



AGENDA

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, March 22, 2018

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Councilmember Mary Ann Brigham, Chair

Councilmember Gus Wolter

City Manager, Paul Cayler

Acting Police Chief, Chris Parker

Finance Manager, Susie Holmes

1. **Call to Order:**
2. **Communications:** Committee may discuss written communications sent to committee members since the last Subcommittee meeting.
3. **Public Comment:** Members of the public may comment on any item not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item.
4. **Approval of Minutes:** January 25, 2018
5. **Current Items for Discussion:**
 - a) Discussion of how to reach wider group of participants during the next Customer Survey
 - b) Auditor Request for Proposal
 - c) Park Revenues
 - d) Bicycles
6. **Information Only Memos:**
7. **Future Agenda Items (subject to change):**
8. **Pending Items:**
 - a) Quimby Act
 - b) Lighting & Landscaping District
 - c) Capital Improvement Plan
 - d) Fees and Appeals
9. **Good of the Order:**
10. **Adjournment:**
 - a) Adjourn to next meeting, Thursday, April 26, 2018, at 2:00 p.m.

CERTIFICATION – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 03/15/18.



DRAFT MINUTES

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, January 25, 2018

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Councilmember Mary Ann Brigham, Chair

City Manager, Paul Cayler

Councilmember Gus Wolter

Acting Police Chief, Chris Parker

Finance Manager, Susie Holmes

1. **Call to Order:** Chair Brigham called the meeting to order at 2:00 p.m.
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** The minutes of the December 14, 2017, meeting were approved.
5. **Current Items for Discussion:**
 - a) Park Fees

Ms. Holmes presented this item, stating the fee schedule distributed at the last subcommittee meeting was not correct as shown for Cloverdale, as there are MOUs for some groups that specify different charges than shown on the fee schedule. The subcommittee suggested the inclusion of the aforementioned MOUs be submitted for review at the budget workshop. The subcommittee also requested a report with the revenues and expenses associated park fees and sports leagues.
6. **Information Only Memos:** None
7. **Future Agenda Items (subject to change):** None
8. **Pending Items:**
 - a) Quimby Act
 - b) Lighting & Landscaping District
 - c) Capital Improvement Plan
 - d) Fees and Appeals
9. **Good of the Order:** None
10. **Adjournment:** The meeting was adjourned at 2:22 p.m. to the next meeting, Thursday, February 22, 2018, at 2:00 p.m.



CITY OF
CLOVERDALE

Request for Proposals

PROFESSIONAL AUDITING SERVICES

June 4, 2018

Deadline for Proposal Responses July 12, 2018 – 5:00 PM (Pacific Time)

City of Cloverdale

Request for Proposals – Professional Auditing Service

I. INTRODUCTION

A. General Information

The City of Cloverdale “City” is requesting proposals from qualified certified public accountant firms to audit its financial statements for fiscal years beginning July 1 and ending June 30; in addition to performing other financial audits and reviews as specified below. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State and Local Governments and Non-Profit Organizations*.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

The contract term with the City’s current audit firm, Terry E Kreig, has come to an end. While the City has been satisfied with the services, Assembly Bill No. 1345 12410.6 limits the number of years that an audit firm can review the financial statements. Therefore, the City is seeking formal audit proposals at this time ensuring competitive pricing and services. Accordingly, the current auditor is precluded from consideration because of said Assembly Bill.

To be considered, three (3) copies of a proposal must be received by Susie Holmes, Finance Manager at 124 N. Cloverdale Blvd., Cloverdale, CA 95425, by **5:00 P.M. on July 12, 2018**. The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Cloverdale reserves the right, where it may serve the City’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Cloverdale, firms

submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cloverdale and the firm selected.

It is anticipated the selection of a firm will be completed by **August 16, 2018**. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the City Council at its **August 27, 2018** meeting.

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

B. Term of Engagement

It is the intent of the City to contract for the services presented herein for a term of three (3) fiscal years ending June 2019, 2020, 2021 and an option of two one-year extensions. The proposal package shall present all-inclusive audit fees for each year of the contract term.

