



RIO DELL CITY COUNCIL AGENDA
REGULAR MEETING - 6:30 PM
TUESDAY, AUGUST 15, 2023
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. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

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

Effective immediately, the City of Rio Dell will reopen City Council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink 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. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) and **email no later than one-hour prior to the start of the Council meeting**. Your comments will be read out loud, for up to three minutes.

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

Zoom Public Comment:

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. 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 allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

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. 2023/0815.01 - Approve Minutes of the August 1, 2023 Regular **(ACTION)** - Pg. #4
2. 2023/0815.02 - Authorize Finance Director to sign and submit the City's Annual Regional Surface Transportation Program (RSTP) Claim for FY 2022-23 **(ACTION)** - Pg. #8
3. 2023/0815.03 - Approve the transfer of City Monies to the Local Agency Investment Fund (LAIF) **(ACTION)** - Pg. #15
4. 2023/0815.04 - Adopt Resolution No. 1587-2023 Designating a Voting Delegate and Alternate for the League of California Cities 2023 Annual Conference **(ACTION)** - Pg. #20
5. 2023/0815.05 - Adopt Resolution No. 1588-2023 Adopting FY 2023-2024 Master Fee Schedule rescinding Resolution No. 1362-2017 **(ACTION)** - Pg. #23
6. 2023/0815.06 - Adopt Resolution No. 1589-2023 Approving revised Billable Rates for staff time for FY 2023-24 **(ACTION)** - Pg. #52
7. 2023/0815.07 - Approve purchase of Two Sodium Hypochlorite Storage Tanks and Accessories **(ACTION)** - Pg. #55
8. 2023/0815.08 - Receive and File the Check Register for July **(ACTION)** - Pg. #59

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. REPORTS/STAFF COMMUNICATIONS

1. 2023/0815.09 - City Manager/Staff Update (**RECEIVE & FILE**) - Pg. #64

I. SPECIAL PRESENTATIONS/STUDY SESSIONS

J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

1. 2023/0815.10 - Authorize the City Manager to finalize and issue the Request for Proposals (RFP's) for the Gateway Landscape Improvements (**DISCUSSION/POSSIBLE ACTION**) - Pg. #68

K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, September 5, 2023 at 6:00 PM.*

(Please note: The meeting time for regular City Council meetings will change to 6:00 p.m. starting September)

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 1, 2023**

The regular 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 Carter, Councilmembers Orr, and Wilson

Absent: Councilmember Woodall (excused)

Others Present: City Manager Knopp, Finance Director Sanborn, Wastewater Superintendent Taylor, Chief of Police Allen, Water/Roadways Superintendent Jensen, Senior Fiscal Assistant Maciel, and City Clerk Dunham

Absent: Community Development Director Caldwell

PUBLIC PRESENTATIONS

Mayor Garnes invited public comment on non-agenda matters. No public comment was received.

CONSENT CALENDAR

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

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

- 1) Approve Minutes of the July 18, 2023 Regular Meeting;
- 2) Adopt Resolution No. 1586-2023 authorizing the City Manager to execute the Certificate of Acceptance for the Eel River Trail easements;
- 3) Approve 2-year service agreement with Peterson Power Systems, Inc. for inspection, annual service, and load bank testing of the City's eight CAT generators in the amount of \$13,591; and
- 4) Authorize the Mayor to execute Letters of Opposition to SB 423 (Wiener) and AB 309 (Lee).

Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

AUGUST 1, 2023 MINUTES**Page 2**

City Manager Knopp provided highlights of the staff update and said that staff attended a meeting of the Redwood Regional group (RISE) that is working on the framework to distribute new economic development and post COVID 19 recovery funds based on region. Rio Dell is included in the region of Lake, Mendocino, Humboldt and Del Norte counties, with potential for approximately one-half billion dollars being distributed amongst the different regions for area projects. Staff continues to watch that activity and Mayor Garnes will likely be participating in one of the committee groups in terms of making sure there is an equitable distribution of funds.

He also reported that staff has continued conversations with various elected officials regarding earthquake long-term recovery efforts and noted that he will be providing an update tonight on the 2017 storm damage related activity.

He announced that Wildwood Days would be occurring this weekend and extended special thanks to Mayor Pro Tem Carter and Councilmember Woodall for helping to organize the community cleanup day on Saturday.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGSReceive Staff Update on Monument Road Slip Out

City Manager Knopp provided a brief update on the status of the Monument Road Slip-Out that occurred during the 2017 winter storms. He noted that staff has some late developments with regard to that project which is good news.

He said that it has been a long drawn out process to get the project approved by FEMA. He said that the County of Humboldt is the lead on this project since the slip-out area included areas within the County and the City. Staff had to enlist the support of Congressman Huffman and his staff to help get the project moving forward. As reported to the City Council in the past, staff was concerned about financial exposure to the City since FEMA capped the repair at a specific cost. The project was put out to bid and the bids came back favorable but required final approval by FEMA. This final approval process typically only takes 2 weeks but with this particular project, it is nearing the end of a 60-day period waiting for FEMA approval, which puts the project at risk for being completed before the winter rainy season.

He reported that the City did received information that Congressman Huffman was successful in getting FEMA to complete the approval process. At this point the County will be meeting with the contractor and completing the final environmental approval through FEMA which should be done in a short period of time. From there, they will see where things are with regard to getting the project done before the rainy season. With the long delay in the approval process, staff was concerned that the project would have to go back out to bid but it appears that the project will be moving forward thanks to Congressman Huffman and his staff.

Authorize Mayor to sign correspondence to Governor Newsom related to California Department of General Services purchase of real property in City of Rio Dell

**AUGUST 1, 2023 MINUTES
Page 3**

City Manager Knopp provided a draft letter to Governor Newsom outlining the City's proposed position on the recent purchase of real property (former 18-acre Todd property) in the City of Rio Dell by the California Department of General Services.

He reiterated that the parcel has long been looked at by the City as a vital location for future mixed-use commercial and residential development.

He referred to the draft letter provided in the agenda packet and provided the Council the opportunity to make any edits to the letter as presented. He noted that the Mayor had a recommended revision to the letter which he provided under separate cover (included with these minutes as Attachment 1). He said that the added language touches back on prior meetings the City had with the governor's office back in 2019, along with other mayors and representatives from the Department of Housing and Community Development discussing housing, knowing how important the issue of housing was to both the governor and the City. It addressed the need to continue working together to solve the housing crisis and to create new economic opportunities.

Councilmember Wilson asked what the City would be accomplishing if Cal Fire simply says that they need the entire 18-acre parcel over the next 100 years.

City Manager Knopp commented that the cheapest, easiest solution for everybody is to apply political pressure to move towards the City's preferred solution which is not in anyway adverse to Cal Fire but is saying that there is a way to split this large parcel of land into three purposes. Hopefully this is the beginning of a conversation as to whether the governor's office would be able to make that happen.

Mayor Pro Tem Carter said that she liked the letter as presented and that there were some excellent points made.

Mayor Garnes thanked staff for making her suggested addition to the letter.

City Manager Knopp stated for the record that there are open and potentially enthusiastic arms with Cal Fire coming to Rio Dell so the letter in no way should be construed as being anti-Cal Fire as an agency or their mission or anything about Cal Fire, but is about the best most efficient use of the land to serve multiple purposes, not just one very important one.

Mayor Garnes said that it would be amazing if the governor could help so that the use of the land is beneficial to everyone and to the economic development of the City.

Motion was made by Carter/Orr to authorize the Mayor to sign correspondence as revised to Governor Newsom related to California General Services purchase of real property in the City of Rio Dell. Motion carried 4-0.

COUNCIL REPORTS/COMMUNICATIONS

AUGUST 1, 2023 MINUTES
Page 4

Councilmember Orr reported that he attended an HCAOG meeting where they talked about the housing problems in the surrounding area and the low-to-median housing projects in Arcata. He noted that the California Highway Patrol reviewed current projects

including the project at the 299 on ramp. The board also discussed sending a letter of concern regarding the Offshore Wind Heavy Lift Multi-Purpose Marine Terminal Project and whether it will benefit the local area and protect the waterways.

Councilmember Wilson reported that the August HWMA meeting is typically cancelled however, they will be having an August meeting if they have a quorum.

Mayor Pro Tem Carter reported on the volunteer clean-up event on Saturday and said that there was good community engagement with adults and kids of all ages showing up to help.

She also announced that there would be a Chamber of Commerce meeting on Friday with the majority of the meeting being about Wildwood Days. She said that she also attended a RREDC meeting and she pushed Wildwood Days on everyone present. She said that Wildwood Days activities begin on Thursday and continues through the weekend and it is a big deal and hopes to see everyone there.

Mayor Garnes said that she would be attending an HTA meeting tomorrow morning and on August 18, 2023 there would be a Cal Cities division meeting, hosted by the City of Fortuna and invited everyone to come and network with Cal Cities members.

She also encouraged everyone to come out and enjoy all the Wildwood Days activities and encouraged the Council to come to the Fireman’s Barbeque on Sunday where the three young men that volunteered after the earthquake will be honored for their service to the community.

ADJOURNMENT

A motion was made by Carter/Wilson to adjourn the meeting at 6:54 p.m. to the August 15, 2023 regular meeting. Motion carried 4-0.

Debra Garnes, Mayor

Attest:

Karen Dunham, City Clerk

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



DATE: August 1, 2023
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Regional Surface Transportation Program claim for Fiscal Year 2022-23

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the Finance Director to sign and submit the City’s annual Regional Surface Transportation Program (RSTP) claim to the Humboldt County Association of Governments (HCAOG).

BACKGROUND AND DISCUSSION

RSTP funds come from the federal excise tax on gasoline and are distributed each year to the County, cities, and tribes by HCAOG. The City of Rio Dell will receive \$35,753 in RSTP funding for Fiscal Year (FY) 2022-23. The funds can be used to support various eligible transportation projects and the City is required to provide a list with the names of all streets with potential projects and the type of project. Rio Dell primarily uses RSTP funds for street maintenance projects. The attached RSTP Policy and Allocations guide prepared by HCAOG describes the eligible projects and distribution formula used to allocate RSTP revenues to local agencies.

The RSTP claim will be submitted to HCAOG based on the actual final expenditures for FY 2022-23.

ATTACHMENTS

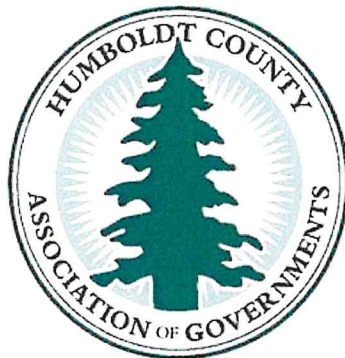
FY 2022-23 HCAOG RSTP Policy and Allocations

Fiscal Year 2022-23

Regional Surface Transportation Program

Policy and Allocations

July 2023



Humboldt County Association of Governments
611 I Street, Suite B
Eureka, CA 95501
Phone: 707.444.8208
www.hcaog.net

Background

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. California Streets and Highways Code Section 182.6(d) was enacted under federal transportation bills, beginning in 1991 with the Intermodal Surface Transportation Efficiency Act (ISTEA) legislation, subsequently under the Transportation Equity Act for the 21st Century (TEA-21) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The Federal Aid Urban (FAU) and Federal Aid Secondary (FAS) regulations implemented through Section 182.6(d) were repealed by the federal government through the passage of Moving Ahead for Progress in the 21st Century (MAP-21). However, the FAU/FAS regulations currently remain in State law.

RSTP funds originate from the federal excise tax on gasoline. The State of California distributes the funds to regional agencies and counties based on population. HCAOG is allowed to participate in an exchange of these federal funds to nonfederal State Highway Account funds. Prior to an annual distribution of funds, an Exchange Agreement is executed between HCAOG and the State Department of Transportation (Caltrans). This exchange allows for greater flexibility with fewer administrative burdens. The County of Humboldt receives RSTP funds through a separate Exchange Agreement. Exchange funds are subject to financial and compliance audits by State of California auditors.

RSTP funds support a broad range of transportation projects. In the Humboldt region, most are used to augment city and county road budgets. Beginning with the 2007-08 RSTP cycle, HCAOG began setting aside funds for tribal governments. The County of Humboldt has agreed to administer the funds for a single project.

Eligible Projects

Eligible projects are subject to Title 23-Section 133 of the Federal Aid for Highway regulations, in accordance with the State of California Constitution. Section 133(b) provides for the following eligible projects:

- (1) Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways (including Interstate highways) and bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and de-icing compositions on bridges and approaches thereto and other elevated structures, mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under this title.
- (2) Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities, whether publicly or privately owned, that are used to provide intercity passenger service by bus.
- (3) Carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways in accordance with section 217, and the

modification of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

(4) Highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife and railway-highway grade crossings.

