
5229 Public Works - Equip. Rental	43	-	-	-	-	-		
5514 Engineering	4,200	10,463	3,908	3,657	6,000	4,000		
<b>Total Expenditures</b>	<b>166,692</b>	<b>194,389</b>	<b>225,744</b>	<b>132,793</b>	<b>220,903</b>	<b>222,881</b>		

City of Rio Dell

Expenditures	18 - STREETS		2/29/2020		FY 2020-21		Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	Y-T-D Actual	6/30/2020 Estimated	Proposed	

ALLOCATION BY FUND							TOTAL
020	024	026	021				
Gax Tax	TDA	RSTP	SB 1				
Fund	Fund	Fund	Fund				
24%	34%	12%	30%				100%
40,838	110,576	20,419	51,048				222,881

Expenditures	2/29/2020						Notes/Adjustments
	6/30/2018 Actual	6/30/2019 Actual	6/30/2020 Budget	Y-T-D Actual	6/30/2020 Estimated	FY 2020-21 Proposed	
19 - BUILDINGS & GROUNDS							
5000 Full Time Salaries	25,949	31,232	48,046	34,021	48,046	48,532	
5026 Part Time Temporary Salaries	-	-	6,587	-	-	-	
5030 Overtime Salaries	-	2,833	2,600	3,290	4,935	7,000	
5035 Benefit - ICMA City 457	2,174	2,821	4,610	3,090	4,726	4,853	
5040 Benefit - Health Insurance	2,807	13,475	19,567	12,587	18,880	18,536	
5042 Benefit - Life Insurance	65	189	233	185	233	251	
5044 Benefit - Dental/Vision Insur	512	1,691	2,164	1,591	2,164	2,020	
5045 Worker Compensation	4,397	4,564	7,649	5,266	7,649	6,510	
5050 FICA	2,146	2,565	4,533	2,992	4,533	4,778	
5055 Unemployment Insurance	495	728	737	421	631	488	
5056 Employment Training Tax	-	-	-	10	10	10	
5060 Clothing Allowance	-	-	651	929	929	420	
5069 Accrued Payroll Taxes Expense	(47)	(32)	-	(2)	-	-	
5080 Hiring Costs	56	-	-	-	-	-	
5081 Compensated Absences	9	1,070	-	-	-	-	
5101 Office Supplies	46	35	-	27	35	35	
5102 Operating Supplies	41	40	-	341	375	375	
5103 Postage	3	4	17	-	-	-	
5104 Printing - Forms	27	37	40	18	20	20	
5106 Promotional	-	4	33	-	-	-	
5107 Memorial Park Expense	92	392	1,103	-	500	500	
5109 Chemicals	-	-	80	-	-	-	
5112 Legal	-	-	100	-	-	-	
5115 Contract/Professional Services	627	80	-	32	80	80	
5119 Safety Supplies & Equipment	-	-	157	12	100	150	
5120 Cell Phones	756	626	516	357	535	488	
5121 Telephone - Pager	36	257	46	152	228	230	
5122 Travel and Training Expense	-	-	10	85	100	100	
5123 Automobile - Transportation	-	-	16	-	-	-	



Expenditures	6/30/2018	6/30/2019	6/30/2020	2/29/2020	6/30/2020	FY 2020-21	Notes/Adjustments
	Actual	Actual	Budget	Y-T-D Actual	Estimated	Proposed	
19 - BUILDINGS & GROUNDS							
5125 Publications - Books	3	4	13	5	5	5	
5126 Dues & Memberships	1	1	-	1	1	1	
5130 Rents - Leases	261	263	157	96	260	265	
5131 Records Maintenance	1	-	17	-	-	20	
5135 Maintenance - Repair	8,105	3,216	3,651	1,809	3,500	3,500	
5136 Parks Maintenance - Repair	-	343	2,024	229	2,000	2,000	
5139 Equipment	-	-	800	-	-	-	
5141 General Liability Insurance	909	949	1,451	924	924	950	
5143 Property Insurance	170	221	587	372	372	380	
5144 Emp Practice Liab Insurance	74	75	230	79	79	80	
5150 Electricity	425	1,214	1,110	437	1,250	1,300	
5151 Natural Gas	15	17	40	10	20	20	
5152 Water	7,280	7,327	1,073	5,434	7,420	7,420	
5171 Computer Software	44	-	-	-	-	-	
5173 Computer Maintenance -	85	53	70	29	70	70	
5174 Web Design Services	22	7	297	15	30	30	
5212 Gas & Oil	-	-	500	-	-	100	
5215 Public Works - Small Tools	24	18	151	-	-	150	
5227 Public Works - Equip. Repair	32	-	800	-	800	800	
5229 Public Works - Equip. Rental	-	-	500	-	-	500	
<b>Total Expenditures</b>	<b>57,642</b>	<b>76,319</b>	<b>112,966</b>	<b>74,844</b>	<b>111,440</b>	<b>112,967</b>	
ALLOCATION BY FUND							
	000	020	024	050	060	TOTAL	
General Fund	30%	7%	3%	30%	30%	100%	
	33,890	7,908	3,389	33,890	33,890	112,967	

FY 2020-21 Summary of Capital & Special Projects

ACCOUNT	PROJECT NAME AS ADOPTED	PROJECT NAME G/L	Gen Fund (000)	Gas Tax (020)	TDA (024)	Sewer (052)	Water (062)	Grants	TOTAL
<b>GENERAL FUND PROJECTS</b>									
6500 14 000 0000	Asphalt Street Resurfacing	GF Subsidy Streets Maint. & Repair	150,000						150,000
	RIMS Law Enf. Software		26,000						26,000
	Gateway Sign Rehabilitation	Repairs and Maintenance	22,500						22,500
	Gateway Landscape Rehabilitation	Repairs and Maintenance	12,000						12,000
	City Hall Generator	City Hall Improvements	50,000						50,000
	City Hall Camera Enhancements	City Hall Improvements	20,000						20,000
	Two (2) Police Vehicles	Vehicle Replacement	90,800						90,800
<b>WASTEWATER PROJECTS AND EQUIPMENT</b>									
6200 14 052 0000	Boiler Repair	WWTP Projects				15,000			15,000
	SCADA Programming	WWTP Projects				5,000			5,000
	PG&E Separate Meter					-			-
6500 14 052 0000	I&I Reductions	WWTP I & I Reductions				30,000			30,000
	Replace Building Doors and Covers	WWTP Projects							
	Public Works Utility Vehicle	Vehicle Replacement	3,800						3,800
<b>WATER PROJECTS AND EQUIPMENT</b>									
6200 14 062 0000	Painter St Tank SCADA & Solar					26,600			26,600
6500 14 062 0000	Water Meter Replacement	WA Plant Projects					11,000		11,000
5135 14 062 0000	Water Storage Tank Cleaning & Insp.	WA Plant Projects					12,000		12,000
	PG&E Separate Meter						7,000		7,000
	Backwash Flow Meter	WA System Projects					5,000		5,000
	Public Works Utility Vehicle	Vehicle Replacement	3,800				10,000		10,000
							26,600		26,600
<b>TOTAL ALL PROJECTS</b>			<b>378,900</b>	<b>7,600</b>	<b>7,600</b>	<b>76,600</b>	<b>71,600</b>		<b>542,300</b>

UPDATED 2020