II. NATURE OF SERVICES REQUIRED

A. Scope of the Work to be Performed

The City of Cloverdale desires a Comprehensive Annual Financial Report (CAFR) and its basic financial statements for the City of Cloverdale to be prepared by the independent auditor and be fully compliant with all current GASB pronouncements. The City may submit the CAFR to the Government Finance Officers Association (GFOA) for review in their Certificate of Achievement for Excellence in Financial Reporting program.

The selected independent auditor will be required to perform the following tasks:

The audit firm will perform an audit of all funds of the City of Cloverdale. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. **The City's Comprehensive Annual Financial Report (CAFR) will be prepared and word processed by the audit firm.** The CAFR will be in full compliance with all current GASB pronouncements. The audit firm will render their auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the City.

The audit firm will perform a single audit on the expenditures of federal grants in accordance with the Uniform Guidance requirements and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the City's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with the Uniform Guidance. The single audit report will include appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.

The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the City Manager.

The audit firm shall provide, compile, and file the Annual Report of Financial Transactions to the State Controller of California, from data provided by City staff.

The audit firm shall prepare and file the required annual reports for the Cloverdale Improvement Authority, which include but are not limited to the Annual Report of Financial Transactions.

B. Auditing Standards to be Followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accounts;
2. The standards applicable to financial audits contained in the most current version of the *Generally Accepted Government Auditing Standards* (Yellow Book), issued by the Comptroller General of the United States;
3. The provisions of the Single Audit Act as amended in 1996; and
4. The provisions of U. S. Office of Management and Budget, the Uniform Guidance, and applicable OMB Compliance Supplements.

C. Working Paper Retention

All working papers and reports must be retained at the auditor's expense for a minimum of seven (7) years, unless the firm is notified in writing by the City of Cloverdale of the need to extend the retention period. The auditor will be required to make working papers available to the City of Cloverdale or any government agencies included in the audit of federal grants. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

D. Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: City Manager; City Attorney; and the Finance Manager.

III. DESCRIPTION OF THE GOVERNMENT

A. Background Information

The City of Cloverdale is located in Northern California nestled among gently rolling hills and lush vineyards of the renowned Alexander Valley; the northern portion of Sonoma County on Highway 101; approximately 80 miles north of San Francisco; near the Russian River and Lake Sonoma and approximately 25 miles east of the coastline on Highway 1. The City is rural in character, encompasses about 2.6 square miles of territory and has a population of approximately 8,600. The City’s fiscal year begins July 1 ends June 30 and has an operating budget in FY 2017-18 of approximately \$15 million for all funds combined.

The City of Cloverdale was incorporated in 1872 as a general law city which operates under the Council/Manager form of government. The City government is divided into eleven (20) divisions: City Council; City Manager; City Clerk; Community Support; Human Resources; Risk Management; Finance; General Services; Police Administration; Police Operations; Communications/Records (Dispatch); Police Auxiliary Services; Facilities Maintenance; Parks and Recreation; Cemetery; Planning Commission; Current Planning (Building, Code Enforcement); Long Range Planning; Engineering and Building Services; Engineering, Plan Check, Inspection. Special Funds include Retirement Fund; Inclusionary Housing Fund; Gas/Sales Tax-Street Maintenance and Storm Drain Maintenance; Measure M Sales Tax; Safe Routes to School Fund; CDBG Fund; Porterfield Creek Trails Open Space Preserve and 7 different Lighting and Landscape Assessment Districts. The City has (3) Enterprise funds consisting of Water, Sewer and Airport and a Successor Agency for RDA.

B. Fund Structure

The City of Cloverdale currently uses the following fund types in its financial reporting. The number and type of funds are subject to change based on the needs of the City. Any such change shall not result in change in the audit fee.

Government Funds	
General Fund	1
Special Revenue Funds	14

Capital Projects	0
Business Type Funds:	
Enterprise Funds	3
Fiduciary Fund:	1
Total Funds	19

C. Magnitude of Finance Operations

The Finance Department is headed by Susie Holmes, Finance Manager, and consists of four additional employees. The principal functions performed are accounting, accounts payable, accounts receivable, utility billing (water and sewer), business license administration, payroll, cash management, investments, budgeting, and financial reporting.