(5) Highway and transit research and development and technology transfer programs.

(6) Capital and operating costs for traffic monitoring, management, and control facilities and programs, including advanced truck stop electrification systems.

(7) Surface transportation planning programs.

(8) Transportation enhancement activities.

(9) Transportation control measures listed in section 108 (f)(1)(A) (other than clause (xvi)) of the Clean Air Act (42 U.S.C. 7408 (f)(1)(A)).

(10) Development and establishment of management systems under Section 303.

(11) In accordance with all applicable Federal law and regulations, participation in natural habitat and wetlands mitigation efforts related to projects funded under this title, which may include participation in natural habitat and wetlands mitigation banks; contributions to statewide and regional efforts to conserve, restore, enhance, and create natural habitats and wetlands; and development of statewide and regional natural habitat and wetlands conservation and mitigation plans, including any such banks, efforts, and plans authorized pursuant to the Water Resources Development Act of 1990 (including crediting provisions). Contributions to such mitigation efforts may take place concurrent with or in advance of project construction. Contributions toward these efforts may occur in advance of project construction only if such efforts are consistent with all applicable requirements of Federal law and regulations and State transportation planning processes. With respect to participation in a natural habitat or wetland mitigation effort related to a project funded under this title that has an impact that occurs within the service area of a mitigation bank, preference shall be given, to the maximum extent practicable, to the use of the mitigation bank if the bank contains sufficient available credits to offset the impact and the bank is approved in accordance with the Federal Guidance for the Establishment, Use and Operation of Mitigation Banks (60 Fed. Reg. 58605 (November 28, 1995)) or other applicable Federal law (including regulations).

(12) Projects relating to intersections that—

(A) have disproportionately high accident rates;

(B) have high levels of congestion, as evidenced by—

(i) interrupted traffic flow at the intersection; and

(ii) a level of service rating that is not better than “F” during peak travel hours, calculated in accordance with the Highway Capacity Manual issued by the Transportation Research Board; and

(C) are located on a Federal-aid highway.

(13) Infrastructure-based intelligent transportation systems capital improvements.

(14) Environmental restoration and pollution abatement in accordance with Section 328.

(15) Control of noxious weeds and aquatic noxious weeds and establishment of native species in accordance with section 329.

Agreement with Jurisdictions

The following administrative requirements are hereby implemented to assure that the agencies receiving the RSTP funds are using the funds properly, and to assure that HCAOG is properly tracking the funds.

1. Project Lists. Prior to funds being distributed by HCAOG, each entity shall be required to submit to HCAOG a list of eligible projects on which they expect to expend the funds. The list shall include the name of all streets and roads with potential projects, the type of project (rehabilitation, maintenance, etc.) and the functional classification based on the “annual maintained mileage report” prepared by each agency. (Form is attached)
2. Exchange Agreement Compliance. HCAOG is required to sign an annual Exchange Agreement with the State which states that HCAOG (and project sponsors) agree to comply with required conditions. Therefore, each entity shall receive a copy of the agreement and be required to sign a statement of compliance in order to receive funds. Compliance includes a requirement that a special fund for the purpose of depositing exchange funds has been established within a jurisdiction’s special gas tax street improvement funds or county road fund. (Form is attached)
3. Annual Report. Each entity shall be required to submit an annual report before receiving new RSTP funds each annual cycle. The report shall indicate how funds were expended or explain if funds are being carried over for a larger project. (Note: The annual report should agree with the project list submitted, otherwise a written explanation will be required).

RSTP Formula Distribution

During a normal funding cycle, HCAOG receives instructions from the State to begin the process to exchange the RSTP funds sometime during the calendar year, resulting in an executed Exchange Agreement and receipt of funds by or near June 30 of each fiscal year. HCAOG staff then prepares a draft RSTP Program for stakeholder and public review and discussion at HCAOG Technical Advisory Committee (TAC) and Board meetings. Upon HCAOG Board approval, HCAOG notifies eligible claimants of the approved amount of available funding per the formula distribution. Funds are then distributed to the County, Cities, and tribes upon compliance with the Agreement with Jurisdictions, as explained above.

**Humboldt County Association of Governments
Regional Surface Transportation Program FY 2022-23**

FY 22-23 RSTP Allocation	1,729,549
Regional Apportionment	(262,188)
Excess Fund Apportionment	\$1,467,361

The **Regional Apportionment** is apportioned first, in the amount of \$262,188. This amount has remained constant in this formula of distribution. Of this amount, \$100,000 is taken off of the top and allocated to Humboldt County in exchange for an annual dedication of \$200,000 of County Local Transportation Funds to transit agencies supporting capital improvements.

Regional Apportionment	262,188
Transit Set Aside (County of Humboldt)	(100,000)
Balance – Funding for FAU Jurisdictions	\$162,188

The remaining amount (\$162,188) is then apportioned to the four FAU areas based on the following percentages set in the 1990s:

Funding for FAU Jurisdictions		
FAU Jurisdiction	FAU %	Allocation
McKinleyville	15.0%	\$ 24,328
City of Arcata	23.8%	\$ 38,601
City of Eureka	46.6%	\$ 75,580
City of Fortuna	14.6%	\$ 23,679
Total	100.0%	\$ 162,188

The **Excess Fund Apportionment** (\$1,467,361) is then apportioned to the County, the seven cities and TAC tribal members. The first amount apportioned goes to the **Small Agency Program**. This is based on the population percentages of the four small cities (Blue Lake, Ferndale, Rio Dell and Trinidad) and tribal land populations for tribes that are members of the TAC (Blue Lake Rancheria, Bear River Band of the Rohnerville Rancheria, Hoopa Valley Tribe, Karuk Tribe, Trinidad Rancheria and the Yurok Tribe).

Small Agency Program				
Jurisdiction	Population Estimates	% of Small Agency Program	% of Total Population	Allocation
Blue Lake	1,146	9.40%	0.85%	\$ 12,540
Ferndale	1,371	11.25%	1.02%	\$ 14,941
Rio Dell	3,261	26.76%	2.43%	\$ 35,753
Trinidad	294	2.41%	0.22%	\$ 3,202
Tribal Areas*	6,115	50.18%	4.56%	\$ 66,970
Total	12,187	100.00%	9.09%	\$ 133,406

*Tribal populations provided by North Coast Tribal Transportation Commission

Population data for the small cities is taken from the California Department of Finance Estimate Table E-1. The North Coast Tribal Transportation Commission (NCTTC) provides tribal

population estimates. For FY 22-23, the Small Agency Program population is 9.09% of the total population in Humboldt County. The Excess Fund for FY 22-23 amounts to \$133,406.

The remaining Excess Fund Apportionment (\$1,333,955) is available to the FAU and Federal Aid Secondary (FAS) agencies. Humboldt County is the only FAS recipient and therefore receives 67.2% of the remaining Excess Fund Apportionments. The FAU recipients receive the remaining 32.8% of the Excess Fund Apportionment. The 32.8% allocation is apportioned according to the 1990 percentages for each FAU recipient. The FAU/FAS funds for FY 22-23 are equal to \$1,333,955.

FAU/FAS Program			
	FAS: 67.2 % of FAU/FAS Program	FAU: 32.8% of FAU/FAS Program	Allocation
	\$ 896,417	\$ 437,537	
County	100%	N/A	\$ 896,417
Arcata	N/A	23.8%	\$ 104,134
Eureka	N/A	46.6%	\$ 203,892
Fortuna	N/A	14.6%	\$ 63,880
McKinleyville	N/A	15.0%	\$ 65,631
Total	100%	100%	\$ 1,333,955

The final allocation for FY 22-23 is as follows:

RSTP 22-23 Allocations	
County	\$ 1,086,376
Arcata	\$ 142,735
Blue Lake	\$ 12,540
Eureka	\$ 279,472
Ferndale	\$ 14,941
Fortuna	\$ 87,560
Rio Dell	\$ 35,753
Trinidad	\$ 3,202
Tribal Governments	\$ 66,970
Total	\$ 1,729,549

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Rio Dell, CA 95562
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DATE: August 1, 2023
TO: Mayor and Members of the City Council
FROM: Travis Sanborn, Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Request to Transfer City Monies to California Local Agency Investment Fund

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the transfer of City Monies to the California Local Agency Investment Fund (LAIF)

BACKGROUND

City staff is requesting authorization from the City Council to transfer \$2,250,000 million from the City Checking account to the California Local Agency Investment Fund (LAIF).

The Local Agency Investment Fund (LAIF), a voluntary program created by statute, began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Fiona Ma's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chair, or her designated representative, appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business

managers employed by any county, city or local district or municipal corporation of this state. The term of each appointment is two years or at the pleasure of the Treasurer.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third-party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an internal audit process.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,361 participants and \$25.7 billion at the end of June 2023.

DISCUSSION

For the quarter ending June 30, 2023, LAIF was paying 3.15% interest. The City Checking account currently pays no interest. During Fiscal Year 2022-2023, the City collected \$110,148 in interest as a result of its investment in LAIF. The City has a current balance of \$4,814,369 invested in LAIF.

Transferring \$2.25 million from the City Checking account to LAIF would generate an additional \$70,875 in interest income for the City each year at the current rate. This additional

interest income would help to offset rising costs and could be used to fund important city projects.

The transfer of funds would be a one-time event. The City would continue to maintain a checking account for day-to-day operations. However, any excess funds would be transferred to LAIF to earn a higher interest rate.

The City Council adopted Resolution 1431-2019, allowing the City Manager and Finance Director, or their successors, the authority to deposit or withdraw monies in LAIF and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of the resolution and the transactions contemplated.

City Staff believes that this is a prudent financial decision that will benefit the City in the long run. We respectfully request that the City Council approve our request to transfer \$2.25 million from the City Checking account to LAIF.

ATTACHMENTS

Resolution No. 1431-2019 Authorizing Investment of City Monies in the Local Agency Investment Fund (LAIF)



**RESOLUTION NO. 1431-2019
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL AUTHORIZING
INVESTMENT OF CITY MONIES IN THE
LOCAL AGENCY INVESTMENT FUND (LAIF)**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Rio Dell.

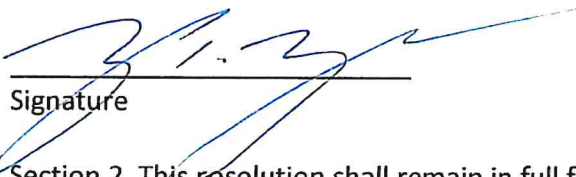
NOW THEREFORE BE IT RESOLVED, that the City Council hereby authorizes the deposit and withdrawal of City of Rio Dell monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Rio Dell City officers holding the titles specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Kyle Knopp
City Manager

Cheryl Dillingham
Finance Director



Signature



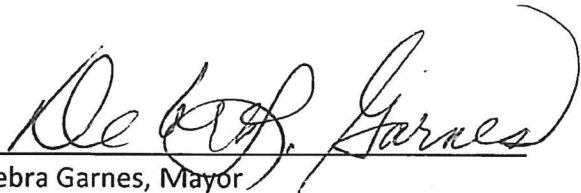
Signature

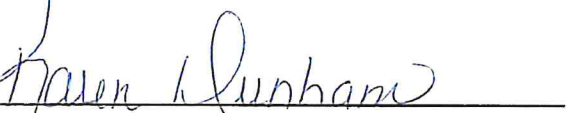
Section 2. This resolution shall remain in full force and effect until rescinded by the Rio Dell City Council by resolution and a certified copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

BE IT FURTHER RESOLVED that resolution 1345-2017 authorizing deposit or withdrawal of money from the Local Agency Fund is superseded and cancelled.

PASSED AND ADOPTED by the City Council of the City of Rio Dell of the State of California on this 6th day of August, 2019 by the following vote:

Ayes: Garnes, Woodall, Strahan and Wilson
Noes: None
Abstain: None
Absent: None


Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



*675 Wildwood Avenue
Rio Dell, CA 95562*

TO: Mayor and Members of the City Council
FROM: Karen Dunham, City Clerk
THROUGH: Kyle Knopp, City Manager
DATE: August 15, 2023
SUBJECT: Resolution No. 1587-2023 - Designation of Voting Delegate for League of California Cities

RECOMMENDATION

Approve Resolution No. 1587-2023 designating Mayor Debra Garnes as the voting delegate and Amanda Carter as the voting delegate alternate for the League of California Cities Annual Conference and Expo September 20-22, 2023.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

The League’s 2023 Annual Conference & Expo is scheduled for September 20-22, 2023. An important part of the conference is the member-driven General Assembly which will take place on Friday, September 22, 2023, at such time, the League membership considers and acts on resolutions that establish League policy.

In order for the City’s representative to vote at the General Assembly, a voting delegate and alternate must be designated by the City Council in the form of a Resolution. A copy of the completed Voting Delegate Form along with a copy of the adopted resolution must be returned to the League’s office prior to Monday, August 28, 2023, to allow the League staff time to establish voting delegate records prior to the conference.

ATTACHMENTS:

Resolution No. 1587-2023
Voting Delegate Form



**RESOLUTION NO. 1587-2023
RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF RIO DELL DESIGNATING A VOTING DELEGATE AND
ALTERNATE FOR THE LEAGUE OF CALIFORNIA CITIES
2023 ANNUAL CONFERENCE**

WHEREAS, the League of California Cities bylaws requires the governing body to designate the City’s voting delegate and up to two alternates; and

WHEREAS, Mayor Debra Garnes was previously appointed by the City Council as the representative to the League of California Cities, with Mayor Pro Tem Amanda Carter as the alternate.

NOW, THEREFORE, the City Council of the City of Rio Dell does hereby resolve that *Debra Garnes, Mayor*, is hereby appointed to serve as the City’s voting delegate at the League of California Cities Annual Conference & Expo on September 20-22, 2023, and *Amanda Carter, Mayor Pro Tem* as the designated alternate voting delegate.

I HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed, and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 15th day of August 2023 by the following vote:

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

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



CITY: Rio Dell

2023 ANNUAL CONFERENCE VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

1. VOTING DELEGATE

Name: Debra Garnes

Email: garnesd@cityofriodell.ca.gov

Title: Mayor

2. VOTING DELEGATE - ALTERNATE

Name: Amanda Carter

Title: Mayor Pro Tem

Email: Cartera@cityofriodell.ca.gov

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk: _____ Date: _____ Phone: _____
(circle one) (signature)

Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.

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



For the Meeting of August 15, 2023
 Consent Item; Public Hearing Item

To: City Council
From: Kevin Caldwell, Community Development Director 
Through: Kyle Knopp, City Manager
Date: August 10, 2023
Subject: Adoption of the 2023/2024 Master Fee Schedule.

Recommendation:

That the City Council:

1. Adopt Resolution No. 1588-2023 adopting the 2023/2024 Master Fee Schedule and rescinding Resolution No. 1362-2017.

Discussion

The existing Master Fee schedule was last adopted in the fiscal year 2017/2018. As the Council is aware the City charges fees for certain services provided by staff. The cost of these services has risen since the adoption of the last fee schedule.

The new Master Fee Schedule also includes the 2023/2024 City's burdened rates. A new fee staff is recommending is a Special Event fee. The Special Event fee would

apply to the Tour of Unknown Coast and other events in the City. The fee of \$45.00 would cover the cost of staff time, including the City Clerk, the Police Chief, the Streets Superintendent, and the front office staff to review the application and issue the Permit.

In regards to Planning fees, the staff is recommending that the Cannabis Track and Trace fees be eliminated. At the time these fees were established the State had not implemented its Track and Trace program, METRC.

Staff is also recommending the Building fees be amended as well. The City has historically used the County's Building fees as the benchmark for various fees. The biggest increase is the unit valuation fees for new residential construction and additions. The City as does most every other City and County in the Country utilizes the International Code Councils Building Valuation Data for square foot construction costs for the various occupancy types identified in the Building Codes. The existing valuation for new residential construction or additions is \$101.95 per square foot. The recommended valuation for new residential construction or additions is \$167.37 per square foot. This is the valuation identified by the International Code Council as the national average. As the Council is likely aware, typical new residential costs in the area range anywhere from \$200.00 to \$300.00 per square foot.

Other changes include amending the Police Department's fee schedule to reflect the increased fees the Council adopted in December of 2022.

Attachments

Attachment 1: 2023/2024 Master Fee Schedule.

Attachment 2: Resolution No. 1588-2023 adopting the 2023/2024 Master Fee Schedule.



City of Rio Dell

Master Fee Schedule 2023/2024

Adopted August 15, 2023
Resolution No. 1588-2023

The Master Fee Schedule is a compilation of current fees charged by the City. This publication contains staff's hourly burdened rates, Finance Department, Community Development Department, including Planning and Building, Police Department fees, Business License rates, Water and Sewer Service rates and various fines for traffic and other municipal code violations.

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**ADOPTED BY RESOLUTION NO. 1589-2023
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
 APPROVING REVISED BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR
 2023-24 AND RESCINDING RESOLUTION 1551-2022**

FY 2023-2024				
Billable Burdened Rates				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	34.34	23%	82%	70.40
City Manager	65.17	23%	61%	119.91
Community Development Director	50.88	23%	50%	88.02
Finance Director	41.86	23%	50%	72.42
Management Analyst I/II/Senior	40.77	23%	79%	82.36
Accountant II	34.47	23%	58%	62.39
Senior Fiscal Assistant	24.41	23%	62%	45.16
Senior Fiscal Assistant	24.88	23%	58%	45.03
Chief of Police	54.00	23%	67%	102.60
Police Sergeant	37.86	23%	109%	87.84
Police Corporal	32.66	23%	107%	75.12
Police Officer	26.82	23%	122%	65.71
Community Service Officer	26.27	23%	90%	55.96
Part-time Records Technician	22.54	23%	110%	52.52
Wastewater Superintendent	40.97	23%	89%	86.86
Water/Roads Superintendent	44.94	23%	70%	86.73
Wastewater Treatment Operator I	21.58	23%	103%	48.77
Operator in Training	20.95	23%	119%	50.70
Utility Worker III	24.39	23%	95%	53.17
Utility Worker II	21.45	23%	118%	51.69
Utility Worker I	19.43	23%	121%	47.41
Water Operator II	23.12	23%	111%	54.10
Public Works Leadman	26.91	23%	100%	60.01

CITY OF RIO DELL ADMINISTRATION/FINANCE DEPARTMENT		
Description	Reference	Current Fee
General Fees		
Return Check	Res. 1211	\$25.00 for 1 st \$35.00 for 2 nd
Transient Occupancy Tax	Ord. 199	8% 10% for first month after delinquent date plus an additional 10% for the second month delinquent plus .5% each additional month or fraction thereof.
Copy/Document Fees		
8 ½" x 11" Black & White	Res. 1249	\$.10 each
8 ½" x 11" Color	Res. 1249	\$.25 each
8 ½" x 14" Black & White	Res. 1249	\$.15 each
8 ½" x 14" Color	Res. 1249	\$.35 each
11" x 17" Black & White	Res. 1249	\$.25 each
11" x 17" Color	Res. 1249	\$.50 each
Fax	Res. 1249	\$1.00 up to 5 pages
Notary Public Acknowledgement	Res. 1249	\$15.00 per signature
Business License Fees		
SB 1379 State Mandated Disability Access Fee	AB 1379	\$4.00 per license
Class A – Yearly Gross Receipts of \$500 - \$30,000	Res. 1029	\$30.00
Class B – Yearly Gross Receipts in Excess of \$30,000	Res. 1029	\$60.00
Late Fee Penalty If Paid Between 8/31 and 9/30 If Paid Between 10/1 and 10/31 If Paid Between 11/1 and 11/30 If Paid After 11/30	Ord. 259	25% 50% 75% 100%
Residential Rentals (two or more units)	Res. 1029	\$4.00 per unit
Mobilehome or Travel Trailer Space	Res. 1029	\$2.00 per space
Change in Address	Res. 1029	\$10.00

CITY OF RIO DELL ADMINISTRATION/FINANCE DEPARTMENT		
Business License Fees Continued		
Description	Reference	Current Fee
Duplicate License	Res. 1029	\$10.00
Citation Fee	Res. 1029	\$30.00
Violation of Business License Ordinance	Res. 1029	\$500.00
Motel or Hotel Accommodations	Res. 1029	\$28.00 annually plus \$2.00 per unit
Non-Residential Contractors	Res. 1029	\$5.00 per day
Carnivals	Res. 1029	\$75.00 per day plus \$5.00 per day for each separate show.
One Ring Circus	Res. 1029	\$50.00 per day
Two or More Ring Circus	Res. 1029	\$100.00 per day
Card Tables for Card Games	Res. 1029	\$200.00 per table in addition to regular business license.
Public Dance	Res. 1029	\$20.00 per day
Special Events	Res. 1588	\$45.00
Garage, Yard or Rummage Sale if More Than Two in One Year.	Res. 1029	\$5.00 per day
Solicitors	Res. 1029	\$10.00 per day per person
Mobile Vendors	Res. 1029	\$10.00 per day per location change

CITY OF RIO DELL WATER AND SEWER FEES		
Water Utility Fees		
Water Connection Fee	Res. 1217	\$2,500.00 Buy-In \$200.00 Connection or Actual Cost
Residential Base Rate Within City Limits Each Unit (750 gallons)	Res. 1281	\$46.63 - \$46.63 \$3.04 - \$3.37
Base Rate Dinsmore Zone (Outside City Limits) Each Unit (750 gallons) Maintenance Surcharge	Res. 1281	\$69.66 <i>*Note: Water rates are adjusted annually. Contact City Hall for additional information.</i>
Late Payment Fee	Res. 1281	10%
Water Shut-Off Fee	Res. 1281	\$50.00
Vacation Lock	Res. 1281	\$40.00
Water Meter Tampering Fee	Res. 1282	\$400.00
After Hours Reconnection Fee	Res. 1281	\$75.00
Sewer Utility Fees		
Sewer Connection Fee	Res. 1253	\$5,220.00
Sewer Base Rate – Equivalent Dwelling Units (EDU's). All customers plus one of the following classes with winter (Dec-Feb) average water consumption. Class – Domestic Strength (cap at 15 units) Class – Low Strength Class – Medium Strength Class – High Strength	Res. 1253	\$58.34 <i>*Note: Water rates are adjusted annually. Contact City Hall for additional information.</i>
New Customer – Fixed Rate (No winter month's history to average).	Res. 1253	\$71.39
Vacant Premises – Fixed Rate	Res. 1253	\$49.64
Sewer Lateral Testing		No Charge

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Preliminary Review		
Description	Reference	Current Fee
Pre-Application Review	Res. 1219	Actual Cost \$75.00 Deposit
Pre-Development Agreement	Res. 1219	Actual Cost \$350.00 Deposit
Administrative Review		
Address of Convenience	Res. 1219	\$40.00
Certificate of Compliance	Res. 1219	Actual Cost \$250.00 Deposit
Cottage Industry Permit	Res. 1219	\$40.00
Home Occupation Permit	Res. 1219	\$40.00
Parcel Merger	Res. 1219	Actual Cost \$200.00 Deposit
Public Hearing Items		
Lot Line Adjustment	Res. 1219	Actual Cost \$500.00 Deposit
Conditional Use Permit	Res. 1219	Actual Cost \$500.00 Deposit
Design Review	Res. 1219	Actual Cost \$500.00 Deposit
General Plan Amendment	Res. 1219	Actual Cost \$1,200.00 Deposit
Reversion to Acreage	Res. 1219	Actual Cost \$500.00 Deposit
Subdivision Major (More than 4 parcels)	Res. 1219	Actual Cost \$2,000.00 Deposit
Subdivision Minor (4 parcels or less)	Res. 1219	Actual Cost \$1,200.00 Deposit
Variance	Res. 1219	Actual Cost \$500.00 Deposit
Zone Reclassification/Text Amendment	Res. 1219	Actual Cost \$1,200.00 Deposit

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Cannabis Activity Permit Fees		
Description	Reference	Current Fee
Initial Application Fee	Res. 1311	\$2,500.00
Annual Operating Fee	Res. 1311	\$4,000.00
Renewal Application Fee	Res. 1311	\$300.00
Transfer of Ownership	Res. 1311	\$100.00
Change in Ownership Structure	Res. 1311	\$100.00
Police Department Review of Background Check	Res. 1311	\$100.00
Change of Location	Res. 1311	\$50.00
Change in Mailing Address	Res. 1311	\$50.00
Change in Trade Name	Res. 1311	\$50.00
Modification of Premises	Res. 1311	\$50.00
Track and Trace Account Fee	Res. 1362	\$90.00/month
Track and Trace Unique Identifier (stamp)	Res. 1362	\$.07/stamp
Track and Trace (Stamp) S&H per Order	Res. 1362	\$25.00
Track and Trace Training Fee	Res. 1362	\$400.00/2 persons
Environmental Review		
Environmental Impact Report Preparation	Res. 1219	Actual Cost \$2,000.00 Deposit
Environmental Impact Report Review	Res. 1219	Actual Cost \$500.00 Deposit
Initial Study Preparation	Res. 1219	Actual Cost \$750.00 Deposit
Initial Study Review	Res. 1219	Actual Cost \$350.00 Deposit
Other Review Fees		
Annexation/Detachment	Res. 1219	Actual Cost \$1,200.00 Deposit
Inspection of Project Improvements	Res. 1219	Actual Cost \$100.00 Deposit
Road Abandonment/Vacation	Res. 1219	Actual Cost \$700.00 Deposit