D. Computer Systems

The City’s computerized systems are run on a Local Area Network (LAN). The accounting functions are computerized using Springbrook-Accela Finance Systems software on a cloud-based platform. The applications operating on this system are General Ledger; Accounts Payable; Accounts Receivable; Payroll; Licenses and Permits; Project Management; Bank Reconciliation; Cash Receipts; Human Resources; Purchase Orders and Utility Billing.

E. Availability of Prior Reports and Work Papers

Terry E Krieg. conducted the City’s most recent audit. The work papers of the previous audits are the property of the previous auditor and can be reviewed by the successful Proposer. The following financial statements were prepared or audited by Terry E Krieg, CPA, and are available for review on the City’s website at www.cloverdale.net

1. City of Cloverdale Basic Financial Statement
2. Single Audit Report, if necessary.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to, and including, the date proposals are to be submitted:

Date	Activity
June 4, 2018	Request for proposal issued
July 12, 2018	Due Date for proposals (due by 5:00 p.m.)

August 2-7, 2018	Oral interviews (conducted at City’s discretion)
August 16, 2018	Notification of Recommended Selection
September 11, 2018	Contract awarded by City Council

B. *Date Audit May Commence*

Audit planning, documentation of systems of internal control and compliance and transaction testing should be completed during interim audit stage in May or June of each year. The City closes its books in September, and will be ready for audit field work by October of each year.

C. *Date Reports Are Due*

The auditor shall provide all drafts and recommendations for improvements to the Finance Manager within a reasonable time period after the last day of field work. The auditor should be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussion are resolved, the completed CAFR, Basic Financial Statements, Single Audit report and other reports shall be delivered to the Finance Manager. This process will be completed and the final products be delivered by December 15th of each year.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. *Finance Department Assistance*

Finance Department staff will be available during the audit to assist the firm by providing information, documentation, and explanations.

B. *Work Area, Telephone, and Office Equipment*

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to a telephone, internet connectivity, a computer with access to the general ledger system, and photocopying machines.

C. *Report Preparation*

Report preparation, editing, printing, tabbing, and binding shall be the responsibility of the auditor.

1. *Comprehensive Annual Financial Report (12 copies & digital file in Adobe Acrobat format)*
2. *Single Audit Report (7 copies & digital file in Adobe Acrobat format)*
3. *Management Discussion and Analysis (7 copies & digital file in Adobe Acrobat format)*

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Susie Holmes, Finance Manager
124 N. Cloverdale Blvd
Cloverdale, CA 95425
(707)894-1715
sholmes@ci.cloverdale.ca.us

CONTACT WITH PERSONNEL OF THE CITY OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. **Submission of Proposal.** Three (3) copies of the Proposal shall be received by the City of Cloverdale **by 5:00 p.m. on July 12, 2018** for a proposal to be considered. The Proposal should address the items listed in sections C and D below.

The Proposal should be addressed as follows:

**City of Cloverdale
Susie Holmes, Finance Manager
124 N. Cloverdale Blvd.
Cloverdale, CA 95425**

B. Format for Technical Proposal

1. Title Page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.

2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the Proposer, title, address, and telephone number.
4. Detailed Proposal following the order set forth in Section C below.

C. Contents of Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all points outlined in the request for proposals **(excluding any cost information, which should only be included in the Sealed Dollar Cost Bid)**.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

1. License to Practice in California

An affirmative statement must be included verifying the firm and all assigned key professional staff are properly licensed to practice in California.

2. Independence

The firm must provide an affirmative statement that it is independent of the City of Cloverdale as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards*.

3. Firm Qualifications and Experience

To qualify, the firm must have extensive experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Statements prepared in accordance with GAAP. The Proposer should state the size of the firm, the size of the

firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. Staff consistency is an important consideration.

The Proposer must provide a list of all current municipal clients.

The Proposer is also required to submit a copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by current Government Audit Standards).

The Proposer shall also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. The RFP for Professional Auditing Services Proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to this engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public account in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past (3) three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagement described in this request for proposals. These engagements should

be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also, please indicate whether the audit was part of a Comprehensive Annual Financial Report prepared in conformance with GAAP requirements. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.

Please provide a list of not less than five client references for whom services similar to those outlined in the RFP are currently being provided. For each reference listed provide the name of the organization, dates for which the service(s) are being provided, type of service(s) being provided and the name, address and telephone number of the responsible person within the reference's organization. The City reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as City of Cloverdale's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation for the engagement;
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- c. Sample size and the extent to which statistical sampling is to be used in this engagement;
- e. Type and extent of analytical procedures to be used in this engagement;
- f. Approach to be taken to gain and document an understanding of the City's internal control structure;
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

7. Identification Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

D. Contents of Cost Proposal

1. Total All-Inclusive Maximum Price

The cost proposal should contain all detailed pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

2. Manner of Payment

Progress payment will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

Park Rentals

FY 2016/2017

Date	Event	Cloverdale Res./Bus.	Non-Profit	Park	Application Fee Charged	Event Fee Charged	Total Charged	# of Attendees	Correct Application Fee	Correct Event Fee	Correct Total	Application Fee Difference	Event Fee Difference	Total Difference
7/13/2016	Baptizm	X		City Park	\$ 50.00	\$ 150.00	\$ 200.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ (25.00)	\$ (190.00)	\$ (215.00)
8/4/2016	Music & Dance (Chamber)	X	X	City Plaza	\$ 75.00	\$ 250.00	\$ 325.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (575.00)	\$ (575.00)
8/4/2016	Family Picnic (Lions Club)	X	X	City Park	\$ 50.00	\$ 150.00	\$ 200.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ (25.00)	\$ (190.00)	\$ (215.00)
10/16/2016	Sunday Church Service in the Park & BBQ	X	X	City Park	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
1/17/2017	Youth Soccer League	X	X	City Park & Furber Park	\$ 150.00	\$ 550.00	\$ 700.00	200+	\$ 150.00	\$ 1,650.00	\$ 1,800.00	\$ -	\$ (1,100.00)	\$ (1,100.00)
2/13/2017	Sports Camp	X	X	City Park	\$ 75.00	\$ -	\$ 75.00	76+	\$ 75.00	\$ 405.00	\$ 480.00	\$ -	\$ (405.00)	\$ (405.00)
2/26/2018	Oscars Fundraiser (Alexander Valley Film Society)	X	X	First Street	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
2/27/2017	5 Day Soccer Camp	X	X	Furber Park	\$ 75.00	\$ 340.00	\$ 415.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
3/6/2017	Wedding Rehearsal			Furber Park	\$ 75.00	\$ 340.00	\$ 415.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
3/28/2017	Friday Night Live	X		City Plaza	\$ 75.00	\$ 250.00	\$ 325.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (575.00)	\$ (575.00)
4/24/2017	Rotarys Annual BBQ Dinner with Live Music	X	X	City Plaza	\$ 75.00	\$ 250.00	\$ 325.00		\$ 75.00		\$ 75.00	\$ -	\$ 250.00	\$ 250.00
5/8/2017	Fathers Day Breakfast (Lions Club)	X	X	City Park	\$ 75.00	\$ 275.00	\$ 350.00	200+	\$ 75.00		\$ 75.00	\$ -	\$ 275.00	\$ 275.00
5/15/2017	Community Unity (Cloverdale H.S.)	X	X	City Park	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
6/5/2017	Music & Vendors (Kiwanis Club)	X		City Plaza	\$ 75.00	\$ 275.00	\$ 350.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (550.00)	\$ (550.00)
							\$ 3,680.00					\$ (50.00)	\$ (3,060.00)	\$ (3,110.00)