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Miscellaneous Fees		
Appeal – Administrative	Res. 1219	\$100.00
Appeal – Public Hearing	Res. 1219	\$250.00
Extension – Administrative	Res. 1219	Actual Cost \$100.00 Deposit
Extension – Public Hearing	Res. 1219	Actual Cost \$250.00 Deposit
Information Request	Res. 1219	\$75.00
Life-Safety Inspection	Res. 1219	\$75.00
Map Checking (Final Map, Parcel Map and Record of Surveys)	Res. 1219	Actual Cost \$750.00 Deposit
Modification – Administrative	Res. 1219	Actual Cost \$100.00 Deposit
Modification – Public Hearing	Res. 1219	Actual Cost \$200.00 Deposit
Parkland Dedication Fees (per parcel)	Res. 1219	\$1,500.00
Substantial Conformance Review	Res. 1219	Actual Cost \$100.00 Deposit
Code Enforcement		
Abatement	Ord. 303 & 311 CGC 38773.5	Actual Cost
Administrative Citations	Ord. 329	\$100.00; \$200.00 and \$500.00
Penalties	Ord. 303 & 311	Up to \$1,000.00 per day

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
Building Permits		
Description	Reference	Current Fee
Administrative Fee	Res. 1218	66% of Building Permit Fee
Continuing Education & Certification Fee	Ord. 315	.04 of Total Permit Fee
Technology (i.e. equipment and materials)	Ord. 315	.09 of Total Permit Fee
Certificate of Occupancy, Residential	Ord. 315	\$61.25 - \$66.00
Certificate of Occupancy, Commercial	Ord. 315	\$122.50 - \$133.00
HCD Form 433A – Processing and Filing	Ord. 315	\$93.75 - \$102.00
State Seismic Fee		.01 of Total Permit Fee
California Building Standards Commission Fee		.01 of Total Permit Fee
Plan Check	Ord. 315	65% of Building Permit Fee
Residential Sprinkler Plan Check and Inspection	Ord. 315	\$165.00 - \$179.00
Commercial Sprinkler Plan Check and Inspection	Ord. 315	\$3.60 sq. ft.
Permit or Plan Check Renewal Fee (Fee to renew an expired permit or plan review when the same construction codes remain in effect)	Ord. 315	50% of Original Permit Fees
Plan Check – Major Subdivisions (% of initial plan check/multiple permits for identical building taken out within 180 days of taking out the original permit, provided that the same edition of the Code is still in effect.)	Ord. 315	20%
Residential Energy Plan Check (amount added to original plan check fee)	Ord. 315	\$61.25 - \$66.00
Commercial Energy Plan Check (amount added to original plan check fee)	Ord. 315	\$122.50 - \$133.00
Soils Report Compliance Review Fee	Ord. 315	\$65.00
Flood Plain Compliance Review Fee	Ord. 315	\$107.50
Flood Plain Determination Review	Ord. 315	\$59.75

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Erosion and Sediment Control Inspection (Small Project)	Ord. 315	\$93.75
Erosion and Sediment Control Inspection (Designed Project)	Ord. 315	\$127.50
Code Enforcement Assessment	Ord. 315	Actual Cost of Billable Burdened Rate
Code Compliance Mitigation Fee	Ord. 315	Double Permit Fee
Special Investigation Fee	Ord. 315	Double Permit Fee
Description	Reference	Current Fee
Demolition Residential (Per Structure)	Ord. 315	\$99.45
Demolition Commercial (Based on Contract Price)	Ord. 315	\$99.45 Minimum Fee
Signs and Billboards (Based on Contract Price)	Ord. 315	\$99.45 Minimum Fee
Unit Valuation Schedule		
No Permit to be Issued with Total Fee Less than \$85.00		
Description	Reference	Amount Per Square Foot
Residence or Residential Addition	Ord. 315	\$101.95 - \$167.37
Garage (Residential Accessory)	Ord. 315	\$39.61 - \$66.48
Carport (Residential Accessory)	Ord. 315	\$23.77 - \$32.00
Enclosed Porch (Residential)		
Interior Finished	Ord. 315	\$25.00
Interior Unfinished	Ord. 315	\$15.00
Sunroom/Solarium		
Attached to Residence, Floor and Open to Residence	Ord. 315	\$101.95 - \$167.37
Attached to Residence, Floor and Door between Rooms	Ord. 315	\$101.95 - \$167.37
Basement (Semi-Finished)	Ord. 315	\$18.80
Roof-Line Change (Residential)	Ord. 315	\$8.00
Interior Remodel (Residential)		
Kitchen or Bath	Ord. 315	\$35.68 - \$58.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
All Other Areas	Ord. 315	\$26.51 - \$43.00
Pre-Assembled Housing (Per Unit(s) Square Footage)	Ord. 315	\$16.85 - \$22.00
Foundation Only for Existing Manufactured Home (Per Unit(s) Square Footage)	Ord. 315	\$11.25 - \$15.00
Setup Only (For New Manufactured Home not Place on a Foundation System)	Ord. 315	\$5.60 - \$7.00
Cabana for Manufactured Home	Ord. 315	\$85.64 - \$111.00
Decks, Patios or Porches		
Open and Uncovered	Ord. 315	\$10.00
Covered	Ord. 315	\$14.00
Storage Building or Barn (Private)	Ord. 315	\$39.61 - \$60.00
Fences (Greater than Seven (7) feet in height)	Ord. 315	\$12.00 LF.
Pole Buildings		
Exterior Walls and Floor	Ord. 315	\$14.00
Exterior Walls and No Floor	Ord. 315	\$10.00
No Exterior Walls and No Floor	Ord. 315	\$8.00
Greenhouses		
Private, Detached and No Floor	Ord. 315	\$4.50
Attached to Residence, No Floor, with or without Doors	Ord. 315	\$6.50
Commercial (Minimum)	Ord. 315	\$6.85
Foundation Only	Ord. 315	\$11.25 LF.
Swimming Pool	Ord. 315	\$5.00 cf.
Fuel and Water Storage Tanks (Above Ground)	Ord. 315	\$6.00 cf.
Retaining Walls		
Wood	Ord. 315	\$6.00
Concrete or Block	Ord. 315	\$8.00
Hilfiker	Ord. 315	\$30.00
Gabion Walls	Ord. 315	\$100.00 cyd.

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Wharf or Dock (Non-Commercial)	Ord. 315	\$14.00
Wharf or Dock (Commercial)	Ord. 315	Based on Contract Price
Walls (Framing)	Ord. 315	\$6.00 LF.
Siding	Ord. 315	\$2.50
Drywall	Ord. 315	\$.75
Insulation	Ord. 315	\$.50
Roofing Residential (Based on Contract Price or Based on Roof Area)	Ord. 315	\$2.80
Roofing Commercial	Ord. 315	Based on Contract Price

CITY OF RIO DELL
COMMUNITY DEVELOPMENT DEPARTMENT

Building Permit Fees Continued

Electrical Permit Fees

Description	Reference	Amount
Permit Issuance – For the issuance of each electrical permit.	Ord. 315	\$24.00 - \$26.00
Supplemental Permit Issuance – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.	Ord. 315	\$8.50 – \$10.00

System Fee Schedule

The following fees shall include all wiring and electrical equipment in or on each building.

Residential Single, Two Family & Multifamily – For new multifamily buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of the garages, carports, and accessory buildings.	Ord. 315	\$.07 sq. ft. \$.10 sq. ft.
Private Swimming Pools – For new private in-ground swimming pools for single and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool.	Ord. 315	\$75.50 - \$82.00 per pool

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Electrical Permit Fees		
Description	Reference	Amount
Unit Fee Schedule		
Temporary Power Source – For a temporary service pole or pedestal including all pole or pedestal mounted receptacle outlets and appurtenances.	Ord. 315	\$46.25 - \$50.00
Temporary Power Source – For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc.	Ord. 315	\$31.50 - \$35.00
Receptacle, Switch and Light Outlets – For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters.	Ord. 315	\$1.75 - \$2.00 each for first 20 fixtures \$1.15 - \$1.00 for each additional fixture
Lighting Fixtures – For lighting fixtures, sockets or other lamp-holding devices. Pole, platform or theatrical type lighting fixtures	Ord. 315	\$1.75 - \$2.00 each for first 20 fixtures \$1.15 - \$1.00 for each additional fixture \$1.75 - \$2.00 each
Residential Appliances – For fixed residential appliances or receptacle outlets for same, including wall mounted electric ovens, counter mounted cooking tops, electric ranges, self-contained room, console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers or other motor operated appliances not exceeding one horsepower.	Ord. 315	\$6.25 - \$6.00 each

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Electrical Permit Fees		
Description	Reference	Amount
Unit Fee Schedule		
Non-Residential Appliances – For non-residential appliances and self-contained factory wired, non-residential appliances not exceeding one horsepower, kilowatt (kW) or kilovolt-ampere (kVA) in rating including medical and dental devices, food, beverage and ice cream cabinets, illuminated show cases, drinking fountains, vending machines, laundry machines or other similar types of equipment.	Ord. 315	\$7.25 - \$8.00 each
Power Apparatus – For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus. <i>Fees based on rating in horsepower (hp), kilowatt (kW) or kilovolt-ampere (kVA) or kilovolt-amperes-reactive (kVAR).</i> <i>Note: (1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. (2) These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</i>	Ord. 315	\$6.25 - \$6.00 Up to and including 1. \$16.00 - \$17.00 1 to 9 \$26.25 - \$28.00 10 to 49 \$63.00 - \$68.00 50 to 99 \$95.50 - \$104.00 Over 100
Signs, Outline Lighting and Marquees – For signs, outline lighting systems or marquees supplied from one branch circuit. For additional branch circuits within the same sign, outline lighting system or marquee.	Ord. 315	\$37.50 - \$41.00 each \$7.25 - \$8.00 each
Photovoltaic Systems – For each private photovoltaic system. See Section 66015 CGC.	Ord. 315	\$95.50 - \$104.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Electrical Permit Fees		
Description	Reference	Amount
Unit Fee Schedule		
<p>Services and Panel Boards For services of 600 volts or less and not over 200 amperes For services of 600 volts or less and over 200 to 1000 amperes For services over 600 volts or over 1000 amperes For subpanels or panel-boards</p>	Ord. 315	<p>\$46.25 - \$50.00 each \$94.25 - \$102.00 each \$189.00 - \$205.00 each \$24.00 - \$26.00 each</p>
<p>Miscellaneous Apparatus, Conduits and Conductors – For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth.</p>	Ord. 315	\$24.00 - \$26.00
<p>Carnivals and Circuses – Carnivals, circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions. For electrical generators and electrically driven rides. For mechanically driven rides and walk-through attractions or displays having electric lighting. For a system of area and booth lighting.</p>	Ord. 315	<p>\$37.50 - \$41.00 each \$11.25 - \$12.00 each \$11.25 - \$12.00 each</p>
<p>Other Inspection Fees – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.</p>	Ord. 315	<p>\$99.45 Hourly Burdened Rate</p>

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Mechanical Permit Fees		
Unit Fee Schedule		
Permit Issuance – For the issuance of each mechanical permit.	Ord. 315	\$24.00 - \$26.00
Permit Issuance – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.	Ord. 315	\$8.50 - \$10.00
Appliance Vents – For the installation, relocation or replacement of each appliance vent installed and not included in the appliance permit.	Ord. 315	\$9.25 - \$10.00
Repairs or Additions – For the repair of, alteration of or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption or evaporative cooling system, including the installation of controls regulated by the Mechanical Code.	Ord. 315	\$18.50 - \$21.00
<p>Furnaces – For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h.</p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h.</p> <p>For the installation or relocation of each floor furnace, including vent.</p> <p>For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.</p>	Ord. 315	\$18.50 - \$21.00 \$24.25 - \$26.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Mechanical Permit Fees		
Description	Reference	Amount
Unit Fee Schedule		
<p>Air Handlers – For each air-handling unit to and including 10,000 cubic feet per minute (cfm), including ducts attached thereto.</p> <p>For each air-handling unit over 10,000 cfm.</p> <p><i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i></p>	Ord. 315	<p>\$13.50 - \$15.00</p> <p>\$24.00 - \$26.00</p>
<p>Evaporative Coolers – For each evaporative cooler other than portable type.</p>	Ord. 315	\$13.50 - \$15.00
<p>Ventilation and Exhaust – For each ventilation fan connected to a single duct.</p> <p>For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.</p> <p>For the installation of each hood which is served by mechanical exhaust, including the ducts for each hood.</p>	Ord. 315	<p>\$9.25 - \$10.00</p> <p>\$13.50 - \$15.00</p> <p>\$13.50 - \$15.00</p>
<p>Incinerators – For the installation or relocation of each domestic-type incinerator.</p> <p>For the installation or relocation of each commercial or industrial-type incinerator.</p>	Ord. 315	<p>\$27.50 - \$30.00</p> <p>\$113.00 - \$122.00</p>

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Mechanical Permit Fees Continued		
Description	Reference	Amount
<p>Boilers, Compressors and Absorption Systems – For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 Btu/h.</p> <p>For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h.</p> <p>For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.</p> <p>For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.</p> <p>For the installation or relocations of each boiler or compressor over 50 horsepower or each absorption system over 1,750,000.</p>	Ord. 315	\$18.75 - \$21.00
		\$35.00 - \$38.00
		\$47.00 - \$51.00
		\$70.50 - \$77.00
		\$118.50 - \$129.00
<p>Other Inspection Fees – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.</p>	Ord. 315	<p>\$99.45</p> <p>Hourly Burdened Rate</p>

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Plumbing Permit Fees		
Description	Reference	Amount
Permit Issuance – For the issuance of each plumbing permit.	Ord. 315	\$24.00 - \$26.00
Permit Issuance – For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.	Ord. 315	\$8.50 - \$10.00
Unit Fee Schedule		
Fixture and Vents – For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof). For repair or alteration of drainage or vent piping, each fixture.	Ord. 315	\$12.50 - \$14.00
		\$6.25 - \$6.00
Sewers, Disposal Systems and Interceptors – For each building sewer and each trailer park sewer. For each cesspool. For each private sewage disposal system. For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps. Rainwater systems, per drain (inside building).	Ord. 315	\$31.50 - \$35.00
		\$56.75 - \$62.00
		\$113.00 - \$122.00
		\$30.25 - \$32.00
		\$15.00 - \$16.00
Water Piping and Water Heaters – For installation, alteration or repair of water piping or water treating equipment or both. For each water heater, including vent.	Ord. 315	\$6.25 - \$6.00 each
		\$16.25 - \$17.00
<i>Note: For vents only, see Appliance Vents under Mechanical Permit Fees.</i>		

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Plumbing Permit Fees		
Description	Reference	Amount
Gas Piping Systems – For each gas piping system of one to five outlets.	Ord. 315	\$7.25 - \$8.00
For additional each outlet over five.		\$1.75 - \$2.00
Hydronic Heating Systems – For each hydronic heating system, including floor, wall and baseboard systems.	Ord. 315	\$37.50 - \$41.00
Lawn Sprinklers, Vacuum Breakers and Backflow Devices – For each lawn sprinkler system on any one meter, including backflow protection devices.	Ord. 315	\$22.50 - \$25.00
For each atmospheric-type vacuum breakers or backflow protection devices not included above, one to five devices.		\$16.25 - \$17.00
For each additional device above five.		\$3.50 - \$4.00
For backflow prevention device other than atmospheric-type vacuum breakers, 2 inches and smaller.		\$16.25 - \$17.00
For backflow prevention device other than atmospheric-type vacuum breakers, over 2 inches.		\$32.25 - \$35.00
Swimming Pool – For each swimming pool or spa.	Ord. 315	
Public Pool		\$138.75 - \$150.00
Public Spa		\$92.50 - \$101.00
Private Pool		\$92.50 - \$101.00
Private Spa		\$46.00 - \$50.00

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Plumbing Permit Fees		
Description	Reference	Amount
Miscellaneous – For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in the table.	Ord. 315	\$13.50 - \$16.00
Other Inspection Fees – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45 Hourly Burdened Rate

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Grading Plan Review Fees		
Grading Plan Review Fees – 65% of Grading Permit Fee	Ord. 315	
Other Fees – Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45 Hourly Burdened Rate
Grading Permit Fees		
Description	Reference	Amount
50 cubic yards or less.	Ord. 315	\$37.50 - \$41.00
51 to 100 cubic yards.		\$56.25 - \$61.00
101 to 1000 cubic yards.		
First 100 cubic yards.		\$56.25 - \$61.00
For each additional 100 cubic yards.		\$26.25
1,001 to 10,000 cubic yards.		
First 1,000 cubic yards.		\$292.50 - \$317.00
For each additional 1,000 cubic yards.		\$22.50 - \$23.00
10,001 to 100,000 cubic yards.		
First 10,000 cubic yards.		\$495.00 - \$536.00
For each additional 10,000 cubic yards.	\$100.25 - \$100.00	
100,001 cubic yards or more.		
First 100,000 cubic yards.	\$1397.75 - \$1513.00	
For each additional 10,000 cubic yards	\$55.25 - \$55.00	
Other Inspection Fees – Inspections for which no fee is specifically indicated or the hourly burdened rate cost to the jurisdiction, which is ever greatest.	Ord. 315	\$99.45 Hourly Burdened Rate

CITY OF RIO DELL COMMUNITY DEVELOPMENT DEPARTMENT		
<i>Building Permit Fees Continued</i>		
Elevator Fees		
<p>Passenger or Freight Elevator, Escalator, Moving Walk Up to and including \$40,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$40,000.00 of valuation.</p> <p>Dumbwaiter or Private Residence Elevator Up to and including \$10,000.00 of valuation. For each \$1,000.00 or fraction thereof over \$10,000.00 of valuation.</p>	Ord. 315	<p>\$136.50 - \$148.00 \$2.50 - \$3.00</p> <p>\$37.50 - \$41.00 \$2.50 - \$3.00</p>
<p>Major Alterations – Fees for major alterations shall be as set forth for Building Permit fees. Installation fees include charges for the first year's annual inspection fee and charges for the electrical equipment on the conveyance side of the disconnect switch.</p>	Ord. 315	
<p>Elevator Annual Certificates of Inspection Fees For each elevator. For each escalator or moving walk. For each commercial dumbwaiter.</p> <p><i>Note: Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.</i></p>	Ord. 315	<p>\$63.25 - \$68.00 \$37.50 - \$41.00 \$25.50 - \$28.00</p>

CITY OF RIO DELL POLICE DEPARTMENT		
Description	Reference	Amount
Citation Sign-Off	Res. 362	\$5.00
Emergency Response Related to DUI Activities	GC 53150	Actual Cost
Fingerprints as Applicable		
Parking Violation		
Report Copy	Res. 362	\$15.00
Vehicle Release	Res. 1560	\$75.00
VIN Identification	Res. 362	\$10.00
<i>Resolution No. 362 was Amended by Motion Only by the City Council</i>		
Animal Control		
Dog License (Altered Dog)	Res. 1145	\$12.00
Dog License (Unaltered Dog)	Res. 1145	\$25.00
Replacement Dog License Tag	Res. 1145	\$6.00
Kennel License Fee	Res. 1560	\$75.00
Redemption/Impound Fee	Res. 1560	\$75.00
2 nd Redemption/Impound Fee within 3 Years	Res. 1560	\$100.00
3 rd Redemption/Impound Fee within 3 Years	Res. 1560	\$125.00
Redemption/Impound Fee (Unaltered Male)	Res. 1560	\$130.00
2 nd Redemption/Impound Fee (Unaltered Male)	Res. 1560	\$185.00
3 rd Redemption/Impound Fee (Unaltered Male)	Res. 1560	\$240.00
Redemption/Impound Fee (Unaltered Feale)	Res. 1560	\$140.00
2 nd Redemption/Impound Fee (Unaltered Female)	Res. 1560	\$195.00
3 rd Redemption/Impound Fee (Unaltered Female)	Res. 1560	\$250.00
Quarantine at Alternate Facility	Res. 1145	Actual Cost
Dog/Cat Relinquish Fee	Res. 1560	\$75.00

RESOLUTION NO. 1588-2023



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING THE MASTER FEE SCHEDULE:**

WHEREAS the City of Rio Dell is authorized by Article XIII of the California Constitution and the California Government Code to charge fees and impose fines and penalties for certain violations; and

WHEREAS the City initially adopted a Master Fee Schedule in 2015; and

WHEREAS the intent was to have all the City fees identified in one document; and

WHEREAS the existing Master Fee schedule was last adopted in the fiscal year 2017/2018 by Resolution No. 1362-2017; and

WHEREAS the cost of these services has risen since the adoption of the last fee schedule; and

WHEREAS the adoption of fees and charges for development projects are statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to Section 21080(b)(8) of the Public Resources Code; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and adopts the recommended amendments to the Master Fee Schedule, including, (1) incorporating the recently adopted Billable Burden rates; (2) establishing a Special Event fee; (3) eliminating the City's Cannabis Track and Trace Fees; (4) amending Building fees; (5) amending the Police Department's fee schedule to reflect the increased fees the Council adopted in December of 2022; and (6) rescinding Resolution No. 1362-2017.

I HEREBY CERTIFY that the foregoing Resolution was PASSED, APPROVED, and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on August 15, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and the foregoing to be a full, true, and correct copy of Resolution No. 1588 - 2023 adopted by the City Council of the City of Rio Dell on August 15, 2023.

Karen Dunham, City Clerk, City of Rio Dell

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



DATE: August 15,2023
TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM: Travis Sanborn, Finance Director
SUBJECT: Adopt Resolution 1589-2023 Approving Revised Billable Rates for Staff Time for Fiscal Year 2023-24

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt Resolution 1589-2023 Approving Revised Staff Billable Rates for Fiscal Year (FY) 2023-24 and Rescinding Resolution 1551-2022.

BACKGROUND AND DISCUSSION

To ensure the City is recovering the cost of providing services the Finance Department is revising the FY 2023-24 billable rates to reflect Council approved changes in compensation and benefits.

From time to time City staff is involved in activities and projects that require billing an outside party. In these circumstances the Finance Department prepares an invoice detailing all direct and indirect costs incurred by the City. The City bills for staff time actually spent, which is calculated using the approved billable rates. An updated billable rate for each position has been calculated using the following formula:

$$\text{Total Billable Rate: Hourly Rate} + \text{Hourly Rate (Benefit Cost \% + Overhead \%)}$$

Hourly Rate: Depending on position classification the hourly rate is set by various employment contract agreements and is based on job title and step.

Benefit Cost %: Benefits/Salary + Annual Leave Hours/Annual Paid Hours

Overhead %: Average Total Overhead by Department/Total Department Salary and Benefit Costs

Overhead expenses are all costs in the budget except for direct labor, direct materials, and direct expenses. Overhead includes items such as: advertising, insurance, interest, legal fees, rent, general maintenance and repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.

ATTACHMENT

Resolution 1589-2023 Approving Revised Billable Rates for Staff Time for Fiscal Year 2023-24



RESOLUTION NO. 1589-2023
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
APPROVING REVISED BILLABLE RATES FOR STAFF TIME FOR FISCAL YEAR
2023-24 AND RESCINDING RESOLUTION 1551-2022

WHEREAS, the City of Rio Dell charges fees for certain services provided by City staff that specifically benefit the party receiving such services; and

WHEREAS, the City has the authority to charge regulatory fees to cover the cost of regulatory programs, and user fees are limited to the actual cost of providing services, and

WHEREAS, the City desires to update certain rates for service so that the rates will more accurately reflect the costs to the City in providing the applicable service; and

FY 2023-2024				
Billable Burdened Rates				
TITLE	HOURLY RATE	AVERAGE OH COST %	BENEFITS %	HOURLY RATE CHARGE
City Clerk	34.34	23%	82%	70.40
City Manager	65.17	23%	61%	119.91
Community Development Director	50.88	23%	50%	88.02
Finance Director	41.86	23%	50%	72.42
Management Analyst I/II/Senior	40.77	23%	79%	82.36
Accountant II	34.47	23%	58%	62.39
Senior Fiscal Assistant	24.41	23%	62%	45.16
Senior Fiscal Assistant	24.88	23%	58%	45.03
Chief of Police	54.00	23%	67%	102.60
Police Sergeant	37.86	23%	109%	87.84
Police Corporal	32.66	23%	107%	75.12
Police Officer	26.82	23%	122%	65.71
Community Service Officer	26.27	23%	90%	55.96
Part-time Records Technician	22.54	23%	110%	52.52
Wastewater Superintendent	40.97	23%	89%	86.86
Water/Roads Superintendent	44.94	23%	70%	86.73
Wastewater Treatment Operator I	21.58	23%	103%	48.77
Operator in Training	20.95	23%	119%	50.70
Utility Worker III	24.39	23%	95%	53.17
Utility Worker II	21.45	23%	118%	51.69
Utility Worker I	19.43	23%	121%	47.41
Water Operator II	23.12	23%	111%	54.10
Public Works Leadman	26.91	23%	100%	60.01

NOW, THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the following billable rates for staff time to ensure cost recovery on various services, activities, and projects as follows:

BE IT FURTHER RESOLVED that resolution 1551-2022 approving the billable rates for staff time for fiscal year 2022-23 is rescinded.