FY 2017/2018

Date	Event	Cloverdale Res./Bus.	Non-Profit	Park	Application Fee Charged	Event Fee Charged	Total Charged	# of Attendees	Correct Application Fee	Correct Event Fee	Correct Total	Application Fee Difference	Event Fee Difference	Total Difference
7/10/2017	First Birthday	X		City Park	\$ 75.00	\$ 275.00	\$ 350.00	1-25	\$ 75.00	\$ 275.00	\$ 350.00	\$ -	\$ -	\$ -
7/31/2017	Lions Club Family BBQ	X	X	City Park	\$ 75.00	\$ 385.00	\$ 460.00	26-75	\$ 75.00	\$ 385.00	\$ 460.00	\$ -	\$ -	\$ -
8/1/2017	Celebration of Life			City Park	\$ 75.00	\$ 340.00	\$ 415.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
8/16/2017	Live Music & Dancing (Chamber)	X		City Plaza	\$ 75.00	\$ 355.00	\$ 430.00	200+	\$ 75.00	\$ 905.00	\$ 980.00	\$ -	\$ (550.00)	\$ (550.00)
10/20/2017	Alexander Valley Film Festival	X	X	First Street	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
							\$ 1,655.00					\$ -	\$ (550.00)	\$ (550.00)

FY 16/17 Rates

1-25 Attendees

Application Fee \$75
 Special Event Fee \$275
Total \$350

26-75 Attendees

Application Fee \$75
 Special Event Fee \$340
Total \$415

76+ Attendees

Application Fee \$75
 Special Event Fee \$405
Total \$480

200+ Attendees

Application Fee \$75
 Special Event Deposit \$275
 Special Event Fee** \$550
Total \$900

FY 17/18 Rates*

1-25 Attendees

Application Fee \$75
 Special Event Fee \$300
Total \$375

26-75 Attendees

Application Fee \$75
 Special Event Fee \$385
Total \$460

76+ Attendees

Application Fee \$75
 Special Event Fee \$470
Total \$545

200+ Attendees

Application Fee \$75
 Special Event Deposit \$355
 Special Event Fee** \$550
Total \$980

*Approved by Council 7/25/17

**Per Sandy this fee is not charged

Park Rentals

FY 2016/2017

Date	Receipt #	Customer	Park	Event	Application Fee Charged	Event Fee Charged	Total Charged	# of Attendees	Correct Application Fee	Correct Event Fee	Correct Total	Application Fee Difference	Event Fee Difference	Total Difference
7/13/2016 #	11265	Rudy Rosas	City Park	Baptizm	\$ 50.00	\$ 150.00	\$ 200.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ (25.00)	\$ (190.00)	\$ (215.00)
8/4/2016 #	12740	Cloverdale Chamber of Commerce	City Plaza	Music & Dance	\$ 75.00	\$ 250.00	\$ 325.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (575.00)	\$ (575.00)
8/4/2016 #	12741	Hamburger Ranch & BBQ/Bob Krucker	City Park	Family Picnic	\$ 50.00	\$ 150.00	\$ 200.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ (25.00)	\$ (190.00)	\$ (215.00)
10/16/2016		Parkside Christian Chapel	City Park	Sunday Church Service in the Park & BBQ	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
1/17/2017 #	25883	Cloverdale Youth Soccer League	City Park & Furber Park	Youth Soccer League	\$ 150.00	\$ 550.00	\$ 700.00	200+	\$ 150.00	\$1,650.00	\$1,800.00	\$ -	\$ (1,100.00)	\$ (1,100.00)
2/13/2017 #	28067	Living Water Church	City Park	Sports Camp	\$ 75.00	\$ -	\$ 75.00	76+	\$ 75.00	\$ 405.00	\$ 480.00	\$ -	\$ (405.00)	\$ (405.00)
2/26/2018		Kathryn Hecht	First Street	Oscars Fundraiser	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
2/27/2017 #	29177	Cloverdale Youth Soccer League	Furber Park	5 Day Soccer Camp	\$ 75.00	\$ 340.00	\$ 415.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
3/6/2017 #	29742	Edward Wilkinson	Furber Park	Wedding Rehearsal	\$ 75.00	\$ 340.00	\$ 415.00	26-75	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
3/28/2017 #	31884	Cloverdale Arts Alliance	City Plaza	Friday Night Live	\$ 75.00	\$ 250.00	\$ 325.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (575.00)	\$ (575.00)
4/24/2017 #	33935	Rotary Club of Cloverdale	City Plaza	Rotarys Annual BBQ Dinner with Live Music	\$ 75.00	\$ 250.00	\$ 325.00		\$ 75.00	\$ 75.00	\$ 75.00	\$ -	\$ 250.00	\$ 250.00
5/8/2017 #	34915	Cloverdale Lions Club	City Park	Fathers Day Breakfast	\$ 75.00	\$ 275.00	\$ 350.00	200+	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	\$ 275.00	\$ 275.00
5/15/2017		Cloverdale HS ASB	City Park	Community Unity	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
6/5/2017 #	36728	Kiwanis Club of Cloverdale	City Plaza	Music & Vendors	\$ 75.00	\$ 275.00	\$ 350.00	200+	\$ 75.00	\$ 825.00	\$ 900.00	\$ -	\$ (550.00)	\$ (550.00)
							\$ 3,680.00					\$ (50.00)	\$ (3,060.00)	\$ (3,110.00)

FY 2017/2018

Date	Receipt #	Customer	Park	Event	Application Fee Charged	Event Fee Charged	Total Charged	# of Attendees							
7/10/2017 #	39564	Shaline Valdiva	City Park	First Birthday	\$ 75.00	\$ 275.00	\$ 350.00	1-25		\$ 75.00	\$ 275.00	\$ 350.00	\$ -	\$ -	\$ -
7/31/2017 #	41297	Cloverdale Lions Club	City Park	Lions Club Family BBQ	\$ 75.00	\$ 385.00	\$ 460.00	26-75		\$ 75.00	\$ 385.00	\$ 460.00	\$ -	\$ -	\$ -
8/1/2017 #	42874	Heidi Banks	City Park	Celebration of Life	\$ 75.00	\$ 340.00	\$ 415.00	26-75	Charged Incorrect Rate/Old form	\$ 75.00	\$ 340.00	\$ 415.00	\$ -	\$ -	\$ -
8/16/2017 #	42576	Cloverdale Chamber of Commerce	City Plaza	Live Music & Dancing	\$ 75.00	\$ 355.00	\$ 430.00	200+		\$ 75.00	\$ 905.00	\$ 980.00	\$ -	\$ (550.00)	\$ (550.00)
10/20/2017		Frances Kruger	First Street	Alexander Valley Film Festival	\$ -	\$ -	\$ -		No Fee Charged		\$ -	\$ -	\$ -	\$ -	\$ -
							\$ 1,655.00					\$ -	\$ (550.00)	\$ (550.00)	

FY 16/17 Rates

1-25 Attendees

Application Fee \$75
 Special Event Fee \$275
Total \$350

26-75 Attendees

Application Fee \$75
 Special Event Fee \$340
Total \$415

76+ Attendees

Application Fee \$75
 Special Event Fee \$405
Total \$480

200+ Attendees

Application Fee \$75
 Special Event Deposit \$275
 Special Event Fee** \$550
Total \$900

FY 17/18 Rates*

1-25 Attendees

Application Fee \$75
 Special Event Fee \$300
Total \$375

26-75 Attendees

Application Fee \$75
 Special Event Fee \$385
Total \$460

76+ Attendees

Application Fee \$75
 Special Event Fee \$470
Total \$545

200+ Attendees

Application Fee \$75
 Special Event Deposit \$355
 Special Event Fee** \$550
Total \$980

*Approved by Council 7/25/17

**Per Sandy this fee is never charged

League Fees

FY 2016/2017

Date	Receipt #	Customer	Park	Event	Amount
1/11/2017	25252	Cloverdale Pony Tail League	City Park	Cloverdale Pony Tail League - Field & Snack Shack Use	450.00
1/23/2017	26288	Cloverdale Little League	Furber Park	Cloverdale Little League - Field & Snack Shack Use	450.00
5/8/2017	34898	Cloverdale Adult Softball League	City Park	Cloverdale Adult Softball League - Field Use	250.00

FY 2017/2018

Date	Receipt #	Customer	Park	Event	Amount
2/5/2018	55840	Cloverdale Pony Tail League	City Park	Cloverdale Pony Tail League - Field & Snack Shack Use	450.00
		Cloverdale Little League	Furber Park	Cloverdale Little League - Field & Snack Shack Use	450.00
		Cloverdale Adult Softball League	City Park	Cloverdale Adult Softball League - Field Use	250.00