PASSED AND ADOPTED by the City of Rio Dell on this 15th day of August, 2023.

- Ayes:
- Noes:
- Abstain:
- Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



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

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk for Derek Taylor, Wastewater Superintendent

DATE August 15, 2023

SUBJECT: Purchase of Two 1060 Gallon Sodium Hypochlorite Tanks

RECOMMENDATION

Approve the purchase of two (2) Sodium Hypochlorite Tanks in the amount of \$9,508.00, not including freight charges estimated at \$1,500, from Core-Rosion Products.

BACKGROUND AND DISCUSSION

The Chlorine storage tanks are critical storage for disinfection of the wastewater effluent and are part of the Chlorine Generator Replacement Project through CalOES. The tanks shifted during the recent earthquakes causing them to leak. There were previous repairs done to the tanks but because of the current condition of the tanks and their age (estimated to be 10 years old), the tanks are in need of replacement.

ATTACHMENTS:

cc: Core-Rosion Products Quote



Thursday, August 03, 2023

*project item #11
hypochlorite tanks*

Derek Taylor
Wastewater Superintendent
City Of Rio Dell
Office: (707)764-5754
Cell: (530)351-1676
taylord@cityofriodell.ca.gov

Reference: 1090 Gallon Sodium Hypochlorite Tank
Quotation #8PP086Q1

Dear Derek:

As per your recent request, I am pleased to submit for your review and evaluation the following proposal to supply a Sodium Hypochlorite storage tank.

Please note that most accessory items and occasionally some connections are shipped loose to avoid damage during transit and are to be field installed by others.

Our base proposal includes the connections and accessories that we discussed or were identified within the specifications for your project. The materials of construction and design of every connection are designed to provide optimum chemical compatibility, performance and value.

I truly appreciate this opportunity to quote to your tank requirements and look forward to working with you on this project. Please let me know when I can provide you with any additional or more detailed information.

Sincerely,

Aaron Ireland

Aaron Ireland, Sales Engineer
Core-Rosion Products
O: 855-998-7345 C: 562-400-2810
irelanda@core-rosion.com

Derek Taylor
 Wastewater Superintendent
 Quotation #8PP086Q2
 August 3, 2023
 Page 2

Two 1090 SODIUM HYPOCHLORITE STORAGE TANKS

Tank Specifications

Model # AACRP1090SW	Capacity 1090 Gallons	Dimensions 5'-1" x 8'-6"
Configuration	Material	Color
Flat Bottom / Dome Top	Crosslinked Polyethylene	Natural
Design S.G. 1.9	Design Pressure Atmospheric	Contents Design Temperature 100°F

Connections: PVC Fittings / EPDM Gaskets / 316SS Hardware (where applicable)

Inlet 2"	Outlet 1"	Air Inlet & Outlet 3"
Overflow 2" (external piping by others)	Level 3"	

Features and Accessories

- 17" Top Manway

Pricing

• Two (2) Tanks and Accessories as Detailed Above	\$9,508.00
• Estimated Freight to Rio Dell, CA	\$1,500.00

Notes & Exceptions

- Expansion joints required on lower sidewall connections to maintain manufacturer's warranty

Derek Taylor
Wastewater Superintendent
Quotation #8PP086Q2
August 3, 2023
Page 3

TERMS & CONDITIONS

Drawings	1 – 2 weeks after receipt of order
Shipment	6 - 8 weeks after receipt of approved drawings (based on current shop loading)
Manufacturer's Warranty	Linked in quotation
FOB Points	All items are FOB Shipping Point
Freight Terms	Prepay and Add unless otherwise instructed by buyer
Prices Effective	30 days
Shipping Costs	Not included unless otherwise indicated
Sales Tax	Not included
Sales Tax	Will be billed at the rate in effect at the time of shipment
Sales Tax	Will be charged unless a resale card is on file (CA shipments only)
Payment Terms	25% with order, balance net 30 days after shipment - OAC
Delayed Shipment	Invoice due N20 at time of readiness to ship – storage fees may apply
Damaged Freight	Must be noted on the freight bill to establish liability
Crating / Special Handling	Will be invoiced at cost + 10% handling fee
Credit Card Payment	Visa / MC / Amex accepted + 3% surcharge added
Off-Loading / Installation	By others
Lateral Restraint System	Wet stamped calculations are required to verify regulations conformance
Anchor Bolt Design	By others (unless slab design conforms with minimums per calculations)
Anchor Bolts	Not included unless otherwise indicated
Flange Gaskets / Bolt Kits	Not included unless otherwise indicated
Expansion Joints	Required for lower 1/3 sidewall connections to preserve tank warranty
Missing Parts	Claims must be made within 30 days of delivery
Ladder Design	Ladder height is based on footings at tank floor level
Vessel Dimensions	Stated dimensions are the OD of the shell and height of dome
Seismic Angle Clips	Distance from tank shell must comply with drawings provided
Disclosure	Items not specifically identified within this proposal are not included
Cancellation Charges	25% Deposit / 50% After Submittals / 100% After Approval
Preliminary Notice	Standard procedure when equipment is purchased for resale

ORDERING INSTRUCTIONS

Core-Rosion Products
3300 E. 19th Street
Signal Hill, CA 90755
Attention: Aaron Ireland
O: 855-998-7345 C: 562-400-2810
irelanda@core-rosion.com

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

Ref#	Date	Vendor	Description	Amount
12162	7/06/2023	[4109] ACCESS HUMBOLDT	On Behalf of LFAs per Agreement of June 1, 2008 2nd Quarter Fee Ending 6/30/2023	270.00
12163	7/06/2023	[6815] ASHLEY, DANIEL	CUSTOMER DEPOSIT REFUND	47.59
12164	7/06/2023	[3975] AT&T - 5709	FAX LINE EXPENSES FOR JUNE 2023-PD, FAX LINE EXPENSES FOR JUNE 2023-CITY HALL	57.35
12165	7/06/2023	[2293] CITY OF FORTUNA	Police Dispatch July 2023	6,328.33
12166	7/06/2023	[2385] EUREKA READYMIX	3/4 Base Class 2 PU (Eeloa Sewer Lateral)	190.72
12167	7/06/2023	[2386] EUREKA RUBBER STAMP CO.	3/4X3 Glossy Gold/Black Name Plates & 3/4X4 Glossy Gold/Black Name Plate	37.30
12168	7/06/2023	[2405] FORTUNA ACE HARDWARE	Clorox Bleach	15.17
12169	7/06/2023	[5765] GARNES, DEBRA	Reimbursement - CalCities Community Services Policy Committee Meeting	317.77
12170	7/06/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	Milwaukee Tools, Keeney Furnace Key	1,144.19
12171	7/06/2023	[3180] JENSEN, RANDY	Reimbursement - Boot Allowance (Sport&Cycle)	130.60
12172	7/06/2023	[6510] ANDRES T LOPEZ	Reimbursement - Boot Allowance (Sport&Cycle)	136.70
12173	7/06/2023	[3478] MATTHEWS PAINTS	Equipment Maintenance	78.37
12174	7/06/2023	[7020] MCLEAN, ARIES	CUSTOMER DEPOSIT REFUND	186.56
12175	7/06/2023	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for June 2023	1,900.00
12176	7/06/2023	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; PAPER TOWELS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD, MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	459.19
12177	7/06/2023	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence; Coliform Quanti-tray; ELAP Certification fee; Pick Up Charge; Total Coliform Bacteria 3X5, Coliform Presence/Absence; Coliform Quanti-tray; ELAP Certification fee	415.00
12178	7/06/2023	[6100] NORTHERN CALIFORNIA GLOVE	Gloves	343.71
12179	7/06/2023	[6147] OSBORNE, MATTHEW	CUSTOMER DEPOSIT REFUND	114.78
12180	7/06/2023	[6621] PAPE MACHINERY	Backhoe Repairs, Forklift Repair	3,784.15
12181	7/06/2023	[2601] PETERSON	Troubleshoot Control Panel	362.78
12182	7/06/2023	[6349] RECOLOGY EEL RIVER	Corp Yard Dump Run	126.00
12183	7/06/2023	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR JULY 2023	14
12184	7/06/2023	[7585] SWEAT PANDA FORTUNA, LLC	Unlimited Month to Month Membership w/Auto Renew, Unlimited Month to Month Membership w/Auto Renew, Unlimited Month to Month Membership w/Auto Renew	47
12185	7/06/2023	[2731] THOMAS & ASSOCIATES	Parts for Model T6A3S-B/F, S/N 138456, 1312938, 1611917, 1610102	5,72

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**City of Rio Dell
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Ref#	Date	Vendor	Description	Amount
12186	7/06/2023	[2772] WENDT CONSTRUCTION, INC	Repair to Sewer at Metropolitan, Eeloa Ave Sewer Lateral Repair	8,640.13
12187	7/06/2023	[2787] WYCKOFF'S	Pool Rake, Telescoping Pool Pole, PVC Slip Caps, Primer, PVC Glue, Blades	244.94
12189	7/18/2023	[0576] 101 AUTO PARTS	Ball Mount, Washers and Springs	86.72
12190	7/18/2023	[5686] ALCOPRO, INC.	Breathalizers and Mouthpieces (Order #37384)	2,371.63
12191	7/18/2023	[3527] ALLIANT INSURANCE SERVICES INC.	23-24 ACIP Crime Renewal	1,213.00
12192	7/18/2023	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR JUNE 2023 - City Hall & COPIER CHARGES FOR JUNE 2023 - PD	688.87
12193	7/18/2023	[7439] AUSTIN, KRISTA	CUSTOMER DEPOSIT REFUND	36.13
12194	7/18/2023	[7578] BOLING, HAYLEI	CUSTOMER DEPOSIT REFUND	45.93
12195	7/18/2023	[4603] CALIF. BUILDING STANDARDS COMMISSION	PERMIT ASSESSMENT FEES FOR APRIL THROUGH JUNE 2023	43.20
12196	7/18/2023	[2293] CITY OF FORTUNA	LAB TESTING -COLIFORM QUANTI-TRAY; BOD; TSS/MLSS; COLIFORM PA; COLIFORM 3X5	2,675.00
12197	7/18/2023	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 6/30/2023	150.00
12198	7/18/2023	[2928] DAN COLLINGS TREE SERVICE	Removed Six Hazard Trees Leaning Over a House off Bellevue Ave	3,800.00
12199	7/18/2023	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	Fingerprint APPS; Fingerprint - FBI; Child Abuse Index Check: Peace Officer-Billed;	198.00
12200	7/18/2023	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZARD MAPPING FEE FOR APRIL THROUGH JUNE 2022	84.74
12201	7/18/2023	[5568] DIVISION OF THE STATE ARCHITECT	DISABILITY ACCESS & EDUCATION FEES FOR APRIL THRU JUNE 2023	64.40
12202	7/18/2023	[3782] EUREKA-HUMBOLDT FIRE EXTINGUISHER CO., INC	ANNUAL FIRE EXTINGUISHER MAINTENANCE SERVICE AND TRAINING FOR PW, CITY HALL & ANNUAL FIRE EXTINGUISHER MAINTENANCE SERVICE FOR PD	1,824.28
12203	7/18/2023	[2405] FORTUNA ACE HARDWARE	Valve Key 4-Way	39.03
12204	7/18/2023	[5052] GHD, INC	Professional Services Rendered through 6/30/2023 - Rio Dell Eel River Trail	10,440.19
12205	7/18/2023	[7195] METER, VALVE & CONTROL, Inc	Itron 100W+ Water Meter Endpoint (Encoder)	2,695.34
12206	7/18/2023	[5934] NORTH COAST JOURNAL, INC	Notice of Public Hearing	244.00
12207	7/18/2023	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence, Coliform Quanti-tray, ELAP Certification Fee	140.00
12208	7/18/2023	[4393] NYLEX.net. Inc.	Setup New Patrol Laptops	3,125.00
12209	7/18/2023	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchased for Reserve on 4/25/23 & 6/12/23	800.00
12210	7/18/2023	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 3/30/2023 - 6/29/2023	180.85
12211	7/18/2023	[6349] RECOLOGY EEL RIVER	Dump Run, Garbage Bags for Dec '22, Jan '23, Feb '23, and June '23	60
12212	7/18/2023	[2659] RIO DELL PETTY CASH	Garbage Bags for Corp Yard and Cleaning Supplies for City Hall	4
12213	7/18/2023	[6802] SCHILLINGER, ETHAN & ANNA SCHWAB	CUSTOMER DEPOSIT REFUND	1
12214	7/18/2023	[7316] SILKE COMMUNICATIONS SOLUTIONS, INC	Left Small Molded Gel, Replacement Tube AT-4, Molded Gel Open Ear Insert	2

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

Ref#	Date	Vendor	Description	Amount
12215	7/18/2023	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	Liability Insurance Premium, Annual Premium for Property Insurance, Property Banking Layer Deposit, 1st Quarter Premium for Worker's Compensation Insurance, Annual Premium for ERMA/EPLI Insurance, Annual Premium for ADWRP Insurance, Annual Premium for EAP	239,857.15
12216	7/18/2023	[7263] SOUTHERN TRINITY HEALTH SERVICES	DEPOSIT REFUND	191.74
12217	7/18/2023	[2715] STEWART TELECOMMUNICATION	Phone Lines PD - August '23	221.96
12218	7/18/2023	[7585] SWEAT PANDA FORTUNA, LLC	Unlimited Month to Month Membership w/Auto Renew	133.35
12219	7/18/2023	[2779] WILDWOOD SAW	Equipment Maintenance	904.99
12220	7/18/2023	[2787] WYCKOFF'S	Floor Sucker	216.46
12221	7/26/2023	[0576] 101 AUTO PARTS	Med Lock, USS Flat, USS GR5s	4.98
12222	7/26/2023	[6038] ACCURATE TERMITE & PEST SOLUTIONS	BI-MONTHLY PEST CONTROL @ 675 WILDWOOD AVE	105.00
12223	7/26/2023	[5750] AERO-MOD	Rollers and Bearings	7,858.39
12224	7/26/2023	[5381] ALTERNATIVE BUSINESS CONCEPTS	Staples for Kyocera	97.87
12225	7/26/2023	[7237] BPR CONSULTING GROUP	Plan Check Fee - Garage @ 225 Smither Ct for Sauers	286.17
12226	7/26/2023	[4937] CALIFORNIA DEPT OF TRANSPORTATION	SIGNALS & LIGHTING BILLING APRIL 2023 THROUGH JUNE 2023	309.86
12227	7/26/2023	[4063] CITY OF FERNDALE	Michael Stephen 32 Hours	704.00
12228	7/26/2023	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 7/14/2023	150.00
12229	7/26/2023	[3644] CORY J CACREN DBA TAYLOR MADE FENCING,	Repair of Back Gate Operator at Wastewater Plant, Repair of Front Automate at Wastewater Treatment Plant	6,990.00
12230	7/26/2023	[7616] DAZEY'S ARCATO	White Vinegar 55 Gal Drums	2,960.75
12231	7/26/2023	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	Blood Alcohol Analysis for June 2023	35.00
12232	7/26/2023	[2356] DOWNEY BRAND LLP	Permitting and Regulatory Issues - for Services Rendered thru June 30, 2023	1,742.50
12233	7/26/2023	[2405] FORTUNA ACE HARDWARE	Distilled Water, White Vinegar, Grout Sponge, Bolts (Wells)	85.69
12234	7/26/2023	[5052] GHD, INC	For Professional Services Rendered Through 6/30/2023, For Professional Services Rendered Through 6/30/2023: Water - Web GIS Water System	6,369.03
12235	7/26/2023	[6486] GREEN TO GOLD ENTERPRISES LLC	Ball Valve, Disconnect Clip, 4-Way Key	58.67
12236	7/26/2023	[4451] HARBOR FREIGHT TOOLS	Ties and Cables, Ratchet, Button Cell, Socket	83.87
12237	7/26/2023	[2457] HUMBOLDT COUNTY CLERK-RECORDER	Copies for Kevin	3.00
12238	7/26/2023	[7459] HUMBOLDT COUNTY PUBLIC HEALTH	Immunizations and HEP Vaccines	121.00
12239	7/26/2023	[2691] HUMBOLDT SENIOR RESOURCE CENTER/ADULT DAY HEALTH, INC	Transportation Services 2023 to 2024	6,500.00
12240	7/26/2023	[2465] HUMBOLDT TRANSIT AUTHORITY	JPA Member Assessment RTS - FY 2023-2024	49,93
12241	7/26/2023	[2474] HUMMEL TIRE & WHEEL, INC	Tire Repair on '17 Ford Interceptor	78
12242	7/26/2023	[2501] KEENAN SUPPLY	Filler Flange, Red Rubber Full Face Gasket	26
12243	7/26/2023	[7475] LEAF CAPITAL FUNDING LLC	Lease of Kyocera TA 308ci Copier System	20

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**City of Rio Dell
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Ref#	Date	Vendor	Description	Amount
12244	7/26/2023	[7195] METER, VALVE & CONTROL, Inc	Security Seal for Sealing PIT ERT to Register Connector	73.63
12245	7/26/2023	[5934] NORTH COAST JOURNAL, INC	Notice of Public Hearing	244.00
12246	7/26/2023	[2569] NORTH COAST LABORATORIES, INC.	BOD/NFR, ELAP Certification Fee, ELAP Certification fee, Total Coliform Bacteria 3X5, BOD/NFR, ELAP Certification fee, Haloacetic Acids, Nitrate and/or Nitrite, Purgeables by GC/MS, Total Dissolved Solids, Total Nitrogen, BOD/NFR, ELAP Certification fee	2,700.00
12247	7/26/2023	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	Prepared Annual Labor Compliance Report	75.00
12248	7/26/2023	[6100] NORTHERN CALIFORNIA GLOVE	Muck Boots	120.18
12249	7/26/2023	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR AUGUST 2023	3,230.00
12250	7/26/2023	[6825] OPTIMUM	INTERNET SERVICES JULY 2023	900.00
12251	7/26/2023	[6943] PACE SUPPLY CORP	Water Traffic Bolt Down, Steel Water Cover	1,566.37
12252	7/26/2023	[6621] PAPE MACHINERY	Hydraulic/Braking Issue	1,879.71
12253	7/26/2023	[7328] PROVIDENCE	SERT - Counseling and Evidence	1,212.00
12254	7/26/2023	[3030] REDWOOD EMPIRE ROOFING	Refund: Overpayment on Permit #072306	10.00
12255	7/26/2023	[7617] ROBINSON SWEEPING INC.	Street Sweeping Summer '23	2,185.00
12256	7/26/2023	[2664] ROGERS MACHINERY INC	Services Performed on Equipment	435.00
12257	7/26/2023	[7189] SHARP AUTO GRAPHICS & SIGNS, INC.	Apply Provided Graphics on Ford Maverick	250.00
12258	7/26/2023	[4570] SHRED AWARE	Shredding	74.26
12259	7/26/2023	[7316] SILKE COMMUNICATIONS SOLUTIONS, INC	Out Fitting Dodge Charger	16,541.23
12260	7/26/2023	[5907] TUFTS POLYGRAPH AND INVESTIGATION	Polygraph Examination and Report	300.00
12261	7/26/2023	[2748] UNDERGROUND SERVICE ALERT	2023 Membership fee	300.00
12262	7/26/2023	[2750] USA BLUEBOOK	Deep Well Socket Set	217.69
12263	7/26/2023	[3917] VERIZON WIRELESS	Safety Phones PD & PW (& Mayor): Jun 17 - Jul 16	655.45
12264	7/26/2023	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR AUGUST 2023	391.07
12265	7/26/2023	[2772] WENDT CONSTRUCTION, INC	Roadside Mower: ERIP-North, Roadside Mower: ERIP-South, Roadside Mower: CalTrans, Roadside Mower: Sewer 1, Roadside Mower: Edwards Dr, Roadside Mower: Riverside, Roadside Mower: Pacific	6,553.75
12266	7/26/2023	[2779] WILDWOOD SAW	Service and Labor, Labor and Maintenance	338.08
12267	7/26/2023	[2787] WYCKOFF'S	Bushing	1.29
12268	7/31/2023	[4063] CITY OF FERNDALE	Michael C. Stephen - BI/SIERRA - ROPD Applicant	189.59
Total Checks/Deposits				430,947.13

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Ref#	Date	Vendor	Description	Amo
94	7/03/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE ONLINE PAYMENT FOR JUNE 2023.	-1,554

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

Ref#	Date	Vendor	Description	Amount
9837238	7/06/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT/ PPE 06/30/2023	-11,844.05
9837243	7/10/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL PAYMENT/AUGUST 2023.	-2,565.74
897-056	7/10/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/30/2023	-3,034.12
4301265	7/10/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/30/2023	-17,308.88
9037537	7/10/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR WEXBANK/SHELL FUEL CO PAYMENT/ JUNE & JULY 2023.	-3,586.92
306938	7/12/2023	WITHDRAWAL	DEPOSITED ITEM RETURNED	-2,225.94
6118132	7/18/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR MISSIONSQUARE RETIREMENT PAYMENT/ PPE 07/14/2023	-11,869.79
9837240	7/19/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY CO PAYMENT/AUGUST 2023	-30,673.76
9837239	7/20/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR DEARBORN LIFE INSURANCE PAYMENT FOR AUGUST 2023	-510.00
9837244	7/20/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR JULY 2023	-23,671.05
307498	7/21/2023	WITHDRAWAL	DEPOSITED ITEM RETURNED	-3,500.00
979-296	7/24/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 07/14/2023	-2,861.57
4027363	7/24/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 07/14/2023.	-16,865.88
9837241	7/25/2023	ELECTRONIC FUNDS TRANSFER	EFT MISSIONSQUARE RETIREMENT PAYMENT/ FINAL PAYCHECK 07/21/2023	-136.85
9837242	7/25/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR AUGUST FY2023-2024	-437.17
9837247	7/26/2023	ELECTRONIC FUNDS TRANSFER	EFT FOR ONLINE PAYMENT BANK OF AMERICA FOR JULY/AUGUST 2023	-5,572.84
Total EFT's/Bank Withdrawals				-138,219.52

Ref#	Date	Vendor	Description	Amount
TRX TO PR	7/06/2023	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 06/30/2023	-46,308.38
TRX TO PR	7/19/2023	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PW EMPLOYEE FINAL CHECK 7/21/2023.	-2,232.11
TRX TO PR	7/20/2023	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 07/14/2023	-44,848.50
TRX TO PR	7/31/2023	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER TO PAYROLL ACCT FOR PPE 07/28/2023	-41751.22
Total Transfer Between Accounts				-135,140.21

Ref#	Date	Vendor	Description	Amount
9837245	7/28/2023	WITHDRAWAL	POSTAGE TO MAIL U/B BILLS FOR JULY 2023.	-523.49
Total Debit Card Withdrawals				-523.49

Section F, Item 8.



Staff Highlights – 2023-08-15

City Council

City Manager

City Clerk

Processed Eight (8) Building Permit Applications
474 Walker Lane – Foundation System on Mobile Home
565 Gunnerson Lane – Re-Roof Residence
720 Rigby Ave. – 352 Sq. Ft. Deck
98 Painter St. – Perimeter Foundation
157 Meadowbridge Dr. – Re-Roof Residence
510 Painter St. – Re-Roof Residence
365 Wildwood Ave. – Perimeter Foundation
140 River St. – Perimeter Foundation

Processed Three (3) Business License Applications:
Century Mobile Homes – Non-Resident Contractor
Blue Collar Scholar – Mobile Landscaping Business
Bellevue Farm – Farm Stand at 610 Bellevue

Processed One (1) Encroachment Permit Application:
PG&E – Repair SCADA Radio on pole at 520 Rigby Ave.

Misc.

Submitted CHF/CIRB Building Permit Report for July
Arranged for placement of a new sign at Memorial Park (Larry Daggett)
Submitted US Department of Commerce Building/Zoning Permit Report-July
Submitted Sewer Lateral Temporary Exemption Letter Re: 470 Fourth Ave.
Submitted report to Alliant Insurance(SCORE) Re: Office of Self-Insurance Plans

City Attorney

Human Resources, Risk & Training

Finance Department

Updated the City of Rio Dell's Staff Billable Rates for Fiscal Year 2023-2024

Submitted the list of delinquent sewer accounts to the County Auditor-Controller per the newly passed Ordinance 399-2023.



Attended webinar "Understanding the Financial Data Transparency Act" moderated by the League of California Cities and Government Finances Officers Association

Prepared LAIF transfer request and report

Submitted City of Rio Dell PI-only application to CDBG reps with updated and amended guidelines

Reviewed the scope of work and tasks the County of Humboldt and the City of Rio Dell will be responsible for regarding CDBG loans

Gathered and distributed advertising material for the upcoming Tire Dump Day Event being held on Saturday, August 19 from 10 am-2 pm at the Eagle Prairie Elementary School

Onboarded GIS intern, Shaun Thornton, who will be working with City staff and GHD on various GIS-related projects

Filled out the HCOAG RSTP claim form to be submitted after the council meeting

Met with County of Humboldt staffer who is assisting the City with the Hazard Mitigation Grant Program (HMGP) solar array project

Working to update the City of Rio Dell Agency QAP Renewal per Caltrans guidelines with GHD

Submitted documentation as part of the Caltrans-covered road repair projects as a result of the Dec 2020 Earthquake disaster.

Work on PES (preliminary environmental study) to determine the types of technical studies needed for Caltrans road damage projects due to earthquake

Assist cannabis businesses' with tax questions

Assist City Engineers to continue to work on Rio Dell Pedestrian Connectivity Project

Provide updates to CleanCA reps updating progress on grants

Public Works Water

Public Works Wastewater

Repair to the Belt filter press. Idler roller replacement.

Scheduling Generator install at Fern St. Liftstation.

Chloramine Trial to irrigation fields.

NPDES permit renewal negotiation with the Regional and State water board.



Routine sewer cleaning/jetting

Getting quotes for biosolids tent/cover replacement

Contacted Caltrans about Edwards mudslide.

Meeting with GHD for city wide update.

Posting of open job positions for the public work department.

Field mowing and maintenance.

Chlorine generator replacement project CalOES.

Working with GIS intern for water and wastewater mapping and services locations.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Review and respond to USDA request for information/confirmation regarding Rio Dell Apartments.

Forced Air Unit (FAU) inspection 160 Monument Road.

Open file, prepare referrals, maps and refer Humboldt 454 Modification application.

Follow up on Hough Violation (paint, with letter and Notice of Violation and Order to Abate. Request a copy of the deed from the Recorder's office.

Review the City Attorney's opinion regarding the possible donation of the Pizza Factory building. Convey information to the owner's Realtor, John Thor.

Final inspection 144 Spring Street, lower siding replacement.

Meeting with the County regarding CDBG program administration roles and responsibilities.

Foundation inspection 475 Walker Lane

Roof inspections 200 Columbus



Email Dollar General regarding screening of recycling/trash area. Follow-up email regarding forma code enforcement proceedings.

Foundation/framing inspections 585 View Avenue

Email to PG&E and AT&T regarding the utility pole at the corner of Center Street and Ireland Avenue.

Foundation inspection 745 Ireland, Unit D.

PRA request to DGS regarding the CalFire project.

Finish formatting CDBG OOR forms and attachments, and email to all.

Update Master Fee Schedule, prepare Staff Report and Resolution for August 15th Council meeting.

Intergovernmental

Humboldt-Rio Dell Business Park



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

August 15, 2023

TO: Rio Dell City Council
FROM: Kyle Knopp, City Manager
SUBJECT: Discussion and Possible Action Regarding Issuance of Request for Proposal for Gateway Landscape Improvements

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction to staff and authorize the City Manager to finalize and issue the RFP.

BACKGROUND AND DISCUSSION

The City was previously awarded \$197,870 for the Gateway Enhancement project through the Clean California Program. Deliverables for the project include a 3-piece outdoor exercise station, upgrading the Gateway’s irrigation system and the installation of 123 trees.


This item covers only the landscaping portion of the overall grant project. The exercise station will return separately for Council approval before issuance.

The Ad Hoc Committee of Mayor Garnes and Mayor Pro Tem Carter have selected the Flowering Cherry for both the median islands and sidewalk areas. Currently, there are 15 flowering cherries on the gateway which are to be preserved. 25 non-cherry trees are to be removed and replaced with flowering cherries. 15 smaller trees (Species to be identified) are to be placed at the ends of each median island in order to preserve sight lines.

In total, the project will be short 24 trees of the original 123 tree target. This is because 15 preexisting flowering cherries are to be preserved and 9 median trees were incorrectly included in the original design. The median island in front of Root101 was removed around 2017, a physical change that was not reflected in the CAD street designs prior to grant submittal. The impact of these changes is not anticipated to be significant.

///

Rio Dell Gateway Landscape Improvement Project

	<p>City of Rio Dell</p> <p>Issued by Kyle Knopp, City Manager</p> <p>knoppk@cityofriodell.ca.gov</p>	<p>Issue Date: August xx, 2023</p> <p>Due Date: September xx, 2023</p> <p>Description: Tree Removal, Excavation and Planting, Irrigation Update</p> <p>Addendum:</p>
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Summary: The City of Rio Dell is seeking bids for the Gateway Landscape Improvement Project, a component of the Clean California Initiative. The project includes some small diameter tree removal and stump grinding, the excavation of existing soil materials with backfilling of new topsoil and installation of 84 Flowering Cherry Trees. The project also involves the replacement of 375 sprinkler heads with new water efficient rainbird sprinklers.

REQUIRED LICENSING:

Contractor has a “C-27” landscape contractor’s license. **Contractor’s License #** _____ **Expires:** _____

Contractor has registered with the State of California’s DIR (Department of Industrial Relations) website:

DIR Registration Number: _____

TIME OF COMPLETION:

Bidder agrees to complete the project on or before a date specified in a signed contract. The City desires to complete this project as soon as possible, no later than February 29, 2024.

MANDATORY WALK-THROUGH:

In-person visual inspection of the project location is required. A mandatory sign-off sheet will be available for self-certification at 675 Wildwood Avenue, Rio Dell, CA 95562 from 8:00am to 5:00pm Monday through Friday.

TIMELINE:

TIMELINE	DATES
RELEASE OF REQUEST FOR BID	August xx , 2024
MANDATORY SITE VISIT ON:	Anytime prior to bid submission.
DEADLINE FOR BIDS TO BE RECEIVED	September xx , 2024 @ 8:30am
	THE FOLLOWING DATES ARE TENTATIVE AND MAY BE SUBJECT TO CHANGE
OPENING OF SEALED BIDS	September xx , 2024 at 8:30am.
RECOMMENDATION OF AWARD TO CITY MANAGEMENT and/or COUNCIL	September 19 , 2024
CONTRACT FINALIZATION / NEW CONTRACT START DATE	by October 1, 2024

Original copies of the bid are to be received by 8:30 a.m. on **xx**, Pacific Standard Time, at 675 Wildwood Avenue, Rio Dell CA 95562. Late, faxed, emailed, or unsigned bids will be rejected. Post marks do not count. No additional information or documentation will be accepted from proposers after the bid due date.

SCOPE OF SERVICES:

The project area is a section of Wildwood Avenue in Rio Dell California that stretches from Belleview Avenue in the north to Side Street in the south. The roadway’s primary configuration include two traffic lanes separated by a 10’ median and flanked on both sides by sidewalk grass and trees. Prior efforts to plant trees in the gateway were largely unsuccessful due to the mostly gravel composition of the ground just below the lawn.

This project seeks to correct these issues to create healthy trees in Rio Dell’s “gateway.” Eighty-Four (84) 24” Box Flowering Cherries are to be installed with the removal and replacement of approximately 125 cubic feet of soil per tree. 25 non-cherry trees will be removed/replaced, and 15 existing flowering cherries at the site will be preserved.

Work also includes the replacement of 375 sprinklers along the gateway.

TRAFFIC CONTROL SYSTEMS

The contractor will work in advance with the City to identify the necessary temporary street and sidewalk closure. In order to facilitate detours, the needed closures will be

identified no less than 24 hours in advance.

SUBMISSION

All bids must be submitted in a sealed envelope clearly marked with the title of “Median Island Maintenance”

- Late bids will not be accepted.
- Post marks do not count.
- All bids, whether selected or rejected, shall become the property of the City of Rio Dell.

Bids are to be sent to:

GATEWAY PROJECT
ATTN: CITY MANAGER
675 Wildwood Avenue
Rio Dell CA 95562

PREVAILING WAGE REQUIREMENT

Pursuant to the provisions of the Labor Code of the State of California, the Department of Industrial Relations has made a determination of the rate of per diem wages to be paid on the prevailing rate of pay for regular, holiday and overtime work in the locality in which the public work is to be performed, for each craft, classification, or type of workman needed to execute the contract. All City of Rio Dell projects greater than \$1,000 requires that contractors adhere to Prevailing Wage requirements (California Labor Code, Sections 1770 through 1775). The rates can be found online here:

<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

EXCEPTIONS TO SPECIFICATION

Bids taking the exception to any part or section of these specifications shall indicate such exceptions in the Bid. Failures to indicate any exceptions shall be interpreted as the Bid’s intent to fully comply with the specifications as written. However, conditional or qualified Bids are subject to rejecting in whole or in part.

EXPENSES INCURRED IN PREPARING THE BID

The city accepts no responsibility for any expense incurred by Bid in the preparation and presentation of a Bid, such expenses to be borne exclusively by the Bid.

BID INVESTIGATIONS

Before submitting a Bid, each Bid shall make all investigations and examinations necessary to ascertain the full performance of the contract and to verify any representations made by the city that the Bid will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Bid from its obligation to comply with every detail of all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Bid.

QUALIFICATIONS OF BIDS

Each Bidder shall possess a valid C-27 License.

BID WITHDRAWAL

No Bid can be withdrawn after it is filed unless the Bid makes a request in writing to the city prior to the time set for the opening of Bids or unless the city fails to accept a Bid within ninety (90) days after the date fixed for opening Bids.

APPLICABLE LAW

The solicitation and any contract resulting from this solicitation shall be governed in all respects by the laws of the State of California and any litigation with respect thereto shall be brought in the courts of this State in the County of Humboldt. The successful Bid shall comply with all applicable federal, state, and local laws and regulations.

SELECTION PROCESS

The award of contracts shall be at the sole discretion of the City. Selection shall be based on the lowest responsive responsible bid received. The Bids should be submitted on the most favorable terms that the Bid can propose. It is the intent to make an award to one bid for all services required, although the City reserves the right to make multiple awards, depending on the needs and best interests of the City. The City may accept or reject any or all Bids in whole or in part and may waive informalities in the process. The contents of the Bid of the selected bid will become the basis for a contractual obligation when the award is made.

Final contract award will be subject to approval by the City Council. The City reserves the right to award a contract or contracts to Contractor that presents a Bid which, in the sole judgment of the city, serves the best interest of the city.

The city reserves the right to reject any and all Bids, to waive minor irregularities in said Bids, or to negotiate deviations with the successful Bid.

CONFLICT OF INTEREST

Bid warrants and covenants that no official or employee of the city, nor any business entity in which an official of the city has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor any such person will be employed in the performance of such contract without immediate divulgence of such fact to the city.

CONTRACT

If a Bid is accepted, the successful Bid will be required to sign a contract. Any executed contract will be substantially similar.

INSURANCE REQUIREMENTS:

The successful Bid will be required to satisfy the insurance requirements, as set forth by the City. The Bid shall furnish the city with certificates and original endorsements affecting the required insurance coverage prior to execution of a contract by the city. In addition, the city may require additional insurance requirements dependent upon Bid's proposed services. Insurance coverage shall be no less than:

Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.

Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

ASSIGNMENT:

Any contract resulting from this Bid and any amendments or supplements shall not be assignable by the successful Bid.

RESERVATION OF RIGHTS:

The City of Rio Dell reserves the right to:

- Cancel this Request for Contractor Bids
- Amend this Request for Contractor Bids
- Extend the deadline for submitting Bids
- Waive minor irregularities or failures to conform to the Request for Contractor Bids

NEGOTIATIONS:

The city reserves the right to negotiate prior to contract execution with any Bid. Items that may be negotiable include, but are not limited to, types and scope of services and activities, performance criteria, start date and project completion date. Negotiable items must be consistent with the original Bid submitted, including proposed costs. Bids may not change the terms of their Bid after bid opening.

INQUIRY:

City of Rio Dell
Attn: City Manager
675 Wildwood Avenue
Rio Dell, CA 95562

knoppk@cityofriodell.ca.gov

ATTACHMENTS:

- A. Location Map
- B. Bid Sheet
- ~~C. Draft Contract~~

ATTACHMENT A

BID SCHEDULE: Gateway Landscape

Item No.	Est. Qty.	Unit	Description	Unit Price	Total
1	1	N/A	Mobilization	\$(_____)	\$(_____)
2	25	EA	Tree Removal and Stump Grinding	\$(_____)	\$(_____)
3	6	HR	Final tree location marking	\$(_____)	\$(_____)
4	84	EA	Excavation 5' deep and 5' wide, removal and disposal of existing soil material. Backfill with new topsoil.	\$(_____)	\$(_____)
5	84	EA	Supply and Plant 24" Box Tree - Flowering Cherry	\$(_____)	\$(_____)
6	15	EA	Excavation 3' deep and 3' wide, disposal of existing soil material. (small tree selection and installation by the city seperately.)	\$(_____)	\$(_____)
7	192	EA	Supply, replace and adjust height - 6" Rainbird 32SA adjustable rotating spinkler	\$(_____)	\$(_____)
8	183	EA	Supply, replace and adjust 6" Rainbird 1806APPRS 180 degree sprinklers.	\$(_____)	\$(_____)
9	1	EA	3-month Tree Establishment Period	\$(_____)	\$(_____)

EXCEPTION TO SPECIFICATION: List all exceptions to specification on a separate piece of paper, attached to the bid.